

A meeting of the  
**West of England Combined Authority Committee**

will be held on

**Date: Monday 30 October 2017**

**Time: 2pm**

**Place: Guildhall, Bath & North East Somerset Council, High Street,  
Bath, BA1 5AW**

Notice of this meeting is given to members of the West of England Combined Authority as follows:

Mayor Tim Bowles, West of England Combined Authority  
Cllr Tim Warren, Bath & North East Somerset Council  
Mayor Marvin Rees, Bristol City Council  
Cllr Matthew Riddle, South Gloucestershire Council

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# West of England Combined Authority Committee Agenda

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**1. EVACUATION PROCEDURE**

In the event of a fire, please await direction from the Bath & East North Somerset Council staff who will help assist with the evacuation. Please do not return to the building until instructed to do so by the fire warden(s)

**2. APOLOGIES FOR ABSENCE**

To receive apologies for absence from Members.

**3. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011**

Members who consider that they have an interest to declare are asked to: a) State the item number in which they have an interest, b) The nature of the interest, c) Whether the interest is a disclosable pecuniary interest, non-disclosable pecuniary interest or non-pecuniary interest. Any Member who is unsure about the above should seek advice from the Monitoring Officer prior to the meeting in order to expedite matters at the meeting itself.

**4. MINUTES**

To consider and approve the minutes from 15 September 2017 of West of England Combined Authority Committee Meeting.

**5. CHAIR ANNOUNCEMENTS**

To receive announcements from the Chair of the West of England Combined Authority.

**6. COMMENTS FROM CHAIR OF LOCAL ENTERPRISE PARTNERSHIP**

To be presented by the Chair of the West of England LEP.

**7. ITEMS FROM THE PUBLIC**

Members of the public can speak for up to 3 minutes each. The total time for this session is 30 minutes so speaking time will be reduced if more than 10 people wish to speak.

If you wish to present a petition or make a statement and speak at the meeting, you are required to give notice of your intention by noon on the working day before the meeting by e-mail to [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk). **The deadline is 12pm Friday 27<sup>th</sup> October.**

If you wish to ask a question at the meeting, you are required to submit the question in writing to [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk) no later than 3 working days before the meeting. **The deadline is 5pm Tuesday 24<sup>th</sup> October.**

**8. PETITIONS**

Any member of the West of England Combined Authority may present a petition at a West of England Combined Authority Committee Meeting.

**9. WEST OF ENGLAND COMBINED AUTHORITY AND MAYORAL BUDGET OUTTURN 2017/18: REVENUE AND CAPITAL MONITORING APRIL 2017 TO SEPTEMBER 2017**

This report presents the revenue and capital financial outturn budget monitoring information for WECA and the Mayoral budget for the financial year 2017/18.

**10. TREASURY MANAGEMENT MONITORING REPORT TO 30<sup>TH</sup> SEPTEMBER 2017**

This report gives details of performance against the Authority's Treasury Management Strategy and Annual Investment Plan 2017/18 for the first six months of 2017/18.

**11. AGREE BUSINESS CASE FUNDING FOR INFRASTRUCTURE PROJECTS**

To seek approval for funding feasibility studies and the development of business cases for strategically important infrastructure schemes within the West of England Combined Authority area.

**12. WEST OF ENGLAND COMBINED AUTHORITY TRANSPORT FUNCTIONS**

To provide an overview of the planned programme of work and timetable for the key aspects of WECA's transport functions highlighting key decision points in the near future.

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**13. AGREE NEXT STEPS FOR ADULT EDUCATION BUDGET**

To provide an update on the current position regarding devolution of the Adult Education Budget to the West of England Combined Authority.

**14. APPROVE EMPLOYMENT SUPPORT INNOVATION PILOT FUNDING**

To provide a brief update on the DWP-funded Employment Support Innovation Pilot being managed by the West of England Combined Authority (WECA) and delivered in partnership with constituent councils.

**15. OPERATIONAL POLICIES FOR WEST OF ENGLAND COMBINED AUTHORITY**

The Purpose of this report is to inform the Board of the operational policies being developed by the West of England Combined Authority:

**16. GOVERNANCE UPDATE**

This report seeks approval to a number of amendments to the approved Consultation which are recommended for the purpose of clarity.

**17. ANY OTHER ITEM THE CHAIR DECIDES IS URGENT**

**Next meeting: Thursday 7 December 2017**

**WEST OF ENGLAND**

Combined Authority

BATH & NORTH EAST SOMERSET

BRISTOL

SOUTH GLOUCESTERSHIRE

**DRAFT Minutes of the meeting of the  
West of England Combined Authority  
15<sup>th</sup> September 2017**

1	<p><b>Welcome and introductions</b></p> <p>Tim Bowles welcomed everyone to the meeting of the Combined Authority and introduced his colleagues, Cllr Tim Warren from Bath &amp; North East Somerset, Cllr Matthew Riddle from South Gloucestershire, Cllr Nicola Beech from Bristol and Professor Stephen West, Interim Chair of the Local Enterprise Partnership.</p> <p>The Chair made a safety announcement in relation to the fire/emergency evacuation procedure and extended his thanks to South Gloucestershire Council for hosting the meeting in Kingswood Civic Centre.</p>
2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies were noted from the Mayor of Bristol, Marvin Rees.</p>
3	<p><b>DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972</b></p> <p>There were no declarations of interest.</p>
4	<p><b>MINUTES</b></p> <p><b>Decision:</b></p> <p>That the minutes of the meeting on 28<sup>th</sup> June be confirmed and signed as a correct record.</p>
5	<p><b>CHAIR'S ANNOUNCEMENTS</b></p> <p>The Chair introduced the meeting by saying that this additional meeting of the West of England Combined Authority had been convened to progress a number of items in advance of the next scheduled meeting on 30<sup>th</sup> October 2017.</p> <p>The Chair provided a short introduction to each agenda item covering:</p> <ul style="list-style-type: none"> <li>• a proposal to move forwards with development of a set of key transport business cases that together will support our emerging Joint Spatial Plan in readiness for the Examination in Public;</li> <li>• an interim pay policy;</li> <li>• the appointment of a Chief Executive; and</li> <li>• arrangements for senior management appointments to the Combined Authority to ensure that WECA can engage the strategic leadership capacity required to deliver against its objectives.</li> </ul>
6	<p><b>COMMENTS FROM THE CHAIR OF THE LOCAL ENTERPRISE PARTNERSHIP</b></p> <p>Prof. Steve West informed members that as Interim Chair of the LEP he was leading work to reform the LEP Board to ensure it is: appropriately led by business and universities; includes Council Leaders and Mayors across the region; and, has as its primary purpose, the function of an advisory board to shape strategy thinking across the</p>

	<p>City Region and as a critical friend to national and regional decision makers.</p> <p>He stated that in his view the LEP Board should focus on advising decision makers on creating the conditions business and university need to secure sustainable, inclusive growth. This needs to be articulated by a clear vision and a prioritised and costed investment programme designed to deliver an ambitious future for the region and focus on housing, industrial infrastructure (digital and physical) and the right skills to drive the economy and improve social inclusion &amp; employability.</p> <p>He concluded by saying that the LEP will be used to galvanise the multitude of business voices and create a coherent, ambitious set of 'asks' of Government, the West of England Mayor and other regional leaders.</p> <p>Tim Bowles thanked Prof. West for his comments and all his work as Interim Chair of the LEP and added that he was committed to an effective public, private and academic partnership to ensure a long term sustainable and inclusive future for the region.</p>
7	<p><b>ITEMS FROM THE PUBLIC</b></p> <p>No questions had been submitted by members of the public.</p> <p><b>Public speakers:</b></p> <p>The Chair confirmed that 6 statements had been received. He invited attendees to speak in the order the statements had been received.</p> <p>All written statements are appended to the minutes and the following additional notes were made in relation to those who attended to speak.</p>
Item 1	<p>David Redgewell spoke regarding transport matters, the importance of Metrowest, the need for a bus strategy and to ask that the Public Transport Forum be re-formed.</p> <p>The Mayor noted the points raised and thanked Mr Redgewell for his comments.</p>
Item 2	<p>Colin Gardner spoke to urge the Mayor and Committee to ensure that transport mitigations are put in place before further housing developments are built.</p> <p>The Mayor noted the point raised and thanked Mr Gardner for his comments.</p>
Item 3	<p>Gavin Smith spoke to raise an objection to the reliance on building more roads as the solution to congestion problems in the region and to request that more consideration be given to light rail solutions, buses and further park and rides.</p> <p>The Mayor noted the points raised and thanked Mr Smith for his comments.</p>
Item 4	<p>Cllrs Mark Weston and Geoff Gollop did not attend to speak in person but their statement is attached to these minutes.</p>
Item 5	<p>Julie Boston (on behalf of Rob Dixon) spoke regarding her disappointment on the reliance on roads in the Joint Transport Study, quoting the Friends of Suburban Bristol Railways rail manifesto as an alternative.</p> <p>The Mayor noted the points raised and thanked Ms Boston for her comments.</p>

Item 6	<p>Christina Biggs spoke regarding the need to be more ambitious regarding rail in the region and requested that the Thornbury line should be looked at.</p> <p>The Chair closed the public forum by thanking all of the speakers, and those who had submitted written statements.</p>
8	<p><b>PETITIONS FROM MEMBERS</b></p> <p>No petitions were presented.</p>
9	<p><b>INTERIM PAY POLICY</b></p> <p>The Chair introduced the report regarding an interim pay policy for the West of England Combined Authority and explained that the draft pay policy has been produced with support from external professional advisors. He noted that this is an interim policy, recognising that work is ongoing to develop the organisational structures and associated terms and conditions of employment that the Combined Authority will need. This work will include consultation with recognised Trade Unions and will inform a final pay policy which will be brought to this Committee for consideration.</p> <p>Cllr Nicola Beech stated that whilst some concerns had been raised within Bristol City Council regarding the implications of the interim policy for lowest paid members of staff, as this was an interim policy, she was content to support the recommendations.</p> <p>Cllr Matthew Riddle moved the recommendations.</p> <p>Cllr Tim Warren seconded the recommendations.</p> <p><b>On being put to the vote the motion was carried unanimously.</b></p> <p><b>Decision:</b></p> <p>The Combined Authority approved the draft pay policy statement noting that this is an interim policy and that further work will be done to develop a comprehensive policy statement alongside work to develop the organisational structures and employment terms reflecting the service delivery needs of the Combined Authority.</p>
10	<p><b>APPOINTMENT OF CHIEF EXECUTIVE OFFICER AND HEAD OF PAID SERVICE.</b></p> <p>The Chair introduced the report regarding the appointment of a Chief Executive and Head of Paid Service for the Combined Authority.</p> <p>He reminded members that the Local Government and Housing Act 1989 requires the Combined Authority to appoint a Head of Paid Service and that the Employment and Appointments Committee is responsible for recommending the appointment of the Head of Paid Service. He concluded that the report set out the approach taken to recruitment and recommended that following this Patricia Greer be appointed Chief Executive / Head of Paid Service.</p>



Cllr Tim Warren stated that the process had identified several excellent candidates for the role. Cllr Nicola Beech stated that due to some concerns over the process she would abstain from the vote on behalf of Bristol City Council.

Cllr Matthew Riddle moved the recommendations.

Cllr Tim Warren seconded the recommendations

**On being put to the vote the motion was carried.**

**Decision:**

The Combined Authority approved that Patricia Greer be appointed Chief Executive/Head of Paid Service on a 'spot' salary of £150,000.00 within the range £135,000 to £155,000 in accordance with the Authority's pay policy and other conditions of employment and in accordance with those determined nationally by the Joint Negotiating Committee for Local Authorities' Chief Executives as supplemented by local agreement.

**11 ARRANGMENTS FOR SENIOR MANANAGEMENT APPOINTMENTS**

The Chair introduced the report regarding appointments to the senior management structure of the Combined Authority and stated that the report requests approval for the Employment and Appointments Committee to convene to formally agree the process for, and appointments to, the posts of:

- Director of Infrastructure
- Head of Business and Skills
- Monitoring Officer
- Director of Investment and Corporate Services

The Chair confirmed that the report also seeks approval to delegate the responsibility to himself, as Mayor, to agree job descriptions and person specifications for these roles and to approve the continued secondment of the Chief Financial Officer from Bath and North East Somerset Council until 30th June 2018.

Cllr Tim Warren said that it was important these roles were filled as soon as possible to enable the Combined Authority to progress key areas of work. Prof. Steve West added that it was also important to ensure that the Local Enterprise Partnership was allocated independent resource to enable it to perform its function effectively and free from influence.

Cllr Tim Warren moved the recommendations

Cllr Matthew Riddle seconded the recommendations.

**On being put to the vote the motion was carried unanimously.**

**Decision:**

The Combined Authority agreed that an Employment and Appointments Committee is convened to agree the process for, and appointment of, the Tier Two posts for the Combined Authority including setting remuneration levels in line with pay policy.

	<p>The Combined Authority approved, in line with their Terms of Reference, the delegation of responsibility to the Mayor of the Combined Authority:</p> <ul style="list-style-type: none"> <li>• to agree the Tier 2 Job Descriptions and Person Specifications; and</li> <li>• to approve the continued secondment to the CFO/Section 151 Officer from B&amp;NES until 30th June 2018</li> </ul>
<p><b>12</b></p>	<p><b>JOINT SPATIAL PLAN TRANSPORT SCHEME DEVELOPMENT</b></p> <p>The Chair introduced the report regarding the development of business cases for a set of transport schemes that together will support the delivery of the West of England Joint Spatial Plan within the Combined Authority region.</p> <p>The Chair highlighted to members that the report seeks to release up to £1.2 million pounds to progress the development of business cases and that the Combined Authority is not being asked to approve schemes for delivery at this time.</p> <p>He went on to explain that the report also seeks approval to make the appropriate amendments to the Mayoral Budget to provide grant funding and to delegate responsibility for grant funding arrangements to the Chief Executive of the Combined Authority, in consultation with himself as Regional Mayor.</p> <p>Cllr Tim Warren said that this was the start of investment decisions for the Combined Authority and that there were some good schemes being progressed within Bath and North East Somerset and that he was confident that at future meetings more schemes, including within Bath itself, would be progressed. He added that to have reached this decision was the result of a lot of effective joint working across the region.</p> <p>Prof. Steve West added that it was a good sign to see effective joint working as this would be required to tackle a lengthy history of under investment in infrastructure, both digital and physical, in the region.</p> <p>Cllr Matthew Riddle said that he welcomed the report and the opportunity to progress some of the biggest schemes in the region for some years. He added that working cross boundary in this way presented positive opportunities to share risk of delivery and that anything that can be done to improve transport links in the region was to be welcomed.</p> <p>Cllr Nicola Beech added that as Cabinet Member with responsibility for the Joint Spatial Plan she had the opportunity to be closely acquainted with the schemes and that she welcomed the recommendation to release funding to support them, for example improving the A4. She added that it was important to ensure that future developments are sustainable.</p> <p>The Chair stated that this was a welcome start to improving connectivity in the region and thanked members and officers for all the work undertaken to date on this important topic.</p> <p>The Chair informed members that due to differing voting arrangements each of the recommendations should be considered separately.</p> <p><i>Recommendation in paragraph 18 of the report</i></p> <p>Cllr Matthew Riddle moved the recommendations</p>

Cllr Nicola Beech seconded the recommendations

**On being put to the vote the motion was carried unanimously.**

*Recommendation in paragraph 19 of the report (Mayor Tim Bowles ineligible to vote)Chris – do you think we should write out what the recommendation was?*

Cllr Tim Warren moved the recommendations

Cllr Matthew Riddle seconded the recommendations

**On being put to the vote the motion was carried unanimously.**

*Recommendation in paragraph 20 of the report*

Cllr Matthew Riddle moved the recommendations.

Cllr Tim Warren seconded the recommendations

**On being put to the vote the motion was carried unanimously.**

**Decision:**

The Combined Authority approved:

- a sum of up to £1.2m to be allocated to the Mayoral Budget to support the costs for the development of business cases for transport schemes related to the Joint Spatial Plan within the Combined Authority area;
- that the Mayoral Budget should be amended to include provision of up to £1.2m to provide grant funding of costs to deliver the business cases for transport schemes related to the Joint Spatial Plan within the Combined Authority area as set out in Appendix A of the paper presented; and
- that the Chief Executive, in consultation with the Mayor be delegated responsibility for making appropriate arrangements for grant funding the constituent council(s) for the delivery of this work as set out in Appendix A of the paper presented.

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**ANY OTHER ITEMS THE CHAIR DECIDES ARE URGENT**

There were no other items of urgent business.

The Chair thanked everyone for attending Combined Authority meeting, extended thanks to colleagues around the table and to the officers who had prepared reports and declared the meeting closed. Did you note the time?

**Signed:**

**Chair, West of England Combined Authority**

## APPENDICES

Appendix One - Public Statement

## **APPENDIX ONE – PUBLIC STATEMENT**

### **Statement 1**

**David Redgewell, South West Transport Network, TSSA and Director of Bus Users (UK)**

#### West of England Transport

SWTN, Railfuture and Bus Users UK are very concerned about cutbacks to the electrification programme to Chippenham with no date for completion to Bristol via Bath or Filton Bank. The lack of investment in Temple Meads apart from 2 platforms for alteration within the IEP programme, the stopping of works at Lawrence Hill bridge and station, the lack of progress on platform extensions at Bath Spa, lack of a step free access programme at Stapleton Road, Lawrence Hill, Nailsea and Weston-Super-Mare (on hold until 2019).

At Temple Meads it is important that the new Station Street is built for good access to the new Temple Quarter University Campus and that the heritage buildings (including the Cattle Market Tavern) are protected.

It is very important that we continue with the Metro-West project

Concerns over the lack of progress on funding for East Junction, lack of scope for rolling stock from the Thames Valley and the loss of 9 units to Centro in May 2017 we need a clear rolling stock policy for the Greater Bristol area including the 11-15 HST's. The interface with South West Trains and how these projects fit in with Metro-West phases 1 & 2.

The new station site does not provide a transport interchange as suggested by Railfuture, TFGBA, Friends of Suburban Bristol Railways and the four rail unions. The new siting of Filton North station doesn't interchange with MetroBus, the A38 showcase bus routes to Thornbury and Patchway nor with bus route 18 to EmersonsGreen/Southmead Hospital and Avonmouth and route 82 to Yate.

We ask the WECA to reconsider the Filton North station site as this was rebuilt only a few years ago. Clearly the plan needs to link with the rail service through Henbury North to Avonmouth and Severn Beach and the new Cribbs Causeway development whatever that plan may be following the planning inspectors report.

We expect the plan to be fully designed with bus stops, shelters and raised kerbs and mobility impaired pavements and services including the public realm strategy included in interchanges.

We want MetroWest Phase 2 (Henbury loop) and the Gloucester line to be progressed as a top priority for WECA, Bristol Mayor and the Metro Mayor including Ashley Down, Charfield, Stonehouse stations and improvements at Gloucester.

The Henbury loop should have stations at Filton North, Henbury for Cribbs Causeway, Portway Park and Ride and improvements at Avonmouth. Our top priority is to see the Portishead railway line reopened for 100 million pounds including stations at Portishead and Pill protecting the site at Ashton Gate.

We need value engineering at Network Rail and these projects must be submitted for CP6. Saltford, St Annes and Corsham should be looked at as part of the study by Bristol City Council. WECA and the Metro Mayor should make a submission to Government for extra funding.

It should be noted that Lawrence Hill, Stapleton Road, Patchway, Pilning, Nailsea and Backwell and Parson Street are not disabled accessible, nor is Weston Super Mare and Cheltenham is without lifts.

On integration, we are very concerned after discussions between Transport Focus and First Group (RAIL and BUS Divisions) and Network Rail over bus/rail ferry integration at Temple Meads within the Temple Quarter Enterprise Zone scheme. We note that Cambridge North station is fully integrated with local and MetroBus unlike Bedminster at present.

Integration should be at the heart of what WECA does.

The project has the support of Chris Grayling and Jeremy Corbyn nationally.

David Redgewell South West Transport Network, TSSA and Director of Bus Users (UK)

## **Statement 2**

**Colin Gardner, founder member of TRAPP'D (Thornbury Residents Against Poorly Planned Development)**

### Transport Study

My name is Colin Gardner and I'm a founder member of TRAPP'D.

Having a Transport Study alongside the Joint Spatial Plan may seem like a good idea, but the JSP is a PLAN and the Transport work is just a STUDY. What that means is; we get the houses, but dream about transport. This is a huge problem for Thornbury which one of the worst served areas for non-car transport, and yet it is earmarked to double in size, almost overnight.

The Transport paper published in November last year estimated the cost of the plan to be £7.5bn. I don't know if you realise how much that is, but you'd have to spend £1.1m per day, every day, between now and the end of 2036 in order to spend this. However, it gets worse. The JSP in front end loaded – developers are falling over themselves to get outline planning permission in my town – and if you wanted to put transport plan in place ahead of people moving into their new houses you'd be have to treble this rate. We are about as likely to secure this funding as we are to seeing a fabulous BREXIT deal!

The study goes on to say that, quote, “£1.8 billion [of this will] also help address the impact of new trips being made to and from the JSP development locations”. That's just the transport cost to support the flawed policy of creating satellite developments around the edge of the green belt, and it's the equivalent of £1,600 for everyman, woman and child in these four authorities, just to indulge this planning madness!

I ask you to imagine the worst possible scenario in terms of future traffic jams. How about this – we build all the houses we need for the future away from the location where people are going to work, then we fail to secure the associated transport infrastructure. This Transport Study gives the illusion that there will be a transport solution to the planning problem you are creating. It will not because you won't get the money, and even if you did you couldn't spend it in time.

Even if we get all this money does anyone seriously believe that having a metro bus will compensate the congestion impact of doubling the size of a town like Thornbury?

It's about time we got real. Start with a budget we're likely to get, and work out what we can afford. If that doesn't allow for the creation of satellite development then don't build them!

On the other hand, if Planners continue to refuse to listen to advice and base the JSP on satellite development, then you'd better focus on acquiring and spending that £1.8b first on fixing the traffic jam Planners have created. Improvements on the wish list will have to come second.

Finally, one practical thing you can do to help, Mr Mayor, would be to fulfil your election promise and get rid of Buckover right now!

**Statement 3**  
**Gavin Smith, Transport for Greater Bristol**

Joint Spatial Transport Scheme

Bristol lags far behind Britain's other metropolitan cities in both its public transport provision and its associated government grants. This is because it has as yet no coherent development plan for same, still emphasises car traffic, and lacks a viable incremental investment plan.

We urge WECA to adopt a practical approach, namely to prioritise:

1. Completion of the Better Bus programme, 2. Securing the planned acquisition of gas buses, 3. MetroWest phases 1 and 2, 4. Local rail station improvements, 5. Bus-priority traffic management, 6. Bus services financial support, 7. Studies of Light Rail options.  
Only then will the government take us seriously, and begin to award us a grant level commensurate with a city of this size and economic viability.

Gavin Smith  
Transport for Greater Bristol Secretary.



**Statement 4**  
**Cllr Mark Weston and Cllr Geoff Gollop, Bristol City Council**

Joint Spatial Transport Scheme Development

AGENDA ITEM 7:

JOINT PUBLIC FORUM STATEMENT FROM COUNCILLORS MARK WESTON & GEOFF GOLLOP in relation to ITEM 12 JOINT SPATIAL PLAN TRANSPORT SCHEME DEVELOPMENT

We welcome this opportunity to contribute to this important stage in translating into reality the transport concepts contained within the West of England Joint Transport Study. The approval of up to £1.2m towards developing the business case for the various schemes listed in the Appendix to this report represents a critical milestone in delivering this ambitious infrastructure programme.

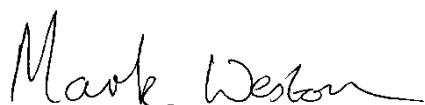
It is noted that no final decision has yet been made concerning specific locations outlined in the Joint Spatial Plan. Nevertheless, we believe it timely at this early juncture to put on record our own preferences concerning one of the proposed new Park & Ride sites which are intended to encircle the Bristol urban area.

Your earlier Emerging Transport Vision document acknowledges the many travel challenges confronting the North Fringe. These are rightly forecast to worsen in the years ahead, particularly with the redevelopment of Filton Airfield to accommodate the Cribbs Patchway New Neighbourhood (CPNN). Unless sufficient mitigation measures are put in place, the road network in this part of Bristol will simply be overwhelmed. Bristol Conservatives have argued for some time now for a new Park & Ride to help alleviate growing traffic volumes along the busy A4018 corridor. This would, of course, supplement the North Fringe to Hengrove MetroBus route.


Consequently, the proposal for a Park & Ride in the vicinity of Junction 17, off the M5 and near to the Mall at Cribbs Causeway has some attraction. However, in our view, the optimum position for this facility is alongside a newly re-opened Henbury train station (there is even the possibility of partnership working with Clifton Rugby Club) so that people can have the additional option of rail for their daily commute into the city centre. This assessment is based on considerable local knowledge and feedback from those who already live and work in this part of Bristol.

It is no exaggeration to say that the various public transport schemes in the JSP and JTS have the potential to really revolutionise future travel choices in our region. It is therefore vital that any decisions taken on strategic locations are the right ones.

With this in mind, it is our hope that due weight will be given to these representations as the business case on this matter is further developed. It remains our honest endeavour to ensure the very best outcome for both taxpayers and the travelling public.



COUNCILLOR MARK WESTON  
Conservative Leader



COUNCILLOR GEOFF GOLLOP

**Statement 5**  
**Rob Dixon, Friends of Suburban Bristol Railway**

Transport Study

Despite stories in the local press it appears that there is still no plan to publish the authority's transport study. These stories and the agenda of this meeting indicate that WECA sees the answer to our existing and future transport problems as more road building. All that is available is a document summarising the responses to the consultation and today's agenda that list prioritised projects to be developed, which is largely focused on new roads. There are no rail projects listed, with the exception of Yate station improvements and Charfield station. I am concerned that this is a sign of the low priority given to rail and public transport by the Combined Authority.

In FOSBR's response to the draft Transport Study we stressed the need for a rail development study to examine how the network could be developed and improved, including by new stations. This appears to have been ignored. We drew attention to the potential for stations at development sites such as Coalpit Heath and Chittington (on Henbury Loop), and a park and ride at Pilning (allowing better access to both Severnside and only 21 minutes from central Bristol). These appear to have been ignored. Like the Bristol councillors who called in the decision to proceed only with Henbury Spur, we have urged that Henbury Loop be included in the plan. This appears to have been ignored.

From the leaks to the media it appears that the Combined Authority plans to proceed only with the stations already identified in the MetroWest proposals but, as noted above, this is contradicted by the list of projects to be developed included in this meeting's agenda.

It is difficult to understand why opportunities to improve the existing or planned rail network are not being seized with enthusiasm. As ever it seems that ambition remains limited and the only blue sky thinking seems to be the Mayor of Bristol's proposals for an underground.

Last year FOSBR had 800 responses to our rail survey - similar to the number of responses to the Spatial Plan and Transport Study. Most of the comments related to new stations, which informed our proposals for MetroWest Phase Three. At your last meeting there were numerous statements, including by councillors, in support of rail as a truly rapid transit system. The responses to the Joint Spatial Plan and Transport Study also show high levels of support, and much higher than support for new roads.

We urge the Combined Authority to listen to public opinion and include FOSBR's realistic rail proposals (illustrated on our *Rail Map*) in the Joint Spatial Plan and Transport Study, which should be officially published immediately. We hope that the agenda for today's meeting is not an indication of a roads-focused transport policy that will do nothing to meet the authority's objectives of modal shift and reducing carbon emissions, and little to create a convenient public transport network.

Rob Dixon, Chair of FOSBR (Friends of Suburban Bristol Railways)



# The Future of MetroWest Phase 3



@FOSBR 2017

## Statement 6 Christina Biggs, Friends of Suburban Bristol Railways

### Transport Study and FOSBR Rail Manifesto 2017

#### **Friends of Suburban Bristol Railways (FOSBR)**

Statement to WECA Friday 15 September 2017, Kingswood Civic Centre  
Extraordinary Meeting on approving transport schemes for further planning

**Summary:** FOSBR welcome the determination of WECA to proceed with transport studies, but would challenge the assumption that the first schemes to be advanced should be bus and road schemes. We would challenge that WECA can approve any feasibility studies until WECA has finalised the Joint Spatial Plan, and discuss here the suggested starter schemes and put forward our own proposals for priority rail schemes.

1. We note the proposal to engage Patricia Greer for £150kpa as Chief Executive. We welcome the initiative to engage staff for WECA but would ask qualified transport professionals should be engaged so as to reduce reliance on CH2MHill.
2. In terms of a Joint Transport Plan, in addition to our already presented FOSBR Rail Manifesto 2017 we would like to commend to you the Good Transport Plan as prepared by a subgroup of the Green Capital Sustainable Transport Network and led by Sustrans; FOSBR also drafted a Mayoral Transport Pledge (attached) which summarises an approach to resolving Bristol's congestion issues, and we would also ask WECA to commend to the DfT our attached Suggestions for the Great Western Franchise which could be funded by DfT rather than WECA directly.
3. We commend the suggestion of reopening Charfield and making improvements to Yate and Keynsham stations, but would suggest that WECA should start by maximising use of the existing 28 suburban railway stations, principally by enhancing **rail-bus interchange** – such as providing real time bus and train information at station and bus level for Lawrence Hill, Parson St and Clifton Down.
4. We look forward to further engagement with WECA staff and elected members, starting with participating in the re-scoping discussions on Portishead line and implementing our proposal for long weekend closures, given the present lack of use of the freight paths, and continuing with improving the proposals for MetroWest Phase 2, including our suggestion of extending the Henbury Loop to reverse at Bristol Parkway to complete it to clock-face and to provide alternative road access to the Port at St Andrews Gate to bypass the level crossing there.
5. **Thornbury** – The proposed scheme of a MetroBus to Thornbury should not be advanced simply to rescue the MetroBus project, but to give Thornbury residents a meaningful transit time to the centre of Bristol. We suggest that reopening the Thornbury Line is a suitably ambitious scheme for MetroWest Phase 3 (to parallel the Portishead and Henbury lines for Phase 1 and 2 respectively) which would give transit times of well under an hour – if the MetroBus scheme to Thornbury is simply an add-on to the Aztec West branch, the necessary pinch-points on villages along the A38 would introduce delays not much better than with the existing bus.

#### **6. FOSBR Rail Manifesto 2017 – short term aims**

- a. The item in the Manifesto that is the most ambitious and new is our proposal for the reopening of the Thornbury Line; we set out below our case for including this as the substantive part of a MetroWest Phase 3 (analogous to the Portishead Line and the Henbury Line for Phases 1 and 2).

- b. We continue to press the case for Pilning as a Park and Ride for the new M49 junction, also being close enough to Cribbs Causeway for a shuttle bus to be profitable as well as serving the many villages and Severnside development; for a resolution to the Port of Bristol issue with the St Andrews Gate level crossing which is hampering a reliable and frequent service for Severn Beach Station; and for completion of the Henbury Loop with consideration of through running to Bristol Parkway.
- c. We also comment on the proposed relocation of the N Filton station 400m to the west as this will effectively dissuade use of this station by students and lecturers at SGS College Filton and a Park and Ride for the A38 commuters.
- d. We therefore wish to make the case for WECA and Bristol City Council, a coherent strategy for Park and Ride which uses rail stations for rapid transit (not just bus links) and a rail-bus interchange approach (such as at Filton Abbey Wood) which maximises use of the existing rail network. We also note the need for adequate disabled access for Patchway, Stapleton Rd and Lawrence Hill.

7. **The cost of replacing the footbridge at Pilning:** FOSBR notes that Network Rail have not replaced the footbridge removed in October 2017 and that this represented a very modest saving (£658,000); that Network Rail are now saying that a GRIP process costing the taxpayer £3-£5m will be necessary to replace the footbridge whether like-for-like (£1,064,000) or Equalities compliant (more than £2m). FOSBR argue that a GRIP process should not be necessary to replace the footbridge as this only removed in October 2016, and we continue to assert that Network Rail should fund this out of the savings from the delay in electrification to Temple Meads. Failing this, we consider that replacing the footbridge and providing adequate lighting would present a very modest first step by WECA as part of the new devolution deal to unlock the potential of this strategically located station. FOSBR points out that Jack Lopresti MP has extracted an undertaking from Chris Grayling Secretary of State for Transport that the Pilning footbridge will be replaced when there is “enough commercial development” and calls on S Glos to be proactive in securing this now rather than later, as there is ample proof that securing a regular rail service brings commuters and income to both housing and employment in a win-win cycle.

8. **The case for reopening the Thornbury Line:** FOSBR has been made party to the correspondence between Luke Hall MP and Tim Bowles Metro Mayor at WECA about the possibility of reopening the Thornbury Line and has since then met with Luke Hall with a FOSBR member and Thornbury resident, Chris Parker.

- a. FOSBR first became aware of the demand (even desperation) from Thornbury residents for a rail service rather than just MetroBus back in January 2016 when we carried out a Rail Map survey based on a precursor of the FOSBR Map presented here.
- b. We propose that the rail station should be at Grosvenor Road as it is adjacent to the majority of existing and proposed railway development and has an attractive prospect and entrance to the town.
- c. WECA makes the point that the condition of the railway tunnel under the A38 is “unknown” with no evidence of any attempt to gain access to the tunnel; FOSBR points out that the number of tunnels on the Portishead Line is far more than on the Thornbury Line, and that the condition of the M5 tunnel is excellent. WECA makes the point that Westerleigh Junction does not have capacity for another rail service (from Yate to Thornbury via Tytherington); FOSBR points out that junctions can be remodelled, such as the junction at Parson St onto the Portishead Line, and in fact

that MetroWest Phase 2 trains could usefully turn back at Thornbury rather than a turnback at Yate. We also suggest that the new platform at Bristol Parkway could usefully be used to enable trains to pass each other, and finally that recent advances in signalling will be leading to a significant freeing up of rail capacity.

*Christina Biggs (FOSBR), Thursday 14 July*



Improving passenger experience and ease of use:

1. Minimise the number of Severn Beach trains making unscheduled turn-backs at Avonmouth and provision of alternative transport (such as taxi or minibus) when these turnbacks are made;
2. Guards on all trains for safety and passenger information (such as advising on buses and contacting taxis in case of cancellations and turn-backs);
3. Revenue collection – make sure the ticket machines are maintained and upgraded to prevent them malfunctioning;
4. Smart-card ticketing to include Oyster-style “carnet” pricing where people can buy 10 or 20 journeys with no restriction on having to spend them within the week or month;
5. Disabled access at Stapleton Rd, Lawrence Hill, Parson St and Patchway;
6. Provision for cycling – need for adequate cycle space on trains and number of carriages at peak times. Improved bike stand provision, starting at stations where demand is highest, such Redland, Montpelier, Oldfield Park, Stapleton Road, Clifton Down, Filton Abbeywood and Temple Meads. Cycle lockers should be provided at more isolated stations such as Filton Abbeywood and Stapleton Road.
7. Accessibility - as a minimum the franchise holder should be required to conduct an accessibility audit of all local stations and produce an action plan to resolve issues;
8. Provision of adequate station waiting facilities - this is needed at most local stations but is a particular problem at Yate, Clifton Down, Montpelier, Stapleton Road, Worle, Nailsea, and Oldfield Park.

Rail-bus interchange:

9. Real-time and timetable signage information about both bus and rail timetables at both rail stations and bus stops, such as at Clifton Down, Lawrence Hill, Parson St and Stapleton Rd; well positioned bus stops adjacent and within sight of stations together with multimodal ticketing, signage and information to promote easy transfer between trains and buses.
10. Signs to enable modal interchanging and facilitate journeys, working with bus operators and the community to ensure each station is well signed from major/adjacent roads to all points of access. Signs at stations should clearly guide passengers to near-by bus services and amenities. Signs at bus stops or train stations should say where passengers might travel to, for example 'alight here for buses to Fishponds and Staple Hill'
11. Train timetables should also be placed at the entrance to stations or on nearby roads to encourage 'passing trade'. For example, timetables on the pavement on Lawrence Hill road... Station Road (by Gloucester Road arches) and Cromwell Road (Montpelier), "

12. Responsibility to develop bus-rail interchanges with WECA, bus companies, etc. including at Filton Abbeywood, Lawrence Hill, Stapleton Road, Temple Meads, Bedminster (at junction of Bedminster Down Rd and West St), Parson Street (we support the proposal to route the Airport bus via Parson St), and Keynsham.

Timetabling new services:

13. Supporting delivery of MetroWest Phase 1 and 2, and planning for future phases of MetroWest, such as rail plans in the WECA Joint Transport Study and our own suggestions for MetroWest Phase 3.
14. Completing a 30 minute frequency to all currently operational stations not already in MetroWest Phase 1A or Phase 2, such as Bedminster and Parson St and Patchway, through additional stops on existing services;
15. A twenty or fifteen minute frequency peak commuter service for Temple Meads to Clifton Down;
16. Replacing the footbridge at Pilning and trialling a daily commuter service stopping at 07:52, with a return service in the early evening, initially in the eastbound direction until the footbridge is replaced. In the meantime, Pilning 3rd stopping train on Sat afternoon sometime between 3:30pm and 5:30pm, and providing platform 1 lighting to enable this service to be used in the winter, and reinstating Pilning to the stations column of their online and printed timetables.
17. Reversing trains at Chippenham rather than Bathampton, to allow Corsham Station to be reopened. Trialling a twice-daily additional service from Chippenham to Bristol, stopping at Corsham, to arrive at Bristol between the current arrivals of 07:10 and 08:17, with a last train from Bristol to Chippenham no earlier than 23:00.
18. Futureproofing platforms and rolling stock on the Severn Beach Line, to enable 5-car trains to be used when needed, by ensuring selective door opening and through-train access on the trains and a plan for lighting the platforms for the full 5-car length as demand increases.
19. Restoration of scheduled stops at St Andrews Road, Lawrence Hill and Sea Mills on Severn Beach line;
20. Extension of Severn Beach line commuter services: we request that the 08.03 from Temple Meads and either the 16.03 or 16.35 from Temple Meads run through to Severn Beach instead of turning back at Avonmouth. This would give an hourly peak service to Severn Beach.
21. Plugging the gaps in the Severn Beach Line evening timetable - currently there is 93 minutes (109 minutes on Saturday) between the arrivals at Bristol Temple Meads at 20:34 (from Avonmouth) (20:26 from Severn Beach on Saturday) and 22:07 (22:09 on Saturday) (from Severn Beach); later last train from Temple Meads to Severn Beach.
22. Half hourly services between Filton Abbeywood and Stapleton Road/Lawrence Hill on Saturdays and Sundays (currently only on weekdays), and improving connections with the Severn Beach line, which are currently poor especially on Sundays. "Unite the City" local through services (eg Bristol Parkway direct to Parson St when the football is on) that minimise the need to change at Temple Meads or minimise connection times at Temple Meads;



**ITEM: 9**

**REPORT TO: WECA Committee**

**DATE: 30 October 2017**

**REPORT TITLE: WECA AND MAYORAL BUDGET OUTTURN 2017/18:  
REVENUE AND CAPITAL MONITORING APRIL 2017 TO  
SEPTEMBER 2017**

**AUTHOR: TIM RICHENS, DIRECTOR OF INVESTMENT &  
CORPORATE SERVICES**

**Purpose of Report**

1. This report presents the revenue and capital financial outturn budget monitoring information for WECA and the Mayoral budget for the financial year 2017/18 based on actual data for the period April to September 2017/18.
2. The report also seeks approval of one-off budget virements to meet anticipated transition costs costs and interim resources for Housing and Transport delivery, together with an ongoing budget variation to meet the costs of the proposed WECA staffing resources. All such costs are within the existing available funding.

**Issues for Consideration**

3. The WECA Financial Regulations requires that the WECA Committee considers the revenue and capital monitoring position at regular intervals throughout the financial year.
  - 3.1. Separately on the agenda for this meeting are various proposals for further allocations of funding and these are not reflected in this report. The specific financial implications are clearly set out in those reports.
  - 3.2. **Appendix 1 outlines the Mayoral Fund's current outturn revenue position** for the 2017/18 financial year. This shows the current forecast position is £195K underspent. The main points to note are:
    - 3.2.1. Salary costs are £28k lower than budgeted due to the timing of appointment to the mayoral support role.
    - 3.2.2. The costs of the Mayoral Election, overseen by Bristol City Council, are currently forecast to be approximately £200k lower than budgeted, pending final payment of all associated liabilities.

- 3.2.3. The consequent contribution required from WECA Budget is forecast to be £195k lower than originally estimated.
- 3.2.4. The Mayoral Budget now includes £1.2m to provide grant funding in respect of Joint Spatial Plan Scheme Development as agreed by WECA on 15 September 2017.
- 3.3. **Appendix 2 outlines WECA's current outturn revenue position** for the 2017/18 financial year. This shows the current forecast position is £1.318M underspent comprising a £733k underspend on expenditure and a £585k surplus on income. The main points to note are:
- 3.3.1. Staff costs are forecast to exceed the current budget allocation by £176k due to the need to engage short term interim resources to support delivery of Housing and Transport priorities, including housing investment bids and transport services. Additionally, further one-off transitional costs relating to recruitment and part-year salaries of up to £130k (**as set out at Appendix 4**) will be required. A total one-off virement of up to £306K is requested from underspending budget heads to cover this one-off cost.
- 3.3.2. The Staff Budget for WECA was originally agreed in March 2017 to facilitate the initial set-up and establishment of the WECA and ensure initial delivery of key statutory functions. Following the election of the Mayor and the clarification of ongoing delivery and resourcing requirements, the CEO has identified a proposed sustainable staffing structure as set out in more detail at **Appendix 4**. The cost of this structure is within the overall resources available to the WECA and will not require any funding from the constituent councils indeed, it is anticipated that savings will be generated for the councils from the LEP staffing budget as the balance of roles becomes clearer going forwards (this will be reported separately to the Joint Committee). A recurring budget adjustment is sought to enable the implementation of the proposed structure to commence – the full year recurring impact of which is estimated at £353K. This adjustment will also be reflected in the Budget proposal for 2018/19.
- 3.3.3. Transport - concessionary fares costs are currently projected to underspend by an estimated £522k due to lower than anticipated demand (reduced patronage) for this service. Further work will be necessary to establish if this is due to one-off factors or if this indicates a longer-term trend. Other transport functions (community transport and bus information services) are currently projected to be in-line with budget although Real Time Information is covered as part of a separate Report on this agenda.
- 3.3.4. A one-off financial provision was made within the budget to recognise the likely initial set-up costs of the WECA. A £101k underspend is currently projected, largely related to lower anticipated furniture and equipment costs arising from the new office set up.
- 3.3.5. As set out in para 2.1.3 above, there is a reduced forecast contribution to the Mayoral Fund of £195k.
- 3.3.6. Income – interest earnings on the WECA cash holdings are £210k higher than anticipated. All investments are in-line with the approved WECA Treasury Strategy and further details are set out in the Treasury Outturn Report also on the agenda for this meeting. In addition, the estimated WECA 5% share of business rates under the 100% Business Rates Retention Pilot are currently estimated to be £325k in excess of budget based on the rates business rate growth forecasts provided by the constituent councils – the majority of growth (94%) is now retained by the constituent councils under the pilot arrangements. The 100% pilot itself is currently agreed to

continue until 2019/20 – beyond this is subject to ongoing discussions with government and the implementation of the national 100% rates retention system from 2020/21.

3.3.7. Subject to the approval of the one-off virement, the WECA revenue budget is estimated at £1.3M underspent. This position will continue to be monitored and reviewed including consideration as part of the 2018/19 budget process to identify the recurring elements and the potential to pass funding through to the constituent councils, noting that the WECA was not established with any financial reserves.

**3.4. Appendix 3 outlines the current capital budget forecast for the 2017/18 financial year.**

This shows the current forecast position is a small overspend of £43k which is fully offset by associated revenue underspending. The main points to note are:

3.4.1. Infrastructure (Economic Model and Project Development) costs are forecast to budget at this point.

3.4.2. The WECA Office and IT costs shows a small £43k overspend on capital costs which has been fully offset by reductions in revenue set up costs as set out in Para 3.3.4.

3.4.3. The Highways and Transport grant payments are in line with Budget and have been updated to reflect the additional Pothole Funding grant approved by WECA Committee in June 2017.

3.5. The WECA also acts as the Accountable Body for a range of Government Grant Funding Streams including Local Growth Fund, Revolving Infrastructure Fund, WoE Growth Fund, Economic Development Fund etc. These funds are administered by WECA on an “agency – zero cost basis” with all related costs met directly from approved allocations within the funding streams. Further details are set out in the Budget Outturn reports to the West of England Joint Committee.

**Consultation:**

4. Consultation has been carried out with the Chief Executive, WECA Interim Directors and the Monitoring Officer in arriving at the Budget Forecasts.

**Other Options Considered:**

5. None.

**Risk Management/Assessment:**

6. This report forms a core part of the WECA's governance and risk management process. The forecast budgets presented in this report take account of known financial risks and their potential impact on the outturn financial position.

**Public Sector Equality Duties:**

7. All key service delivery functions continue to be delivered by the relevant constituent councils and impact assessments for service delivery, particularly highways and transport are included as appropriate within their individual Budget reports. Specific provision was put into place to ensure that the Concessionary Travel scheme across the WECA area is consistent in line with the highest common denominator

**Economic Impact Assessment:**

8. There are no Economic Impacts arising as a result of this report.

**Finance Implications:**

9. The financial implications are contained within the body of the report.

**Legal Implications:**

10. This report monitors how WECA and the Mayoral Fund are performing against the financial targets set in March 2017 through the Budget setting process in accordance with the WECA Order 2017 and the Combined Authorities Financial Order 2017.

**Environmental Implications:**

11. There are no environmental implications arising as a result of this report.

**Land/Property Implications;**

12. There are no land/property implications arising as a result of this report.

**Human Resources Implications:**

13. These are set out in the body of the report, including the use of interim staffing resources and the proposals for the on-going WECA staffing resources.

**Recommendations:**

**14. The WECA Committee agrees that:**

- 14.1. The Mayoral Fund and WECA revenue and capital budget outturn budget forecasts as set out in Appendices 1,2 and 3 are noted.**
- 14.2. That a one-off virement of up to £306k from the WECA Supplies and Services Budget to the WECA Staffing Budget be approved to cover short term interim resources as set out in para 3.3.1.**
- 14.3. That an on-going Budget variation of £353K (full year effect) from the WECA Income Budget to the WECA Staffing Budget be approved to meet the costs of the proposed WECA Staffing Structure as set out in Appendix 4.**

**Report Author: Tim Richens, Director of Corporate Services**

**Appendices & Background Papers:**

- Appendix 1: Mayoral Fund Revenue Position
- Appendix 2: WECA Revenue Position
- Appendix 3: Mayoral Fund and WECA Capital Position
- Appendix 4: Proposed Staffing Resources

**West of England Combined Authority Contact:**

Any person seeking background information relating to this item should seek the assistance of the Contact Officer for the meeting who is **Tim Richens** and who is available by telephoning Joanna Greenwood on 0117 426210; writing to West of England Combined Authority, 3 Rivergate, Temple Way, Bristol BS1 6ER; email: [Joanna.greenwood@westofengland-ca.gov.uk](mailto:Joanna.greenwood@westofengland-ca.gov.uk)

## APPENDIX 1

<b>Mayoral Fund April to September 2017/18</b>			
	<b>£000's</b>		
	Budget	Forecast	Variance
<b><u>EXPENDITURE</u></b>			
<b>Staff</b>	135	107	28
<b>Supplies &amp; Services</b>			
Expenses	15	15	0
Election costs	1,645	1,445	200
Support Services costs	15	49	(34)
Joint Spatial Plan Scheme Development	1,200	1,200	0
Capital RCCOs:			
Transport grants	5,183	5,183	0
Highways Maintenance grants	11,328	11,328	0
Highway Incentive grants	1,061	1,061	0
<b>Total supplies and services</b>	20,447	20,281	166
<b>Total Expenditure</b>	<b>20,582</b>	<b>20,387</b>	<b>195</b>
<b><u>INCOME</u></b>			
Business Rates Retention income	17,572	17,572	0
Funding from WECA	3,010	2,815	(195)
<b>Total Income</b>	<b>20,582</b>	<b>20,387</b>	<b>(195)</b>
<b>NET TOTAL - Under / (Over) Spent</b>	<b>0</b>	<b>0</b>	<b>0</b>

## APPENDIX 2

<b>WECA Fund April to September 2017/18</b>			
	<b>£000's</b>		
	<b>Budget</b>	<b>Forecast</b>	<b>Variance</b>
<b><u>EXPENDITURE</u></b>			
<b>Staff</b>	973	1,149	(176)
<b>Supplies &amp; Services</b>			
Expenses	50	50	0
Support Services	246	167	79
Property costs	190	177	13
Implementation and set up costs	1,650	1,549	101
Concessionary fares	13,209	12,687	522
Community transport	1,702	1,702	0
RTI costs	371	371	0
WECA contribution to Mayoral fund	3,010	2,815	195
<b>Total supplies and services</b>	<b>20,427</b>	<b>19,518</b>	<b>910</b>
<b>Total Expenditure</b>	<b>21,400</b>	<b>20,667</b>	<b>733</b>
<b><u>INCOME</u></b>			
Levy from CAs for WECA Transport functions	15,281	15,281	0
Net Business Rates Retention - income	945	1,270	325
Gainshare - revenue contribution	5,084	5,084	0
Interest on balances	90	300	210
Other income	0	50	50
<b>Total Income</b>	<b>21,400</b>	<b>21,985</b>	<b>585</b>
<b>NET TOTAL - Under / (Over) Spent</b>	<b>0</b>	<b>1,318</b>	<b>1,318</b>

## APPENDIX 3

WECA and Mayoral Capital Programme Monitor 2017/18 to 20/21													
	Forecast Spend						Funded by:						
	Budget	Forecast	Variance	Indicative	Indicative	Indicative	17/18				18/19	19/20	20/21
	17/18	17/18	17/18	18/19	19/20	20/21	Gainshare	DfT Grant	RCCO	Total	RCCO	RCCO	RCCO
	£'000			£'000	£'000	£'000	£'000		£'000	£'000	£'000	£'000	£'000
<b>WECA Capital</b>													
Infrastructure													
Economic Model & Scheme Prioritisation	400	400	-				400		400				
	400	400	-				400		400				
WECA Capital - other													
IT & Building Alterarions	300	343	(43)				343		343				
	300	343	(43)				343		343				
<b>Mayoral Capital</b>									-				
Highway and Transport Grants	20,475	20,475	0	17,572	17,572	17,572	-	2,903	17,572	20,475	17,572	17,572	17,572
Pothole Action Grant (WECA Cttee June 2017)	891	891	0					891	891				
	21,366	21,366	-	17,572	17,572	17,572	-	3,794	17,572	21,366	17,572	17,572	17,572
<b>Grand Total</b>	<b>22,066</b>	<b>22,109</b>	<b>(43)</b>	<b>17,572</b>	<b>17,572</b>	<b>17,572</b>	<b>743</b>	<b>3,794</b>	<b>17,572</b>	<b>22,109</b>	<b>17,572</b>	<b>17,572</b>	<b>17,572</b>
Note: RCCO indicates a Revenue Contribution to Capital Outlay													

**WEST OF ENGLAND COMBINED AUTHORITY****Proposed Staffing Resources****Purpose of Paper**

The purpose of this paper is to inform the decision making on the requests for:

- A one-off budget virement for 2017/18 of £306K to the staffing resourcing budget to provide interim capacity and support recruitment of permanent staff resources.
- To increase the annual staffing resource budget from £903K to £1.256m (+£353K) from 2018/19.

**Introduction**

The West of England Devolution deal includes money, powers and responsibilities to deliver economic growth for the region through investments and interventions to:

- Support business and innovation
- Develop the skills it needs, and,
- Develop the infrastructure to support success.

The deal comprises our commitments to government to deliver against an agreed implementation plan and to meet with the requirements of the 5 and 10 year gateway reviews in return for money and powers to enable us to deliver against these requirements. In addition to the overriding objective of delivering economic growth, our region also agreed secondary objectives of delivering growth from which everybody in the region can benefit and protecting the environment.

The new money coming to the region as a part of the devolution deal includes the devolution grant of £30m per annum (£15m revenue and £15m capital), the £18m+ per annum coming from the business rates retention pilot (the majority of this money goes directly to the constituent authorities) and the money paid through the combined authority for the higher rate of highways maintenance.

In addition to the initial devolution deal, there is now the opportunity for the region to make the case for further money and powers to invest in the future of the region. We are currently in negotiations with central government for a Housing Investment Fund and for a Housing deal to help us to deliver the homes our region needs.

The staff in the LEP office were transferred across to the Combined Authority at the beginning of May 2018 and an interim budget was set for the additional WECA responsibilities at the WECA Budget meeting in March 2017. This budget provided for the Statutory Officer posts, delivery of statutory functions and a minimal provision for new responsibilities.

Now the Mayor has been elected and the work has commenced, there is a need to review that initial budget to enable WECA to fulfil its obligations and capture the new opportunities offered for additional funding and powers for the region. Whilst there is a commitment in the region to keeping the Combined Authority staffing lean and focused and to use resource available in authorities where there is the capacity and skills available, WECA needs



sufficient resources to work effectively with its constituent authorities in fulfilling its requirement (including being able to fund any authority staff seconded to work on WECA functions) and capturing new opportunities and money for the region.

WECA's staffing and running costs are funded from the new money secured as a part of the deal through the business rates retention pilot. (WECA's costs are not paid by its constituent authorities). 5% of the business rate retention pilot money goes directly from government to WECA. Overall WECA is currently underspending on its running costs and generating additional income and is therefore projected to be some £1.3m underspent overall. There are some pressures on its staffing costs which have resulted due to the need for WECA to meet with its commitments and secure further money and powers for the area.

### **Virement request for 2017/18**

The resources paper is proposing a virement for 2017/18 to move some of the money from its underspending budget heads (which are currently £1.3m underspent) into its staffing budget.

The virement required comprises:

- £176K to address existing pressures created by the commissioning of additional interim resources for the region to support the work to secure a HIF and Housing Deal for the region
- Up to £130K to support the recruitment to essential posts, transitional costs and meet the related increased salary costs for remaining part of the financial year

There is the need to progress the organisation change required to ensure that WECA's resources are in the right place and that staff have the right skills to fulfil the functions to deliver both the devolution deal and the existing LEP functions. There are savings to be achieved from the baseline LEP budget through this change which will include measures to centralise functions currently distributed across teams, such as administrative support and marketing, to secure economies of scale. However, to progress the change the priority is to recruit to key areas of the organisation where there are gaps including:

- Administrative and governance support including supporting the Committees, advisory boards, the LEP Board and Scrutiny has been running almost entirely on temporary staff and there is a need to urgently build an adequate, stable and permanent structure to support these boards and committees
- The staffing resource in housing and planning is insufficient to support the additional work and opportunities created by the Housing Investment Fund and the Housing Deal
- The communications resource needs increasing and a permanent team needs to be put in place
- Additional support will be required for the remainder of the year to ensure that we can meet the transport requirements set out in our devolution deal.

The transition from the existing structure to the new structure will ensure that resources are focused on priorities and that staff have the necessary skills. There will be one-off transitional costs incurred in this financial year, estimated up to £130K.

## Reason for the additional base budget

Following the election of the Regional Mayor, the work with WECA and its constituent authorities to take on the additional powers and functions as set out in the devolution deal and to capture new money and powers has progressed and, it is apparent that:

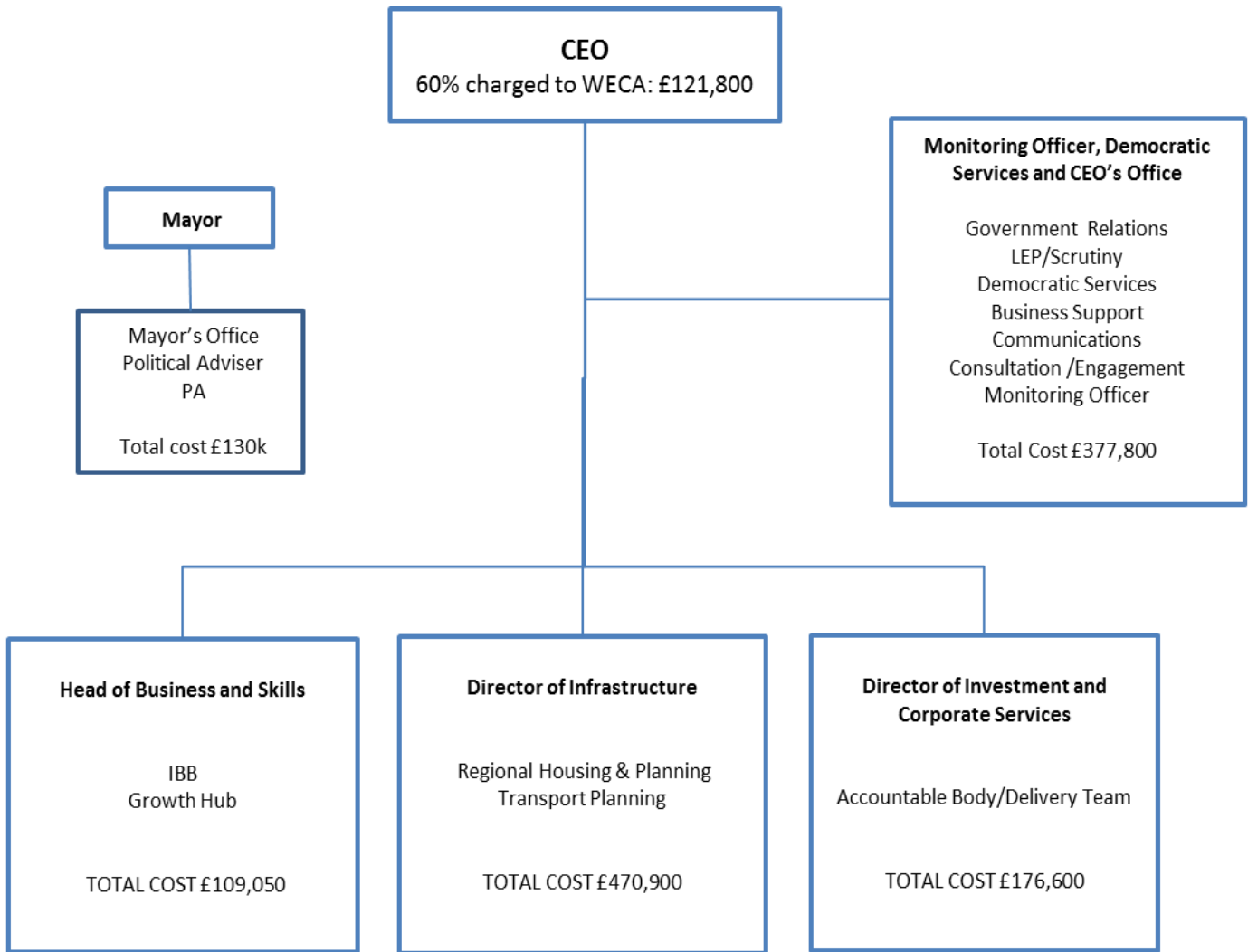
- There are significant additional funds now managed by WECA including the new £900M investment fund, highways and transport grants £18M per annum, transport functions £16M per annum and the Innovation Pilot £4M, Further additional funding streams are subject of ongoing discussions with government including a housing investment fund, housing deal and adult education budgets.
- There are significant opportunities to attract additional powers and funding to the region and these will require additional support to develop bids and business cases, working with colleagues in the local authorities.
- There is a need to enhance the democratic functions required to manage the new committees, advisory boards and scrutiny functions associated with running a publicly accountable authority.
- There is a need to develop the WECA communications function including the digital channels, to ensure transparency and support engagement and consultation activities. In addition, support is required to prepare briefings and presentations to support bids for funding and investment.
- Housing and planning resource is required to support ongoing work on the Housing Investment Fund, Housing Deal and JSP. In addition, WECA has been given new responsibilities including development of a Mayoral Spatial Plan and delivery of new planning powers and resource is required to support these.
- WECA needs to ensure adequate transport resource is available to meet its transport authority responsibilities including delivery of a local transport plan and the ongoing management of the of the integrated transport authority functions.

The following additional funding for staff posts (not included in the base budget set at the March 2018 WECA meeting – details are attached in annex 1) is required (all costs include employer pensions and national insurance costs:

- Director of Infrastructure = £115K
- Housing and Planning = £92K
- Adult Education = £52K
- Business and Skills = £36K
- Transport £26K
- Marketing and communications support = £32K
- **Total additional staffing budget = £353K**

Where possible, use will be made of resources available in constituent authorities where the people with the right skills can be released to support these activities, but the budgets will still be needed for WECA to pay the authorities for these staff.

## WECA Staffing Structure and costs to WECA



Total Structure Cost £1,256,150

**ITEM: 10**

**REPORT TO: WEST OF ENGLAND COMBINED AUTHORITY**

**DATE: 30<sup>th</sup> OCTOBER 2017**

**REPORT TITLE: TREASURY MANAGEMENT MONITORING REPORT TO 30TH SEPTEMBER 2017**

**AUTHOR: TIM RICHENS, DIRECTOR OF INVESTMENT AND CORPORATE SERVICES**

**Appendix 1** – Performance Against Prudential Indicators

**Appendix 2** – The Authority's Investment Position at 30<sup>th</sup> September 2017

**Appendix 3** – Average monthly rate of return for 1<sup>st</sup> 6 months of 2017/18

**Appendix 4** – The Authority's External Borrowing Position at 30<sup>th</sup> September 2017

**Appendix 5** – Arlingclose's Economic & Market Review Q2 of 2017/18

**Appendix 6** – Interest & Capital Financing Budget Monitoring 2017/18

**Appendix 7** – Summary Guide to Credit Ratings

## **1.0 PURPOSE OF REPORT**

- 1.1 The CIPFA Treasury Management in the Public Services: Code of Practice requires the Authority to approve a Treasury Management Strategy before the start of each financial year, review performance during the year, and approve an annual report after the end of each financial year. This report provides a review of performance to 30<sup>th</sup> September 2017.

## **2.0 ISSUES FOR CONSIDERATION**

### **SUMMARY**

- 2.1 The average rate of investment return for the first six months of 2017/18 is 0.42%, which is 0.26% above the benchmark rate.
- 2.2 The Authority's Prudential Indicators for 2017/18 were agreed by the Authority at its meeting on 1<sup>st</sup> March 2017 and performance against the key indicators is shown in **Appendix 1**. All indicators are within target levels.

## SUMMARY OF RETURNS

- 2.3 The Authority's investment position as at 30<sup>th</sup> September 2017 is given in **Appendix 2**.
- 2.4 The Authority is the Accountable Body for the West of England Revolving Investment Fund (RIF) a role previously undertaken by B&NES who received grant funding of £57 million at the end of the 2011/12 financial year. Balances of £30.8m were transferred and this sum, prior to distribution, is being invested in line with the Authority's overall Treasury Management Strategy, with the interest earmarked to the RIF.
- 2.5 The Authority also acts as Accountable Body for the West of England Local Enterprise Partnership (WoE LEP). In 2017/18 £49.8m of Local Growth Fund (LGF) grant was received from Central Government along with the remaining balance from 2016/17 of £1.8m. The sum, prior to distribution, is being invested in line with the Authority's overall Treasury Management Strategy and with interest earmarked to fund associated operating and governance costs.
- 2.6 Gross interest earned on all investments for the first six months totalled £256k. **Appendix 3** details the investment performance, showing the average rate of interest earned over this period was 0.42%, which was 0.26% above the benchmark rate of average 7 day LIBID +0.05% (0.16%). This arises from the slightly longer investment duration arising on the funds as investment periods range from an on-call basis out to 12 months.

## SUMMARY OF BORROWINGS

- 2.7 The Authority's currently has no external borrowing. Any future borrowing requirement would be subject to the Authority's decision making process and HM Treasury negotiations. For reference only, the statutory framework for Borrowing is set out in **Appendix 1**.

## STRATEGIC & TACTICAL DECISIONS

- 2.8 As shown in the charts at **Appendix 2**, the investment portfolio has been diversified across UK Banks and Building Societies and Local Authorities, which totalled £113m The Authority also uses AAA rated Money Market funds to maintain very short-term liquidity with £22m invested in Money Market Funds as at 30<sup>th</sup> September 2017.
- 2.9 The Authority has placed £5m in the CCLA Property Fund to enhance yields and provide further diversification. This is intended to be held for higher return over a long period of time.
- 2.10 The Authority does not hold any direct investments with banks in countries within the Eurozone reflecting both on the underlying debt issues in some Eurozone countries and the low levels of interest rates. The Authority's investment counterparty list does not currently include any banks from Portugal, Ireland, Greece, Spain and Italy.

- 2.11 The Authority's average investment return is 0.42% which is above budgeted levels.

### **FUTURE STRATEGIC & TACTICAL ISSUES**

- 2.12 The Authority's treasury management advisors have provided an economic and market review for the first quarter 2017/18 – attached at **Appendix 5**.
- 2.13 The Bank of England base rate was reduced to 0.25% on 4th August 2016. In the latest opinion of the Authority's treasury advisors is to maintain its central case for Bank Rate at 0.25% on the overall economic outlook. However, this decision is still very data dependant and they noted that the Bank of England's Monetary Policy Committee has changed its rhetoric, implying a rise in Bank Rate in "the coming months".

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 A breakdown of the revenue budget for interest and the forecast year end position based on the period April to September is included in **Appendix 6**. This position will be kept under review during the remainder of the year, taking into account the Authority's cash-flow position.

## **4.0 LEGAL IMPLICATIONS**

- 4.1 The Prudential Code and CIPFA's Code of Practice on Treasury Management requires regular monitoring and reporting of Treasury Management activities.

## **5.0 HUMAN RESOURCES IMPLICATIONS**

- 5.1 None directly arising from this report.

## **6.0 ENVIRONMENTAL IMPLICATIONS**

- 6.1 None directly arising from this report.

## **7.0 EQUALITY IMPACT IMPLICATIONS**

- 7.1 None directly arising from this report.

## **8.0 RISK MITIATIONS & OPPORTUNITIES**

- 8.1 The Authority's lending & borrowing list is regularly reviewed during the financial year and credit ratings are monitored throughout the year. All lending/borrowing transactions are within approved limits and with approved institutions. Investment and Borrowing advice is provided by our Treasury Management consultants Arlingclose.

- 8.2 The CIPFA Treasury Management in the Public Services: Code of Practice requires the Authority nominate a committee to be responsible for ensuring effective scrutiny of the Treasury Management Strategy and policies. The WECA Audit Committee carries out this role.

## 9.0 RECOMMENDATIONS

The WECA Committee is recommended to:

- 9.1 **Note the Treasury Management Report to 30<sup>th</sup> September 2017, prepared in accordance with the CIPFA Treasury Code of Practice**
- 9.2 **Note the Treasury Management Indicators to 30<sup>th</sup> September 2017**

**WECA Contact:** Joanna Greenwood, West of England Combined Authority, 3 Rivergate, Temple Quay, Bristol, BS1 6ER

**Background Papers :** *Treasury Management Strategy Statement & Investment Strategy 2017/18 – As reported to WECA Committee on 1st March 2017.*

## APPENDIX 1

## Performance against Treasury Management Indicators agreed in Treasury Management Strategy Statement

## 1. Authorised limit for external debt

These limits include current commitments and proposals in the budget report for capital expenditure, plus additional headroom over & above the operational limit for unusual cash movements.

	2017/18 Prudential Indicator	Actual as at 30 <sup>th</sup> September 2017
	£'000	£'000
Borrowing	0	0
Other long term liabilities	0	0
<b>Cumulative Total</b>	<b>0</b>	<b>0</b>

## 2. Operational limit for external debt

The operational boundary for external debt is based on the same estimates as the authorised limit but without the additional headroom for unusual cash movements.

	2017/18 Prudential Indicator	Actual as at 30 <sup>th</sup> September 2017
	£'000	£'000
Borrowing	0	0
Other long term liabilities	0	0
<b>Cumulative Total</b>	<b>0</b>	<b>0</b>

## 3. Upper limit for fixed interest rate exposure

This is the maximum amount of total borrowing which can be at fixed interest rate, less any investments for a period greater than 12 months which has a fixed interest rate.

	2017/18 Prudential Indicator	Actual as at 30 <sup>th</sup> September 2017
	%	%
<b>Fixed interest rate exposure</b>	<b>100</b>	<b>0</b>



#### 4. Upper limit for variable interest rate exposure

While fixed rate borrowing contributes significantly to reducing uncertainty surrounding interest rate changes, the pursuit of optimum performance levels may justify keeping flexibility through the use of variable interest rates. This is the maximum amount of total borrowing which can be at variable interest rates.

	2017/18 Prudential Indicator	Actual as at 30 <sup>th</sup> September 2017
	%	%
<b>Variable interest rate exposure</b>	<b>10%</b>	<b>0%</b>

#### 5. Upper limit for total principal sums invested for over 364 days

This is the maximum amount of total investments which can be over 364 days. The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments.

	2017/18 Prudential Indicator	Actual as at 30 <sup>th</sup> September 2017
	%	%
<b>Investments over 364 days</b>	<b>30</b>	<b>0</b>

#### 6. Maturity Structure of borrowing

This indicator is set to control the Authority's exposure to refinancing risk.

	Upper Limit	Lower Limit	Actual as at 30 <sup>th</sup> September 2017
	%	%	%
Under 12 months	50	Nil	0
12 months and within 24 months	75	Nil	0
24 months and within 5 years	75	Nil	0
5 years and within 10 years	100	Nil	0
10 years and above	100	Nil	0

#### 7. Average Credit Rating

The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the weighted average credit rating of its investment portfolio. A summary guide to credit ratings is set out at **Appendix 7**.

	2017/18 Prudential Indicator	Actual as at 30 <sup>th</sup> September 2017
	Rating	Rating
<b>Minimum Portfolio Average Credit Rating</b>	<b>A-</b>	<b>AA+</b>

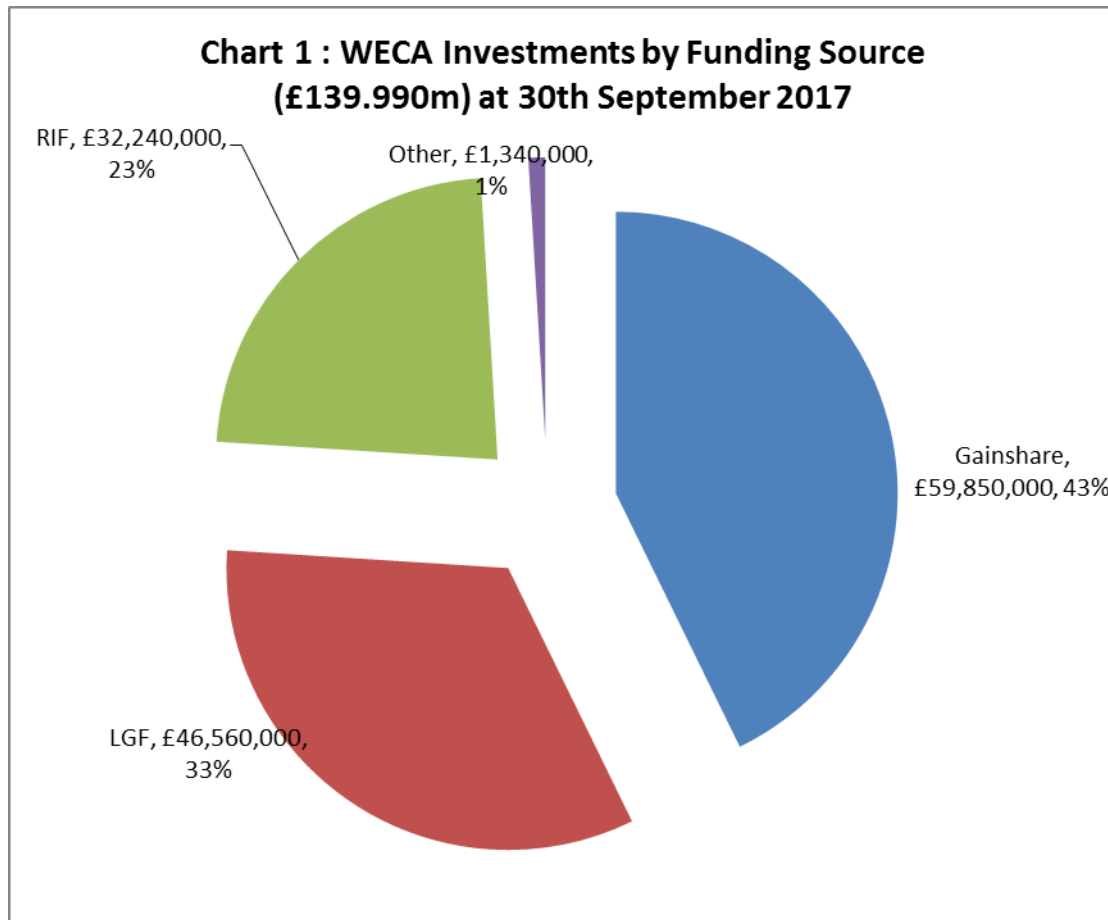
## APPENDIX 2

The Authority's Investment position at 30<sup>th</sup> September 2017

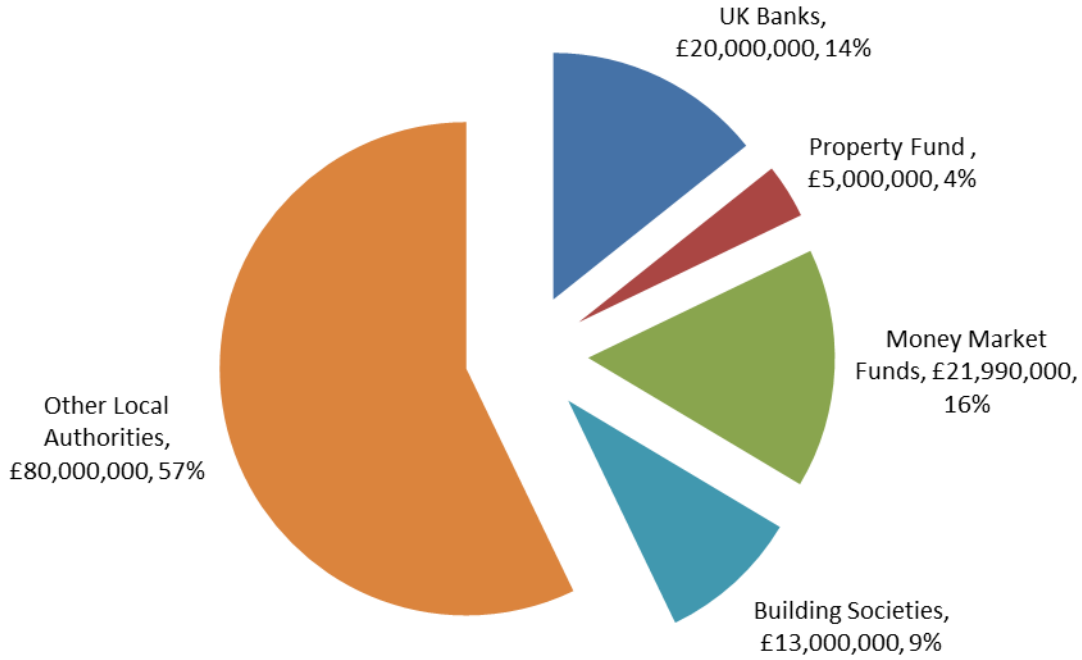
The term of investments, from the original date of the deal, are as follows:

	<b>Balance at 30<sup>th</sup> September 2017</b>
	£'000's
Notice (instant access funds)	21,990
Up to 1 month	30,000
1 month to 3 months	28,000
4 to 6 months	30,000
6 to 12 months	25,000
Property Fund	5,000
<b>Total</b>	<b>139,900</b>

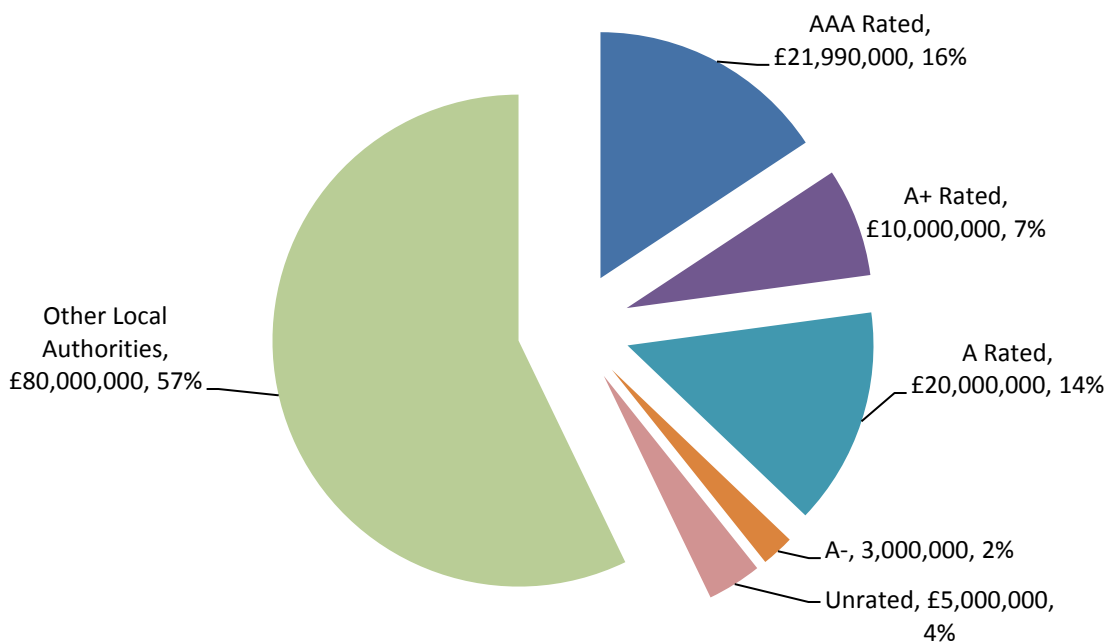
The Authority had a total average net positive balance of £121.8m during the period April 2017 to September 2017 .



**Chart 2: WECA Investments by Type (139.990m) as at 30th September 2017**



**Chart 3: WECA Investments per lowest equivalent Long Term credit rating (£139.990m) at 30th September 2017**



**APPENDIX 3****Average rate of return on investments for 2017/18.**

	<b>April %</b>	<b>May %</b>	<b>June %</b>	<b>July %</b>	<b>Aug %</b>	<b>Sep %</b>	<b>Average for Period %</b>
<b>Average rate of interest earned</b>	0.40	0.44	0.43	0.41	0.41	0.41	0.42
<b>Benchmark = Average 7 Day LIBID rate +0.05% (source: Arlingclose)</b>	0.16	0.16	0.16	0.16	0.16	0.16	0.16
<b>Difference from Benchmark %</b>	+0.24	+0.28	+0.27	+0.25	+0.25	+0.25	+0.26

**APPENDIX 4****Authorities External Borrowing at 30<sup>th</sup> September 2017**

\*There is no current borrowing.

**APPENDIX 5****Economic and market review for April to September 2017 (provided by Arlingclose)**

**Economic backdrop:** Commodity prices fluctuated over the period with oil falling below \$45 a barrel before inching back up to \$58 a barrel. UK Consumer Price Inflation (CPI) index rose with the data print for August showing CPI at 2.9%, its highest since June 2013 as the fall in the value of sterling following the June 2016 referendum result continued to feed through into higher import prices. The new inflation measure CPIH, which includes owner occupiers' housing costs, was at 2.7%.

The unemployment rate fell to 4.3%, its lowest since May 1975, but the squeeze on consumers intensified as average earnings grew at 2.5%, below the rate of inflation. Economic activity expanded at a much slower pace as evidenced by Q1 and Q2 GDP growth of 0.2% and 0.3% respectively. With the dominant services sector accounting for 79% of GDP, the strength of consumer spending remains vital to growth, but with household savings falling and real wage growth negative, there are concerns that these will be a constraint on economic activity in the second half of calendar 2017.

The Bank of England made no change to monetary policy at its meetings in the first half of the financial year. The vote to keep Bank Rate at 0.25% narrowed to 5-3 in June highlighting that some MPC members were more concerned about rising inflation than the risks to growth. Although at September's meeting the Committee voted 7-2 in favour of keeping Bank Rate unchanged, the MPC changed their rhetoric, implying a rise in Bank Rate in "the

coming months". The Council's treasury advisor Arlingclose is not convinced the UK's economic outlook justifies such a move at this stage, but the Bank's interpretation of the data seems to have shifted.

In contrast, near-term global growth prospects improved. The US Federal Reserve increased its target range of official interest rates in June for the second time in 2017 by 25bps (basis points) to between 1% and 1.25% and, despite US inflation hitting a soft patch with core CPI at 1.7%, a further similar increase is expected in its December 2017 meeting. The Fed also announced confirmed that it would be starting a reversal of its vast Quantitative Easing programme and reduce the \$4.2 trillion of bonds it acquired by initially cutting the amount it reinvests by \$10bn a month.

Geopolitical tensions escalated in August as the US and North Korea exchanged escalating verbal threats over reports about enhancements in North Korea's missile programme. The provocation from both sides helped wipe off nearly \$1 trillion from global equity markets but benefited safe-haven assets such as gold, the US dollar and the Japanese yen. Tensions remained high, with North Korea's threat to fire missiles towards the US naval base in Guam, its recent missile tests over Japan and a further testing of its latent nuclear capabilities.

Prime Minister Theresa May called an unscheduled General Election in June, to resolve uncertainty but the surprise result has led to a minority Conservative government in coalition with the Democratic Unionist Party. This clearly results in an enhanced level of political uncertainty. Although the potential for a so-called hard Brexit is diminished, lack of clarity over future trading partnerships, in particular future customs agreements with the rest of the EU block, is denting business sentiment and investment. The reaction from the markets on the UK election's outcome was fairly muted, business confidence now hinges on the progress (or not) on Brexit negotiations, the ultimate 'divorce bill' for the exit and whether new trade treaties and customs arrangements are successfully concluded to the UK's benefit.

In the face of a struggling economy and Brexit-related uncertainty, Arlingclose expects the Bank of England to take only a very measured approach to any monetary policy tightening, any increase will be gradual and limited as the interest rate backdrop will have to provide substantial support to the UK economy through the Brexit transition.

**Financial markets:** Gilt yields displayed significant volatility over the six-month period with the appearing change in sentiment in the Bank of England's outlook for interest rates, the push-pull from expectations of tapering of Quantitative Easing (QE) in the US and Europe and from geopolitical tensions, which also had an impact. The yield on the 5-year gilts fell to 0.35% in mid-June, but then rose to 0.80% by the end of September. The 10-year gilts similarly rose from their lows of 0.93% to 1.38% at the end of the quarter, and those on 20-year gilts from 1.62% to 1.94%.

The FTSE 100 nevertheless powered away reaching a record high of 7548 in May but dropped back to 7377 at the end of September. Money markets rates have remained low: 1-month, 3-month and 12-month LIBID rates have averaged 0.25%, 0.30% and 0.65% over the period from January to 21st September.

**Credit background:** UK bank credit default swaps continued their downward trend, reaching three-year lows by the end of June. Bank share prices have not moved in any particular pattern.

There were a few credit rating changes during the quarter. The significant change was the downgrade by Moody's to the UK sovereign rating in September from Aa1 to Aa2 which resulted in subsequent downgrades to sub-sovereign entities including local authorities. Moody's downgraded Standard Chartered Bank's long-term rating to A1 from Aa3 on the expectation that the bank's profitability will be lower following management's efforts to de-risk their balance sheet. The agency also affirmed Royal Bank of Scotland's and NatWest's long-term ratings at Baa1, placed Lloyds Bank's A1 rating on review for upgrade, revised the outlook of Santander UK plc, and Nationwide and Coventry building societies from negative to stable but downgraded the long-term rating of Leeds BS from A2 to A3.

S&P also revised Nordea Bank's outlook to stable from negative, whilst affirming their long-term rating at AA-. The agency also upgraded the long-term rating of ING Bank from A to A+.

Ring-fencing, which requires the larger UK banks to separate their core retail banking activity from the rest of their business, is expected to be implemented within the next year. In May, following Arlingclose's advice, the Authority reduced the maximum duration of unsecured investments with Bank of Scotland, HSBC Bank and Lloyds Bank from 13 months to 6 months as until banks' new structures are finally determined and published, the different credit risks of the 'retail' and 'investment' banks cannot be known for certain.

The new EU regulations for Money Market Funds were finally approved and published in July and existing funds will have to be compliant by no later than 21st January 2019. The key features include Low Volatility NAV (LVNAV) Money Market Funds which will be permitted to maintain a constant dealing NAV, providing they meet strict new criteria and minimum liquidity requirements. MMFs will not be prohibited from having an external fund rating (as had been suggested in draft regulations). Arlingclose expects most of the short-term MMFs it recommends converting to the LVNAV structure and awaits confirmation from each fund.

**Regulatory Updates:** MiFID II: Local authorities are currently treated by regulated financial services firms as professional clients who can "opt down" to be treated as retail clients instead. But from 3rd January 2018, as a result of the second Markets in Financial Instruments Directive (MiFID II), local authorities will be treated as retail clients who can "opt up" to be professional clients, providing that they meet certain criteria. Regulated financial services firms include banks, brokers, advisers, fund managers and custodians,

but only where they are selling, arranging, advising or managing designated investments. In order to opt up to professional, the authority must have an investment balance of at least £10 million and the person authorised to make investment decisions on behalf of the authority must have at least one year's relevant professional experience. In addition, the firm must assess that that person has the expertise, experience and knowledge to make investment decisions and understand the risks involved.

The main additional protection for retail clients is a duty on the firm to ensure that the investment is "suitable" for the client. However, local authorities are not protected by the Financial Services Compensation Scheme nor are they eligible to complain to the Financial Ombudsman Service whether they are retail or professional clients. It is also likely that retail clients will face an increased cost and potentially restricted access to certain products including money market funds, pooled funds, treasury bills, bonds, shares and to financial advice. The Authority has declined to opt down to retail client status in the past as the costs were thought to outweigh the benefits.

The Authority meets the conditions to opt up to professional status and intends to do so in order to maintain their current MiFID status.

**CIPFA Consultation on Prudential and Treasury Management Codes:** In February 2017 CIPFA canvassed views on the relevance, adoption and practical application of the Treasury Management and Prudential Codes and after reviewing responses launched a further consultation on changes to the codes in August with a deadline for responses of 30th September 2017.

The proposed changes to the Prudential Code include the production of a new high-level Capital Strategy report to full council which will cover the basics of the capital programme and treasury management. The prudential indicators for capital expenditure and the authorised borrowing limit would be included in this report but other indicators may be delegated to another committee. There are plans to drop certain prudential indicators, however local indicators are recommended for ring fenced funds (including the HRA) and for group accounts. Other proposed changes include applying the principles of the Code to subsidiaries.

Proposed changes to the Treasury Management Code include the potential for non-treasury investments such as commercial investments in properties in the definition of "investments" as well as loans made or shares brought for service purposes. Another proposed change is the inclusion of financial guarantees as instruments requiring risk management and addressed within the Treasury Management Strategy. Approval of the technical detail of the Treasury Management Strategy may be delegated to a committee rather than needing approval of full Council. There are also plans to drop or alter some of the current treasury management indicators.

CIPFA intends to publish the two revised Codes towards the end of 2017 for implementation in 2018/19, although CIPFA plans to put transitional arrangements in place for reports that

are required to be approved before the start of the 2018/19 financial year. The Department of Communities and Local Government (DCLG) and CIPFA wish to have a more rigorous framework in place for the treatment of commercial investments as soon as is practical. It is understood that DCLG will be revising its Investment Guidance (and its MRP guidance) for local authorities in England; however there have been no discussions with the devolved administrations yet.

### Outlook for the remainder of 2017/18

The UK economy faces a challenging outlook as the minority government continues to negotiate the country's exit from the European Union. Both consumer and business confidence remain subdued. Household consumption growth, the driver of UK GDP growth, has softened following a contraction in real wages. Savings rates are at an all-time low and real earnings growth (i.e after inflation) struggles in the face of higher inflation.

The Bank of England's Monetary Policy Committee has changed its rhetoric, implying a rise in Bank Rate in "the coming months". Arlingclose is not convinced the UK's economic outlook justifies such a move at this stage, but the Bank's interpretation of the data seems to have shifted.

This decision is still very data dependant and Arlingclose is, for now, maintaining its central case for Bank Rate at 0.25% whilst introducing near-term upside risks to the forecast as shown below. Arlingclose's central case is for gilt yields to remain broadly stable in the across the medium term, but there may be near term volatility due to shifts in interest rate expectations.

## APPENDIX 6

### Interest & Capital Financing Costs – Budget Monitoring 2017/18 (Apr to September)

April to September 2017	YEAR END FORECAST			ADV/FAV
	Budgeted Spend or (Income) £'000	Forecast Spend or (Income) £'000	Forecast over or (under) spend £'000	
<b>Interest &amp; Capital Financing</b>				
- Debt Costs	0	0	0	
- Interest on Balances	(90)	(300)	(210)	
<b>Sub Total - Capital Financing</b>	<b>(90)</b>	<b>(300)</b>	<b>(210)</b>	



## APPENDIX 7

## Summary Guide to Credit Ratings

Rating	Details
AAA	Highest credit quality – lowest expectation of default, which is unlikely to be adversely affected by foreseeable events.
AA	Very high credit quality - expectation of very low default risk, which is not likely to be significantly vulnerable to foreseeable events.
A	High credit quality - expectations of low default risk which may be more vulnerable to adverse business or economic conditions than is the case for higher ratings.
BBB	Good credit quality - expectations of default risk are currently low but adverse business or economic conditions are more likely to impair this capacity.
BB	Speculative - indicates an elevated vulnerability to default risk, particularly in the event of adverse changes in business or economic conditions over time.
B	Highly speculative - indicates that material default risk is present, but a limited margin of safety remains. Capacity for continued payment is vulnerable to deterioration in the business and economic environment.
CCC	Substantial credit risk - default is a real possibility.
CC	Very high levels of credit risk - default of some kind appears probable.
C	Exceptionally high levels of credit risk - default is imminent or inevitable.
RD	Restricted default - indicates an issuer that has experienced payment default on a bond, loan or other material financial obligation but which has not entered into bankruptcy filings, administration, receivership, liquidation or other formal winding-up procedure, and which has not otherwise ceased operating.
D	Default - indicate an issuer that has entered into bankruptcy filings, administration, receivership, liquidation or other formal winding-up procedure, or which has otherwise ceased business.

**ITEM: 11**

**REPORT TO: WEST OF ENGLAND COMBINED AUTHORITY**

**DATE: 30 October 2017**

**REPORT TITLE: AGREE BUSINESS CASE FUNDING FOR  
INFRASTRUCTURE PROJECTS**

**AUTHOR: CHRIS JENNINGS, WEST OF ENGLAND COMBINED  
AUTHORITY**

#### **Purpose of Report**

- 1 To seek approval for funding feasibility studies and the development of business cases for strategically important infrastructure schemes within the West of England Combined Authority (WECA) area.
- 2 To seek approval to procure and part-fund a new and improved Real Time Information system.

#### **Issues for Consideration**

- 3 The West of England Joint Spatial Plan (JSP) and supporting Joint Transport Study (JTS) identify a significant amount of infrastructure that needs to be delivered to support the West of England's (including North Somerset) ambition to improve the region for residents and support current and future economic growth. This paper recommends funding feasibility studies and business case development for a number of schemes that will deliver important regional improvements that will contribute towards realising this ambition within the Combined Authority area.
- 4 There is a need to make this investment decision now to progress key schemes to address transport issues and ensure housing and commercial developments can be delivered in a timely manner. Whilst the feasibility studies relate to exploring schemes at an earlier stage of development, the schemes proposed for business case development, subject to those business cases being approved, will assist the creation of jobs and homes, including: 2000 jobs in the Somer Valley Enterprise Zone; 800 new homes at Lockleaze and circa 2000 more at Hengrove and will connect circa 8000 new homes to employment and infrastructure in the Filton Enterprise Area. These schemes would be expected to be completed by Winter 2022.
- 5 The first proposed investment in scheme delivery is presented for approval to procure a new and improved Real Time Information (RTI) system to enhance the quality and reliability of information for bus passengers across the region. The upgrade will, in turn, help to deliver economic growth for the area, including to the development locations in the Joint Spatial Plan. A Full Business Case is set out in Appendix E.

- 6 These schemes all contribute to delivering the region's strategic aims of:
- Improving connectivity in the region to increase access to jobs, reduce congestion and promote sustainable transport choices;
  - Finding ways of increasing the availability and affordability of a range of housing types creating communities where people want to live and work; and
  - Enabling employment space to provide opportunities that suit the needs of businesses at all stages
- 7 In addition, by investing devolved funds towards taking forward these infrastructure schemes, the Combined Authority will demonstrate its commitment to delivering the JSP and JTS adding support to its dialogue with the Government seeking additional support for the delivery of housing or improving transport infrastructure.

#### *Strategic Transport Schemes*

- 8 A key priority for the Combined Authority is to solve strategic transport issues in the region that will: deliver inclusive economic growth, make it easier for people to get around 'cleaner and greener'; and cut congestion. The first package of schemes proposed is to carry out a range of feasibility studies on key regional routes and arteries including a Southern Orbital route, initial feasibility studies for mass transit in the region and connections to the A38 corridor and taking forward the development of Temple Meads Station as the major rail gateway to the West of England. These schemes are listed in Appendix A, with more details on each scheme in Appendix D.

#### *Housing & Employment Schemes*

- 9 The second package of schemes will enable development of key housing and employment sites in the region. These schemes have been selected on the basis that they are regional and local authority priority schemes that support key strategic aims and can be delivered quickly. The schemes will deliver a range of improvements in the region including: unlocking key housing sites and opening up employment sites. Details of the priority schemes are in Appendix B with further detail in Appendix D.
- 10 In line with the West of England Combined Authority Assurance Framework the appropriate development proforma have been completed and are attached at Appendix D. Full Business Cases for these schemes will be reported back to WECA for a final approval decision and award of full funding.

#### *Real Time Information Enhancement*

- 11 WECA is responsible for the production of a bus information strategy and the provision of bus information. Real Time Information (RTI) and the TravelWest website are currently managed by Bristol City Council (BCC) on behalf of the four councils (including North Somerset).
- 12 Given the need to ensure a consistency of service provision the WECA meeting in March agreed that the three councils be commissioned to continue to deliver these services in 2017/18 with Bristol City Council continuing to lead on the re-procurement of the RTI contract.
- 13 WECA will be the procurement body for the new contract under its passenger information obligations. Due to the lead times involved in providing this there is an urgent need to confirm funding to enable the procurement to proceed and to avoid any lapse in service.
- 14 The WECA Investment Fund would cover the first year capital cost, with subsequent revenue funding provided by the councils via the Transport Levy to cover maintenance costs in the contract price.

- 15 In line with the West of England Combined Authority Assurance Framework a Full Business Case is attached at Appendix E for approval. The assurance framework requires all Full Business case to be subject to independent review although it has not been possible to complete this review in time for this meeting. It is requested that the resolution of any issues arising from the review of this Business Case are signed off by the Chief Executive in consultation with the Mayor.

**Consultation:**

- 16 Engagement has taken place with officers in the West of England Combined Authority Constituent Unitary Authorities throughout the development of these proposals.
- 17 Both the West of England Infrastructure Advisory Board and the West of England Combined Authority Oversight & Scrutiny Committee will have met and consider this paper and any views will be presented to the Combined Authority at the meeting.

**Public Sector Equality Duties:**

- 18 As a body exercising public functions the West of England Combined Authority is under an obligation to have regard to the public-sector equalities duty (PSED) under section 149 of the Equality Act 2010 when exercising its functions. The immediate decisions primarily relate to the funding of business case development rather than decisions that could be deemed to impact on the rights of groups or individuals with a protected characteristic or others protected under the PSED.

**Economic Impact Assessment:**

- 19 The economic impacts of the schemes will be developed as part of business case development.

**Finance Implications:**

- 20 It is proposed that up to £3.395m of capital and £3.15m of resource be made available to deliver feasibility studies, produce full business cases for the schemes set out in Appendix D and for the delivery of RTI Enhancement as per the business case set out in Appendix E.
- 21 The ongoing revenue impact of the RTI contract as set out in the business case will need to be considered as part of future year arrangements for the transport levy
- 22 In order to align funding with the relevant budget powers and responsibilities, it may be necessary for the funds to be transferred from the WECA Budget to the Mayoral Budget from where the grant funding will then be made available.
- 23 It is proposed that finalisation of the relevant grant funding arrangements for the delivery of the Business Cases be delegated to the Chief Executive in consultation with the Mayor, to include all relevant milestone reporting and performance monitoring requirements.
- 24 The Committee may in future wish to make additional investment decisions, for example, for projects relating to skills and business support as well as additional infrastructure projects.
- 25 A summary table of requested funding is included in Appendix C.

Advice given by: Tim Richens, Director of Investment and Corporate Services

**Legal Implications:**

- 26 There are no additional legal implications arising directly from this report.

Advice given by: John McCormack, Interim Monitoring Officer

**Land/Property Implications;**

27 Any land/property implications will be identified and analysed as part of the business case development.

**Human Resources Implications:**

28 No HR implications arise as a result of this report.

**Recommendation:**

*Feasibility & Business Case approval*

29 That the WECA approves a sum of up to £0.75m capital and £0.675m resource in 2017/18, £1.615m capital and £2.375m resource in 2018/19 and £0.43m capital and £0.1m resource in 2019/20 to support the costs for the development of feasibility studies and business cases for priority infrastructure schemes within the Combined Authority area.

30 That the Mayoral Budget be amended to include provision of up to £3.15m of resource and £2.795m of capital to provide grant funding of costs to deliver the feasibility studies as business cases for the schemes as set out in Appendices A and B.

31 That the Chief Executive in consultation with the Mayor be delegated responsibility for making appropriate arrangements for grant funding the constituent council(s) for the delivery of this work as set out in Appendix D.

*Real Time Information*

32 That, subject to available budget, following a competitive price and quality based procurement process, appoint the preferred contractor to provide an expanded and upgraded RTI system.

33 That the WECA approves a sum of up to £0.6m to be allocated to support the costs for the delivery of Real Time Information enhancement as per the Full Business Case set out in Appendix E.

34 That the Chief Executive in consultation with the Mayor be delegated responsibility to sign off the resolution of any issues arising from the review of this Full Business Case.

35 That the WECA note that from 2019/20 there will be a revised operating cost which is expected to impact on the transport levy at that time.

**Report Author: Chris Jennings**

**Telephone: 0117 428 6210**

**West of England Combined Authority Contact: Chris Jennings**

## Appendix A - Strategic Transport Feasibility

Scheme description	Lead Organisation	Detail
<b>Orbital route</b>	Bristol City Council	<ul style="list-style-type: none"> <li>- This scheme comprises a combination of new links and improvements to existing highway, between Whitchurch and Hengrove.</li> <li>- It would link up new housing opportunities at Whitchurch as set out in the Joint Spatial Plan, and support regeneration in South Bristol.</li> <li>- The proposed orbital transport corridor will include provision for dedicated MetroBus lanes and a footway / cycleway and link to a new Park and Ride site at Whitchurch in addition to a connection to the A38 towards Bristol Airport.</li> <li>- It is also important to note that this project will look to improve existing routes such as the South Bristol Link as well as provide the new routes as set out above.</li> <li>- This initiative would undertake a feasibility study to inform development of Outline and Full Business Cases.</li> </ul>
<b>Mass Transit and Strategic Connections to A38 South Corridor options</b>	Bristol City Council	<ul style="list-style-type: none"> <li>- The JTS recommended four mass transit corridors linking Bristol city centre with Bristol Airport, the North Fringe, the East Fringe and via the A4 corridor to Hicks Gate/Keynsham.</li> <li>- A West of England Mass Transit scheme would provide a step change in public transport connectivity: unlocking sub-regional growth and making the West of England an even better place to live, work, visit and enjoy. The scheme would dramatically cut travel times in the region and cut congestion, whilst enabling housing and public realm improvements.</li> <li>- This initiative would fund an initial pre-feasibility study followed by procuring a full feasibility study, considering potential alignments (including whether the A4 route stops at Hicks Gate or Keynsham), technology options for the network, assessment of benefits and risks, engagement with stakeholder groups, and other details to move forward to the next step towards delivery.</li> <li>- This study will link in with the existing A38 south corridor study currently underway led by North Somerset Council.</li> <li>- This package will also fund initial feasibility work to explore underground options for the mass transit study prior to the main study.</li> </ul>
<b>East of Bath Link</b>	Bath and North East Somerset Council	<ul style="list-style-type: none"> <li>- The construction of a link road east of the city of Bath has been identified in the Bristol/Bath to South Coast Transport Study (2004) the Greater Bristol Area Strategic Transport Study (2006) and most recently in the Joint Transport Study.</li> </ul>

		<ul style="list-style-type: none"> <li>- This feasibility study will allow the development and promotion of a prospectus for North South Connectivity. This will form part of the compelling case to encourage the Secretary of State for Transport to mandate Highways England to carry out a Strategic Study, for eventual inclusion of the east of Bath link in the second Road Investment Strategy beyond 2020.</li> </ul>
<b>Freezing Hill Lane</b>	Bath and North East Somerset Council	<ul style="list-style-type: none"> <li>- It is proposed to undertake a feasibility study to assess options for access improvements from the A420 to Lansdown Park and Ride.</li> <li>- The Freezing Hill / A420 junction is located on the boundary of Bath &amp; North East Somerset and South Gloucestershire Council. The junction forms the core access to the Lansdown P&amp;R site serving Bath city centre from the A46 corridor linking to J18 of the M4.</li> <li>- The T junction is used to access the Lansdown P&amp;R, vehicles travelling from the P&amp;R give way to traffic on the A420, this can cause long delays to P&amp;R users. If P&amp;R use is to continue to grow, improvements to the junction are required.</li> <li>- The feasibility study will enable outline designs, modelling and consultation to be undertaken, prior to any decision on the preferred option.</li> </ul>
<b>Temple Meads Masterplan</b>	Bristol City Council	<ul style="list-style-type: none"> <li>- The study will consider a range of major improvements at this key regional hub, including more platforms, better access to the northern entrance, and access improvements for passengers and cyclists.</li> <li>- This element will enable the development of a station masterplan, essential to the delivery of station improvements.</li> <li>- The study will be expected to produce a scheme which is deliverable, affordable and operationally efficient whilst also meeting the high expectations of the city, and wider region, in terms of delivering a new mixed-use quarter (Temple Quarter) and a gateway to the West of England region.</li> </ul>
<b>Wraxall Road roundabout improvements</b>	South Gloucestershire Council	<ul style="list-style-type: none"> <li>- The key objective of this investment is to reduce congestion at A4174 Wraxall Road roundabout.</li> <li>- Congestion around the Wraxall Road roundabout has intensified with the emergence of the Lyde Green housing development and the continued growth of the Bristol and Bath Science Park as an employment hub. will provide traffic signal mitigations to enable traffic flow along the A4174 Bristol Ring Road.</li> </ul>

- |  |  |  |
|--|--|--|
|  |  | <ul style="list-style-type: none"><li>- This feasibility study will identify the benefits available through remodelling the junction and its approaches.</li><li>- This scheme will facilitate traffic flows along a key strategic route, especially during peak hours connecting some of the region's newest housing developments, the emerging flagship employment space at the Science Park and access to the Bristol North Fringe. Longer-term it enhances the strategic connection to the M4.</li></ul> |
|--|--|--|



## Appendix B – Schemes for Business Case Development

Scheme description	Lead Organisation	Detail
<b>Bath and Somer Valley Enterprise Zone</b>	Bath and North East Somerset Council	<ul style="list-style-type: none"> <li>- This study will look at improving the route from the Old Mills employment site on the A362 to the A37, to include pedestrian and cycling improvements. The site has the potential to create 1,700 to 2,000 new jobs but the current route from the A37 to the site requires upgrading to accommodate the increase in travel demand.</li> <li>- The site forms part of the Joint Spatial Plan and supports one of its key aims; reducing the need to travel to Bath and Bristol for employment.</li> <li>- The scheme will include:               <ul style="list-style-type: none"> <li>- Improvement to the existing A37/ A362 junction to create additional capacity;</li> <li>- Localised road widening to remove pinch points which create delays and queues;</li> <li>- Pedestrian and cycling improvements to provide sustainable routes to the communities to the east and west along the A362.</li> </ul> </li> </ul>
<b>Cribbs / Patchway New Neighbourhood Cycling Package</b>	South Gloucestershire Council	<ul style="list-style-type: none"> <li>- The cycling package is part of a wider sustainable transport package for the Filton Enterprise Area and Cribbs/Patchway New Neighbourhood, which seeks to connect existing and new railway stations with the new housing and employment developments. This is set to provide an additional 5,000 new homes redeveloping the Filton Airfield site. The ambition is for it to become an exemplar development for integrated public transport, walking, cycling and innovative use of public open space.</li> <li>- In addition to creating jobs during construction, the anticipated surge in cycle journeys facilitated by this scheme will support a further boost to local employment through sale of cycle equipment, services and accessories.</li> <li>- The opportunity to provide an upfront package of walking and cycling routes to a new development on such a scale also provides a real opportunity to address the region's objectives for enhanced air quality, creating an integrated community with access to open and safe public space and a targeted reduction in car dependence.</li> </ul>
<b>Lockleaze</b>	Bristol City Council	<ul style="list-style-type: none"> <li>- Bristol City Council has identified land for 800 new homes and a new school at Lockleaze. This study will look at what transport infrastructure is needed for this development, including bus lanes, cycle routes, and junction improvements.</li> </ul>

		<ul style="list-style-type: none"> <li>- This investment would not only create jobs during the scheme itself but also unlock employment opportunities in construction and education as a result. The new homes created would be well located for both Bristol northern fringe and central employment opportunities.</li> </ul>
<b>Great Stoke roundabout</b>	South Gloucestershire Council	<ul style="list-style-type: none"> <li>- This scheme will redevelop the Great Stoke roundabout to reduce congestion, vehicle emissions and increase reliability of journeys to strategic housing and employment sites at Harry Stoke and Cribbs/Patchway.</li> <li>- Traffic modelling indicates that it will operate significantly over-capacity in both peak periods by 2036, with particular problems on the Winterbourne Road approaches. Given its location, this junction is therefore expected to considerably restrict traffic movements from a key transport interchange at Bristol Parkway and the access to the economic centre of South Gloucestershire within the Bristol North Fringe.</li> <li>- Any scheme would improve pedestrian and cyclist crossing facilities and complement the Cribbs/Patchway New Neighbourhood Cycling Package. As such this intervention will supports forecast job-creation in the Filton Enterprise Area.</li> </ul>
<b>Hicks Gate Roundabout</b>	Bath and North East Somerset Council	<ul style="list-style-type: none"> <li>- The Joint Transport Study recommends a package of major investment on the A4 corridor between Bath and Bristol. The A4 / A4174 Hicks Gate Roundabout is a key junction on the A4 between Bristol and Bath and is located at the western end of the Keynsham Bypass.</li> <li>- This initiative would consider improvements to reduce peak time delays, including development of a new link between the A4 Keynsham Bypass and the A4174 to the north east to remove traffic from the roundabout. Any scheme would take into account and compliment the future A4 to A37 link road and potential relocation of the Hicks Gate Park and Ride.</li> <li>- The roundabout is a known constraint to future growth that will impact on the strategic developments sites of Hicks Gate and Keynsham North. Improvements to the key roundabout would open up network capacity in this key area where the three Council boundaries meet.</li> </ul>
<b>Hengrove</b>	Bristol City Council	<ul style="list-style-type: none"> <li>- Bristol City Council is in the process of securing outline planning consent for around 1500 new homes, a large park, onsite highways and access. This initiative would look at the improvements needed to support the development of new homes here, including improvements to William Jessop Way, utilities infrastructure and new access and junctions from Hengrove Way and Bamfield.</li> </ul>

		<ul style="list-style-type: none"><li>- Providing the physical and social infrastructure in a planned and co-ordinated way in advance of development will accelerate the delivery of high quality housing, stimulate a market shift and enable additional affordable housing to be delivered (minimum 30% affordable) to meet local housing need and create a buoyant local housing market.</li></ul>
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## Appendix C – Summary of Requested Funding

Initiative Short Name	Type	17/18	18/19	19/20	Total Requested
Orbital Route	Feasibility	£50k	£200k	£0k	£250k
Mass Transit and Strategic Connections		£125k	£225k	£0k	£350k
East of Bath Link		£50k	£100k	£100k	£250k
Freezing Hill Lane		£75k	£25k	£0k	£100k
Temple Meads Masterplan		£0.3m	£1.7m	£0k	£2m
Wraxall Road		£75k	£125k	£0k	£200k
Subtotal		£0.675 m	£2.375m	£0.1m	£3.15m
Somer Valley EZ	Business Case Development Funding	£160k	£120k	£0k	£280k
CPNN Cycle Links		£50k	£150k	£0k	£200k
Lockleaze		£30k	£475k	£0k	£505k
Great Stoke Roundabout		£100k	£250k	£200k	£550k
Hicks Gate		£10k	£220k	£230k	£460k
Hengrove		£400k	£400k	£0k	£800k
Real Time Information	Full Business Case	£600k			£600k
Subtotal		£1.35m	£1.615m	£0.43m	£3.395m
TOTAL		£2.025m	£3.99m	£0.53m	£6.545m

## Appendix D - Development and Feasibility Funding Application Forms

**SCHEME: Southern Orbital**

## 1. Lead Organisation

Bristol City Council
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## 2. Partner organisations

Bath and North East Somerset Council, North Somerset Council
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## 3. Scheme contact details

Name:	Jodi Savickas	
Email:	Jodi.savickas@bristol.gov.uk	
Telephone:	07900825126	

## 4. Scheme Type – mark with an X

Transport	<input checked="" type="checkbox"/>
Non-Transport Housing Enabling	<input type="checkbox"/>
Business Support	<input type="checkbox"/>
Skills	<input type="checkbox"/>
Other (please specify)	

## 5. Is this investment linked to any others within the early investment or wider Investment Fund programme? If so please set out the relationship and linkages.

Details: The section of the Southern Orbital from the A4 to the A37 is part of a feasibility study that is currently out to tender to complete an options assessment report for a larger SE Bristol package of mitigation works for the delivery of Strategic Development Locations as outlined in the Joint Spatial Plan at Whitchurch, Brislington (Hicks Gate) and North Keynsham. Besides the A4-A37 link as part of the Southern Orbital to which this form refers, the other elements of the SE Bristol package consist of:

1. A4 Metrobus (Bristol to Keynsham) and Callington Road Link, including gating options of

the A4;

2. Orbital Metrobus serving the ring road and new link road and connecting to a ring of parking and ride sites around the city;
3. A4 Hicks Gate Park & Ride including relocating to further to the east to unlock development land and expanding the site;
4. A37 Whitchurch Park & Ride to serve new housing developments in Whitchurch as part of the JSP.

It is important to note the key links and dependencies between this proposed A4 – A37 orbital link and the proposed Callington Road link within Bristol. Both routes will provide for orbital movements where existing options are very limited. Currently many orbital movements are made via the A4 in Brislington and West Town Lane (A4174). The impacts of the A4 / A37 link and the Callington Road link are therefore collectively expected to reduce delays on the A4.

The remaining section of the Southern Orbital that connects up to the A38 towards Bristol Airport is at a stage prior to the above, where a feasibility study is required. The outcomes of this feasibility study and the A4-A37 report will determine the geographical extent of the Southern Orbital for further investigation.

6. Total Funding required for this phase of works (£)

	17/18	18/19	19/20	Total
Investment Fund	£50k (initially to investigate the link up to the A38, not including the A4-A37 link, of which the feasibility study is currently out to tender	£200k (for further investigation of the extent of the Southern Orbital once the A4-A37 study and the separate A38 link study have both been completed)	0	£250k
Match Funding - please state source(s)	0	0	0	0

7. Please describe the scheme to be developed (including its objectives and expected impacts) and the proposed activity to be undertaken through this investment.

Details of the scheme to be delivered:

Whitchurch is located on the southern edge of the Bristol urban area. Growth at this Strategic Development Location (SDL) is focused on the A37 radial corridor into Bristol and will have impacts on the road network across south east Bristol. Currently, due to poor road connectivity in the area, orbital movements between these corridors use congested roads through Bristol and rural lanes between Whitchurch and the Hicks Gate area. Additional highway capacity and improved public transport provision will be needed to address underlying congestion issues, provide access to new development and release space for public transport improvements.

To address traffic impacts on these routes, improved road connectivity is required around south east Bristol, with improved links from Whitchurch to Hicks Gate roundabout. Improving orbital connectivity in south Bristol will present the opportunity to reallocate road space for walking, cycling and public transport on the A4 and A37 corridors. The proposed orbital transport corridor will include provision for dedicated MetroBus lanes and a footway / cycleway and link to a new Park and Ride site at Whitchurch.

In addition, a connection will be provided west of the A37 to link to the existing road network and Whitchurch Lane. This will help cater for demand for the orbital movement of traffic and mitigate the impact of increased flows on A37 through Whitchurch village.

The connection to the A38 towards Bristol Airport then completes another section of the outer ring road, providing a connection from the north and east of the sub-region to the south and particularly Bristol Airport, without the need to travel through the congested city centre.

It is also important to note that this project will look to improve existing routes such as the South Bristol Link as well as provide the new routes as set out above.

Details of the activities to be undertaken through this feasibility or development phase: A procurement process will be followed to identify a consultant to carry out the feasibility study of the link to the A38, as the feasibility work for the A4-A37 link is currently out to tender. Once both feasibility studies have been completed further investigation of the extent of the Southern Orbital will be established, moving the study on to generating a full business case.

8. Please set out how the activities will be managed and resourced. If use of consultants or other third parties is proposed please describe how these have been, or will be procured

Details: Consultants will carry out the feasibility study, client managed by 1 officer in Bristol City Council. To date, the procurement of consultants for the A4-A37 link feasibility study is currently being carried out through the West of England's NEPRO system. It is proposed that either the same method is used for the A38 link feasibility study, or framework consultants used. Advice on this will be sought from WECA.

9. What output will be produced and when will this be completed?

	Mark with an X	Date (mmm/yy)
Feasibility Study Report	<input checked="" type="checkbox"/>	A4-A37 link due March 2018, A38 link proposed to fall in line with this.
Option Development Report	<input type="checkbox"/>	
Option Appraisal Report	<input checked="" type="checkbox"/>	A4-A37 link due March 2018, A38 link proposed to fall in line with this.
Outline Business Case	<input checked="" type="checkbox"/>	July 2018
Full Business Case	<input checked="" type="checkbox"/>	November 2018
Other (please state)		

10. When do you plan to start and complete your project and what are the main project milestones? Please include the milestones related to the feasibility or development work to be undertaken through this application **and** the milestones for the subsequent implementation phase through to completion.

Milestone	Date (mmm/yy)
Commission A4-A37 feasibility study	Oct 2017
Write brief for A38 link	Nov 2017
Commission A38 link feasibility study	Dec 2017
Feasibility studies completed	March 2018
Outline Business Case completed	July 2018
Full Business Case completed	November 2018
Funding identified through WECA	Early 2019
Handed over to delivery teams and construction commissioned	Spring 2019
Completion of build (more detailed milestones unknown until feasibility studies completed)	2028-2029

<b>Date approved by WECA Committee:</b>	
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## SCHEME: Mass Transit and Strategic Connections to A38 South Corridor Options

### 1. Lead Organisation

Bristol City Council

### 2. Partner organisations

WECA, Bath and North East Somerset Council, South Gloucestershire Council, North Somerset Council

### 3. Scheme contact details

Name:	Chris Mason	
Email:	<a href="mailto:Chris.mason@bristol.gov.uk">Chris.mason@bristol.gov.uk</a>	
Telephone:	0117 35 74388	

### 4. Scheme Type – mark with an X

Transport	<input checked="" type="checkbox"/>
Non-Transport Housing Enabling	<input type="checkbox"/>
Business Support	<input type="checkbox"/>
Skills	<input type="checkbox"/>
Other (please specify)	

### 5. Is this investment linked to any others within the early investment or wider Investment Fund programme? If so please set out the relationship and linkages.

Details: West of England Mass Transit is linked to the development of Park & Ride sites. There is a need to consider the capacity for future expansion of new/existing Park & Rides that could be served by a Mass Transit system.

In addition, development of a Mass Transit system may change travel patterns and choices across the region, interacting with other schemes in the vicinity of the Bristol urban area included in the Joint Transport Study. In the longer term, development of a West of England

Mass Transit system will be a transformational project for the region, shaping transport and housing delivery across the region post 2036.

## 6. Total Funding required for this phase of works (£)

	17/18	18/19	19/20	Total
Investment Fund	£50k for underground pre-feasibility study			£350k
	£75k for mass transit and airport link feasibility study yr 1	£225k for mass transit feasibility study yr 2		
Match Funding - please state source(s)	0	0	0	0

Please describe the scheme to be developed (including its objectives and expected impacts) and the proposed activity to be undertaken through this investment.

Details of the scheme to be delivered:

A West of England Mass Transit scheme would provide a step change in public transport connectivity: unlocking sub-regional growth and making the West of England an even better place to live, work, visit and enjoy. It has the potential to shape the spatial development and economy of the area, driving housing delivery, jobs and productivity. The scheme would dramatically cut travel times in the region and cut congestion, whilst enabling public realm improvements. It would enable more concentrated development that would increase land values and drive productivity growth.

The Joint Transport Study proposes a new mass transit network that will comprise high-capacity, segregated corridors connecting major destinations and integrating with other modes to transport public transport across the Bristol urban area. This includes routes connecting Bristol City Centre to:

- Bristol Airport
- North Bristol and the North Fringe
- East Bristol and the East Fringe
- Hicks Gate/Keynsham

These routes were identified as they connect the major trip origins and destinations in the Bristol urban area. Further work is needed to determine the alignments and technology options that should be considered for these routes. The Joint Transport Study suggests that underground running in some locations may need to be considered due to streetspace constraints on some routes.

Details of the activities to be undertaken through this feasibility or development phase:

An initial pre-feasibility study has been commissioned to improve regional knowledge and understanding of the benefits and challenges of underground mass transit construction and operation. This will enable underground options for mass transit set out in the JTS to be compared with other more established and understood options such as trams and guided buses.

Following completion of the pre-feasibility study, a procurement process will be followed to identify a consultant to carry out a feasibility study of the mass transit options identified in the JTS. This feasibility study will consider potential alignments (including whether the A4 route stops at Hicks Gate or Keynsham), technology options for the network/each of the routes, assessment of benefits and risks, advice building support for the scheme amongst stakeholder groups, and other details to an extent that it can move forward to the next step towards delivery.

A separate multi-modal study is looking at links between the airport and key strategic routes in the WECA area including bus, light rail, heavy rail, and road options. This 'Bristol South West Economic Link' study is currently underway and is being led by North Somerset Council. It is critical that this study is complementary with the southern orbital study and the mass transit studies to ensure we investigate thoroughly access routes to the Airport with the key strategic routes from the North and East, within the WECA geography. Provision has been made within the £300k mass transit funding to ensure all these studies inform each other across multiple modes and transport interchanges.

7. Please set out how the activities will be managed and resourced. If use of consultants or other third parties is proposed please describe how these have been, or will be procured

Details: Consultants will carry out the feasibility study, reporting to a client group comprised of officers from WECA and each of the West of England authorities. One officer from Bristol City Council will act as lead client.

To date, the procurement of the pre-feasibility study was carried out by Bristol City Council. All large consultancies in the region were invited to tender, generating a high level of interest and high quality bids.

Commissioning of the feasibility study could be carried out either via our term consultants, or via another competitive tender process. Advice on this will be sought from WECA.

8. What output will be produced and when will this be completed?

	Mark with an X	Date (mmm/yy)
Feasibility Study Report	<input checked="" type="checkbox"/>	Initial findings to inform JSP EiP studies end March 2018  Final report Autumn/Winter 2018
Option Development Report	<input type="checkbox"/>	
Option Appraisal Report	<input type="checkbox"/>	
Outline Business Case	<input type="checkbox"/>	
Full Business Case	<input type="checkbox"/>	
Other (please state)		

9. When do you plan to start and complete your project and what are the main project milestones? Please include the milestones related to the feasibility or development work to

be undertaken through this application **and** the milestones for the subsequent implementation phase through to completion.

Milestone	Date (mmm/yy)
Completion of West of England Metro pre-feasibility study	End Oct 2017
Commission Mass Transit feasibility study	November 2017
Feasibility study initial findings to inform JSP EiP studies	End March 2018
Feasibility study final report	Autumn/Winter 2018

<b>Date approved by WECA Committee:</b>	
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**SCHEME: East of Bath Link**

## 1. Lead Organisation

Bath and North East Somerset Council
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## 2. Partner organisations

Wiltshire Council, Dorset County Council, and Highways England
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## 3. Scheme contact details

Name:	Gary Peacock	
Email:	gary_peacock@bathnes.gov.uk	
Telephone:	01225 395307	

## 4. Scheme Type – mark with an X

Transport	<b>X</b>
Non-Transport Housing Enabling	<b>X</b>
Business Support	
Skills	
Other (please specify)	Air quality and built heritage improvement scheme

## 5. Is this investment linked to any others within the early investment or wider Investment Fund programme? If so please set out the relationship and linkages.

Details: N/A
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## 6. Total Funding required for this phase of works (£)

	17/18	18/19	19/20	Total
Investment Fund	£50,000	£100,000	£100,000	£250,000
Match Funding - please state source(s)	0	0	0	0

## 7. Please describe the scheme to be developed (including its objectives and expected impacts) and the proposed activity to be undertaken through this investment.

**Details of the scheme to be delivered:**

Bath & North East Somerset is crossed by two strategic transport corridors of regional, national and European significance. These routes experience considerable congestion and road safety problems, and their increasing unreliability is significantly constraining development and business growth across the region, including plans to grow the port of Poole. The A36 and A46 which pass through Bath are major routes which form part of the strategic road network and as such are operated by Highways England. The route of the two corridors results in Bath contending with an unacceptable level of through traffic. This includes large numbers of HGVs travelling to or from the Channel ports.

The construction of a link road east of the city has been a long-held aspiration of Bath and North East Somerset Council and the need for such a measure has been identified in the Bristol/Bath to South Coast Transport Study (2004) the Greater Bristol Area Strategic Transport Study (2006) and most recently in the Joint Transport Study which includes an estimate of the costs of £100m.

Bath and North East Somerset Council alongside Wiltshire Council, Dorset County Council and Highways England have collaborated to bring forward a case for investment. There is a strong economic case for improved north south links in the south of England as a whole.

**Details of the activities to be undertaken through this feasibility or development phase:**

Dorset, Wiltshire, and Bath and North East Somerset councils are working together to study the current transport connections between the M4 and the south coast and their impact on our economy.

We are gathering evidence to support a case to improve north-south transport connections in the south west, which could help grow our economy, support local businesses and improve people's quality of life.

The £250k funding will fund the development and promotion of the prospectus for North South Connectivity. This will form part of a compelling case to encourage the Secretary of State to for Transport to mandate Highways England to carry out a Strategic Study, for eventual inclusion of the east of Bath link in the second Road Investment Strategy beyond 2020.

## 8. Please set out how the activities will be managed and resourced. If use of consultants or other third parties is proposed please describe how these have been, or will be procured



Details:

9. What output will be produced and when will this be completed?

	Mark with an X	Date (mmm/yy)
Feasibility Study Report	<input type="checkbox"/>	
Option Development Report	<input type="checkbox"/>	
Option Appraisal Report	<input type="checkbox"/>	
Outline Business Case	<input type="checkbox"/>	
Full Business Case	<input type="checkbox"/>	
Strategic Study Mandated	X	Early 2018

10. When do you plan to start and complete your project and what are the main project milestones? Please include the milestones related to the feasibility or development work to

be undertaken through this application **and** the milestones for the subsequent implementation phase through to completion.

Milestone	Date (mmm/yy)
Strategic Study Mandated	Early 2018
Draft Road Investment Strategy	Spring 2018/19
Government Approval of Road Investment Strategy	Winter 2018/19*

\*Note: The timeline has been assessed in order to accommodate timescales required working with Highways England through the strategic review process.

<b>Date approved by WECA Committee:</b>	
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**SCHEME: Freezing Hill / A420 junction**

## 1. Lead Organisation

Bath and North East Somerset Council
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## 2. Partner organisations

South Gloucestershire Council
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## 3. Scheme contact details

Name:	Gary Peacock	
Email:	gary_peacock@bathnes.gov.uk	
Telephone:	01225 395307	

## 4. Scheme Type – mark with an X

Transport	<b>X</b>
Non-Transport Housing Enabling	
Business Support	
Skills	
Other (please specify)	

## 5. Is this investment linked to any others within the early investment or wider Investment Fund programme? If so please set out the relationship and linkages.

Details: Joint Transport Study
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## 6. Total Funding required for this phase of works (£)

	17/18	18/19	19/20	Total
Investment Fund	£75,000	£25,000	0	£100,000
Match Funding - please state source(s)	0	0	0	0

## 7. Please describe the scheme to be developed (including its objectives and expected impacts) and the proposed activity to be undertaken through this investment.

**Details of the scheme to be delivered:**

The Freezing Hill / A420 junction is located on the boundary of Bath & North East Somerset and South Gloucestershire Council. The junction forms the core access to the Lansdown P&R site serving Bath city centre from the A46 corridor linking to J18 of the M4 Lansdown Park and Ride. The T junction is used to access the Lansdown P&R, vehicles travelling from the P&R give way to traffic on the A420, this can cause long delays.

The Park and Ride expansions form part of the Joint Transport Study and Getting Around Bath Transport Strategy. There are three Park and Ride sites that intercept traffic for Bath, Lansdown Park and Ride serves traffic demand from M4 corridor and Bristol, poor access, constrains its current use and potential for expansion.

It is proposed to undertake a feasibility study to assess options for access improvements from the A420 to Lansdown Park and Ride, the feasibility will cost £100k, dependant of the selected option the improvements are not expected to cost greater the £1.5m.

**Details of the activities to be undertaken through this feasibility or development phase:**

The first stage would be a feasibility study which will assess two potential routes, Freezing Hill and Bath Road, which would include the A420/Gorse Lane junction. This should enable outline designs, modelling, safety assessments and consultation to be undertaken leading to a decision on the preferred option and full business case.

B&NES would procure the study, working with South Gloucestershire Council who will form part of the project team.

## 8. Please set out how the activities will be managed and resourced. If use of consultants or other third parties is proposed please describe how these have been, or will be procured

Details: The study will be procured through the Councils framework agreement with Ch2M.

9. What output will be produced and when will this be completed?

	Mark with an X	Date (mmm/yy)
Feasibility Study Report	<b>X</b>	
Option Development Report	<input type="checkbox"/>	
Option Appraisal Report	<input type="checkbox"/>	
Outline Business Case	<input type="checkbox"/>	
Full Business Case	X	June 18
Other (please state)		

10. When do you plan to start and complete your project and what are the main project milestones? Please include the milestones related to the feasibility or development work to be undertaken through this application **and** the milestones for the subsequent implementation phase through to completion.

Milestone	Date (mmm/yy)
Feasibility Commissioned	Nov 17
Preferred Option agreed	Mar 18
Full Business Case	June 18

**Date approved by WECA Committee:**

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**SCHEME: Bristol Temple Meads Masterplan**

## 1. Lead Organisation

Bristol City Council (BCC)
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## 2. Partner organisations

Network Rail
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## 3. Scheme contact details

Name:	Richard Marsh Programme Director – Bristol TQEZ Bristol City Council	
Email:	<a href="mailto:Richard.marsh@bristol.gov.uk">Richard.marsh@bristol.gov.uk</a>	
Telephone:	07393 007648	

## 4. Scheme Type – mark with an X

Transport	<input checked="" type="checkbox"/>
Non-Transport Housing Enabling	<input type="checkbox"/>
Business Support	<input type="checkbox"/>
Skills	<input type="checkbox"/>
Other (please specify)	

## 5. Is this investment linked to any others within the early investment or wider Investment Fund programme? If so please set out the relationship and linkages.

<p>The provision of £2m to support Masterplanning and feasibility work relating to Bristol Temple Meads station is not currently linked or related to any other early investment or Investment Fund projects.</p>
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<p>The £2m of funding requested will also leverage circa £1.6m of Network Rail funding, which will also support the work to be undertaken.</p>
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Commissioning and completion of the Masterplanning works in a timely fashion is important to the city and wider West of England region on several levels;

1. To deliver a viable plan for the refurbishment/redevelopment of the station; allowing it to fulfil its nationally significant role, to support local and regional travel and support wider ambitions (specifically around housing) as set out through both the West of England Joint Spatial Plan (JSP) and the Joint Travel Plan (JTS).
2. To help realise the West of England's economic ambitions – investment in the station will be crucial in continuing to support business development in the West of England and within Bristol. This will support the delivery of jobs within the region, the generation of business rates (supporting the growth of the EDF fund) and deliver opportunities for skills and training.
3. To ensure that the full transformational and catalytic impact of the development of the University of Bristol's Enterprise Campus can be realised to the benefit of the Temple Quarter, wider city and wider region – ensuring and facilitating the delivery of direct access from the refurbished station will be of great importance in this regard. The feasibility and masterplan work can help in delivery of this access.
4. To leverage further funding – the investment in Masterplanning work to support investment in Temple Meads will provide BCC with detailed information in order to support future funding bids. This will allow the opportunity to secure and leverage additional public funding at a West of England and National level in order to support the refurbishment of the station. It will also offer scope to attract additional private sector investment within the wider Temple Quarter area.

It is crucial to immediately commence the masterplanning work – which will be facilitated through the £2m to be released. Without the masterplanning work, it is unlikely that other sources of funding will be secured to support the redevelopment or refurbishment of the station.

## 6. Total Funding required for this phase of works (£)

	17/18	18/19	19/20	Total
Investment Fund	£0.3m*	£1.7m*		2m
Match Funding - please state source(s)		£1.6m*		1.6m

\*phasing of funding to be confirmed upon finalisation of feasibility brief.

## 7. Please describe the scheme to be developed (including its objectives and expected impacts) and the proposed activity to be undertaken through this investment.



Scheme to be developed:

The masterplanning and feasibility work will focus upon Bristol Temple Meads station. It will consider how the refurbishment and redevelopment of the station could be undertaken in order to deliver the operational and capacity requirements of Network Rail whilst also unlocking and enabling key development sites and opportunities in the wider area around the station - to the benefit of the city and its stakeholders. The study will be expected to produce a scheme which is deliverable, affordable and operationally efficient whilst also meeting the high expectations of the city, and wider region, in terms of delivering a new mixed-use quarter (Temple Quarter) and a gateway to the west of England region.

Details of the activities to be undertaken through this feasibility or development phase: at your end

The detailed brief for the masterplanning work is currently under development, but work is anticipated to include:

- A re-assessment and re-stating of the objectives of the refurbishment/redevelopment of Temple Meads, its relationship to the Temple Quarter, Bristol city and the wider region;
- A review of work undertaken to date in relation to options for the refurbishment/redevelopment of the station and development of surrounding sites;
- Revisions to previous work and, where required, new work in order to support the masterplanning and ensure the maximisation of outputs (financial, economic, environmental and social) for all parties. A key area of focus will be to deliver cost effective and efficient options for the station redevelopment.
- Identification of the key costs and barriers associated with delivery of a refurbishment/redevelopment scheme (including enhancements within the immediate vicinity of the station);
- Consideration of delivery options for the refurbishment of the station and development of surrounding areas. These must be capable of meeting the objectives of the parties. Indicative delivery and phasing plans are also expected to be developed. And;
- Delivery of a set of proposals for review and agreement between the parties.
- Further operational requirement work to be undertaken will be identified in collaboration with Network Rail.

8. Please set out how the activities will be managed and resourced. If use of consultants or other third parties is proposed please describe how these have been, or will be procured

Details:

Release of the £2m of funds will allow BCC, together with Network Rail, to procure experienced consultants to deliver a comprehensive, deliverable and cost effective masterplan/feasibility study for Bristol Temple Meads station.

The consultants will be procured through a framework agreement in line with public procurement rules.

9. What output will be produced and when will this be completed?

	Mark with an X	Date (mmm/yy)
Feasibility Study Report	<input checked="" type="checkbox"/>	<b>Mar 19</b>
Option Development Report	<input type="checkbox"/>	
Option Appraisal Report	<input type="checkbox"/>	
Outline Business Case	<input type="checkbox"/>	
Full Business Case	<input type="checkbox"/>	
Other (please state)		

10. When do you plan to start and complete your project and what are the main project milestones? Please include the milestones related to the feasibility or development work to be undertaken through this application **and** the milestones for the subsequent implementation phase through to completion.

Milestone	Date (mmm/yy)
WECA approval of grant	Oct 17
Appointment of Consultants	Jan 18
Completion of feasibility study	Mar 19

**Date approved by WECA Committee:**

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**SCHEME: A37 to A362 Improvements – Somer Valley Enterprise Zone**

## 1. Lead Organisation

Bath and North East Somerset Council
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## 2. Partner organisations

None
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## 3. Scheme contact details

Name:	Gary Peacock	
Email:	gary_peacock@bathnes.gov.uk	
Telephone:	01225 395307	

## 4. Scheme Type – mark with an X

Transport	<b>x</b>
Non-Transport Housing Enabling	
Business Support	<b>X</b>
Skills	
Other (please specify)	

## 5. Is this investment linked to any others within the early investment or wider Investment Fund programme? If so please set out the relationship and linkages.

Details: Joint Transport Study
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## 6. Total Funding required for this phase of works (£)

	16/17	17/18	18/19	19/20	Total
Investment Fund	0	£160,000	£120,000	0	£280,000
Match Funding - please state source(s)	0	0	0	0	0

## 7. Please describe the scheme to be developed (including its objectives and expected impacts) and the proposed activity to be undertaken through this investment.

**Details of the scheme to be delivered:**

- Bath and North East Somerset Council is supporting the development of the Bath & Somer Valley Enterprise Zone which includes the 13.5ha allocated employment site at Old Mills located on the A362. B&NES see this as a key employment site for the Somer Valley and would want to progress this as a priority due to the potential to create 1,700 to 2,000 new jobs. The Bath & Somer Valley EZ does form part of the Joint Spatial Plan and as such contributes to and supports the delivery of 105k new homes.

- A key element of the plan is to develop the Old Mills Enterprise Zone in the Somer Valley to reduce the need to travel to Bath and Bristol for employment. There has been significant additional housing provided in the Somer Valley area over the last 10-20 years with further housing development planned for and committed through the Core Strategy which needs to be balanced by additional employment development. The Core Strategy makes provision for around 2,400 additional homes in the Somer Valley between 2011 & 2029. The current route from the A37 to the site requires upgrading to accommodate the increase in travel demand from the Enterprise Zone.

- The upgrading of the route will ensure good connectivity to the A37 and surrounding areas and will enable the Zone to be delivered without further offsite improvements. This will remove a major hurdle to the delivery of the Old Mills site, is a pre-requisite for a successful Enterprise Zone and will allow its development to be accelerated.

The scheme will include:

- Improvement to the existing A37/ A362 signalised junction to create additional capacity.
- Localised road widening to remove pinch points which create delays and queues
- Pedestrian and cycling improvements to provide the sustainable routes to the communities to the east and west along the A362.

The estimated cost of the scheme is £2.8m.

**Details of the activities to be undertaken through this feasibility or development phase:**

Initially an outline business case will be developed that will include an updated preliminary design, environmental assessments, economic benefits including GVA, and traffic modelling / forecasts. Following any statutory approvals, a Full Business Case will be submitted.

## 8. Please set out how the activities will be managed and resourced. If use of consultants or other third parties is proposed please describe how these have been, or will be procured

Details: The scheme will be developed by the Council Design Team.

9. What output will be produced and when will this be completed?

	Mark with an X	Date (mmm/yy)
Feasibility Study Report	<input type="checkbox"/>	
Option Development Report	<input type="checkbox"/>	complete
Option Appraisal Report	<input type="checkbox"/>	Jan 2018
Outline Business Case	X	Nov 2018
Full Business Case	X	Sept 2019
Other (please state)		

10. When do you plan to start and complete your project and what are the main project milestones? Please include the milestones related to the feasibility or development work to be undertaken through this application **and** the milestones for the subsequent implementation phase through to completion.

Milestone	Date (mmm/yy)
Option appraisal	Jan 2018
Outline business case	Nov 2018
Full business case	Sept 2019
Start construction	Jan 2020
Construction complete	Nov 2020

Date approved by WECA Committee:

**SCHEME: Cribbs/Patchway Cycle Links**

## 1. Lead Organisation

South Gloucestershire Council
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## 2. Partner organisations

In delivering this package of schemes, South Gloucestershire Council will work in partnership with Bristol City Council, and the developers of sites within the Cribbs Patchway New Neighbourhood.
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## 3. Scheme contact details

Name:	Richard Gillingham Major Schemes SRO	
Email:	Richard.Gillingham@southglos.gov.uk	
Telephone:	01454 864448	

## 4. Scheme Type – mark with an X

Transport	<input checked="" type="checkbox"/>
Non-Transport Housing Enabling	<input type="checkbox"/>
Business Support	<input type="checkbox"/>
Skills	<input type="checkbox"/>
Other (please specify)	

## 5. Is this investment linked to any others within the early investment or wider Investment Fund programme? If so please set out the relationship and linkages.

Details: There are no links to other early investment schemes, but this scheme links to the strategic cycle routes proposed within the Joint Transport Study, and to the Access to Bristol North scheme within the 2017-18 LGF (Local Growth Fund) Sustainable Transport package.
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## 6. Total Funding required for this phase of works (£)

	17/18	18/19	19/20	Total
Investment Fund	50,000	150,000	0	200,000
Match Funding - please state source(s)	0	0	0	0

## 7. Please describe the scheme to be developed (including its objectives and expected impacts) and the proposed activity to be undertaken through this investment.

Details of the scheme to be delivered:

The Cribbs/Patchway New Neighbourhood (CPNN) cycling package of investment is a key component of a comprehensive sustainable transport package for the Filton Enterprise Area and CPNN. This will connect existing and new rail stations with the expansive new housing and employment developments in this area. It supports the ambition for CPNN to be an exemplar development for integrated public transport, walking, cycling and innovative use of public open space.

The CPNN is set to provide an additional 5,000 new homes redeveloping the Filton Airfield site and this development is entirely dependent on the full implementation of the sustainable transport package, of which this is part. There is an opportunity through early investment funding to accelerate the delivery of the sustainable transport package and in doing so we can both expedite the delivery of housing and explore the opportunities for a potential increase in densities alongside enhanced public realm.

This stage of the scheme will develop an Outline Business Case and subsequently a Full Business Case for the full scheme. It is anticipated that a £2 million package of cycle schemes will be delivered, focussing on enhancing connectivity to jobs and housing, in order to provide GVA uplift appropriate to the scale and nature of the schemes.

Schemes within the package will complement both the Council's adopted cycle strategy and the onsite cycle corridors identified within developer masterplans for the CPNN and will include improvements to existing cycle routes around the development site, provision of new cycle routes, and improvements to crossing points and junctions.

The key objective of this scheme is to reduce dependency on solo car use through the provision of a package of strategically important cycle improvements. Expected impacts of the scheme, when compared to a do-nothing alternative, include:

- An improvement in Air Quality through reduced vehicular emissions
- Reduced levels of traffic congestion
- Improved access to employment and essential services
- Significantly improved facilities for walking and cycling

Details of the activities to be undertaken through this feasibility or development phase:

- Phase 1:
  - Surveys
  - Outline design and costing
  - Internal scheme scrutiny
  - Options appraisal
  - Production of Outline business case
  - Stage gate (internal)
- Phase 2:
  - Detailed design
  - Planning applications and other consents (if required)
  - Public consultation



- Advert/Reporting objections (if required)
- Production of full business case
- Stage gate

8. Please set out how the activities will be managed and resourced. If use of consultants or other third parties is proposed please describe how these have been, or will be procured

**Details:**

In-house project management, design and implementation with selective use of extant supply chain consultants/contractors as required.

9. What output will be produced and when will this be completed?

	Mark with an X	Date (mmm/yy)
Feasibility Study Report	<input type="checkbox"/>	
Option Development Report	<input type="checkbox"/>	
Option Appraisal Report	<input type="checkbox"/>	
Outline Business Case	<input checked="" type="checkbox"/>	June 2018
Full Business Case	<input checked="" type="checkbox"/>	March 2019
Other (please state)		

10. When do you plan to start and complete your project and what are the main project milestones? Please include the milestones related to the feasibility or development work to

be undertaken through this application **and** the milestones for the subsequent implementation phase through to completion.

Milestone	Date (mmm/yy)
Commence phase 1 (mobilisation, outline design, costings and option appraisal)	Nov 2017
Outline Business Case produced	June 2018
Commence phase 2 (detailed design, consents and business case development)	July 2018
Consultation	Jan 2019
Full Business case submission	March 2019
Commence phase 3 (construction)*	Summer 2019
Project completion*	Spring 2021

\* Subject to the need for Traffic Regulation Orders and the ability to occupy the network, depending on other programmed works, both of which will be considered as part of the development phases.

<b>Date approved by WECA Committee:</b>	
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## SCHEME: Wraxall Road Roundabout Improvements and Signalisation – Stage 1 Feasibility Study and Options Appraisal.

### 1. Lead Organisation

South Gloucestershire Council

### 2. Partner organisations

None

### 3. Scheme contact details

Name:	Jon Munslow	
Email:	jonathan.munslow@southglosd.gov.uk	
Telephone:	01454863910	

### 4. Scheme Type – mark with an X

Transport	<input checked="" type="checkbox"/>
Non-Transport Housing Enabling	<input type="checkbox"/>
Business Support	<input type="checkbox"/>
Skills	<input type="checkbox"/>
Other (please specify)	

### 5. Is this investment linked to any others within the early investment or wider Investment Fund programme? If so please set out the relationship and linkages.

Details: Joint Transport Study

## 6. Total Funding required for this phase of works (£)

	17/18	18/19	19/20	Total
Investment Fund	75,000	£125,000	0	£200,000
Match Funding - please state source(s)	0	0	0	0

## 7. Please describe the scheme to be developed (including its objectives and expected impacts) and the proposed activity to be undertaken through this investment.

Details of the scheme to be delivered:

Feasibility Study and Options Report detailing the results of a study and traffic modelling of improvements to the A4174 Wraxall Road Roundabout and the approaches of Wraxall Road and Tower Lane. The study will identify the benefits available through remodelling the junction and its approaches. The feasibility study report will provide costed estimates of potential interventions. A recommended option and an outline plan for delivery of the recommended scheme.

The key objective is to reduce congestion at A4174 Wraxall Road roundabout.

Expected impacts (compared to the 'do nothing') include:

- Reduced levels of traffic congestion;
- Improved journey time reliability;
- Reduced vehicular emissions;

Reducing congestion on the A4174 is expected to provide economic benefits, supporting the economy on in the East Fringe of Bristol including Emersons Green Enterprise Area.

Details of the activities to be undertaken through this feasibility/development phase:

Traffic study, Traffic modelling, Intervention options development, Options appraisal, Cost benefit analysis, recommended next action and outline design.

## 8. Please set out how the activities will be managed and resourced. If use of consultants or other third parties is proposed please describe how these have been, or will be procured

Details:

In-house project management, design and implementation with selective use of extant supply chain consultants/contractors as required.

9. What output will be produced and when will this be completed?

	Mark with an X	Date (mmm/yy)
Feasibility Study Report	<input checked="" type="checkbox"/>	<b>July 2018</b>
Option Development Report	<input type="checkbox"/>	
Option Appraisal Report	<input type="checkbox"/>	
Outline Business Case	<input type="checkbox"/>	
Full Business Case	<input type="checkbox"/>	
Other (please state)		

10. When do you plan to start and complete your project and what are the main project milestones? Please include the milestones related to the feasibility or development work to be undertaken through this application **and** the milestones for the subsequent implementation phase through to completion.

Milestone – Stage 1	Date (mmm/yy)
Development - Commencement and project set up.	Nov 17
Development - Traffic Study	Dec 17
Development - Traffic Modelling results	Feb 18
Development - Options development	April 18
Development - Benefits Analysis	May 18
Development – Feasibility study final Report	July 18

**Date approved by WECA Committee:**

**SCHEME: Unlocking Lockleaze Development**

## 1. Lead Organisation

Bristol City Council
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## 2. Partner organisations

No external partner organisations
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## 3. Scheme contact details

Name:	Paul Owens	Melanie Bufton
Email:	paul.owens@bristol.gov.uk	melanie.bufton@bristol.gov.uk
Telephone:	07810506981	0117-9036815

## 4. Scheme Type – mark with an X

Transport	<input checked="" type="checkbox"/>
Non-Transport Housing Enabling	<input checked="" type="checkbox"/>
Business Support	<input type="checkbox"/>
Skills	<input type="checkbox"/>
Other (please specify)	

## 5. Is this investment linked to any others within the early investment or wider Investment Fund programme? If so please set out the relationship and linkages.

## Details:

Unlocks delivery of approximately 800 new homes in Lockleaze which is part of Bristol City Council's Lockleaze Housing Delivery Programme.

The investment will also support the Lockleaze Estate Regeneration Programme supported by DCLG.

## 6. Total Funding required for this phase of works (£)

	17/18	18/19	19/20	Total
Investment Fund	£30,000	£475,000	0	£505,000
Match Funding - please state source(s)	0	0	0	0

## 7. Please describe the scheme to be developed (including its objectives and expected impacts) and the proposed activity to be undertaken through this investment.

Details of the scheme to be delivered:

Bristol City Council owns some 16ha of land (development plots held in both the Housing Revenue Account and General Account) within the Lockleaze Estate suitable for the development of approximately 800 new homes and to support local regeneration.

Due to constrained vehicular access to the Lockleaze estate, transport modelling suggests that without additional sustainable transport infrastructure this potential level of development is unlikely to comply with Planning Policy requirements and unlikely to receive necessary Planning Consents. Potential additional congestion and air quality deterioration can however be mitigated against by provision of new infrastructure which will unlock this development.

Provision of new infrastructure will help achieve the Travel Plan mode shares and realise the sustainable development that local and national policy requires all new development to deliver, in the interests of minimising car reliance in favour of forms of movement that impact positively on the health of the local community, including walking, cycling and public transport.

Such investment would reduce the reliance on the private car (and subsequently car parking) which could help deliver higher density development and therefore maximise the number of dwellings that are achievable on any given site. Existing residents of Lockleaze and the wider area can be expected to benefit from transport infrastructure improvements. Specific sustainable transport investments to be made on Muller Road and within the Stoke Park Estate, subject to consultation, are expected to be:

The Muller Road works:

- Provide pedestrian Dropped Kerbs
- Upgrade/ relocate existing bus stops to include low-floor platforms to meet current accessibility standards.
- Replace bus shelters to improve waiting facilities
- Provide Left Turn filter signal at the Gloucester Road junction
- Introduce sections of northbound bus lane - week day peak hour only
- Introduce sections of southbound bus lane - week day peak hour only
- Improve the surface of access lanes to enable residents to use off street parking during week day peak hour when the bus lane is in operation
- Remove Downend Road signal junction control and replace with a Toucan Crossing. Consideration to be given to closing the eastern arm to remove the through movement from the western arm which would also prevent HGVs from accessing the narrow double bend
- Signalise the Ralph Road junction
- Close Springfield Avenue junction to through traffic

An indicative Muller Road implementation scheme is shown at Appendix B.

The Stoke Park Estate work will:

- Provide an all-weather shared use accessible path through Stoke Park Estate from Romney Avenue to Broomhill/Stapleton



Details of the activities to be undertaken through this feasibility or development phase:

Activities to be undertaken at this phase include: design, surveys, statutory Planning Consents, TRO (Traffic Regulation Orders), consultation and information required for full business case development.

9. Please set out how the activities will be managed and resourced. If use of consultants or other third parties is proposed please describe how these have been, or will be procured

Details: Transport Delivery Board – responsible for providing overall direction and management of the infrastructure project, and making key decisions such as the commitment of resources. Transport Programme Team – the 'PMO' for the Transport Service, this team supports the delivery of the projects that form the Transport Capital Programme. Project manager – responsible for day-to-day management of the project and work tasks and will delegate responsibility for the delivery of these to the Project Team, specialists or consultants as appropriate. Project Team – will deliver work packages as identified by the Project Manager through utilisation of internal resources, consultants and technical specialists as appropriate e.g. Framework contract. The project team will comprise officers from Traffic Signals, Network Management, Engineering Design, Procurement, Legal Services, and others as appropriate.

The sustainable transport infrastructure implementation required to unlock development will be delivered by the Transport Delivery Board as noted above. The implementation of housing delivery will be managed by the Council's Housing Delivery Team under the supervision of the Housing Delivery Board. Two sites, accommodating 347 new homes will be transferred to a Local Housing Company to be delivered through a Local Housing Company. Bristol City Council has benefitted from Estate Regeneration to provide internal delivery capacity.

10. What output will be produced and when will this be completed?

	Mark with an X	Date (mmm/yy)
Feasibility Study Report	<input checked="" type="checkbox"/>	<b>2/2018</b>
Option Development Report	<input checked="" type="checkbox"/>	4/2018
Option Appraisal Report	<input checked="" type="checkbox"/>	6/2018
Outline Business Case	<input checked="" type="checkbox"/>	10/2018
Full Business Case	<input checked="" type="checkbox"/>	5/2019
Other (please state)		

11. When do you plan to start and complete your project and what are the main project milestones? Please include the milestones related to the feasibility or development work to be undertaken through this application **and** the milestones for the subsequent implementation phase through to completion.

Milestone	Date (mmm/yy)
Feasibility commencement	11/2017
Preliminary design commencement	4/2018
Public consultation commences	8/2018
All-weather accessible path (incl: new cycle paths) completed	7/2020
Muller Road corridor public transport, cycleway and pedestrian capacity enhancements implemented	3/2021

<b>Date approved by WECA Committee:</b>	
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**SCHEME: Great Stoke Roundabout Capacity Improvements**

## 1. Lead Organisation

South Gloucestershire Council
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## 2. Partner organisations

None
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## 3. Scheme contact details

Name:	Richard Gillingham	
Email:	Richard.gillingham@southglos.gov.uk	
Telephone:	01454 864448	

## 4. Scheme Type – mark with an X

Transport	<input checked="" type="checkbox"/>
Non-Transport Housing Enabling	<input type="checkbox"/>
Business Support	<input type="checkbox"/>
Skills	<input type="checkbox"/>
Other (please specify)	

## 5. Is this investment linked to any others within the early investment or wider Investment Fund programme? If so please set out the relationship and linkages.

Details: This scheme will complement the CPNN (Cribbs/Patchway New Neighbourhood) cycling package also identified within this Early Investment Programme, through incorporating enhanced pedestrian and cyclist crossing facilities where possible.
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## 6. Total Funding required for this phase of works (£)

	17/18	18/19	19/20	Total
Investment Fund	100,000	250,000	200,000	550,000
Match Funding - please state source(s)	-	-	-	-

## 7. Please describe the scheme to be developed (including its objectives and expected impacts) and the proposed activity to be undertaken through this investment.

Details of the scheme to be delivered:

This scheme will increase capacity at the Great Stoke roundabout. Traffic modelling indicates that it will operate significantly over-capacity in both peak periods by 2036, with particular problems on the Winterbourne Road approaches. Given its location, this junction is therefore expected to considerably restrict traffic movements from a key transport interchange at Bristol Parkway and the access to the economic centre of South Gloucestershire within the Bristol North Fringe.

Harry Stoke and the Cribbs/Patchway New Neighbourhood are two critical strategic housing sites for South Gloucestershire. Between them they will release circa 8,000 homes, such that effective strategic transport links are a priority for sustainable travel. The proposed scheme is complementary to other roundabout capacity schemes successfully delivered in the North Fringe, such as Aztec West roundabout, as part of a package of investments to support the Filton Enterprise Area and the sustainable growth of housing.

The scheme will re-develop the problematic roundabout to improve general traffic flow through the junction. This is expected to have a significant impact, reducing congestion and connecting to a comprehensive sustainable transport package for the Filton Enterprise Area and Cribbs/Patchway New Neighbourhood (CPNN).

The resultant reconfigured roundabout is likely to be a three-lane circulatory system, including a segregated left turn slip from Winterbourne Road east and three-lane entry from Winterbourne Road west. It is expected to cost approximately £4.7m, including development & construction costs. This scheme will include enhanced pedestrian and cyclist crossing facilities. It is anticipated that the improvements can be accommodated on highway land.

This is the next stage of a broader package of transport interventions to support traffic movements in and around the Filton Enterprise Area. The case was made in 'Unlocking Our Potential: The Economic Benefits of Transport Investment in the West of England' (a study to assess the potential of transport schemes to unlock the GVA and job potential of priority growth locations in the West of England) that without transport interventions only 1,200 of the forecasted 12,000 jobs in the Filton Enterprise Area could be delivered.

The increased capacity of critical pinch points is essential to the development of the region's infrastructure, to meet the housing and economic growth ambitions. This increased capacity scheme will serve a critical access route for both the Filton Enterprise Area and the Cribbs/Patchway New Neighbourhood, which between them represent both the predominant economic hub for South Gloucestershire and the largest strategic development site in the Core Strategy.

The key objective is to mitigate forecast traffic congestion at Great Stoke Roundabout.

Expected impacts (compared to the 'do nothing' option) include:

- Reduced levels of traffic congestion;
- Improved journey time reliability;
- Reduced vehicular emissions;
- Improvements for pedestrians and cyclists

Details of the activities to be undertaken through this feasibility or development phase:

- Phase 1
  - Refinement and update of traffic modelling;
  - Topographic, GI and Utility surveys;
  - preliminary design;

- internal consultation (scrutiny)
- preparation of Outline Business Case:
- internal stage gate:
- Phase 2
  - public consultation;
  - detailed design;
  - environmental assessment;
  - planning application and other consents (if required);
  - Full Business Case.
  - stage gate

8. Please set out how the activities will be managed and resourced. If use of consultants or other third parties is proposed please describe how these have been, or will be procured

Details:

In-house project management, design and implementation with selective use of extant supply chain consultants/contractors as required.

9. What output will be produced and when will this be completed?

	Mark with an X	Date (mmm/yy)
Feasibility Study Report	<input type="checkbox"/>	
Option Development Report	<input type="checkbox"/>	
Option Appraisal Report	<input type="checkbox"/>	
Outline Business Case	<input checked="" type="checkbox"/>	June 2018
Full Business Case	<input checked="" type="checkbox"/>	Spring 2020
Other (please state)		

10. When do you plan to start and complete your project and what are the main project milestones? Please include the milestones related to the feasibility or development work to

be undertaken through this application **and** the milestones for the subsequent implementation phase through to completion.

Milestone	Date (mmm/yy)
Start phase 1 (surveys, prelim design)	Nov 2017
Outline Business Case produced	June 2018
Start phase 2 (consultation, detailed design & consents)	Aug 2018
Full Business Case submission	Feb 2020
Start of phase 3 (construction)*	Spring 2020*
Project completion**	Winter 2021/22**

\* Subject to the ability to occupy the network, depending on other programmed works (e.g. CPME, Gipsy Patch Lane bridge), which will be considered as part of the development phases.

\*\* Subject to the construction start date, detailed design and construction methodology, which will be determined through the development phases and set out in the full business case. Note: the timeline above has been assessed as challenging but deliverable. Therefore, it is not able to bring this forward to commit to delivering any earlier than currently stated.

<b>Date approved by WECA Committee:</b>	
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**SCHEME: Hicks Gate Roundabout**

## 1. Lead Organisation

Bath and North East Somerset Council
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## 2. Partner organisations

South Gloucestershire Council and Bristol City Council
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## 3. Scheme contact details

Name:	Gary Peacock	
Email:	gary_peacock@bathnes.gov.uk	
Telephone:	01225 395307	

## 4. Scheme Type – mark with an X

Transport	<b>X</b>
Non-Transport Housing Enabling	
Business Support	
Skills	
Other (please specify)	

## 5. Is this investment linked to any others within the early investment or wider Investment Fund programme? If so please set out the relationship and linkages.

Details: Joint Transport Study
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## 6. Total Funding required for this phase of works (£)

	17/18	18/19	19/20	Total
Investment Fund	£10,000	£220,000	£230,000	£460,000
Match Funding - please state source(s)	0	0	0	0

## 7. Please describe the scheme to be developed (including its objectives and expected impacts) and the proposed activity to be undertaken through this investment.

**Details of the scheme to be delivered:**

- The JTS recommends a multi-modal package of major investment on the A4 corridor between Bath and Bristol. The A4 / A4174 Hicks Gate Roundabout is a key junction on the A4 between Bristol and Bath and is located at the western end of the Keynsham Bypass. This is also the terminal junction at the southern end of the A4174 Ring Road route through East Bristol and the North Fringe. In the peak time period 'exit blocking' results in delay to all arms. Improvements to the roundabout would involve the provision of a link from the A4174 to the A4 removing traffic from the roundabout. Any scheme would take account of and accommodate the consultation on an M4 Junction 18A, the A4 to A37 link road, MetroBus and the relocation of the Brislington Park and Ride.

- The roundabout is a known constraint to future growth that will impact on the strategic development sites of Hicks Gate and Keynsham North. Improvements to the key roundabout ahead of the longer-term Joint Spatial Plan infrastructure mitigations would provide improvements to network capacity, bringing forward the potential for housing on the non-Strategic Development sites. Additionally, it would provide significant improvements to a key part of the network where the three Council boundaries meet.

The scheme involves the provision of a new link between the A4 Keynsham Bypass and the A4174 to the north east of the roundabout. The link will remove right turning traffic from the westbound A4 to A4174 and from the left filter from the A4174 to the eastbound A4. The proposed arrangement would require a new traffic signal junction on the bypass and A4174 in the vicinity of the roundabout. The estimated cost is £4.7m.

**Details of the activities to be undertaken through this feasibility or development phase:**

Initially an outline business case will be developed that will include: an updated preliminary design; environmental assessments; and economic benefits, including GVA and traffic modelling / forecasts. Following statutory approvals a Full Business Case will be submitted.

## 8. Please set out how the activities will be managed and resourced. If use of consultants or other third parties is proposed please describe how these have been, or will be procured

Details: Consultant support will be tendered through the B&NES BLOOM system.

9. What output will be produced and when will this be completed?

	Mark with an X	Date (mmm/yy)
Feasibility Study Report	<input type="checkbox"/>	
Option Development Report	<input type="checkbox"/>	
Option Appraisal Report	<input type="checkbox"/>	
Outline Business Case	x	Nov 2018
Full Business Case	x	Dec 2019
Other (please state)		

10. When do you plan to start and complete your project and what are the main project milestones? Please include the milestones related to the feasibility or development work to be undertaken through this application **and** the milestones for the subsequent implementation phase through to completion.

Milestone	Date (mmm/yy)
Out to tender	Jan 2018
Appointment	April 2018
Outline Business Case Submitted	Nov 2018
Statutory Powers and Procedures Granted	Nov 2019
Full Business Case Submitted	Dec 2019
Construction Start	April 2020
Completion	June 2021*

\* Note: The outline business case will need to take account of the JSP mitigations to ensure the design accommodates the longer term aspirations. This information is being developed and will be ready by

April 2018. Therefore the outline business case would be submitted in Nov 18 and full business case 13 months later, allowing for planning approval.

<b>Date approved by WECA Committee:</b>	
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**SCHEME: Hengrove**

## 11. Lead Organisation

Bristol City Council
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## 12. Partner organisations

n/a
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## 13. Scheme contact details

Name:	Emily Price	
Email:	<a href="mailto:Emily.price@bristol.gov.uk">Emily.price@bristol.gov.uk</a>	
Telephone:		

## 14. Scheme Type – mark with an X

Transport	<input checked="" type="checkbox"/>
Non-Transport Housing Enabling	<input checked="" type="checkbox"/>
Business Support	<input type="checkbox"/>
Skills	<input type="checkbox"/>
Other (please specify)	

## 15. Is this investment linked to any others within the early investment or wider Investment Fund programme? If so please set out the relationship and linkages.

Details: WECA's Forward Funding Housing Infrastructure Fund includes an ask of £35m for housing enabling funding for Hengrove. Together with £8m from WECA, this will provide the funding required to provide the infrastructure requirements to release c 2000 new homes.
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## 16. Total Funding required for this phase of works (£)

	17/18	18/19	19/20	Total
Investment Fund	£400,000	£400,000	0	£800,000
Match Funding				
- HCA Housing zone Capacity Funding (£224k)	£500,000	£500,000	0	£1,000,000
- Bristol City Council Capital programme (£776k)				

## 17. Please describe the scheme to be developed (including its objectives and expected impacts) and the proposed activity to be undertaken through this investment.

## Details of the scheme to be delivered:

As a significant land owner within Hengrove, the Council wishes to use its land assets to drive the delivery of high quality mixed tenure housing. A clear vision and delivery framework has been established, a dedicated programme board and project team has been assigned to this priority area.

Historically, there has been a lack of market led residential development in this area.

Hengrove Park, the largest of the development sites has a number of constraints which need to be unlocked before housing development is deliverable.

To accelerate the delivery, infrastructure funding is sought to allow the Council to act as master developer and install the social and physical infrastructure upfront and dispose of serviced land parcels to developer partners on land owned by the Council at Hengrove Park and Hartcliffe Campus, with conditions to comply with the requirements of the design codes. This will stimulate a market shift and create a buoyant local housing market which meets local housing need.

## The infrastructure required includes:

- Onsite highway infrastructure including new access and junctions from Hengrove Way and Bamfield, plus north-south and east west links.
- Improvements to William Jessop Way
- Strategic utilities to service the development parcels (including gas, electricity, water supply, waste water, telecoms, storm water attenuation,
- Ground contamination – remediation, demolition
- Public realm – delivery of a new park
- Education – provision of additional primary school places
- District Heating
- Land clearance – relocation of existing rugby club and provision of off-site facilities.

## Details of the activities to be undertaken through this feasibility or development phase:

- Activities to be undertaken at this phase include design, surveys, planning, TRO, consultation and Project Management costs.

18. Please set out how the activities will be managed and resourced. If use of consultants or other third parties is proposed please describe how these have been, or will be procured

Bristol City Council has established a dedicated programme board to oversee delivery and appointed a dedicated Senior Project Manager to lead the delivery of housing led development in this area.

The Housing Delivery Board reports to Bristol City Council Homes Board, chaired by Cllr Paul Smith, which is a partnership that brings together different areas of the housing sector to tackle housing issues in the city.

A dedicated multi skilled housing team is being established to drive the delivery of housing across the City. The Council has a wealth of experience of leading and delivering residential led development in Bristol having recently directly delivered and enabled partners to develop new homes.

A full multi disciplinary team is in place to secure planning consents for housing and infrastructure at Hengrove Park and Hartcliffe Campus. If this application is successful the Council will consider procuring the same team through OJEU compliant Scape Framework to continue with the detailed infrastructure design and develop the business case to secure infrastructure funding.

19. What output will be produced and when will this be completed?

	Mark with an X	Date (mmm/yy)
Feasibility Study Report	<input type="checkbox"/>	
Option Development Report	<input type="checkbox"/>	
Option Appraisal Report	<input type="checkbox"/>	
Outline Business Case	<input type="checkbox"/>	
Full Business Case	<input checked="" type="checkbox"/>	Autumn '18
Outline planning consent for c2000 new homes	<input checked="" type="checkbox"/>	Autumn '18

20. When do you plan to start and complete your project and what are the main project milestones? Please include the milestones related to the feasibility or development work to

be undertaken through this application **and** the milestones for the subsequent implementation phase through to completion.

Milestone	Date (mmm/yy)
Submit outline planning application for Hartcliffe Campus	12/2/18
Submit outline planning application for Hengrove Park	1/4/18
Planning consent granted Hartcliffe Campus	31/7/18
Planning consent granted for Hengrove Park	31/8/18
Detailed scheme design for highways infrastructure	30/9/18
Business Case for infrastructure investment	30/10/18

<b>Date approved by WECA Committee:</b>	
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# West of England

## Full Business Case

### Real Time Information Systems Upgrade

		Originated	Reviewed	Authorised	Date
1	Version 1.0	Matthew Barrett/Tom Alexander	Bill Davies		18/10/2017
2	Version 2.0	Matthew Barrett/Tom Alexander	Bill Davies/Ed Plowden		19/10/2017
3					
4					
5					

Redactions have been made to this Business Case where information relates to a commercially confidential procurement.



## Executive Summary

Bus based-public transport are essential to the vitality and effective functioning of city regions including the West of England. Buses help reduce levels of traffic congestion which the West of England's Joint Transport Study has forecast to cost £800 million per year if no action is taken to address its impacts. Bus services also play a vital role in providing and improving access to employment, education and retail opportunities particularly for those living and/or working in deprived areas.

Real Time Passenger Information (RTI) has provided a major uplift in the quality and reliability of bus services in the West of England. RTI provides passengers with a clear reassurance that their bus is operating, and via a 'countdown' display at stops, piece of mind regarding arrival time of the service. This is particularly crucial for more vulnerable passengers including women, the elderly and young people. RTI also plays a role in attracting new passengers, thereby reducing car dependency, tackling traffic congestion and improving air quality, in line with the objectives of the current Joint Local Transport Plan and the future Transport Vision set out in the Joint Transport Study.

Bristol City Council have undertaken a procurement on behalf of the West of England councils to replace and upgrade the current RTI system [REDACTED] [REDACTED] to deliver the upgrade provided through the procurement to improve the efficiency and quality of the information provided to the passenger. This investment will be matched by a seven year revenue investment by the West of England councils, contributions from private sector bus operators and future capital investment in expanding the system (such as through major transport schemes including the MetroBus Rapid Transit network).

## 1 Strategic Case

### 1.1 State Aid Considerations

- 1.1.1 Whilst this submission is an application for state funding, it does not give an advantage to one undertaking over others (as it helps fund an existing, robust procurement for equipment and maintenance already underway), it does not distort or have the potential to distort competition, and it does not affect trade between Member States.
- 1.1.2 We have assessed the procurement process which was open and transparent and are content that there is no over compensation to the provider as the costs reflect prevailing market rates.

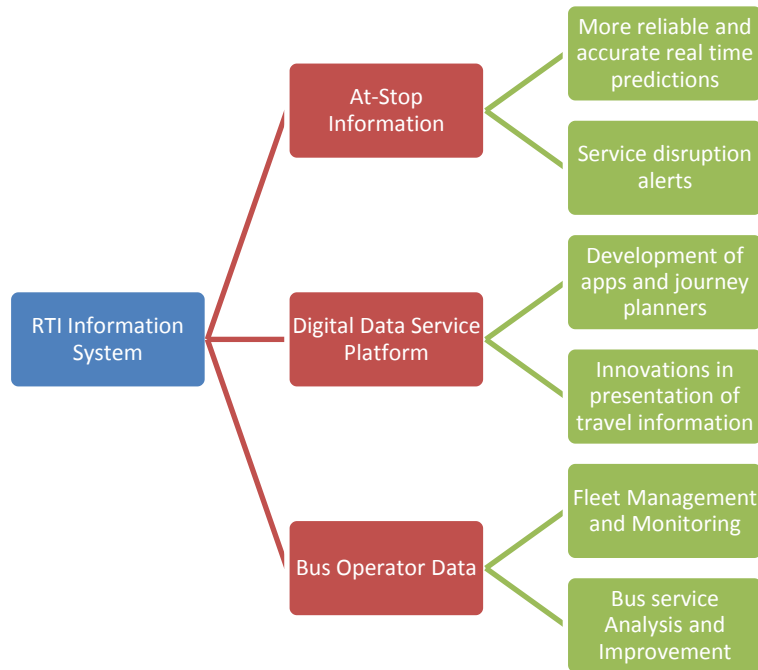
### 1.2 Project Description

- 1.2.1 [REDACTED]
- 1.2.2 After 8 years and a contract extension the current RTI contract will come to an end on 31<sup>st</sup> March 2018. After this date, the availability of an RTI system in the West of England is dependent upon the re-procurement of an RTI system.
- 1.2.3 During the 8 year lifetime of the current contract there has been significant technological progress in this field. The re-procurement, therefore, has come at an auspicious time and is an opportunity to develop the breadth and capability of the RTI system.
- 1.2.4 Bristol City Council, as previous lead authority on RTI for the sub-region, commenced with re-procurement of the RTI system in April 2016 in partnership with the other Unitary Authorities and participating bus operators.
- 1.2.5 As part of the procurement process officers undertook soft market testing and benchmarking / evaluation of the RTI systems in other local authorities. These exercises helped to assist the development of the specification, project timescales and transitional arrangements.
- 1.2.6 In addition to the at-stop information, the new upgraded RTI systems will provide an enhanced platform for expanding and improving existing digital services such as apps, trip planners etc, and developing new digital services in the future, e.g formats that will support digital personal assistants. This will extend the benefits of RTI far beyond the at-stop displays.
- 1.2.7 The RTI systems are also a critical element of the bus operators' management of their bus fleets and service operations. The upgraded system will provide improved functionality and monitoring to bus operators, as well as enabling more extensive use of selective priority for late-running buses at traffic lights which will translate to improved service efficiency and reliability.

### 1.3 Project Objectives and Case for Change

1.3.1 The RTI re-procurement will deliver benefits for passengers through three key channels as summarised in the diagram below.

Figure 1 - Delivering Passenger Benefits



1.3.2 The upgraded RTI system will deliver enhancements to the passenger experience. Key benefits include:

- Improved accuracy and reliability
- Better bus fleet management for operators, resulting in more efficient operation and improved / expanded services.
- Better alert systems where there are incidents or delays to services
- Improved accessibility & functionality for people with disabilities
- Extended use of selective bus priority at traffic lights.
- More remote fixing of faults
- A platform for expanding and improving digital services - e.g apps, trip planners, digital assistants, as well as providing data to other information providers -e.g google - extending access to RTI far beyond the 1,000 at-stop displays.

1.3.3 The system enhancements highlighted above will help to improve the attractiveness of bus services and encourage passenger growth.

1.3.4 Increased patronage will help to support the objectives of Joint Transport Study which sets a target of increasing the modal share of public transport from 9% in 2011 to 17% by 2036.

1.3.5 The RTI system will also be a valuable source of information to help inform strategic decisions. For example, it could be used to identify pinch points on the road network where bus services are delayed or journey times are inconsistent and unreliable.

- 1.3.6 The monitoring of bus journey times via RTI, will allow for more accurate timetabling of services to the prevailing traffic conditions.
- 1.3.7 The system will help to improve bus journey times through the expansion of the existing Traffic Signal Priority (TSP) network through both 'central' and 'local' TSP systems.
- 1.3.8 The re-procurement will take advantage of the latest technological innovations in RTI, for example, GPRS communications to all displays, AVL via ETM, central TSP, new display designs/functionality and bus to base communications via Voice Over IP – VOIP. This additional functionality will ensure that the system is more robust and reliable ensuring that service users demands are met.
- 1.3.9 The new RTI system will better support the needs of people with disabilities through improved passenger information such as taking displays, tailored apps, on-bus next stop announcements and displays, so that they can live a more independent lifestyle.
- 1.3.10 The re-procurement will provide improved alert systems where there are incidents or delays to bus services.
- 1.3.11 The new RTI system will provide a data platform for expanding and improving digital services. Data feeds will present opportunities to develop software and deliver innovative solutions to present travel information. As well as extending the reach of RTI beyond the 1000 at-stop displays, the data platform will be an opportunity for the West of England's entrepreneurs and SMEs in the technology sector.

## **1.4 Rationale for Public Intervention**

- 1.4.1 This submission will facilitate the continuation of a core public service.

## **1.5 Strategic Fit**

- 1.5.1 The local bus network plays a key role in supporting the spatial strategy of the West of England area. The Joint Transport Study (JTS) highlights the need to improve accessibility from residential areas to areas of employment through improved transport networks and acknowledges that our current transport systems are inadequate to support future growth. Facilitating the movement of people is a key driver in enabling future economic growth, and improving the competitiveness of the West of England, attracting investment and jobs to the region.
- 1.5.2 The JTS recognises that car ownership levels in the West of England area are amongst the highest for city regions in the UK and that the modal share for bus transport is amongst the lowest. It follows, therefore, that there is an opportunity to encourage modal shift away from the private car towards more sustainable modes if these modes can be made more attractive.
- 1.5.3 The region currently benefits from over 60 million bus journey per year and the West of England is one of the few areas where the bus market is growing thanks to the ongoing investment by the local authorities in partnership with local operators. People travelling by buses are estimated to account for around 29% of spending in cities, with an estimate of around £30 spent per trip on retail and leisure activities in town and city centres.

- 1.5.4 Effective transport information is vital to retaining and growing bus patronage and real-time information systems are at the core of the region's information offer. Surveys have shown that the introduction of RTI systems can result in a direct 1-3% uplift in bus patronage.
- 1.5.5 The JTS recommends the development of Major Public Transport Schemes along several key transport corridors in the region. RTI systems are an integral part of modern bus based transport systems and re-procurement of an RTI system is fundamental to achieving the vision set out in the JTS.

## **1.6 Options Appraisal**

- 1.6.1 An options appraisal was undertaken prior to the re-procurement process being initiated.
- 1.6.2 Consideration of the 'Do Nothing' option concluded that RTI had become a core public service and was a vital element to improve public transport. Continued improvements and growth of public transport use underpin the economic growth of the region (as noted in section 1.5), so the removal of all RTI information systems was not considered to be a viable option.
- 1.6.3 Options to continue with the existing contract was discounted as the contract could not be extended any further.
- 1.6.4 An option for a procurement waiver was considered but procurement specialists advised against taking this route. In addition, this option would not have provided an opportunity to upgrade the RTI systems to be fit for purpose and enable the development needs of the next 10 years. Cost increases would be likely from renegotiating the contract with the supplier.
- 1.6.5 Full re-procurement including system upgrades to deliver improved efficiency and quality was considered to be the best performing option.

## **1.7 Environmental Sustainability Considerations**

- 1.7.1 The re-procured central RTI system and hardware will have a number of sustainability benefits, by reducing power consumption, extending the operational life of on-street hardware and electronics.
- 1.7.2 Improved fault reporting and remote management of the system will reduce the number of site visits and servicing which have CO2 benefits by reducing the annual vehicle mileage associated with the contract.
- 1.7.3 The system will also enable efficiencies and better management of bus services and disruptions which will have emissions benefits.
- 1.7.4 As noted above, RTI has a proven contribution to growth in bus passenger numbers. Bus patronage in the West of England is growing, bucking a national trend of decline, and its importance will continue to grow against the backdrop of addressing future growth in the West of England as set out in the Joint Transport Study, including tackling traffic congestion and addressing poor air quality.

## **1.8 Equality and Diversity Impact Assessment**

- 1.8.1 Improvements to bus services enhances access to travel and employment opportunities for those without access to a car – who currently represent around 30% of households, focussed in more deprived wards or those with more specific requirements.
- 1.8.2 The new RTI systems will offer improved functionality for disabled users, particularly visually impaired people, including at-stop audio systems.
- 1.8.3 The procurement of a more advanced RTI system will also provide a platform for improved digital services and open-data that will facilitate the development of services specifically aimed at enhancing access to information for disadvantaged groups (e.g. in-app functionality and speech functions).
- 1.8.4 The new system will also enable improvements to web sites and apps - including vehicle location, interactive route mapping, better alerts, warnings of delays, diversions and closures. These facilities will enhance accessibility and provide reassurance to passengers.
- 1.8.5 The new system will also deliver enhancements to the on-street information displays (adjustable colours & contrasts etc) which will be of benefit to visually impaired users.
- 1.8.6 An EQIA relevance check has been undertaken which indicated that a full EQIA assessment is not required.

## 2 Economic Case

### 2.1 Economic Appraisal

- 2.1.1 The total level of bus patronage in the West of England area is estimated at 63.7 million trips per Annum (DfT statistics). Public transport models (e.g. Centro's VURT Model) demonstrate that real time information provision can have a significant impact on bus passenger uplift. Modelling for expanding the provision of RTI on specific corridors in Bristol predicted an uplift ratio for boarding numbers after implementation of 0.8%. This level of passenger uplift translates to 1,019 unique additional passengers per day, once annualisation and two-way trip conversion factors are applied. Of these additional passengers, it is estimated that up to two thirds could be transferred trips from other modes, with the remainder being new trips. Therefore, the uplift in passenger numbers could include 340 new two-way trips per day across the West of England.
- 2.1.2 The procurement specification for the new RTI system delivers significant passenger benefits in addition to the current RTI provision (as outlined in section 1). The passenger uplift ratio of 0.8% (as cited above) is at the lower end of expectations for a cutting edge RTI system and it is predicted that patronage growth attributable to the new RTI system will exceed this figure.
- 2.1.3 Around 21% of all bus trips are for commuting and business. Therefore, 21% of the new two-way bus trips could represent new FTE employees travelling to and from work. This would suggest that 71 new two-way trips, or 71 new FTE jobs have been facilitated by the project and the accessibility and connectivity improvements it delivers.
- 2.1.4 On average, the typical level of GVA generated per employee in the South West is around £26,000 per annum. Therefore, job creation at the scale of 71 FTE employees could generate £239,000 in GVA per annum.
- 2.1.5 Research conducted by Passenger Focus has highlighted that at-stop RTI information is seen as a major draw for non-bus users and is therefore a major factor in inducing modal change. Modal shift from cars to public transport options would have wider benefits for the West of England Area by reducing congestion and improving air quality.
- 2.1.6 Improvements in accessibility and other benefits would proportionately fall to more deprived wards in the West of England Area where household car ownership is lowest and reliance on bus services is highest.

### 2.2 Value for Money Statement

Table 2-1 - Value for Money

Total project cost	██████████
Grant sought (EDF/LGF/RIF)	£558,900
Net Quantified Benefits	£1,880,932 GVA
VfM indicator	GVA per £ spent: 3.08



Table 2-2 - Calculations and assumptions

Operational Stage Impacts	Estimate	Source	Comments
A. Annual Passenger Journeys on Bus Services in the West of England area	63.7 million	Department for Transport statistics (Table BUS0109a)	
B. Uplift factor (after implementation of RTI)	0.8%	Centro VURT Model	Estimate based upon predicted passenger uplift on corridors in Bristol.
C. Passenger uplift per annum	509,600	Estimate	$C = A \times B$
D. Annualisation Factor	250	Estimate	Weekday trips only
E. Passenger uplift per day	2038	Estimate	$E = C/D$
F. Unique passenger uplift per day	1019	Estimate	$F = E/2$ (two way trips converted to unique passengers)
G. Unique passenger uplift per day – new trips	340	Estimate	$G = F/3$ (one third of trips are new journeys, two thirds are transferred from other modes)
H. Proportion of bus journeys that are for commuting/business	21%	National Travel Survey, 2015	Table NTS0409-chart 1 data
I. Unique Passenger Uplift per day - new trips for commuting	71	Estimate	$I = G \times H$
J. Per employee GVA in West of England	£26,492	Annual Business Survey	Regional Value, South West
K. Proportionate GVA impact of scheme	£1,880,932	Estimate	$K = I \times J$





## **4 Commercial Case**

### **4.1 Procurement**

- 4.1.1 Bristol City Council, as previous lead authority on RTI for the sub-region, commenced with re-procurement of the RTI system in April 2016 in partnership with neighbouring unitary authorities and participating bus operators. Since this time WECA has become responsible by statute for bus information as noted by the WECA committee on 15/3/2017.
- 4.1.2 As noted in section 1.2, the procurement process for a new RTI contract for the region commenced in April 2016.
- 4.1.3 The procurement process included soft market testing with suppliers to help inform the specification, project timescales and handover arrangements.
- 4.1.4 Officers also met with other local authorities who had recently undergone re-procurement of their RTI systems in order to gain information that would assist with the design of the specification and other project objectives.
- 4.1.5 Due to the project timescales a six month contract extension with the incumbent supplier was agreed until 31st March 2018.
- 4.1.6 Tender bids were received and tender evaluation, clarifications and moderation undertaken between July and September. Officers from each of the four unitary authorities contributed throughout this process. A full tender report has been prepared and is available subject to the usual procurement confidentiality.
- 4.1.7 The contract can be awarded once funding and governance arrangements are agreed.
- 4.1.8 The RTI re-procurement process has also included a revision to the Bus Operator Agreement. This needs to be agreed and signed by all participating bus operators and Unitary Authorities.
- 4.1.9 An Inter-Authority Agreement (IAA) will also be required between WECA and its constituent authorities, with separate arrangements to be put in place for North Somerset Council. This will be based on apportionment of maintenance costs based on share of assets.

### **4.2 Operation and Financial Viability**

- 4.2.1 The project will be managed as per the existing WoE delivery and financing structures with the amendments to reflect the recent transfer of responsibilities from three of the local authorities to WECA.
- 4.2.2 WECA will act as the lead authority. Co-ordinate the delivery of the RTI system including management of upgrades, the ongoing maintenance contract and performance monitoring. These arrangements will be covered in the IAA and can be fully transitioned to WECA at a later date should that be required.

4.2.3 The ongoing revenue costs for managing the RTI systems and maintenance will be met from the WECA levy (for Bristol, B&NES and South Gloucestershire Councils) and separately by North Somerset. This is largely a continuation of the delivery and financing structure that has functioned well for the past 7 years (with modifications to reflect the WECA responsibilities).

4.2.4 There are limited review periods for adjustments for price inflation in the contract which will give greater cost and budgeting certainty. The costs for the main systems upgrades are fixed in the tender.

### 4.3 Social Value Act

4.3.1 [REDACTED]

4.3.2 [REDACTED]

4.3.3 The environmental benefits of local bus services are noted in section 1.7, including their key role in improving air quality.

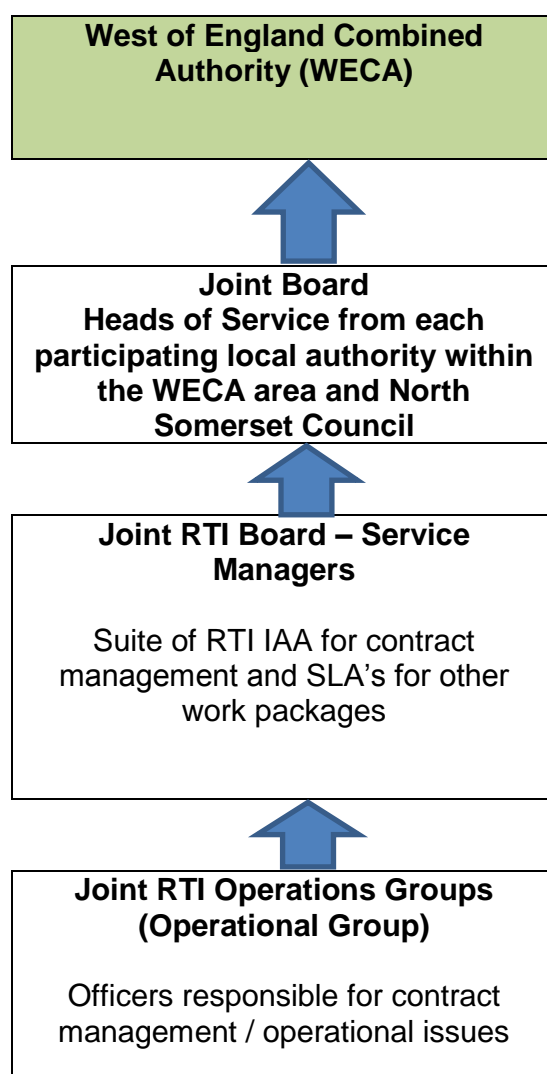
4.3.4 Improving the quality and reliability of the bus service has a strong social benefit, particularly for disadvantaged groups, in terms of access to employment and other opportunities.

## 5 Management Case

### 5.1 Promoter and Delivery Arrangements

- 5.1.1 Joint working arrangements are already established through the West of England's RTI working group. BCC will directly manage the contract on behalf of WECA with support from officers at B&NES, North Somerset and South Gloucestershire.
- 5.1.2 The delivery of the project will be overseen by the senior RTI officer as the project manager, co-ordinating with leads from the Authorities and Bus Operators where necessary.
- 5.1.3 WECA will act as scheme promoter. WECA governance/reporting arrangements are shown below.

Table 5-1 - Governance



### 5.2 Programme Plan



### **5.3 Risks, Constraints and Dependencies**

5.3.1 Risk Log attached in Appendix 3.

### **5.4 Land Acquisition, Planning and Other Consents**

Not applicable

### **5.5 Service Diversions**

Not applicable

### **5.6 Engagement and Consultation**

5.6.1 During the procurement process the Lead Authority, BCC, has sought to engage with other stakeholders including the officers from the other three local authorities in the sub-region and with participating bus operators.

5.6.2 Soft market testing was conducted with potential suppliers.

5.6.3 This is a technical project, largely upgrading internal systems and functionality therefore broader public consultation is not required at this stage. The project will enable future developments that deliver more public-facing improvements. These would require more input from external stakeholders but this is out of scope for this project.

5.6.4 At a strategic level, there is strong engagement with the public and stakeholders undertaken through the Joint Local Transport Plan, consultation on the transport major scheme programme and supporting business cases, and associated planning approvals. The West of England works in close partnership with bus operators (through partnership agreements and the West of England Bus Operators Association), Highways England and the Department for Transport.

### **5.7 Project Assurance**

5.7.1 Specialist technical support on the RTI re-procurement including the specification for upgrading the system has been provided by consultants from CH2M.

### **5.8 Monitoring and Evaluation**

5.8.1 Monitoring activities will focus on evaluating performance in the three key channels identified in section 1 namely,

- At-Stop Information
- Bus Operator Information
- Digital Data Service Platform



5.8.2 Objectives from within these three channels will be assessed using KPIs submitted by the preferred tenderer and Traveline data statistics.

5.8.3 In addition to the above, Monitoring related to the strategic objective of increasing patronage growth will be assessed through DfT regional bus patronage statistics and the annual bus passenger satisfaction surveys.

Appendices:

- Monitoring & Evaluation Form
- Logic Model
- Risk Log



# Real Time Information Systems Upgrade Full Business Case Monitoring & Evaluation Plan

## 1. Scheme background and context

Bristol City Council have undertaken a procurement on behalf of the West of England councils to replace and upgrade the current RTI system. The new system, will deliver improvements in the efficiency and quality of information provided to the passenger. This investment will be matched by a seven year revenue investment by the West of England councils, contributions from private sector bus operators and future capital investment in expanding the system (such as through major transport schemes including the MetroBus Rapid Transit network).

Key Milestone Completion Dates	Baseline
Commencement of RTI re-procurement led by BCC	April 2016
Award of Contract	November 2017
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Annual Review of Contract Performance	November 2018
Annual Review of Contract Performance	November 2019
Annual Review of Contract Performance	November 2020
Annual Review of Contract Performance	November 2021
Annual Review of Contract Performance	November 2022
Annual Review of Contract Performance	November 2023
Re-Procurement of Contract Commences	April 2024
Annual Review of Contract Performance	November 2024
Annual Review of Contract Performance	November 2025
Contract Completion	November 2026

### 3. Evaluation design and methodologies

#### **Key evaluation questions**

- Have outputs been delivered?
  - Upgraded at-stop RTI displays.
  - Implementation of back office system architecture, including delivery of fleet management functionality.
  - Implementation of digital data platform
  
- Have measurable direct and indirect outcomes been achieved including:
  - Increase in passenger trips.
  - Uplift in GVA in operation stage.
  - Increase in bus passenger satisfaction scores.
  - Uptake of RTI data feeds for real time journey planning applications.
  
- Have any unanticipated outcomes been achieved?

#### **Evaluation Methodology**

Process – scheme delivery through contract supplier, engagement with bus operators and other stakeholders, lessons learned.

Combination of outcome and impact – by capturing metrics provided through the RTI contract itself and other data sources:

#### **Audience**

To be reported to WECA

### 4. Data requirements

#### 4.1 Data collection methods

**Bus passenger trips uplift:** measured using DfT statistics provided quarterly and annually.

**Bus Passenger Satisfaction:** measured by analysis of National Travel Surveys.

**Uptake of RTI data feeds:** uptake of RTI data obtainable through Traveline and Bristol Open Data.

**Contractual KPIs:** measure of RTI system performance through contractual KPIs.

#### 4.2 Data collection and establishing the baseline

- Refer to the scheme logic model to help structure the baseline data collection and reporting activities.

Metric	Unit	Frequency	Data source	Baseline date	Reporting to?
--------	------	-----------	-------------	---------------	---------------

<i>(inc. Target)</i>			<i>(&amp; Responsibility)</i>		
<b>Inputs</b>					
<i>Investment Fund</i>	<i>£610k</i>	<i>Annual</i>	<i>grant claims – Finance Officer</i>		<i>WECA highlight report</i>
<i>Officer Resource</i>					
<i>Supplier Costs</i>					
<i>Bus Operator Resource</i>					
<b>Outputs</b>					
<i>Upgraded at stop RTI displays</i>	<i>%</i>	<i>Annual</i>	<i>Comparison of total number of displays with displays that have been upgraded.</i>	<i>Nov 2017</i>	<i>WECA highlight report</i>
<i>Implementation of RTI system architecture</i>	<i>n/a</i>				<i>WECA highlight report</i>
<i>Availability of digital data platform</i>	<i>n/a</i>				<i>WECA highlight report</i>
<b>Outcomes and impacts</b>					
<i>Increased number of passenger trips – increase in 0.8% bus service patronage.</i>	<i>Passenger trips</i>	<i>Annual</i>	<i>DfT statistics</i>	<i>Nov 2017</i>	<i>WECA highlight report</i>
<i>Improved reliability of bus journeys - increased passenger satisfaction 5 percentage point over first three years.</i>	<i>%</i>	<i>Annual</i>	<i>National Travel Survey</i>	<i>Nov 2017</i>	<i>WECA highlight report</i>
<i>Improved functionality – Contract KPIs</i>					
<b>5. Delivery plan</b>					

*KPI data collated quarterly in accordance with contract and reported to RTI working group. RTI coordinator responsible for collating annual bus passenger statistics.*

#### **6. Resourcing and Governance**

The budget for monitoring is built into the revenue costs. Reporting of KPIs is a contractual requirement and patronage figures and passenger satisfaction scores are freely available from external sources.

#### **7. Dissemination**

The evaluation will be used to improve future investment in Public Transport.

# Logic Model

Context and Rationale					
Provide a brief description of the strategic and policy context (link to local and national strategy policy). Briefly describe the market failure rationale for the intervention.					
Objectives	Resources/ Input	Activities	Outputs	Direct & Indirect Outcomes	Impact
<p>The aims/ objectives of the scheme are:</p> <p>(Ensure that <u>all aims/objectives are SMART</u>)</p>	<p>In order to achieve the set of activities to fulfil these aims/ objectives we need the following:</p> <p>(Resources should not be limited to money e.g. grant, match funding, in-kind, project team, specialist support, etc. The inputs define the scope of the project being considered in the logic model )</p>	<p>In order to address the aims and objectives we will accomplish the following activities:</p> <p>(What will the money be used for? e.g. construction, project management, equipment/fit out, etc):</p>	<p>We expect that, once accomplished these activities will produce the following deliverables:</p> <p>(Provide measurable outputs e.g. length of new road/cycle path, m<sup>2</sup> of space constructed/refurbished, number of businesses supported, learners engaged, etc)</p>	<p>We expect that if accomplished these outputs will lead to the following <u>change</u> e.g. new products or services, skills, behaviour, new business/contracts, etc:</p> <p>(Ensure that <u>all outcomes are SMART and relevant</u> to the aims/objectives to allow for <u>attribution</u>; distinguish between direct and indirect outcomes)</p>	<p>We expect that if accomplished these activities will lead to the following changes in service, organisation or community:</p> <p>(quantitative economic impacts e.g. indirect jobs and/or GVA to be <u>cross-referenced</u> with FBC as appropriate)</p>
<ul style="list-style-type: none"> <li>Provision of enhanced real time information system across West of England,               <ul style="list-style-type: none"> <li>Improved accuracy and reliability of at-stop information displays through better predictions and service disruption alerts.</li> <li>Digital data platform enabling innovation in travel planning tools, and increased penetration of bus information.</li> <li>Fleet management and strategic data improving route planning and resource management.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Investment of £609,950               <ul style="list-style-type: none"> <li>£558k WECA.</li> <li>£51k North Somerset</li> </ul> </li> <li>Officer resource to procure, develop, deliver and manage the programme.</li> <li>Input from specialist advisers.</li> <li>Input and staff resource from bus operators.</li> <li>Input from elected members and other key stakeholders.</li> <li>Contractor time to deliver infrastructure and maintain system.</li> </ul>	<ul style="list-style-type: none"> <li>Re-procurement of RTI system already in advanced stages with award of contract expected in November 2017.</li> <li>Programme for transition to new RTI systems will commence in December 2017.</li> <li>Contract management and monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>Improved RTI displays at 1000 bus stops in West of England.</li> <li>Upgrade to back office RTI system providing improved accuracy and more reliable real time predictions.</li> <li>Data that can be made available to third parties for development of travel and journey planning applications.</li> <li>Improved functionality for day to day bus fleet operations.</li> </ul>	<ul style="list-style-type: none"> <li>Direct and indirect benefits during the operational stage amounting to approx. £1.8 million GVA.</li> <li>Estimated 500,000 additional passenger trips per annum across the West of England.</li> <li>Improved reliability in bus journey times leading to increased passenger satisfaction.</li> <li>At-stop disruption warnings, improving journey planning options for passengers, leading to increased passenger satisfaction.</li> </ul>	<ul style="list-style-type: none"> <li>Increased access to job opportunities including access to the region's Enterprise Zones and Areas.</li> <li>Uplift in Employment in Enterprise Zones and Areas.</li> <li>Improved access to sustainable travel options.</li> <li>Reduced congestion, airborne pollutants and carbon emissions.</li> <li>Improved journey planning information and tools.</li> </ul>

# RISK LOG

<b>PROJECT NAME:</b>	West of England Real Time Information Re-procurement	<b>PROJECT ID</b>	
<b>PROJECT MANAGER:</b>	Ian Saywell	<b>DATE LAST AMENDED</b>	18/10/2017 - v1

**KEY:** Category - 'E/F' Economic/Financial; 'E' Environmental; 'L' Legal/Regulatory; 'O/M' Organisational/management; 'P' Political; 'S/C' Strategic/Commercial; 'T/O' Technical/Operational **Likelihood/Impact** - 4 = Very high; 3 = High; 2 = Medium; 1 = Low  
**Priority Score** - Red (12-16: Major/ Catastrophic Risk); Red/Amber (6-9: Moderate/ High Risk); Amber/Green (3-4: Low/ Moderate Risk); Green (1-2: Low Risk)

ID	Type	Category	Description	Likelihood	Impact	Priority	Date identified	Countermeasure or response	Residual			Owner / Actioner	Notes	Date of last update	Status	Related RAID ID
									Likelihood	Impact	Priority					
6	Risk	O/M	[REDACTED]					[REDACTED]				[REDACTED]				
7	Risk	T/O	[REDACTED]					[REDACTED]				[REDACTED]				
8	Risk	T/O	New RTI displays are easily damaged / vandalised inc scratching, graffiti, breakages, and/or discolour / crack	3	3	9	20/09/16	Specification includes requirement to use robust materials high IK ratings, and easy to replace items that could get broken, (e.g. screens). Specification informed by best practice elsewhere, appointment of an experienced contractor.	2	2	4	G Dean	Experience in West of England and elsewhere has shown that when specified correctly, this is not an issue	20/09/17	Open	
9	Risk	T/O	RTI system hardware and software fails in use and is not repaired in a timely manner	3	4	12	20/09/16	Specification needs to include a robust maintenance contract including short attend and repair times and suitable balance of risk on service credits between client and contractor. Specification needs to be for proven elements and not 'cutting edge' functionality.	2	2	4	G Dean	Service Credits to be based on similar amounts as with current contract. Will not apply to PMR system and on-bus equipment as this will become the responsibility of bus operators going forward.	20/03/17	Open	
10	Risk	O/M	Risk of delays in approving tender process and appointing supplier due to BCC internal approval / acceptance issues	3	3	9	20/09/16	Early engagement of internal BCC stakeholders including ICT with advice from Jane Iles	1	2	2	I Saywell		20/09/17	Open	
12	Risk	All!	New RTI Contractor goes out of business, meaning a loss of RTI	2	4	8	20/09/16	rigorous financial assessment process to determine stability as part of tender process. Also - possibly - supplier to put source code into a Escrow agreement.	1	3	3	J Iles / T Wilson	SMT indicates that most suppliers happy to have ESCROW agreement but will include costs as part of tender submission.	20/03/17	Closed	
13	Risk	L	Delays in agreeing / approving Inter-Authority Agreement holds up RTI procurement process	3	3	9	20/09/16	IAA drafted - awaiting amendments to reflect WECA governance.	1	3	3	I Saywell / T Wilson	IAA drafted. Can potentially be signed after the contract is awarded.	20/03/17	Open	
14	Risk	E/F	Cost escalation resulting in budget pressures -e.g. changes in exchange rates as a result of Brexit etc.	3	3	9	20/09/16	Tender includes specific unit costs and supplier is bound by these. Severe cost escalation may result in supplier being unable to meet contract requirements, potentially resulting in withdrawal from contract. Monitor contract costs, rapid implementation following award of contract should minimise risk.	2	2	4	I Saywell	Monitor closely and report any potential cost issues to Board at earliest opportunity to discuss appropriate course of mitigation action.	20/03/17	Open	
16	Risk	T/O	[REDACTED]					[REDACTED]				[REDACTED]				

ITEM: 12

**REPORT TO: WEST OF ENGLAND COMBINED AUTHORITY (“WECA”)**

**DATE: 30 OCTOBER 2017**

**REPORT TITLE: WEST OF ENGLAND COMBINED AUTHORITY TRANSPORT FUNCTIONS**

**AUTHOR: ELAINE SEAGRIFF, INTERIM HEAD OF TRANSPORT, WEST OF ENGLAND COMBINED AUTHORITY (WECA)**

### **Purpose of Report**

- 1.1 To provide an overview of the planned programme of work and timetable for the key aspects of WECA’s transport functions highlighting key decision points in the near future.

### **Background**

- 2.1 As reported to the WECA meeting on 15<sup>th</sup> March 2017, when WECA was formed certain transport related functions transferred to it by operation of law. These ‘Integrated Transport Authority’ (ITA) functions relate to transport operations and services, including, Concessionary Travel, Supported Bus Services, Community Transport Grants and Local Bus information (including Real Time Information (RTI)), and also wider duties such as the production of a Bus Strategy, the development of the Key Route Network (KRN) and a number of other integrated transport planning activities. The current status and planned programme of activity for each of these functions is set out in turn below.

### **ITA Functions**

- 3.1 Previous working arrangements relating to the ITA functions have been carried forward for 2017/18. There is now a short window to review these, learn from others, and agree management and performance monitoring arrangements to be in place for next year and onwards. For each of these ITA functions objectives will need to be clear and consistent across the area and opportunities to optimize arrangements need to be investigated. Options will be developed – in liaison with the council officers – for providing these functions going forward, with the identification of legal or management constraints, pros and cons and costs and benefits. Given practicality of making any changes and consequential potential impact on budgetary processes it may be necessary to carry over existing arrangements to 2018/19 with new monitoring arrangements in place. This will be confirmed by as soon as possible so as not to have a significant impact on local authority budgets for 2018/19 financial year.
- 3.2 An evaluation and monitoring methodology will be proposed to ensure consistent assessment of options and monitoring of delivery against desired outcomes. An initial view of this will need to be in place by the end of the year.



### Concessionary Travel

- 3.3 WECA is now the Travel Concession Authority for the region and therefore has a statutory requirement to deliver at least the minimum statutory national Concessionary Travel scheme, providing free travel for eligible residents from 09.30 to 23.00 Monday to Friday and all day travel on weekends and bank holidays. In order to ensure the consistent delivery of this statutory obligation, at the WECA meeting in March 2017 it was agreed that the 'Diamond' Travelcard scheme be continued for 2017/18 and be delivered as it was previously but with WECA commissioning this delivery from the three constituent councils.
- 3.4 A short piece of work is about to commence which will look at how these services should be administered as there may be benefits in streamlining the process and improving consistency. There is a need to confirm management and monitoring arrangements for the current financial year and 2018/19 onwards. This piece of work, with recommendations, will be complete by early 2018.

### Supported Bus Services

- 3.5 WECA now has joint powers for the provision of socially necessary bus services with the constituent councils. This means that both WECA and the constituent councils can use the relevant powers in the Transport Act 1985 with the approval of the other organisation but cannot use the powers unilaterally. Despite this, the nature and role of these services will need to be considered through the development of the bus strategy (see paragraph 3.16) which is a responsibility for WECA to progress.
- 3.6 A short piece of work is about to commence which will look at how these services should be monitored and provided. A bus services framework will be developed, taking account of good practice: this will be completed by early 2018 to determine arrangements for supported bus services in 2018/19. A number of services supported by the three councils were due to expire in 2017/18. At the WECA meeting in March 2017 it was agreed to extend these contracts by one year, which will cover up to September/October 2018. These will also need to be reviewed for 2018/19.

### Community Transport Grants

- 3.7 WECA is now responsible for the payment of community transport grants. To ensure a consistency of service for the user and to give certainty of payments to community groups, for 2017/18 WECA commissioned the three councils to continue to deliver these services in line with current arrangements. A decision for 2018/2019 will be required by early 2018.
- 3.8 A short piece of work is about to commence which will look at how these services are provided, should be monitored and deployed going forward.

### Bus Information

- 3.9 WECA is responsible for the production of a bus information strategy and the provision of bus information. RTI and the TravelWest website are currently managed by Bristol City Council (BCC) on behalf of the four councils (including North Somerset).
- 3.10 Currently the production and updating of roadside timetable displays, data verification, local management of Traveline and publicity leaflets for contracted bus services are functions carried out by the individual councils.

- 3.11 Given the need to ensure continuity of service provision to the users of these services the WECA meeting in March 2017 agreed that the three councils be commissioned to continue to deliver these services in 2017/18 with BCC continuing to lead on the re-procurement of the RTI contract.
- 3.12 A short piece of work is about to commence which will review options and recommend how best to take this forward in future years.
- 3.13 The Committee report for Item 11 (Business Case Funding for Infrastructure Projects) covers the councils' current contract for the provision and maintenance of the bus RTI system.

#### Wider Transport Vision

- 3.14 There is the need to develop a new transport vision and high-level strategic direction for the WECA area to support the wider West of England Strategy, to be aligned with the emerging Joint Local Transport Plan building on the evidence base developed through the Joint Transport Study (see Item 12 (West of England Joint Transport Study) of the Joint Committee). This will inform and be supported by strategies including a bus strategy and the creation of a KRN, as discussed below.
- 3.15 Meanwhile, there are a number of workstreams underway where there is a clear need for full transport planning integration. Working with colleagues, key current areas include:
- Input to housing proposals including the HIF bid for Bristol Temple Meads and the preparation and funding for the next stages of work;
  - Input to consideration of options for Clean Air Zones and other environmental initiatives and possible funding sources;
  - Input to and support of development of the final Joint Spatial Plan; and,
  - Memoranda of Understanding with Network Rail and Highways England.

#### Bus Strategy

- 3.16 Building on the new ITA powers, there is a need to review the overall bus strategy for the region. In particular, this should consider options to improve performance in the region. This would support and feed into the Joint Local Transport Plan (JLTP) consultation for spring 2018.
- 3.17 An overview document will be produced to support the JLTP consultation, assessing the effectiveness of the current bus network, clarifying objectives and the challenge of meeting forecast growth in patronage (from the Joint Transport Study), and setting out possible options and areas of further work to develop the bus network, for example route network review, options for enhanced bus information, integrated ticketing and interchange strategy, and recommendations for future delivery mechanisms. Specific consideration will also be given to the need and scope for development of a bus network model.

#### Key Route Network

- 3.18 A piece of work will be undertaken to identify principles and criteria for defining the KRN, learning from good practice elsewhere as well as consideration of local and regional network analyses. These would then be applied to shape the KRN, to draw up a programme of improvements, maintenance protocols and enforcement regimes and identify any associated costs and requirements for the phased deployment. Working with constituent councils this will be undertaken in two phases.

Phase 1 (by early 2018) will:

- Establish the appropriate principles and criteria for the KRN;
- Map what this could look like (and prepare an initial exemplar map for discussion); and,
- Seek agreement with WECA and the three authorities (and NSC / HE as stakeholders).

Phase 2 (by spring 2018) will:

- Draw up a programme of improvements, including maintenance ownership and operational and enforcement regimes;
- Prepare and outline Transport Asset Management Plan, and
- Identify costs and requirements for phased deployment to constituent councils and transition arrangements.

### 3.19 Summary timescales

A summary of the key timescales for the aforementioned activities is set out in Table 1 below.

**Table 1 Outline Timescales**

1. Decision on concessionary fares and community transport arrangements for 2018/19	Late 2017/early 2018
2. Supported bus services decision on continuing existing arrangements for 2018/19	
3. Monitoring ITA functions – new arrangements in place	
4. Decision on Integrated Transport and Maintenance Blocks of funding for 2018/19	
5. Draft Key Route Network proposals	Spring 2018
6. Memorandums of Understanding agreed with Network Rail and Highways England	
7. Bus Strategy consultation	Spring/summer 2018
8. Decision on the future management of supported bus services arrangements	Summer 2018
9. Decision on the future management of concessionary fares and community transport	
10. Agree Key Route Network programme and funding	

#### **Consultation:**

- 4.1 Public consultation will take place on a number of work areas discussed above as they progress.

#### **Other Options Considered:**

- 5.1 The above transport functions became the legal responsibility of WECA, or are required to inform or support these.

**Risk Management/Assessment:**

- 6.1 Key risks include those around financing the continued implementation of these functions, gaining agreement and public acceptability for specific elements, and risks around resourcing their development and delivery. Performance monitoring arrangements will be developed to ensure that risks are minimised.

**Public Sector Equality Duties:**

- 7.1 Where appropriate, feedback will be sought from affected communities and statutory consultees to meet the authorities' duties under the Equality Act 2010 for consulting on proposals.

**Economic Impact Assessment:**

- 8.1 The transport functions will be progressed to support the continued growth of the local and wider economy.

**Finance Implications:**

- 9.1 There will be a financial impact resulting from additional staff resources required to support the development of these work areas along with the commissioning of consultancy services.

**Legal Implications:**

- 10.1 The above transport functions are the legal responsibility of WECA, or others that we are required to inform or support.

**Environmental Implications:**

- 11.1 None arising from this report.

**Land/Property Implications;**

- 12.1 None arising from this report.

**Human Resources Implications:**

- 13.1 None arising from this report.

**Recommendation:**

The Committee is asked to note the above overview of the planned programme of work and timetable for the key aspects of WECA's transport functions.

**West of England Combined Authority Contact: James White**

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**Background Papers**

None

**ITEM: 13**

**REPORT TO: WEST OF ENGLAND COMBINED AUTHORITY**

**DATE: 30<sup>th</sup> OCTOBER 2017**

**REPORT TITLE: AGREE NEXT STEPS FOR ADULT EDUCATION BUDGET**

**AUTHOR: CHRIS JENNINGS, INTERIM HEAD OF BUSINESS & SKILLS, WECA**

#### **Purpose of Report**

- 1 To provide an update on the current position regarding devolution of the Adult Education Budget to the West of England Combined Authority (WECA).
- 2 To seek a decision on how to work with the Department for Education during the 'transitional' 2018/19 academic year ahead of full devolution which is now planned for 2019/20. We have been asked been asked to inform DfE of our preferred approach.

#### **Background**

- 3 The principal purpose of AEB is to provide adults with the skills and learning they need to equip them for work, an apprenticeship or further learning. This includes the provision of statutory entitlements such as a first full level 2 qualification for those aged 19-23.
- 4 AEB provision has previously been determined by National Government with the budget being administered by the Education and Skills Funding Agency (ESFA). As laid down in the West of England Devolution Agreement however, Government has committed to devolve responsibility for the 19+ Adult Education Budget (AEB) in the WECA area to the Combined Authority.
- 5 Devolution of AEB was originally intended to take place in time for the 2018/19 academic year. Due to a number of different factors, including the June 2017 UK Parliamentary Election, Government's current intention is to devolve responsibility for this budget to WECA for the 2019/20 academic year. Following this decision Government has committed to working with Combined Authorities during a 'transitional' year (2018/19) to ensure as much responsibility as possible can be passed to local areas.

#### **Progress Update**

- 6 Officers from across the Constituent Councils within the WECA area have been working to prepare for devolution over many months and recently WECA reassigned a post, from within existing resources, to focus on this important area of work.

- 7 A key element of preparing for devolution has been working with Government to agree a set of Readiness Conditions and Operational Readiness Tests in time for the 2019/20 academic year. This includes work in the following areas:
- a. Governance and business planning
  - b. Funding rules and eligibility
  - c. Provider funding and allocations systems
  - d. Contracting
  - e. Funding formula rates
  - f. Provider management arrangements
  - g. Data collection, analysis and reporting
- 8 In addition, officers have been working to understand the financial and resource implications of devolution for WECA. There are many contracts in place across the region that are currently contracted and administered by the ESFA. We need to identify what resources will be required locally to manage this new work, which is not currently resourced. We have also begun to explore the setting up of data sharing agreements with the ESFA to enable us to understand better current provision in the region.
- 9 Once an analysis of current provision is complete, the focus for the next element of work will be to develop recommendations for the Combined Authority for what changes should be made to AEB provision.

### Options for transitional year

- 10 With devolution of AEB now planned for the 2019/20 academic year the Department for Education (DfE) are offering two different options for how they can involve Combined Authorities with local commissioning of AEB for the 2018/19 academic year. The two options that have been proposed are 'delegation' and 'influencing'.

#### *Delegation*

- a. The Secretary of State for Education delegates AEB functions and funding to the Combined Authority, essentially seeking to bring devolution powers forward through another legal mechanism other than statute.
- b. Acting as the Secretary of State's agent, the Combined Authority decides on adult education provision for its residents, commissions provision, funds providers and manages delivery of provision.
- c. Terms and conditions of the delegation would be the mechanism by which DfE would hold the CA accountable and assure itself that the planned set of provision is consistent with the Secretary of State fulfilling her functions.
- d. Implementation and timing challenges are as great as they would have been for full devolution.
- e. This option enables a devolved area to exercise greater control over AEB but with a greater share of risk. It requires an area to have all relevant systems and practices in place within a very short timeframe.

#### *Influencing*

- a. WECA 'steering' the use of AEB funding during the 2018/19 academic year.
- b. The CA would be able to vary allocations for certain in-scope providers within a framework. The full range of in-scope providers has yet to be determined by DfE.
- c. Final funding allocations would be made to the relevant providers by the Education and Skills Funding Agency (ESFA) in line with locally agreed plans.
- d. The ESFA would carry out the funding activity on behalf of the MCA for 2018/19, in advance of it establishing full funding and provider management systems, to support full devolution for 2019/20.
- e. Existing AEB funding policies, rates, rules and performance management would apply to all 2018/19 delivery. The national funding formula would continue to apply.

- f. This option enables less direct control over AEB but does not require the implementation of new systems and practices. It enables WECA to influence AEB delivery whilst building towards full devolution.

11 Whilst the delegation option is the closest to full devolution and would therefore, give greatest control to the region, we believe that there are too many risks involved in seeking to take this approach at this stage. For example:

- a. The Secretary of State for Education has yet to conclude whether the Delegation option is achievable within the timeframe required for the 2018/19 academic year.
- b. Clarity over the full scope of the delegation option and its legal basis have yet to be provided by DfE and so cannot be properly considered by WECA. Therefore, the ongoing timeframe for achieving the necessary work is not fully known (but likely further compressed).
- c. As the operational readiness tests for the delegation option are not finalised the resource implications are not fully known.
- d. We have not yet completed the work required to recommend any changes to the AEB provision and resources are not in place to undertake this work.

12 Given these risks we recommend that influencing is the best option for the transitional year.

### **Consultation**

13 This paper has been developed in consultation with officers in the constituent councils within the Combined Authority and discussed at the Skills Advisory Board. The Board's views will be provided to the Committee from the Chair of the Advisory Board (Tim Bowles).

### **Public Sector Equality Duties:**

14 There are no equalities implications in relation to this report, any future changes to AEB will be subject to full consideration of relevant equality legislation.

### **Economic Impact Assessment:**

15 Whilst the impact of how the AEB budget is spent will have a positive economic impact by supporting residents to improve their skills and consequently career potential, there are no Economic Impacts arise as a direct result of this report.

### **Legal Implications:**

16 There are no legal implications resulting from this report.

### **Finance Implications:**

17 The Budget Outturn paper (separately on this agenda), includes resourcing proposals for the WECA which would provide for 1 FTE to manage AEB work. This resource is required regardless of the option for the transitional year, to prepare for devolution.

18 In addition, we have bid for additional funding from the DFE to resource wider implementation activity to support the influencing option. Financial implications of full devolution are not yet known

### **Human Resources Implications:**

19 No HR implications arise as a result of this report.

**Recommendation:**

20 That WECA endorses the influencing option from the two proposals tabled by DfE.

**Report Author: Henry Lawes**

**Telephone: 0117 428 6210**

**West of England Combined Authority Contact: Henry Lawes**



**ITEM: 14**

**REPORT TO: WEST OF ENGLAND COMBINED AUTHORITY**

**DATE: 30<sup>th</sup> OCTOBER 2017**

**REPORT TITLE: APPROVE EMPLOYMENT SUPPORT INNOVATION PILOT FUNDING**

**AUTHOR: CHRIS JENNINGS, INTERIM HEAD OF BUSINESS & SKILLS, WECA**

#### **Purpose of Report**

- 1 To provide a brief update on the DWP-funded Employment Support Innovation Pilot being managed by the West of England Combined Authority (WECA) and delivered in partnership with constituent councils.
- 2 To seek approval to grant fund Councils to enable delivery of the pilot project.

#### **Background**

- 3 The WECA Employment Support Innovation Pilot (ESIP) is a £3.9m initiative funded by the Department of Work and Pensions. The programme will work with c.3,000 individuals who are in employment, claiming in-work benefits (i.e. Working Tax Credit / Universal Credit) and are resident (or awaiting tenancy) in social housing. The pilot will provide support to these individuals, helping them raise their own skill levels and motivation for career progression leading to more secure or higher quality employment. Overall, the project will seek to maximise participation of the Combined Authority's workforce in the economy and support residents to benefit from the prosperity and opportunities in the region.
- 4 It should be noted that whilst this pilot is a component of the West of England Devolution Deal (published 16 March 2016), para 22 of the deal text refers to target group as "those who are hardest to help and furthest from the labour market". Following detailed discussions with DWP in the development of a successful business case, it recommended the focus of the pilot change to the current cohort.
- 5 WECA will be accountable to DWP for the funding and will monitor delivery and oversee the programme's evaluation. Following an external recruitment process, a Project Manager (Sue Dobson) was appointed on 9 October 2017. A project steering group has been established comprising officers from WECA and constituent councils. Project front-line delivery will commence in early 2018 and last for a two-year period up to and including December 2019.

## Funding

- 6 WECA will receive funding from DWP in three tranches (in 2017/18, 2018/19 and 2019/20 financial years) across the life of the project totalling £3,959,652. The majority of funding will be granted to the constituent local authorities, subject to individual grant funding agreements. Each local authority will be responsible for successful delivery in their local area as part of the overall programme, delivered within the levels of funding agreed. The proposed funding split, based on resident population demographics and associated delivery, outputs and targets – and agreed by local authority officers on the WECA Skills Officer Group – is as follows:

Authority	Project funding <sup>1</sup>	Proportion of total project <sup>2</sup>
Bath & North East Somerset	£915,000	23%
Bristol, City of	£1,823,000	46%
South Gloucestershire	£915,000	23%
WECA	£307,000	8%

## Consultation

- 7 This financial profile of the project was developed by – and in consultation with – officers in the constituent councils within the Combined Authority and WECA officers. A progress update on the programme was discussed at the Skills Advisory Board. Any additional views from the Advisory Board will be provided to the Committee from the Chair of the Advisory Board (Tim Bowles).

## Public Sector Equality Duties:

- 8 There are no equalities implications in relation to this report.

## Economic Impact Assessment:

- 9 Whilst it is hoped that by providing additional support to the identified cohort of residents there will be a positive impact both for the individuals and for the wider economy, no specific economic impacts arise as a direct result of this report.

## Finance Implications:

- 10 This report describes the grant funding of income to be received by WECA from the Department for Work and Pensions. Individual councils are responsible for the successful delivery of the programme within agreed funding levels and subject to a local grant funding agreement. The programme budget has been developed and agreed by officers from each constituent council.

## Legal Implications;

- 11 In securing these funds the Combined Authority is relying on its general power of competence and the education powers contained in the Order. Following the transfer of funds to the Mayoral budget the Mayor will use the power to pay grants contained in Article 7 of the Order to allocate the funds to the constituent councils.

<sup>1</sup> These figures are rounded to the nearest '000

<sup>2</sup> These figures are rounded to nearest whole %

**Human Resources Implications:**

- 12 Local authorities will choose the delivery model most appropriate to their needs. This may include employing staff (“navigators”) directly to deliver front-line work or undertake this through arrangements with local partners. Differing approaches will have differing HR implications in terms of fixed-term employment of staff.

**Recommendation:**

- 13 That the WECA approves a sum of £3.96m resource to be allocated as follows:
- a. Within the WECA Budget to fund WECA project costs (£307,000)
  - b. to the Mayoral Budget to enable to allocation of grant funding to councils to meet the costs of delivery (£3,653,000) subject to the full grant of £3.96m being paid to the Combined Authority by DWP.
- 14 That the Chief Executive in consultation with the Mayor be delegated responsibility for making appropriate arrangements for grant funding the constituent council(s) for the delivery of this project including agreeing the profile and amounts of funding between financial years

**Report Author: Adam Powell**

**Telephone: 0117 4286210**

**West of England Combined Authority Contact: Adam Powell**

**ITEM: 15**

**REPORT TO: WEST OF ENGLAND COMBINED AUTHORITY  
COMMITTEE**

**DATE: 30 October 2017**

**REPORT TITLE: OPERATIONAL POLICIES FOR WEST OF ENGLAND  
COMBINED AUTHORITY**

**AUTHOR: SUE EVANS INTERIM HRD**

**Purpose of Report**

- 1 The Purpose of this report is to inform the Board of the operational policies being developed by the West of England Combined Authority:

**Issues for Consideration**

- 2.1 The Board are requested to note the policies being developed by WECA as we seek to align terms, conditions and policies from predecessor bodies whilst also recognising our responsibilities as an employer. The draft policies are listed below:
  - 2.1.1 Disciplinary and Grievance Procedures
  - 2.1.2 Dignity at Work Policy and Resolution Procedure
  - 2.1.3 Acceptable Internet and Email Usage Policy
  - 2.1.4 Learning and Development Policy
  - 2.1.5 Performance Management Policy
  - 2.1.6 Whistleblowing Policy
  - 2.1.7 Managing Attendance Policy
  - 2.1.8 Health, Safety and Wellbeing Policy
- 2.2 An interim pay policy was agreed at the WECA Committee meeting on 15<sup>th</sup> September and an updated pay policy will be brought to a future meeting.

**Consultation**

3. The policies will be subject to Union and officer consultation as part of the adoption and implementation process.

**Public Sector Equality Duties:**

- 4 The public sector equality duty created under the Equality Act 2010 means that public authorities must have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the Act.
  - Advance equality of opportunity between people who share a protected characteristic and those who do not.
  - Foster good relations between people who share a protected characteristic and those who do not.
- 4.1 The Act explains that having due regard for advancing equality involves:
- Removing or minimizing disadvantages suffered by people due to their protected characteristics.
  - Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
  - Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
- 4.2 The general equality duty therefore requires organisations to consider how they could positively contribute to the advancement of equality and good relations. It requires equality considerations to be reflected in the design of policies and the delivery of services, including policies, and for these issues to be kept under review.
- 4.3 There are no equalities implications

**Economic Impact Assessment:**

- 5 There is no Economic Impact.

**Finance Implications:**

- 6 There are no financial implications identified from the draft policies

**Legal Implications:**

- 7 There are no legal implications that arise directly from this report. However, following adoption of the policies, failure to follow adopted policy/procedure could expose the authority to challenges.

Advice given by: Gill Sinclair, Interim Deputy Monitoring Officer, WECA

**Environmental Implications:**

- 8 There are no environmental implications

**Land/Property Implications;**

- 9 There are no land/property implications.

**Human Resources Implications:**

10 HR is the subject matter of this report.

Advice given by: Sue Evans HRD

**Recommendation:**

11 It is recommended that the WECA Board note the operational policies being developed for the West of England Combined Authority

**Report Author:** Sue Evans, Interim HR Director

Email . [sue.evans@westofengland-CA.gov.uk](mailto:sue.evans@westofengland-CA.gov.uk)

Tel. 0117 428 6210

*Background Documents: Draft Policies as set out in Para 2.1 – these are available from West of Combined Authority Offices, 3 Rivergate, Temple Quay, Bristol, BS1 6ER*

**ITEM:16**

**REPORT TO: WEST OF ENGLAND COMBINED AUTHORITY**

**DATE: 30<sup>th</sup> October 2017**

**TITLE: GOVERNANCE UPDATE**

**AUTHOR: JOHN MCCORMACK,  
INTERIM MONITORING OFFICER**

#### **Purpose of Report**

1 This report seeks approval to a number of amendments to the approved Constitution which are recommended for the purpose of clarity.

#### **Issues for Consideration**

##### **Constitution**

2.1 The Constitution was formally adopted at the meeting of 28<sup>th</sup> June 2017. The amendments that are recommended are as follows:

- i) Inclusion of an Employment and Appointments Sub Committee and approval of its terms of reference (Appendix 1)
- ii) Addition of Standing Orders to clarify arrangements for the taking of urgent decisions and call in provisions relating to urgent decisions

2.2 The link to the approved Constitution is included below.

<https://www.westofengland-ca.org.uk/wp-content/uploads/2017/07/WECA-Constitution-July-2017.pdf>

##### **Employment and Appointment Sub-Committee**

3.1 At the WECA Committee meeting on 15<sup>th</sup> September 2017 it was agreed that the Employment and Appointment Sub Committee will agree the process for, and appointment of, the Tier Two posts for the Combined Authority (including setting remuneration levels in line with pay policy)

3.2 It is proposed that the membership of the Sub-Committee consists of the members of the Combined Authority.

3.3 The proposed terms of reference for the Sub-Committee are attached as Appendix 1 to this report.

**Proposed Changes to Standing Orders:**

4.1 For the purpose of clarity, it is recommended that additional text is added to Standing Order A8 to confirm that the Combined Authority will publish details of decision to be taken (Forward Plan) and details of decisions decision, (Decision Schedule)

4.2 In order to ensure the business of the Combined Authority can be undertaken without undue delay, it is recommended that the Constitution is amended to include a provision to ensure urgent decisions can be taken. It is recommended that Standing Order A9 Extraordinary Meetings is amended and additional provisions are added to set out the procedure to be followed in relation to Urgent Decisions.

4.3 Amendment is also recommended to the Standing Orders relating to Call-In (Standing Order A.31) to enable urgent decisions to be implemented, but ensure the Overview and Scrutiny Committee is made aware of the decision, its reasons for urgency and retain the opportunity to undertake a post implementation review of the decision if it required. It is also recommended that the Standing Orders specifically includes the officer post within the Combined Authority to whom a requirement to call in a decision should be directed. These arrangements are generally consistent with urgency arrangements in the constitution of each of the constituent authorities.

4.4 The proposed revisions to Standing Order A8, A9 and A31 are set out in Appendix 2

**Consultation:**

5.1 A shadow Employment and Appointment committee was convened to facilitate the appointment of the Chief Executive, this report seeks to formalise the arrangements for future senior officer appointments as defined in the terms of reference.

5.2 There has been no specific consultation on the recommended amendments to the Constitution, however as stated above, the amendments in relation to urgent decisions are generally consistent with the constitutions of each of the constituent and this report is published in accordance with the constitutional requirements which provide an opportunity for any wider comments received to be considered.

**Other Options Considered:**

6 The recommendations are intended to provide greater clarity in relation to decision making, they broadly reflect existing arrangements, no other options have been considered to be appropriate.

**Risk Management/Assessment:**

7 The Combined Authority is required by law to unanimously adopt a Constitution, in the event it is not agreed, the Combined Authority will not be able to discharge its functions.

**Public Sector Equality Duties:**

8.1 The public sector equality duty created under the Equality Act 2010 means that public authorities must have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected



- characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

8.2 The Act explains that having due regard for advancing equality involves:

- Removing or minimizing disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

8.3 The general equality duty therefore requires organisations to consider how they could positively contribute to the advancement of equality and good relations. It requires equality considerations to be reflected in the design of policies and the delivery of services, including policies, and for these issues to be kept under review.

8.4 As a body exercising public functions the West of England Combined Authority is under an obligation to have regard to the public sector equalities duty (PSED) under section 149 of the Equality Act 2010 when exercising its functions. The immediate decisions primarily relates to the arrangements that are required to be in place to enable the Combined Authority to operate in an efficient and lawful manner rather than decisions that could be deemed to impact on the rights of groups or individuals with a protected characteristic or others protected under the PSED.

**Economic Impact Assessment:**

9. The approval of the Constitution is critical to the discharge of the functions of the Combined Authority as defined by the Order.

**Finance Implications:**

10. None that arise directly from this report.

(Advice given by: Tim Richens Interim Chief Financial Officer WECA)

**Legal Implications:**

11. The West of England Combined Authority Order 2017– Schedule 1(7) requires a unanimous vote in favour by the Mayor and all members of the Combined Authority of the Combined Authority’s Constitution and Standing Orders and any amendments to them.

(Advice given by: Gill Sinclair Interim Deputy Monitoring Officer, WECA)

**Land/Property Implications;**

12. None that arise directly from this report.

(Advice given by: Gill Sinclair Interim Deputy Monitoring Officer, WECA)

**Human Resources Implications:**

13. None that arise directly from this report.  
(Sue Evans HR Advisor WECA)

**Recommendation:**

The West of England Combined Authority:

- i) Confirms the amendments to the Constitution as set out in Appendices 1 and 2 to this report.
- ii) Gives delegated authority to the Interim Monitoring Officer to make all consequential amendments to the Constitution to give effect to 1 above.

**Report Author: John McCormack Interim Monitoring Officer**

**West of England Combined Authority Contact:**

**Background Papers**

Any person wishing to inspect the Background Papers, used in the preparation of this Report, should seek the assistance of the Contact Officer for the meeting, who is and who is available by telephoning Joanna Greenwood on 0117 35 76324. Writing to West of England Combined Authority Office, Engine Shed, Station Approach, Temple Meads, Bristol, BS1 6QH. Email: [Joanna.greenwood@westofengland.org](mailto:Joanna.greenwood@westofengland.org).



## **West of England Combined Authority Employment and Appointments Committee**

### **The Role of the Committee**

To exercise all powers and duties of the West of England Combined Authority under section 112 of the Local Government Act, 1972 relating to its role as an employer

To oversee appointments at Tier 1 and Tier 2 to the West of England Combined Authority

To hear staff appeals requiring Member level involvement, under accepted national or West of England Combined Authority conditions of service

To conduct investigatory hearings requiring Member level involvement under accepted national or West of England Combined Authority conditions of service

To determine on behalf of the Council its powers and duties as an employer relating to pensions

### **The Committee's Span of Responsibility**

All matters relating to the role of the West of England Combined Authority as an employer

Appointments at Tier 1 and Tier 2 to the West of England Combined Authority

All appeals or investigatory hearings requiring Member consideration

### **Membership**

The Committee when meeting to consider ordinary business, or as a hearing, will comprise the Mayor of the West of England Combined Authority and the Leaders of the 3 constituent authorities.

### Proposed Amendments to the Constitution

The proposed amendments are shown in bold italics

#### Publication of Proposed Decisions and Decisions Taken

***A8.3 All proposed decisions will be identified in the Forward Plan of the Combined Authority which shall be published at least 28 days in advance of the date the upon which the decision is to be taken.***

***A8.4 All Decisions taken will be published in a Decision Schedule as soon as reasonably practicable after the date on which the decision was taken. The Decision Schedule shall specify the date after which the decision (if not subject to call in in accordance with Standing Order A.31) is capable of implementation***

#### **A.9 Extraordinary Meetings**

***A9.1 Subject to compliance with Standing Order A9.4 or A9.5 below (Urgent Decisions)*** An Extraordinary Meeting of the Combined Authority may be called in the following circumstances, :-

- a) by the Combined Authority resolution; or
- b) by the Chair of the Combined Authority at any time; or
- c) by the Head of Paid Service of the Combined Authority at any time, ; or
- d) all three Constituent members of the Combined Authority who have signed a requisition which has been presented to the Chair of the Combined Authority (the meeting is called if, after five clear days following the receipt of such a requisition, the Chair of the Combined Authority has refused to call a meeting).

**A9.2** Any requisition under clause A9.1 (d) will be addressed to the Monitoring Officer of the Combined Authority by being delivered to the offices of the Combined Authority. The requisition will indicate the business to be transacted at the meeting.

**A9.3** The date, time and location of any extraordinary meeting will be fixed by the Monitoring Officer after consultation with the Chair.

#### **A9.4 Urgent Decisions**

***An extraordinary meeting may be called to enable the Combined Authority to take a u decision on an urgent matter subject to compliance with either:-***

##### **A9.4.1 General Exception Provision**

- i) Where it is impracticable to meet the 28 days' notice stated above and the matter would be a key decision, that decision shall only be made after the Chair of the Overview and Scrutiny Committee has been informed by notice in writing, of the matter about which the decision is to be made. A copy of that***

*notice to be published on the website. After 5 clear days have elapsed that decision may be taken. The notice should explain why non-compliance with the requirement for 28 days' notice is impracticable.*

- ii) The decision is within the Combined Authorities Budget and Policy Framework*
- iii) The decision is published under the publication procedure and is subject to post implementation review in accordance with the Call-In procedures*

**A9.4.2** *On each occasion an urgent decision is taken a report will be submitted by the Chief Executive or appropriate senior officer to the Chair of the Overview and Scrutiny Committee under cover of a completed "Urgent Decision Sheet"*

**Or**

#### **A9.5. Special Urgency Provisions**

**A9.5.1** *Where it is impracticable to meet the 28 days' notice and it is also not possible to achieve the 5 days General Exception provisions then we can use the special urgency provisions. The use of this provision requires the agreement of the Chair of the Scrutiny Commission that the making of the decision is urgent and cannot reasonably be deferred.*

**A9.5.2** *Such a notice must be published on the website setting out the reasons that the decision is urgent and cannot be deferred.*

**A9.5.3** *If the Chair of the Overview and Scrutiny Committee does not agree with the Special urgency then the 5 days General Exception Provision applies*

**A9.6** *All decisions taken will be published on the Decision Schedule*

**A10.1** *The call-in procedure set out in Standing Order A31.2 below shall not apply where the decision has been taken as an Urgent Decision. Standing Order A31.7 shall apply*

#### **Call in of Combined Authority or Mayoral Decisions**

##### **Publication of Decisions**

**A31.3** *When a decision is made by the Combined Authority or the Joint Committee, the decision will be published on the Decision Schedule*

*Unless justifiable reasons for urgency exist, no decision will be implemented until the expiry of 5 clear days after the date of publication.*

**A31.4** *Within 5 clear days of publication any member of:*

- (i) an overview and scrutiny committee,*
- (ii) sub-committee of an overview and scrutiny committee may refer any matter which is relevant to the functions of the committee,*
- (iii) the combined authority*

- (iv) any member of a constituent council of the combined authority may refer any matter which is relevant to the functions of the committee and is not an excluded matter

**is/are entitled to give notice to the [ ] of their requirement for a decision to be called in. Reasons for the call in must be given.**

A31.5 On receipt of a referral the Overview and Scrutiny Committee shall consider whether or not to exercise its powers in relation to the matter referred. If it decides not to exercise its powers, it must notify the member making the referral of-

- (a) its decision and  
(b) the reasons for it.

A31.6 The Overview and Scrutiny Committee shall have the power to review or scrutinise a decision made but not implemented (Call-in), this power includes:

- (a) the power to direct that a decision is not implemented while it is reviewed or scrutinised by the Overview and Scrutiny Committee for a period not exceeding 14 days from the date the decision was published and  
(b) power to recommend that the decision be reconsidered

#### **A31.7 Call In of Urgent Decisions**

***On rare occasion urgent decision will need to be implemented so urgently that pre implementation scrutiny will not be appropriate. The reason for urgency and requirement to implement immediately will be made clear when decisions are published.***

***In these circumstances, within 5 clear days of publication, any member entitled to call in a decision may signify in writing to [ ] their wish for the specified urgent decision to be considered by the Overview and Scrutiny Committee for post implementation review. Reasons for this referral must be given***

***In these circumstances, call in has no effect on the implementation of the urgent decision. The Overview and Scrutiny Committee shall determine whether it wishes to review the nature of the decision and the circumstances behind it. The outcome of any review undertaken shall be reported to the decision taker***