

A meeting of the
West of England Combined Authority Committee

will be held on

Date: Friday 15 September 2017

Time: 10am

Place: Kingswood Civic Centre, South Gloucestershire Council,
High Street, Kingswood, BS15 9TR

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 South Gloucestershire 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 28 June 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 PARTNERHSIP

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 info@westofengland-ca.gov.uk. **The deadline is 12pm Thursday 14th September.**

If you wish to ask a question at the meeting, you are required to submit the question in writing to info@westofengland-ca.gov.uk no later than 3 working days before the meeting. **The deadline is 5pm Monday 11th September.**

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 PAY POLICY

To agree the Authority's interim Pay Policy Statement.

10. APPOINTMENT OF CHIEF EXECUTIVE OFFICER AND HEAD OF PAID SERVICES

To appoint the nominated candidate as the Authority's Chief Executive and Head of Paid Service.

11. ARRANGEMENTS FOR SENIOR MANAGEMENT APPOINTMENTS TO WEST OF ENGLAND COMBINED AUTHORITY

To request the Employment and Appointments Committee formally progresses the appointment of the Tier 2 posts, and any subsequent recruitment at this level, to the agreed Senior Management Structure for the West of England Combined Authority.

12. JOINT SPATIAL PLAN TRANSPORT SCHEME DEVELOPMENT

To seek approval for up to £1.2m towards the development of business cases for transport schemes that support delivery of the elements for the West of England Joint Spatial Plan within the West of England Combined Authority area.

13. ANY OTHER ITEM THE CHAIR DECIDES IS URGENT

Next meeting: Monday 30 October 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
28th June 2017**

<p>1</p>	<p>Welcome and introductions</p> <p>Tim Bowles welcomed everyone to his first Combined Authority meeting since his election as West of England Mayor. He introduced his colleagues, Cllr Tim Warren from Bath & North East Somerset, Cllr Matthew Riddle from South Gloucestershire, Mayor Marvin Rees from Bristol and James Durie, representing Professor Stephen West from the Local Enterprise Partnership.</p> <p>The Chair made a safety announcement in relation to the fire/emergency evacuation procedure and reminded everyone that the meeting was being webcast live, and that a recording would be available on the website following the meeting.</p>
<p>2</p>	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were noted from Professor Steven West, Chair of the Local Enterprise Partnership.</p>
<p>3</p>	<p>DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972</p> <p>There were no declarations of interest.</p>
<p>4</p>	<p>MINUTES</p> <p>Resolved:</p> <p>That the minutes of the meeting on 15th March 2017 be confirmed and signed as a correct record.</p>
<p>5</p>	<p>CHAIR'S ANNOUNCEMENTS</p> <p>The Chair welcomed everyone to his first West of England Combined Authority meeting. He reflected that this evolving approach to joint working presented the opportunity to collectively address the challenges that face us all as we move forward into the future and that devolved powers will unlock opportunities and funding for the region. He confirmed that the following items would be considered at the meeting:</p> <ul style="list-style-type: none"> • Governance matters, including the appointment of a Deputy Mayor, confirmation of the Constitution and approval of a calendar of meetings for the year • Next steps for the West of England Regional Strategy, a discussion which would then be taken forward to the West of England Joint Committee meeting convening after this Committee meeting • Next steps to develop a prioritised investment programme for the West of England Combined Authority, including funding for skills, business and infrastructure which together will be the drivers behind future regional economic growth • The Terms of Reference for work that needs to start on our Bus Strategy and Key Route Network. The Chair welcomed the members of the public in attendance who had shown interest in this matter. He recognised that people are keen to see early announcements, but noted that it is important that we first understand the problems that face all of us across the region so that strategy we build together can address these. He noted that the Joint Local Transport Plan, to be discussed

	<p>at the Joint Committee meeting convening after this Committee meeting, will drive our overall approach in a number of areas including public transport, freight, cycling and walking</p> <ul style="list-style-type: none"> • A request to approve the allocation of additional grant funding to the Local Authorities in respect of the pothole action fund, following receipt of this funding from the Department for Transport.
6	<p>ITEMS FROM THE PUBLIC</p> <p>Two questions had been submitted by members of the public and written responses were provided at the meeting. The Chair noted the following in relation to the questions:</p> <ul style="list-style-type: none"> • The question from Mr Darren Hall was submitted following the close of questions for the meeting on 15th March and had therefore been carried forward to this meeting • Councillor Kent had submitted three questions, The Chair had been advised that the constitution provided for submission of a single question, but in the spirit of working together, and on this occasion, answers had been provided to all three questions. • A late question had been submitted by Councillor Ian Scott from South Gloucestershire. This would be carried forward to the next meeting <p>The Chair directed that the questions and responses be published on the website with the minutes of the meeting.</p> <p>Public speakers:</p> <p>The Chair confirmed that 25 statements had been received from 22 individuals, and that statements also relevant to the Joint Committee would be shared with that Committee. The Chair noted the large number of speakers and confirmed that all written statements would be considered. He requested that speakers avoided duplication where possible to ensure that as many people as possible had the opportunity to address the Committee. 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>
Items 1, 2, 3 and 4	<p>Mr David Redgewell of South West Transport Network spoke regarding heritage buildings, transport matters, the importance of Metrobus and Metrorail and the need for links to Cribbs Causeway.</p> <p>The Mayor noted the points raised and thanked Mr Redgewell for his comments.</p>
Item 8	<p>Ms Julie Boston spoke to urge the Mayor and Committee to use public transport to attend Committee meetings and requested that the Combined Authority publish details of how to reach meeting venues using public transport.</p> <p>The Mayor noted the point raised and thanked Ms Boston for her comments.</p>
Item 9	<p>Mr Roger English spoke in support of further rail developments including the MetroWest</p>

	<p>project and re-opening of the Portishead line.</p> <p>The Mayor noted the points raised and thanked Mr English for his comments.</p>
Item 15	<p>Mr Martin Garret of Transport for Great Bristol spoke regarding the Transport for Greater Bristol Mini Manifesto. He expressed his support for developments to the rail network and his view that bus services should be focused around interchange hubs to connect with rail services.</p> <p>The Mayor noted the points raised and thanked Mr Garret for his comments.</p>
Item 16	<p>Ms Christina Biggs of Friends of Suburban Railways spoke to express her support for rail investment and brought additional copies of the FOSBR Manifesto 2017 which sets out where FOSBR consider investment should be made.</p> <p>The Mayor noted the points raised and the FOSBR manifesto and thanked Ms Biggs for her comments.</p>
Item 17	<p>Ms Barbara Segal, a Member of FOSBR spoke regarding access to stations and trains. In her view this should be a priority during refurbishment to ensure stations had adequate access, lighting and seating and that adequate provision was made for cyclists, both on platforms and on trains.</p> <p>The Mayor noted the points raised and thanked Ms Segal for her comments.</p>
Item 18	<p>Mr Tony Lloyd a member of FOSBR spoke regarding local rail services. He requested that the committee consider protecting abandoned stations from development which in his opinion would prevent future rail developments.</p> <p>The Mayor noted the points raised and thanked Mr Lloyd for his comments.</p>
Item 19	<p>Ms Lesley Cox spoke regarding natural capital. She expressed her concern that insufficient attention was paid to the natural world during planning and development and requested that the Committee consider engaging independent experts in the decision making process.</p> <p>The Mayor noted the points raised and thanked Ms Cox for her comments.</p> <p>The Committee agree to extend the time allocated for public forum to hear the remaining speakers.</p>
Item 21	<p>Ms Olga Taylor from the Pilning Station Group spoke regarding Pilning Railway Station, which in her opinion this has been neglected by various authorities for about 20 years. She considers Pilning an important station which she feels needs better lighting and an increased service.</p> <p>The Mayor noted the points raised and thanked Ms Taylor for her comments.</p>
Item 22	<p>Mr Jim Doxey spoke about his concerns relating to the need for offstreet parking at Sea Mills for commuters travelling into Bristol. He felt that commuters were not willing to drive</p>

	<p>on to the Park and Ride and in his opinion parking provision needed to be considered as part of an integrated transport strategy.</p> <p>The Mayor noted the points raised and thanked Mr Doxey for his comments.</p>
Item 23	<p>Mr Andy Newman spoke about rail services and requested the Combined Authority considered extending MetroWest Phase 3 to Chippenham and Corsham which he believed would reduce car travel by 650 cars per day by enabling rail travel to Bristol and Bath.</p> <p>The Mayor noted the points raised and thanked Mr Newman for his comments.</p>
	<p>The Mayor closed the public forum by thanking all of the speakers, and those who had submitted written statements. He also thanked the committee members for agreeing to extend the session.</p>
7	<p>PETITIONS FROM MEMBERSHIPS</p> <p>No petitions were presented.</p>
8	<p>COMMENTS FROM THE CHAIR OF THE LOCAL ENTERPRISE PARTNERSHIP</p> <p>The Mayor welcomed Mr James Durie, attending on behalf of Professor Stephen West the Chair of the LEP to presented a statement expressing the LEP's support for the development of the Regional Strategy.</p> <p>The Local Enterprise Partnership (LEP) has a crucial role to play in bringing the business and university voice to the table. We have played a key part in shaping the Region's draft Strategy and have been involved in a series of sessions on the regions evidence base. Officers from the Combined Authority have met with Business Leaders to test what the draft Strategy says and to make sure that it delivers what businesses need. There have also been challenge sessions on the draft Strategy at the LEP Board. The LEP is behind the draft Regional Strategy and the vision that the West of England is a beacon of growth, innovation and inclusivity.</p> <p>I believe that the region needs to get serious about how the LEP works together and how it is lead and influenced by business. I have been leading a piece of work to sharpen the focus of the LEP to ensure that it is able to shape the economic growth and skills agenda across the West of England. We must create a strong LEP Board that focuses on the big strategic issues and makes sure that the voice of business and universities is at the front and centre of debate and influencing the region's economic future.</p> <p>We are fully behind the West of England and its draft Regional Strategy and we will want to build upon it to create an ambitious and resilient future doing everything in our power to create a prosperous and sustainable future for all to benefit.</p> <p>The Mayor thanked Mr Durie for his contribution. He noted that the LEP view is an important aspect of the Combined Authority Committee discussions and that the statement from Professor West would be appended to the minutes of the meeting.</p>

<p>9</p>	<p>APPOINTMENT OF DEPUTY MAYOR</p> <p>The Chair expressed his personal thanks to Cllr Matthew Riddle for chairing the West of England Combined Authority for the first two meetings prior to the Mayoral Election. He requested nominations to the position of Deputy Mayor of the West of England Combined Authority.</p> <p>Cllr Matthew Riddle proposed Cllr Tim Warren</p> <p>Mayor Rees seconded the nomination</p> <p>The motion was carried</p>
<p>10</p>	<p>GOVERNANCE UPDATE</p> <p>The Chair introduced the governance report. He noted that, following the Mayoral Elections, the Combined Authority constitution now required unanimous approval and that the report also proposed the following amendments to the constitution:</p> <ul style="list-style-type: none"> • An amendment to the arrangements for Voluntary Scrutiny, at the request of North Somerset Council, to allow three North Somerset members to sit alongside the statutory scrutiny committee. • A proposal to increase the number of individuals able to address the Combined Authority by amending the time allowed for individual speakers • Approval of the terms of reference for the Infrastructure, Business and Skills Advisory Boards <p>The Chair moved the recommendations.</p> <p>Cllr Tim Warren seconded the recommendations.</p> <p>On being put to the vote the motion was carried unanimously.</p> <p>Resolved:</p> <p>The West of England Combined Authority agreed:</p> <ol style="list-style-type: none"> 1. To adopt the updated Constitution including: <ol style="list-style-type: none"> i. the arrangements for the discharge of Overview and Scrutiny functions as set out in Appendix 1 of the report ii. an amendment to Standing Order A13.3, to amend the time allowed for individual speakers from 5 minutes to 3 minutes, so as to increase public participation. iii. Agreement to the terms of reference for the Infrastructure Business and Skills Advisory Boards as set out in Appendix 2 of the report 2. That scrutiny of the Joint Committee will be undertaken by the West of England Combined Authority Overview and Scrutiny Committee with attendance by 3 members of the North Somerset Council Scrutiny Panel, 3. To give delegated authority to the Interim Monitoring Officer to make all consequential amendments to the Constitution to give effect to 1 (i), (ii), (iii) and 2 above. 4. To approve the Calendar of Meetings attached as Appendix 3 to the report.
<p>11</p>	<p>NEXT STEPS FOR REGIONAL STRATEGY DEVELOPMENT</p> <p>The Chair introduced a report seeking agreement to publish a West of England Regional</p>

Strategy discussion paper in July, with a view to formally launching the strategy in the Autumn. He noted the strategy covers the local authority areas of Bath and North East Somerset, Bristol, South Gloucestershire and North Somerset, demonstrating our commitment to co-ordination across the region, and that this discussion would be taken on to the Joint Committee meeting convening after this Committee meeting.

The Chair noted that this strategy will help to strengthen our case for further investment and will also provide a framework for the Combined Authority's business plan. Delivery will require the support of a range of organisations and agencies from across the region. A number of these have already contributed to the development of the draft strategy and we will be building on this engagement in the coming months.

The Chair moved the recommendations

Cllr Matthew Riddle seconded the recommendations.

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

Resolved:

The West of England Combined Authority will publish a draft West of England Regional Strategy discussion paper in July for discussion with partners across the business community, public and community sector.

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INVESTMENT PRIORITISATION

The Chair introduced a report proposing the next steps to develop a prioritised investment programme for the West of England Combined Authority through a process that is objective and transparent. He observed that the £900m funding secured through the devolution deal would not alone deliver the ambition that the Combined Authority has for the region, but will form part of the overall funding package to achieve economic growth through delivering effective and resilient infrastructure, world class skills for employment and supporting business to succeed.

The Chair noted that it will take several months to develop a fully funded investment programme for approval, and therefore the report proposes that in parallel to this process any projects suitable for early investment to progress priority areas such as housing delivery and transport improvements will be brought to Combined Authority members for full consideration.

Mayor Rees stated his concern that the impact of austerity was not only onto delivery of services but also onto the staff and process supporting that delivery in the back office. As part of the Combined Authority we need to ensure Government understands we want to deliver against our ambitious and should not be given responsibilities without the resource to deliver against them.

Cllr Tim Warren added that the strategy presents an opportunity to work together locally. He noted we have very ambitious plans and need to work together to address the financial challenge to make the region a better place for everybody.

The Chair stated that in his view it was vitally important to have the opportunity to work together collectively to take these messages through to government and to help find those long term solutions.

	<p>The Chair moved the recommendations Cllr Tim Warren seconded the recommendations On being put to the vote the motion was carried unanimously.</p> <p>Resolved:</p> <p>The West of England Combined Authority agreed to note the proposed next steps for the development of a prioritised investment programme and confirmed it was content with the proposed oversight role it will have over the process.</p>
<p>13</p>	<p>TERMS OF REFERENCE FOR DEVELOPMENT OF A BUS STRATEGY AND KEY ROUTE NETWORK</p> <p>The Chair introduced a report setting out the draft terms of reference for development of a bus strategy and key route network. He noted the strong history of collegiate working in this area and that a paper outlining the terms of reference for preparation of a third joint local transport plan to cover the Combined Authority Region plus north Somerset would be considered at the Joint Committee convening after this Committee meeting. This report therefore focused on the requirement to produce and consult on a bus strategy and to identify a key route network for the Combined Authority area.</p> <p>The Chair noted that a structured approach and timescale for development of both the bus strategy and key route network was set out in the report, including a public consultation on the bus strategy in early 2018. Governance arrangements were also set out which ensure a continued collaborative approach to this work.</p> <p>The Chair moved the recommendations Cllr Matthew Riddle seconded the recommendations On being put to the vote the motion was carried unanimously</p> <p>Resolved:</p> <p>The West of England Combined Authority agreed to note the terms of reference, including proposed governance arrangements, as detailed in this paper.</p>
<p>14</p>	<p>HIGHWAYS AND TRANSPORT CAPITAL GRANTS – SUPPLEMENTARY ALLOCATION 2017/18</p> <p>The Chair introduced this report regarding the allocation of grant funding to the constituent councils in respect of the Pothole action fund, following receipt of this funding from the Department for Transport.</p> <p>The Chair noted that, as the report explains, it was originally envisaged that this funding would continue to be allocated directly to the councils in this financial year, but subsequently allocation was confirmed direct to the Combined Authority. He noted that there are no financial implications to the proposals as the expenditure is fully covered by the income received from the Department for Transport.</p> <p>The Chair moved the recommendations.</p>

	<p>Cllr Tim Warren seconded the recommendations</p> <p>Resolved:</p> <p>The West of England Combined Authority will:</p> <ol style="list-style-type: none"> 1. Approve the Pothole Action Fund grant allocations to the constituent councils as set out in the table at paragraph 3.3 in the report. 2. Request the S151 Officer to make corresponding adjustment to the Mayoral Budget for 2017/18 together with the associated capital grant payments.
<p>10</p>	<p>ANY OTHER ITEMS THE CHAIR DECIDES ARE URGENT</p> <p>There were no other items of urgent business.</p>
	<p>The Mayor thanked everyone for attending his first Combined Authority meeting, extended thanks to colleagues around the table and to the officers who had prepared reports and declared the meeting closed at 10.44am</p> <p>Signed:</p> <p>Chair, West of England Combined Authority</p>

APPENDICES

- Appendix One - Public Questions and written responses
- Appendix Two - Public Statements
- Appendix Three - Statement from Chair of Local Enterprise Partnership

APPENDIX 1 – PUBLIC QUESTIONS AND WRITTEN RESPONSES

Question One

Dear Sir,

I would like to ask the Combined Authority members for details of the cash investment strategy agreed at the first meeting, specifically the criteria for the funds in which the monies will be invested and whether it will include investment in fossil fuels.

Yours sincerely,

Darren Hall

Answer to Question One

The West of England Combined Authority Treasury Management Strategy was agreed at our Committee meeting that took place on the 1st March 2017. The Combined Authority will be using money market investments. These are short term instruments designed to diversify credit risk and provide liquidity, while maintaining a stable value and may include bank deposits, money market funds, certificates of deposit and government bonds and notes. The Combined Authority funds will not be invested in equities and there will therefore be no direct investments in fossil fuel companies.

Question Two

- 1. When will Mayor Bowles be publishing his policy for a West of England Spatial Plan and Joint Transport Plan?*
- 2. Is the Mayor aware of the very strong feeling with regard to the Whitchurch extension, which would require the use of green belt land and has poor sustainable transport links?*
- 3. What plans does the Mayor have with regards to bus franchising and bringing forward more joint and electronic ticket arrangements for the region?*

Thank you

Cllr Tim Kent

Lib Dem; Hengrove and Whitchurch Park Ward Bristol City Council

Answer to Question Two

- The Combined Authority is supporting the authorities in the current development of the West of England Joint Spatial Plan and West of England Joint Local Transport Plan. The timetable for the JSP is to submit to Secretary of State by Spring 2018. The Devolution order sets out that the Mayors Duty to prepare a spatial plan comes into effect from May 2018.
- Yes the Mayor is aware of the views expressed. The comments and views expressed will be considered along with other views and comments made including through the

public consultation. This will inform the plan preparation process and the next draft of the JSP

3. The West of England Combined Authority (WECA) has the opportunity to franchise local bus services in its area. This would effectively mean replacing commercial operation with the tendering of all local bus services in the area, where WECA would then directly specify fares, frequencies and other service standards. WECA could make use of these powers if it can robustly demonstrate that franchising would be required to improve the quality of local bus services (i.e. by showing that existing or alternative arrangements were not already delivering a better service). A decision on whether to proceed with franchising has not yet been made. Currently, bus passenger numbers are growing rapidly in the West of England (a sustained increase of around 7% each year) against a national backdrop of declining patronage, and passenger satisfaction has also improved. However, a thorough assessment of the advantages and disadvantages of franchising (including potential costs to the taxpayer), alongside alternative options to improve local bus services, will be considered through the production of a Bus Strategy later this year.

The Mayor is very supportive of further expansion of integrated and smart ticketing initiatives and products in the West of England, and notes the current progress being made to speed up boarding times through the ticketing elements of the MetroBus schemes. Again, the Bus Strategy will help clarify further improvements in the wider availability of integrated products and smart ticketing. However, we would need to work within the framework set out by the Competition and Marketing Authority, and it should be recognised that there may be revenue cost implications from a wider rollout of smart products (as incurred in London) and a decision about how such costs will be covered would need to be subject to discussion between the Mayor and the West of England councils.

APPENDIX TWO – PUBLIC STATEMENTS

Statement 1:

David Redgewell

Statement from South West Transport Network with support from Living Easton to WECA 28th June 2017 and Joint Leaders Board 28th June regarding heritage buildings in Greater Bristol

We are very concerned about in the way many historic buildings in the WECA area are being allowed to decay or become derelict. Immediate examples of this include Speedwell Baths in Bristol of which demolition is being opposed by the 20th Century Society and local residents and Greater Fishponds Neighbourhood Partnership for poor quality housing, in the Temple Meads area as well as the station itself which is in need of major regeneration with modern shopping facilities and a transport interchange for buses, taxi's and ferries, we have the Cattle Market Tavern, George and Railway P.H. and the Grosvenor Hotel all under threat but are opposed to demolition by conservation groups.

Other buildings under threat are the Gaumont cinema, Baldwin Street (frontage only being saved, the derelict buildings around Castle Park, Westmoreland House, Portland and Brunswick Squares together with the appalling state of Stapleton Road station without full disabled access. Montelier, Lawrence Hill and Patchway are also in a poor state and require regeneration with full disabled access.

In Kingswood, the high quality Edwardian Arts & Crafts style Shant P.H. is an example of a community pub under threat and there is the on-going issue of the Wesley chapels which although they are admired by visitors worldwide are subject to planning wrangles with South Gloucestershire and Bristol City Council's.

In Weston-Super-Mare the saga of Birnbeck Pier continues and the railway station should become a transport hub with full disabled access.

In Bath the issue of restoring Bath Spa station and bus station with modern passenger facilities.

We call on the WECA and North Somerset Council to come up with a plan that conserves the historic buildings and regenerates them for future generations.

These issues are being discussed at TFGBA, Railfuture and Living Easton meetings

DAVID REDGEWELL

Statement 2
David Redgewell

SWTN statement to WECA 28th June 2017 and Leaders Board 28th June 2017

We would urge the combined authority board not to cut services or local rail investment at a time when we are trying to build MetroBus and Metrorail. We are pleased to see new entries into the market in the form of Stagecoach Group in buses.

We hope the authority will look at bus, rail and ferry integration with Smart ticketing and transport hubs and will note the comments below:-

- 1) the Buses Bill and the Combined Authorities powers over the 1985 Act to support bus services and cross boundary issues with North Somerset Council which would require a permit system if the buses were franchised or special regulations for advanced quality partnerships.
- 2) with Rail powers we need to include over the Portishead line and Henbury loop and existing station improvements on the current rail network to Bristol, Bath and Weston-Super-Mare including access to the disabled schemes and DIA's through a memorandum of understanding with ORR and Network Rail including disabled access at Lawrence Hill, Stapleton Road and Patchway.
- 3) Cross boundary rail services with Somerset, Gloucestershire and Wiltshire.
- 4) Budget transfer supported bus budgets from Bristol City Council, BANES and South Gloucestershire Council and the combined authorities powers over bus services let by Bristol City Council on the 7th March 2017 and 19th June 2017. To work on a bus strategy especially routes 16 and 18 in Bristol and oversee South Gloucestershire's supported bus services consultation and report to the Metro Mayor.
- 5) maintenance of bus shelters and bus stations.
- 6) to urgently set up the West of England public transport forum and reconstitute the rail forum from South Gloucestershire Council.
- 7) maintain the BTP in Bath, Bristol and Weston-Super-Mare and neighbourhood policing similar to the Avon and Somerset Police on the bus network and stations.
- 8) reopen the Portishead line and Henbury loop as a priority for WECA and North Somerset and the Metro Mayor.

DAVID REDGEWELL TSSA, Bus Users UK

Statement 3
David Redgewell

Statement from South West Transport Network to WECA Board meeting and Joint Committee 28th June 2017

There are four additional items which need to be addressed at the WECA meeting :-

- 1) The University master plan for Temple Meads needs to address the issue of access to the station including public transport interchange and the walkway underneath.
- 2) The Temple Meads/Temple Gate roundabout scheme needs to address the needs of bus/rail interchange and shelters during the works with First Bus/Rail and Network Rail including disabled assistance. A proper plan needs to be drawn up for Temple Meads.
- 3) We support MetroBus works at Bromley Heath viaduct and additional money but need a proper plan for bus services in the area around Downend and Fishponds.
- 4) With Trams in Bath proposals it needs to be part of a network in Greater Bristol.

DAVID REDGEWELL (SWTN)

Statement 4
David Redgwell

CRIBBS CAUSEWAY and MetroWest - SWTN comments on CRIBBS CAUSEWAY plan update MetroWest WECA Meeting and Joint Leaders Board 28th June 2017

We are concerned about the new siting of Filton North station in respect of interchange with MetroBus and the A38 showcase bus routes to Thornbury and Patchway and the need to interchange with bus route 18 to EmersonsGreen/Southmead Hospital and Avonmouth and route 82 to Yate.

The new station site does not provide a transport interchange as supported by Railfuture, TFGBA and Friends of Bristol Suburban Railways and the four rail unions.

We ask the Council 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.

We are very concerned that MetroWest Phase 2 Henbury line and Gloucester line are progressed as a top priority for the Bristol Mayor and Metro Mayor including Ashley Down, Charfield, Stonehouse and Gloucester.

The Henbury loop should also be included with Filton North, Henbury for Cribbs Causeway, Avonmouth and Portway Park and Ride. 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. The Metro Mayor needs to make a submission to Government.

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 without lifts.

On integration, we are very concerned after discussions with Transport Focus and First Group (RAIL and BUS DIVISIONS), Network Rail about 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.

DAVID REDGEWELL SWTN

Statement 5
Angela Essex

**My letter to support the FOSBR Rail Manifesto 2017 for the WECA Cabinet Meeting
28 June**

Bristol is the most unattractive major city in the country because of its high pollution level and transport system.

If there is a major accident in one part of the city then the whole city is brought to a halt because there is no alternative form of transport for people to use.

Examples are the motor cycle accident on Brunel Way, the M5 Motorway Bridge across the River Avon which had to be closed and traffic trapped on the bridge for hours because of incidences.

If our local railway stations had been operating then most of the commuters would not have been in their cars but travelling by train. The average sprinter train can carry up to 150 passengers at any one time – that would mean 150 cars off the road.

We now have huge car ownership in Bristol and it has the highest poor air pollution level in the country and yet GWR owns both the bus and sprinter train services.

I, therefore, recommend that the new West of England Combined Authority accepts the mandate proposed by Friends of Suburban Bristol Railways (FOSBR) to fund the FOSBR Rail Manifesto 2017 in order to reduce pollution and traffic congestion in Bristol.

Mrs A Essex

Statement 6
Councillor Donald Davies, North Somerset

Statement to West of England Combined Authority Committee regarding MetroWest Phase 1 and Bus Services.

Submission for meeting on 28/6/17 from Cllr Donald Davies, Leader of Opposition on N Somerset Council and councillor for

Mayor and fellow members of WECA,

Rail - MetroWest Phase 1

1. I would stress the importance of rail in delivering your transport plan, we cannot deliver our economic and housing growth targets without an enlarged heavy rail service. Some of us elected members in North Somerset understand the great benefits of working together within the greater Bristol economic area and would be keen to support WECA in any way we can.

2. It is vital we ensure there is a 30 minute service on the Avonmouth-Bath route.

3. We need to be liaising with central government to introduce as soon as is practicable (by 2021 latest) a forty minute passenger service on Portishead-Pill-Bristol TM route.

Bus

The vast majority of bus services from north of North Somerset travel via the WECA area, as it is the centre of the regional economic zone. Can WECA please take this into account on all matters dealing with bus travel within the WECA boundaries and not reply that these services are not within its area of responsibility.

Thank you
Don Davies

Statement 7

Phil Harding, Chair of Saltford Environment Group - Station Campaign

Statement on Saltford station for the WECA Cabinet meeting, Weds 28 June 2017

Saltford Environment Group's Station Campaign sees a modern rail infrastructure throughout the West of England as an environmentally friendly means to 'future proof' transport provision in the area against rising fuel prices and congestion and to help reduce road traffic air pollution. It is essential for securing the local and regional economy. The Saltford Station Campaign remains committed to re-opening Saltford station on the existing site. We continue to enjoy cross-party support for re-opening the station; the General Election 2017 candidates for the 3 main parties all supported this. On 19th May 2015 the newly elected Saltford Parish Council voted unanimously on a motion that supported the principle of re-opening Saltford Station and that the Council's preferred site was the existing site.

WEST OF ENGLAND MAYOR

The West of England Plan in the election manifesto for newly elected West of England Mayor Tim Bowles includes the statement "*Transforming our local rail network by **re-opening stations** and increasing local services.*" The Saltford Station Campaign therefore anticipates support from Tim Bowles for re-opening Saltford Station as part of the Metro West project.

INDICATIVE USEAGE

Independent computer modelling (CH2MHill consultants) has indicated that there would be at least 203,700 trips per annum (2 way movement) and 647 trips per day made by 325 individuals. Most potential users will be local to the station.

There are 10,000 people every weekday within 2 miles (3km) of the station site (4,200 at Saltford, 1,000 at Corston and Newton St. Loe, and 4,600+ students and staff on site at the Newton Park Campus where over 900 students now have accommodation provision). Saltford station, sitting alongside the A4, the river and cycle-path is a great destination for recreational activities and amenities in the Avon Valley. Furthermore, the 29,000 vehicles passing the Saltford station site daily allows for transfer from road to rail. Car is the dominant mode of travel to work from Saltford.

SITE CHOICE

While alternative sites need to be considered as part of the Department for Transport's TAG (Transport Analysis Guidance) process and also to fulfil a past resolution of B&NES Council, there remains a consensus in the Saltford Station Campaign that the existing site is the preferred site option.

Suggestions to site the station further west, to a remote location close to the Keynsham boundary and Keynsham station does not seem viable. Two stops, so close together would be almost operationally impossible, thus requiring a combined Keynsham and Saltford station.

The option of combined Keynsham and Saltford station would therefore require closure of Keynsham station. A road from the A4 would need to be built to give access plus a large car park would also be required, all on Green Belt land. It would generate thousands of

unnecessary car journeys from both directions, would lead to a time consuming campaign against the closure of Keynsham station, the second time it would have faced this threat, and would be counter to the key objective of transferring commuters from road to rail. But, in addition to its existing users, Keynsham station was ideally located for the new housing development of 700 dwellings at Somerdale.

A new station west of the existing site would require new access roads, a significant loss of Green Belt land and incur higher construction costs including the considerable disruption to the railway in order to blast and excavate the rock cutting to allow construction of platforms. The Green Belt "gap" between Keynsham and Saltford would also be put under much greater threat of development.

For those reasons we remain convinced that the existing station site in Saltford, that is within walking distance of most of Saltford's commuting residents, is the most realistic site option compared to a new site between Keynsham and Saltford.

METRO WEST

A viable train service at Saltford is dependent on implementation of the proposed Metro West project network services and a half-hourly service between Bath and Bristol stopping at Saltford. The West of England Partnership included the re-opening of Saltford station (New Stations, 2019 to 2023) as part of the Metro West Project in its submission to the Department for Transport Consultation on the GW Rail Franchise (2013) subject to the business case being made.

The Saltford Station Campaign team learned on 1st December 2016 from B&NES Council's Divisional Director of Environmental Services that within the timetabling work for Metro West Phase 1 the potential for Saltford Station as an additional stop within this part of the GWR network is being tested. We await news on whether a half hourly stop at Saltford can be incorporated in the timetable.

Saltford Environment Group - Station Campaign
www.saltfordenvironmentgroup.org.uk/station.html
June 2017

Statement 8
Julie Boston

Statement to West of England Combined Authority regarding the Railway

Please accept this statement for the Public Section of the first meeting of WECA, the West of England Combined Authority, on 28 June 2017.

I urge Mayor Tim Bowles to travel on our suburban railway network when and where possible.

Also, I urge WECA staff to include details of the nearest rail and bus service to all WECA meetings which are open to the public. For example the public need to know the nearest bus to BAWA Filton, 589 Southmead Road, Filton, Bristol BS34 7RG for the meeting on 28 June which starts at 09.30.

Julie Boston

Statement 9
Roger English

Statement for the WECA Committee - Rail

Dear meeting secretary

For the first WECA meeting on Weds 28 June
2017 at BAWA 589 Southmead Road, Filton, Bristol, BS34 7RG.

I would like to speak in support of rail at this meeting please find my statement below.

MetroWest Project

The current Bristol area MetroWest local railway scheme includes re-opening of the Portishead line in Phase 1.

This is a four councils project and the Portishead line is the centre piece of phase one. It is accepted that the metro mayor has little direct influence for the Portishead element of the project but planning is well advanced and it represents the imminent rebirth of urban trains in Bristol. To support further trains within the WECA authority it seems sensible to be supportive of this initial MetroWest project.

Situation

Portishead is one of the largest and fastest growing towns in Europe, with no rail connection.

The cul-de-sac A369 is the main access route to the M5 and Bristol via the very busy M5 junction 19.

Many people travel into and out of Portishead by road to work.

The local highway network has been described by North Somerset Council as fragile.

Bus journey times Portishead to Bristol are greater than one hour.

Estimated journey time on the re-opened line is just 17 minutes.

Rail Links

Bristol has excellent rail links with the national network, so Portishead would benefit from easy access to the rest of the country.

Integrating the Severn Beach and Portishead lines at Temple Meads will benefit both lines enhancing transport for a large part of the Bristol area.

Carbon emissions

Trains are the most carbon efficient mode of transport after motor-cycling, cycling and walking.

We can help to reduce Global Warming by making more use of rail as an alternative to car and bus.

Steel wheels on steel rails have at least 4 times less drag than rubber tyred wheels on tarmac.

Thank you in anticipation
Roger English

Statement 10

Cllr Mark Bradshaw, Bristol City Council

Statement for WECA meeting 28th June 2017 - item 13 Bus Strategy

ITEM 13 - TERMS OF REFERENCE OF A BUS STRATEGY

I welcome the formation of the Combined Authority and the election of a Mayor with the responsibility to lead the organisation and the debate. I have spent a considerable part of my time as a councillor working cross-party and across boundary to achieve better outcomes for the sub-region. This is better than individual councils pursuing their own schemes and ignoring impacts and consequences outside their boundaries.

To preface my comments, I want to say that transport congestion and the desire for an integrated transport body have been key factors in gathering public support for the new combined authority. However, the abolition of the Joint Transport Board (of which I was a member) and lack of any specific transport entity within WECA could, in my view, be seen to downgrade the importance of transport as a priority for investment and intervention within the WECA area and, in joint working with neighbouring authorities across the travel to work area.

I support the outline terms of reference for a bus strategy but would make the following observations:

1. Integration (between modes and services) needs to be highlighted as a priority goal.
2. Reaching out to other combined authorities for good practice would be useful.
3. Early dialogue with the bus industry about possible use of new powers in the 2017 Act would help to identify areas of concern and perhaps opportunity. For example, there is a difference in attitude within the bus industry when it comes to franchising.
4. Smart, multi-operator ticketing and personalised travel planning should really feature in the terms of reference unless I've overlooked this. Both would help to reduce barriers to bus use.
5. Cooperation between the NHS, WECA and community transport operators should be further explored given the large number of trips undertaken for medical appointments.
6. A 'whole corridor' approach to procurement and subsidy must be preferred to the piecemeal and expensive council-led basis to deciding on services and frequencies.

I hope you find my comments supportive and helpful.

Cllr Mark Bradshaw

Former Bristol Cabinet Member for Transport (2007-09; 2015-16) and Assistant Mayor for Place (2013-15)

Statement 11

Roger Bealing, Friends of Ashton Gate Station

Statement to West of England Combined Authority – 28th June 2017

A High Level Assessment Study for a new station at Barons Close, Ashton, Bristol was carried out and completed in November 2014. The study was flawed in many respects, not including the Bower Ashton campus of U.W.E., the headquarters of Imperial Tobacco, the Bristol Balloon Fiesta and Ashton Gate stadium, the latter housing the biggest conference facility in the south west of England.

A new housing development was announced on 26th June 2017, adjacent to the proposed station site. A total of 130 homes will be built by Bristol City Council, on land known as “Alderman Moore’s allotments”.

This will bring further pressure on the transport system of South Bristol. Bristol City Council approved funds for a new study; however this has been delayed due to budgetary issues. It is hoped that this work will commence in 2017.

Ashton, Ashton Gate and Southville, are popular areas recently attracting increased economic activity and development, growing recreational provision, more nighttime activity and improved shopping along with a growing population.

The area is now in desperate need of a new rail station to connect to both local rail services and the wider rail network and for additional bus services integrated with both cycling and walking which is high locally.

We urge the West of England Combined Authority to include Ashton Gate Station in their proposals for Metro West Phase 3.

Roger Bealing
Hon Secretary,
Friends of Ashton Gate Station

Statement 12
Chris Parker

Statement for Rail at Thornbury and Pilning

As member of Friends of Suburban Bristol Railways and a resident of Thornbury, I supporter MetroWest and rail projects as a sustainable and alternative method of transport, I wish to provide a statement of support for a rail link at Thornbury and reinstatement of meaningful services from Pilning including a park and ride.

Why support?

It's easy. There are no decent alternative modes of public transport for getting to and from Thornbury, other than by bus/road. Cycling to and from other transport hubs to connect (Aztec West/Cribbs Causeway/Yate) is beyond a lot of people because of Thornbury's road geology, whereby any journey to and from the town includes hill climbs, plus the distances involved makes for not too much of a pleasant experience.

Currently, to connect to rail from Thornbury, travel to Yate or Bristol Parkway by road would be necessary. These destinations suffer limited bus connections, which although are more plentiful in daytime, stop early evening and on Sundays. This is no good when you work office hours and require an alternative mode of transport.

Working full time, if there were a train station in Thornbury I would use for leisure travel and occasional commuting (my office base is Gloucester). For leisure travel, it would be much easier to catch a train from Thornbury that connects at either Yate or Bristol Parkway where intercity connections can be made, and one ticket covers the whole journey, simplifying cost, connectivity, travel anxiety and encouraging a shift in transport modes. The car could be left at home, with a walk to the station. As it currently stands, if you were to go intercity from Thornbury for a weekend away somewhere, direct bus connections to Bristol Parkway are limited before 9am, and non-existent on a Sunday, where you need to spend approx. 1-1.5 hours on 2 buses to get back to the town (depending on connections), as there is no direct bus (usually a 77, but in its absence is a 73 to Aztec West then pick up a 78/79). When this is normally a 20 minute car journey, you can see why people would drive to Bristol Parkway.

Whilst I appreciate the preference for new transport schemes is likely to be a Metrobus extension to Thornbury, getting in to Bristol and the A38 corridor present widening complications, and as traffic grows, there needs to be an alternative route to getting in to town. Likewise with the M32 (which the Metrobus links into), especially if governing bodies are considering congestion charges. Surely there needs to be a phased plan for alternative transport modes to be included as the Metrobus and other road schemes begin to reach capacity due to an ever growing city and other areas. Also, I wish to point out that these schemes would take you in to the north fringe or further when you may be wishing to head north or west, so you have to spend time doubling back on yourself and waiting for your bus to connect to your train, and, more than likely be more expensive.

The line from Yate to Tytherington is already in existence, and although it hasn't had regular workings over recent years, it has been promising to see freight trains using this line again as recently as June 2017. (For example service 7Z92 on 4/6/17). I believe Network Rail has been upgrading the Tytherington freight line recently, I am unclear if plans to reopen the quarry so this line will get more regular use are in the pipeline. The tunnel under the M5 is also still in existence, as trains currently access the quarry through

this. There would just need to be an extension for the last mile through to Thornbury for a new station, which is relatively simple in engineering terms as Grovesend tunnel still goes under the A38, and although it comes up into now private land, a station could be situated at the northern end of Midland Way, which is walkable to the town centre.

I don't believe parallels should be drawn between the costs of this line and the Portishead line. It's less likely to overrun than Portishead because there is no complex geology such as Avon Gorge, and I believe Network Rail has been upgrading the Tytherington freight line recently. There is also less of an extension distance to go on in to Thornbury.

The two level crossings on the Iron Acton bypass and Latteridge Road would not pose too much of a problem as they are already in existence so the infrastructure is already in place.

Travelling to Wales

Likewise, if there were a more meaningful service from Pilning station, with a park and ride facility, this could make journeys to Wales much more appealing, and save time rather than going to Bristol Parkway, which is further distance. Anything that can be done to make journey time shorter has to be explored and is a plus because that's the only way you can get people out of their cars. It's not just about the train journey time, it's all the connections from door to door.

Overall though, I believe that traffic needs to be reduced on the A38 corridor from Thornbury to Bristol. There needs to be a viable alternative to travelling to the north fringe and centre of Bristol, which a rail connection from Thornbury to Yate would deliver, on largely existing infrastructure and could support future growth, whereas if these improvements were not made and it was left with the A38 corridor as the main route from Thornbury to Bristol, any improvements made to this would arguably be short term and capacity levels would soon be reached compared to rail as there is only so much you can do to its pinchpoints, and by adding more traffic it will only become more congested any way.

Where?

Thornbury Station

Of course if Thornbury station is to be reinstated, its location is of paramount importance. It needs to be within reasonable walking distance for the town centre, however it will have to be in a northerly location because the old station site has been developed. Midland Way also now crosses the old line at its northern end.

However I believe it is imperative that the station should be on the Thornbury side of the A38, and Grovesend tunnel reinstated. Why do I think this? With all the houses planned for Thornbury, there are a limited number of ways in and out of the town. If a park and ride station were to be sited on the Tytherington side of the A38 in the quarry, this would knock it out of being a walking option for most people, and generate extra traffic movements at the Grovesend lights. Linden Homes' planning application for 125 homes on Post Farm, Butt Lane included a consultant's report on traffic movements within Thornbury and concluded that the Grovesend lights would be at capacity by 2020. Any solution for rail should be working to minimise vehicular traffic movements in and out of the town. My view is that the field at the top of Midland Way that is bordered by the old track bed should be safeguarded in the Neighbourhood Plan as a potential station location for the town. This would still be around 15-20 minutes walk from the High Street,

however a great deal of the towns population would be within this (although some without). If you drove a vehicle to this site, you would not be exiting the town or creating pressure on ways in or out of Thornbury, and thus may indeed minimise traffic impact on these junctions because you would be taking the train and leaving your car behind.

Pilning Station

Pilning station is in existence. As one of Britain's least used stations, this will likely become even less since being recently bastardised by Network Rail with the removal of the footbridge to the second platform, (with a POOR public consultation on their part).

This station could be a gem of a local station, because although it's in a relatively rural location, it is close to ever growing suburban conurbations along with the Severnside industry, with easy access from the M5 J17 and A403.

As a resident of Thornbury, if I wanted to travel to Cardiff/Wales, it is by far a preferential location for me to get to than fight my along the A38 through the Aztec West traffic and through Bradley Stoke to Bristol Parkway. It's also closer to Wales, so I can get there quicker, and once there have a shorter journey time.

Connections wise, yes it would really be a park and ride station, but is that so bad? And at present it is served by bus services with a 15 minute walk to the bus stop on Marsh Common Road (such as the 625/628) Severn Beach to Cribbs/Frenchay services. However if there was a demand due to a more regular train service, this could be diverted along Station Road, to take in the railway station forecourt and turn back out. Bus stops are existing. This would also serve local people using the station in the village. And of course, there's nothing to stop a more meaningful route and service to take in timings for workers in Severnside after a little planning work carried out with local employers was carried out.

It is unclear what a reduction in tolls on the Severn Crossings will do to the economies of Bristol and South Wales, however, with a station at Pilning, this will surely open up access to an extra labour force for Severnside, and likewise people from South Gloucestershire enjoying opportunities accessible from south Wales stations from Pilning.

Frequency

Frequency of any rail service needs to be meaningful. Trains need to be regular and reliable. They also need to run at times people need them – intensified around travel to and from work times.

I am unclear what timings the Thornbury line could support. However an hourly service to begin with is certainly better than nothing, although more frequent trains at peak times would be useful. For example if you are reliant on public transport to get you to and from work, you need a reliable selection of train times to choose from if you are going to make the shift in mode of transport. Particularly if you are heading north and need to change trains at Yate. A meaningful timetable needs to support demand.

That said, "build it and they will come" is never a truer phrase. Bristol Parkway is a case in point. Opened in 1972, it was just a gravel car park and temporary station building in an old marshalling yard. Now it is one of the busiest stations in the region, and you would not even know that it was constructed on a former marshalling yard site, and aside from existing planned expansion, will struggle to absorb further station patronage and growth

without significant architectural remodelling. As Bristol grows, and her conurbations, if the services are there, people will use them and they're usage will grow. Any extra services put on at Pilning and Thornbury need to be made as part of an integrated transport plan which links in multimodal transport and encourages use of these stations as a meaningful alternative to the car.

Conclusion

In conclusion, although Thornbury is its own town, it is essentially connected to Bristol, and should be seen in transport terms as an urban conurbation extension to the city. Its services are linked to the city, much of its employment opportunity is too. And, to a lesser degree, that of Gloucester too. As the town grows, via alternative modes of transport need to be considered, and existing local opportunities need to be exploited.

Yours faithfully

Chris Parker

Statement written for West of England Combined Authority meeting

Wednesday 28 June 2017

9:30am at BAWA Club, Southmead Road, Bristol.

Statement 13

Cllr Gary Hopkins, Bristol City Council

Public transport in the West of England STATEMENT.

The new combined authority presents opportunities that were denied to the individual constituents and it is important that they are seized as our public are impatient for progress.

It is unfortunate that some of the possible rail solutions were lost in the past due to vandals like Dr Beeching. It is therefore even more important that where rails and corridors remain that they are taken full bad vantage of by the opening and reopening of suitable stations.

It has to be recognized though that the improvement of the rail offer has to be supplemented by massive improvements in our bus services. Busses are the ONLY portion for many and all public transport needs fully integrated ticketing. It's is also the case that until the authority gets to grips with a proper system of franchising for our bus services the West of England public will suffer a poor and sporadic service that will ho;d back our local economy.

Gary Hopkins

Leader Bristol Liberal democrats.

Statement 14
Nigel Bray, Railfuture Severnside

Statement to the West of England Combined Authority on Rail Investment

Railfuture urges the Combined Authority and local MPs to secure funding to enable Network Rail to deliver MetroWest Phases 1 and 2, including the extension of Phase 2 to Gloucester, during Control Period 6 (2019-24). We are concerned that the longer that the scheme is delayed, the harder it will be to persuade motorists to leave their cars at home.

We also seek your support for the completion of Great Western electrification to Bristol Temple Meads via Bath and via Filton. This will bring massive benefits to the local economy and to the connectivity of the region.

We believe the dramatic increase in usage of rail in Greater Bristol in recent decades makes a strong case for further Phases of MetroWest, including a Henbury loop service, Bristol- Swindon local services and reopening of the Thornbury line.

Some of the money promised for rail in the Joint Transport Study should be used to improve the ambience of suburban stations, eg with better waiting facilities and interchange with buses.

Nigel Bray,
Secretary, Railfuture Severnside.

Statement 15
Martin Garret, Transport for Greater Bristol

TfGB Mini Manifesto

The West of England spatial and transport plan is envisaging a reduction of only 600 commuter car journeys per day by 2036. This is unacceptable, given the environmental crisis we face.

Instead we need to reduce road building, and deter car parking(*1) in town and city centres; and promote an electrified MetroWest; and journeys by tram and tram train, reorganise bus routes, bus hubs at shopping and business centres, hospitals etc., and bus rail interchanges (*2) at every rail station, introduce modern integrated ticketing, and promote active travel to deter the car journeys that are destroying our environment and health.

*Notes.

The above is meant to be succinct and hard hitting and not a detailed plan, so some suggestions for tackling cars and reorganising buses are contained in these footnotes.

1. Cars and parking

Disincentivize parking with a Work Place Parking Levy.

Prevent temporary car parks on vacant land in urban areas.

Expand residents only parking schemes (=commuter exclusion zones)

Promote Park and Ride bus and rail schemes along arterial approaches to built up areas: not everyone lives close to a rail station or convenient bus route.

2. Buses

Given the present legislation, the most effective method for bringing about the reorganisation of bus services, and integrated ticketing is through the use of franchising powers by the West of England Combined Authority.

Martin Garrett
on behalf of Transport for Greater Bristol 27 June 2017

Statement 16
Christina Briggs, FOSBR

Friends of Suburban Bristol Railways (FOSBR)
Statement to WECA Weds 28 June 2017

BAWA, 589 Southmead Road, Filton, Bristol, BS34 7RG



1. The case for rail

- a. FOSBR notes that in the newly published December 2016 Joint Transport Study consultation, the 700 respondents to this consultation overwhelmingly favoured rail improvements over road. This is confirmed by our own January 2016 rail map survey (attached) to which we had 800 respondents.
- b. The merits of a region-wide local rail network, properly resourced and maintained, should be obvious, both from the point of view of short and reliable transit times, connectivity, independence of the rail network from road congestion and air quality improvements from electrification of rail lines. The benefits to social mobility and physical and mental health of an easy commute to work are well known. As evidence of the scale of the problem, the Mayor of Bristol has recently launched a Congestion Task force and Sustrans are leading a Clean Air campaign.
- c. FOSBR notes that the recently completed South Bristol Link Road, hailed as necessary to reduce congestion in the South Bristol area, is already heavily congested in rush hour. This has long been predicted in our statements over the years.
- d. FOSBR notes that in the Joint Transport Study it was stated by Network Rail that the local rail network is congested and does not have capacity to take many more passengers. However, FOSBR argues that, with suitable investment in schemes such as Filton Bank four-tracking, Bristol East Junction remodelling and redoubling of the Severn Beach Line, the capacity for local rail services will be much enhanced, especially with the double capacity Class 165/6 trains on the Severn Beach Line and the new smartcard scheme. FOSBR notes that the Severn Beach Line currently carries more than a million journeys a year.
- e. FOSBR has invited other rail groups and private citizens across the West of England area to submit statements to WECA to illustrate the public and political support for investment in cross-regional rail. We have also drafted the attached FOSBR Rail Manifesto 2017 which summarises the different rail projects that are currently being considered.
- f. FOSBR therefore requests WECA to make rail, with effective rail-bus interchange and a Park and Ride network, the first priority for the transport component of the devolution deal as this is the only truly cross-regional network that can reduce road congestion and improve air quality.

2. One example of what FOSBR can offer: data challenging the Port of

- a. Bristol's use of freight a. FOSBR understands that a major component of the £100m over-run in costs on the

Portishead line is due to the 50 weekend closures necessary for the works to take place concurrently with the freight trains that are supposed to be running on the Portbury Line during every week day.

b. Subsequent to this FOSBR has been monitoring the use of the Portbury freight line every day over four months. The attached table shows that only 5% of the purchased freight paths have been used over this period, and also shows that the freight paths are usually used on a Tuesday and Thursday. This means that at the very least, the line possessions for the Portishead line works could take place over a 4-day weekend, from Thursday to Monday inclusive. This will less than halve the 50 weekend possessions deemed to be necessary, as more work can be done in between moving machinery in and out.

c. In our statement to JTB in March, FOSBR suggested that savings on construction costs could be made by challenging the Port of Bristol on their use of the freight line to Portbury. Therefore it should be possible to negotiate full possession of the line in order to carry out rail construction work for longer periods of time without excessive charges. We suggest that WECA should urgently hold talks with the Port and Network Rail to facilitate the detailed re- scoping of the Portishead Line.

3. The future of MetroWest – Phase 3

a. FOSBR supports the existing MetroWest Phase 1 and 2 schemes, but urges WECA to plan now for an ambitious cross-regional scheme that benefits the whole West of England area. This is why we have invited residents of Thornbury, Corsham and Pilning to make representations today. We have visited each of the stations on our Phase 3 map and commend these three stations in particular. We would suggest that WECA initiates an in-house study of our Phase 3 station reopening plan, together with our suggestions for rail services and rail-bus interchange that would fit into the existing timetable.

b. The largest component of Phase 3 would be the reopening of the Thornbury Line. We consider that this will not have the complications that have been encountered by the Portishead line with the Avon Gorge. For the Thornbury Line, both rail tunnels under the A38 and M5 still exist (see photos). There are two level crossings on the Thornbury Line which might at first glance appear to be a major problem - as has been found with Severn Beach Line (with the conveyor belt at St Andrew's Level Crossing) and the Portishead Line (with the Winterstoke industrial estate next to the Cumberland Basin flyover). However because these crossings on the Thornbury line are in the open country they could be replaced by road or rail bridges much more easily. We are confident that the MetroWest team will soon have the experience to overcome these challenges.

4. FOSBR Requests:

a. FOSBR has one immediate request to make of WECA. We have noticed that at every meeting of the Joint Transport Board, the road and MetroBus schemes are first on the agenda and the MetroWest rail schemes are always last on the agenda. FOSBR and our allies here today therefore request WECA to, as evidence of willingness to put rail as their immediate top priority for this first term of the devolution deal, to put rail as the first item

on the agenda of each WECA meeting, and to include on the agenda the details of the nearest rail and bus service to all WECA meetings which are open to the public. For example the public need to know the nearest bus to BAWA Filton, 589 Southmead Road, Filton, Bristol BS34 7RG for the meeting on 28 June at 9.30am.

b. Finally FOSBR has a suggestion for WECA governance. We have over the years witnessed the endless difficulties of hiring consultants for every aspect of rail planning and the resulting lack of expertise and dependence on Network Rail dictats. We would much rather that WECA had its own in-house rail planning team, headed up by a rail industry professional, and a formal relationship with Network Rail as contractor. Please consider this as an important investment and expression of serious intent that the devolution deal will be a real game- changer for public transport in the West of England region.

NB - We realise that rail is not the only part of the WECA remit, and accordingly we commend to WECA the Good Transport Plan produced by Sustrans for the Green Capital year, the TfGB Mini- Manifesto, and the appeal from the Save the Libraries campaign to use some of the 19+ Adult Skills devolution fund to save local libraries in Bristol, S Glos and BANES from closure.

Christina Biggs (FOSBR Secretary), Tuesday 27 June 2017

Statement 17

Barbara Segal, member of FOSBR

Plans for Suburban Railways – Access to stations and trains

I am a member of FOSBR and a resident of Easton, Bristol.

We are looking forward to the implementation of plans to improve the suburban rail network in Bristol and the surrounding areas and urge WECA to make this a priority. The increasing use of the Severn Beach Railway has demonstrated that there is a public appetite for using rail, which is the most environmentally sound method of public transport.

However, in order to maximise the use of these services it is important that members of the public with differing needs are able to access stations and trains. Plans for the expanded and improved network must therefore encompass:

- **Disabled access.** As an example, at my own station, Stapleton Road, there is a height difference of between 2 and 3 feet between the platform and the train, which makes wheelchair access impossible and access for visually impaired passengers or those who are not fully able-bodied very difficult.
- **General access to stations.** Good sign-posting is needed, as well as buses that serve the stations and, where appropriate, park & ride facilities.
- **Station facilities.** Stations need seating and shelter and good lighting is essential.
- **Use of trains by cyclists.** Cycling is popular in our area, and is increasing. Schemes are underway to encourage more people to take to their bikes and to make cycling easier and safer. These initiatives need to be mirrored in the rail network. All stations should have cycle parking and – ideally – secure storage for bikes. Most important, there needs to be space for more bikes on the trains, so that cyclists who may not be able to complete their whole journey by bike can combine this with train travel. On the Severn Beach line only two bikes can technically be accommodated on each service and on parts of the line this is already far from adequate. At busy times, it is not uncommon for there to be 6 or 7 cyclists wishing to take a particular train. A solution to this would be a separate compartment for bike storage, or an open trailer, such as are in use in some countries in continental Europe.

Barbara Segal

Member of FOSBR: <http://fosbr.org.uk>

Statement 18

Tony Lloyd, member of FOSBR

WECA Meeting 28 June 2017 - Statement on Local Rail Services

I wish to submit this short statement to the meeting in relation to provision of local rail services - in particular to future developments.

It might seem slightly esoteric to consider long term planning for rail in the area when it appears, from recent events (such as the Portishead line cost escalation), that even near future projects are struggling to get off the ground. However we hope and am fairly confident that somehow schemes such as MetroWest Phases 1 and 2 will be accomplished.

So where do we go from here? There are a considerable number of closed and abandoned stations that could be re-furnished and brought into use. We (FOSBR) have submitted these in response to the Joint Transport Study and they are also included in our 'FOSBR Rail Manifesto 2017'. Re-opening stations such as St Anne's, Charfield, Saltford, Coalpit Heath and Chittening could greatly increase the capacity of our local rail system to transport commuters around the area - for business, work and leisure.

Some members of FOSBR have in fact gone to various old station sites to check whether re-opening would be possible. In many cases, the answer is 'yes' although the reasons for re-opening do differ. Active planning should be started now to consider their viability in more detail. At the very least, these sites should be safeguarded for possible future rail use.

We consider that rail provides the spine of public transport provision in our area, with good bus links to the individual stations. A comprehensive network of stations and lines around the area will help considerably to reduce congestion on our roads - by reducing non-essential vehicles and so freeing up the local roads for those people and businesses who absolutely need to use them.

Tony Lloyd (FOSBR)

Statement 19
Lesley Cox

Regarding The Imbalance of Values and Information Relating to Natural Capital Inherent In The WECA

Dear Sirs/Mesdames,

I understand that a meeting of the new West of England Combined Authority will be held tomorrow at which I would like, if possible, to say a few words relating to generic matters regarding our natural capital.

I trust that this will be possible and I look forward to meeting you all.

Many thanks.
Kindest regards,
Lesley Cox.

I have come here, to 'The Lion's Den' so to speak, to flag up a fundamentally important issue that has not been adequately addressed within the decision making process, viz the importance of our natural capital

1. Balance in our lives is fundamental.

Many aspects of our lives are important but if one aspect becomes dominant over the other, breakdown is not far away. The decision making process within WECA and the LEP is driven by powerful commercial and business interests focusing on what they perceive to be important, i.e., expanding and servicing financial and economic capital, however, insufficient attention is paid to the importance of natural capital, which creates a serious imbalance in our thinking and actions. The natural world is not only inherently important, it also provides economic and health benefits of about £30bn a year, according to a 2011 government analysis.

2. Imbalance creates crisis

A silent crisis is in progress in a largely zero-sum equation. The drive for economic growth is occurring at the expense of our natural capital upon which we all depend for our health, well-being and ultimately, our survival. Yet I can see no genuinely informed personnel supplying sound information on the matter to you as decision makers to enable more balanced decisions, whilst the decimation of our flora and fauna continues a-pace. Further to species that have already become extinct, more than 1 in 10 species (12%) is currently facing extinction. Overall, a comprehensive scientific report, found that 56% of species declined between 1970 and 2013 and 53% between 2002 and 2013. Even the Government's own assessment, published in August, found that much of England's best-loved wildlife remains in serious decline, with 75% of over 200 "priority" species across the country falling in number and they have pledged to protect flora and fauna in wake of Brexit. History shows us that poor decision-making is partly to blame.

3. Biodiversity and Sustainability are frequently mentioned as standard inclusions in any I or all planning or 'development' documents but the requirements of each are clearly not being addressed or serviced. Mitigation, if it occurs, usually ticks boxes for legal purposes rather demonstrating an understanding of the way in which eco- systems actually work.

4. Decline and Fall

The UK is, "Among the most nature-depleted countries in the world", with most of the country having gone past the threshold at which "ecosystems may no longer reliably meet society's needs".

- Of 218 countries measured by scientists on an Index of Biodiversity Intactness, we are amongst the greatest losers and placed close to the bottom as the 29th worst. With a few notable exceptions the decline is exponential.
- 97% of flowering meadow and miles of hedgerow lost.
- Insects, the largest group of species, which pollinate our crops and provide food for birds have declined by 60% in recent times and
- Some very recent research demonstrates that seasonally breeding species such as birds and bumblebees are having to compete for suitable nest sites, which are increasingly fewer in number in many anthropogenically degraded environments with the early bird/bee succeeding at the expense of later nesters.

As WECA seeks to improve connectivity for Homo sapiens, connectivity is lost to our flora and fauna. Fragmentation and decline await them. Can we really be as wise as our name suggests?

5. Conclusion: This issue is every bit as important as the issues WECA is trying to address. I respectfully request more input into the decision-making process from truly knowledgeable, independent specialists rather than the 'expert' hirelings paid to favour the requirements of the hirer.

L.N. Cox (28/6/17)

Statement 20
Cllr Jo Sergeant, Bristol City Council

Statement to the WECA

A 21st century rail for the West of England

As a councillor for the Avonmouth & Lawrence Weston ward, I wish to affirm my support for the FOSBR Rail Manifesto (attached for reference). With as many as four stations within its current boundaries (Shirehampton, Avonmouth, St Andrews Road and the proposed Portway Park & Ride), the Severn Beach line is a key component of the public transport provision for my ward.

Therefore, I would urge the WECA to commit to supporting this Manifesto for Rail, in particular, to work for the realisation of the Henbury Loop (including working with the Port of Bristol Company to resolve the location issue in Avonmouth), as well as for double-tracking on the Severn Beach Line and increased frequency of service.

Our industries across the West need better transport links. Our roads are heavily congested, making commuting around the region a nightmare for many. Buses are expensive and the service is poor. Our air quality needs to be improved. The only way to resolve these issues is to invest in and improve our train services.

Councillor Jo Sergeant
Avonmouth & Lawrence Weston ward
Bristol

Statement 21

Olga Taylor, Pilning Station Group

“Quick Wins” for Pilning Railway Station

Pilning Station Group calls on the West of England Combines Authority to support some affordable “quick wins” which would make Pilning more useful and increase passenger numbers (and hence revenue and viability).

1. A THIRD TRAIN ON SATURDAYS

Prior to demolition of the station footbridge, resulting in the closure of the westbound platform, Pilning had a return westbound train from Bristol TM at around 15 00, allowing people around six hours in the city. A condition of permission being granted to demolish the bridge was that GWR would have to provide a second eastbound train at Pilning, allowing people returning from Bristol to travel via Severn Tunnel Junction.

However, this additional train calls at Pilning at 13 34, requiring people to leave Bristol TM at 12 21. This only allows them about three hours in the city – half the time they had previously. Taking into account the distance of Bristol TM station from the city centre, this further reduces the time people have to shop etc. In short, the alternative provision GWR have made is not an adequate replacement, and fails to meet the requirement that was placed upon them. Having said that, the 13 34 service referred to above is already proving useful in its own right, both to local people and visitors, who would not want to lose it. It must therefore be retained.

The simple solution is for GWR to stop a third eastbound train at Pilning at around 15 35. (A later time would be even better, but would not be possible during winter due to the present lack of station lighting). This would give people around five hours in Bristol – something much closer to what they had previously.

In addition, a third train at this time would make it much easier for people from elsewhere to visit Pilning. It is a known fact that stations with “quirky” services attract visits from enthusiasts and others, who will travel considerable distances in order to experience using the service and to “tick them off”. Together with the new 13 34 service, a third train around 15 30 would enable people to travel to Pilning, alight there, enjoy a lunchtime break in the nearby Plough pub (many rail enthusiasts are also beer enthusiasts!) and return to catch the new service about 15 30. This would increase station usage and fare revenue, and would boost this element of the local economy. There is a precedent for this on GWR – Newton St Cyres near Exeter has hardly any daytime trains, but has a much better evening service in order to cater for users of the Beer Engine pub nearby. If GWR can do it for Newton St Cyres, they can do it for Pilning!

2. A MONDAY-FRIDAY TRAIN AROUND 07 30-08 00

Currently trains only stop at Pilning on Saturdays. However, there is a potential market for a morning-peak eastbound service, to enable people to get to Bristol promptly (or beyond) for meetings, work, study, leisure etc., returning later via an alternative route (e.g. to Severn Beach, taking advantage of the recently-agreed ticket interavailability). Another factor is that the slow and circuitous alternative route from Severn Beach has no trains between 07 51 and 09 56, and is very crowded in rush hours, so such a service from Pilning would provide a viable and useful alternative. It may be noted that the similar “one-direction-only” station at Polesworth has one train DAILY (Mondays to Saturdays), at 07 30. Despite this, its passenger figures at the last count totalled 350 – over ten times Pilning’s 23. This indicates that even one train a day in the morning peak (with no return) on six days a week can be much more viable than one or two trains a week.

3. THE “MORAL DIMENSION”

The railway has benefitted greatly from the decision to permit demolition of Pilning’s footbridge and closure of the westbound platform, saving over half a million pounds as a consequence. In exchange, Pilning’s users – and potential users – have incurred a major disbenefit with very little in the way of compensation (namely, one extra eastbound train which gives them only half the time in Bristol that they had before, and which involves a journey time nearly four times longer than previously). This is patently unfair and unjust. The least the railway can do by way of recompense is to give them a couple of small additional benefits on the lines of those outlined above. The cost of these (if any) will be a tiny fraction of the amount the railway has saved. These in turn will help attract additional usage and fare revenue, from which the railway itself will also benefit.

4. FURTHER DESIRABLE IMPROVEMENTS

In the short term, reinstate platform lighting, enabling trains to call again after dark (not possible since the original lighting was declared unsafe about 30 years ago). The station site still has an electricity supply to the telephone box and the Network Rail brick building, so this would appear to be a relatively simple issue. Alternatively, solar lighting would be an option – the station already has a solar-powered Help Point.

In the mid to long term, reinstate the footbridge, enabling the station once again to enjoy a service in both directions.

Statement 22
Alex Piodux

Charfield Railway station

Charfield station hasn't been operational since 1965, but the time has come for people to realise that the village is expanding and people in the countryside need public transport because not everyone drives. Charfield is located between nearby Gloucestershire town of wotton under edge and other small villages such as falfield and cromhall.

The population of charfield, wotton, kingswood (glos), tortworth/leyhill, cromhall and falfield is well over 13,000 according to 2011 census. These places are places people would come to use the station. Charfield has around about 1100 homes currently with 2 new housing estates going up in the village this year adding an extra 300 homes. Also there is a argument for another 1000 homes to come to charfield in the next 5 years. This doesn't take in to consideration about other new housing estates that are going up in nearby villages. Public transport is honestly awful for charfield. This needs to be addressed and a new station would be an excellent addition to helping to this problem. There is NO bus service to bristol, cribbs causeway, any hospital or gloucester. People would use a train regularly to get to parkway and temple meads for work on a daily basis. The village is expanding and the public transport needs to move forward with the village. There could easily be a local bus service that served wotton to Charfield station and then to cromhall, tortworth and falfield to allow people to access the station and not cause extra traffic. I feel like there's no real negative issues surrounding a new station in a upcoming large village such as Charfield.

Alex Pidoux
22/06/17

Statement 23
Jim Doxey

OFF STREET PARKING FOR RAIL& BUS SERVICES AT SEA MILLS

Approximately two years ago the commuter parking in the Sea Mills Station area had become so bad that BCC highways officials were asked to attend the Stoke Bishop Neighbourhood Forum to see if they could offer any solutions to the problem. They reported back to a later forum that they had no solution as there was no land available for off street parking rejecting the old prefab site as it was a scheduled archaeological site. I rang Mel Barge of Historic England who confirmed that it was possible to use a scheduled site for parking with certain conditions & that no approach had been made by BCC. Mayor Ferguson made a site visit & the attached suggestions were given to him but nothing materialised.

The commuters are doing what they have been asked to do, use public transport to get into Bristol in this case by bus & rail & their needs for parking should be considered as part of the integrated transport policy. This may be a small project but local residents & commuters would be very grateful if the Combined Authority could deliver it.

JWD 25/5117

Statement 24
Andy Newman

Statement for the WECA Committee – Support for the FOSBR Manifesto

Please accept the following statement which I would like to speak to during the section of the West of England Combined Authority meeting on 28th June:

I support the manifesto for rail services submitted by Friends of Suburban Bristol Railways. In particular I draw your attention to the campaign for a new station at Corsham, which has been building strength for a number of years. An extension from the Metro West service from Bath Spa to turn around at Chippenham, stopping at Corsham, would provide a useful rail service that would benefit the area served by the West of England Combined Authority.

The campaign for a Corsham station has cross party support from the Labour Party, Conservatives and Liberal Democrats. The campaign is led by Corsham Town Council, and has been supported by our MP, and Wiltshire County Council.

The feasibility study and business plan from Wiltshire County Council, the Atkins report, indicate that a Corsham station could carry up to 400,000 passengers a year for journeys to and from Bath and Bristol, increasing economic activity in those cities, and providing an additional revenue stream for the Metro West services.

In addition, there would be a significant reduction in road congestion: over 650 Corsham residents make a daily commute to Bath, less than 2% of these journeys are made by rail. This contrasts with trips from Chippenham to Bath where rail captures almost a third of work trips.

Andy Newman

**APPENDIX THREE – STATEMENT FROM PROFESSOR STEVEN WEST, CHAIR OF
LOCAL ENTERPRISE PARTNERSHIP**

ITEM: 9

REPORT TO: Extraordinary WECA Committee

DATE: 15 September 2017

REPORT TITLE: INTERIM PAY POLICY STATEMENT

AUTHOR: WILLIAM HARDING, HUMAN RESOURCE ADVISER

1. Purpose of Report

The report seeks the Committee's agreement to the Authority's interim Pay Policy Statement.

2. Issues for Consideration

- 2.1 Under the provisions of the Localism Act 2011 [Section 38 (1), the Authority is required to and publish a pay policy statement.
- 2.2 Associated statutory guidance is set out in the Openness and Accountability in Local Pay: Guidance and Supplementary Guidance under section 40 of the Localism Act (February 2012 & 2013) together with Department for Communities and Local Government's Local Government Transparency Code 2015.
- 2.3 The statement should be reviewed at least annually and its approval cannot be delegated to any executive or committee function.
- 2.4 It is anticipated that the statement will be agreed by 31 March preceding the year to which it applies. As the Order establishing West of England Combined Authority did not come into force until 9 February 2017, this was not possible for 2017-18.
- 2.5 The attached draft pay policy statement is presented as an interim measure recognising that the current workforce transferred to the new employer on existing terms and conditions of service under the provisions of TUPE. Work continues on developing the organisational structures and associated terms and conditions of employment that the Combined Authority will need in staffing terms to deliver its objectives and priorities. This work will underpin and inform the final pay policy statement which will be presented for the committee's consideration.
- 2.6 The attached draft is intended to give sufficient flexibility to develop the pay structures necessary to attract and retain staff with the necessary skills and expertise whilst establishing general principles in respect of future pay strategy.

3. Consultation:

- 3.1 Recognised trade unions are being consulted on developing general terms and conditions of employment for Authority employees including pay and grading.

4. Other Options Considered:

The Authority is required to prepare a pay policy statement. Further development of general terms and conditions of employment will consider options available in terms of HR policy

Risk Management/Assessment:

- 5 There is a statutory requirement to produce a pay policy statement. The draft attached address this obligation

Public Sector Equality Duties:

- 6 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.
- 6.1 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.
- 6.2 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.
- 6.3 The present draft has been prepared considering the Authority's general obligations as an employer under the Equality Act 2010 as well as the more specific public sector equality duty. Further work in developing HR policy will be similarly mindful of these requirements

Finance Implications:

- 7 None arising directly from this report.

Legal Implications:

- 8 These are addressed in the report where relevant.

Environmental Implications:

- 9 None arising directly from this report.

Land/Property Implications;

- 10 None arising directly from this report.

Human Resources Implications:

- 11 The report deals exclusively with HR/employment matters.

12. Recommendation:

That:

The Committee approve the draft pay policy statement noting that this is an interim statement 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.

Report Author: William Harding, HR Adviser

West of England Combined Authority Contact:

Email: info@westofengland-ca.gov.uk

Telephone: 0117 42 6210

Appendices & Background Papers: None

Any person seeking background information relating to this item should seek the assistance of the Contact Officer for the meeting, who is and who is available by telephoning Joanna Greenwood on 0117 42 6210.

Writing to West of England Combined Authority Office, 3 Rivergate, Temple Way, Bristol BS1 6ER.

Email: Joanna.greenwood@westofengland-ca.gov.uk.

DRAFT Pay Policy Statement 2017 -18

Introduction

The West of England Combined Authority is made up of three of the local authorities in the region – Bath & North East Somerset, Bristol and South Gloucestershire.

Working with our partners including the West of England Local Enterprise Partnership, North Somerset Council and other local service providers, our aim is to deliver economic growth for the region and address some of the challenges, such as productivity and skills, housing and transport.

The Order establishing the authority came into force on 9 February 2017 and core staff transferred their employment from the constituent authorities on 1 May 2017 under the provisions the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended (TUPE). We are working now to develop our organisational and pay structures together with associated employment policy and practice. This is an interim statement setting out guiding principles and reflecting key decisions made to date. The statement will be further developed during the coming year as part of the Authority's overall approach to pay, conditions and other employment-related matters.

Purpose and scope

- 1.1 The purpose of the statement is to provide a clear and transparent policy to the public, which demonstrates accountability and value for money.
- 1.2 The policy statement will meet the Authority's obligations under the Localism Act 2011 [Section 38 (1)] and the associated statutory guidance set out in the Openness and Accountability in Local Pay: Guidance and Supplementary Guidance under section 40 of the Localism Act (February 2012 & 2013) together with the Local Government Transparency Code 2015 (February 2015)) from the Department for Communities and Local Government.
- 1.3 It will articulate the Authority's policies towards a range of issues relating to the pay (including severance pay) of its direct workforce its Chief Officers, as defined by the Local Government and Housing Act 1989 and all other employees (in accordance with provisions in the Localism Act). The policy will be reviewed, at least annually, to reflect any statutory changes (particularly in relation to public sector severance payments), anticipated in the coming year.
- 1.4 The Authority's pay arrangements will reflect the need to recruit, retain and motivate skilled employees to ensure high levels of performance balanced with accountability on the public purse. The policy will be underpinned by principles of fairness and equality and will need to recognise the flexibility which is essential in delivering a range of services.
- 1.5 The statement will be reviewed annually in advance of the financial year to which it relates. It's approval and any subsequent amendments will be considered at a meeting of the Combined Authority. The statement will be published on the Authority's public website

Definitions

For the purposes of this Pay Policy Statement the following definitions apply:

- 2.1 **'Pay'** in addition to base salary includes charges, fees, allowances, benefits in kind, increases in/enhancement to pension entitlements and termination payments where applicable.

'Chief Officers' refers to the Chief Executive, as 'Head of Paid Service' and posts reporting to that postholder, excluding administrative support functions

'Lowest paid employee' refers to those employees in substantive full-time employment at the lowest scale point of the Authority's pay scale

General principles & practice

- 3.1 The West of England Combined Authority's employment practice will be governed generally by the relevant national and European legislation and, where relevant, specific local government legislation and regulation.
- 3.2 **Principles:** The Authority values all its employees and aims to apply a consistent and fair approach to pay and benefits, in line with the following principles:
- ✓ To work within financial constraints using those limited funds in the most effective way to support the Authority in the provision of quality cost effective services.
 - ✓ To take account of affordability in the introduction and maintenance of any changes to pay structure.
 - ✓ To support a flexible approach to the acceptance of changes to tasks, duties and responsibilities by employees and allow for flexibility between posts.
 - ✓ To be mindful of the market in making decisions about pay and benefits enabling the Authority to attract and retain its employees and to respond to situations where market forces dictate the necessity to apply supplements to established salaries.
 - ✓ To actively work towards reducing any unjustified gender pay gaps and promote an equal pay agenda ensuring that transparent and accessible pay and job evaluation systems, processes and systems meet legislative requirements.
 - ✓ To be clear about the recognition and reward of performance, whether at whole organisation, service, team or individual level.
 - ✓ To manage pay and benefits processes appropriate to service delivery in a fair and consistent way, and in line with a commitment to remaining within the framework of the relevant national pay and conditions agreements.
 - ✓ To aim to retain a core set of benefits for all employees.
- 3.3 **Practice:** Basic pay will be determined through:
- The job role and its accountability in the overall context of the Authority's services and responsibilities using a job evaluation process based on objective criteria and free from discriminatory bias.
 - Ensuring that all employees are dealt with on this basis with no distinction being made for senior management appointments, including Chief Officers, their Deputies and staff generally.
 - The terms of the relevant national agreements on pay and conditions of service.
 - The amount available for the pay review process is also impacted by what the Authorities which are party to the national agreements can collectively afford.
 - A comprehensive pay and grading structure will be adopted that must be affordable and offer recruitment and retention incentive.
 - The outcome of reviews into the local pay and grading structures are determined within the terms of this policy and the Authority's governance arrangements.
- Note: The pay rate for apprentices, interns and trainees, will reflect the degree of training and development required in the roles.*
- 3.4 **Equal pay:** The Authority is committed to the principle of equal pay for all posts of the same size and value. To put its commitment to equal pay into practice, it will:
- Regularly review its pay grade and rates for all current staff and starting pay for new staff in line with Equality and Human Rights Commission guidance to ensure a robust and consistent approach.
 - Inform employees of how these practices work and how their own pay is arrived at.
 - provides training and guidance for managers and supervisory staff involved in decisions about pay and benefits.
 - Regularly monitor pay and grading data and statistics and will publish pay equality data as statutorily required

Senior pay

4.1 The remuneration of the Chief Executive and other senior management appointments in the Authority is undertaken by external analysts using the Hay Job Evaluation process. Levels of pay have been market-related by being compared to a national data base maintained by the Hay Group of similar posts in a wide range of public and not for profit sector organisations and recognising regional influences. The pay structure for Chief Officers takes account of clearly defined 'statutory responsibilities'. Four pay bands will be available for the most senior officers, as set out below:

BAND	MIN/MID/ MAX POINTS	Composition, Terms & Conditions
CHIEF EXECUTIVE/ HEAD OF PAID SERVICE & other senior management appointments*		
Band 1	Fixed/Spot	<ul style="list-style-type: none"> - A fixed salary within the range £135,000 to £155,000 pa taking account of current public sector market median data provided by the independent analysts with recognition of regional influences and the Authority's general starting salary policy. - No variable element within the remuneration package e.g. bonuses, charges, fees or allowances, benefits in kind - Salary subject to annual review to take account of factors such as performance, capability, JNC national pay settlements. - Other conditions of service are those determined nationally by the JNC specifically for these appointments or, as locally determined for all other staff.
Band 2	Fixed/Spot	<ul style="list-style-type: none"> - A fixed salary within the range £110,000 to £125,000 pa t taking account of current public sector market median data provided by the independent analysts with recognition of regional influences and the Authority's general starting salary policy. - No variable element within the remuneration package e.g. bonuses, charges, fees or allowances, benefits in kind - Salary subject to annual review to take account of factors such as performance, capability, JNC national pay settlements. - Other conditions of service are those determined nationally by the JNC specifically for these appointments or, as locally determined for all other staff.
Band 3	Fixed/Spot	<ul style="list-style-type: none"> - A fixed salary within the range £90,000 to £99,000 pa taking account of current public sector market median data provided by the independent analysts with recognition of regional influences and the Authority's general starting salary policy. - No variable element within the remuneration package e.g. bonuses, charges, fees or allowances, benefits in kind - Salary subject to annual review to take account of factors such as performance, capability, JNC national pay settlements. - Other conditions of service are those determined nationally by the JNC specifically for these appointments or, as locally determined for all other staff.
Band 4	Fixed/Spot	<ul style="list-style-type: none"> - A fixed salary within the range £80,000 to £90,000 pa taking account of current public sector market median data provided by the independent analysts with recognition of regional influences and the Authority's general starting salary policy. - No variable element within the remuneration package e.g. bonuses, charges, fees or allowances, benefits in kind - Salary subject to annual review to take account of factors such as performance, capability, JNC national pay settlements. - Other conditions of service are those determined nationally by the JNC specifically for these appointments or, as locally determined for all other staff

**In accordance with decisions of the Employment & Appointments Committee: 24 May 2017*

4.2 The Authority has adopted a pay range to allow flexibility in candidate attraction. Individual appointments will be made on a 'fixed or spot salary'. Pay increments with time served progression are not appropriate. Placement within the range will reflect factors such as capability, experience, previous salary history, and marketability.

4.3 Senior staff will not be differentiated from other members of staff in terms of remuneration on resignation or termination. The Authority's general arrangements for severance and scheme for discretionary payments will be developed and adopted prior to publication of the next annual statement.

- 4.4 If proposed severance packages are likely to in exceed £99,999 (this threshold includes [but is not limited to] any proposals in respect of salary to be paid in lieu, redundancy compensation, pension entitlements and holiday pay as appropriate) will be considered in accordance with agreed Authority governance arrangements. This provision will be reviewed to comply with any legislative changes made during the year.
- 4.5 The Authority's threshold level for disclosure of senior staff salaries will be at the minimum point of the senior civil service pay scale and above as at 31 March.
- 4.6 **Relationship between senior pay and the 'lowest paid Authority employee'**: As a newly established employer, the Combined Authority is developing the organisational and pay structures to best meet is service delivery needs. These will take account of pay relativities and details will be included in the next update of the annual pay policy statement.

Pensions

- 5.1 Subject to the provisions of the relevant scheme, all directly employed staff will be enrolled into the Local Government Pension Scheme, a statutory contributory scheme. They may choose to opt out of membership. In accordance with the statutory requirement, the Authority will determine its policy in respect of discretionary provisions available within the scheme prior to publication of its next annual statement.
- 5.2 The Authority will develop a policy for flexible retirement which is specifically authorised by statute whereby individual staff, with employer approval, may draw their pension and continue in employment at a lower pay grade/ working shorter hours. This will be reflected in the next annual statement.

Use of consultants, contractors and temporary 'agency' staff.

- 6.1 Ordinarily staff will be engaged directly by the Authority as employees but on an exceptional basis, if circumstances deem it necessary, people may be engaged under 'contracts for services' as consultants or contractors or on an 'agency basis'. When this situation arises, the Authority will give detailed prior consideration to the benefit of doing so and that the overriding need to ensure value for money is achieved. Such arrangements must be in accordance with the Authority's Codes of Practice and Financial Regulations.

Publication

- 7.1 The Authority's approach to the publication of and access to information on the remuneration of Chief Officers is to include it on its public website as part of its requirements within the Accounts and Audit (England) Regulations 2011 and in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency. A copy of the Pay Policy Statement will be published on the Authority's website: www.westofengland-ca.org.uk

Further information

For further information on the pay policy please contact the Authority as follows:

Email: info@westofengland-ca.gov.uk

Telephone: 0117 428 6210

ITEM: 10

REPORT TO: EXTRAORDINARY WECA COMMITTEE

DATE: 15 SEPTEMBER 2017

REPORT TITLE: APPOINTMENT OF CHIEF EXECUTIVE & HEAD OF PAID SERVICE

AUTHOR: WILLIAM HARDING, HUMAN RESOURCE ADVISER

Purpose of Report

1. The report seeks the Committee's agreement to appoint the nominated candidate as the Authority's Chief Executive and Head of Paid Service.

Policy

- 2.1 To ensure compliance with Section 4 of the Local Government and Housing Act 1989, the authority must appoint a Head of Paid Services
- 2.2 The Employment & Appointments Committee, consisting of the West of England Mayor, Mayor of Bristol and the Leaders of Bath & North Somerset and South Gloucestershire Councils, is responsible for recommending the appointment of the Head of Paid Service to the Combined Authority.
- 2.3 The pay range of the Chief Executive and posts reporting directly to that appointee are set by the Combined Authority through its pay policy statement.
- 2.4 The other main terms of employment for the Chief Executive are determined by reference to the Authority's general terms and conditions of employment (i.e. applicable to all staff) except where specific provisions (e.g. discipline, annual leave) are made by the Joint Negotiating Council (JNC) for Local Authorities Chief Executives.

The report

- 3.1 Having considered
 - the statutory duties assigned by the West of England Combined Order;
 - the continuing role of the West of England LEP; and
 - the financial constraints alongside the need for robust strategic and operational leadership capacitythe Authority's outline senior management structure, was approved by the Employment and Appointments Committee on 24 May 2017.

- 3.2 The post of Chief Executive/Head of Paid Service, within that structure, was advertised publicly in July supported by independent recruitment consultants. The selection panel (comprising the West of England Mayor, Mayor of Bristol and Leaders of Bath & North East Somerset and South Gloucestershire Councils) met and interviewed 5 candidates on 14 August 2017. These procedures took account of the requirement to ensure that the appointment of a Chief Executive/Head of Paid Services is made on merit as prescribed in Section 7(2) of the Local Government and Housing Act 1989 together with considerations set out in the Equality Act 2010.
- 3.3 Having taken account of obligations within Section 7(2) of the Local Government & Housing Act 1989 It is recommended Patricia Greer be appointed Chief Executive/Head of Paid Service on a 'spot' salary in accordance with the Authority's pay policy of £150,000.00 pa within the range £135,000 to £155,000 and other conditions of employment in accordance with those determined nationally by the Joint Negotiating Committee for Local Authorities' Chief Executives as supplemented by local agreement.

Other options considered

- 4.1 None

Risks management/assessment

- 5.1 Statutory responsibilities were pertinent are highlighted in the report. Under section 4 of the Local Government & Housing Act 1989, the Authority must designate one its officers as 'Head of Paid Service'.

Public Sector Equality Duties

- 6.1 Before making a decision, section 149 of the Equality Act 2010 requires that each decision maker considers the need to promote equality for persons with the following 'protected characteristics' – age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision maker must therefore, have due regard to the need to:
- (i) Eliminate discrimination, harassment, victimisation and other conduct prohibited under the Equality Act 2010
 - (ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to:
 - Remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
 - Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to account for disabled persons' disabilities;
 - Encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

-
- (iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to:
- tackle prejudice; and
 - promote understanding

6.2 An Equalities Impact Statement has not been undertaken in relation to the proposed appointment of the Chief Executive/Head of Paid Service because it concerns an individual.

Consultation

7.1 Recognised trade unions will be kept informed of decisions in respect of senior management arrangements and more generally in respect developing pay policy and general terms and conditions of employment.

Financial Implications

8.1 The Authority Budget for 2017/18 was approved by the WECA on 15th March 2017 and included estimated costs for the Statutory Officer posts. Salary costs for the appointment identified in this report are in line with the assumptions made and can be met from the Approved Budget.

Legal Implications

9.1 These are addressed in the report where relevant.

Environmental, Land & Property Implications

10.1 None arising directly from this report.

Human Resources Implications

11.1 The Human Resources matters are the subject of the report.

Recommendation:

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 in accordance with those determined nationally by the Joint Negotiating Committee for Local Authorities' Chief Executives as supplemented by local agreement.

Report Author: William Harding, HR Adviser

West of England Combined Authority Contact:

Email: info@westofengland-ca.gov.uk

Telephone: 0117 428 6210

Appendices & Background Papers: None

Any person seeking background information relating to this item should seek the assistance of the Contact Officer for the meeting, who is and who is available by telephoning Joanna Greenwood on 0117 428 6210. Writing to West of England Combined Authority Office, 3 Rivergate, Temple Way, Bristol BS1 6ER. Email: Joanna.greenwood@westofengland.gov.uk.

ITEM: 11

REPORT TO: WEST OF ENGLAND COMBINED AUTHORITY

DATE: 15 September 2017

REPORT TITLE: ARRANGEMENTS FOR SENIOR MANAGEMENT APPOINTMENTS TO WECA

AUTHOR: SUE EVANS INTERIM HRD

Purpose of Report

- 1 The purpose of this report is to request the Employment and Appointments Committee formally progresses the appointment of the Tier 2 posts, and any subsequent recruitment at this level, to the agreed Senior Management Structure for the West of England Combined Authority as set out below:
 - **Director of Infrastructure**
 - **Head of Business and Skills**
 - **Monitoring Officer**
 - **Director of Investment and Corporate Services/Section 151 (currently seconded to 30th June 2018)**

Issues for Consideration

- 2 The Committee are requested to agree that the Employment and Appointments Committee is convened to formally agree the process for, and appointments of, the Tier 2 posts including setting remuneration levels in line with pay policy.
- 3 The Committee are also requested to approve, in line with the WECA Terms of Reference, the delegation of responsibility to the Mayor of the Combined Authority to agree:
 - The Tier 2 Job Descriptions and Person Specifications (drafts attached)
 - The continued secondment to the CFO/Section 151 Officer from B&NES until 30th June 2018

Consultation

- 4 Chief Executives of the constituent WECA Councils have been consulted.

Risk Management/Assessment:

- 5 There is a risk that delays in the recruitment process will hinder WECA's ability to deliver against its objectives. WECA requires the strategic leadership capacity to manage the demanding agenda set by the Board.

Public Sector Equality Duties:

- 6 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.
- 7 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 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.

9 There are no equalities implications

Economic Impact Assessment:

10 There is no Economic Impact.

Finance Implications:

11 The cost of recruitment is covered by a one-off provision within the WECA Budget.

Advice given by: Tim Richens, CFO

Legal Implications:

12 There are no legal implications.

Advice given by: Gill Sinclair Monitoring Officer

Environmental Implications:

13 There are no environmental implications

Land/Property Implications;

14 There are no land/property implications.

Human Resources Implications:

15 HR is the subject matter of this report.

Advice given by: Sue Evans HRD

Recommendation:

- 16 It is recommended that the WECA Committee agrees that the Employment and Appointments Committee is convened to agree the process for, and appointment of, the Tier Two posts, in line with paragraphs 2 and 3 above.

Report Author: Sue Evans

West of England Combined Authority Contact:

sue.evans@westofengland-CA.gov.uk

0117 428 6210

Attachments:

Draft JD and Person Spec for

1. Director of Infrastructure
2. Director of Investment and Corporate Services (Section 151)
3. Head of Business and Skills
4. Monitoring Officer



West of England Combined Authority

Draft Job Description

Post Title: Director of Infrastructure

Responsible to: CEO

Background

The West of England is an economic leader with an economy worth over £31 billion a year. A net contributor to the national purse, with a population of over 1 million people and over 43,000 businesses, our region competes on a global scale.

In 2016, three of the councils in the West of England signed a devolution deal worth £1 billion to ensure we are able to deliver this potential, by handing down powers and funding that enable us to secure sustainable economic growth, based around a more connected and prosperous region.

A new West of England Combined Authority has now been established to manage significant powers and responsibilities under an elected West of England Mayor.

Role Purpose

The main purpose of the role is to design, establish and lead the Strategic Transport and Planning functions of the new West of England Combined Authority ; to advise the Regional Mayor and West of England Combined Authority in relation to their powers and responsibilities; to build and maintain strong partnerships locally and nationally to support the new West of England Transport Authority ; to lead the development of the West of England Combined Authority Planning and Transport Plans, ensuring these are aligned with the Authority's vision, key plans and priorities; to lead development of the West of England Combined Authority Spatial Plan from 2018 onwards; and to build and maintain strong relationships locally and nationally to support the development of the Spatial Plan

Key Responsibilities:

- Build on the work of the West of England Joint Transport Study and Joint Spatial plans to develop the West of England's housing, transport and infrastructure to support the growth of the region's vibrant and cutting edge economy.
- Work with partners to identify and develop the transport and housing solutions for the short, medium and longer term which will have greatest impact in solving current issues around housing availability and movement around the region.
- Act as client to oversee the immediate delivery of transport functions on behalf of the West of England Combined Authority, including Community Transport, Concessionary Travel and Real Time Information

- Manage the transition of delivery responsibility for strategic Transport and Planning functions (listed below for reference) to the West of England Combined Authority, working closely with the Local Authorities to define the approach for future delivery (18/19 onwards)
- Build strong partnerships with the West of England Local Authorities, Highways England, Network Rail, Housing and Communities Agency and the Departments for Transport and Communities and Local Government and other key partners to inform development of the West of England Transport Plan and the Joint and Mayoral Spatial Plans
- Manage the development of the Joint Spatial Plan and define the approach to be taken to the development of the Mayoral Spatial Plan in 2018
- Support development of a prioritised programme of investment for the West of England Combined Authority

- Financial Management - to be responsible for the West of England Infrastructure Budgets under the oversight of the West of England Combined Authority Board
 - Ensuring that financial objectives within area of responsibility are achieved and secure value for money
 - Addressing and reporting adverse variances as appropriate
 - Ensuring ongoing commitment of partners to ongoing funded activity
 - Securing and reporting on new funding streams as and when appropriate opportunities emerge

- People Management - Leading the integration and development of the Infrastructure team through by motivation and empowerment to achieve new shared objectives emerging from the strategy.
 - Managing development of the individuals in the core team and across the partnership.
 - Recruiting new staff as appropriate
 - Managing attendance and poor performance of employees within service area, including initiating appropriate actions where necessary

- Ensure that policies and processes are agreed and implemented to support delivery and that all legal and statutory obligations are met in relation to the provision of transport and planning functions

Key Transport and Planning Functions:

- Joint Spatial Plan
- Joint Transport Plan
- Mayoral Spatial Plan
- Strategic planning powers (call-in powers, compulsory purchase, Mayoral Development Corporations)
- Supplementary Planning Documents
- Joint Assets Board
- Integrated Transport Authority responsibilities
- Asset Management Plan
- Local Transport Plan
- Bus Strategy
- Bus Services (joint function)
- Concessionary Fares
- Real Time Information
- Community Transport
- Key Routes Network
- MoU with Highways England

- Clean Air Zones

Person Specification : Director of Infrastructure	
<i>Essential</i>	<i>Desirable</i>
Qualifications and Knowledge	
<p>Degree level or equivalent standard of general education</p> <p>Strategic understanding of transport and highways strategy and planning, regulations, national policies and professional best practice.</p> <p>Knowledge of local authority housing and planning legislation, regulations, national policies and professional best practice</p> <p>Significant knowledge of Public Sector Funding sources, finance procedures and Budget management</p> <p>Demonstrable experience of key local government politics, political structures and culture</p>	<p>Management degree or post-graduate diploma e.g. MBA,. Member of professional Management body</p>
<i>Experience</i>	
<p>Recent experience at senior level and proven achievement at senior management level within a Transport and/or Planning function or an organisation of comparable scope and complexity</p> <p>Experience and a proven track record in the formulation and delivery of strategies and policies in a Local Authority or public sector organisation of comparable scope and complexity</p> <p>Experience and demonstrable success in the management and delivery of strategic change and of securing the support of others in the process</p> <p>A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders</p>	
<i>Skills and competencies</i>	
<p>Ability to balance logical and analytical approach to decision making whilst bringing innovative solutions to complex problems</p> <p>Experience of working in a political environment, understanding the role of officers in advising members</p> <p>Excellent interpersonal skills to command the confidence of colleagues, Members and external partners.</p> <p>Demonstrable track record of leading and inspiring teams, motivating staff and developing a positive organisational culture</p> <p>A demonstrable track record of leading and managing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners</p>	



West of England Combined Authority

Draft Job Description

Post Title: Director of Investment and Corporate Services

Responsible to: CEO

Background

The West of England is one of the UK's most prosperous regions with an economy worth over £31 billion a year. A net contributor to the national purse, with a population of over 1 million and over 43,000 businesses, our region competes on a global scale.

In 2016, three of the councils in the West of England signed a devolution deal worth £1 billion. As a result significant powers and funding have been transferred to the region through the new West of England Combined Authority and West of England Mayor.

Devolution gives us an opportunity to be ambitious for our region at a scale not seen before, allowing us to make decisions about things that affect our residents every day – such as transport, housing and skills for work.

The Mayor and the Combined Authority are committed to getting the region moving, and putting the foundations in place to improve our roads, cycle and pedestrian routes as well as creating more homes that are affordable.

Role purpose

The Director of Investment and Corporate Services will lead on strategic planning and management of investment and the provision of Corporate Services including Finance, HR and Procurement for the West of England Combined Authority, advising the Mayor and West of England Combined Authority on new powers and responsibilities. You will drive forward the region's planning and transport plans, building and maintaining strong partnerships with key stakeholders, regionally and nationally.

Key responsibilities:

- Leading and developing the new West of England Investment and Corporate Services function, to deliver an ongoing programme of work that will implement the functions agreed in the devolution deal and securing additional funding for the region.
- Leading and developing future financial requirements and support to ensure the successful delivery of the Joint and Mayoral Spatial Plans.
- Overseeing the delivery of the Corporate Services and Investment functions on behalf of the West of England Combined Authority

- Act as the Section 151 statutory post holder assuring that the West of England Combined Authority operates within the Financial Regulations and to the highest standards
- Work closely with the Local Authorities to define the approach for future investment
- Building strong partnerships with the West of England Local Authorities and other key partners, to support the development of the West of England plans and ambitions for the region
- Financial Management:
 - Ensuring that financial objectives within area of responsibility are achieved and secure value for money
 - Addressing and reporting adverse variances as appropriate
 - Ensuring commitment of partners to ongoing funded activity
 - Securing and reporting on new funding streams as and when appropriate opportunities emerge.
- People Management:
 - Managing staff development in the core team.
 - Recruiting new staff as appropriate
 - Managing any day to day staffing issues.
- Ensuring that policies and processes are agreed and implemented to support delivery and that all legal and statutory obligations are met in relation to the provision of transport and planning functions.

Person specification Director of Investment and Corporate Services	
Essential	Desirable
Qualifications and Knowledge	
<p>Degree level or equivalent standard of general education</p> <p>Extensive understanding of public sector finance, national policies and professional good practice.</p> <p>Knowledge of local authority financial regulations</p> <p>Significant knowledge of Public Sector Funding sources, finance procedures and Budget management</p> <p>Demonstrable experience of key local government politics, political structures and culture</p>	<p>Management degree or post-graduate diploma e.g. MBA, Member of professional management body</p>
Experience	
<p>Recent experience at senior level and proven achievement over at least 3 years at senior management level within a Local Authority or an organisation of comparable scope and complexity</p> <p>Experience and a proven track record in the formulation and delivery of strategies and policies in a Local Authority or public sector organisation of comparable scope and complexity</p> <p>Experience and demonstrable success in the management and delivery of strategic change and of securing the support of others in the process</p> <p>A demonstrable track record of leading and managing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners</p> <p>A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders</p> <p>Experience of working in a political environment, understanding the role of officers in advising members</p>	
Skills and competencies	
<p>Ability to balance logical and analytical approach to decision making whilst bringing innovative solutions to complex problems</p> <p>Excellent interpersonal skills to command the confidence of colleagues, elected Members and external partners.</p> <p>Demonstrable track record of leading and inspiring teams, motivating staff and developing a positive organisational culture</p>	



West of England Combined Authority
Draft Job Description
Post Title: Head of Business and Skills
Responsible to CEO

Background

The West of England is one of the UK's most prosperous regions with an economy worth over £31 billion a year. A net contributor to the national purse, with a population of over 1 million and over 43,000 businesses, our region competes on a global scale.

In 2016, three of the councils in the West of England signed a devolution deal worth £1 billion. Powers and funding have been transferred to the region through the new West of England Combined Authority and West of England Mayor.

Devolution gives us an opportunity to be ambitious for our region at a scale not seen before, allowing us to make decisions about things that affect our residents every day – such as transport, housing and skills for work.

Economic growth that benefits every resident is at the core of the vision for the West of England. We want local people to benefit from more job opportunities, a stronger economy and a high quality of life.

The Mayor and the Combined Authority are committed to building on our strengths as a leader in innovation, high tech and creativity and continuing to nurture businesses that succeed. We will work to ensure educational attainment is good for all and meets the skills needs of businesses located in the West of England.

Main purpose of role

The main purpose of the role is to attract, support and promote business within our region and to ensure that we have the right skills to continue to develop our economic prosperity in a way which ensures that everybody in the region has the opportunity to benefit from that prosperity.

Key responsibilities:

- Lead the development and delivery of a business support and skills plan that maximises the potential of business, ensuring the benefits are spread throughout the region and that everybody in the region can benefit from the resultant increase in economic growth
- Build on the strengths of the current teams and develop a cohesive directorate
- Secure additional funding from public and private sector sources
- Work closely with the directors in the organisation, and across the region, to create a joined up approach to economic development
- Ensure that policies and processes are agreed and implemented to support programme delivery and that all legal and statutory obligations are met in relation to the provision of the business and skills function

Business Development:

- Attract business to the region by acting as a key ambassador for investment promotion activity with prospective investors both nationally and internationally
- Lead the inward investment team to attract, support and promote businesses in the region, working with Unitary Authorities in the West of England
- Work with business, universities, colleges and others to identify the region's future skills requirements and put in place plans to ensure that these skills are developed.

Skills

- Ensure successful devolution of 19+ Adult Education Budget
- Work with partners to improve local careers and enterprise provision for all ages
- Oversee successful delivery of the Employment Support Innovation pilot to support those in low paid, insecure employment and in social housing progress to higher quality more sustainable jobs

Partnerships

- Work in partnership with others in the public sector and with universities, colleges and business to deliver the region's business and skills ambitions, including:
- The four Unitary Authorities within the Combined Authority and LEP area - managing formal, technical partnerships supported by detailed agreements.
- National Government - developing productive relationships that work for the region with national agencies and departments like DIT, BEIS, managing the transition of skills and employment responsibilities devolved to the West of England Combined Authority (listed below) working closely with West of England Local Authorities and Government.
- Employers in key sectors and clusters in the region and beyond - to ensure the business needs and opportunities are fully understood.
- Universities, Colleges and other training and skills providers - to ensure skills and talent meets demand.

Financial Management:

- Ensuring that financial objectives within area of responsibility are achieved and secure value for money
- Addressing and reporting adverse variances as appropriate
- Ensuring commitment of partners to ongoing funded activity (Invest in Bristol & Bath)
- Securing and reporting on new funding streams as and when appropriate opportunities emerge.

People Management:

- Create a high performing team, demonstrating WECA values
- Managing the development of staff in the core team.
- Recruiting new staff as appropriate
- Managing any issues around attendance and poor performance, as necessary.

Person specification: Head of Business & Skills	
Essential	Desirable
Qualifications and knowledge	
<p>Degree level or equivalent standard of general education</p> <p>Thorough understanding of strategic business and employment regulations, national policies and professional best practice</p> <p>Significant knowledge of public sector funding sources, finance procedures and budgetary management</p> <p>Knowledge of and strong connections to the region's business community and particularly sensitivity to the variety of pressures experienced across different clusters and sectors</p> <p>Demonstrable track record of negotiating financial and commercial contracts</p>	<p>Management degree or post-graduate diploma e.g. MBA.</p> <p>Member of professional management body</p>
Experience	
<p>Recent experience and proven achievement over at least 3 years at senior management level within a similar organisation of comparable scope and complexity</p> <p>Demonstrable experience of key local government politics, political structures and culture</p> <p>A proven track record in the formulation and delivery of strategies and policies in a local authority or public sector organisation of comparable scope and complexity</p> <p>Proven track record and demonstrable credibility in developing strong partnerships and relationships with private and educational sector partners.</p> <p>Significant experience and demonstrable success in the management and delivery of change and of securing the support of others in the process.</p> <p>A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders.</p> <p>Extensive experience of working in a complex partnership environment</p> <p>A demonstrable track record of leading and managing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners and integrating disparate teams</p>	

Skills and competencies

Excellent interpersonal skills to command the confidence of colleagues, members and senior business stakeholders.

Demonstrable track record of leading and inspiring teams, motivating staff and developing a positive organisational culture

Experience of working in a political environment, understanding the role of officers in advising members

West of England Combined Authority

Draft Job Description

Post Title: Monitoring Officer

Responsible to CEO

The West of England is one of the UK's most prosperous regions with an economy worth over £31 billion a year. A net contributor to the national purse, with a population of over 1 million and over 43,000 businesses, our region competes on a global scale

In 2016, three of the councils in the West of England signed a devolution deal worth £1 billion. As a result significant powers and funding have been transferred to the region through the new West of England Combined Authority and West of England Mayor.

Economic growth that benefits every resident is at the core of the vision for the West of England. We want local people to benefit from more job opportunities, a stronger economy and a high quality of life.

Role purpose:

- The main purpose of the role is to act as Statutory Monitoring Officer and Solicitor to the Regional Mayor and the Chief Executive Officer; to co-ordinate, lead and manage the legal support required by the Combined Authority, and to provide the monitoring and assurance required to ensure transparency and assurance of decision-making for the Combined Authority

Key responsibilities:

- Act as the Combined Authority's chief legal adviser on all matters, to provide for, or arrange, representation of the Council in legal proceedings in Courts, Tribunals and Enquiries, legal advice to the Council, Members and Officers to ensure that the Council's policies and objectives are achieved lawfully and without challenge
- Investigate and report on any matters brought to the Monitoring Officer attention that may be illegal or amount to maladministration
- Be responsible for the conduct of councillors and officer, providing advice and guidance to ensure conduct is in line with the combined authority constitution and the law
- Attend all public meetings of the West of England Combined Authority to provide advice and guidance to the Regional Mayor on all matters relating to the conduct of these committees
- Ensure that the Combined Authority is operating within the legal and constitutional frameworks as required by the WECA Order
- Ensure the management and maintenance of the Combined Authority's Strategic Risk Register and risk management policy in conjunction with the Chief Executive, Director of Finance and the Chair of the Audit Committee

- Ensure the maintenance and yearly review of the West of England Combined Authority Constitution and the operational policies that support this, developing a programme to ensure Members and staff are aware of their responsibilities and legal framework in which they operate
- Monitor complaints and advise the Mayor, the Chief Executive and Members of any emerging areas of concern and potential actions to remedy
- Obtain internal and external legal advice to support the Governance function as appropriate
- To support the West of England Combined Authority's ambitious and inspirational goals for growth.

Person specification: Monitoring Officer	
Essential	Desirable
Qualifications and knowledge	
LLB or equivalent legal qualification/Qualified Solicitor or Barrister Understanding of key local government politics, political structures and culture In-depth knowledge and understanding to the link between constitution, governance, policy and strategy	Member of professional body
Experience	
Successful record of providing legal advice and assurance to multi-disciplinary services within a large complex service-led organization over at least 3 years Experience within a political environment Comprehensive, up to date knowledge of legislation, practice and developments relating to the management of professional services in Local Government Record of making good use of resources	Experience in Local Government
Skills and competencies	
Excellent communication, influencing and negotiation skills in a range of environments Ability to build partnerships internally and externally Ability to manage relationships and partnerships with a focus on the long-term, openly sharing to build trust, manage conflict and enable an understanding of the common ground. Ability to take a strategic approach, building coalitions or relationships to gain support over the long-term	Demonstrable ability to work with elected members

ITEM: 12

REPORT TO: WEST OF ENGLAND COMBINED AUTHORITY

DATE: 15 September 2017

REPORT TITLE: JOINT SPATIAL PLAN TRANSPORT SCHEME DEVELOPMENT

AUTHOR: CHRIS JENNINGS, INTERIM DIRECTOR OF BUSINESS & SKILLS, WEST OF ENGLAND COMBINED AUTHORITY

Purpose of Report

- 1 To seek approval for up to £1.2m towards the development of business cases for transport schemes that support delivery of the elements of the West of England Joint Spatial Plan within the West of England Combined Authority area.

Issues for Consideration

- 2 The Joint Spatial Plan (JSP) sets out the long-term development needs in the West of England, including North Somerset, to 2036 and identifies strategic locations for growth. This includes identifying overall requirements for housing and employment land, transport and other infrastructure to support the planned growth. The JSP considers growth up to 2036 which is in addition to that planned for up to 2026 in the Local Plans for the authorities. The JSP and accompanying Joint Transport Study (JTS) have been jointly developed by the constituent Authorities of the Combined Authority and North Somerset. This paper only relates to those elements of the JSP and JTS within the Combined Authority area.
- 3 It is proposed that funding is allocated to the preparation of outline business cases for the JSP strategic transport mitigation schemes emerging from the Joint Transport Study (JTS) to enable the progression of the schemes through prioritisation, to full business case development and then, crucially, on to delivery.
- 4 This supports the next critical milestone in relation to the transport elements of the JSP to progress outline business case development in readiness for the JSP Examination in Public. In addition this work will also support progression of the strategic transport schemes for local plan designation. This work will cover the corridor assessments of the strategic transport schemes required to mitigate the Strategic Development Locations and Urban Living that have been identified in the JSP. Specific deliverables will include;

- Options Assessment Reports for each of the major schemes A; and
 - Preparation of an outline business case for each scheme to include forecasting of benefits, estimation of Benefit to Cost Ratio and confirmation of the Strategic, Economic and Delivery Case for each scheme
- 5 The cost of developing the schemes to outline business case for the three WECA Unitary Authorities is estimated at up to £1.2m and will be funded from the West of England Combined Authority devolved infrastructure investment funds. The list of schemes included is in Annex A.
- 6 Funding development of the outline business cases will:
- Provide robust evidence to support future prioritisation process for scheme delivery;
 - Provide evidence of infrastructure delivery for the JSP Examination in Public;
 - Enable safeguarding of sites through housing and infrastructure alignments to make a more robust case for delivery; and
 - Will enable the development of these schemes to begin (if funding was allocated to them).
- 7 In line with the West of England Combined Authority Assurance Framework a development proforma has been completed and is attached at Appendix B.

Consultation:

- 8 Engagement has taken place with officers in the West of England Combined Authority constituent Unitary Authorities throughout the development of these proposals.

Public Sector Equality Duties:

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

Economic Impact Assessment:

- 10 No Economic Impacts arise as a result of this report.

Finance Implications:

- 11 The WECA Budget for 2017/18 identified up to £2M of infrastructure investment funding to support further business case, feasibility and development of prioritised schemes.
- 12 It is proposed that up to £1.2M of this funding now be made available to deliver the Business Cases for each of the schemes set out in Appendix A.
- 13 In order to align funding with the relevant budget powers and responsibilities, it will 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.
- 14 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.

Advice given by: Tim Richens

Legal Implications:

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

Advice given by: John McCormack

Land/Property Implications;

16 No land/property implications arise as a result of this report.

Human Resources Implications:

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

Recommendation:

18 That the WECA approves 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

19 That the Mayoral Budget 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.

20 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.

Report Author: Chris Jennings

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APPENDIX A

JSP Mitigation schemes for Outline Business Case development

Corridors	Schemes
South East Bristol and Whitchurch package	A4-A37 orbital route (including Hicks Gate roundabout improvements) A37-Bristol Link A4 Metrobus (Bristol to Keynsham MetroBus) and Callington Road Link Orbital Metrobus Park & Ride Provision
A4 Bristol – east Keynsham arterial corridor	Avon Mill Lane to A4 link Keynsham rail station improvements
Yate Strategic corridor (A4174 to Yate/CS)	A432 MetroBus and strategic cycle route. A432 Park and Ride Yate station enhancements Winterbourne Frampton Cottrell by pass
A38 (J16, Almondsbury to Falfield)	MetroBus and strategic cycle route to Thornbury (and Buckover), including A38 Park and ride Charfield rail station M5 J14 improvements
Ring of Park and rides around Bristol	M32 Park & Ride A4018 Park & Ride A38(S) Park & Ride (Other Park & Rides covered elsewhere)
Bristol Urban Living Package	Walking and Cycling Package including strategic cycling routes Greater Bristol Bus Network 2 City Centre Movement

APPENDIX B

Investment Fund - Feasibility and Development Funding Application Form

SCHEME: Development of WECA JSP Mitigations Outline Business Cases

1. Lead Organisation

Bath & North East Somerset Council

2. Partner organisations

Bath & North East Somerset Council
Bristol City Council
North Somerset Council
South Gloucestershire Council
West of England Combined Authority

3. 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)	

4. 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 is the first scheme to be considered for the Early Investment Programme. As a critical piece of developing the strategic transport interventions to deliver the Joint Spatial Plan, it is expected that there will be a relationship between this investment and some future investments of the wider Investment Fund Programme

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5. Total Funding required (£)

	17/18	18/19	19/20	Total
Investment Fund	£800k	£400k		£1.2m
Match Funding - please state source(s)				

6. Please describe the scheme to be developed and the proposed activity to be undertaken through this investment

Details:

Introduction:

The Joint Transport Study (JTS) is an evidence-based programme of investment to deliver the integrated public transport, walking, cycling and highway infrastructure, to tackle congestion, improve air quality, promote more sustainable travel choices, and deliver housing and employment growth up to 2036, notably the delivery of an additional 40,000 homes to the region. It has been worked up by the 4 West of England Unitary Authorities since 2015 and in conjunction with the West of England Combined Authority since its founding in February 2017. The JTS will also inform the emerging strategic transport material of the West of England Combined Authority, such as the identification of the Key Route Network (KRN) and the development of a Joint Local Transport Plan.

The 4 Unitary Authorities, working with the WECA office, are also preparing the final submission of the Joint Spatial Plan by 31 March 2018. This Plan is the critical strategic plan for the region to deliver development to meet our housing and employment targets in a strategically planned and sustainable process, minimising the threats to the region from unplanned and speculative development. The JSP will be subjected to Examination in Public at which point the West of England will need to be able to demonstrate deliverability confidence for the Inspector.

The West of England Authorities now need to progress the strategic transport schemes contained in the JTS, which are the JSP strategic transport mitigations to:

- Enable the progression of the schemes through to funding prioritisation and
- Ensure adequate progress being made ahead of, and subsequent to, the JSP EiP; and to enable Local Plan designation.

This is an application form for WECA Investment Funding to;

- Develop the JSP strategic transport mitigations for the WECA Unitary Authorities to Outline Business Case

Feasibility and Development Funding Application Form

- Provide an Investment Fund contribution to the client role for EiP and additional modelling for the JSP
- Provide UA and WECA officer support (4 officers) to manage and support these two tasks.

Scope and deliverables:

The overall objective is to build on the JTS and subsequent Strategic Transport Assessment, to enable the preparation of outline business cases for the strategic transport schemes, to enable the progression through West of England prioritisation (for three authorities) and early DfT business case development for North Somerset. Although not part of this commission, the rationale is to eventually enable full business case development and then crucially scheme delivery.

The objective is also to ensure the West of England Authorities are well prepared for the JSP EiP in relation to the strategic transport schemes. It is envisaged that a lead consultant will provide an overall client role, be responsible for ensuring consistent, timely delivery of the scope of this brief to a client group, and represent the Authorities at the JSP EiP. At the end of the commission, it is expected that confidence around scheme delivery will be sufficient for Local Plan designation (to help secure delivery).

The scope is, to enable business case preparation of the strategic transport schemes via the deliverables set out below:

- Options Assessment Reports for each of the major schemes listed in the table below, to a level of detail that provides evidence of technical, environmental, and funding soundness for JSP EiP; and enables the preparation of,
- An outline business case for each scheme to include forecasting of benefits, estimation of Benefit to Cost Ratio and confirmation of the Strategic, Economic and Delivery Case for each scheme (a template, for the 3 Authorities, will be provided).
- Preparation of Preferred Option statements (following a period of public consultation), setting out preferred alignments and recommended sites statement. These statements should then enable Local Plan safeguarding and ensure readiness for the next stages of scheme development.

Options Assessment reports are expected to include:

- Review of potential options to address the identified challenges and objectives for each scheme (set out in the Strategic Transport Assessment, Phase 1), in accordance with the principles of WebTAG. Including sequential testing for park and ride locations. Taking schemes to a readiness of options that can be publically consulted upon ahead of preferred alignments being agreed.
- Preliminary design work to demonstrate engineering feasibility, to include horizontal alignment and vertical alignment, and review / refine estimated costs.

Preferred Options Statements are expected to be relatively short summaries of the evidence set out in the options assessment reports and the findings of public consultation to confirm preferred schemes.

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Summary of Activity and Cost Estimates:	
Activity	Cost
Assessment of WECA UA packages third party costs	£900k
Client role, attendance at EiP, additional modelling etc. (excluding NSC contribution)	£100k
Internal officer support (as agreed at Board) 1 Officer per UA + 1 WECA Officer managing and supporting the tasks above	4 officers @ £50k = £200k
Total	£1.2m

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:

Proposals from consultants are invited for one or more of the WECA UA work packages set out in the table below:

Work Packages	Schemes
1. South East Bristol and Whitchurch package	A4-A37 orbital route (including Hicks Gate roundabout improvements) A37-Bristol Link A4 Metrobus (Bristol to Keynsham MetroBus) and Callington Road Link Orbital Metrobus Park & Ride provision
2. A4 Bristol – east Keynsham arterial corridor	Avon Mill Lane to A4 link Keynsham rail station improvements

Feasibility and Development Funding Application Form

3. Yate Strategic corridor (A4174 to Yate/CS)	A432 MetroBus and strategic cycle route. A432 Park and Ride Yate station enhancements Winterbourne Frampton Cottrell by pass
4. A38 (J16, Almondsbury to Falfield)	MetroBus and strategic cycle route to Thornbury (and Buckover), including A38 Park and ride Charfield rail station M5 J14 improvements
5. Ring of Park and rides around Bristol	M32 Park & Ride A4018 Park & Ride A38(S) Park & Ride (Other Park & Rides covered elsewhere)
6. Bristol Urban Living Package	Walking and Cycling Package including strategic cycling routes Greater Bristol Bus Network 2 City Centre Movement
Total	£900k

*Costs are estimates and include preparation of options assessment reports, outline business case, and preferred options statements. See below for timescales.

Consultants should also provide a day rate and experience for attending the JSP EiP, should that be required.

Client role and representation at EiP:

It is expected that one lead consultant will provide a client role to the Authorities bringing together the commissions set out above in readiness for JSP EiP; ensuring consistent and timely delivery. This role is expected to include:

- Attending regular meetings of the client group and liaison with a project manager and HoT, as required.
- Ensuring consistent and timely delivery of the commissions set out above.
- Bringing together the technical evidence at EiP (including preparation of supporting

Feasibility and Development Funding Application Form

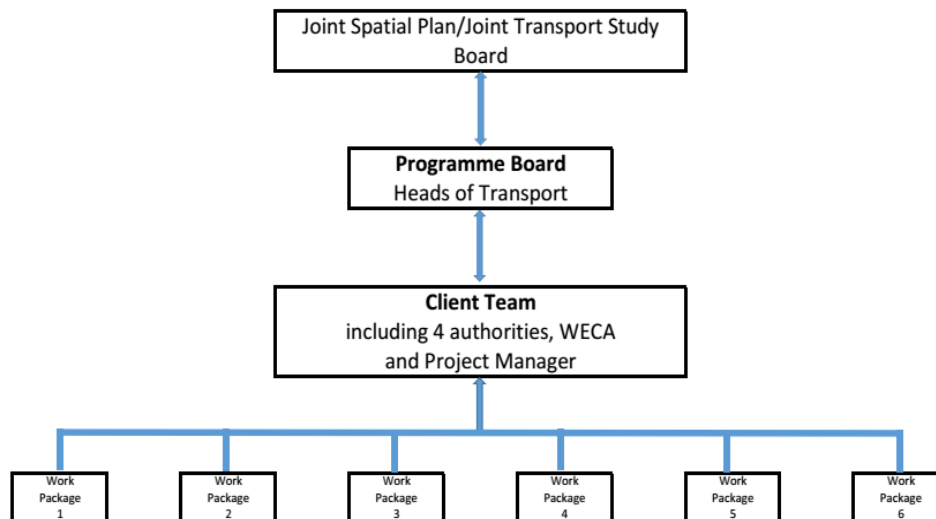
documents, review of evidence from others, and attendance at EiP)

Other overview tasks may also be required including:

- Undertaking another model run of the JSP development strategy to provide up to date evidence for EiP
- Ensure an up to date understanding of a limited number of key challenger locations (up to 4). This should include initial high-level modelling, using G-BATS4, of an agreed quantum of growth, identification of potential impacts, and identification of potential transport mitigation requirements.

The estimated cost of providing the client role, representation at EiP and undertaking the overview tasks is expected to be @ £100k (excluding NSC contribution).

Governance and reporting of outputs:



Timescales for commissioning:

- Submission of proposal(s) by mid-day on 29th September 2017.
- Proposals to be reviewed by 6th October.
- Consultants to be informed by 10th October 2017
- Inception meetings to be held week commencing 16th October 2017.

Feasibility and Development Funding Application Form

Assessment of proposals:

The consultant will submit proposals to the project manager (to be confirmed) by email by mid-day on 29th September 2017. Proposals will be assessed on the basis of 60% quality, 40% price by the Client Project Team.

8. What output will be produced? (mark with an X)

Feasibility Study Report	<input type="checkbox"/>
Option Development Reports	<input checked="" type="checkbox"/>
Option Appraisal Reports	<input checked="" type="checkbox"/>
Outline Business Cases	<input checked="" type="checkbox"/>
Other (please state)	

9. When do you plan to start and complete your project and what are the main project milestones?

Milestone	Date (mmm/yy)
Procurement of Consultants	Sept 2017
Prepare and finalise options assessments reports	Oct – Mar 2018
Prepare Outline Business Cases	Oct – Mar 2018
Public consultation on transport options	May – July 2018
Analysis	Aug 2018
Preferred Options Statements	Sept – Oct 2018
JSP Examination in Public	tbc