

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

will be held on

**Date:** Friday, 28 September 2018

**Time:** 10.30 am

**Place:** Council Chamber, City Hall, College Green, Bristol

Notice of this meeting is given to members of the West of England Joint Committee 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 Toby Savage, 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 Bristol City 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 ACTION 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

5 - 48

To consider and approve the minutes from 27 July 2018 of West of England Joint Committee Meeting.

## 5. CHAIR ANNOUNCEMENTS

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

## 6. COMMENTS FROM CHAIR OF LOCAL ENTERPRISE PARTNERSHIP

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

## 7. ITEMS FROM THE PUBLIC

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

If you wish to present a petition or make a statement and speak at the meeting, you are required to give notice of your intention by noon on the working day before the meeting by e-mail to [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk). **The deadline is 12pm on Thursday 27 September 2018.**

If you wish to ask a question at the meeting, you are required to submit the question in writing to [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk) no later than 3 working days before the meeting. **The deadline is 5pm on Monday 24 September 2018.**

## 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. BUSINESS PLAN - PROGRESS REPORT

49 - 56

This report provides an update on progress in delivering the West of England Combined Authority business plan.

## 10. SUPPORTING THE VISITOR ECONOMY

57 - 60

This report presents an opportunity for WECA to support the visitor economy in the West of England region.



**11. TRANSPORT UPDATE** 61 - 66

To update Members on progress with the Bus Strategy, Key Route Network (KRN) and Integrated Transport Authority (ITA) functions.

To ask the WECA to approve the recommendation for the West of England Combined Authority to form a regional grouping of Transport Authorities with the working title of 'Western Gateway'

**12. INVESTMENT FUND** 67 - 88

To seek approval for Investment Fund Feasibility and Development Funding proposals and change requests for schemes within the current approved programme.

**13. ADULT EDUCATION BUDGET - INTERIM RESOURCES AND INDICATIVE BUDGET** 89 - 98

To seek approval for the indicative 2019/20 budget for the devolved Adult Education Budget.

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

**Next meeting: Friday, 30 November 2018**

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**Minutes of the  
West of England  
Combined Authority Committee  
on  
Friday 27<sup>th</sup> July 2018**

Members:

Mayor Tim Bowles, West of England Combined Authority  
Cllr Tim Warren, Bath & North East Somerset Council  
Cllr Mhairi Threlfall on behalf of Mayor Marvin Rees, Bristol City Council  
Cllr Toby Savage, South Gloucestershire Council

<p>1.</p>	<p><b>WELCOME &amp; INTRODUCTIONS</b></p> <p>The Chair welcomed everyone to the meeting and introduced his colleagues around the table;</p> <ul style="list-style-type: none"> <li>• Councillor Mhairi Threlfall attending on behalf of Mayor Marvin Rees from Bristol City Council</li> <li>• Councillor Toby Savage, from South Gloucestershire Council</li> <li>• Councillor Tim Warren from Bath and North-East Somerset Council</li> </ul> <p>He drew attention to the evacuation procedure and reminded everyone that the meeting was being recorded and will be available on the website following this meeting.</p>
<p>2.</p>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies were noted from:</p> <ul style="list-style-type: none"> <li>• Mayor Marvin Rees, Bristol City Council</li> <li>• Professor Stephen West, Chair of the Local Enterprise Partnership</li> </ul>
<p>3.</p>	<p><b>DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011</b></p> <p>None were declared.</p>
<p>4.</p>	<p><b>MINUTES</b></p> <p><b>Resolved:</b></p> <p>The minutes of the meeting on 2<sup>nd</sup> July 2018 were confirmed as a correct record.</p>
<p>5.</p>	<p><b>CHAIR ANNOUNCEMENTS</b></p> <p>The Chair extended his thanks to South Gloucestershire Council for hosting this meeting at Kingswood Civic Centre, and was keen to share the following positive developments in the region:</p> <ul style="list-style-type: none"> <li>• Government have announced this week their working relationship with WECA on Local Industrial Strategy. This will go a long way in boosting the ambitions of clean and sustainable growth. We will be working with many different local sectors as well as working closely with the LEP.</li> <li>• A sum of £220,000 has been granted to set up a new careers hub to help improve careers facilities for young people.</li> <li>• We have been invited by Channel 4 to bid to become a Creative Hub for Channel 4. This has been recognised as a great opportunity and we will be working closely to put together a compelling bid with Channel 4.</li> <li>• With regards the Adult Education Budget, we are pleased to announce that government have agreed a devolution of the Adult Education Budget to the Combined Authority. This will allow us to plan regionally how the budget is spent, and ensure positive and inclusive economic growth.</li> </ul>
<p>6.</p>	<p><b>COMMENTS FROM CHAIR OF LOCAL ENTERPRISE PARTNERSHIP</b></p> <p>Professor Stephen West gave his apologies for this meeting.</p>



<p><b>7.</b></p>	<p><b>ITEMS FROM THE PUBLIC</b></p> <p>Six questions were submitted for which written answers have been provided. All questions and responses have been attached in Appendix 1.</p> <p>The Chair confirmed that five statements had been received, and invited attendees to speak in the order their statements had been received. All statements have been attached in Appendix 2.</p>
	<p>David Redgewell of South West Transport Network, spoke regarding the West of England Transport Links. He stressed his concerns over the withdrawal of a number of Bus routes, namely the No. 10 and No.12 service as well as the No.51 which has been partly replaced but with no evening or Saturday service.</p> <p>It is his concern that WECA ensures they take responsibility to fill any gaps in the contract to enable young people to get to school and people to get to work.</p> <p>The Chair thanked David Redgewell for his comments, and confirmed his statement would be included in the minutes of the meeting.</p>
	<p>Christina Biggs of Friends of Suburban Bristol Railways (FOSBR), spoke regarding rail plan proposals for 2018. Christina began by expressing her delight for the £100,000 feasibility study and looked forward to the outcome of this work. She urged WECA to support sustainable solutions to the ongoing Severn Beach line signalling issues and delays, and as a separate point highlighted Pilning as a good option for WECA's ongoing Clean Air proposals.</p> <p>The Chair thanked Christina Biggs for her comments, and confirmed her statement would be included in the minutes of the meeting.</p>
	<p>Christina Biggs spoke about Thornbury Railway on behalf of Martyn Hall who was unable to attend the meeting. Christina highlighted his ask to consider streamlining the trains through Yate, and therefore accommodate a fast line from Thornbury to Yate. Christina suggested working with GWR to work through the calculations.</p> <p>The Chair thanked Christina Biggs for her comments on behalf of Martyn Hall, and confirmed his statement would be included in the minutes of the meeting.</p>
	<p>Stephen Shield, on behalf of Stoke Gifford Parish Council, gave his apologies for this meeting.</p> <p>The Chair confirmed his statement regarding Number 10 Bus Service Termination (Wessex Bus Company) had been noted and would be included in the minutes of this meeting.</p>
	<p>Cllr Michael Bell spoke regarding the No. 10 Bus Service Withdrawal (Wessex Bus Company). Cllr Bell stated that Stagecoach will not be taking on all the services that were covered by Wessex Bus, and stressed his concern for the removal of the No. 10 bus service. He commented that a year ago, having been faced with the same situation, this service was saved because of campaigning and is frustrated to find it has been withdrawn once again. He stressed that this is a key NHS patient and staff line,</p>

	and with most Combined Authorities encouraging the use of public transport, he suggested WECA allocate some of our transport budget to retain the No 10 service.
8	<p><b>PETITIONS</b></p> <p>None were declared.</p>
9.	<p><b>BUS STRATEGY UPDATE</b></p> <p>The Chair introduced a report that updated the committee on progress with the Bus Strategy within the context of the new Joint Local Transport Plan.</p> <p>It was noted that Combined Authority officers and appointed consultants are working on the strategy to ensure people get moving around the West of England. The Bus Strategy will enhance the services in the region and by the autumn officers will come back to the committee for a discussion on options.</p> <p>In this report, it was asked that the committee note progress.</p> <p>Cllr Threlfall made a comment on timescales, and asked whether there would be a delay on the Bus Strategy as a result of the delay to the Joint Transport Plan. In the meantime, with day to day activity, she asked whether we would be able to provide a level of commitment that states we will not wait until next Spring to action concerns (namely in Statements submitted by David Redgewell, Stephen Shield and Cllr Michael Bell).</p> <p><b>As this was an information only report there was no voting.</b></p>
10.	<p><b>INVESTMENT FUND PROGRAMME</b></p> <p>The Chair introduced the next paper on the Investment Fund Programme. The report seeks approval for Investment Fund Feasibility and Development Funding applications and change requests for schemes within the current approved programme. The report recommended that the committee approve:</p> <ul style="list-style-type: none"> <li>• The funding application for the development of the HIF business case as set out in Appendix 1 of the report and allocate up to £1m resource from the Investment Fund.</li> <li>• The funding applications for the development of skills capital projects by Bath and SGS Colleges as set out in Appendix 2 of the report and allocate up to £1.19m resource from the Investment Fund.</li> <li>• The scheme changes requested as set out in Appendix 4 of the report including allocating an additional £400k from the Investment Fund to support development of business cases for the key transport schemes supporting the Joint Spatial Plan.</li> <li>• That the WECA Chief Executive, in consultation with the Regional Mayor, be delegated authority to approve the allocation of this funding to relevant activities and that the S151 Officer be authorised to make all necessary amendments to the WECA Budget and the Mayoral Budget for 2018/19 to support the allocation of this funding.</li> </ul>

- That authority to submit the HIF bid is delegated to the WECA Director of Infrastructure in consultation with equivalent Directors in Bath and North East Somerset and Bristol and the relevant s.151s in the three Authorities.

The Chair moved the recommendations.

Cllr Tim Warren seconded the recommendations, commenting that he was happy to support investment in the area that would improve the lives of many.

Cllr Mhairi Threlfall stated that she supported all the proposals, drawing particular attention to the Temple Meads to Keynsham package and felt it was positive we could all work together.

Cllr Toby Savage commented that he was pleased to see the HIF fund bid taking shape, in particular to Paragraph 9 of the report which welcomes the work WECA are doing with South Gloucestershire. His second point drew attention to Paragraph 14 regarding the funding for a full business case on STEAM business centre, and felt this is a good example of joint working.

The Chair moved to the voting which he confirmed would be in line with the constitution, stating that recommendations 1 – 3 required a unanimous vote of the constituent councils excluding the WECA Mayor.

**On being put to the vote the motion was carried unanimously by the constituent councils excluding the WECA Mayor.**

**Resolved:**

1. Approve the funding application for the development of the HIF business case as set out in Appendix 1 and allocate up to £1m resource from the Investment Fund.
2. Approve the funding applications for the development of skills capital projects by Bath and SGS Colleges as set out in Appendix 2 and allocate up to £1.19m resource from the Investment Fund.
3. Approve the scheme changes requested as set out in Appendix 4 including allocating an additional £400k from the Investment Fund to support development of business cases for the key transport schemes supporting the Joint Spatial Plan.

Recommendations 4 – 5 required a majority decision of the three local authorities and the Combined Authority Mayor.

**On being put to the vote the motion was carried unanimously by the three local authorities.**

**Resolved:**

4. Approve that the WECA Chief Executive, in consultation with myself as WECA Mayor, be delegated authority to approve the allocation of this funding to relevant activities and that the S151 Officer be authorised to make all necessary amendments to the WECA Budget and the Mayoral Budget for 2018/19 to support the allocation of this funding.

	<p>5. Approve that the authority to submit the HIF bid is delegated to the WECA Director of Infrastructure in consultation with equivalent Directors in B&amp;NES and Bristol and the relevant s.151s in the three Authorities.</p>
<p><b>11.</b></p>	<p><b>AGREE SCOPE AND TIMETABLE FOR DEVELOPMENT OF OPTIONS FOR A JOINT ASSETS BOARD</b></p> <p>The Chair introduced the Joint Assets Board as the next agenda item, and explained the Committee were asked to give their views and endorse to move forward, at pace, with the shaping of the proposed Joint Assets Board (JAB) as detailed in section 2.5 – 2.9 of the report.</p> <p>The Chair moved the recommendation.</p> <p>Cllr Toby Savage seconded the recommendation.</p> <p>There were no further comments from members.</p> <p>The Chair moved to the voting which he confirmed was in line with the constitution, stating the recommendation required a majority decision of the three local authorities and the Combined Authority Mayor.</p> <p><b>On being put to the vote the motion was carried unanimously by the three local authorities and the Combined Authority Mayor.</b></p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>1. Endorse to move forward, at pace, with the shaping of the proposed Joint Assets Board (JAB) as detailed in section 2.5 – 2.9.</li> </ol>
<p><b>12.</b></p>	<p><b>TO NOTE THE WORK ON THE DEVELOPMENT INDUSTRY PANEL</b></p> <p>The Chair introduced the next item on the agenda to note the work on the Development Industry Panel. As part of WECA’s work towards a housing deal and the housing infrastructure fund WECA propose to work with industry, this being addressed in the paper.</p> <p>Cllr Tim Warren commented that by working together we have an opportunity to deliver strategic housing in the right place.</p> <p>Cllr Toby Savage shared that he felt comms and engagement is key to unlocking and excelling delivery, which is just as important as having the right resource. He very much welcomed the report.</p> <p><b>As this is was information only report there was no voting.</b></p>
<p><b>13.</b></p>	<p><b>RATIFICATION OF STATUTORY APPOINTMENT</b></p> <p>As part of this agenda item, the Chair was pleased to ask Committee to ratify the last appointment to our Senior Management Team – Malcolm Coe as the Director of Investment and Corporate Services, which comprises the statutory Section 151 Officer function.</p>

	<p>The Chair was happy to move the recommendations.</p> <p>Cllr Mhairi Threlfall seconded the recommendations.</p> <p>There were no further comments to add from members.</p> <p>The Chair moved to the voting which was confirmed to be in line with the constitution.</p> <p>Recommendation 1 required a majority decision of the three local authorities and the Combined Authority Mayor.</p> <p><b>On being put to the vote the motion was carried unanimously by the three local authorities and the Combined Authority Mayor.</b></p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>1. Formally ratify the recommendation that Malcolm Coe is appointed as the statutory Section 151 Officer for the West of England Combined Authority.</li> </ol> <p><b>The Chair confirmed that members were asked to note recommendation 2 so no voting was required.</b></p> <ol style="list-style-type: none"> <li>2. To note that Tim Richens retains the statutory Section 151 Officer responsibility until the new post holder commences in post.</li> </ol>
<p><b>14.</b></p>	<p><b>ANNUAL GOVERNANCE STATEMENT 2017/18</b></p> <p>The Chair introduced the next item on the agenda as the Annual Governance Statement for 2017/2018 where members were presented with the West of England Combined Authority Annual Governance Statement for 2016 – 2017 and 2017- 2018 for information. It was confirmed that this has been approved at Audit Committee. Members were asked to note the content of the report and the Annual Governance Statement.</p> <p>There were no further comments from members.</p> <p><b>As this was an information only report there was no voting.</b></p>
<p><b>15.</b></p>	<p><b>MAYORAL AND WECA BUDGET OUTTURN 2018/19</b></p> <p>The Chair introduced the next item on the agenda as the Mayoral and WECA Budget Outturn 2018/2019 report which presents the forecast revenue and capital financial outturn budget monitoring information for WECA and the Mayoral budget for the financial year 2018/2019 based on actual data for the period April 2018 to June 2018.</p> <p>The report also sought approval for a substituted Transport Levy for 2018/2019 together with other funding adjustments to recognise the latest available financial information.</p> <p>The Chair moved the recommendations.</p>

Cllr Tim Warren seconded the recommendations.

Cllr Toby Savage commented on the Apprenticeship grant (paragraph 15.3) stating that although it was a small amount this was an area with potential to make huge impact and looked forward to the continued work.

The Chair moved to the voting which was confirmed to be in line with the constitution.

**Members were asked to note recommendation 1 so no voting was required.**

1. To note the Mayoral Fund and WECA revenue and capital budget outturn forecasts as set out in Appendices 1,2 and 3

Recommendation 2 and 3 required a unanimous vote of the constituent councils excluding the WECA Mayor.

**On being put to the vote the motion was carried unanimously by the constituent councils excluding the WECA Mayor.**

**Resolved:**

2. To agree a Substituted Transport Levy is set for 2018/19 of £4.011m for B&NES, £6,893m for BCC and £2.102m for SGC replacing the original Levy approved in February 2018.
3. To agree the allocation of a minimum of £74,600 to each of the constituent councils and £15,000 to the WECA Budget from the Apprenticeship Grant for Employers funding in line with Para 4.2.9 and subject to agreeing the final balance and transfer of funding with B&NES Council.

Recommendation 4 required a majority decision of the three local authorities and the Combined Authority Mayor.

**On being put to the vote the motion was carried unanimously by the three local authorities and the Combined Authority Mayor.**

**Resolved:**

4. To agree delegation to the S151 Officer in order to make all necessary adjustments to Mayoral and WECA Budgets to reflect the decisions in 15.2 and 15.3 above.

**16. TREASURY MANAGEMENT FINAL OUTTURN 2017/18**

The Chair introduced the next agenda item as the Treasury Management Outturn Report 2017/2018. It was stated that as an Authority, WECA are required to approve a Treasury Management Strategy before the start of each financial year, review performance during the year, and approve an annual report after the end of each financial year. This report provides a review of performance to 31st March 2018 and has been to our Audit Committee.

	<p>The committee were asked to:</p> <ul style="list-style-type: none"> <li>- Note the Treasury Management Report to 31st March 2018, prepared in accordance with the CIPFA Treasury Code of Practice, and</li> <li>- Note the Treasury Management Indicators to 31st March 2018</li> </ul> <p>There were no further comments from members.</p> <p><b>As this was an information only report there was no voting.</b></p>
<p><b>17.</b></p>	<p><b>TREASURY MANAGEMENT OUTTURN APRIL TO JUNE 2018/19</b></p> <p>The Chair introduced the next item on the agenda, the treasury management monitoring report April to June 2018/2019.</p> <p>The committee were are asked to:</p> <ul style="list-style-type: none"> <li>- Note the Treasury Management Report to 30st June 2018, prepared in accordance with the CIPFA Treasury Code of Practice, and</li> <li>- Note the Treasury Management Indicators to 30th June 2018</li> </ul> <p>There were no further comments from members.</p> <p><b>As this was an information only report there was no voting.</b></p>
<p><b>18.</b></p>	<p><b>ANY OTHER ITEM THE CHAIR DECIDES IS URGENT</b></p> <p>There were no urgent items.</p> <p>The Chair thanked everyone for attending and confirmed the next meeting will take place on Friday 28<sup>th</sup> September 2018.</p> <p><b>The meeting closed at 11.16am</b></p>
	<p><b>Signed:</b></p> <p><b>Date:</b></p> <p><b>Chair, West of England Combined Authority</b></p>

Appendix 1

Public Forum

Questions Received

<b>1</b>	<b>Thomas Gravatt</b> <i>MetroWest</i>
<b>2</b>	<b>Cllr Gary Hopkins</b> <i>Bristol Bus Service satisfaction</i>
<b>3</b>	<b>Cllr Claire Young</b> <i>Pothole Action Fund</i>
<b>4</b>	<b>Cllr Mike Drew</b> <i>Introduction of supplementary questions for WECA meetings</i>
<b>5</b>	<b>David Redgewell, Bus Users UK and South West Transport Network</b> <i>Stagecoach Bus Service</i>
<b>6</b>	<b>Stephen Williams MP</b> <i>MetroBus</i>



## Question 1

**Thomas Gravatt**

1. What will WECA do to assist with finding the funding for the Portishead railway?
2. Will WECA communicate with Chris Grayling and others to remind them of the importance of the Portishead railway project and to request funding from central government?
3. What will WECA do to ensure that funding is found by September in time for the submission of a development consent order for the project?

## Answer:

1. *The West of England Combined Authority has, through the Local Enterprise Partnership and the Local Growth Fund, funded the majority of the £10m development costs for MetroWest Phase 1 (includes Portishead) and £44.5m towards delivery. An additional £6m from the West of England Investment Fund was approved by the West of England Combined Authority Committee in December 2017 to present a compelling case for Large Majors funding by the Department for Transport but subject to a successful Large Majors bid.*

The West of England Combined Authority will continue to work with North Somerset Council on securing full funding for MetroWest Phase 1.

2. *The West of England Combined Authority is in constant communication with the Department for Transport on the MetroWest programme and wider aspirations for suburban rail in the West of England region.*
3. *The West of England Combined Authority and the Local Enterprise Partnership will continue its work with North Somerset Council on MetroWest Phase 1.*

**Question 2**

**Cllr Gary Hopkins**

1. Can the Mayor tell us whether he feels the reduction in public satisfaction with bus services in Bristol from 58.1% in 2011 to 40.2% in 2017 ( BCC quality of life survey)is linked to the introduction of a Mayor for Bristol in late 2011 or the specific failure to introduce a franchise system to protect services?
2. Will the Mayor base policy and his bus strategy on real public feeling rather than biased data coming purely from bus passengers and start using his powers to franchise?

**Answer:**

1. *Bus passenger satisfaction across the West of England is improving. The most recent Transport Focus survey in the West of England shows that 89% of passengers are very or fairly satisfied with their overall journey in 2016/17 (up from 85% the previous year).*
2. *The passenger survey data collected by Transport Focus is transparent and objective. The West of England Bus Strategy will transparently assess delivery mechanisms available to the combined authority (including the opportunity to franchise local bus services in its area) prior to a recommendation on the most appropriate approach for passengers, residents and businesses.*

### Question 3

#### Cllr Claire Young

At February's meeting of WECA the Authority allocated the Pothole Action Fund to the constituent authorities in the following orders:

B&NES - £198,000

Bristol - £187,000

South Gloucestershire - £263,000

We now understand that the amounts the authorities received were in fact only:

B&NES - £189,478

Bristol - £177,234

South Gloucestershire - £252,034

Can you please explain why local authorities have been short changed by almost £30,000 and what action you are taking to remedy this?

#### Answer:

In total, three tranches of Pothole Action Fund grants have been announced by DfT and distributed to constituent authorities by the WECA;

- 1) £891,000 March 2017
- 2) £618,746 February 2018
- 3) £1,240,704 March 2018

The indicative allocations to Constituent Authorities for the second tranche of funding were included in the 2 February 2018 WECA Committee report. These were provided by colleagues at DfT in early January, however, as referenced in the report to Committee, were subject to formal confirmation of the funding, which was subsequently received on 5 February.

Constituent Authority s151 Officers were notified of the actual allocations made by DfT on 7 February, accompanied by an explanation that the final grants were lower than the amounts that were initially expected and that DfT had indicated this was due to allocations due to London Authorities that hadn't been provided for in those circulated prior to Ministerial approval of the grants.

All Highways Maintenance Capital Grants received by the West of England Combined Authority, including the Pothole Action Fund, have been pass-ported in full to Constituent Authorities in line with the formula allocations which they would have received from DfT.

**Question 3**

**Cllr Mike Drew**

You will recall from when we served together on South Gloucestershire Council, that councillors there have the right to ask oral questions of the administration, in follow-up to answers received to their written questions. Do you agree with me that this sort of questioning is conducive to transparent and democratic government and, if so, will you commit to introducing supplementary oral questions for WECA meetings?

**Answer:**

The Combined Authority governance was agreed by each of the Councils and allows all the members of the Combined Authority to participate in debates and voting.

WECA has built a governance arrangement that ensures Councillors nominated by their constituent councils can engage in discussions and influence decision making. Councillors can engage through our Advisory Boards, Scrutiny function and Audit Committee and are represented by their council leaders at WECA Committee as members of the Combined Authority.

**Question 4**

**David Redgewell, Bus Users UK and South West Transport Network.**

1. Can WECA confirm that Stagecoach have access to suitable sites for the repair and maintenance of the expanded fleet that will be needed to keep the services previously operated by Wessex and being taken over, running?
2. We also wish to know if WECA responded to the changes made by Stagecoach to the Bath – London MegaBus services resulting in a loss of that service and whether they were able to offer any assistance prior to the decision for it to stop?

**Answer:**

1. *The provision of suitable depot facilities for the accommodation and maintenance of vehicles for a local bus service is the responsibility of the operator.*
2. *The service you describe is not a local bus route and is therefore outside of our jurisdiction.*

## **Question 5**

**Stephen Williams**

In response to my question at the last meeting (1st June, answered under West of England Joint Committee Public Forum) to the Mayor about who has responsibility and accountability for MetroBus, he listed a whole series of bodies and unnamed officers but did not mention himself (or the Mayor of Bristol) once - despite his responsibility to produce a regional bus strategy. Will he assure us that the future of MetroBus will be included within his bus strategy and that he will begin to take some responsibility for it moving forward over the coming months and years?

### **Answer:**

Metrobus is a legacy project run by the three participating councils (North Somerset, South Gloucestershire and Bristol City Council), which has been developed for a number of years and is now coming to delivery.

WECA is jointly responsible for the Joint Local Transport Plan and Bus Strategy, and as part of that work will consider how to take forward bus services including metrobus, once the existing network has been delivered.

## Appendix 2

## Public Forum Statements

## Received

Statement	Name, organisation
1.	David Redgewell, South West Transport Network <b><i>West of England Transport Links</i></b>
2.	Christina Biggs, FOSBR <b><i>FOSBR Rail Plan 2018 Proposals</i></b>
3.	Martyn Hall (Christina Biggs to speak on behalf of) <b><i>Thornbury Railway</i></b>
4.	Stephen Shield on behalf of Stoke Gifford Parish Council – Apologies received <b><i>Number 10 Bus Service Termination (Wessex Bus Company)</i></b>
5.	Cllr Michael Bell <b><i>No. 10 Bus Service Withdrawal (Wessex Bus Company)</i></b>



**Statement 1**

**David Redgewell SWTN/Bus Users UK  
West of England Transport Links**

**1. The Chocolate Path Bristol**

We support plans to reinstate the path and make it fit for purpose for walking and cycling.

**2. MetroWest**

We welcome the DfT and Metro Mayor study into the suburban rail network for Greater Bristol and the investment in Severn Beach – Westbury and the proposed Portishead – Westbury lines. We also welcome studies into Bristol – Gloucester and Bristol – Henbury Loop, noting that the Henbury loop will need a higher level of service if indeed the Arena is sited at Filton North Station.

We feel it is very important to make progress for the City Region and we must ensure that all stations are fully accessible eg Lawrence Hill and Stapleton Road.

**3. Congestion Task Group**

We welcome the work undertaken especially on bus priority and bus infrastructure and the potential Quick Wins on the A38 corridor. The Group worked on getting progress on Temple Meads station works which are now receiving funding. We believe that through Partnership working with First Bus division, First Rail division and Network Rail we are getting funding released and are making real progress.

**4. MetroBus**

We support the extension of Metro Bus from The UWE to Bristol Parkway – Patchway Station and Cribbs Causeway including Gypsy Patch Lane bridge and Station.

**5. Transport Board**

We welcome setting up a Transport Board and associated working parties. It must fit in with the Metro Mayors proposals for the sub region and also must align with any Regional; transport body being set up by the government.

The preferred model would be to have one Regional Transport Board covering Cheltenham – Penzance – Bournemouth. This is borne out by the new Cross Country Franchise which is being consulted on by the DfT on this Regional basis.

We urge the Mayor to meet other Council leaders to make the case for a Regional Board, given the power of the Northern Transport Authority (TfN) and Midlands Connect we must not be left behind.

## **6. Cross Country Rail Franchise – Consultation**

We wish to urge the Authority to make a full and detailed response to the current DfT consultation on the future of the Cross Country Rail Franchise. In particular we urge the response to clearly show the requirement for through services to continue linking northern cities and Scotland with the South West as per the current services and not allow services to be reduced or cut short. We also strongly support enhanced security on trains through measures such as CCTV. We must ensure that catering services on the long distance trains are retained as they are very important to customers making those journeys. There also needs to be a priority given to all aspects of Disability Access both on trains and at the stations.

## **7. Support for Partnership Working in Transport.**

We wish to see the Local Authorities taking advantage of Partnership working with First and other operators in enhancing and developing the public transport offer in Bristol City plus South Gloucestershire, BANES and North Somerset. The bus companies are willing to commit to investment in return for infrastructure commitments from the local authorities. I urge the local authorities to work together through WECA and linking in with North Somerset to take advantage of the offers to invest which will lead to a speedy delivery for the benefit of local residents. Bristol must work closely with WECA and the WECA Board to develop coordinated plans for fast delivery.

## **8. Rail Projects**

We fully support the Metro West Phase 1 and Phase 2 projects and urge the Authorities to progress these schemes. These schemes need to be developed and fully integrate with the bus network to provide seamless integrated public transport. We note that for Phase 2 of Metro West there is no support in the rail industry for trains to turnback short at Bathampton or Yate and we wish to see trains serving the full journeys to Gloucester/ Cheltenham and Westbury.

## **9. Bristol Congestion Task Group**

We welcome the work undertaken especially on bus priority and bus infrastructure and the potential Quick Wins on the A38 corridor. The Group worked on getting progress on Temple Meads station works which are now receiving funding. We believe that through Partnership working with First Bus division, First Rail division and Network Rail we are getting funding released and are making real progress.

## **10. Wessex Bus**

Following the demise of Wessex Bus – Part of Rotala , we wish to see urgent action from WECA as the responsible transport authority, to work with the relevant local authorities to ensure that services continue for the travelling public. We understand that several services and the staff have been transferred to Stagecoach and First , however we are concerned that Service 10 has not been mentioned and it is vital that this service is covered with continued public subsidy as it provides crucial links for the public within the Region. We also want to see the Service 12 in Bath covered

and want to ensure that the areas covered by the current service 51 still have a bus service.

With regard to Service 10 Mike Garland will be attending the meeting to make the point of how important this service is to local residents.

We want to ensure that the authorities make integrated ticketing a priority too as different companies may be picking up the services and their replacements.

**Statement 2**  
**Christina Biggs, FOSBR**  
**FOSBR Rail Plan 2018 Proposals**

Statement to WECA Scrutiny Weds 25 July, WECA Committee and WoE Joint Committee Friday 27 July 2018, on FOSBR Rail Plan 2018 proposals for the Joint Local Transport Plan consultation draft:

1. MetroWest Phase 1 - FOSBR suggests that N Somerset Council considers seeking third party private and corporate investment for the £48 million shortfall for the Portishead Line, and urges that the MetroWest Phase 1A signalling works at Avonmouth and some turnback strategy for Bath (such as turning back at Chippenham or Westbury) be completed soon so as to expedite the delivery of the long-awaited half-hour service from Avonmouth to Bath, hourly to Severn Beach.
2. Severn Beach Line – FOSBR has been engaging with GWR and Network Rail on the continuing delays and cancellations on the Severn Beach Line, and urges that WECA contribute financially to provide sustainable solutions – such as extra rolling stock, 40-minute buses between Avonmouth and Severn Beach, and that WECA engages with Network Rail on the outstanding issues with the BASRE resignalling, namely the 10 mph limit still in force at Temple Meads, and the long waiting times for Severn Beach Line trains at Narrowways Junction due to the Automatic Route Setting software.
3. Infrastructure – FOSBR welcomes the WECA funding of £2m for the Temple Meads Masterplan and urges that Station Street and a bus exchange on the Friary should be delivered soon as a first stage. FOSBR welcomes the ongoing Filton Bank works and urges that WECA continue to lobby government to fund Bristol East Junction. We would also ask WECA to consider working up proposals for selective double-tracking of the Severn Beach Line as the single-track sections are highly sensitive to any delays. We also note Parish Council support for a station at Coalpit Heath.
4. Henbury Loop – In the light of the recent announcement of the proposed Brabazon Hanger location for the Arena, we urge that WECA reconsider the proposals for the Henbury Loop, especially those not in the original 2015 plans, such as running from North Filton through the Filton Rail Diamond to Bristol Parkway (as the nearest station on the electrified Paddington line), decoupling the St Andrew's Gate, West Town Rd and Avonmouth Station level crossings to reduce barrier down time, and improving the road access to Holesmouth Bridge. Please also consider Chittening Station.
5. Bristol Airport – FOSBR notes the Airport's wish to expand, and would ask for comprehensive public transport provision, including restoring a rail-bus link to Nailsea and Backwell station, perhaps with an electric minibus that could run through residential streets in Backwell to bypass the crossroads. This station already has a half-hour train service and regional GWR connectivity to Cardiff, Gloucester and Taunton as well as a mere 11-minute road transit time to Bristol Airport. We urge that WECA work with GWR to complete the ramp access to Nailsea and Backwell and consider creating space for a minibus in the car park. This would obviously be a supplement to the existing Bristol and Weston Flyers but would suit executive

short-stay business travellers due to the much reduced journey time to the airport. An exploratory postcode study should be initiated soon.

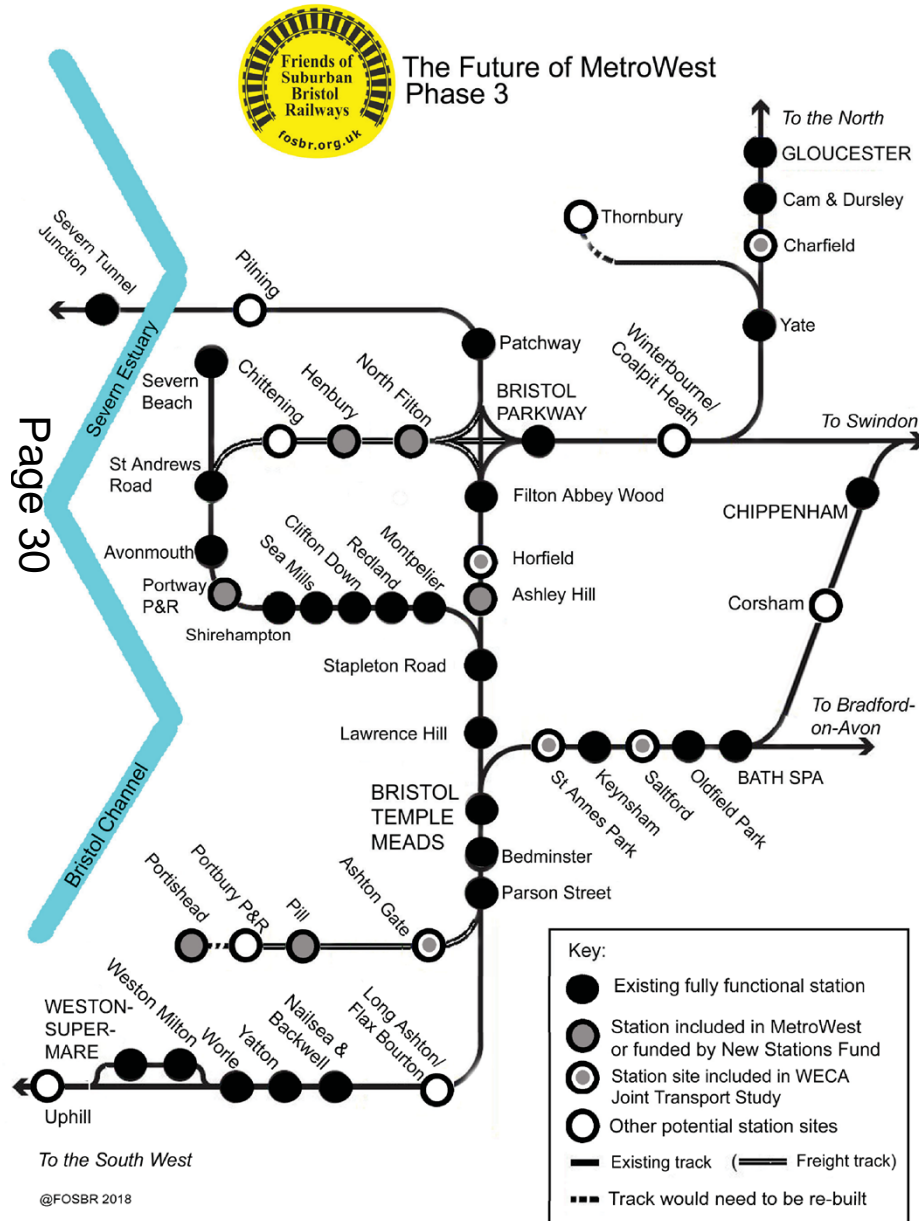
6. Pilning - FOSBR would wish to point out that if a temporary Pilning footbridge is delivered (for £2 million) in 2018, a commuter service could be delivered in the May 2019 timetable as one of WECA's contributions to the current Clean Air proposals and illustrative of the potential for rail as the only long-term solution to both the regional congestion and regional air quality concerns. We have already attended a DfT CrossCountry Franchise consultation event and urge WECA to join us in requesting a trial daily commuter stop at 07:30 at Pilning on the 07:00 Cardiff to Manchester stopping service as this is the optimum time of day for commuters both to and from Pilning, Severnside and Thornbury.

7. Thornbury – FOSBR urges that WECA investigates imaginative uses of the existing Tytherington Line, such as a bolt-on powered carriage for a MetroWest Phase 2 Gloucester train, and using the Westerleigh Freight Line to provide better cross-over connectivity at Westerleigh Junction.

Christina Biggs (FOSBR Secretary)

# FOSBR Rail Plan 2018 – car-free travel from your door

(1) A reliable half-hour train service:



- WECA to have rail powers and operational oversight;
- **Longer** trains with more seats and **room for cycles**;
- Rail-bus interchanges at Filton Abbey Wood for Southmead Hospital and Nailsea & Backwell for Bristol Airport, accurate real-time bus information at stations;
- Multi-modal **smart ticketing**, with guards on all trains;
- Delivery of MetroWest Phase 1A **half-hour train service between Avonmouth and Bath**, hourly to Severn Beach;
- 30 min service for Patchway, Parson St and Bedminster;
- Future 15 or 20 minute frequency.

## Robust infrastructure to unlock capacity:

- Completion of Filton Bank four-tracking;
- Bristol East and Westerleigh Junction remodelling;
- Replace footbridge at Pilning for Severnside commuters;
- Emission-free trains: electrification to Bristol Temple Meads and battery or hydrogen-fuelled local trains;
- Extra platforms and bus hub at Temple Meads;
- Selective double-tracking of Severn Beach Line.

## Reopening stations across the network:

- Deliver Portishead line with an initial hourly service with planning for half-hour service;
- Henbury Spur extension to Henbury Loop;
- Welcoming WECA's proposals for Horfield (at Constable Rd), St Anne's, Saltford, Ashton Gate & Charfield;
- Consideration of further stations at Coalpit Heath, Chitterning, Uphill/Locking, Corsham & Long Ashton;
- Exploring an extension of Tytherington line to Thornbury.

## Employment density for Severnside Local Area

**Author:** Andrew. G. Short 27/2/17, for Friends of Suburban Bristol Railways.

**Business area: Central park, Western Approach and West Gate.**

HMG document 'Employment Density Guide (3<sup>rd</sup> edition Nov 2015)' issued by the Homes & Communities Agency suggest that a typical density of employees in 'regional Distribution Centres is 77 square metres (M<sup>2</sup>) per person average.

This is per Full Time Equivalent (FTE). This equates to a single shift through the average working week. The occupancy would thus be 2 persons per 77 per M<sup>2</sup> if everyone in every company worked a two-shift system, 3 persons per 77 M<sup>2</sup> for 3 shifts.

Brochures for the business areas quote:

Westgate development overall 4,000,000 sq ft.

Tesco (not in above) estimated 500,000 sq ft.

Central park development overall 3,775,000 sq ft.

Western Approach (estimated)\* 3,000,000 sq ft

(\* Brochure not available 16-1-17).

**Red figures below from <http://sites.southglos.gov.uk/insouthglos/enterprise/avonmouth/key-facts/>**

Total business building floor area 11,275,000 sq ft.

At 10.7 ft sq per M<sup>2</sup>, this equates to 1,105,400 **1,323,630** M<sup>2</sup>

At 77 M<sup>2</sup> per person, this equates to some 13,700 **17,190** FTE persons.

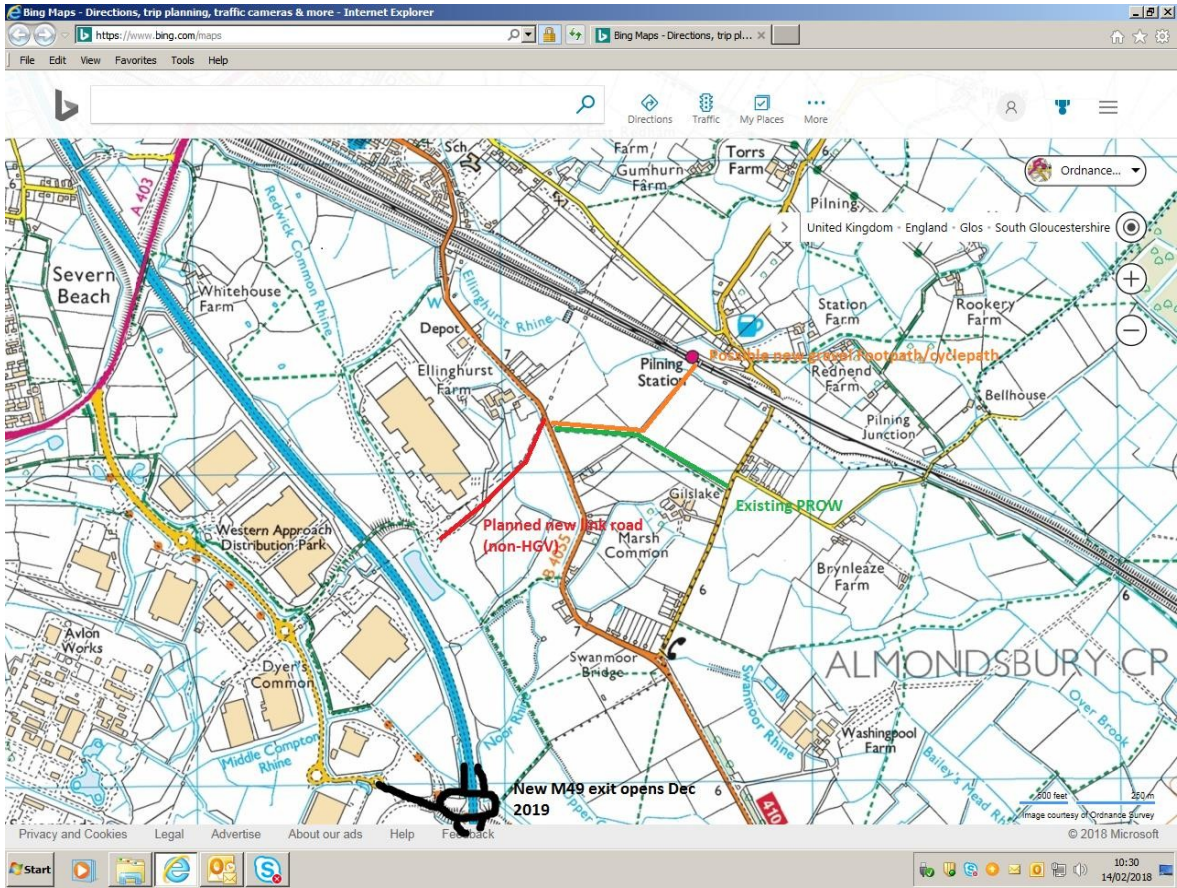
It is assumed that 50% of employees are on the businesses are on 2 shift and 15% on three shift. This equates to:

$(13,700 * 0.35) + (13700 * 0.5 * 2) + (13,700 * 0.15 * 3) = 24,660$  **30,941** FTE persons.

Assuming an occupancy of 3/4 (allowing for vacancies, automation, sickness, business premises vacated, etc.) this gives a level of 18,500 FTE persons.

**Thus on an average day, there could be 18,500 **23,200** persons commuting to and from the three distribution parks** and to be targeted as possibilities for public transport (e.g. a 1% take-up of public transport equates to 185 **232** return journeys per day.

A G Short, Weds 21 Feb 2018







## Pilning Station Footbridge Cost Benefit Analysis

February 2018

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Dr David Williams.

### About the Author:

Dr David Williams is a Research Associate at the University of the West of England. Dr Williams has a background in transport planning and assessment for local authorities in the West of England. This work was conducted in Dr Williams' own time for FOSBR and the findings are his own work and do not reflect the views of the University of the West of England.



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# Introduction

The Friends of Suburban Bristol Railways (FOSBR) have requested that a cost benefit analysis be completed to support their case for the installation of a new footbridge at Pilning station in South Gloucestershire, to the north west of the city of Bristol. The case is being made to the GWR Franchise consultation that closes on 21 February 2018. The original footbridge was removed in 2016 as part of Network Rail’s electrification programme<sup>1</sup> and it was deemed not cost effective to replace it due to the low number of passengers using the station, with just 230 people using the station in 2016/17<sup>2</sup>. The low number of passengers, up from 46 in 2015/16, is due to the fact that the station is served by just two trains a week, at 0834 and 1534 on a Saturday. Network Rail has estimated that the installation of an equalities compliant bridge at the station will cost £2 million and FOSBR installation of this bridge be included within the next stage of th

PROPOSED M49  
AVONMOUTH JUNCTION<sup>4</sup>

## Feasibility

Since Network Rail’s decision not to replace the footbridge in 2016 there have been several changes to transportation within the Greater Bristol area surrounding Pilning Station. Highways England has announced plans to construct a new junction on the M49 motorway that would provide greater access to the station. This new junction provides Bristol City Council with the opportunity to develop a Park and Rail site at the station, reducing trips into Bristol city centre. This is important as Bristol City Council is currently developing options for installing a Clean Air Zone (CAZ) within the city centre to comply air quality standards<sup>3</sup>. Developing Park and Rail facilities at Pilning station, through the construction of a pedestrian bridge and surface level car parking would provide a relatively low cost option compared to the construction of a new Park and Ride site served by buses. The new junction is expected to cost between £25m and £50m, but as yet no date has been set for its construction.



The second change to transportation in the Greater Bristol area is the proposed expansion of *The Mall* at Cribbs Causeway and the associated additional traffic this will have. Pilning railway station is situated 4.8km away from The Mall site. The Transport Review Group for the development’s travel plan have stated to FOSBR that if more frequent services were reintroduced to Pilning Station they would consider running a shuttle bus to/from the station to serve their customers who wished to travel by train, rather than car.



The final change comes from the businesses to the south of Pilning Station based at Severnside. SevernNet, a consortia of businesses on at Severnside, are interested in running shuttle buses for their staff to/from the station providing the services meet fit with current shift patterns. All three of these changes suggest that the re-installation of a footbridge at Pilning station should be considered as part of the next GWR franchise as they would provide benefits for travel within the Greater Bristol area.

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- 1 Sims, A. (2016) [http://www.gazetteseries.co.uk/news/14587196.Rail\\_platform\\_and\\_footbridge\\_set\\_for\\_closure\\_in\\_Pilning/](http://www.gazetteseries.co.uk/news/14587196.Rail_platform_and_footbridge_set_for_closure_in_Pilning/)
  - 2 ORR (2018) <http://orr.gov.uk/statistics/published-stats/station-usage-estimates>
  - 3 BBC (2017) <http://www.bbc.co.uk/news/uk-england-bristol-40865101>
  - 4 Highways England (2017) <http://roads/highways.gov.uk>
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## Cost Benefit Analysis (CBA)

The Department for Transport's Web-based Transport Analysis Guidance (WebTAG) provides advice on transport modelling and appraisal for highways and public transport interventions. This is based on HM Treasury's Green Book to explore a wide range of impacts from a transport intervention. Rail interventions are based on the same approach. For the purposes of this analysis three scenarios will be tested to demonstrate the benefits of installing the bridge. This will be based on the Carbon Dioxide (CO<sub>2</sub>) and Nitrogen Oxide (NO<sub>x</sub>) reductions from people travelling by train compared to driving within the Greater Bristol area. It is not possible to capture the wider economic benefits or social benefits of this scheme due to the lack of available data. The analysis is therefore designed to demonstrate the benefits in one area, emissions, with the request that WECA conduct a full CBA as part of the Joint Local Transport Plan for the implementation of the bridge in line with its inclusion in the next GWR franchise period.

### Assumptions

As with any model a set of assumptions will be included. These will be outlined below.

The CBA will be based on the assumption that additional train services will be provided to/from Pilning Station by Great Western Railways as part of their next franchise to meet the demands of Severnside businesses and The Mall's customers. The table below includes the proposed services which would include 10 services a day in each direction. This number of services has been used for the CBA as it would provide services to serve shift patterns at Severnside and the majority of the weekend trips to The Mall.

The second assumption is based on the type of car that will be taken off the road. For this scenario the findings are based on a 1.6ltr Diesel Ford Focus, the most popular car in Britain. The Ford Focus emits 114 grams of CO<sub>2</sub> per kilometre<sup>5</sup> and between 0.5 and 0.75 grams of NO<sub>x</sub> per kilometre<sup>6</sup>.



The cost of these emissions to the environment is approximately £0.05/kilometre<sup>7</sup>.

The CBA will test the three scenarios.

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<sup>5</sup> EU (2015) <https://www.energy.eu/car-co2-emissions/ford.php>

<sup>6</sup> Emissions Analytics (2018) <http://equaindex.com/equa-air-quality-index/>

<sup>7</sup> MyClimate.org (2016) [https://co2.myclimate.org/en/portfolios?calculation\\_id=1045204&localized\\_currency=GBP](https://co2.myclimate.org/en/portfolios?calculation_id=1045204&localized_currency=GBP)

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**Scenario 1** – 10 passengers will use

Pilning Station/train

**Scenario 2** – 20 passengers will use

Pilning station/train

**Scenario 3** – 40 passengers will use

Pilning Station/train

An assumption has been made that each of these passengers would travel 40km by car if they were not travelling by train.

The trains currently running this line run on diesel and therefore emit CO<sub>2</sub> and NO<sub>x</sub>. These trains will be running on this line whether they stop at Pilning or not. The level of emissions per service is therefore negligible and has been discounted for the purposes of this analysis. Further research would need to incorporate these figures.

DAY	DIRECTION	APPROX	PURPOSE
MON-FRI	Bristol to Pilning	0530	Serving Businesses at
MON-FRI	Bristol to Pilning	0630	Serving Businesses at
MON-FRI	Bristol to Pilning	0730	Serving Businesses at
MON-FRI	Bristol to Pilning	0750	Serving Businesses at
MON-FRI	Bristol to Pilning	0830	Serving Businesses at
MON-FRI	Bristol to Pilning	1330	Serving Businesses at
MON-FRI	Bristol to Pilning	1430	Serving Businesses at
MON-FRI	Bristol to Pilning	1600	Serving Businesses at
MON-FRI	Bristol to Pilning	1930	Serving Businesses at
MON-FRI	Bristol to Pilning	2030	Serving Businesses at
MON-FRI	Newport to Pilning	0530	Serving Businesses at
MON-FRI	Newport to Pilning	0630	Serving Businesses at
MON-FRI	Newport to Pilning	0730	Serving Businesses at



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MON-FRI	Newport to Pilning	0750	Serving Businesses at
MON-FRI	Newport to Pilning	0830	Serving Businesses at
MON-FRI	Newport to Pilning	1330	Serving Businesses at
MON-FRI	Newport to Pilning	1430	Serving Businesses at
MON-FRI	Newport to Pilning	1600	Serving Businesses at
MON-FRI	Newport to Pilning	1930	Serving Businesses at
MON-FRI	Newport to Pilning	2030	Serving Businesses at
SAT-SUN	Bristol to Pilning	0930	Serving the Mall
SAT-SUN	Bristol to Pilning	1030	Serving the Mall

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DAY	DIRECTION	APPROX	PURPOSE
SAT-SUN	Bristol to Pilning	1130	Serving the Mall
SAT-SUN	Bristol to Pilning	1230	Serving the Mall
SAT-SUN	Bristol to Pilning	1330	Serving the Mall
SAT-SUN	Bristol to Pilning	1430	Serving the Mall
SAT-SUN	Bristol to Pilning	1530	Serving the Mall
SAT-SUN	Bristol to Pilning	1630	Serving the Mall
SAT-SUN	Bristol to Pilning	1730	Serving the Mall
SAT-SUN	Bristol to Pilning	1830	Serving the Mall
SAT-SUN	Newport to Pilning	0930	Serving the Mall
SAT-SUN	Newport to Pilning	1030	Serving the Mall
SAT-SUN	Newport to Pilning	1130	Serving the Mall
SAT-SUN	Newport to Pilning	1230	Serving the Mall
SAT-SUN	Newport to Pilning	1330	Serving the Mall
SAT-SUN	Newport to Pilning	1430	Serving the Mall
SAT-SUN	Newport to Pilning	1530	Serving the Mall
SAT-SUN	Newport to Pilning	1630	Serving the Mall
SAT-SUN	Newport to Pilning	1730	Serving the Mall
SAT-SUN	Newport to Pilning	1830	Serving the Mall

a) **Calculation**

The calculations are based on the use of the station for 363 days of the year, with each person saving 40km of travel by car. The first table shows the financial benefits per day of the three scenarios. With scenario 1 an average of 10 passengers per train there is a £4,000 financial benefit for the local environment due to the emissions saved, with this increasing to £16,000 if there were 40 passengers alighting per train.

NO. TRAIN SERVICES/ DAY	NO. PASSENGERS/ TRAIN	TOTAL PASSENGERS/ DAY	DISTANCE BY CAR SAVED (40KM/)	CO2 EMISSIONS SAVED/D	NOX EMISSIONS SAVED/DA	ENVIRONMENTAL SAVING/DAY (£)
2	10	200	8,000km	912kg	5kg	£4,000
2	20	400	16,000km	1,824kg	10k	£8,000
2	40	800	32,000km	3,648kg	20k	£16,000



For the year the figures demonstrate that for Scenario 1, 10 passengers per train the environmental benefits would be £1.4m per year, with this increasing to £5.8m for Scenario 3, with 40 passengers per train.

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NO. TRAIN SERVICES/ YEAR	NO. PASSENGERS/ TRAIN	TOTAL PASSENGERS/ YEAR	DISTANCE BY CAR SAVED (40KM/ PASSENGER)	CO2 EMISSIONS SAVED/ YEAR (114G/KM)	NOX EMISSIONS SAVED/ YEAR (0.625G/KM)	ENVIRONMENTAL SAVING/YEAR (£)
7260 kg	10	72,600	2,904,000km	331,056 C	1,815 kg	£1,452,000
7260 kg	20	145,200	5,808,000km	662,112 CO2	3,630 kg	£2,904,000
7260	40	290,400	11,616,000km	1,324,224 kg	7,260 kg	£5,808,00

## Summary

The results show that if GWR were to provide 10 services a day to Pilning station and that if each train had 10 passengers either alight or board the service the environmental savings for the West of England area of installing the footbridge at Pilning at the cost of £2m would be paid back in under 18 months. In the most optimistic scenario (Scenario 3) this would be paid back in just under four months, in terms of environmental benefits for the Greater Bristol area.

The findings do not include any calculations of economic or social benefits of implementing this scheme, that would be added to this equation to demonstrate the full benefits.

This report concludes that providing GWR were prepared to run these services and work together with SevernNet and The Mall's transport plan team, it would be possible to provide these services and help reduce emissions CO2 and NOx in the Greater Bristol area.

## Next Steps

The results of this analysis show that the provision of services and a new footbridge at Pilning station have the potential to provide an environmental benefit to the Greater Bristol area in terms of emissions reduction. Therefore this report recommends that the installation of a bridge and the introduction of services be considered for the next GWR franchise period by the Department for Transport.



The installation of the footbridge, additional trains, new junction for the M49 linking to Pilning station and a Park and Rail site to be delivered at the station should also be included for consideration at Pilning as part of the West of England Combined Authority's Joint Local Transport Plan. Once the scheme is included in both these plans it will be possible to conduct a full cost benefit analysis of the schemes to demonstrate the wider benefits the enhancement of this station can provide to the Greater Bristol area moving forward.

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**Summary: FOSBR recommends that the Bristol Arena should be located at Temple Meads rather than the Brabazon Hanger due to the vastly superior rail connections at Temple Meads. For either location there needs to be investment in transport connections, and both locations urgently those transport connections even if they are not the chosen location of the Arena.**

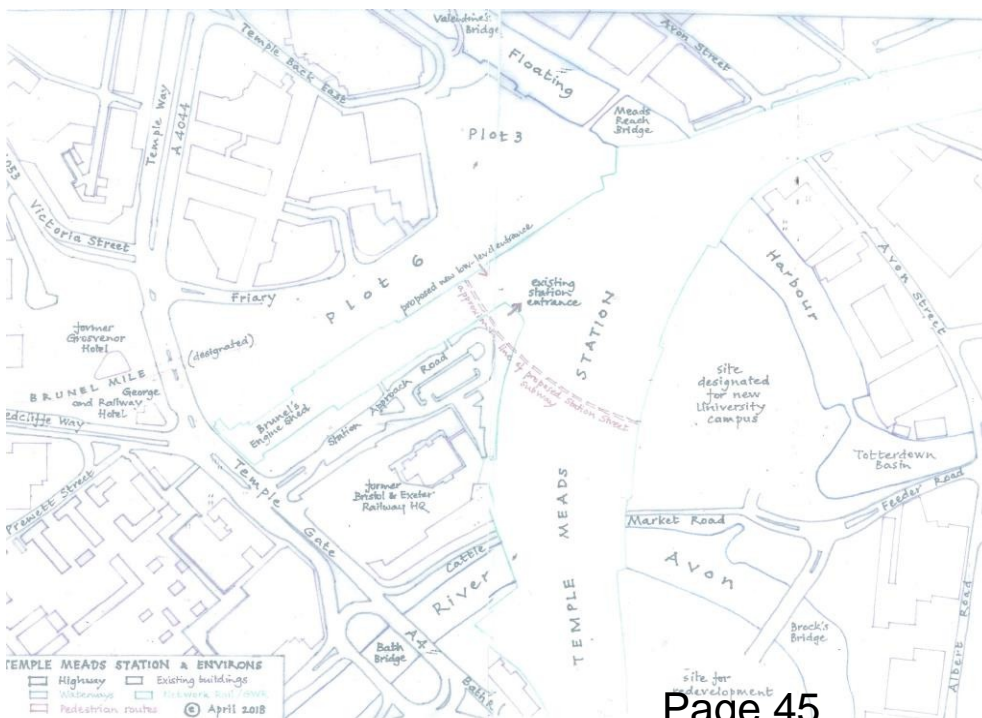
## 1. The case for locating the Arena at Temple Meads

- (a) Temple Meads enjoys direct rail connections both locally, across the region and across the whole of the UK. It is also close to the city centre via ferry and bus connections and is in easy walking distance from Temple Quarter, St Mary Redcliffe and the Floating Harbour. There is also ample parking, though the rail connections are such that drivers could use Park and Ride facilities at Portway P&R, Bristol Parkway P&R and potentially Pilning for drivers from Wales. There is also a direct bus from Bristol Airport.

FOSBR believes that the public would overwhelmingly use public transport to access the Arena if it were at Temple Meads as many members of the public routinely pass through this station on a daily basis.

## 2. Infrastructure needed at Temple Meads.

Some infrastructure needs to be put in place at the Arena to enable public transport links – as a minimum, Station Street needs to be put in to link pedestrians from the Friary (Plot 6) under Temple Meads to the Arena. BCC also needs to negotiate with Homes for England to allow bus stops on the Friary. This should be put in place in any case to allow access to the University of Bristol site.



### 3. Rail infrastructure needed at Brabazon Hanger

The challenge of connecting the Brabazon Hanger to the rail network is much more significant. As well as planning for N Filton Station to have longer platforms, provision needs to be made for a Park and Ride nearby as there is only the minimum parking planned in the Filton Airfield, and the Brabazon site is only accessible by road from the south, near BAWA. FOSBR suggest that one option to explore for P&R could be by using the SW quadrant of the Filton Rail diamond with a rail shuttle to Filton (see aerial view below). The Henbury Spur is currently only envisaged to connect to Bristol Temple Meads via Filton Abbey Wood station. Connecting N Filton to the more obvious choice of Bristol Parkway involves upgrading the single track through the Filton Diamond and addressing the capacity problems at Parkway even with its fourth platform.



Additionally for decent local rail connectivity to local stations in north Bristol, the Henbury Loop through to Avonmouth and on to the Severn Beach Line would need to be put in place. This means that the access issue for the Port of Bristol at St Andrew's Gate level crossing would need to be addressed. The options for this are a dive-under for the rail line at St Andrew's Gate or improving road access from Holesmouth Bridge to the north.

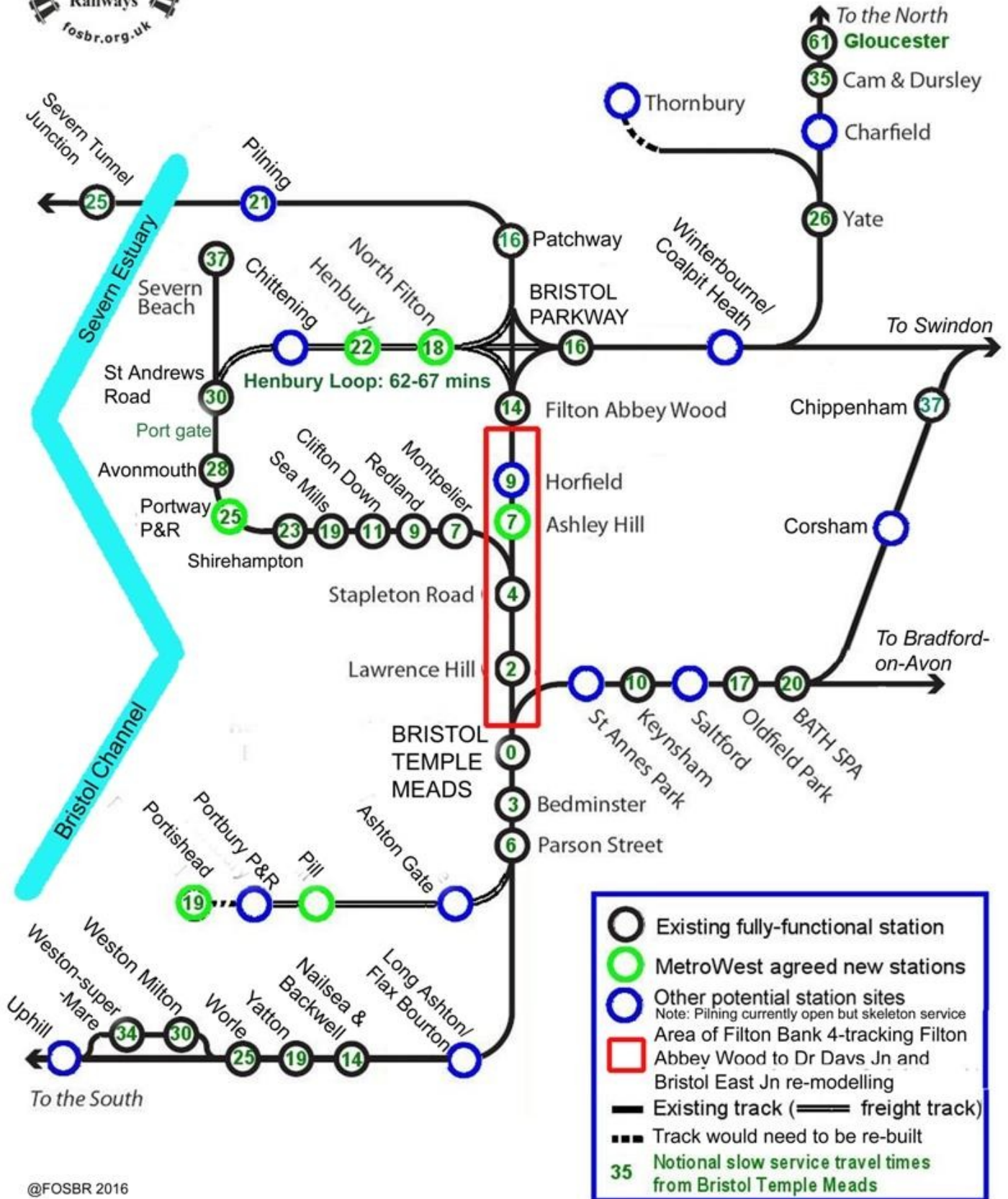
Finally, even the Henbury Spur cannot operate until Bristol East Junction (currently still unfunded) is put in place, to allow both MetroWest Phase 1 and 2 local train services to operate alongside the national services.

Locating the Arena at Brabazon Hanger therefore involves extensive planning and funding, which is currently not in place.

FOSBR would of course welcome the Henbury Loop, if possible running to Bristol Parkway, to be put in place even if the Arena is not located at Brabazon Hanger, and there is significant support from North Bristol SusCom for this. But this should not be at the expense of locating the Arena in such an inaccessible location as the Brabazon Hanger, which would only cause more road congestion and make sustainable transport in the area so much more difficult.



# The Future of MetroWest Phase 3



@FOSBR 2016

**Statement 3**

**Martyn Hall**

**Thornbury Railway**

Please can you consider Thornbury Railway to the top of Grovesend Road since the railway to Tytherington Quarry has recently been re-vamped with Network Rail clearing the line and sorting the railway crossings out.

Currently the buses take too long to get to Bristol 1 hour and 15 mins and a railway line from the top of Thornbury would mean a drastically reduced time to Bristol, more reliable transport, not to mention being cool smooth and quiet.

A number of neighbours have said they would prefer to use the train if it was reintroduced, not only for Bristol but other places in the country.

You would have to be mad in the current climate not to jump on board now and get a decent service that would enable lots of people to not use their cars to travel further afield.

Considering the line is almost to the top of Grovesend Road it would have to be a sheer act of lunacy to ignore this and get on board ASAP. This would go well with the new developments in Thornbury and reduce your carbon emissions.

So from the voices of Thornbury, please consider this, as there are lots of people who would rather use the train to town (Bristol) than the unreliable buses even the T2 etc have been late already, with people threatened with losing their jobs as a result of not being able to get to work.

Once again please consider this line before the field owned by the Greys is sold to a developer and the hope of a Thornbury line is gone for good!!!!.

Do something great for a change and take Frances view, act now and benefit in the future.



**Statement 4**

**Stephen Shield on behalf of Stoke Gifford Parish Council  
Number 10 Bus Service Termination (Wessex Bus Company)**

At the meeting of the Parish Council's Planning Committee on Tuesday evening, 24 July 2018 concerns were raised by members of the public with reference to the news that the number 10 bus service provided by the Wessex Bus Company would terminate on 2 September 2018 and would not be renewed.

Residents of Little Stoke which forms part of the parish rely on this bus service to link them to both Lyde Green and Frenchay village to the east and westward to Southmead Hospital and onward via the linking 11 service to Westbury on Trym and Avonmouth.

It is also recognised as a link between educational establishments along its length.

With the service currently being funded under a one-year emergency arrangement following First Bus ceasing to run the 18 service last Autumn, the problem arises out of the recent decision by Wessex Bus Company to withdraw from the provision of local services, with the majority being taken over by the Stagecoach Company.

Changes which were notified to Councillors on the afternoon of Tuesday, 24<sup>th</sup> July 2018 leave Little Stoke and Stoke Gifford residents facing significant uncertainty over bus services and diversions over the next couple of years while Gipsy Patch Lane is subject to extensive closure and improvement.

Residents and Councillors alike ask the Combined Authority to consider supporting this service, at least in the short term, from the 400K transport budget recently made available to WECA.

Please accept my apologies for not being available to attend in person at the meeting on Friday, 27<sup>th</sup> July 2018.

**Statement 5**

**Cllr Michael Bell**

**No. 10 Bus Service Withdrawal (Wessex Bus Company)**

I want to bring your attention to Wessex Buses' recent announcement of the intention to stop running the #10 bus route from Lyde Green, Mangotsfield and through to Frenchay and Southmead hospitals.

I hope that WECA, with its transport responsibilities, can find some way to intervene to reverse this closure.

Wessex are ceasing their local services and most are being picked up by Stagecoach instead. The #10 is not one of these services. According to Wessex, the #10 is being withdrawn because the local authority has decided it cannot provide the subsidy necessary to make this service viable.

The local authority's advice to Mangotsfield residents who need to get to Southmead Hospital by public transport is "to interchange at Fishponds or Staple Hill with the 17 service, at UWE with the 77 service or at Bristol Parkway with the 77 or 82 service".

I do not know how many of you regularly use buses and have direct experience of their reliability. Very few who do will be confident about relying on two buses to reach hospitals in a timely fashion. This comes at a time when the NHS is complaining about the cost on missed appointments.

Even if the #10 is not very widely used, as is claimed, it provides a lifeline to those living in Mangotsfield who rely on public transport to Hospital whether as a member of staff, out-patient or visitor.

This Authority has public transport responsibilities. I would suggest that a top priority for public transport is connecting residents with local hospitals. I urge you to intervene – working with the local authority or other bus companies – to make sure that this lifeline is not withdrawn in September.

## ITEM: 9

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

**DATE: 28 SEPTEMBER 2018**

**REPORT TITLE: WEST OF ENGLAND COMBINED AUTHORITY  
BUSINESS PLAN – PROGRESS REPORT**

**AUTHOR: JESSICA LEE, HEAD OF STRATEGY & POLICY**

### 1. Purpose of Report

1.1 This report provides an update on progress in delivering the West of England Combined Authority business plan.

### 2. Background

2.1 The West of England Combined Authority 2018/19 business plan was agreed by WECA and the Joint Committee on 1<sup>st</sup> June 2018.

2.2 The business plan supports delivery of the operating framework agreed by WECA and the Joint Committee on 18th April 2018. It sets out the key deliverables during 18/19 for skills, business support and infrastructure, as well as the enabling corporate activities.

2.3 For each Directorate this report highlights key achievements and details any significant exceptions to delivery together with mitigating activities.

2.4 WECA is developing an overall performance management and reporting framework that will reflect both local and national reporting requirements and this will be used as the basis for an annual report for Government and Committees. This plan will be reviewed by Audit Committee in November.

2.5 It is proposed to bring quarterly progress reports on business plan delivery to the LEP Board, Scrutiny, WECA and Joint Committee.

2.6 Development of the Business Plan for 2019/20 will commence in the Autumn in parallel with the Medium Term Financial Plan. The 19/20 business plan will include ongoing activity to deliver the operating framework, and will also start to include work to deliver the Local Industrial Strategy as development of this continues.

## ITEM 9 – Business Plan Progress Report

### 3. Progress Report

<b>Business</b>		
Progress has largely focused on setting up projects and activities including a review of IBB.	Overall RAG	AMBER
<b>Key Achievements this reporting period</b> <ul style="list-style-type: none"> <li>- Review of Invest in Bristol &amp; Bath underway and due to report to Joint Committee November 2018</li> <li>- Growth Hub development proposals being implemented and will report to LEP Board in due course</li> <li>- Skills innovation fund proposal prepared for 28th Sept WECA Committee</li> <li>- Cultural Strategy engagement group established and procurement of supplier underway</li> </ul>		
<b>Issues to note</b> <ul style="list-style-type: none"> <li>- Currently exploring options and next steps for progressing the Energy Strategy to deliver by December 2018</li> </ul>		
<b>Upcoming activity</b> <ul style="list-style-type: none"> <li>- Completion of IBB review and consideration of next steps</li> <li>- Develop business case for additional investment in 5G</li> <li>- Appoint supplier to commence work to develop cultural strategy</li> <li>- Official launch of the Health Tech Hub at UWE and the start of construction of the Foodworks South West Innovation Centre in the J21 Enterprise Area, both supported by Local Growth Fund</li> </ul>		
<b>Skills</b>		
Progress has focused on high impact projects including Future Bright and Adult Education Budget and on development and submission of bids to Government.	Overall RAG	AMBER
<b>Key achievements this reporting period:</b> <ul style="list-style-type: none"> <li>- Readiness criteria for Adult Education Budget agreed with Government and consent to order given by WECA and constituent authorities</li> <li>- Careers Enterprise Company Hub bid submitted and successful - the project will deliver careers advice to all West of England schools</li> <li>- Regional Institute of Technology bid submitted and report due to Skills Advisory Board</li> <li>- Skills action plan co-produced with Construction Industry Training Board and reported to Skills Advisory Board</li> </ul>		
<b>Issues to note</b> <ul style="list-style-type: none"> <li>- Excellent feedback received from participants in Future Bright project. Currently exploring opportunities for further promotion alongside discussions with Government regarding eligibility criteria.</li> </ul>		
<b>Upcoming activity</b> <ul style="list-style-type: none"> <li>- City of Bristol College South Bristol Construction Centre allocated £6M of LGF funding and developing Full Business Case</li> <li>- Expecting to receive up to four business cases for skills capital fund development opportunities</li> <li>- Develop Skills Innovation Fund bid to DWP</li> <li>- Recruitment underway to deliver new Careers Hub and Adult Education Budget</li> </ul>		

## ITEM 9 – Business Plan Progress Report

Infrastructure		
Delivery in particular for Transport projects has required commissioning of activity either from the constituent councils or consultants to develop outline business cases. Procurement timetables have in many cases extended delivery timetables.	Overall RAG	AMBER
<p><b>Key achievements this quarter:</b></p> <ul style="list-style-type: none"> <li>- Ongoing activity to develop Housing Package and Housing Infrastructure Fund</li> <li>- Completion of LGF schemes – Aztec West Roundabout, Saw Close Public Realm in Bath</li> <li>- Transport studies commissioned to prepare outline business cases</li> <li>- Proposals for development industry panel endorsed by WECA and Joint Committee</li> <li>- Scope and timetable for development of Joint Assets Board agreed by WECA and Joint Committee</li> <li>- Suburban rail study commissioned</li> <li>- Key Route Network consultants commissioned</li> <li>- Proposals developed for informal sub-national transport board</li> </ul>		
<p><b>Issues to note</b></p> <ul style="list-style-type: none"> <li>- The JSP inspection in public is now scheduled to take place in 2019 and a number of activities are dependent upon the outcome of this</li> <li>-</li> </ul>		
<p><b>Upcoming activity</b></p> <ul style="list-style-type: none"> <li>- Reports on Local Authority led activity to be brought to November Committees, to include: <ul style="list-style-type: none"> <li>- Bristol Temple Meads Masterplan</li> <li>- Key Route Network</li> </ul> </li> <li>- Work continues on development of business cases and transport feasibility studies and a number of reports will be brought back to November committees</li> <li>- Ongoing preparations continue for JSP examination in public</li> <li>- A peer review is underway of the transport projects funded by the WECA investment fund which should be completed by the end of September and a more detailed report on these will be brought to the November committee meeting</li> <li>- Construction start planned for LGF funded North South Link in Weston-super-Mare and completion of the coach park relocation from Bath Quays to Odd Down Park &amp; Ride enabling development in the Enterprise Zone</li> </ul>		

Corporate Services		
Generally on track to deliver to plan. Recruitment underway to ensure appropriate support in place.	Overall RAG	AMBER
<p><b>Key achievements this quarter:</b></p> <ul style="list-style-type: none"> <li>- WECA announced as part of wave two of Local Industrial Strategy development</li> <li>- Annual Governance Statement agreed by WECA 27<sup>th</sup> July 18</li> <li>- Statutory Accounts for 16/17 and 17/18 approved at Audit Committee 12<sup>th</sup> July 18</li> <li>- Business Rates Retention Pilot status confirmed for 2019/20</li> </ul>		
<p><b>Issues reported:</b></p> <ul style="list-style-type: none"> <li>- Some ICT and support services challenges reported. Review and marketplace assessment to take place.</li> <li>- Additional resources now required to support development of Local Industrial Strategy. Discussions taking place to ensure this is fully resourced.</li> </ul>		

## ITEM 9 – Business Plan Progress Report

### Upcoming activity

- Local Industrial Strategy business engagement events and workshops
- Commence work on Medium Term Financial Plan
- Introduce ModernGov committee management software for Members

### Consultation:

- 4 Draft of this report were shared with West of England Directors and Chief Executives and updates have been provided to the Local Enterprise Partnership Board and West of England Scrutiny.

### Other Options Considered:

- 5 None.

### Risk Management/Assessment:

Key risks to delivering the business plan were highlighted in the report to WECA and Joint Committee on 1<sup>st</sup> June 2018. These have been reviewed and updated and a summary is provided in Appendix 1.

A formal risk management framework for WECA has been drafted with support from Audit West and this will be reviewed and agreed by WECA's Audit Committee in November 2018

### 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 Work has commenced to develop an Equalities Framework for WECA and details of this will be included in the first annual equalities report to the Annual General Meeting in Spring 2019.

### Economic Impact Assessment:

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## ITEM 9 – Business Plan Progress Report

- 7 None arising directly from this report. WECA's overall performance management and reporting framework will identify the key performance indicators that will be used to evaluate schemes and interventions.

### Finance Implications:

- 8 Activities within the business plan are covered from existing budget allocations. There are no additional financial implications arising from this report.

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

### Legal Implications:

- 9 The business plan provides a framework for WECA to implement devolved decision making. Consultation and consideration of relevant statutory duties will be undertaken as appropriate throughout the decision-making process

Advice given by: Shahzia Daya, Director of Legal and Democratic Services, WECA

### Land/Property Implications;

- 10 None arising from this report, but the impact of individual schemes will be assessed through existing planning processes.

Advice given by: David Carter, Director of Infrastructure, WECA

### Human Resources Implications:

- 11 Where individual projects within the business plan have workforce implications these will be identified and discussed with the relevant service leads to ensure any management of change is undertaken according to policy and best practice.

Advice given by: Alex Holly, Head of Human Resources, WECA

### Recommendation:

- 13 The Committee are asked to note the update on the business plan.

**Report Author: Jessica Lee, Head of Strategy & Policy**

### West of England Combined Authority Contact:

Any person seeking background information relating to this item should seek the assistance of the contact officer for the meeting who is Tim Milgate, who is available by telephoning 0117 428 6210, emailing [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk) or by writing to West of England Combined Authority, 3 Rivergate, Temple Way, Bristol BS1 6ER.

## ITEM 9 – Business Plan Progress Report

### Appendix – Corporate Risk Register Update

Risk Description	Risk Impact	Mitigation	Update 25/07/2018
There is a risk that WECA may not have completed recruitment to enable delivery of all the activities in the business plan	This could potentially impact delivery timescales, quality of deliverables and budget	Complete recruitment to key posts in the organisation, meanwhile drawing on available capacity in the constituent authorities, with interim and consultancy support engaged where appropriate	Status: Green Recruitment to key posts completed.
There is a risk that national priorities may change over the course of the year.	This could potentially require significant alterations and additions to the business plan and impacting onto current delivery plans	Regular discussions at both official and political level. Delivery of business plan monitored by WECA SMT and reported to WECA Chief Executives quarterly	Status: Amber Ongoing activity
There is a risk that Committee members may be unable to reach agreement on key proposals.	WECA would be unable to realise the opportunities and benefits of the activities set out in the business plan	Strong partnership working arrangements are in place to ensure that proposals are developed to support and complement the priorities and objectives of the constituent councils	Status: Amber Ongoing activity
There is a risk that the activities identified in the business plan may not achieve the desired balance of economic growth and inclusive growth.	The West of England is unable to realise the full benefits and opportunities of devolution	Equalities impact assessments will be carried out for each specific activity to identify potential issues and clear mitigations and these will form part of the organisation's performance management framework	Status: Green Equalities framework development underway – annual equalities report will be brought to AGM
There is a risk that there are dependencies on the Joint Spatial Plan, the outcome of which is in an independent examination process and therefore not yet know.	This could potentially require significant alterations and additions to the business plan and impacting onto current delivery plans	The process to prepare a statutory development plan document has been followed and robust governance and technical working arrangements are in place to deliver the project	Status: Amber Awaiting confirmation of inspection date



## ITEM 9 – Business Plan Progress Report

<p>There is a risk that processes and procedures are not in place to support devolution of the Adult Education Budget</p>	<p>Learners do not realise the benefits of this devolved power</p>	<p>Readiness conditions set by Government have been met. A project team is being recruited. Mechanism in place to fund administrative support from the devolved budget through use of underspend. Ongoing engagement and dialogue with business to inform future proposals</p>	<p>Status: Amber Recruitment underway</p>
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## ITEM: 10

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

**DATE: 28<sup>th</sup> SEPTEMBER 2018**

**REPORT TITLE: SUPPORTING THE VISITOR ECONOMY**

**AUTHOR: JESSICA LEE, HEAD OF STRATEGY & POLICY,  
WEST OF ENGLAND COMBINED AUTHORITY**

### Purpose of Report

- 1 This report presents an opportunity for WECA to support the visitor economy in the West of England region.

### Issues for consideration

- 2.1 The visitor economy is a key contributor to the West of England economy. Figures from 2015 show that:
  - Visitor related spend topped £2.13 billion
  - The Visitor Economy accounted for 44,996 jobs (33,257 FTEs) – 8% of total employment (10% in Bristol and Bath)
  - Bristol hosted 2.3 million staying visitors in 2015 - Bath hosted 1.1 million
  - There were 11.6 and 4.6 million day-visitors to Bristol and Bath respectively
- 2.2 Bristol Airport handled over 7.5 million passengers in 2016, employed 3,392 people in 52 companies and has seen year on year growth continue at a rate of 11.3% per annum
- 2.3 2017 was a record year for inbound tourism in the UK with an increase of up 4 per cent to 39.2 million total visits, according to new VisitBritain figures
- 2.4 Local tourism initiatives are largely managed by Destination Management Organisations (DMOs). In 2017/2018 a two-city marketing approach was explored by two of the local DMOs, working closely with Bristol Airport and the Bristol & Bath Cultural Destinations project. Longer term return on investment is anticipated to demonstrate increased bookings, visitor numbers and development of additional flight routes.
- 2.5 Inward investment into the Region is managed separately through Invest in Bristol and Bath (IBB). A review of IBB is currently underway and will be reported to the West of England Joint Committee in November 2018.

## ITEM 10 – Supporting the Visitor Economy

2.6 A West of England Cultural Strategy is being developed, and a supplier will shortly be appointed to commence this work, with a view to delivery in early 2019. The scope of the strategy will include exploring the contribution of the visitor economy to regional economic growth.

2.7 It is proposed that, noting the value of the visitor economy to the region from both tourists and business visitors, WECA explores the benefits of a more regional approach to marketing the area through the provision of funding for two initiatives:

### 2.8 Regional tourism promotional exercise

2.8.1 A regional tourism promotional exercise to deliver the following:

- Identification of key target markets
- Creation and promotion of new regional itineraries that look further than city centre visits and include other regional attractions such as Aerospace Bristol
- Development and refresh of online regional content
- Development of targeted promotional material / approaches to reach target markets
- Identify and implement opportunities for further private sector funding

2.8.2 The impact of these activities will be monitored through agreed performance indicators, to include:

- Increase in visitor numbers across the region
- Increase in online travel agent bookings for regional visits during campaign periods
- Overall increase in online engagement, eg Website visits, content downloaded

### 2.9 Regional visitor economy study

2.9.1 A feasibility study to explore options for the development of a regional approach to the visitor economy that would support increased economic growth through:

- Increased promotion of the region to visitors
- Increased visitors to the region
- Increased investment in the sector, leading to
- Increased employment in the sector

#### Consultation:

3 Drafts of this report have been shared with West of England Directors and Chief Executives.

#### Other Options Considered:

4 None. This is a one-off activity to recognise the benefit of regional initiatives and encourage further activity in this area, made in advance of the development of a Regional Cultural Strategy which is scheduled for completion in Spring 2019.

#### Risk Management/Assessment:

5 The following risks and mitigations have been identified:

Risk	Mitigation
There is a risk of duplication of activity with Invest in Bristol and Bath (IBB)	The regional visitor economy study will take into account the outcomes of the IBB review
There is a risk that visitor numbers decline post Brexit	Monitor situation

## ITEM 10 – Supporting the Visitor Economy

### 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 There are no specific equalities implications in relation to this report, but any grant offer application or procurement response will require provision of supporting equalities analysis.

### Economic Impact Assessment:

7. Success will be monitored through submission of progress reports as required by the terms and conditions of the any grant offer or procurement.

### Finance Implications:

8. Up to £100K of funding will be made available for the WECA investment Fund (revenue) to support the proposals set out in this paper. Any grant or procurement process will be undertaken in accordance with the WECA Contract Standing Orders and Financial Regulations.

Advice given by: Tim Richens, Interim S151 Officer

### Legal Implications:

- 9 The West of England Combined Authority Order 2017 includes an economic development and regeneration function for WECA that explicitly provides WECA with 'The power under s144 of the Local Government Act 1972 (the power to encourage visitors and provide conference and other facilities'

Advice given by: Shahzia Daya, Director of Legal and Democratic Services

### Land/Property Implications;

- 10 None arising directly from this report

### Human Resources Implications:

- 11 None arising directly from this report

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## ITEM 10 – Supporting the Visitor Economy

### Recommendation:

It is recommended that the West of England Combined Authority agrees:

1. To allocate a total of up to £80K from the WECA investment fund to support the regional tourism promotional exercise identified in paragraph 2.8 of this report.
2. To allocate a total of up to £20K from the WECA investment fund to support the regional visitor economy study identified in paragraph 2.9.1 of this report
3. To delegate to the West of England Combined Authority Chief Executive, in consultation with the West of England Chief Executives, authority to make all necessary arrangements for the allocation and application of this funding in accordance with the objectives set out in this report.
4. To request the WECA Chief Executive bring report back to WECA upon completion of the projects setting out the outcomes and options available as appropriate.
5. To delegate to the Section 151 Officer to make all necessary amendments to the WECA and Mayoral Budgets as appropriate to reflect the approved allocation of investment funding

### Report Author:

Jessica Lee, Head of Strategy & Policy, West of England Combined Authority

### West of England Combined Authority Contact:

Any person seeking background information relating to this item should seek the assistance of the contact officer for the meeting who is Tim Milgate, who is available by telephoning 0117 428 6210, emailing [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk) or by writing to West of England Combined Authority, 3 Rivergate, Temple Way, Bristol BS1 6ER.

## ITEM: 11

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

**DATE: 28 SEPTEMBER 2018**

### REPORT TITLE: TRANSPORT UPDATE

### AUTHOR: DAVID CARTER, DIRECTOR OF INFRASTRUCTURE

#### Purpose of Report:

1. To update Members on progress with the Bus Strategy, Key Route Network (KRN) and Integrated Transport Authority (ITA) functions.
2. To ask the WECA to approve the recommendation for the West of England Combined Authority to form a regional grouping of Transport Authorities with the working title of ‘Western Gateway’

#### Background

1. The Bus Strategy and Key Route Network (KRN) are requirements of devolution. The West of England Combined Authority (WECA) is now the local transport authority (LTA) and travel concession authority (TCA) for Bath & North East Somerset, Bristol and South Gloucestershire. Its responsibilities include supported bus service contracts (jointly with the constituent councils), management of the real-time information (RTI) system for buses and delivery of the English national concessionary travel scheme (ENCTS) for elderly and disabled people. On 7 December 2017 the Combined Authority approved arrangements for the delivery of these functions for 2018/19 and approved the associated budget allocation for the constituent councils to be grant funded.
2. Project Teams led by WECA and made up of officers from the all the local authorities, including North Somerset Council, are producing the Bus Strategy and KRN.
3. Transforming Cities Fund has previously been allocated to WECA and work is underway to consider how this could be prioritised.
4. Local Transport Authorities across England are responding to Government’s request for more strategic thinking about transport investment priorities to improve regional productivity and sustainable economic growth by forming regional transport groupings.
5. The main purpose of forming a regional transport grouping is to respond to the DfT’s preference, to have regional groupings of Local Transport Authorities, preparing a regional evidence base for a discrete sub-regional geography, against which to prioritise Major Road Network (MRN) schemes when the MRN fund become available in 20/21. The details of the DfT’s preferred construct are given in the document titled: Proposals for the Creation of a Major Road Network (DfT December 2017).

### Bus Strategy

6. Since the Bus Strategy was last reported to the WECA Committee on 27 July 2018 officers from the Bus Strategy Working group have been working with consultants Arup on reviewing the current bus network (routes, frequencies, journey times, reliability, information, ticketing and mode share), producing a network strategy document and a bus operating costs spreadsheet model. Emerging network proposals will be evaluated and a bus operator income model will be produced to assess operator profitability.
7. It is intended to report this work in more detail to this Committee at its meeting on 30 November 2018.

### Key Route Network

8. Consultants Atkins have held an initial workshop with officers from the councils to discuss possible objectives and criteria for identifying the KRN as well as reviewing experience from other combined authorities. Objectives include supporting travel by all modes, connectivity between and within economic centres, economic performance, growth and planned development in the West of England and connectivity to national networks and international gateways. The criteria being identified includes vehicles/HGVs/buses a day, connectivity to key employment/development/residential areas and as a minimum would reflect the Government's proposed Major Route Network.
9. In other regions the performance of the KRN network has been monitored in relation to traffic flow, journey times and journey reliability KPI's.
10. Options for how the KRN could look are now being developed, for members to consider in October prior to a report to this committee on 30 November 2018. However, a range of measures are possible to support potential KPI's around KRN performance. These could include priority for capital investment from WECA for improvement schemes or contributions to maintenance schemes on the KRN, as well as a number of highway functions operated by the UA's that could benefit from greater consistency across the region such as consistent operation of restricted working hours and co-ordination of utility works; or earlier intervention and increased response times for reactive maintenance.

### Integrated Transport Authority Functions

11. Work has now started to develop proposals for how the Integrated Transport Authority (ITA) functions should be managed for 2019/20 and beyond. Consultants have been appointed (as approved by the West of England Combined Authority meeting on 7 December 2017) and have met with all the constituent councils to start to accurately map out the current position and develop options for future delivery of the ITA functions for which WECA is the Transport Authority.
12. For the current financial year, the original approved budget allocation was £14.67m (the Transport Levy was originally set at this level but was revised at the July Committee to £13m to reflect revised forecasts and include a £1.2m contribution from the WECA Investment Fund). There are a variety of options for how funding could be allocated for the next financial year, depending on what decision the Combined Authority makes about how these functions should be delivered. The options could have staffing and resource implications for the Combined Authority and the constituent councils. An agreed consultation approach will be developed and any staff that may be affected by any proposed changes, will be fully consulted with in line with relevant organisational change procedures, along with consultation with Trade Unions as appropriate.



13. There are two interlinked decisions that the Combined Authority will need to take: 1. Approve the budget for Concessionary Fares, Bus RTI and Community Transport, and jointly approve Supported Bus provision with the constituent councils; and 2. Agree the delivery mechanism for these functions and the timeline for any associated transfer of services. In recognition of the need to feed into the budget setting process for 2019/20 work is progressing at pace. It is currently proposed to bring forward recommendations for delivery of the relevant transport functions to this Committee's meeting on 30 November 2018.

### Transforming Cities Fund

14. In early 2018 WECA received confirmation of DfT's award of £80m as a further dividend of devolution from the Transforming Cities Fund.
15. Further work is required to define how this money might be best allocated against regional priorities and how these schemes can best reflect the Transforming Cities agenda. It is anticipated that the consultation on the Joint Local Transport Plan (Jan – Feb 2019) will also help to inform the allocation process.

### Regional Transport Grouping

16. Strategic transport interventions play a fundamental role in driving economic growth. They facilitate the development of housing and employment space; improve connectivity between business and skilled people and improve connectivity between businesses.
17. Through a regional transport group, it is anticipated that local authorities will have the ability to have direct influence over decisions that are currently within the control of Government and its agencies e.g. DfT, Highways England and Network Rail
18. The establishment of a regional transport grouping will demonstrate commitment by the constituent authorities to working collaboratively and provide reassurance to Government about the strength of the partnership.
19. Government has stated that regional transport groupings will be given 'unprecedented access' to decision-making on national investment strategies once a Regional Transport Strategy has been adopted. This is likely to include the allocation of monies raised through the National Roads Fund (established from 2020/21) to the Major Road Network (MRN).
20. Government is open to regional transport groupings forming across more functional economic geographies rather than being constrained by historic administrative boundaries
21. There is firm consensus from local authorities across the South West Region that given the extensive geographic scope and diversity of the Region, that the formulation of two groupings is the most effective way of delivering infrastructure at a pace that meets expectations for improved productivity, housing and economic growth across the Region.
22. The transport officers' proposals for the Western Gateway regional grouping for consideration by elected politicians has been formed on the basis of mutual and shared interests in the delivery of strategic connectivity improvements to boost economic growth. The Western Gateway's Strategic Transport Strategy will identify how this will be achieved.
23. The Joint Local Transport Plan for the West of England area is under development at present, with public consultation planned for January 2019. This document remains a

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statutory requirement for WECA and North Somerset and already takes a regional perspective on the key transport challenges for the West of England area. It is therefore anticipated that any future developed Western Gateway Transport Strategy would have clear synergies with the Joint Local Transport Plan.

24. It is proposed that an inaugural meeting of the prospective Western Gateway regional transport grouping meets on the 28th September 2018. The aim of the grouping is to identify and agree which strategic transport interventions are required to drive economic growth across the prospective Western Gateway, to be able to respond to future calls for the prioritisation for MRN schemes in the region.
25. It is anticipated that a new Business and Transport Forum will be established to ensure the view of stakeholders are reflected within the Western Gateway Transport Strategy.

### Consultation:

26. Consultation on the Bus Strategy and Key Route Network will be undertaken alongside the new Joint Local Transport Plan in January 2019.
27. The Mayor has been consulted on the regional transport grouping. Once agreement has been made, the Western Gateway will be required to contact a range of stakeholders including: neighbouring authorities, transport providers and other stakeholders to inform them of the arrangements.

### Other Options Considered:

28. The Bus Strategy, Key Route Network and ITA functions are all devolution requirements.
29. In relation to DfT's proposals for regional transport groupings, consideration was given to not joining a regional grouping but the risk in not participating was considered to outweigh the benefits due to the DfT's stated policy preference for a regional evidence base produced by collaborating Local Transport Authorities.
30. Consideration was given to the geographical groupings across the South West of England and officers from all Transport Authorities across the old Government Office for the South West area worked together to define a proposal for two regional groupings which gained informal political approval from all Transport Authorities. One regional grouping for the 'Peninsular', (Cornwall, Devon, Plymouth, Torbay and Somerset) and the remainder (including the WECA area) forming the 'Western Gateway'.

### Economic Impact Assessment:

31. There are no direct implications arising from this report. Future bus network operating frameworks, which will be explored as part of the Bus Strategy, will need to include an economic impact assessment as part of their evaluation.

### Risk Management/Assessment:

32. There are no implications arising from the report.

### Public Sector Equality Duties:

33. 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

## ITEM 11 – Transport Update

and those who do not.

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

34. 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.
35. 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.

### **Finance Implications:**

36. A virement of up to £135,000 from Retained Business Rates and Treasury Investment Income for consultant support for the Bus Strategy, KRN and ITA functions work was agreed by the West of England Committee on 7 December 2017. Spend will be in 2017/18 and 2018/19 and for the latter will be subject to approval of a carry forward.
37. This proposal seeks approval for the WECA's participation in a regional transport grouping. This grouping potentially consists of 9 local authorities and is the gateway to accessing Major Road Network funding in the future.
38. Internal transport officers and resources are currently involved in defining the governance structure for the joint working relationships with other partner Councils. The estimated cost is between £10k and £15k in 18/19 and this will be met by the existing Transport budget.
39. Once the feasibility and design work is complete there will be a request to DfT for revenue funding to support the setting up and implementation of a regional transport grouping and in particular the costs of developing a regional evidence base.

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

### **Legal Implications:**

40. Producing a Bus Strategy is a devolution requirement of the West of England Combined Authority. The West of England Combined Authority has Integrated Transport Authority functions for Concessionary Travel, Supported Bus Services (jointly with the constituent councils), Community Transport Grants and Local Bus information including Real Time Information.
41. The current initial proposals for the regional transport grouping comprise, in effect, collaboration arrangements within a fairly typical local government joint working/governance structure – namely a member-led Board with a senior officer group sitting below this etc.
42. There is no suggestion at this stage that either the grouping or body be invested with delegated authority from the members. Decision making will therefore remain with the constituent councils, and the draft terms of reference for the Board make this clear.

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43. The draft terms of reference do however contemplate the possibility of delegations in the future. Membership of the Board does not commit the Council to be involved in any particular project.
44. Involvement in the Board does not commit the Council to the establishment of a statutory body.

Advice given by: Shahzia Daya, Director of Legal and Democratic Services, WECA

### **Land/Property Implications;**

45. There are no implications arising from this report.

### **Human Resources Implications:**

46. The Bus Strategy, Key Route Network and ITA functions work is a joint project with resources provided by all four local authorities and WECA, supported by external consultants providing technical expertise.

### **Recommendation:**

#### **The WECA is recommended to: -**

47. Note the ongoing work and provide views on the Bus Strategy, Key Route Network and ITA functions.
48. To approve West of England Combined Authorities' participation in the Western Gateway regional transport grouping.
49. To note that work continues in developing the Terms of Reference and draft prospectus for the Western Gateway Regional Transport Grouping
50. To appoint the Mayor to represent the Authority on the regional transport grouping Partnership Board and the Deputy Mayor as nominated deputy.
51. To authorise the Director of Infrastructure to represent the Council on the regional transport grouping Senior Officer Group.

**Report Author: David Carter – Director of Infrastructure & Jason Humm – Head of Transport**

### **Background Papers**

None

### **West of England Combined Authority Contact:**

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

## ITEM: 12

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

**DATE: 28 SEPTEMBER 2018**

**REPORT TITLE: INVESTMENT FUND**

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

### Purpose of Report

- 1 To seek approval for Investment Fund Feasibility and Development Funding proposals and change requests for schemes within the current approved programme.

### Background

- 2 The West of England Devolution Deal secured £900m for the creation of an Investment Fund forming part of a wider investment programme for the region. Aligned to regional strategies, the objective for this investment programme is to boost and strengthen economic growth in the West of England Combined Authority area through delivering:
  - Effective, resilient infrastructure;
  - World class skills for employment; and
  - Businesses that succeed
- 3 The Committee have previously approved for a number of feasibility studies and business cases for strategically important infrastructure, business and skills related projects, together with an allocation to support a funding bid for the MetroWest rail programme. Further investment proposals for business and skills, together with a revised proposal in respect of the MetroWest rail funding, are set out in this report.

### Current Investment Fund Programme

- 4 The current approved Investment Fund programme is shown in Appendix 1. A set of delegations were agreed at the WECA Committee in June 2018 to enable lower level scheme changes to be approved by the WECA Chief Executive in consultation with the Directors Board, being the Directors of WECA and the constituent authorities. This process has now been enacted and the changes which have been approved are shown in Appendix 2 for information. One change related to the Joint Spatial Plan (JSP) Mitigation Outline Business Cases, which is summarised below, is outside of the tolerances for delegation and requires WECA Committee approval.

## ITEM 12 – Investment Fund

**Change:** Slippage of milestones for finalising Option Assessment Reports and completion of Outline Business Cases of 4 months (both to September) with project completion delayed by 3 months to December 2018 with completion of public consultation on transport options.

**Stated Reason for Change:** Study milestones have been amended to reflect the new, proposed programme to the Examination in Public scheduled for May 2019, as well as supporting consultation on new material following JSP Team review

- 5 At the WECA Committee in June approval was given for the allocation of £100,000 to support a Greater Bristol Area Rail Services Feasibility Study with the details to be agreed by the Chief Executive in consultation with the WECA Mayor. The Feasibility and Development Application Form recommended for approval is shown in Appendix 3 for information.

### Business and Skills – Talent Institutes

- 6 WECA are giving consideration to the establishment of three Talent Institutes across the region (possibly one located in each Local Authority area). These Institutes would be nationally recognised centres of excellence targeted at maximising our strengths and addressing key economic growth and skills challenges in the WECA area.
- 7 The Institutes will be physical places, Innovation Assets, instantly recognised when the Government radar is activated, such as any future science and innovation audit. They will be state of the art, physical facilities (refurbished or new build) where businesses, skills/education providers and learners co-house and work together to deliver and achieve the objectives outlined below.
- 8 The aim is to address a combination of historically separate, but closely related objectives, in one physical location:
  - a. The delivery of smart and inclusive economic growth through technical and market innovation in the West of England Combined Authority area.
  - b. Delivering skills offerings that enable progression of our residents to meaningful employment, across a range of skill level, i.e. medium to higher level skills (4+).
  - c. Enabling WECA to maximise the reach and impact of our financial resources using an investor (as opposed to a grant) funding model.
  - d. The Local Industrial Strategy hypothesis is built upon the concept of “creative collisions”. Talent Institutes will deliver the evidence required to state with confidence where the areas of industrial strength are in the region.
  - e. The Employment & Skills Plan for the region will, in a similar way to the Local Industrial Strategy, develop as part of an iterative process, capturing best practice and the evidence base that shows where to deploy interventions like Talent Institutes.
- 9 To further explore the feasibility of the Talent Institutes concept, further work is required to understand the following:
  - a. In continuing close collaboration with constituent Local Authorities to document the specific benefits of such an intervention including how it would meet regional needs as well as specific needs within Local Authorities.
  - b. The optimal business model: the hypothesis is that WECA can procure “suppliers” (Research & Innovation Organisations<sup>1</sup> (RIOs) to form a NewCo with WECA that provides surplus generating services to residents and businesses. Surpluses to be reinvested in the NewCo and returned to the WECA Investment Fund over the longer

## ITEM 12 – Investment Fund

term. WECA and other partners may wish to introduce constraints, such as sector/theme or skills based interventions, all of which will have an impact on the business model.

- c. Suppliers and users: there needs to be further engagement with both groups, to understand the needs and again to test a business model.
- d. Legal, procurement and financial: the solution needs to be legal, not least with State aid, procured correctly and financially sustainable. Professional advice will be procured to assist.
- e. Timescales of the feasibility will dependent on the options generated, considered and chosen.

10 Up to £100K has been estimated to cover the work in 9 above, and it is proposed to release this funding from the Investment Fund (revenue) to cover an initial feasibility study. A Funding Application this has been developed to support this proposal and is attached at Appendix 4.

### Skills Innovation Fund

11 A provisional allocation, subject to a Full Business Case to come forward to the November WECA Committee for approval, is sought for up to £4.5M of Investment Fund to create the Skills Innovation Fund. The provisional allocation is sought now in order to make progress with an external bid for £4m of European Social Fund resource to create an overall £8.5m fund.

12 The Skills innovation Fund will support SMEs to improve their skills and workforce planning processes and to enable quality engagement between businesses and skills providers. SMEs will be encouraged to work with providers to improve the design of courses and curriculum and to engage more meaningfully with learners to provide information to them around current and future job needs. SMEs will also be helped to increase their own investment into training their own workforce and to take on Apprentices.

13 WECA would be lead partner for the Fund using a consortium of partners, that could include Local Authorities, from across sectors, to deliver the support. If ESF funding is secured the Fund will engage with around 400 SMEs, with at least 300 of them undertaking a measurable change in behaviour, through for example, taking on Apprentices for the first time, forming partnerships with FE Colleges or developing and implementing their own skills investment plan.

14 An Executive Summary of the Business Case for the Skills Innovation Fund is attached at Appendix 5

### MetroWest Phase 1 Funding

15 On 7th December 2017, the WECA Committee agreed the provision of up to £6M of funding from the Investment Fund to support the NSC Submission to the DFT as part of a Large Local Majors Bid to address the significant funding gap for the MetroWest Phase 1b (Portishead Line). The LLM bid was subsequently unsuccessful and the status of this funding commitment needs to be considered

16 The West of England Joint Committee will separately be considering an update report on the MetroWest Phase 1 programme which proposes to defer the gateway decision until November 2018 to provide additional time to explore alternative funding options. It is therefore proposed that this WECA funding of up to £6M continues to be made available

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## ITEM 12 – Investment Fund

from the Investment Fund to support alternative funding options, subject to this revised gateway decision making timetable being approved.

### Consultation:

- 17 Engagement has taken place with officers in the West of England Combined Authority Constituent Unitary Authorities.

### Risk Management/Assessment:

- 18 Specific risk assessments will be carried out as part of any feasibility studies for projects in development. All projects underway will maintain a specific risk register as part of the project management and monitoring arrangements.

### Public Sector Equality Duties:

- 19 For projects seeking funding through the Investment Fund scheme promoters are required to include as part of their Full Business Case, an equality and diversity assessment and plan. These assessments are published on the WECA website.

### Economic Impact Assessment:

- 20 No additional economic impacts arise from these proposals. The economic impacts of schemes within the programme will be developed as part of business case preparation.

### Finance Implications:

- 21 The financial implications for each proposal are set out in the body of the report and the Investment Fund allocations can be accommodated within the available resource funding.
- 22 In order to bring effect to the recommendations, it is proposed that that the WECA Chief Executive, in consultation with the WECA Mayor, be delegated authority to finalise the detailed allocation of the feasibility funding, together with sign off for the final Skills Innovation Fund Bid.

### Legal Implications:

- 23 The WECA Order 2017 included appropriate legal powers for WECA to undertake and deliver the functions set out in the Devolution Agreement.

### Recommendations:

That the WECA Committee approves:

- 1 The change request for the JSP Mitigation Outline Business Cases set out in paragraph 4.
- 2 The allocation of £100K from the Investment Fund revenue to support the development of a feasibility study to progress the Talent Institutes.



## ITEM 12 – Investment Fund

- 3 The provisional allocation of £4.5M from the Investment Fund to support a bid to the European Social Fund to establish a skills innovation fund, and subject to a future Full Business Case proposal should the bid be successful.
- 4 The continued allocation of up to £6M to support a funding solution for the MetroWest Phase 1(b) funding gap, subject to a revised gateway decision for the project in November 2018.
- 5 The WECA Chief Executive, in consultation with the WECA Mayor, be delegated authority to finalise the detailed allocation of the Talent Institutes feasibility funding and the sign-off for the final Skills Innovation Fund Bid.

**Report Author: Tim Richens, Interim Director of Investments and Corporate Services**

**West of England Combined Authority Contact:**

Any person seeking background information relating to this item should contact the WECA office by telephoning Tim Milgate on 0117 426210; writing to West of England Combined Authority, 3 Rivergate, Temple Way, Bristol BS1 6ER; email: [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk)

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## Appendix 1 – Investment Fund Programme

Investment Fund Programme £000s	Promoter	Funding	Project Output	17/18	18/19	19/20	Total	Project End Date
				Grant Claim	Current Profile			
<b>Feasibility Studies</b>								
Southern Orbital	BCC	Revenue	OBC	-	250	-	250	On hold
Mass Transit Options	BCC	Revenue	FSR	-	300	-	300	Dec-18
East of Bath Strategic Link	B&NES	Revenue	Prospectus	20	120	110	250	Apr 20
Freezing Hill/A420 Junction	B&NES	Revenue	FBC	10	90	-	100	Jul-18
Bristol Temple Meads Masterplan	BCC	Revenue	FSR	-	889	1,111	2,000	Dec-19
Wraxall Road Roundabout Improvements and Signalisation	SGC	Revenue	FSR	25	175	-	200	Sep-18
Greater Bristol Area Rail Services Feasibility Study	WECA	Revenue	FSR	-	100	-	100	Dec 18
<b>Business Case Development Schemes</b>								
WECA JSP Mitigations Outline Business Cases	B&NES	Revenue	OBCs	708	892	-	1,600	Dec 19
A37 to A362 Improvements – Somer Valley Enterprise Zone	B&NES	Capital	FBC	-	280	-	280	Mar-19
Cribbs Patchway Cyle Links	SGC	Capital	FBC	-	200	-	200	Mar-19
Unlocking Lockleaze Development	BCC	Capital	FBC	-	505	-	505	May 19
Great Stoke Roundabout Capacity Improvements	SGC	Capital	FBC	-	302	248	550	Feb-20
Hicks Gate Roundabout	B&NES	Capital	FBC	-	230	230	460	Dec 19
Hengrove - Housing Enabling Infrastructure	BCC	Capital	FBC	-	TBC	-	TBC	TBC
Hospitality & Catering Education Centre	Bath Coll	Revenue	FBC	-	195	-	195	Dec 18
Digital and Creative Innovation Centre	Bath Coll	Revenue	FBC	-	150	251	401	Jul 19
STEAM Centre SGS WISE	SGS Coll	Revenue	FBC	-	590	-	590	Feb 19
HIF Outline Business Case Temple Meads to Keynsham	WECA	Revenue	OBC	-	1,000	-	1,000	Feb 19
<b>Delivery Schemes</b>								
Real Time Information System Upgrade	WECA	Capital	Scheme	-	504	55	-	Nov 18
<b>Total</b>				<b>763</b>	<b>6,772</b>	<b>2,005</b>	<b>8,981</b>	

FSR = Feasibility Study Report, OBC = Outline Business Case, FBC = Full Business Case/2nd Stage Skills Appli Subject to approval of change request

## **Appendix 2 – Investment Fund Summary Approved Changes**

### ***Scheme: Cribbs Patchway Cycle Links***

*Change:* Milestone slippage for the production of the Outline Business Case and Commencement of Phase 2 (both 2 months to August 18) and for consultation (2 months to October 18) with no impact on overall completion date.

*Stated Reason for Change:* Completion of outline design and costings has taken longer than anticipated resulting in a delay in the production of the Outline Business Case, consequently the anticipated dates for commencement of phase 2 and consultation have slipped.

### ***Scheme: Wraxall Road Roundabout Improvements and Signalisation***

*Change:* Two month delay to September 18 for completion of Feasibility Study Final Report

*Stated Reason for Change:* Completion has been put back to allow for additional modelling to be undertaken to forecast to 2036 and to incorporate the M4 Junction 18a scheme.

### ***Scheme: Great Stoke Roundabout Capacity Improvements***

*Change:* Two month delay to August 18 for completion of Outline Business Case and one month delay to commencement of phase 2 (to September 18) with no impact on project completion.

*Stated Reason for Change:* Outline Business Case delayed to allow for the initial Road Safety Audit report, and start of phase 2 revised to allow for Senior Responsible Owner sign off of the Outline Business Case.

### ***Scheme: Real Time Information System Upgrade***

*Change:* One month delay to milestones for Site Acceptance Test of central system phase 1 (to July 18) and to commence system take over into business as usual (to August 18) - both now achieved - with no impact on project completion.

*Stated Reason for Change:* none given.

# Investment Fund - Feasibility and Development Funding Application Form

## SCHEME : Greater Bristol Area Rail Services Feasibility Study

### 1. Lead Organisation

West of England Combined Authority (WECA)

### 2. Partner organisations

Department for Transport (DfT), Network Rail

### 3. Scheme contact details

Name:	David Carter	James White
Email:	David.carter@westofengland-ca.gov.uk	James.white@westofengland-ca.gov.uk
Telephone:	07967 774041	0117 9224924

### 4. Scheme Type – mark with an X

Transport	<input checked="" type="checkbox"/>
Non-Transport Housing Enabling	<input type="checkbox"/>
Business Support	<input type="checkbox"/>
Skills	<input type="checkbox"/>

Other (please specify)

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

Details:

MetroWest Phase 1 which has previously been allocated £6m from the Investment Fund, subject to a successful Large Local Majors scheme bid, is assumed to be part of the baseline for the Study.

## Feasibility and Development Funding Application Form

### 6. Total Funding required for this phase of works

#### A. Spending Profile (£)

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

#### B. Cost Breakdown (£)

	Investment Fund (£)	Match Funding (£)
In house staff costs		
Third Party Support	£100,000	£100,000
Other (please specify)		
Other (please specify)		
Total	£100,000	£100,000

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

#### A. Details of the scheme to be delivered:

The overall aim of the feasibility study is to produce a prioritised set of options for enhancing the rail network in and connecting to the West of England. It will establish what is possible in terms of:

- a) Existing capacity
- b) Low cost enhancements
- c) High cost enhancements

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

Phase 1 of the study will include:

- Document review to identify key political, local and regional aspirations and WECA and Network Rail CP6 and CP7 projects.
- Multi criteria analysis to prioritise aspirations.

## Feasibility and Development Funding Application Form

- Stakeholder engagement

### Phase 2

Technical feasibility study following the outcomes of Phase 1.

8. Please set out how the activities to be undertaken through this Feasibility and Development Funding Application will be managed and resourced. If use of consultants or other third parties is proposed please describe how these have been, or will be procured.

#### Details:

The Department for Transport (DfT) are the client and procurement body for the consultants (CPC Project Services) to undertake the Study.

WECA are co-funders of and client representative for the Study.

The study will be coordinated by a Steering Group formed of representatives of stakeholders from the DfT, WECA and Network Rail which will meet every four weeks or as required.

The appointed client representatives from the Department of Transport and the West of England Combined Authority will retain authority on all aspects of cost.

The Technical Advisers will undertake the analysis and development work, structured around the remit and scope.

## Feasibility and Development Funding Application Form

9. What output will be produced using the funds awarded as part of this Feasibility and Development Fund Application, and when will this be completed?

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

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

*A. Milestones for the activities through this Feasibility and Development Funding*

Milestone	Date (mmm/yy)
Consultants appointed	July 2018
Phase 1 completed	Aug 2018
Phase 2 commissioned	End Aug 18
Phase 2 complete	Dec 18

*B. Planned milestones for scheme development or delivery beyond this initial phase.*

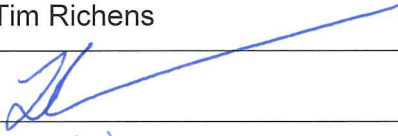
Milestone	Date (mmm/yy)
To be decided	



# Feasibility and Development Funding Application Form

11. Application sign off by the promoting organisation:

Senior Responsible Owner	Name:	David Carter
	Signature:	
	Date:	26/7/18

Section 151/Chief Finance Officer	Name:	Tim Richens
	Signature:	
	Date:	30/8/2018

Date approved by WECA Committee:	
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## Item 12 – Investment Fund – Appendix 4 Feasibility and Development Funding Application Form

### SCHEME: Talent Institutes

1. Lead Organisation

West of England Combined Authority (WECA)

2. Partner organisations

Bath & North East Somerset, Bristol and South Gloucestershire Councils

3. Scheme contact details

Name:	Henry Lawes	Jon Hunt
Email:	Henry.Lawes@westofengland-ca.gov.uk	Jon.Hunt@westofengland-ca.gov.uk
Telephone:	0117 428 6213	0117 428 6213

4. Scheme Type – mark with an X

Transport	
Non-Transport Housing Enabling	
Business Support	X
Skills	X
Other (please specify)	

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

Details: None funded to date. However, the Talent Institutes will be designed to align with the business support programmes funded through the European Structural Investment Fund and other national agencies and with the operation of strategic skills funding, including the Adult Education Budget.

## Item 12 – Investment Fund – Appendix 4 Feasibility and Development Funding Application Form

### 6. Total Funding required for this phase of works

#### A. Spending Profile (£)

	18/19	19/20	20/21	Total
Investment Fund	40	60	0	100
Match Funding WECA administration costs	6	12	0	18

#### B. Cost Breakdown (£)

	Investment Fund (£)	Match Funding (£)
In house staff costs		18
External consultancy to include legal advice and potential operating models, financial modelling, site options and issues, market testing and demand demonstration.	100	
Total	100	18

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

#### A. Details of the scheme to be delivered:

WECA is proposing to establish three or four Talent Institutes within the B&NES, Bristol and South Gloucestershire geography.

There are many options for how these Institutes are created and how WECA uses its investment funds. A range of options exist for how the physical sites are provided, from new build, to off-the-shelf purchase of existing facilities. Likewise there are a range of models for the legal structure of Institutes and for their operating models. Each of the Institutes may operate differently. Each Institute though will be locations where businesses and educational providers come together to provide skills for residents, inclusive growth, and research & innovation support services for businesses, smart growth. Fraunhofer centres in Germany offer a good example of what we are trying to achieve with Talent Institutes.

WECA could procure third party organisations to operate and manage new facilities and provide “services” from them in the form of R&D, business and skills support. Each Institute will need to be financially sustainable, with any surpluses returned to each investor, including WECA, whilst maintaining legal compliance. New vehicles to own and operate the Institutes

## Item 12 – Investment Fund – Appendix 4

### Feasibility and Development Funding Application Form

may be required, including joint ventures or other recommended partnerships.

Any third party organisation will be asked to detail what the direct return on investment will be to WECA over a 25-year timescale.

The objectives of Talent Institutes then are to:

- Achieve growth in Gross Value Added (GVA) and productivity through improved business processes, diffusion of innovation and research and development.
- Bring about more inclusive growth (by improving access to employment for areas that need it most);
- Address environmental and sustainability issues through exemplar development (cleaner air, etc) and;
- Geographic spread (how the benefits are shared across region).

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

The activities to be undertaken through the feasibility work include:

- *Investigating and clarifying the demand for the institutes, including their strategic focus, including both skills and R+D elements.*
- *Investigating different business models and legal structures to develop options for consideration.*
- *Preparing projected financial models for each institute and model.*
- *Analysis of the range of options available to deliver the aims of Talent Institutes.*
- *For options requiring construction or refurbishment, investigating potential sites and identifying key planning issues, development issues and projected costs with each selected site option.*
- *Investigating options for 'off the she*
- *Clarifying the legal treatment of the Institutes to ensure compliance with all necessary legislation.*
- *Market testing for potential operator partners and confirming the procurement method to be used.*

The activity will provide the content for the production of outline and full business cases for each proposed Talent Institute.

## Item 12 – Investment Fund – Appendix 4

### Feasibility and Development Funding Application Form

8. Please set out how the activities to be undertaken through this Feasibility and Development Funding Application will be managed and resourced. If use of consultants or other third parties is proposed please describe how these have been, or will be procured.

Details: The activities will be managed by WECA with input from the Councils. External consultants will carry out all of the work, to be procured through Bloom or any other relevant framework that WECA can access to, or creates itself. The consultants, and the production of the outline and full business cases will be managed within the Business and Skills Directorate.

## Item 12 – Investment Fund – Appendix 4

### Feasibility and Development Funding Application Form

9. What output will be produced using the funds awarded as part of this Feasibility and Development Fund Application, and when will this be completed?

	Mark with an X	Date (mmm/yy)
Feasibility Study Report		
Option Development Report		
Option Appraisal Report		
Outline Business Case	X	March 2019
Full Business Case	X	June 2019
Second Stage Skills Capital Application		
Other (please state)		

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

*A. Milestones for the activities through this Feasibility and Development Funding*

Milestone	Date (mmm/yy)
Appointment of lead consultants for all aspects of the work.	November 2018
Initial reports from each consultancy	January 2019
Completion of Outline Business Case	March 2019
Testing and development of options before final selection of favoured option for each Institute.	April – May 2019
Completion of Full Business Case	June 2019

*B. Planned milestones for scheme development or delivery beyond this initial phase.*

Milestone	Date (mmm/yy)
Appointment of development /investment partners for each Institute	August 2019
Creation of any development vehicle required	August 2019
Where required - planning process started (as required, may include new build, or change of use).	Sept 2019

## Item 12 – Investment Fund – Appendix 4 Feasibility and Development Funding Application Form

For off-the-shelf Institute – agree legal contracts and complete purchases	November 2019
Where required - planning processes completed	Nov 2019
Off-the-shelf Institute opening	January 2020
Where required - construction / redevelopment start on site.	February 2020
Opening of newly constructed or refurbished Institute	June 2020

11. Application sign off by the promoting organisation:

Senior Responsible Owner	Name:	Jon Hunt
	Signature:	
	Date:	

Section 151/Chief Finance Officer	Name:	Tim Richens
	Signature:	
	Date:	

<b>Date approved by WECA Committee:</b>	
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## Executive Summary – Skills Innovation Fund.

The Skills Innovation Fund will create a circa £8.5m pot of funding, comprising £4.5m of WECA Investment Funds with £4m of European Social Fund (ESF).

WECA is asked to fund £4m to match fund £4m of ESF to help SMEs to address their skills needs by encouraging, improving and facilitating their engagement with learners in the further education system and the providers of that learning. The additional £0.5m of funding will be used to support interventions aimed at children below the age of 14, who are not eligible for ESF funded support, the so-called “pre-NEETS”, which are exempted from ESF support.

When matched with ESF, the WECA £4m will effectively become ESF, obligated under the same rules. This means that it will deliver ESF defined outputs under the priority area “*Improving the labour market relevance of education and training systems*”. The sole output required for all projects under this priority is: “*Number of supported micro, Small and Medium-sized Enterprises (including cooperative enterprises, enterprises of the social economy).*”

The identified result that follows is of “*Small and Medium Enterprises successfully completing projects (which increase employer engagement; and/or the number of people progressing into or within skills provision).*”

For £4m of ESF, the benchmark value of the cost of delivering an SME support output under this Priority Axis is around £10,000. This figure excludes the match, so in total the project would deliver approximately 400 SME supports (roughly £20k per engagement). It is anticipated that at least 75% of these engagements would need to result in a successfully completed “project” (broadly defined).

At a high-level, the Skills Innovation Fund will address and achieve:

- the perceived failure of information between what adult learners chose to study and the current and future, most productive, job vacancies that exist or will arise.
- SME workforce planning and abilities enabling them to better prepare for and meet future skills needs by making them aware of the full range of options available to develop their workforce.
- Increasing SME investment into training particularly at 4+ medium to higher level skills.
- Improved capacity in SMEs to provide project/placement/internship/work experience opportunities and enhance the contribution of advanced skills to SME growth, including programmes to specifically engage the most disadvantaged groups or those who face particular local disadvantages in utilising advanced skills;
- More and better opportunities to encourage and increase work experience, work placements, traineeships, apprenticeships, and graduate placements particularly through wider employer engagement and involving supply chains;
- Encouraging the uptake of Apprenticeships.
- Better curricula and course design amongst providers of further education.
- Better informed careers information, education, advice and guidance services.
- New inspirational careers-based activity aimed at children in the year 6 to 7 transition between primary and secondary school.

By tackling these issues, the SIF will help WECA to meet its strategic objectives under the Skills pillar of our WECA 18/19 Business Plan:

- WS1 – Improving skills and knowledge supply to meet existing and future demands.
  - Increased educational attainment (including STEM and vocational training) across all communities.
  - More Apprenticeship starts, completions and timely completions.
- WS2 – A joined up education and skills system that meets the region’s business needs.
  - Increased proportion of students from the region studying here.
  - Higher graduate retention.
  - Increased educational attainment (including STEM and vocational training) across all communities.
  - More Apprenticeship starts, completions and timely completions.
  - More employees providing in-work skills and training.

## ITEM: 13

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

**DATE: 28 SEPTEMBER 2018**

**REPORT TITLE: ADULT EDUCATION BUDGET – INTERIM RESOURCES  
AND INDICATIVE BUDGET**

**AUTHOR: DR JON HUNT, DIRECTOR OF BUSINESS AND SKILLS**

### **Purpose of Report**

1. To seek approval for the indicative 2019/20 budget for the devolved Adult Education Budget.

### **Background**

2. The devolution of funding to address the provision of adult skills (currently known as Adult Education Budget) from government along with relevant Statutory Duties was part of the West of England Devolution deal.
3. There are a number of potential advantages for West of England residents and learners to devolving control of AEB from central government including:
  - Improved coordination of adult learning outcomes with wider local priorities and the specific needs of local public and private sector employers;
  - Introduction of new flexible funding rules based on agreed local outcomes and enabling improved responsiveness such as multiple year funding agreements;
  - Potential enhanced value for money locally via rationalisation, reduced duplication and greater transparency leading to improved economies of scale in the provider base and a more rigorous measurement of local outcomes; and
  - Ability to retain any underspend from the allocation. This is typically 2-3% of the budget which on a £17.6m budget would equate to £352k-£528k which is estimated to be enough to cover predicted management and administration costs.
4. On the 11<sup>th</sup> June 2018 DfE confirmed that they stand by WECA's assessment that the combined authority will be ready for the 2019/20 academic year and that undertaking the functions we will realise benefits to our residents. DfE are satisfied that the tests to meet Secretary of State and Accounting Officer obligations will be met and advised Ministers of this. Therefore, WECA has met the readiness conditions.
5. The AEB Devolution Order to pass the necessary duties to WECA was laid before Parliament before the 2018 summer recess and coming into force from the start of the academic year 2019/20. Funding is likely to arrive as a section 31 grant on a financial year basis. Our indicative funding budget is £17.6m and will be recalculated after the 2017/18 academic year; the indicative budget

## ITEM 13 - ADULT EDUCATION BUDGET – INTERIM RESOURCES AND INDICATIVE BUDGET

is in line with expectations.

6. WECA has successfully secured development funding of £280,000 from DfE to cover the period April 2018 to July 2019. This funding will support the Combined Authority to prepare properly for the 2019/20 academic year.

### Issues for Consideration

7. For all staffing resource the budget can be found in Appendix 1. The detailed explanation behind the need for the resource, underpinning assumptions and subsequent staffing structure is contained in Appendix 2.
8. It should be noted that devolution of AEB is a complex undertaking that must be delivered in a manner which is compliant with WECA's new powers, and associated responsibilities and mitigates any risk to WECA and our constituent Local Authorities. Understaffing (in terms of team size, skills and experience) would result in unmanageably high risks of failure and challenge which presents clear and evident legal, operational and reputational risks to both WECA and the Local Authorities.
9. In the period up until 31<sup>st</sup> July 2019 WECA will be undertaking significant work which is required prior to assuming full control of devolved AEB from the 1<sup>st</sup> August 2019. This period is termed by WECA as the implementation period.
  - 9.1. This work is scheduled, requires specific resource to be put in place, and includes:
    - Development and finalisation of systems and practices
    - Recruitment of required staffing resources
    - Provider engagement
    - Provider allocations and contracting
    - Provider On-Boarding
  - 9.2. In order to deliver the work required ahead of the 2019/20 and fulfil the WECA Skills Advisory Board's no-change recommendation for 2019/20 WECA officers consider the staffing resource required comprises eight individuals. Detail of this resource and underpinning rationale can be found in Appendix 2.
  - 9.3. To reflect the order of priorities recruitment for these staffing posts can be staggered which also helps maximise financial resources.
  - 9.4. Funding for the resources required during this implementation period is provided by the implementation funding (referenced in point seven above).
10. From the 1<sup>st</sup> August 2019 onwards WECA will assume full management and administration of AEB funded provision being delivered to WECA residents.
  - 10.1. This work has been mapped out, requires specific resources to deliver it, and includes:
    - Grants/Contracting and Payments
    - Any necessary procurement
    - Data Analysis
    - Provider Liaison and Performance Management
    - Audit and joint intervention work where applicable
    - Liaison with stakeholders and other CA's/GLA.
  - 10.2. In order to deliver the work required for the 2019/20 academic year and fulfil the WECA Skills Advisory Board's no-change recommendation (for the 2019/20 academic year) WECA officers consider that the resource required comprises eight individuals. Detail for this resource and the underpinning rationale can be found in Appendix 2. These staff will be a continuation of the individuals that delivered the implementation period and will be recruited during that time.
  - 10.3. Funding for the resources required to manage and administer devolved AEB will be provided through top slicing of the Adult Education Budget allocation (as confirmed in

## ITEM 13 - ADULT EDUCATION BUDGET – INTERIM RESOURCES AND INDICATIVE BUDGET

previous papers including the report dated 2<sup>nd</sup> July 2018 relating to the AEB order). This allocation will be confirmed in early 2019.

11. It should be noted that for both the implementation period and the 2019/20 academic year if the size and scale of the WECA AEB provider base was rationalised then the staffing requirement (and associated costings) would also subsequently alter.

### Consultation:

12. WECA officers have liaised and worked closely with the WECA Skills Advisory Board and officers from the WECA Local Authorities in developing plans for devolved Adult Education Budget. Officers have also undertaken significant engagement with both providers and the DfE/ESFA.

### Other Options Considered:

13. As part of WECA's AEB development work WECA officers have considered different approaches to the staffing resources required to deliver devolved AEB. The proposed approach enables WECA to deliver this function in a manner which offers value for money and reduces any related risks to WECA and the Local Authorities.

### Risk Management/Assessment:

14. There are risks related to the implementation of AEB and these are being fully considered by officers developing implementation plans. These include: operational risks, legal risks, financial risks and reputational risks. A risk register was submitted to DfE as part of the readiness conditions process.

### Public Sector Equality Duties:

15. There are no direct equalities implications arising in relation to this report and these would be set out in the relevant investment decisions at the time.

### Finance Implications:

16. There are no financial implications arising directly for WECA relating to the interim resource required as this is funded through the DfE provided Implementation Funding.
17. The indicative budget for the 2019/20 academic year is £524k.

17.1. The funding for this resource will be sourced through top slicing of the AEB allocation.

17.2. Predicted costs for 2019/20 equates to 3% of the overall illustrative AEB budget for that year. This figure is within the historical AEB year on year underspend which is averaged at 2% - 3% by the ESFA. It should be noted that this figure also compares very favorably to national government practice for programme management costs (5% of the budget) and the EU (7% of the budget). Through utilising the traditional underspend WECA officers anticipate being able to spend the whole budgetary allocation for 2019/20 (covering both delivery and management/administration costs).

17.3. The costs have been benchmarked against the current known scale of the work (assumptions laid out in section 11 and appendix two below). WECA Officers have determined that if the size of the provider base was rationalised from its current size then the required staffing resource (and associated cost) could be reduced. Recent analysis of the latest full year data (2016/17) shows that of the 16,100 WECA resident who were

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## ITEM 13 - ADULT EDUCATION BUDGET – INTERIM RESOURCES AND INDICATIVE BUDGET

AEB learners 85% were studying with just 8 providers. At the same time 102 of the 150 AEB providers had 10 or less AEB learners. Notwithstanding niche provision this provides evidence of the potential to rationalise the provider base.

- 17.4. To facilitate accurate and proper exercising of the devolved Adult Learning powers and minimise risks to learners, providers, employers and the Combined Authority officers consider that the management/administration function should be established within WECA itself. This also removes the likelihood of any potential conflicts of interest. To achieve any potential cost savings WECA officers will continue to look at how best to staff this function including through use of secondments.

### Legal Implications:

18. There are no legal implications arising from this report.

### Recommendations:

19. The Committee is asked to:
- 19.1. Note the required AEB implementation resource
  - 19.2. Approve the indicative budget for the 2019/20 academic year.

**Report Author: Dr Jon Hunt, Interim Director of Business and Skills**

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

### West of England Combined Authority Contact:

Any person seeking background information relating to this item should seek the assistance of the contact officer for the meeting who is Tim Milgate, who is available by telephoning 0117 428 6210, emailing [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk) or by writing to West of England Combined Authority, 3 Rivergate, Temple Way, Bristol BS1 6ER.

## Appendix 1 – Indicative Budget:

AEB Budget	Academic Year			
	ESFA	ESFA	WECA	WECA
	15/16	16/17	19/20	20/21
	£m	£m	£m	£m
Staff - Direct costs	NA	NA	0.349	0.365
Staff - Indirect costs	NA	NA	0.017	0.017
Overheads	NA	NA	0.105	0.105
Supplies & Services	NA	NA	0.054	0.054
Service Provision - Courses	17.260	17.260	17.128	17.121
<b>Total Expenditure</b>	<b>17.260</b>	<b>17.260</b>	<b>17.653</b>	<b>17.662</b>
Grant/funding	-17.600	-17.600	-17.600	-17.600
Interest			-0.053	-0.062
Other				
<b>Total Income</b>	<b>-17.600</b>	<b>-17.600</b>	<b>-17.653</b>	<b>-17.662</b>
<b>Net (+ Overspend / - Underspend)</b>	<b>-0.340</b>	<b>-0.340</b>	<b>0.000</b>	<b>0.000</b>

- £17.260m is AEB delivery to Learners resident in the Combined Authority in 2015/16 from the ILR data (slide 5 of DfE Information Pack).

- £17.600m funding in 15/16 and 16/17 is derived from applying historic 2-3% underspend indicated by EFSA to the delivery figure (used 2% to be prudent).

- Interest calculated on 0.6-0.7% rate, assuming funding paid up front at start of AY with straight-line expenditure.

- Forecast 2% Pay awards and incremental progression included in staffing costs, overheads may decrease if WECA staffing expands in this period and fixed costs are absorbed.

## Appendix 2 – WECA AEB Staffing Structure:

### Staffing Requirements:

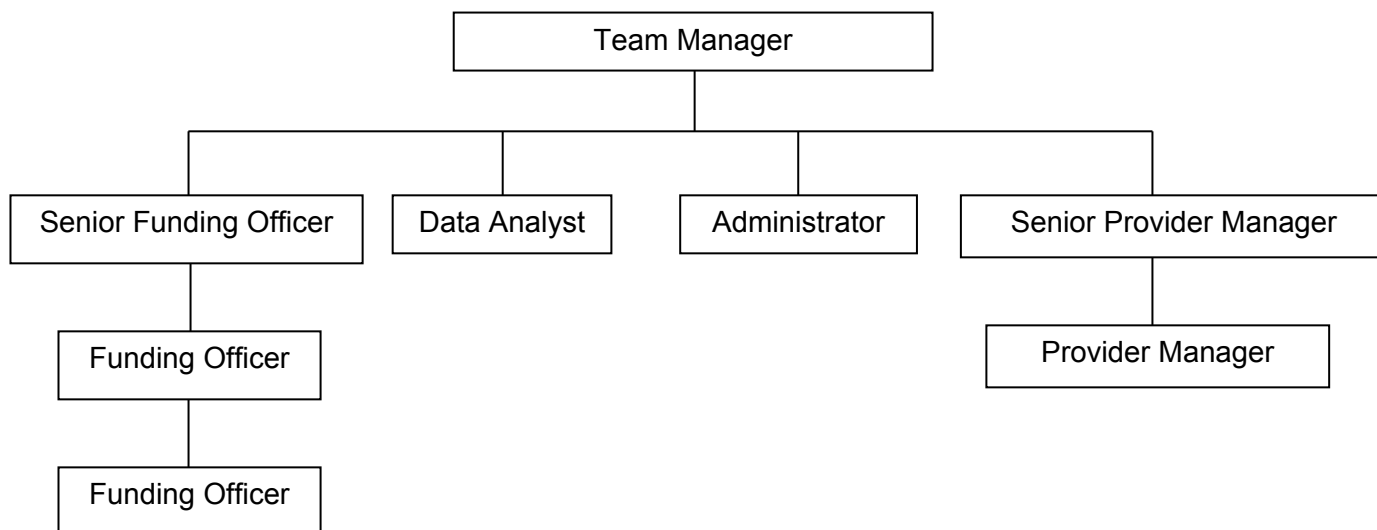
20. Devolution of AEB will entail WECA assuming the management and administration of the AEB budget which is spent on WECA residents and for the purpose of AEB WECA will become a funding body which commissions this delivery across the combined authority area. This is a complex undertaking that must be delivered in a manner which is compliant with WECA's new powers, and associated responsibilities and mitigates any risk to WECA and our constituent Local Authorities.
21. Understaffing (in terms of team size, skills and experience) would result in unmanageably high risks of failure and challenge which presents clear and evident legal, operational and reputational risks to both WECA and the Local Authorities.
22. When considering the optimum method of addressing staffing needs WECA Officers used the following design principles in relation to the roles and structure:
  - Enables the maximum local flexibility and responsiveness
  - Ensuring that WECA is meeting its legal responsibilities
  - Ensuring the system runs smoothly and does not destabilise learners and providers
  - Managing conflict of interest
  - Offers value for money to the public purse
  - Reduces risk of mismanagement
23. Overall WECA officers conclude that the management and administration of this devolved budget will require a specific team to be put in place to deliver the associated functions including: contract and grant awards, provider funding allocations, delivery of any procurement processes, data analysis of AEB learner data relating to WECA residents (underpinning provider payments, performance management and monitoring), provider performance management and liaison with key partners and stakeholders (including the DfE and the ESFA).

### WECA AEB Team - Proposed Staffing Structure 2019/20:

24. This 2019/20 AEB Team staffing structure is based on utilisation of a £17.6m annual AEB budget and working with approximately 150 AEB providers. The key issue underpinning the 2019/20 staffing structure is delivery of the recommendation made by members of the Skills Advisory Board. This involves maintaining the provider base and funding delivery in line with the national AEB funding rules. It also involves a key scrutiny role alongside baselining through monitoring and evaluation. This is nominally titled the 'No Change' option and it enables a managed transition to devolved arrangements for the provider base. Descriptions of the roles and the underpinning assumptions can be found below.
25. Due to current commitments across the WECA staffing structure and the specific and specialist needs of AEB this staffing structure assumes all posts are new roles.



26. The proposed staffing structure is as follows:



WECA AEB Team - Proposed Staffing Structure 2019/20 - Costings:

27. The overall draft staffing and resource budget required for 2019/20 currently stands at £524k. This includes all on costs, overheads, finance contributions and additional operational expenses.

WECA AEB Team – Illustrative Staffing Structure 2020/21:

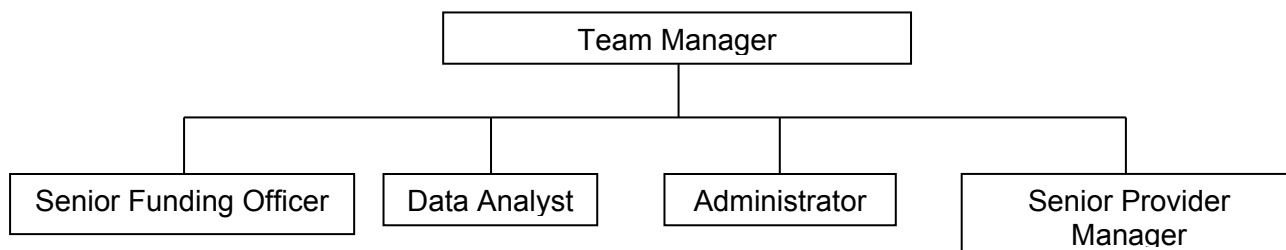
28. The 2019/20 structure is based on a no change option for delivery of devolved AEB. However, WECA officers believe there is a persuasive case for reduction in the overall number of funded providers (from both a provision and financial/value for money perspective) based on the latest full year’s available data (2016/17 academic year). In summary this data shows that:

- Out of 150 providers 85% of learners are engaged with eight providers only.
- That 102 providers worked with 10 learners or less.
- The clear majority of the current AEB providers are based outside of the WECA area. Whilst some such as SGS College and Weston College have as significant relationship with, and operational footprint in, the WECA area most of these providers have little engagement with our local area.

Notwithstanding instances of unreplaceable niche provision there is considerable scope for rationalisation of the AEB provider base in the WECA area.

29. Overall devolution of AEB offers the opportunity to formulate a WECA AEB provider base which has a strong understanding of, and is highly responsive to, the needs of our local area with a specific focus on the needs of WECA residents and employers as opposed to the overall national priorities. This provider base can also be significantly leaner, offering better value for money, and supporting a reduction in the cost of managing and administering AEB. It should be noted that decisions relating to the WECA AEB provider base will be taken in a measured evidence-based fashion.

30. In terms of staffing a significant reduction in the provider base will have an impact on the number of staff required to manage and administer this fund. The illustrative structure below demonstrates the potential impact on the staffing base if the provider base was reduced to between 20-30 funded providers overall.



WECA AEB Team – 2020/21 Illustrative Staffing Structure – Costings:

31. The removal of the three staffing posts would save approximately £152k from the annual staffing budget. This would give an overall approximate budget of £372k. This includes all on costs, overheads, finance contributions and additional operational expenses.

WECA AEB Roles:

32. The following describes the different roles contained within the staffing structures above:

Role	No	Description
Team Manager	X 1	The Team Manager will be responsible for: <ul style="list-style-type: none"> <li>• Day to day operational management of the WECA AEB Team including line management of all team members</li> <li>• Work with colleagues to translate strategic use for devolved AEB into a deliverable operational commissioning strategy</li> <li>• Ensuring the overall funding cycle is delivered successfully during each academic year</li> <li>• Reporting (e.g. WECA senior management, WECA’s governance functions, external bodies etc.)</li> <li>• General Provider liaison</li> <li>• Leading on joint AEB work with Local Authority colleagues</li> <li>• Liaison with key partners and stakeholders including holding the key operational relationship with DfE and the ESFA</li> </ul>
Senior Funding Officer	X 1	The Senior Funding Officer will be focused on: <ul style="list-style-type: none"> <li>• Line Management of the AEB Funding Officers</li> <li>• Operational delivery of the yearly grant allocation process and contract for services procurement</li> <li>• Reconciling delivery (through analysed data)</li> <li>• Making payments to grant funded providers</li> <li>• Making payments to providers funded through contract for services</li> <li>• Supporting monitoring evaluation of the programme</li> </ul>
Funding Officer	X 2	The Funding Officers will be focused on: <ul style="list-style-type: none"> <li>• Operational delivery of the yearly grant allocation process and contract for services procurement</li> <li>• Reconciling delivery (through analysed data)</li> <li>• Making payments to grant funded providers</li> <li>• Making payments to providers funded through contract for services</li> </ul>

Senior Provider Manager	X 1	<p>The Provider Manager will be focused on:</p> <ul style="list-style-type: none"> <li>• Line Management of the Provider Manager</li> <li>• Carry a caseload of contracted providers and be the first point of contact for any provider queries</li> <li>• Onboarding of new providers</li> <li>• Review of provider performance (monthly as required)</li> <li>• Monitor provider compliance with the funding rules</li> <li>• Monitor provider compliance with minimum standards</li> <li>• Lead on provider audits (as required)</li> <li>• Support monitoring and evaluation of the programme</li> </ul>
Provider Manager	X 1	<p>The Provider Manager will be focused on:</p> <ul style="list-style-type: none"> <li>• Carry a caseload of contracted providers and be the first point of contact for any provider queries</li> <li>• Onboarding of new providers</li> <li>• Review of provider performance (monthly as required)</li> <li>• Monitor provider compliance with the funding rules</li> <li>• Monitor provider compliance with minimum standards</li> <li>• Lead on provider audits (as required)</li> </ul>

Data Analyst	X 1	The Data Analyst will be focused on: <ul style="list-style-type: none"> <li>• Undertaking analysis of AEB ILR data received from the Education and Skills Funding Agency (ESFA)</li> <li>• Providing related education and skills data analysis to support development of the related underpinning evidence base</li> <li>• Support monitoring and evaluation of the programme</li> </ul>
Administrator	X 1	The AEB Team Administrator will be focused on: <ul style="list-style-type: none"> <li>• Provision of administration support across the whole WECA AEB Team</li> </ul>

**WECA AEB Staff – Contract Types:**

33. In order to facilitate a flexible staffing resource which can easily be reduced without undue cost to WECA the use of permanent and fixed term contracts would be advised:

Role	Contract Type
Programme Manager	Permanent
Senior Funding Officer	Permanent
Funding Officer	Fixed Term
Funding Officer	Fixed Term
Senior Provider Manager	Permanent
Provider Manager	Fixed Term
Data Analyst	Permanent
Administrator	Permanent

**Underpinning Assumptions:**

34. The staffing numbers by role listed above are based on the following assumptions:

- WECA will assume control of a devolved AEB budget of approximately £17.6m for the 2019/20 academic year
- WECA will be working with approximately 150 AEB providers for the 2019/20 academic year

Role	Assumption
Team Manager	<ul style="list-style-type: none"> <li>• The team will require an operational manager who will undertake day-to-day line management of staff and be responsible for the smooth running of the team.</li> </ul>
Funding Officers	<ul style="list-style-type: none"> <li>• Funding officers will work with a caseload of up to 60 providers each</li> <li>• Work focused on providers funded through Contract for Services will be more intensive on a monthly basis</li> </ul>
Provider Managers	<ul style="list-style-type: none"> <li>• Provider managers will each have a caseload of up to 75 providers each with work focused on provider management and audit requirements</li> </ul>
Data Analyst	<ul style="list-style-type: none"> <li>• Analysis of monthly and quarterly ILR data will be required</li> <li>• Servicing of reporting with data will be required</li> <li>• Periodic refreshment of the underpinning evidence base will be required</li> </ul>
Team Administrator	<ul style="list-style-type: none"> <li>• Dedicated administration support requirements will exist across all functions of the team (funding, provider management, governance and reporting etc.)</li> </ul>