

A meeting of the
West of England Combined Authority Committee

will be held on

Date: Friday, 16 December 2022

Time: 1.00 pm

**Place: The Space, Keynsham Library & Information Service, Civic
Centre, Market Walk, Keynsham, Bristol, BS31 1FS**

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

Metro Mayor Dan Norris, West of England Combined Authority
Cllr Kevin Guy, Bath & North East Somerset Council
Mayor Marvin Rees, Bristol City Council
Cllr Toby Savage, South Gloucestershire Council

Enquiries to:

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The Combined Authority Committee Agenda

YOU HAVE THE RIGHT TO:-

- Attend all The Combined Authority, Committee and Sub-Committee meetings unless the business to be dealt with would disclose 'confidential' or 'exempt' information.
- Inspect agendas and public reports five days before the date of the meeting
- Inspect agendas, reports and minutes of the Combined Authority and all the Combined Authority Committees and Sub-Committees for up to six years following a meeting.
- Inspect background papers used to prepare public reports for a period public reports for a period of up to four years from the date of the meeting. (A list of background papers to a report is given at the end of each report.) A background paper is a document on which the officer has relied in writing the report.
- Have access to the public register of names, addresses and wards of all Councillors sitting on the Combined Authority, Committees and Sub-Committees with details of the membership of all Committees and Sub-Committees.
- Have a reasonable number of copies of agendas and reports (relating to items to be considered in public) made available to the public attending meetings of the Combined Authority, Committees and Sub-Committees
- Have access to a list setting out the decisions making powers the Combined Authority has delegated to their officers and the title of those officers.
- Copy any of the documents mentioned above to which you have a right of access. There is a charge of 15p for each side of A4, subject to a minimum charge of £4.
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Guidance for press and public attending this meeting

The Openness of Local Government Bodies Regulations 2014 mean that any member of the public or press attending this meeting may take photographs, film or audio record proceedings and may report on the meeting including by use of social media (oral commentary is not permitted during the meeting as it would be disruptive). This will apply to the whole of the meeting except where there are confidential or exempt items, which may need to be considered in the absence of the press or public.

If you intend to film or audio record this meeting please contact the Democratic Services Officer named on the front of the agenda papers beforehand, so that all necessary arrangements can be made.

Some of our meetings are webcast. By entering the meeting room and using the public seating areas you are consenting to being filmed, photographed or recorded. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators.

An archived recording of the proceedings will also be available for viewing after the meeting. The Combined Authority may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

To comply with the Data Protection Act 2018, we require the consent of parents or guardians before filming children or young people. For more information, please speak to the camera operator.

1. EVACUATION PROCEDURE

In the event of a fire, please await direction from venue 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 any 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 - 28

To consider and approve the minutes from the meetings held on 14 June 2022 (adjourned from 26 May 2022), 23 September 2022 and 14 October 2022 West of England Combined Authority Committee Meetings.

5. CHAIR ANNOUNCEMENTS

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

6. ITEMS FROM THE PUBLIC (QUESTIONS, STATEMENTS AND PETITIONS)

WRITTEN PUBLIC QUESTIONS (written procedure)

1. Any member of the public can submit a maximum of two written questions in advance of this meeting.

*2. The deadline for the submission of questions is 5.00 pm, at least 3 clear working days ahead of a meeting. For this meeting, the deadline for questions is **5.00 pm on Monday 12 December 2022.***

3. Questions should be addressed to the Chair of the meeting and e-mailed to democratic.services@westofengland-ca.gov.uk

4. Under the direction of the Chair, wherever possible, written replies to questions will be sent to questioners by the end of the working day prior to the meeting.

5. Please note - under the Combined Authority's committee procedures, there is no opportunity for oral supplementary questions to be asked at committee meetings.

6. The written questions and replies will be circulated to committee members in advance of the meeting and published on the Combined Authority website.

PUBLIC STATEMENTS

1. Any member of the public may submit a written statement (or petition) to this meeting.

2. Please note that one statement per individual is permitted.

*3. Statements must be submitted in writing and received by the deadline of 12 noon on the working day before the meeting. For this meeting, the deadline for statements is **12 noon on Thursday 15 December 2022.** Statements should be emailed to democratic.services@westofengland-ca.gov.uk*

4. Statements will be listed for the meeting in the order of receipt. All statements will be sent to committee members in advance of the meeting and published on the Combined Authority website.

5. **Please note:**

If any member of the public wishes to attend the meeting to orally present their statement, they are asked please to notify the Combined Authority's Democratic Services team of this at the point when their statement is submitted and by 12 noon on the working day before the meeting at the very latest.

For those presenting their statements at the meeting, up to 3 minutes 'speaking time' is permitted for each statement. The total time available for the public session at this meeting is 30 minutes.

7. COMMENTS FROM CHAIR OF THE WEST OF ENGLAND LOCAL ENTERPRISE PARTNERSHIP

The Chair of the West of England Local Enterprise Partnership to be invited to address the meeting.

8. COMMENTS FROM THE CHAIR OF THE WEST OF ENGLAND COMBINED AUTHORITY OVERVIEW & SCRUTINY COMMITTEE

The Chair of the Authority's Overview & Scrutiny Committee to present the comments of that Committee.

9. SUPPORTED BUS SERVICES: CONTRACT DECISIONS

29 - 56

This report sets out the overall approach to buses bringing together supported bus services, funded by the Transport Levy.

A decision needs to be made on supported bus services, funded by the Transport Levy, to take effect from Sunday 2 April 2023 when the current contracts for supported bus services are due to expire.

10. TRANSFORMING CITIES FUND

57 - 60

The purpose of this report is to request delegations to the Chief Executives in consultation with the Programme Review Board to utilise the underspend identified on the capital Transforming Cities Fund (TCF) which concludes in March 2023. It is also to propose the implementation of lessons learnt against the remaining Infrastructure Portfolio of works.

11. APPOINTMENT OF EXTERNAL AUDITOR

61 - 64

The purpose of this report is to confirm the outcome of the PSAA procurement. Grant Thornton was successful in winning a contract in the procurement, and PSAA are appointing this firm as the auditor of West of England Combined Authority for five years from 2023/24.

Next meeting: Friday, 27 January 2023

DRAFT
Minutes of the
West of England Combined
Authority Committee Adjourned until
14th June 2022, Thursday, 26 May
2022

Members:

Metro Mayor Dan Norris, West of England Combined Authority
Cllr Kevin Guy, Bath & North East Somerset Council
Cllr Toby Savage, South Gloucestershire Council

1	<p>WELCOME AND INTRODUCTION</p> <p>The Chair welcomed attendees to the meeting and introduced the members of the committee.</p>
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from Mayor Marvin Rees. Councillor Craig Cheney attended the meeting as a substitute.</p>
3	<p>DECLARATIONS OF INTEREST UNDER THE LOCALISM ACTION 2011</p> <p>There were none.</p>
4	<p>CHAIR ANNOUNCEMENTS</p> <p>There were none.</p>
5	<p>ITEMS FROM THE PUBLIC</p> <p>The Chair then advised that 5 statements had been received in advance of the meeting. The statements had been circulated to committee members and were available to view on the Combined Authority web site.</p> <p>The following members of the public attended the meeting and addressed the Committee for up to three minutes each:</p> <ol style="list-style-type: none"> 1. Christina Briggs 2. David Redgewell 3. Brendon Taylor 4. Cllr Tim Rippington <p>The Chair invited Richard Bonner (LEP Board Chair) to address the Committee with his statement (attached as Appendix 1 to these minutes). Richard Bonner invited the Committee to support provision of additional funding to preserve current buss services as much as possible in order to help support citizens' jobs and services, to work with unions and business on which bus services may be affected, and to engage with citizens and principal stakeholders to manage implications of mitigations measures.</p> <p>The Chair invited Councillor Winston Duguid, Chair of the Overview and Scrutiny Committee, to address the Committee. Councillor Duguid commented that walking, cycling and traveling by bus was essential in reducing car usage in the area, and asked the Committee to come up with a solution, even if that would be short term solution.</p> <p>The Chair thanked everyone who has submitted a statement by saying that all the comments have been noted and would be taken into account by the Committee today.</p>
	<p>APPENDIX 1</p>
6	<p>TRANSPORT LEVY</p> <p>The Chair introduced the report by saying that, like most combined authorities, the West of England have received its funding for running supported bus services from its constituent councils in the form of a Transport Levy. The Levy was agreed between the various parties when all the bus service contracts, and other bus-related functions were transferred to the</p>

Combined Authority in 2020. Unfortunately, inflationary pressures particularly from driver shortages and fuel price increases have resulted in a significant rise in tender prices for supported services contracts.

This report has followed the tender process for the financially supported bus service contracts across the region. It also followed previous reports in January and April which sought to enable the Combined Authority, as the Local Transport Authority, to award new contracts for bus services through appropriate delegations.

The recommendations set out in the report have included a full range of funding options and each has had a direct consequence for bus services currently running.

The Chair informed the meeting that voting arrangements on this item required majority of present Committee members, or their substitutes, and excluded Metro Mayor.

The Chair asked for mover and seconder on one of the options in the report recommendations.

There were no movers and seconders for any of the options in the report recommendations.

Councillor Kevin Guy moved the following motion:

The Combined Authority Resolves:

- 1) To negotiate extension of all the existing contracts by 12 months (in conjunction with consistent Councils), in order to provide the time to complete the required review and to delegate to the Combined Authority Chief Executive, in consultation with the Unitary Authority Chief Executives, the review and authority to conduct a negotiated procurement for 2023/24 and beyond.
- 2) To meet the increased costs implication of 12-month extension of contracts (from September 2022) and newly commissioned service provision from September 2023/24, in line with the funding principles agreed by the Chief Finance Officers from constituent Councils.
- 3) That the Combined Authority S151 officer, in consultation with the Unitary Authority s151 officers, undertakes a comprehensive review into principles of setting the transport levy for 2023/24 and for future years, and to report back to the committee as part of the Unitary Authorities budget setting decision.

Councillor Toby Savage seconded the motion.

Councillor Kevin Guy outlined the following draft funding principles (as agreed by UA s151 officers).

The funding principles – 1 year extension all services:

1. Prior year and in year underspend / headroom on the transport levy inc. concessionary fares budgets and transport smoothing reserve is held to mitigate bus contract pressures.
2. Any income from bus services not assumed in the contract price should be earmarked to reduce the call on the constituent Councils.
3. Net increases above mitigation 1 & 2 above (having been satisfactorily exhausted) will be underwritten by constituent Councils as a one-off pressure, addressed via the budget monitoring report to Cabinet or their emergency decision / urgency provisions under the constitution.

The funding principles – newly commissioned service (following negotiated procurement):

1. Other appropriate WECA funding mechanisms including BSIP (utilised for improvements) &

Investment fund (utilised to aid economic recovery) are identified and allocated as appropriate within the negotiations or financial mitigations.

2. Ongoing annual underspends on concessionary fares from patronage below 2019/20 levels is committed to fund supported busses pressures.

3. Any income from bus services not assumed in the contract price should be earmarked to reduce the call on the constituent Councils.

4. Net increases above annual inflation of 2% to the Levy after WECA mitigations above (1-2 & 4-6) having been satisfactorily exhausted), will be considered and put forward by constituent Councils as part of their annual budget setting as a budget growth requirement.

At this point of the meeting the Chair proposed for the meeting to be adjourned and held at later date so he and West of England Combined Authority officers could consider implications of the motion and its funding principles.

Meeting adjourned at 4.10pm on 26th May 2022.

The meeting reconvened at 2:00pm on Tuesday 14 June 2022 in the Council Chamber at Bath Guildhall. Due to ongoing discussions the meeting commenced at 6:18pm

Present:

Metro Mayor Dan Norris (West of England Combined Authority)

Councillor Toby Savage (South Gloucestershire Council)

Councillor Kevin Guy (Bath & North East Somerset Council).

On resumption the previous motion as moved by Councillor Kevin Guy (as outlined above) was withdrawn.

A new motion was moved by Metro Mayor Dan Norris and seconded by Councillor Toby Savage. The motion was welcomed by both Councillor Guy and Councillor Savage who stated that this reassured bus users that services would be protected.

Upon voting it was unanimously

Agreed:

The **Combined Authority Resolves:**

1. To seek to negotiate extension of existing contracts by 7 months (in conjunction with constituent Councils), in order to provide the time to complete an urgent network review. The Combined Authority holds the client function and commissions external consultants. This is to be completed by July 2022. The Committee agrees to delegate to the Combined Authority Chief Executive in consultation with UA Chief Executives, the review and authority to conduct a procurement for where services commence in April 2023 to April 2027 in line with the principles set out below in "**B – Long term**".

2. To meet the costs implication of a 7 month extension of contracts from September 2022 and newly commissioned service provision from April 2023/24, in line with the funding principles "**A - short term**".

3. That governance arrangements and a media protocol are developed to oversee and support this area of work going forward and to delegate to the Combined Authority Chief Executive in consultation with the UA Chief Executives, the development and implementation of these arrangements.

A – Short term for the 7 month extension

To meet the costs of extension of contracts from Sept 22 to April 2023

1. The Combined Authority will fund supported services until April 2023, provided that

they under 40ppj, within the funding available from the underspend, until such funds are exhausted.

2. Because there are different issues with the timing of contracts and services, any school services will be treated separately. The Combined Authority will fund selected school services for the academic year Sept-July. All school services where support ends will be offered mitigations.
3. Net increases above exhausting the transport underspend and any possible efficiencies as identified by the combined authority CEO, will be underwritten by constituent Councils as a one-off pressure, addressed via the budget monitoring report to Cabinet or their emergency decision / urgency provisions under the constitution.
4. Individual UAs can at their discretion provide additional funds for specific services above the £40ppj level in their areas – council and third-party financial contributions to be based on proportionate benefit to individual authority areas, capped to £160k in total. This will be specifically applied to services: 626, 680, 948.

B Long term. The funding principles – newly commissioned service (following negotiated procurement):

1. Undertake a network review by the end of July/August to establish which services should be supported for transport or wider social reasons taking into account the resources available through both the Transport levy (for existing services) and BSIP grant (for new services).
2. That the Combined Authority tender for a 4 year service on a on a best basis value which will include services on a gross basis starting from April 2023
3. We agree the principle of a value for money mechanism and that the detailed criteria over the funding of services should be developed alongside the network review to inform the selection of services which begin in April 2023.
4. That the Combined Authority retains the smoothing reserve for future unexpected issues; but at the end of each financial year, if it is not exhausted, it is reviewed and kept at the appropriate level and spent on the following year's supported services as required
5. That the fare box income is reinvested in routes and not used to reduce the transport levy.
6. That the BSIP money will be used only on enhanced and new routes as per government guidelines but that opportunities to relax the approach to BSIP funding be explored with DfT and government.
7. That use of Investment fund (utilised to aid economic recovery) within the terms within which it is awarded, where there is appropriate business case it will be actively explored.

8. That ongoing annual underspends on concessionary fares is committed to fund supported busses pressures year on year.
9. In principle we agree to the transport levy will rise by the preceding December CPI inflation as a planning assumption or an uplift as agreed each year following the independent network review, this will be part of the budget planning process within the unitary authorities.
10. Net increases above exhausting 4-8 will be underwritten by constituent Councils via additional transport levy voted on at a Combined Authority meeting, this will be part of the unitary authorities budget setting processes and considered in line with other priorities before the commencement of the next financial year. Six month break clauses to be negotiated with bus companies where possible to allow services which have become less viable to be reviewed and support ended at the January meeting. The Combined Authority will coordinate with Unitary Authorities to bring proposals regarding increases to the Transport Levy to the Combined Authority Committee ahead of the annual budget cycle.

Signed:

Date:

APPENDIX ONE – PUBLIC STATEMENT

APPENDIX TWO – PUBLIC QUESTIONS WITH ANSWERS

DRAFT Minutes of the West of England Combined Authority Committee , Friday, 23 September 2022

Members:

Metro Mayor Dan Norris, West of England Combined Authority
Cllr Kevin Guy, Bath & North East Somerset Council
Cllr Toby Savage, South Gloucestershire Council
Mayor Rees, Bristol City Council (apologies given, Cllr Craig Cheney attended as substitute)

Richard Bonner, Chair of the Local Enterprise Partnership (LEP) Board (non-voting member – apologies given, Katherine Finn, Vice-Chair of the LEP Board, attended as substitute)

1	<p>WELCOME AND INTRODUCTIONS</p> <p>The Metro Mayor Dan Norris welcomed everybody to the meeting which was held at MShed. The evacuation procedure was noted.</p>																											
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence had been received from Mayor Marvin Rees (Bristol City Council). Councillor Craig Cheney attended as substitute.</p> <p>The Chair of the Local Enterprise Partnership (LEP) Board, Richard Bonner, a non-voting member of the Committee, had sent apologies. Katharine Finn, the Vice-Chair of the LEP Board attended the meeting as substitute.</p>																											
3	<p>DECLARATIONS OF INTEREST UNDER THE LOCALISM ACTION 2011</p> <p>There were no declarations of interest declared.</p>																											
4	<p>MINUTES</p> <p>The minutes of the meetings held on 1 July 2022 and 29 July 2022 were agreed as a correct record and signed by the Chair.</p>																											
5	<p>CHAIR'S ANNOUNCEMENTS</p> <p>The were no announcements from the Chair.</p>																											
6	<p>ITEMS FROM THE PUBLIC (QUESTIONS, STATEMENTS AND PETITIONS)</p> <p>Five questions from three individuals had been submitted in advance of the meeting. The questions and responses had been circulated and published prior to the meeting.</p> <p>Nine statements from Members of the Public had been received, details below. Members of the public attended the meeting and addressed the meeting for up to three minutes on the topic of their statements where indicated:</p> <table border="1" data-bbox="252 1368 1374 1794"> <tr> <td>1</td> <td>Dave Redgewell (read out by Jordan Curran)</td> <td>Transport Issues</td> </tr> <tr> <td>2</td> <td>Damien Valentine</td> <td>Bus Services 178</td> </tr> <tr> <td>3</td> <td>Brendon Taylor</td> <td>Bus Services - Disability</td> </tr> <tr> <td>4</td> <td>Jordan Curran</td> <td>Bus Services</td> </tr> <tr> <td>5</td> <td>Cllr Denise Denis (Wells City Council) (read out by Rosa Kell)</td> <td>Bus services</td> </tr> <tr> <td>6</td> <td>Emilia Melville</td> <td>Public Transport</td> </tr> <tr> <td>7</td> <td>Cllr Marley Bennett, Bristol City Council</td> <td>Bus Services</td> </tr> <tr> <td>8</td> <td>Robbie Bentley</td> <td>Bus Services</td> </tr> <tr> <td>9</td> <td>Rosemary Nash</td> <td>Bus Services</td> </tr> </table> <p>The statements were published on the Authority's website. The Metro Mayor stated that he anticipated more funding from April 2023 and he acknowledged that other Combined Authorities also had some issues.</p>	1	Dave Redgewell (read out by Jordan Curran)	Transport Issues	2	Damien Valentine	Bus Services 178	3	Brendon Taylor	Bus Services - Disability	4	Jordan Curran	Bus Services	5	Cllr Denise Denis (Wells City Council) (read out by Rosa Kell)	Bus services	6	Emilia Melville	Public Transport	7	Cllr Marley Bennett, Bristol City Council	Bus Services	8	Robbie Bentley	Bus Services	9	Rosemary Nash	Bus Services
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8	Robbie Bentley	Bus Services																										
9	Rosemary Nash	Bus Services																										
7	<p>COMMENTS FROM CHAIR OF LOCAL ENTERPRISE PARTNERSHIP BOARD</p> <p>The following statement was made by Katharine Finn, Vice-Chair of the Local Enterprise</p>																											

Partnership Board.

Introduction:

- I would like to begin by emphasising the LEP Board’s commitment to working with the new administration in government and to continue to build on our relationships with government and our local MPs.
- Especially as the region continues to recover from the significant impact of Covid and the Russian invasion of Ukraine, we remain in a state of uncertainty as our residents, businesses and public services are affected by the rising cost of living.

Investment Fund

- I note the inflationary impact on the Investment Fund and welcome recommendations that will minimise this impact and enable the funding of ambitious activities [within approved budgets] and ensure key outputs are delivered on time.
- I am pleased to see the investment in infrastructure to enable the delivery of the Hengrove Park development which will significantly transform that part of South Bristol and provide much needed homes.
- It is important that we ensure we have an active pipeline of projects to take advantage of funding opportunities as they arise, and we are well placed to bid into national programmes as well as utilising our own funding.

Investment Fund Delivery Assurance

- I welcome the measures being put in place to improve project delivery and help ensure we avoid delay and can provide the benefits of these projects earlier.
- I welcome the review of the Quantum Technologies Innovation Centre (QTIC) project. QTIC, at the heart of the new Temple Quarter Enterprise Campus, has the potential to be a nationally and internationally recognised asset for the region and will cement our reputation as the home for innovation. I am particularly pleased to see the emphasis on the development of a skill strategy – this will mean that people from across the whole West of England region can access pathways into the high-quality jobs created by QTIC. The new measures recommended by the review will help get this project back on track and ensure that it’s potential can be fully unlocked.

Infrastructure Directorate Transport Update

- The business community supports the scale and ambition shown through the City Region Sustainable Transport Settlement [CRSTS] and Transforming Cities Fund [TFC] and for continuously reviewing its key activities and work programmes to reflect changing priorities and cost increases.
- These schemes will help growth and productivity - connecting our residents to employment and training opportunities in an efficient and affordable way.

Green Recovery Fund Update / Update on progress towards Climate & Ecological Strategy

- I note the vast progress made and the scale of challenge the region faces to meet the 2030 target.
- I am pleased to see the first open call for the Green Recovery Fund was a success and that a number of applications were received.
- The business board fully supports the environment team as it expands its programme of

	<p>activities. Unfortunately, last week's LEP Board was postponed when we were due to discuss in more detail, however the LEP would welcome exploring ways in which we may be able to support delivery, assist in catalysing the private sector to take action and help empower our residents.</p> <p>Combined Authority Internal Approvals</p> <ul style="list-style-type: none"> ▪ The LEP is always supportive of processes that improve the efficiency whether it be for internal or external projects.
8	<p>COMMENTS FROM THE CHAIR OF THE OVERVIEW & SCRUTINY COMMITTEE</p> <p>The Chair of the Authority's Overview & Scrutiny Committee attending the meeting and outlined the comments made by that Committee. The comments had been circulated in advance of the meeting.</p>
9	<p>MOTIONS</p> <p>There were no motions submitted in advance of this meeting.</p>
10	<p>INVESTMENT FUND PROGRAMME</p> <p>The Committee received an update on the overall Investment Fund programme and headroom and set out new investment in a variety of schemes.</p> <p>The following additional amendment was proposed by Councillor Savage:</p> <p><i>"Following the approval of the Outline Business Case for the Arena Infrastructure Package (known previously as the North Fringe Infrastructure Package) at the July WECA Committee, it is recommended that an allocation of £6.637m be made from Investment Fund, subject to Full Business Case submission by March 2023".</i></p> <p>Councillor Savage stated that he felt agreement had been reached at the July 2022 meeting to issue planning consent to allow for the Brabazon Arena conversion and a decision was needed in order to get certainty going forward. The amendment did not award funding but was asking for the same consistency as the other projects set out. The Interim Director of Investment and Corporate Services stated that from a technical perspective it was in line with other recommendations but felt that due to the lateness of the submission more time to consider the issues would be welcomed so that a proper discussion on the proposals could take place.</p> <p>Following a short adjournment it was agreed that additional time was needed to consider this amendment and it was thus suggested that the matter be discussed further at the Extraordinary meeting scheduled for 14 October 2022.</p> <p>The recommendations were moved by Metro Mayor Dan Norris and seconded by Councillor Kevin Guy.</p> <p>Councillor Guy stated that footfall in Bath was now higher than pre-pandemic levels and especially welcomed the Milsom Quarter project and the Fashion Museum project. Bath would now hopefully have a world-class museum to attract further visitors.</p> <p>Councillor Cheney welcomed the funding for the Albert Dock and Harbour.</p> <p>[Voting arrangements: Decision required majority agreement of Committee Members in</p>

attendance, or their substitutes (one vote representing each Authority) and including the West of England Combined Authority Mayor]

The recommendations were unanimously agreed.

The Committee **RESOLVED**:

- (1) To approve the Full Business Case for the Hengrove Park Enabling Infrastructure project and the award of £19.83m for the period to 24/25.
- (2) To approve the Strategic Outline Business Case for the Milsom Quarter project and the award of £2.475m for the period to 24/25.
- (3) To approve the Outline Business Case for the Albion Dock project and the allocation of up to £5m within the programme, subject to Full Business Case submission by March 2024, value for money and evidential certainty on growth in visitor numbers, and the scheme being fully funded.
- (4) To approve the Feasibility and Development Funding Application for Western Harbour Feasibility and the award of £279k to produce a Strategic Outline Business Case by November 2022.
- (5) To approve the Feasibility and Development Funding Application for the Bristol Harbour Place Shaping Strategy and the award of £283k to produce the Strategy by summer 2023
- (6) Amend the approved capital programme for individual project approvals agreed at the July Committee and within this report.

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INVESTMENT FUND DELIVERY ASSURANCE

The Metro Mayor stated that with rising inflation he was keen that projects be completed as soon as possible. He did not want to deprive the region of improvements due to delays in delivery whether through inflation or government claw-back. The Committee was asked to review changes to schemes within the Investment Fund programme against the agreed delivery assurance principles.

The recommendations were proposed by Metro Mayor Dan Norris and seconded by Councillor Craig Cheney.

Councillor Cheney commented that he was supportive of the recommendations especially the QTIC+ project coming forward.

Councillor Guy was keen that the Committee was on top of monitoring the projects so that they did not overrun and that all the payments offered value for money.

[voting arrangements: Decision required majority agreement of Committee Members in attendance, or their substitutes (one vote representing each Authority) and including the West of England Combined Authority Mayor]

Votes for: Councillor Craig, Councillor Savage and Councillor Guy.
Votes Against: Metro Mayor Dan Norris.

It was **RESOLVED**:

- (1) To approve the change requests for schemes within the current programme as set out in Appendix 1.
- (2) To approve the change requests for schemes within the current programme as set out

	<p>in Appendix 2, subject to review and endorsement by the Programme Review Board.</p> <p>(3) To delegate the approval of the updated Full Business Case for QTIC+ and formalising a set of staged payments linked to delivery of the project to the Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils</p>
<p>12</p>	<p>INFRASTRUCTURE DIRECTORATE TRANSPORT UPDATE</p> <p>The Metro Mayor Dan Norris asked the Committee to agree upgrades to bus stops in the region to encourage bus passengers to use local services. The report requested approval from Committee on key decisions and associated funding (where applicable) related to projects within the Combined Authority’s Infrastructure Directorate Transport Portfolio.</p> <p>The recommendations were proposed by Metro Mayor Dan Norris and seconded by Councillor Kevin Guy.</p> <p>Councillor Guy stated that the Transport Board should take more of a role to drive forward a vision for the region as a whole. He welcomed that extra investment into transport schemes in the region.</p> <p>Councillor Savage stated that South Gloucestershire was in control of around half of the bus stops in that region, most of the others were controlled by town and parish councils. Therefore discussions would need to take place with lots of different organisations. South Gloucestershire would assist with this where possible.</p> <p>[voting arrangements: Decisions required majority agreement of Committee Members in attendance, or their substitutes (one vote representing each Authority) and including the West of England Combined Authority Mayor]</p> <p>It was unanimously RESOLVED:</p> <ol style="list-style-type: none"> (1) Further to committee approval in July 2022- Delegation to approve the award of contract for the Strategic Programme Delivery Partner to the Director of Infrastructure of the Combined Authority in consultation with the other Directors of Infrastructure within the constituent Councils, to be awarded in November 2022; (2) Further to the committee report in July 2022 –to streamline the change control process for the infrastructure programme of works, to Go-Live is October 2022 (3) to reallocate the awards of Transforming Cities Funding of £0.186m (3 x £0.062m) from B&NES to the Combined Authority to develop further: Sliver Street (B3355) – Fosseway (A367) as part of the Somer Valley sustainable transport corridor with FBC forecasted for Jan 2024, Bath Road Keynsham as part of the Bristol to Bath Strategic Corridor with FBC forecasted for March 2024 and Weston to City Centre cycle route as part of Bath Sustainable Walking & Cycling Links (BSWCL) with FBC forecasted for March 2023; (4) to approve Transforming Cities Funding and CRSTS funding for the Bedminster Green Full Business Case (as part of the A38(s) Bristol to Hengrove Metrobus Extension). The funding allocations are £4.07m TCF and £6.319m CRSTS. (5) to delegate the approval of Transforming Cities Funding and CRSTS funding, for the Bristol Bridge Signals Junction and Car Park VMS Project (previously Bristol City Centre Junctions - part of the A37/A4018 Stockwood to Cribbs Causeways Sustainable Transport Corridor) for the Full Business Case due October 2022. Approval to be delegated to the Director of Infrastructure of the Combined Authority in consultation with the other Directors of Infrastructure within the constituent Councils. The funding allocations are £0.645m TCF and £1.748m CRSTS funding. (6) to delegate the approval of the Full Business Case for the Bus Stop Upgrades project

	<p>and the award of up to £5m from the Transforming Cities Fund (TCF) to the Director of Infrastructure of the Combined Authority in consultation with the other Directors of Infrastructure within the constituent Councils. As this is funded by TCF, delivery must be completed by March 23. Committee agrees the aim to maximise the number of bus stops that can be upgraded during this period. Members are urged to ensure planning and highways regulations are streamlined to ensure the number of bus stop upgrades are maximised during the period while TCF funding is available.</p>
<p>13</p>	<p>GREEN RECOVERY FUND UPDATE</p> <p>The Metro Mayor stated that the record temperatures seen over the summer showed that we faced a climate emergency that required bold action. The report set out investments to support nature recovery and renewable energy generation.</p> <p>The recommendations were proposed by Metro Mayor Dan Norris and seconded by Councillor Savage.</p> <p>Councillor Savage welcomed the report and recommendations. He was pleased to see support for the Frome Valley River Reserve project that was being driven through an existing Council landholding. More applications would be considered including increasing tree canopy cover. He was supportive of the work being spearheaded by the Institute for Advanced Automotive Propulsion Systems owned by the University of Bath based at the Science Park at Emersons Green and the work around hydrogen to make sure that the region was at the forefront of that emerging technology.</p> <p>Councillor Cheney especially welcomed the projects that would benefit the City of Bristol as a whole including Capricorn Quay which would create a floating ecosystem habitat that would improve water quality, support stronger fish stocks and provide a haven for birds within Bristol Harbour and the work being done by Bristol Energy Network.</p> <p>Councillor Guy stated that North East Somerset was a green asset for the region and supported the Forest of Avon initiative that would see 1000 volunteers plant 50000 additional trees to boost the biodiversity of the region.</p> <p>An amended recommendation (2) was proposed by Councillor Savage as follows:</p> <p><i>“Approve the £4.995m investment in Regional Low Carbon Delivery Scheme – to be fully funded through £50m Green Recovery Fund”.</i></p> <p>This amendment was seconded by Metro Mayor Dan Norris and agreed unanimously.</p> <ul style="list-style-type: none"> • [voting arrangements: Decision required majority agreement of Committee Members in attendance, or their substitutes (one vote representing each Authority) and including the West of England Combined Authority Mayor] <p>The Committee RESOLVED:</p> <ol style="list-style-type: none"> (1) Approve the funding recommendations for round 1 of the Green Recovery Fund as set out in section 2 (2) Approve the £4.995m investment in Regional Low Carbon Delivery Scheme – to be fully funded through £50m Green Recovery Fund. (3) Approve the feasibility & development form to spend £330k local nature recovery strategy from GRF allocations (pending government funds) as set out in section 6 (4) Delegate approval to the West of England Combined Authority Head of Environment

	<p>in consultation with the Directors of Infrastructure for approval of grant funds for community pollinator fund, as set out in section 7</p> <p>(5) Delegate the approval of remaining Green Recovery Fund to the Chief Executive, in consultation with the Chief Executives of the Unitary Authorities</p>
14	<p>UPDATE ON PROGRESS TOWARDS CLIMATE & ECOLOGICAL STRATEGY</p> <p>This report provided Committee with an update on progress towards tackling the climate and ecological emergency (in line with the requirements of the motion agreed in 2019, that an update would be provided every six months). The report provided an update on action since agreement of the Climate & Ecological Strategy & Action Plan in April 2022.</p> <p>Metro Mayor Dan Norris stated that this was another important climate emergency report and was the Authority’s first 6 monthly update on the refreshed Climate Strategy. He stated that if the region was to meet its ambitious net zero goals then the progress must be continually monitored and be constantly looking at what more can be done. He stated that this would required joint efforts from national government, unitary authority partners and the wider community.</p> <p>The recommendations were proposed by Metro Mayor Dan Norris and seconded by Councillor Kevin Guy.</p> <p>Councillor Guy stated the importance of data collecting in order to gauge progress against the targets and to demonstrate to Government the urgency of the situation.</p> <p>[voting arrangements Decision requires majority agreement of Committee Members in attendance, or their substitutes (one vote representing each Authority) and including the West of England Combined Authority Mayor]</p> <p>Resolved:</p> <p>The Committee noted the progress report as per the agreement set out in the original motion declaring a climate emergency.</p>
15	<p>WEST OF ENGLAND COMBINED AUTHORITY & MAYORAL FORECAST 2022/23</p> <p>This report requested that the committee to review the revenue financial forecast report for 2022/23.</p> <p>The Metro Mayor Dan Norris proposed the recommendations which were seconded by Councillor Craig Cheney.</p> <p>Councillor Cheney confirmed that any levy would have to be approved by the individual unitary councils as part of their budget setting processes.</p> <p>Councillor Savage reiterated that decisions would be made as part of budget settings in February 2022. He asked that all possible funding streams and efficiencies were explored to support transport in the region.</p> <p>The Metro Mayor confirmed that the Authority was working hard on identifying possible efficiencies.</p> <p>Councillor Guy asked that the authorities had plenty of time to consider proposals so that projects could be delivered in a timely manner.</p>

	<p>[voting arrangements: Decisions required majority agreement of Committee Members in attendance, or their substitutes (one vote representing each Authority) and including the West of England Combined Authority Mayor]</p> <p>The Committee unanimously RESOLVED:</p> <p>(1) To review and comment on the Mayoral Fund forecasted revenue as detailed in Appendix 1;</p> <p>(2) Review and comment on the Combined Authority forecasted revenue as detailed in Appendix 2;</p>
<p>16</p>	<p>HEADLINE ASSESSMENT ON INFLATIONARY PRESSURES & MITIGATIONS</p> <p>This report presented a headline assessment on the inflationary risks on that work to date, and mitigations given the significant economic and inflationary pressures our residents and business in the region and country were facing. This was the first stage of the process. An assessment had been completed for the Combined Authority programmes. The next stage would be to look at the programmes managed through UAs. Inflation and the potential recession are issues that would require quarterly updates to Committee for the foreseeable future.</p> <p>A recommendation to Recommendation 2 was proposed by Metro Mayor Dan Norris as follows:</p> <p><i>“To request officers minimise the impact of inflation by funding within approved budgets and ensuring key outputs are delivered on time with regular coordination meetings with regional Finance and Infrastructure Directors”</i></p> <p>The amendment and the recommendations were seconded by Councillor Craig Cheney and agreed.</p> <p>The recommendations were moved by Metro Mayor Dan Norris and seconded by Councillor Cheney.</p> <p>[voting arrangements: Decisions required majority agreement of Committee Members in attendance, or their substitutes (one vote representing each Authority) and including the West of England Combined Authority Mayor]</p> <p>The Committee unanimously RESOLVED:</p> <p>(1) That it be agreed that the inflationary impact on the Investment Fund reduces the headroom available by £11.6m as shown in figure 7 in section 5.4;</p> <p>(2) To request officers minimise the impact of inflation by funding within approved budgets and ensuring key outputs are delivered on time with regular coordination meetings with regional Finance and Infrastructure Directors</p>
<p>17</p>	<p>COMBINED AUTHORITY INTERNAL APPROVALS</p> <p>This paper was withdrawn to a later date.</p>
	<p>Signed:</p>

	Date:
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APPENDIX ONE – PUBLIC STATEMENT

APPENDIX TWO – PUBLIC QUESTIONS WITH ANSWERS

DRAFT

Minutes of the West of England Combined Authority Committee Extraordinary Meeting, Friday, 14 October 2022

Members:

Metro Mayor Dan Norris, West of England Combined Authority
Mayor Marvin Rees, Bristol City Council
Cllr Toby Savage, South Gloucestershire Council
Cllr Tim Ball, Bath & North East Somerset Council (as substitute for Cllr Kevin Guy)

1	<p>EVACUATION PROCEDURE</p> <p>The Mayor welcomed everybody to the meeting which was being held at the offices of Arcadis. The evacuation procedure was set out.</p>
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence had been received from Cllr Kevin Guy, Leader, Bath & North East Somerset Council. Councillor Tim Ball attended as substitute.</p> <p>Apologies for absence had also been received from the Chair of the Authority's Overview & Scrutiny Committee meeting, Cllr Winston Duguid. Councillor Brenda Massey attended in his place.</p>
3	<p>DECLARATIONS OF INTEREST UNDER THE LOCALISM ACTION 2011</p> <p>The following declarations of interest were declared in respect of Agenda Item 8 (Bristol Temple Quarter Regeneration Programme)</p> <p>Richard Bonner, Chair of the Local Enterprise Partnership (LEP) Board placed on record that the company he worked for, Arcadis, was working on projects on Temple Quarter. His statement to the Committee Meeting was on behalf of the LEP Board and was made in that context.</p> <p>Richard Ennis, the Interim Director of Investment and Corporate Services declared that he had been an Executive Director for Homes England for 10 years. Homes England were a partner organisation for this project.</p>
4	<p>CHAIR'S ANNOUNCEMENTS</p> <p>There were no announcements from the Chair.</p>
5	<p>ITEMS FROM THE PUBLIC (STATEMENTS, QUESTIONS AND PETITIONS)</p> <p>As this was an extraordinary meeting of the Committee only questions and statements relating to items on the agenda had been allowed.</p> <p>Two questions from one individual member of the public had been submitted for this meeting, details had been circulated and the questions and responses had been published on the Authority's website alongside the agenda papers prior to the meeting.</p> <p>Four statements had been submitted by the deadline and these had been published on the Authority's website alongside the agenda papers prior to the meeting.</p> <p>The following persons attended the meeting and addressed the Committee on the topic of their statement for up to three minutes each:</p> <ol style="list-style-type: none"> 1. Christina Biggs (on behalf of Dave Redgwell) 2. Robbie Bentley (also spoke on behalf of Brendan Taylor)
6	<p>COMMENTS FROM CHAIR OF LOCAL ENTERPRISE PARTNERSHIP</p> <p>The following comments were raised by Richard Bonner, the Chair of the Local Enterprise</p>

Partnership Board in relation to the reports:

Bristol Temple Quarter Regeneration Programme [BTQRP]

- I am very supportive of the Bristol Temple Quarter Regeneration Programme. As stated in the report this is one of the largest and most ambitious regeneration programmes in England and this funding will bring dramatic improvements to Temple Meads Station and improve regional connectivity across the West of England.
- This regeneration will also unlock the delivery of a significant quantum of new homes, support new jobs and develop commercial and retail space all served by high quality public spaces in the heart of the city.
- Public transport, walking and cycling will all be made easier, creating a greener, well-connected community - helping to achieve our ambitious net zero target.

Investment Fund Business Case including Hydrogen Sustainable Transport Economy Accelerator [HSTEА]

- I welcome the Business Case for the Hydrogen Sustainable Transport Economy Accelerator (HSTEА) led by University of Bath and part of the Institute of Advanced Automotive Propulsion Systems.
- HSTEА will add unique capability to the West of England region, will act as a catalyst for economic development and inward investment, and contribute significantly to putting the region at the forefront of the hydrogen economy.
- Globally, over 30 countries have published hydrogen strategies and roadmaps, and over 350 large-scale investment projects have been announced. The project gives the regional 'early mover advantage' against this opportunity.
- It will build on our innovation and industrial strengths. For example, the local aerospace cluster is at the forefront of hydrogen aviation developments, being home to the Airbus Zero Emission Development Centre (ZEDC) and GKN Aerospace's H2GEAR project. A number of businesses have already committed their support for the HSTEА project, including providing match funding.

7

COMMENTS FROM THE CHAIR OF THE OVERVIEW & SCRUTINY COMMITTEE

Councillor Brenda Massey attended the meeting as the representative of the Authority's Overview & Scrutiny Committee. The comments of the Committee had been circulated in advance of the meeting and published on the Authority's website.

It was confirmed a correct should be made to the comments submitted as the Full Business Case (FBC) for the HSTEА had not yet been agreed and that approval of the FBC formed part of the recommendations for the Committee to consider.

The comments from the Overview & Scrutiny Committee are attached at Appendix 1.

8

BRISTOL TEMPLE QUARTER REGENERATION PROGRAMME (BTQRP)

The Committee received a report which stated that Temple Quarter was one of the largest

regeneration programmes in England and would bring about dramatic improvements to Temple Meads Station, including three new entrances to the station in the north, south and east, hugely improving access to the station from across the city. Combined with improvements to the surrounding areas of Mead Street Redcliffe Way, the project would create a world-class gateway to the West of England, set against the backdrop of Brunel's historic Grade 1 listed station. The West of England Combined Authority (Combined Authority) had signed a Grant Funding Agreement (GFA) with Homes England (HE) on 12 April 2022 to bring £94.7m into the region to specifically deliver 2,473 homes around the Station along with a significant upgrade to Bristol Temple Meads Station and the station's car parks (Phase 1), up to 2200 new jobs, as well as 48,000 sqm of commercial and retail space. Subsequent funding would be required to deliver Phase 2 which would ultimately deliver a combined total of 10,000 homes in Bristol Temple Quarter and the St Phillips Marsh area. The West of England Combined Authority (Combined Authority) and 3 other public sector partners, Homes England (HE), Bristol City Council (BCC) and Network Rail (NR)- had been working closely to set up and take the programme forward over the past 18 months.

The HE GFA of £94.7m required the Combined Authority to enter into a "back-to-back" funding agreement with local partners Bristol City Council (BCC) and Network Rail (NR) by 31 October 2022. This had resulted in a Collaboration Agreement between all four partners (HE, Combined Authority, BCC and NR) as well as bilateral Flowdown Agreements that were explicitly subject to the Collaboration Agreement. HE had set a deadline to enter into these agreements by 31 October 2022 as set out in the GFA between the Combined Authority and principal partners. These agreements needed collectively to be entered into by 31 October 2022 to drive forward one of the largest regeneration programmes in England. Committee were asked to note that final sign off was still awaited from HE in respect of the flowdown and collaboration agreements.

Metro Mayor Dan Norris in moving the recommendations stated that he was delighted that the Authority had unblocked funding in April 2022 when the West of England Combined Authority had been awarded £94.7m of funding and reiterated that this was one of the largest regeneration schemes in Europe. He thanked officers for the work involved in bringing this to fruition.

The recommendations were seconded by Mayor Marvin Rees.

Mayor Rees stated that he this was an example of how a region can work collaboratively with other partners including the Department for Transport, the University of Bristol and Heritage. There had been previous commitments made by Government but the funding had now been secured. He welcomed the opportunity to establish an important transport hub, the housing and the office space. He was keen that the economic development benefitted the local economy using local skills and local companies. There would be job opportunities available as well as the opportunity to grow local skills. It was also an opportunity to develop a multi-modal transport hub to support the growing area.

Councillor Ball welcomed the proposals and welcomed the opportunity to develop the local transport network.

Councillor Savage supported the recommendations. He stated that the major opportunity to develop a brown field site helped the communities around the city including in the green belt land. He stated that other large opportunities for brown field urban regenerations could be found to benefit the region and welcomed local masterplanning works.

[Voting arrangements: Decision required majority agreement of Committee Members in attendance, or their substitutes (one vote representing each Authority) and including the West of England Combined Authority Mayor.]

It was unanimously

Resolved:

- (1) Further to Committee approval in July 2022 – the Committee approve the grant funding flowdown agreements as summarised in section 1.2 of this report, between Combined Authority and BCC, and between Combined Authority and NR and delegate authority to the Director of Infrastructure in consultation with the Director of Investment and Corporate Services to negotiate and agree any final modifications;
- (2) The Committee approve the Collaboration Agreement as attached at Appendix B between Combined Authority, BCC, NR and HE and delegate authority to the Director of Infrastructure in consultation with the Director of Investment and Corporate Services to negotiate and agree any final modifications;
- (3) The Committee approve the risk sharing arrangements between the four principal partners, as set out in paragraph 1.4, in relation to the BTQRP funding of £94.7m;
- (4) The Committee requests further reports at appropriate points in the programme in relation to those parts of Phase 1 of BTQRP for which NR/BCC become the client/lead delivery partner, setting out in detail all aspects of delivery, the financial arrangements, associated project risk and how those risks will be borne and mitigated.
- (5) The Committee approve the use of £6.6m of the GFA funding to deliver the next stage of the programme as set out in section 1.6 of this report.
- (6) The Committee approve the use of £6.863m of additional Investment Funding to fully resource the Joint Delivery Team through to 2026/27 in order to deliver the next stage of the programme.

9

INVESTMENT FUND BUSINESS CASES INCLUDING HYDROGEN SUSTAINABLE TRANSPORT ECONOMY ACCELERATOR (HSTEAM)

The Metro Mayor introduced a report stating that there were two elements to consider. Firstly the Committee were requested to consider a Hydrogen Sustainable Transport Economy Accelerator proposal from the University of Bath, to establish a new green hydrogen' production, storage, and research facility which would help place the region at the cutting edge of the new hydrogen economy.

Secondly the Committee were asked to support the Arena Infrastructure package to deliver the transport connectivity needed to move people around sustainably.

The recommendations were moved by Metro Mayor Dan Norris and seconded by Cllr Toby Savage.

Cllr Savage stated that he had visited IAPS at Emersons Green with a local MP and welcomed the importance of this latest project which would create a unique green hydrogen production storage and research facility at the Bristol and Bath Science Park to assist with the power demands for the zero emissions targets and helping to boost the local economy.

Further to the comments received from the Overview & Scrutiny Committee it was confirmed that the Full Business Case for the HSTEAM had not yet been agreed and that approval of the FBC formed part of the recommendations for the Committee to consider.

Cllr Ball stated that he welcomed the HSTEAM proposal and was keen that hydrogen buses

usage increased to potentially reduce the need for fracking and other alternatives.

Cllr Savage spoke on the Arena Infrastructure Package and was pleased that progress was being made. He asked that a consistent approach be given to assessment of schemes and the decision making thereon. He stated that the Arena, when complete, would be the third largest arena in the UK so would have an important regional and national role. He stated that it was now important to give consideration for how users of the site would be able to access the site sustainably and quickly to minimise disruption to the existing communities around the site. The Business Case sought to access investment funding for cycling and walking, traffic management, etc. together with MetroWest Phase 2 and MetroBus schemes.

Mayor Rees stated that he welcomed the Arena Package proposals. He felt that this was the right decision for the area, both financially and in terms of sustainability, as the Arena would now be one of the most sustainable in the world due to the repurposing of an existing building. He stated that it would be a regional, national and international asset so the transport links were essential.

[Voting arrangements: Decision required the majority agreement of Committee Members in attendance, or their substitutes (one vote representing each Authority) and including the West of England Combined Authority Mayor].

It was unanimously

Resolved:

- (1) That the Full Business Case for the HSTEAs be agreed and to award total funding of £2.5m, consisting of the Green Recovery Fund (£0.9m), Future Transport Zone (£1.2m) and Innovation for Renewal and Opportunity Influence Fund (£0.4m) with the delegation for agreeing the final cost profile and revised outputs to the Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils**
- (2) That following the approval of the Outline Business Case for the Arena Infrastructure Package (known previously as the North Fringe Infrastructure Package) at the July 2022 Combined Authority Committee, it was agreed that an allocation of £6.637m be made from Investment Fund, subject to Full Business Case submission by March 2023;**

The meeting commenced at 1pm and closed at 1:55pm.

Signed:

Date:

APPENDIX ONE – PUBLIC STATEMENT

APPENDIX TWO – PUBLIC QUESTIONS WITH ANSWERS

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REPORT TO: WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE

DATE: 16 DECEMBER 2022

REPORT TITLE: SUPPORTED BUS SERVICES: CONTRACT DECISIONS

DIRECTOR: ALISTAIR KIRK, INTERIM DIRECTOR OF INFRASTRUCTURE

AUTHOR: MALCOLM PARSONS, HEAD OF CAPITAL DELIVERY

Purpose of report

This report sets out the overall approach to buses bringing together supported bus services, funded by the Transport Levy

A decision needs to be made on supported bus services, funded by the Transport Levy, to take effect from Sunday 2 April 2023 when the current contracts for supported bus services are due to expire.

The proposed approach for allocating the time limited Bus Service Improvement Plan (BSIP) budget and the rationale for focusing on supporting the core bus network. There are overlaps between decisions on supported services and potential interventions using BSIP (Demand Responsive Transport (DRT) proposals and West of England Sustainable Transport Community Innovation Fund (WESTCIF) for example).

Due to the timescales involved in the tender process detailed information on contract options will be available on 15 December.

Recommendations

The West of England Combined Authority Committee is recommended to:

- a) To agree that a Levy of an amount set out in table 1, section 11, be issued by the Combined Authority (the "Transport Levy") to the constituent councils under 74 of the Local Government Act and in accordance with the Transport Levying Bodies Regulations 1992.
- b) To delegate to the Director of Infrastructure, in consultation with the infrastructure Directors in the CA constituent councils, the award of contracts to the bus operators in accordance with supported bus service contract option set out in

Appendix A (to be circulated as soon as available) against the funding envelope available from the Transport Levy.

Voting arrangements

A decision on the [levy] requires a unanimous vote in favour at a full meeting of the Combined Authority by all members appointed by the constituent councils, or substitute members acting in place of those members, present and voting

Other decisions must be carried by a majority of the Mayor and members appointed by the constituent councils, or substitute members acting in place of those members, present and voting

Policy context

Passengers value buses. The West of England has a vision for bus services across the region that:

- people can depend on;
- are quick and reliable;
- present a simple and easy to use network;
- are accessible for everyone;
- are safe and comfortable; and
- offer value for money.

The current transport policy framework, agreed by all authorities, is set out in the Joint Local Transport Plan and Bus Strategy. An expanded bus service and less reliance on car travel is also vital to meeting our net zero carbon target by 2030 and our economic and quality of life ambitions. The BSIP sets out our targets on designate corridors to: reduce bus journey times by 10%, ensure 95% of services run on time, and return to pre-pandemic patronage by 2025 and continuing to grow beyond that.

The joint BSIP (covering the Combined Authority and North Somerset Council) secured the second highest funding award in the country. This funding (now confirmed) totals £105.5m over the three years 2022/23 to 2024/25. Of this, £57.5m is revenue funding for fare reductions and service improvements etc.

Current state of bus market

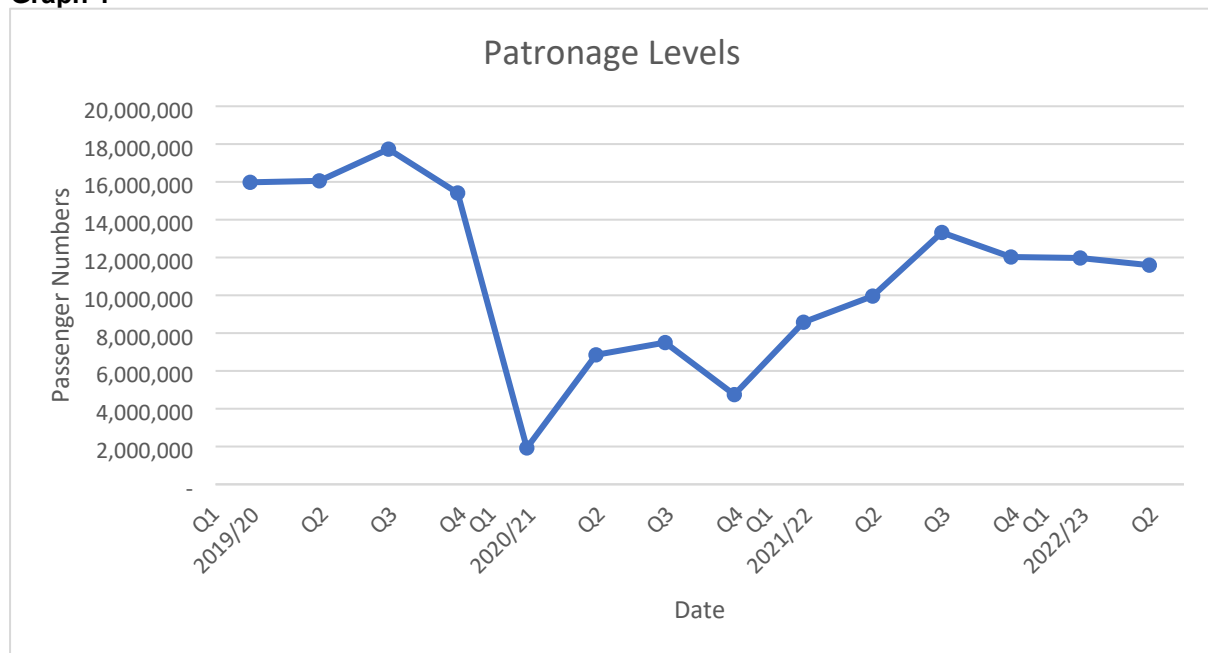
After some years of modest growth, see graph 1, the commercial bus market in the West of England faces some serious challenges.

- Covid recovery - Passenger numbers have not fully recovered from the pandemic and remain at between 75 and 80% of pre-Covid levels.
- Government bus recovery grant – this is due to end finally on 31 March 2023 which will put further pressure on the network.
- The driver shortage - this remains the biggest barrier to growth and undermines the reliability of services. Whilst driver numbers are increasing very slowly the region is still short by around 250 drivers resulting in the withdrawal of routes. Ad-hoc cancellations due to driver shortages have undermined reliability and generated serious frustration for the public.

- **Inflation** – has been, and is forecasted to continue through 2023, to be above established norms, at rates last seen the in 1980’s. This has had an detrimental impact on the commercial viability of services primarily through rising fuel and wage costs for operators.

This combination of lower passenger numbers, loss of Government funding and the driver shortage means that the commercial network is in a very fragile state with existing services under constant threat and the capacity to add new services is very restricted – irrespective of funding that might be available. Recent examples of network fragility have seen service 460, 427, 458 and 459 proposed to stop march 2023, while on the 16th November First West of England announced approximately 1400 journey cancellations as a consequence of limited driver availability.

Graph 1



Overall approach to the bus network

Given the above there is a need to prioritise interventions on buses to strengthen the core commercial bus network and make it economically viable and sustainable. If this core commercial network continues to shrink there is a risk of further decline where paying passengers are put off by poor unreliable or non-existent services, leading to further revenue declines and thus further cuts etc. A decline of this nature would have serious impacts, it:

- puts intolerable pressure on the very limited resources for supported bus services;
- will add to the number of car journeys and congestion;
- makes the achievement of net zero carbon unachievable.
- undermines the regional economy and the quality of life in the region.

The BSIP funding provides a one-off opportunity to turn that spiral of decline into real progress. It is one-off because it is a time limited budget (to 24/25) and unlikely to be repeated in the current economic climate. It is also a one-off opportunity because our net zero target is only 8 years away.

It is therefore imperative that these resources are used to:

- maximise the number of new passengers;
- maximise the chance of growing revenues and therefore viability;
- strengthen and grow the core commercial network.

This is not to say that we should ignore communities without public transport, either because they are in areas of deprivation or because they are rural and isolated. However, given the one-off opportunity to strengthen the network, we cannot divert resources away from the above goal, otherwise we risk further reduction in services. It is also important to look at innovative ways of helping communities which currently do not have access to public transport.

Strategic interventions on buses

As a region we currently have access to the Transport Levy (for supported services), BSIP (jointly with NSC) and City Region Sustainable Travel Settlement (CRSTS) (for capital investment). See section 11 of this paper for further details.

1 To Support and Grow the core commercial bus network (BSIP funded)

The aim of these interventions is to make the bus network more attractive with simpler, cheaper fares, more turn-up and go services, easier access to those living away from core routes and more reliable by addressing the driver shortage,

1.1 Fares

An initial package of fare reductions/simplification was implemented in September 2022 with a flat £2 fare across Bristol and Bath and a flat £1 fare for children anywhere across the West of England. Fares outside Bristol and Bath were capped at £3.70 (single) and £5.00 (return).

A further package of fare changes will be introduced in 2023. Areas under consideration include free or reduced travel for targeted groups and a focus on encouraging people to change deep rooted travel habits.

1.2 Enhanced Services

The focus of BSIP enhanced services will be to make services more attractive by aiming to make them 'turn-up-and-go' frequencies. The focus of these will be key intercity routes, towns to city routes and key urban routes. In the medium term these corridors are likely to see enhanced infrastructure through the CRSTS Programme to reduce journey times and increase reliability. DRT feeder services also support corridor commercial services (see below)

The service enhancements will be negotiated rather than procured. However, the capacity of the industry to provide enhanced services will be limited due to the current severe driver shortage.

Services under consideration for enhancements align with infrastructure bus priority measures delivered through CRSTS corridor projects post BSIP funding.

1.3 Demand Responsive Transport

Demand responsive transport (DRT) is a flexible service that provides shared transport to users who specify their desired location, normal an existing fix bus stop, and time of pick-up and drop-off.

DRT can complement fixed route commercial public transport services and improve patronage of these services and mobility in low-density areas and at low-demand times of day.

DRT can contribute to decarbonisation by replacing private car journeys and facilitating multi-modal travel (for example, linking users to fixed route bus services).

DRT services have been implemented in the United Kingdom to improve social inclusivity and access to services, this will also be the case in the West of England Combined Authority region too.

DRT will be deployed across the region for both rural and feeder services from April 2023.

1.4 Feeder Services

DRT also offers the opportunity to link passengers in and around towns with higher frequency commercial services on main corridors into our urban areas and therefore perform a 'feeder' service function.

DRT offers the additional opportunity to enhance corridor commercial services, through increasing patronage, and avoiding costly commercial bus route mileage (and longer journey times for passengers) where services divert off core corridors weaving through suburbs. Rerouting these services and using DRT instead, increases PSV bus service mileage utilisation and (given the severe driver shortage) has the potential to release PSV drivers for other services.

Tenders were issued to the market for DRT schemes on 4 November 2022, returning 6th December 2022. This timetable will allow decisions on supported services to be made with a clear understanding of the DRT services being proposed.

1.5 Investment in driver recruitment

The lack of Public Service Vehicle (PSV) drivers is an immediate short-term barrier to delivering improved services. We are already working with the industry to provide help with training and publicity for recruitment. We are also exploring whether there are any other short-term investments to get more people into (and staying in) the industry.

2 Capital Investment to speed up bus journeys and reliability

CRSTS is a 5 year capital investment programme to improve the speed and reliability of bus services through segregation, bus priority, junction upgrades, transport hubs etc. Identified priorities include

- Bristol to Bath Sustainable Transport Corridor
- Bristol City Centre Sustainable Transport Corridor,
- Portway Sustainable Transport Corridor and Hub
- Long Ashton Metrobus Improvements,
- M32 Sustainable Transport Corridor and Hub,
- Bath City Centre Sustainable Transport Corridor

- Thornbury to North Bristol Sustainable Transport Corridor
- Chipping Sodbury to Hambrook Sustainable Transport Corridor
- Somer Valley to Bristol and Bath Sustainable Transport Corridor
- Stockwood to Cribbs Causeway Sustainable Transport Corridor
- Bristol to Hengrove Metrobus extension

3 Partnership / Revenue Sharing agreements with bus operators

A key element of both the direct support for the commercial network and the capital investment is the partnership with the industry to ensure that these investments benefit the public and not just the operators. The first step was the agreement on fares where we agreed that any increase in revenues resulting from the subsidised fares would be shared between the bus company who would take 25%, and the Combined Authority who would take 75%.

We intend to build on this agreement as CRSTS is delivered and further fares and service enhancements rolled out to ensure that the benefits of investment feed back into further service improvements and sustainable subsidy levels.

4 Interventions to support excluded communities

4.1 Supported bus services

The Combined Authority has provided support to 80 bus service contracts around the region which were not viable as commercial operations prior to the onset of the pandemic. These contracts were extended from the end of August 2022 through to the beginning of April 2023. Since the pandemic, several formerly commercial bus services have been cut due either to unsustainable loss of revenue or because of the chronic driver shortage which is affecting bus operators nationally. This has resulted in a long list of potential service options being included in the tender process.

It is recognised that supporting all the services within the long list is not achievable within the funding envelope. Commercial operators are under no obligation to tender for any of the services and the final list of those where there is a bid will be available on 14th December 2022. The supported services that are chosen, will be funded from the Transport Levy as BSIP funding is not available to support existing revenue funded services. Contracts for these services will be let on a 4yr.

4.2 Demand Responsive Transport (DRT)

DRT offers an opportunity for an alternative public transport offer in the region. As noted previously, DRT offers flexibility of service, and can reach into communities previously not served by conventional buses. The service is proposed to operate Monday – Saturday, with a 1-hour demand frequency, with multiple zones across the region. For details of these zones, refer to appendix C.

DRT is an innovate transport offer for the region, and with BSIP funding can be supported for 2 years. It offers advantages of more granular passenger movement data which we can use to make further public transport decision in the future.

4.3 West of England Sustainable Transport Community Innovation Fund

A lot of rural areas now depend on supported bus services as their only public transport service. These services are increasingly expensive and unsustainable.

BSIP funding provides an opportunity to develop new ways of supporting rural areas that may turn out to be more sustainable. The West of England Sustainable Transport Community Innovation Fund is the mechanism we will use. The key points are

- Funding is time limited in line with BSIP, however we are looking to allocate up to £2m.
- We are looking for proposals from places (parishes, communities etc) for public transport proposals that meet their specific needs, as well as enhancing the wider public transport network
- We are looking for new innovative proposals given that we know the traditional 'supported bus service' is unlikely to be sustainable after the 2 years. These could include small, focused DRT schemes, or expanded community transport schemes for example.
- In some cases, the fund could provide grants for parishes to use on their ideas. In other cases, the proposals will need to be procured and managed by the Combined Authority in the same way that larger DRT/supported buses are.

5 Timescales

5.1 Levy Supported Services

To ensure that we meet the 2 April 2023 date for service commencement the following milestones must be met, which are constrained by statutory and legal requirements:

- 16 December 2022 – decisions on contracts to award
- w/c 3 January 2023 – award letters issued; 10 working day contractual standstill period and time to respond if operators challenge awards or cannot meet contract requests
- w/c 16 January 2023 – operators prepare registration documents
- 20 January 2023 – final date for service registrations with the Traffic Commissioner for 2 April 2023 start date

5.2 BSIP Additional Services

The BSIP provides revenue funding through to 2025. The grant from the Department for Transport (DfT) included an allocation to test new services across the region with the potential to become commercially viable. Funding these services is limited to March 2025, unless they are proven to be commercially viable and self-sustaining beyond this date. Implementation of these services is in-line with the timescales noted above.

5.3 DRT

Within the BSIP, we have agreed an allocation of funding with the DfT for Demand Responsive Transport. Therefore, funding for these services expires March 2025. As these services are classed as public transport services, they require registration with the traffic commissioner, consequently the timescales set out in 'Support Services' above apply.

5.4 **Enhanced Services**

Initially these schemes will draw funding from the BSIP allocation. Enhancing services along key transport corridors is intended to attract higher patronage. Therefore, as noted previously under 'Partnership / Revenue Sharing agreements with bus operators' it is expected Enhanced Services will generate a revenue back to the Combined Authority for reinvestment in further bus service improvements beyond the BSIP finish date. Subject to agreement with Operators, service enhancements could commence from April 2023.

5.5 **West of England Sustainable Transport Community Innovation Fund**

Funding for the Community Innovation Fund will be limited to the BSIP finish date, March 2025. However, there may be instances where these transport initiatives prove to be viable beyond BSIP. The proposed timescale for this fund is set out below;

- Launch prospectus mid December 2022
- Bids into fund received 6 weeks after launch (likely end January earlier February 2023)
- Determination grant offers 4 weeks after closing date (late February early March 2023)
- Announce successful bidders (March 2023)
- If applicable, CA procurement of service(s), 6 weeks (April 2023)
- Services to commence (subject to bidders agreed schedule) April 2023.
- Reopen fund April 2023

6 Evaluation and optioneering approach

6.1 **Levy Supported Services**

An evaluation framework, developed with specialist support for the awarding of Supported bus service contracts for levy funded services, has been agreed with the UAs. This framework is being used by both CA and UA officers through the evaluation of tenders.

Each service will be assessed against key priorities of social need (including access to education, health, employment, and shopping) and value for money where available. The following steps have been followed:

- | | |
|--------|---|
| Step 1 | Each service scored against the Evaluation Framework. |
| Step 2 | Tenders assessed for price (70%) and quality (30%) |
| Step 3 | Remove services that have a cost per passenger journey greater than £40.00 as agreed by the West of England Combined Authority Committee (July 2022). |
| Step 4 | Ranking of services based on steps 1-3 |
| Step 5 | Optioneering to consider network approach to ensure consistent provision across the region within budget envelope |

While it is recognised that there will be disappointment amongst communities where services score low, we are confident this is a robust and evidence led approach which strikes a balance between need and value for money.

Additionally, there is the opportunity for authorities to fund the award of specific services within their administration if they chose to do so above the levy supported services.

6.2 **BSIP DRT and Additional Services**

A new evaluation process developed by external experts to support the evaluation and tender award of both DRT and BSIP Additional service contracts has been developed and deployed for the selection of these services. The timescales for these services

Step 1	Each service scored against the Evaluation Framework.
Step 2	Tenders assessed for price (70%) and quality (30%)
Step 3	Ranking of services based on steps 1-2
Step 4	Optioneering to consider network approach across the region within budget envelope

7 **Engagement**

Officers from the Combined Authority, its Unitary Authorities and North Somerset Council have been working closely throughout the development of the tender options and there is broad agreement to the process and the detail of the evaluation framework. Directors, Finance leads, and CEOs have been consulted through the latter stages of the process, as have lead members including scrutiny, so there is a good understanding of the challenges facing us in creating a sustainable bus network within the known constraints.

8 **Consultation**

Officers from the Combined Authority has consulted with its Unitary Authorities throughout selection of Supported Services, including

- September – November 2022; Agreement to the supported bus services selection evaluation matrix
- 28th November – 14th December 2022 Joint evaluation selecting Supported bus services process
- Chief Executives 26th October 23rd November and 14th December 2022
- Directors 24th November and 8th December 2022
- Transport Directors, in conjunction with Chief Executive Officers 14th December 2022
- Bath and Northeast Somerset Senior Officers and CEO 28th October 2022
- Bath and Northeast Somerset Senior Officers 23rd November 2022
- South Gloucestershire Transport officers 22nd November 2022
- Bristol City Council Transport officer 24th November 2022
- Section 151 Officers 24th November and 8th December 2022

Additionally, all tender documents for supported bus services and DRT services were shared and agreed with UA Transport Officers and CEO's in advance of tender release. Tender release dates were 26th October 2022 Supported Services and 7th November 2022 DRT.

9 Risk

Key risks associated with this process are as follows:

- Insufficient funding through either the Transport Levy or the BSIP allocation
- Decision not made on service contracts in time to commence operations on 2 April 2023
- Inability for bus operators to provide services due to driver shortage, or the non-availability of vehicles
- Loss of Bus Service Operator Grant

Any of these could result in the loss of bus services in some parts of the region.

10 Public Sector Equality Duties

A comprehensive, accessible, and affordable bus network is vital to enabling people to access jobs, health, food, leisure and other services and opportunities. The overall aim of this report is to secure as many bus services as possible within the funding and other constraints, complimented by DRT services to provide a coherent network across the region.

The service tender process has included an Equalities Impact Assessment (EQIA) of the services, including consideration of where services may be lost as a result of decisions on where the available funding needs to be prioritised.

11 Finance

11.1 Transport Levy expenditure 2022/23

Table 1: Transport Levy Expenditure

	Budget 2022/23	Forecast 2022/23	Forecast 2023/24***	Forecast 2024/25***
Function	£'000s	£'000s		
Team and Operational Costs	856	1,308		
Contribution from the Authority*	0	-452		
Community Transport grants	1,653	1,711		
Concessionary Fares	13,018	9,524		
Real Time Information (RTI)	402	401		
Supported Bus Services	3,059	9,325		
Metrobus	73	73		
Bus Information	177	175		
Travelwest	14	14		
Integrated Ticketing	216	216		
	19,468	22,295		
Additional Funding				
Drawdown from Earmarked Reserves		-1,347		
Smoothing Reserve		-616		
S106 funding**		-463		
BSOG Grant**		-1,148		
Lost Mileage (fines to bus companies)		-237		

Totals	19,468	18,484		
Surplus/-Deficit		984		
*Overheads and Recharges				
**BSOG Grant & S106 funding are not levy related				
*** details to be provided as soon as available				

This table will be expanded for 4 years in line with tender information that will be circulated.

11.2 **Concessionary fares reimbursement**

The reimbursement rate for concessionary fares for 2023/24 is currently being finalised (by early 2023) and this is expected to result in a 22% - 32% increase (between £1.22 and £1.32) per trip (the present rate is £1.00 for First/Stagecoach and 92p for other operators).

Passenger numbers using concessionary passes have remained low compared to pre-Covid levels (at around 66%). We have therefore built scenarios based on a small growth to 70%, medium growth to 75% and high growth to 80% of pre-Covid levels over the next financial year. This 2x3 matrix gives us a range of spend of between £10.2m and £12.5m.

A similar exercise has been done for 2024/25 assuming a further 5% increase in the reimbursement rate to operators (this won't be determined finally until early 2024) and passenger growth figures to 75%, 80% and 85% of pre-Covid levels.

11.3 **Bus Services available funding 2023/24 & 2024/2025**

The planning assumption for available funding in 2023/24 is the Transport Levy without the 2% increase through the MTFF that was agreed by Committee in January 2022. Funding has been identified for BSIP Additional bus services from the BSIP allocation now it has been confirmed by Government.

- Transport Levy - bus services element (from the MTFF Jan 2022)
 - 2023/24 - £3.085m (+ £1.147m DfT Bus Service Operator Grant)
- BSIP funding for new additional bus services – £6.9m 23/24; £6.9m 24/25
- BSIP funding for commercial enhancements - £3.98m 23/24; £3.0m 24/25
- BSIP funding for DRT schemes - £3.0m 23/24; £3.0m 24/25

CRSTS funding for enhanced sustainable transport corridors is shown in table 2 below

Table 2

	22/23	23/24	24/25	25/26	26/27	Total
CRSTS	£108m	£108m	£108m	£108m	£108m	£540m

There are limitations as to what the BSIP funding can be used for, i.e. it is not intended to be applied to support bus services that have been historically supported through Local Transport Authority (LTA) revenue budgets. The BSIP funding allocation is aimed primarily at promoting growth in bus use and the expectation from Government is that it will be utilised for fare incentives and new service provision

11.4 **Bus Service Operator Grant**

The Bus Service Operators Grant (BSOG) is a discretionary grant from the DfT paid to operators of eligible local bus services to help them recover some of their fuel costs. The amount each bus operator receives is based on the amount of fuel they use. This grant is not guaranteed annually and remains subject to the sole discretion of the DfT. In the event this funding does not materialise funding for services would need to be sought from sources.

Advice given by: Richard Ennis – Interim Director of Investment and Corporate Services

12 Legal Implications:

The West of England Combined Authority has the powers from parts IV and V of the Transport Act 1985. These include "securing", formulating policies, "service subsidy agreements"; informational and promotional measures, and related duties connected to public passenger transport services (Sections 63 to 64). These powers are exercisable "jointly" with the UA's.

In particular

(S63(1)) the duty to secure the provision of such public transport passenger services as the Combined Authority consider it "appropriate" to secure, to meet any "public transport requirements" which would not, in their view, be met apart from any action taken by them for that purpose.

(S63(5)) - the power to enter into agreements providing for "service subsidies" (S63(5)) – but only where the service in question would not be provided, or be provided to a particular standard, without subsidy;

The operation of the levy arrangements set out in art 6 of the West of England Combined Authority Order 2017.

6 Funding

(1) The constituent councils must meet any reasonably incurred costs of the Combined Authority, other than the costs mentioned in paragraph (4) [not relevant for this purpose], to the extent that the Combined Authority has not decided to meet these costs from other resources available to the Combined Authority.

(2) Any amount payable by each of the constituent councils to ensure that the costs of the Combined Authority referred to in paragraph (1) are met is to be determined by apportioning such costs between the constituent councils in such proportions as they may agree or, in default of such agreement, in proportion to the total resident population of the Area which resides in that council at the relevant date as estimated by the Statistics Board.

(3) The functions mentioned in articles 8(1), (4) and 9 [this includes subsidised transport] may be funded out of the levy issued by the Combined Authority to the constituent councils under section 74 of the Local Government Finance Act 1988 (levies)(2) and in accordance with the Transport Levying Bodies Regulations 1992(3).

13 Climate Change Implications

Provision of a good public transport network is essential to help mitigate the impact of climate change by reducing the number of vehicles on the road to meet the demand for travel. Exhaust emission standards for buses have been raised progressively over recent years and bus operators have invested heavily in new vehicles.

14 Land/property Implications

None

Advice given by:

15 Human Resources Implications:

None

Advice given by:

Appendices:

List any appendices to the report:

- A. Supported bus service options*
- B. Supported Services tender long list*
- C. DRT tendered zones*
- D. Transport Operations Financial Data, and future forecasts.*

Background papers:

Insert details (any documents listed will need to be made available for public inspection on request – where possible, insert links to documents quoted)

West of England Combined Authority Contact: Malcolm Parsons, Head of Capital Delivery

Appendix A

Supported bus service options

Appendix B

Supported Bus Services Tender, Long-list

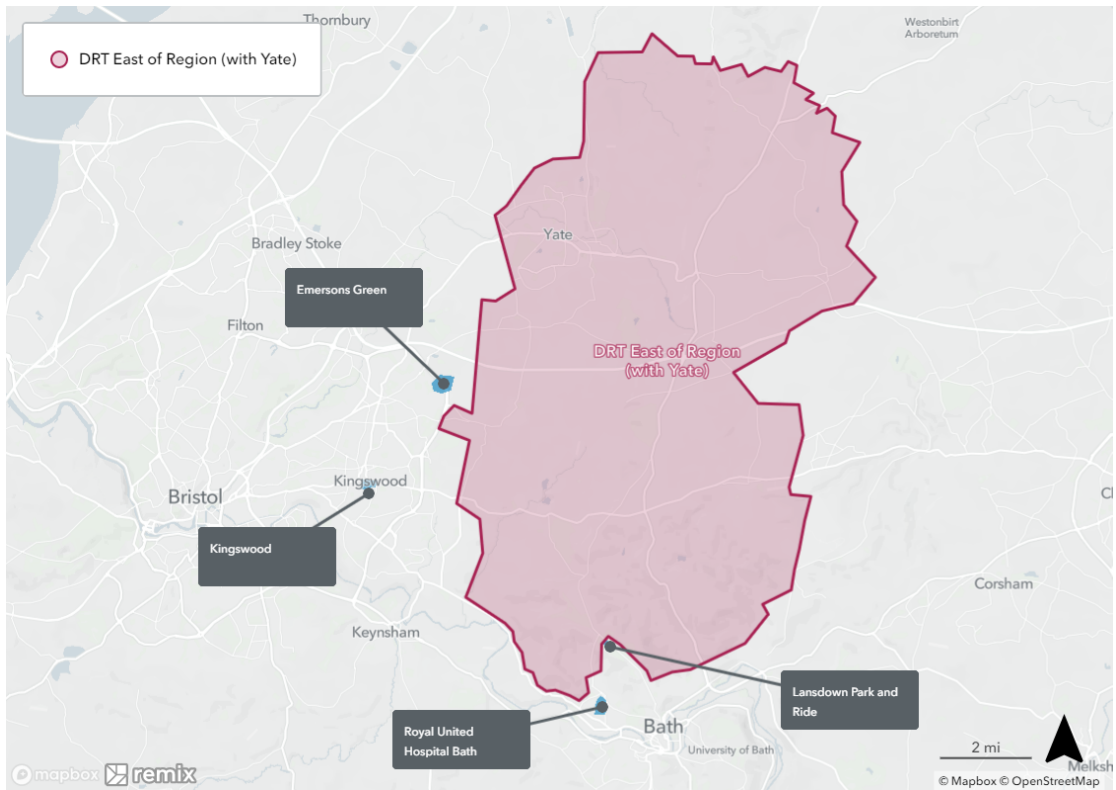
Service	Route
2	Bath City Centre -Mulberry Park (Eves)
6A	Bath City Centre - Larkhall - Bath City Centre (Eves)
5	Bristol City Centre – Downend
8	Bath City Centre – Kingsway
10/11	Southmead Hospital – Avonmouth
10	Rock Street North and Hortham Village to Southmead Hospital
11	Bath City Centre – Bathampton
12	Bath City Centre - Haycombe Cemetery
12	Severn Beach - Bristol Parkway
12/622	Thornbury - Cribbs Causeway
13	Bristol City Centre - Shirehampton
16	Kingswood – Keynsham
17	Kingswood - Southmead Hospital
19	Bath - Cribbs Causeway via Bitton
20/4a	University of Bath circular
22	University of Bath to Twerton
35	Marshfield - Kingswood
52	Bristol City Centre - Hengrove
79	Marshfield - Bath Centre
82	Paulton - Radstock
84	Yate - Wotton-under-Edge - Yate
85	Yate - Wotton-under-Edge - Yate
86	Yate - Kingswood
172	Bath - Paulton
178	Brislington Park and Ride/Keynsham - Midsomer Norton
179	Midsomer Norton -Bath
202	Chipping Sodbury - Winterbourne
505	Long Ashton Park & Ride Site - Southmead Hospital
506	Bristol City Centre - Southmead Hospital
511	Bedminster - Hengrove
512	Totterdown - Bristol City Centre
513/514	Knowle - Brislington
515	Stockwood - Hartcliffe
516	Knowle - Hengrove Park
620	Old Sodbury - Bath

622	Chipping Sodbury - Cribbs Causeway
623	Severn Beach - Bristol Centre
626	Wotton-under-Edge - Bristol Centre
634	Tormarton - Kingswood
684	Wick-Keynsham
185	Hallatrow - Trowbridge
636	Hengrove - Keynsham
640	Bishop Sutton - Keynsham
668	Peasedown St John - Bristol
683	Keynsham - Wells
757	Combe Hay - Midsomer Norton
663	Somerdale - Chandag Road
664	Keynsham (Somerdale) - Saltford
665	Somerdale - Longmeadow Road
672	Bristol - Blagdon
680	North Yate - Filton College
700	Bath City Centre - Sion Hill
716	Bath City Centre - Newbridge
734	Bath City Centre - Bathwick
779	Bath City Centre - Gloucester Road
752	Hinton Blewett - Bath
754	Hinton Blewett - Radstock
768	Midsomer Norton - Bath
948	Pucklechurch - Sir Bernard Lovell Academy
963	Patchway - Winterbourne Academy
967	South Yate - Chipping Sodbury School
Bris/Port	Brislington and Portway P&R
FC1	Lansdown FareCar (shared taxi)
FC2	Wellow FareCar (shared taxi)
R3	Twerton - Bear Flat - Ralph Allen School (186 days @£400 per day)
Y6	Yate - Southmead Hospital
Y6	Yate - Southmead Hospital
10/11	Southmead Hospital - Avonmouth
13	Bristol City Centre - Shirehampton
505	Long Ashton P&R – Southmead Hospital
506	Broadmead – Southmead Hospital
517	Chew Magna - Wells
518	Midsomer Norton - Radstock Link
519	Chocolate Quarter - High St - Charlton Road - Queens Road - High Street - Wellsway - Minsmere Road - High Street - Chocolate Quarter
520	Southmead - Longwell Green
521	Hengrove Park to Brislington

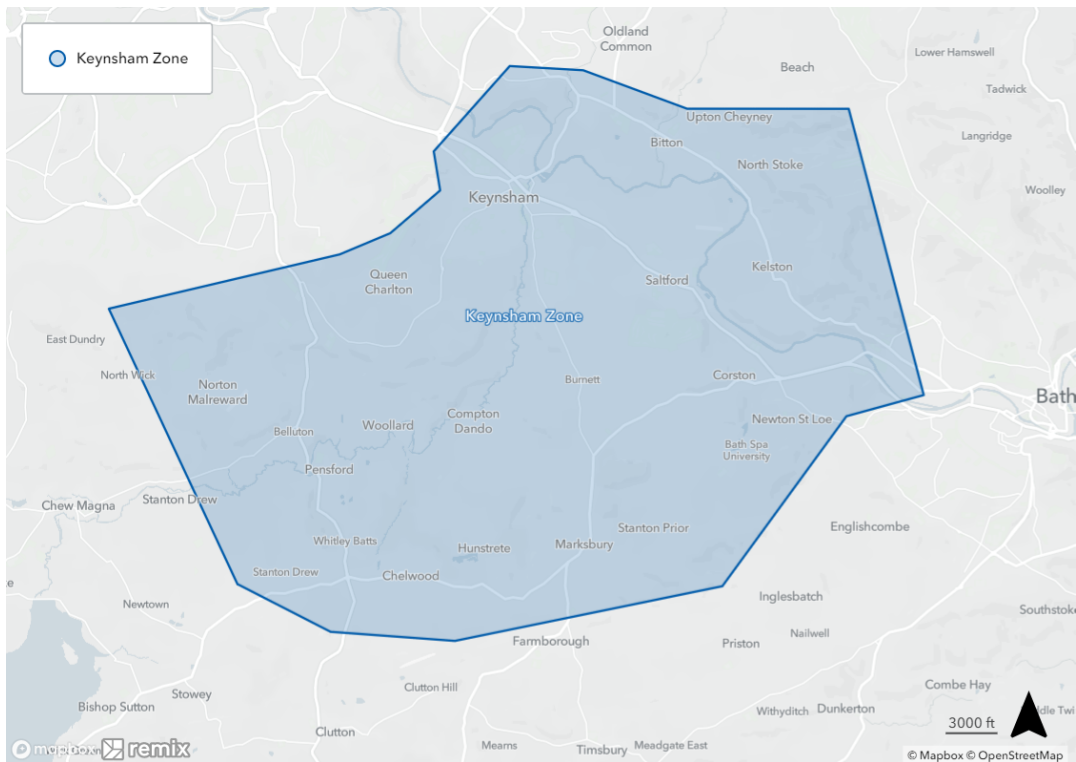
522	Brislington P&R - Paulton - Odd Down P&R
523	Brislington Circular
524	Long Ashton P&R – Hengrove Park via SBL
525	Emersons Green - Yate
526	Chew Valley Link
527	Chew Magna - Anchor Road

Appendix C

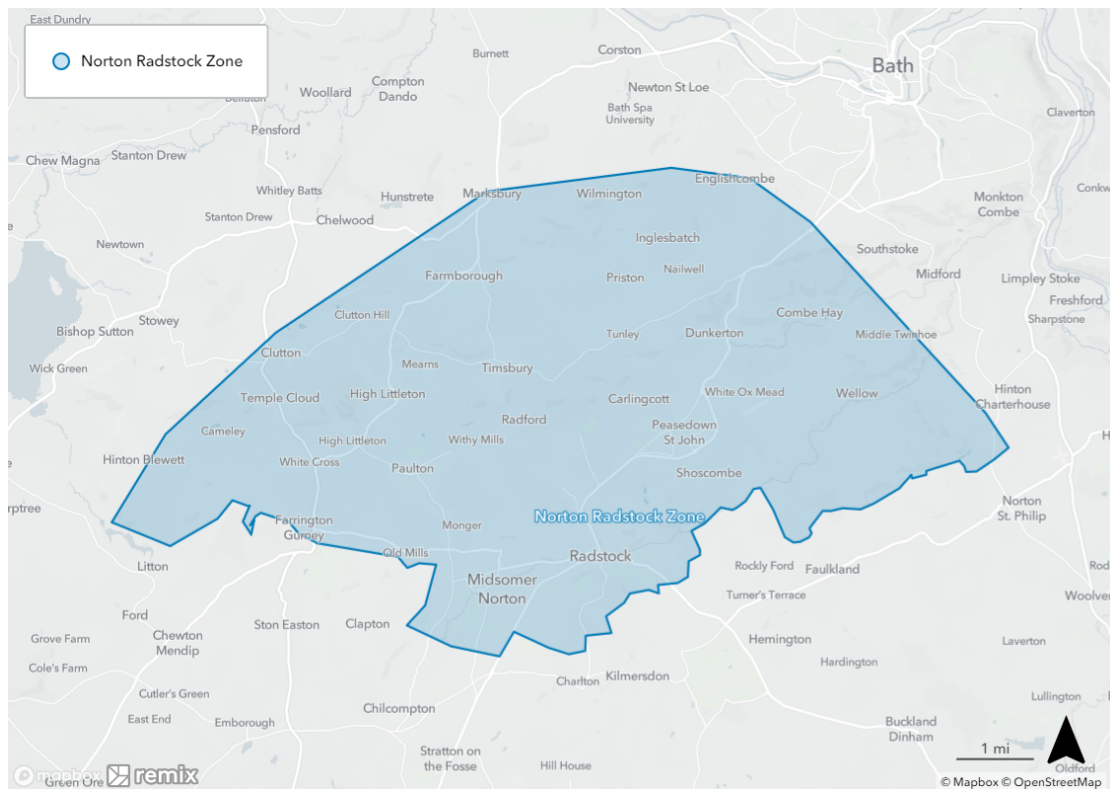
DRT Tendered Zones DRT 1 East of Region – drop off points outside zone allowed: Emersons Green; Kingswood; Royal United Hospital Bath; Lansdown Park and Ride



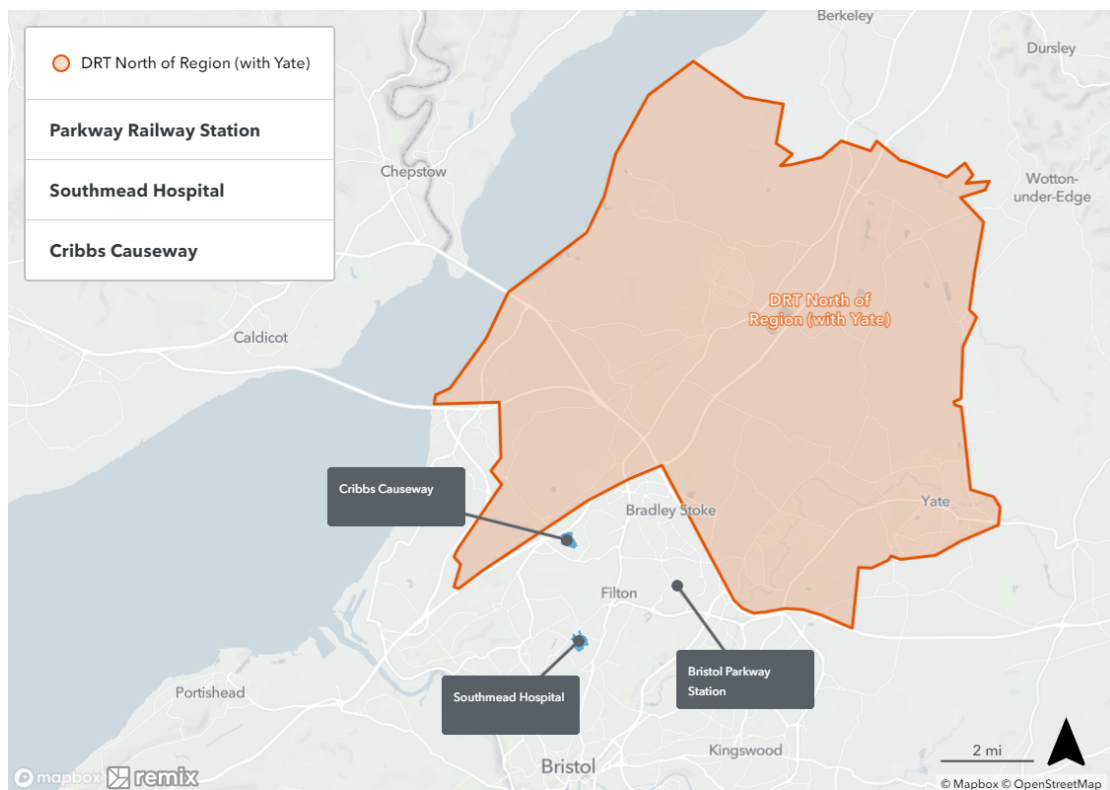
DRT 2 Keynsham Town



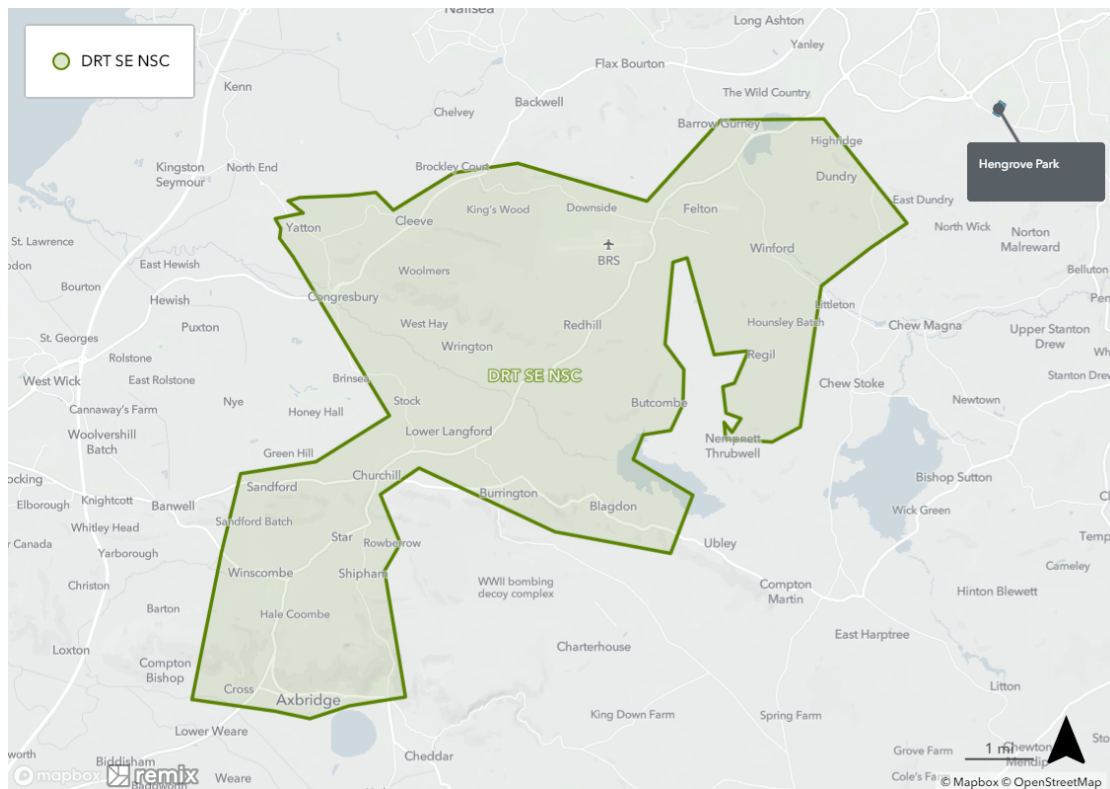
DRT 3 Midsomer Norton/Radstock Town



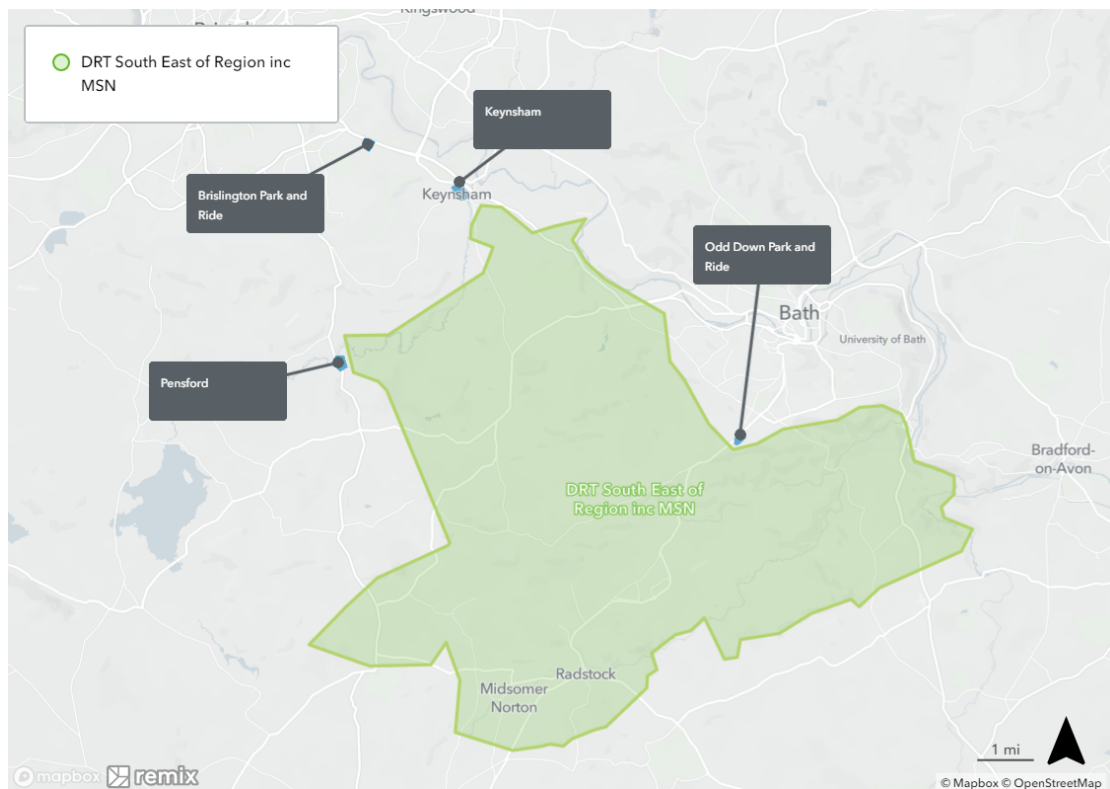
DRT 4 North of Region – drop off points outside zone allowed: Cribbs Causeway; Southmead Hospital; Bristol Parkway Station



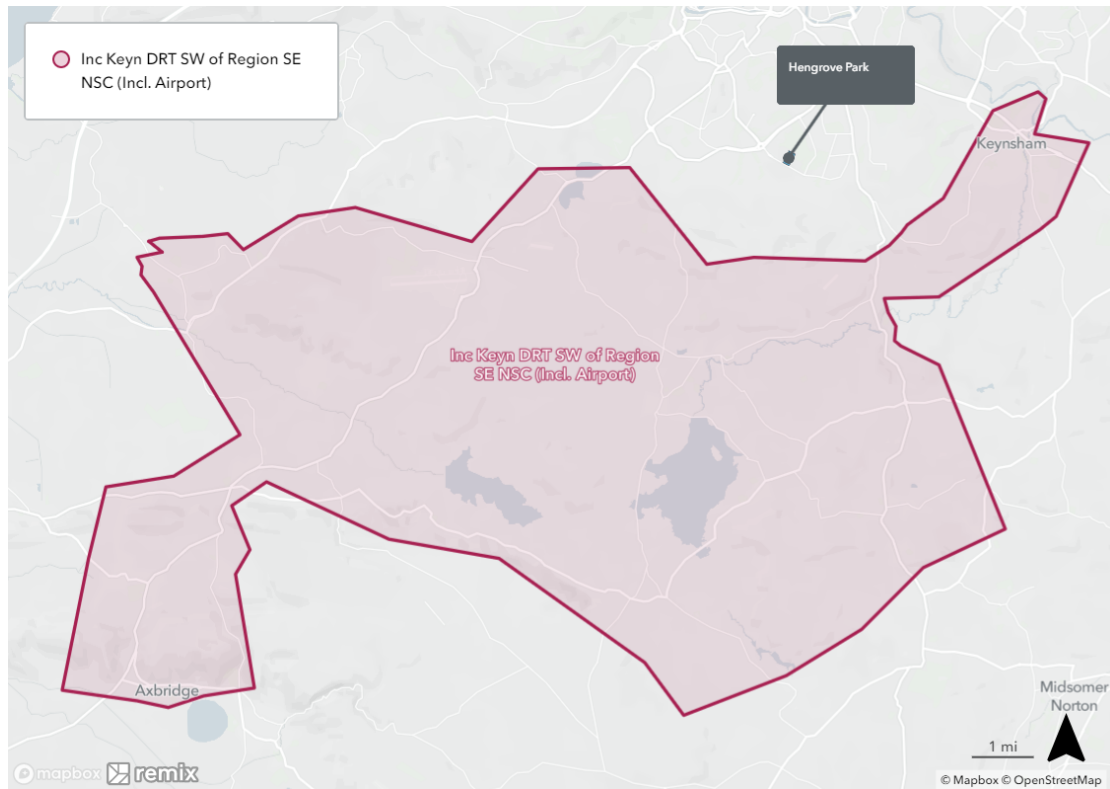
DRT 5 SE NSC – drop off points outside zone allowed Hengrove Park



DRT 6 SE of Region – drop off points outside zone allowed Brislington Park and Ride; Keynsham; Pensford; Odd Down Park and Ride



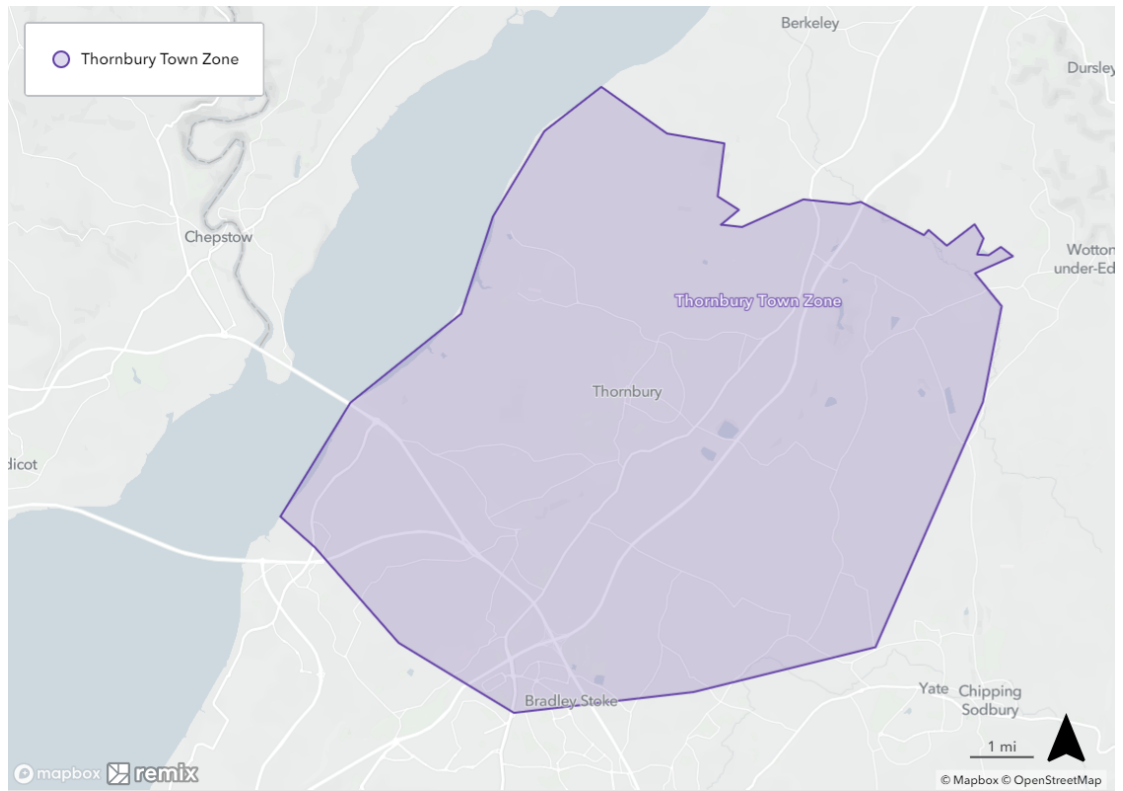
DRT 7 SW of Region/SE NSC inc Axbridge – drop off points outside zone allowed: Hengrove Park



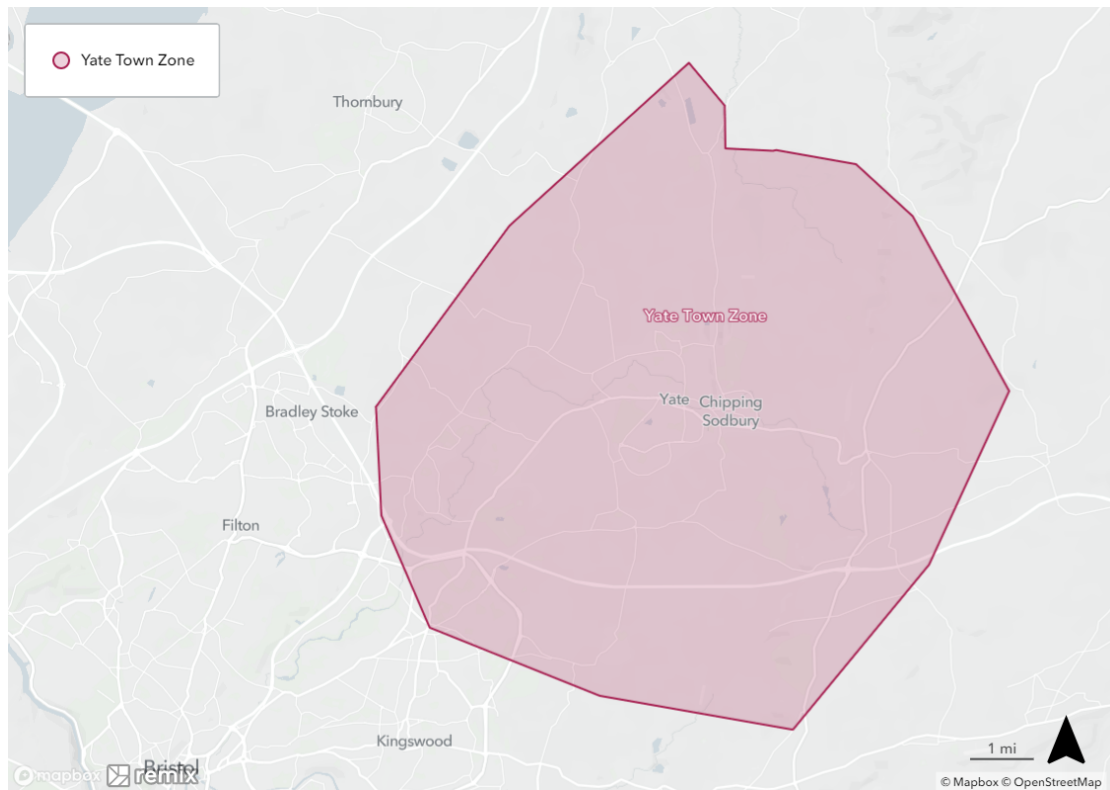
DRT 8 SW of Region/SE NSC ex Axbridge – drop off points outside zone allowed: Hengrove Park



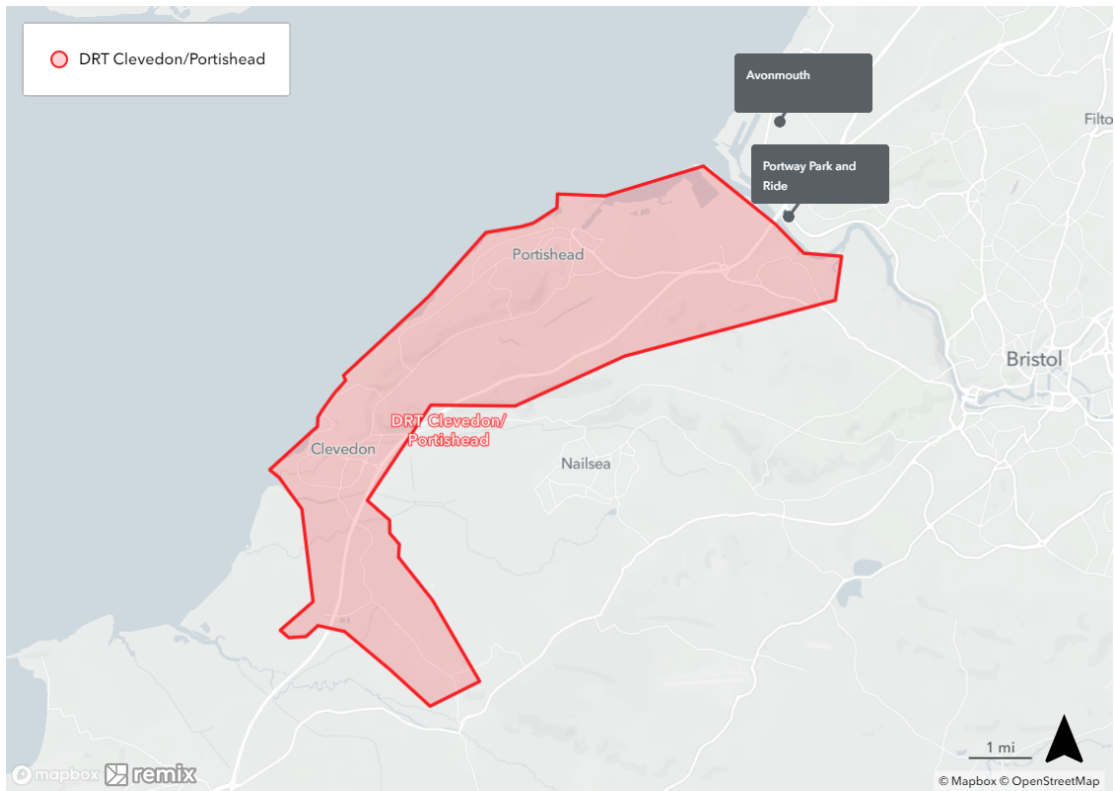
DRT 9 Thornbury Town



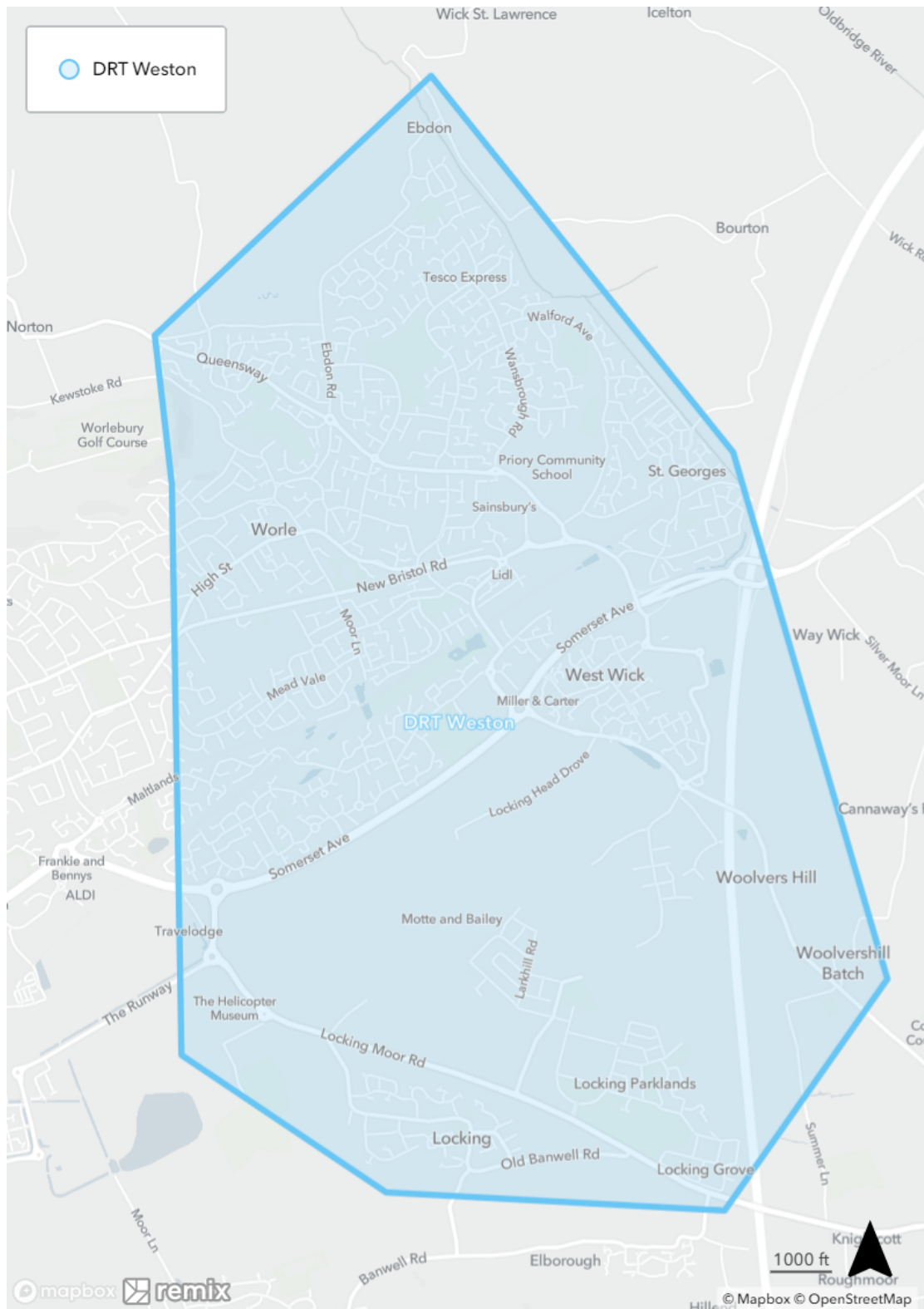
DRT 10 Yate Town



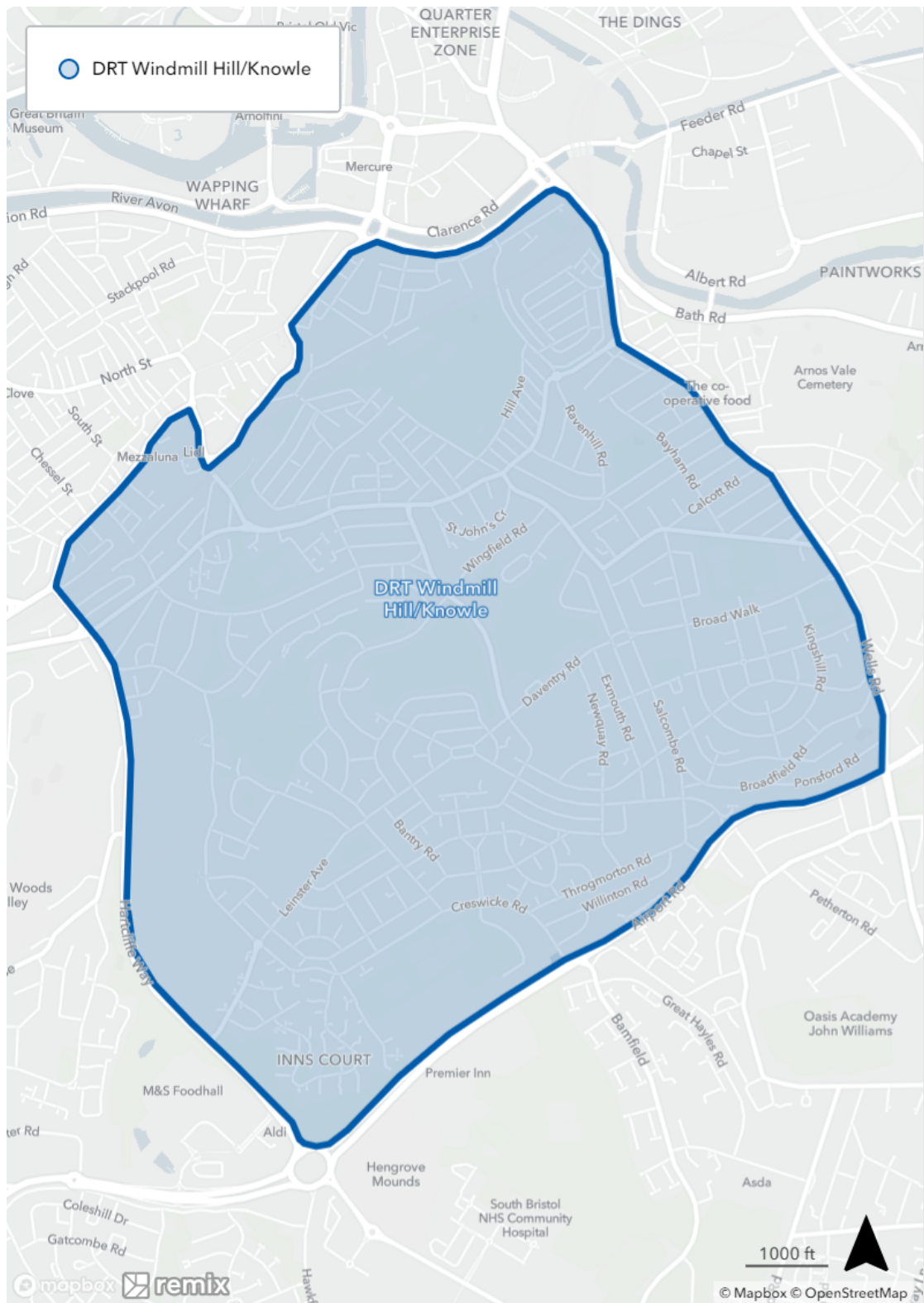
DRT 11 Clevedon/Portishead – drop off points outside zone allowed: Portway Park and Ride; Avonmouth



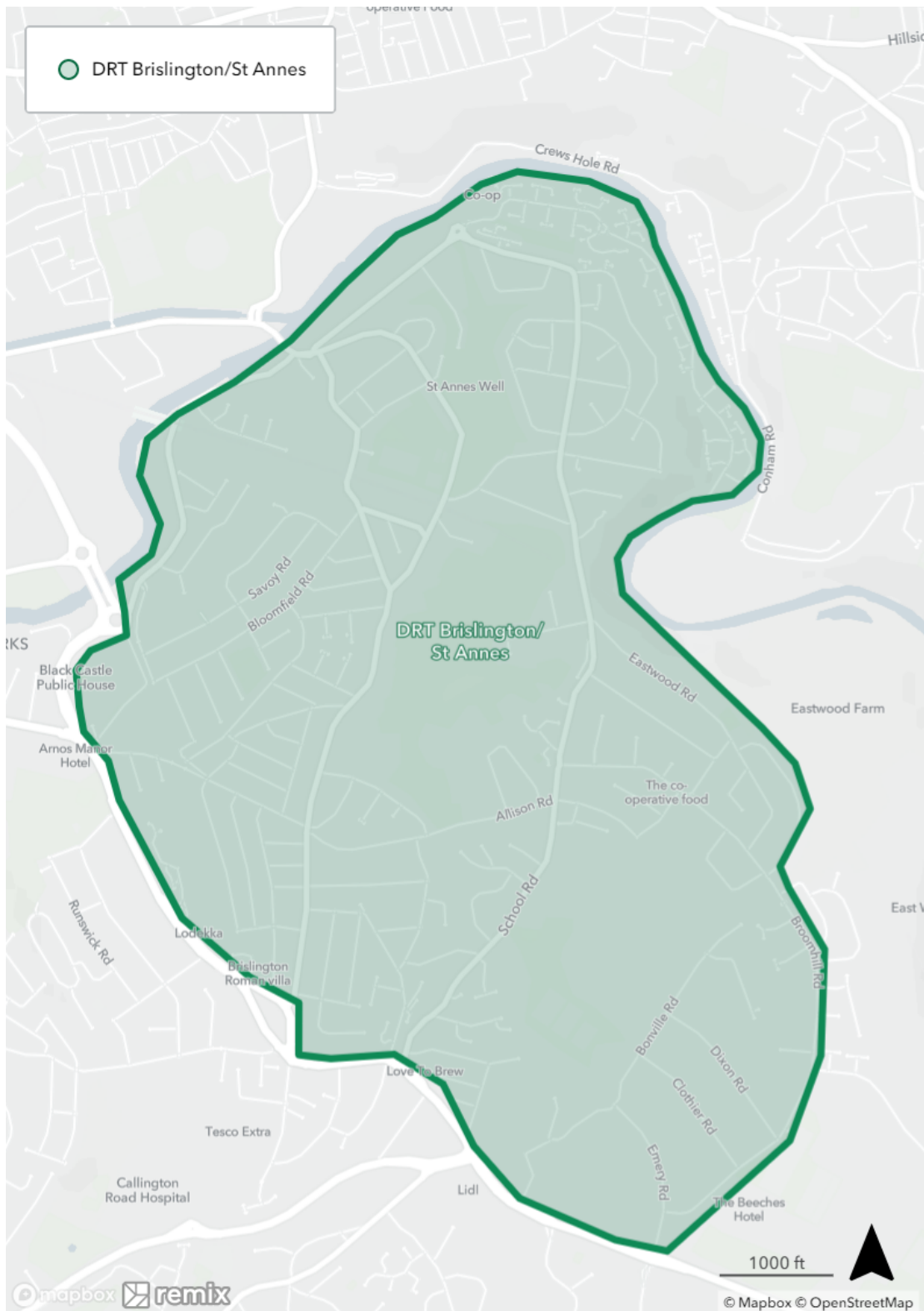
DRT 12 Weston



DRT 13 Windmill Hill & Knowle



DRT 14 Brislington & St Annes



Appendix D

Transport Operations Financial Data, and future forecasts

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REPORT TO: WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE

DATE: 16 DECEMBER 2022

REPORT TITLE: TRANSFORMING CITIES FUND

DIRECTOR: ALISTAIR KIRK, INTERIM DIRECTOR OF INFRASTRUCTURE

AUTHOR: NUALA WATERS, PROGRAMME MANAGER

Purpose of Report

- 1 The purpose of this report is to request delegations to the Chief Executives in consultation with the Programme Review Board to utilise the underspend identified on the capital Transforming Cities Fund (TCF) which concludes in March 2023. It is also to propose the implementation of lessons learnt against the remaining Infrastructure Portfolio of works.

Recommendation

- Approve the recommended use of TCF as set out in paragraph 4.
- Agree to delegate the approval of urgent change requests relating to the fund to the CEO's meeting in consultation with the Programme Review Board, to ensure that the fund is fully utilised by March 2023.
- Agree to delegate the approval of the Cycle Hangars Full Business Case to CEO's.
- Agree to delegate the approval of an addendum to the Cycle Hangars Full Business Case to CEO's.
- Committee request the implementation of the recommendations arising of the lessons learnt review.

Reasons for recommendation

- 2 A potential underspend was identified on the Transforming Cities Fund or approximately £10m, against an £80m budget. As stated in the background section, the original budget was £103m. We have identified up to £20.1m of opportunities which could absorb this underspend.
- 3 Options to use potential underspend are outlined below. These options are not exclusive to each other:
 - a. Take a largely risk-based approach, by refinancing projects and designating these as part of Transforming Cities Fund scope while ensuring these do not generate calls on further funding.

- b. Identify 'quick wins' and transferring in committed spend on existing projects.
 - c. Accelerate CRSTS over planning work, particularly bus stops, and transferring in to TCF scope to contribute to the £5m target for bus stops.
- 4 It is proposed that the Infrastructure Directors in consultation with the Programme Review Board is delegated authority to enact the below decisions to realise the opportunities necessary to utilise remaining TCF underspend by end of March 2023. These opportunities are:
- d. Change request to draw down £510k of additional spend to complete works on the South Gloucestershire STP 2018-2021 A432 Badminton Road Cycle Improvement project.
 - e. The approval of the Cycle Hangars Full Business Case and award of up to £500k from TCF for delivery of the project. This also includes the reprofiling of £139k of awarded funds from the development stage to the delivery stage of this project.
 - f. The approval of a change request for £200k from TCF which updates the existing Business Case via an addendum and delivers Cycle Hangars in the Bath and North-East Somerset area. This will ensure that there is no impact on the existing Cycle Hangar project delivery timescales but will ensure we provide a Value for Money case for these additional works.
 - g. The subsequent approval of this addendum to the Cycle Hangars FBC.
 - h. Approval to spend up to £170k of this allocation at risk to procure materials in advance of the approval of the addendum given the proven high Value for Money from the FBC. This is to ensure the Cycle Hangars are delivered within the TCF funding window.
 - i. Direct funding swaps between the Economic Development Fund (EDF) and TCF funds - £2.266m subject to approval at the Joint Committee
 - j. Direct funding swaps between the Investment Fund (IF) and TCF funds - £1.006m
 - k. Reallocation of CRSTS maintenance spend into the TCF budget - £11m
 - l. Should the options above be exhausted and a shortfall remain, change requests into the TCF from other Unitary Authority funding sources - £5.05m
- 5 The Programme Review Board has been tasked with assuring the financial health of the investment portfolio of works. The Board meets on a monthly basis and is comprised of the Section 151 Officers and Directors of Infrastructure from Bristol City Council, Bath and North-East Somerset Council, South Gloucestershire Council, North Somerset Council and the Combined Authority. Therefore, it was deemed appropriate that this Board, continues to provide oversight on a monthly basis on the performance of the Transforming Cities Fund to ensure that the forecasted spend is met.

Recommendations arising from the lessons learned review

Lessons learned sessions have been held with Directors and the following identified:

- 6 **Resource and organisational capacity to deliver projects** needs to be secured, ring fenced from the onset of all works. Provision of a clear resource profile is required before any funding is awarded. A change to funding applications and change submissions is required to ensure detailed information is provided to support applications and or changes. These will be set out in consultation with the Section 151s and Head of Grant Assurance. It is noted that ensuring projects have sufficient funding for mobilisation of project is also needed to support ensuring that this is in place.

- 7 **Ensuring a clear and unambiguous political mandate, alignment to strategy, affordability and deliverability** is continuously present. A review of the infrastructure portfolio against these criteria is required. Political support for this exercise will be sought as this may result in re-prioritisation of funds to deliver a balanced portfolio of works.
- 8 **A clear pipeline of works, that is scoped and bid ready** is required to ensure that when funding opportunities arise, any bids are backed up by robust plans. Ring fencing of a seed fund to develop pipeline works is required. The conditions and funding necessary will be requested at a subsequent Committee, following further consultation with Section 151's and Grant Assurance.
- 9 **Improvements to quality and frequency of reporting** has supported the identification and review of the Fund underspend. Monthly reporting on spend and forecasts against plan must be mandated across the portfolio to ensure the most up to date information is provided to decision makers. Monthly reporting process is proposed to be rolled out across the Portfolio in Q4 2022/23.
- 10 **A review of project control and delivery procedures** is required to ensure lean and appropriate methods are used across the Combined and Unitarity Authorities. It is proposed to review these processes and propose amendments to all four organisations' processes and Assurance Framework. Once completed, proposals will be raised with the Department of Transport for agreement. It is requested that approvals for any further amendments to the Assurance Framework or Unitary Authority standards is delegated to the Audit Committee.

Voting arrangements

- *Decision requires majority agreement of Committee Members in attendance, or their substitutes (one vote representing each Authority) and including the West of England Combined Authority Mayor*

Background / Issues for Consideration

- 11 A review of the Transforming Cities Fund (TCF) programme was initiated to assess risks to delivery and agree mitigation for potential underspend. The original award was based on a formulaic allocation from the Department for Transport and not a pre-identified list of schemes. The Fund was treated as an being integrated with the Investment Fund, and clear segmentation of what projects were attributed to the Fund was not determined until September 2020. The original Fund award was £103m, however, the Cities Region Sustainable Travel Settlement (CRSTS) award in April 2022 subsumed £23m of this resulting in a residual Transforming Cities Fund budget of £80m up to March 2023. In addition, the Eastern Entrance Project received £24m of funding from the Bristol Temple Quarter Bid in April 2022. This was originally part of the Transforming Cities Fund.
- 12 Following a review with officers from the Combined Authority, Bath & North-East Somerset, Bristol and South Gloucestershire, a forecasted underspend was identified of approximately £9.854m against a total budget of £80m.
- 13 Approximately £20.031m of opportunities have been proposed which could absorb this underspend. £710k of this requires immediate decision in order to meet delivery of the capital spend by March 2023. Therefore, we are seeking Committee approval for a change request to draw down these funds.

Consultation

- 14 This paper has been produced in consultation with the Infrastructure Directors, project delivery teams, Chief Executives, Section 151, Finance and Grant Assurance teams.

Other Options Considered

- 15 Other funding opportunities have been considered; however, these have been discounted as the funds need to be spent and delivered by March 2023.
- 16 The fund is ring fenced for transport projects and therefore cannot be spent on other types of projects. Ensuring that there is no further draw on the Investment or City Regions funds means that any project which will not deliver within March 2023 was also discounted.

Risk Management/Assessment

- 17 There is a risk that if lessons are not implemented future spend and delivery programmes will not be met.

Public Sector Equality Duties

- 18 Not applicable

Climate Change Implications

- 19 The Combined Authority's Climate Emergency Action Plan has been considered in the production of this report. Points of relevance have been added to this report and reviewed by the Head of Environment.
Report and advice reviewed and signed off by not applicable

Finance Implications, including economic impact assessment where appropriate:

- 20 All Financial Implications are contained within the body of the report.

Report and advice reviewed and signed off by: Selonge Russell, Head of Finance.

Legal Implications:

- 21 Please state any exceptional legal implications arising from this report.
Report and advice reviewed and signed off by: not applicable

Human Resources Implications:

- 22 Please state any HR implications arising from this report.
Report and advice reviewed and signed off by: not applicable

Land/property Implications

- 23 Please state any land/property implications arising because of this report.
Report and advice reviewed and signed off by: not applicable

West of England Combined Authority Contact:

Report Author	Contact Details
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ITEM: 11

REPORT TO: WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE

DATE: 16 December 2022

REPORT TITLE: APPOINTMENT OF EXTERNAL AUDITOR

DIRECTOR: RICHARD ENNIS, INTERIM DIRECTOR OF INVESTMENT & CORPORATE SERVICES (s73 OFFICER)

AUTHOR: SELONGE RUSSELL, HEAD OF FINANCE

Purpose of Report

1. Grant Thornton are the appointed External Auditors for the West of England Combined Authority. They were appointed under the Public Sector Audit Appointments, (PSAA), process for the Statements of Accounts period up to, and including, the 2022/23 financial year.
2. The PSAA invited public sector bodies to 'opt in' for a further audit period from 2023/24 to 2027/28. The Combined Authority took up this offer, as agreed through a formal decision at the Combined Authority Committee meeting held on the 28 January 2022.
3. The purpose of this report is to confirm the outcome of the PSAA procurement. **Grant Thornton** was successful in winning a contract in the procurement, and PSAA are appointing this firm as the auditor of West of England Combined Authority for five years from 2023/24.

Recommendation:

- (a) **The West of England CA Committee is requested to note the appointment of Grant Thornton as the External Auditors for the West of England Combined Authority for five years from 2023/24.**

Background / Issues for Consideration

4. The Local Audit & Accountability Act 2014 put in place the framework which allows local authorities to appoint their own external auditors. Prior to 2010, the Audit Commission was responsible for appointments with the work either being undertaken by their in-house auditors or by a limited number of private firms. The Audit Commission was also responsible for standard setting.
5. In August 2010, the then Secretary of State for Communities and Local Government announced that the Audit Commission would be abolished. His stated aims were to reduce costs and improve local democratic accountability by allowing local authorities to appoint their own external auditors from a more competitive market.
6. As part of the transitional arrangements, the Audit Commission undertook a competitive exercise which resulted in a series of regional contracts being awarded to Grant Thornton, KPMG, Ernst & Young and Mazars. The new contracts commenced in 2012 and saved over £25M nationally in audit fees each year.
7. The Audit Commission closed in March 2015 with responsibility for the existing appointments transferring to Public Sector Audit Appointments Limited (PSAA) an independent company established by the Local Government Association.
8. Only the full Combined Authority, (CA), Committee has the ability under the Local Audit & Accountability Act to approve the use of PSAA Ltd to carry out future external audit procurement processes on our behalf although the Audit Committee, being charged with governance, can provide their views to the CA Committee to help inform the decision.
9. The Combined Authority approved the use of the PSAA Ltd in March 2017 which has enabled the CA to come together with other authorities to procure audit services through a sector led organisation and secure the associated economies of scale. To date, Grant Thornton have been our appointed auditor through this process.
10. The current approval covers the external audit of the Statutory Accounts up to and including the 2022/23 financial accounting period. The PSAA formally invited all eligible bodies to opt-in to the national scheme for local auditor appointments for the audits of 2023/24 through to 2027/28, and the Combined Authority accepted this invitation.
11. On 3 October 2022 PSAA provided the outcome of their procurement to let audit contracts from 2023/24. **Grant Thornton** was successful in winning a contract in the procurement, and they proposed appointing this firm as the auditor of West of England Combined Authority for five years from 2023/24.
12. The contracts for audit services from 2023/24 have several differences to those in place for the audits of 2018/19 to 2022/23. Key changes made in response to client feedback include payment terms linked to delivery stages of an audit and additional contract management measures within those permissible with the local audit context.

Consultation

13. Consultation took place with the Audit Committee on 9th December 2021 regarding opting in offer. Opting in to the PSAA procurement was agreed at the West of England Combined Authority Committee on 28 January 2022. The Audit Committee noted the PSAA decision at the meeting held on 17th November 2022.

Public Sector Equality Duties

14. 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.

- 17.1. The Act explains that having due regard for advancing equality involves:

- Removing or minimising 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.

17.2. 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.

Finance Implications:

15. The PSAA process for commissioning external audit services is a free service which enables the CA to benefit from economies of scale as well as accessing national quality assurance of external audit services delivered.
16. PSAA will consult formally on scale fees for 2023/24 in Autumn 2023 and will publish confirmed scale fees for 2023/24 for opted-in bodies on their website by 30 November 2023. As indicated in their recent press release which announced the procurement outcome, the advice to bodies is to anticipate an increase of the order of 150% on the total fees for 2022/23 - noting that the actual total fees will depend on the amount of work required.

Advice given by: Richard Ennis, Interim Director of Investment & Corporate Services

Legal Implications:

17. The Local Audit & Accountability Act 2014 put in place the framework which allows local authorities to appoint their own external auditors. Public Sector Audit Appointments, (PSAA), commissions auditors to provide audits that are compliant with

the National Audit Office's Code of Audit Practice ('the Code'). PSAA is required by s16 of the Local Audit (Appointing Person) Regulations 2015 (the Regulations) to set the scale fees by the start of each financial year

Advice given by: Stephen Gerrard, Interim Director of Legal

Background papers:

Procurement of External Auditors report to the Combined Authority Committee – 1 March 2017.

Appointing an External Auditor report to Audit Committee – 9th December 2021.

West of England CA Committee Budget Report - 28 January 2022

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 332 1486; or by writing to West of England Combined Authority, 3 Rivergate, Temple Way, Bristol BS1 6ER; email: democratic.services@westofengland-ca.gov.uk