

A meeting of the
West of England Combined Authority Committee

will be held on

Date: Friday, 6 October 2023

Time: 1.00 pm

Place: The Space, Keynsham

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 Claire Young, South Gloucestershire Council

Enquiries to:

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The West of England Combined Authority Committee Agenda

YOU HAVE THE RIGHT TO:

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- 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 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.
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OTHER LANGUAGES AND FORMATS

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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 Team beforehand so that all necessary arrangements can be made.

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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. WELCOME AND INTRODUCTIONS

The Chair to welcome everyone to the meeting.

2. APOLOGIES FOR ABSENCE

To receive apologies for absence from Members.

3. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

Members who consider that they have an interest to declare are asked to state:

- a) The item number in which they have an interest;
- b) The nature of the interest, and;
- 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

7 - 24

To consider and approve the minutes of the Annual General Meeting, West of England Combined Authority Committee meeting held on 16 June 2023

To consider and approve the minutes of the West of England Combined Authority Committee meeting held on 16 June 2023; and

5. CHAIR'S ANNOUNCEMENTS

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

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

WRITTEN PUBLIC QUESTIONS

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 5.00pm, at least 3 clear working days ahead of a meeting. For this meeting, the deadline for questions is **5.00pm on 2 October 2023**

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 5 October 2023**. 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 12noon on the working day before the meeting at the very latest.

6. 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 THE CHAIR OF THE WEST OF ENGLAND LOCAL ENTERPRISE PARTNERSHIP BOARD

To receive comments from the Chair (or the Chair's representative) of the West of England Local Enterprise Partnership (LEP) Board.

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

To receive comments from the Chair (or Chair's representative) on behalf of the Combined Authority's Overview & Scrutiny Committee.

9. COMMENTS FROM THE WEST OF ENGLAND COMBINED AUTHORITY AUDIT COMMITTEE

To receive comments from the Chair (or Chair's representative) on behalf of the Combined Authority's Audit Committee.

10. INVESTMENT FUND PROGRAMME

25 - 48

To report on the overall programme and headroom including the extension of the current Investment Fund period to 27/28 and to consider Business Cases and funding applications (where not contained in specific papers)

11. DELIVERY ASSURANCE

49 - 66

To consider recommendations from the Programme Review Board regarding project delivery including changes to schemes within the investment programme against the agreed delivery assurance principles.

12. CLIMATE AND ECOLOGICAL STRATEGY AND ACTION PLAN UPDATE

67 - 104

To provide a 6-monthly progress update on actions for this year contained within the Climate and Ecological Strategy and Action Plan (CESAP)

13. ADULT EDUCATION AND SKILLS

105 -
112

To request delegation of decision-making powers for the Adult Education Budget (AEB) /Adult Skills Fund (ASF), Multiply programme and Skills Bootcamps programmes for

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| 14. TRANSPORT INFRASTRUCTURE PROJECTS | 113 -
154 |
| <p>To provide an update to West of England Combined Authority Committee on key transport schemes and to secure approval from Committee on key decisions and associated funding (where applicable) related to projects within the West of England Combined Authority's Transport Infrastructure programme.</p> | |
| 15. BSIP PRIORITISING | 155 -
168 |
| <p>KPMG Prioritisation framework to assess BSIP initiatives including a quantitative assessment based on DfT value for money methodology, and a supporting qualitative assessment to provide a recommended prioritisation of initiatives when redistributing any funding identified.</p> | |
| 16. TRANSFORMATION PROGRAMME UPDATE | 169 -
204 |
| <p>As resolved at June Committee, consider and comment on progress of transformation programme workstreams responding to Grant Thornton and Society of Local Authority Chief Executives (SOLACE) reviews, including progress towards a refreshed regional strategy.</p> | |
| 17. SENIOR/STATUTORY APPOINTMENTS | 205 -
208 |
| <p>To formally ratify the Combined Authority's Interim Statutory Section 73 Officer.</p> | |
| 18. WEST OF ENGLAND COMBINED AUTHORITY AND MAYORAL BUDGET FORECAST 2023/24 REPORT | 209 -
222 |
| <p>This report presents the revenue and capital budget financial forecast information for the West of England Combined Authority and the Mayoral budget for the financial year 2023/24 based on data from the period April to July</p> | |
| 19. WEST OF ENGLAND COMBINED AUTHORITY AUDIT COMMITTEE ANNUAL REPORT | 223 -
238 |
| <p>Annual Report 2022/23 brings together in one document a summary of the work undertaken by the Audit Committee. The production of the report complies with current best practice for audit committees.</p> | |

Next meeting: Friday, 26 January 2024

DRAFT
Minutes of the
West of England Combined
Authority Committee Annual General
Meeting, Friday, 16 June 2023

Attendees:

Metro Mayor Dan Norris, West of England Combined Authority

Cllr Claire Young, South Gloucestershire Council

Cllr Sarah Warren, Bath & North East Somerset Council (as substitute for Cllr Kevin Guy)

Cllr Kye Dudd, Bristol City Council (as substitute for Mayor Marvin Rees)

1	<p>WELCOME & INTRODUCTIONS</p> <p>Metro Mayor Dan Norris welcomed everybody to the Annual General Meeting of the West of England Combined Authority and those present introduced themselves.</p>
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence had been received from Cllr Kevin Guy (Cllr Sarah Warren attended as substitute) and Mayor Rees (Cllr Kye Dudd attended as substitute).</p>
3	<p>DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011</p> <p>There were no declarations of interest declared under the Localism Act 2011.</p>
4	<p>CHAIR'S ANNOUNCEMENTS</p> <p>There were no Chair's announcements.</p>
5	<p>COMMENTS FROM THE CHAIR OF THE WEST OF ENGLAND LOCAL ENTERPRISE PARTNERSHIP BOARD</p> <p>The Chair of the West of England Local Enterprise Partnership Board, Richard Bonner was invited to address the meeting. He took the opportunity to welcome the new Unitary Authority Leaders and emphasised the LEP business members commitment and readiness to work with them and build a strong partnership for the region.</p>
6	<p>COMMENTS FROM THE WEST OF ENGLAND COMBINED AUTHORITY'S OVERVIEW & SCRUTINY COMMITTEE</p> <p>The West of England Combined Authority's Overview & Scrutiny Committee had met informally on 12 June 2023 to discuss the items on the agenda. There were no specific comments on the annual report.</p>
7	<p>ANNUAL BUSINESS REPORT</p> <p>Metro Mayor Dan Norris introduced the Authority's Annual Business Report. The report set out some procedural issues that needed to be completed such as setting up the Scrutiny Committee and the Audit Committee. The Unitary Authorities had appointed their prospective members to these Committees in anticipation of the decision to be taken. These nominations had been circulated. The Annual Business Report also contained the annual Pay Policy Statement, which set out the pay arrangements for the West of England Combined Authority.</p> <p>Cllr Claire Young asked that for reassurance that the Employment and Appointments Committee be involved in the recruitment of senior officers from an early stage.</p> <p>[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 Metro Mayor].</p> <p>The recommendations were moved by Metro Mayor Dan Norris, seconded by Cllr Kye Dudd and unanimously</p> <p>Resolved:</p>

1. That the Committee's membership, as shown on the agenda sheet, be noted;
2. That the names of the two deputies/substitute members, as shown on the agenda sheet, be noted;
3. That the committee's terms of reference as set out in the constitution [ConstitutionAmendedApr2023.pdf \(moderngov.co.uk\)](#) be noted;
4. That the arrangements be agreed as per paragraph 4 for
 - a. the West of England Combined Authority Overview & Scrutiny Committee;
 - b. the Authority's Audit Committee
 - c. Employment & Appointments Committee to be established with a membership the same as the West of England Combined Authority Committee
 - d. The establishment of four advisory boards, who meet in two groups, Business and Skills Board and Planning & Housing and Transport Board. The membership for each of the Boards being the relevant Cabinet Member for Business, Skills, Planning & Housing and Transport from each of the Unitary Authorities and North Somerset Council (as required).
5. That a second independent member be appointed to the Authority's Audit Committee;
6. That the Chairs of the Local Enterprise Partnership Board, the Overview & Scrutiny Committee and the Audit Committee will be afforded the opportunity to address each meeting of the Committee;
7. That the schedule of meetings at Appendix 1 be agreed;
8. That the Pay Policy Statement as set out in Appendix 2 be approved;

Signed:

Date:

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DRAFT Minutes of the West of England Combined Authority Committee , Friday, 16 June 2023

Attendees:

Metro Mayor Dan Norris, West of England Combined Authority

Cllr Claire Young, South Gloucestershire Council

Cllr Kye Dudd, Bristol City Council (as substitute for Mayor Marvin Rees)

Cllr Sarah Warren, Bath & North East Somerset Council (as substitute for Cllr Kevin Guy)

1	<p>WELCOME & INTRODUCTIONS</p> <p>The Metro Mayor Dan Norris welcomed everybody to the meeting and those present introduced themselves.</p>
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence had been received from Mayor Marvin Rees (Bristol City Council). Cllr Kye Dudd attended as substitute.</p> <p>Apologies for absence had also been received from Cllr Kevin Guy (Bath & North East Somerset Council). Cllr Sarah Warren attended as substitute.</p>
3	<p>DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011</p> <p>There were no declarations of interest declared under the Localism Act 2011.</p>
4	<p>MINUTES</p> <p>The minutes of the meeting held on 17 March 2023 were agreed as a correct record and signed by the Chair.</p>
5	<p>CHAIR'S ANNOUNCEMENTS</p> <p>There were no Chair's announcements.</p>
6	<p>ITEMS FROM THE PUBLIC (QUESTIONS, STATEMENTS AND PETITIONS)</p> <p>There had been 47 questions received from 32 individuals. The responses to these questions had been circulated to Members of the Committee and published on the Authority's website.</p> <p>In addition 47 statements had been received. These had been circulated and published on the Authority's website. Members of the public who submitted statements were given the opportunity to address the Committee for up to three minutes each on the topic of their statements. The Members of the Public who addressed the Committee are listed below.</p> <p>[NB - Subsequent to the meeting it was discovered that two additional statements had been submitted prior to the deadline but had been diverted to the Authority's junk mail. These statements were published in a supplementary document with the other meeting papers on the Authority's website].</p> <ul style="list-style-type: none"> • Steve Reade; • Roberta Oliver; • Maria Carvalho; • Dave Redgewell; • Gordon Richardson (on behalf of Brendan Taylor); • Christina Biggs; • Robbie Bentley; • Jackie Head.
7	<p>COMMENTS FROM THE CHAIR OF THE WEST OF ENGLAND LOCAL ENTERPRISE PARTNERSHIP BOARD</p>

The Chair of the West of England Local Enterprise Partnership (LEP) Board, Richard Bonner, was invited to address the meeting. He made the following comments in relation to the items to be considered:

Since we last met, I wanted to report on the recent attendance of the West of England at the UKREiiF in Leeds to promote the region, and pleasing that we collaborated with a wide delegation of partners from across the Western Gateway.

I particularly wanted to thank colleagues in IBB for their support and organisation, and I was pleased with the level of interest from a broad range of stakeholders, investors and potential partners. I also wanted to celebrate the visible Temple Quarter partnership with a very well received event with representatives of WoE CA, BCC, Network Rail and Homes England. A great showcase.

Investment Programme:

- We support the recommendation in the Investment Fund report to allocate £1.5m towards a Place Partnership bid to Arts Council England for a £3m programme to deliver the priorities set out in the West of England Cultural Plan which has been overseen by the Cultural Compact chaired by LEP Board member Sue Rigby. The funding will enable us to support our hugely important cultural and creative sector, including projects focussed on supporting creative freelancers to grow and thrive, and working with schools, college and other training providers to increase pathways into the sector.
- The Western Harbour area of Bristol presents a great regeneration opportunity, which could see the delivery of up to 2,500 new homes, but also presents a set of challenges, not least life expired transport infrastructure. I am pleased to see the proposal for further funding to better understand how this area can come forward through a masterplan and technical studies.

Delivery Assurance:

- We note there are a number of schemes in the funding programmes that report delay. I welcome the actions put in place over the last year to seek to address challenges with delivery, but it appears there is still more to do. In this regard I welcome the combination of the line-by-line budget review and the project health check process, both of which should support improvement.

Transport Schemes:

- We welcome the additional funding that has been secured for the region which will enable further investment in our transport infrastructure and assist in encouraging a greater number of journeys being made by walking and cycling and for those trips that have to be made by car being able to transition to electric. All of which are vital in addressing our climate emergency.
- Transport is an important issue for the LEP and business more broadly and updating the vision led Joint Local Transport Plan (JLTP) will be vital in ensuring that our transport infrastructure supports and encourages growth and that our region meets its full economic potential
- The LEP board would like to be involved in the refresh of the JLTP and support the development where possible of other key projects for the region, such as Future4WEST

Transformation Programme & Regional Strategy:

- I am pleased to see a lot of positive progress in the Transformation Programme and welcome conversations the help redefine the role of a Business Board to create a powerful voice of business and bring a strategic perspective to addressing the challenges

our region faces.

- The LEP Board is keen to continue involvement in the Regional Strategy refresh and we look forward to further engagement. This refresh is key to the direction of the Combined Authority and future devolution deals to ensure we are a place where Government can invest.

West of England Employment & Skills Plan:

- It is great to see a refreshed Regional Employment & Skills Plan that reflects the current labour market needs and sets out a collective regional skills ambition in the West of England over the next 3-5 years.
- The business community is key to our ambitions and will drive what we need to plan for in terms of skills provision, so I'm pleased that this plan was overseen by the West of England Skills Advisory Panel – a sub-group of the LEP Board.
- I welcome the review of progress to date; it shows we've made significant inroads into addressing our skills needs – while obviously acknowledging that the labour market is fast evolving
- I particularly welcome the cross-cutting themes of green skills and digital skills, and the strong emphasis placed on simplification of the complex skills system. I think Skills Connect will make a huge impact in terms of drawing together the complex offers for business and individuals.

Combined Authority & Mayoral Budget Outturn 2022/23:

- It is pleasing to see the ongoing and continued success during the year in terms of attracting additional funding into the region. The West of England Combined Authority has been successful in obtaining and utilising additional revenue funding to deliver services to the local community – rising from the original budget of £64.9m to an outturn of £90m during the year – a 39% increase.
- The capital programme has evolved during 2022/23 as additional funding streams have been identified and project delivery plans refined and implemented. There continues to be a key focus on delivery moving forward.

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

The Authority's Overview & Scrutiny Committee had met informally on 12 June 2023 to discuss the Committee papers. They had nominated one member to communicate their comments to the West of England Combined Authority Committee. Cllr Alison Streatfeild-James attended the meeting to report the comments as set out below:

“The Scrutiny Committee welcomes the work on the Transformation programme, and wishes to thank officers for the good progress made improving governance and relationships between officers across the Unitary Authorities and Combined Authority. We look forward to further progress on the action plan and playing our part in supporting or challenging this work, including improving the way that our own Scrutiny Committee works.

We note that the two key statutory recommendations from the auditors are about culture and working relationships. Accordingly, we would like to send a strong message to the Mayors

and Leaders to ensure their relationships, and ways of working, build on the action plans and realise the benefits of the positive work already achieved. We hope that the newly formed committee will be an opportunity to achieve this, avoid further reputational damage and the potentially very serious consequences of failing to improve.

Regarding programme delivery: We note the delegations already in place for The Bus Service Improvement Plan, and therefore no BSIP spend proposals are coming forward within the investment fund report. The Committee would, however, like to ensure there is a transparent process for deciding how to invest the BSIP funding, especially given the recently announced flexibility in the rules on what it can be used for. We further hope that any proposals for investing this budget are, and can be shown to be, evidence based.”

9 INVESTMENT FUND PROGRAMME

The Metro Mayor introduced a report that gave an update on the overall Investment Fund programme and headroom. The report also sought approval for a number of new awards and allocations from the Investment Fund.

It was noted that full spend of the time-limited Transforming Cities Fund had been achieved by the deadline of March 2023, and that the full £80 million had been used on new transport schemes, ensuring no funding was at risk of having to be returned to Government.

It was also reported that the Authority had been specifically invited by Arts Council England to bid into their Place Partnership Fund to take forward the key priorities as set out in the Authority’s Cultural Plan, which had launched last year.

This report requested a £1.5m contribution from the Combined Authority (leveraging a further £1.5m) which would enable the Authority to support the cultural and creative freelance community and improve access to the many jobs and training opportunities that the sector provided across the region.

Cllr Warren specifically welcomed the allocation to support the preparation of the Joint Local Transport Plan 5.

Cllr Young welcomed the opportunity to secure additional funding from the Arts Council and championed the creative talent across the region and stated that by working in partnership this would give an opportunity for more professionally-led art and culture across age and community groups. Cllr Young also specifically welcomed the funding for the Keynsham to Willsbridge Path and Western Harbour initiatives but noted the impact on the remaining headroom and asked that this be given consideration moving forward.

Cllr Dudd welcomed the report and highlighted the Western Harbour development plan which would provide sustainable living in the heart of the city. He believed that the project would help keep the principle of the long-term planning for this region. He also noted the importance of the Muller Road Eastbound Bus Lane which would help alleviate congestion and improve bus punctuality in this area. The Old City project would help the cycling and pedestrian experience as well as helping to boost the hospitality sector and nighttime economy.

[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 Metro Mayor].

The recommendations were moved by Metro Mayor Dan Norris, seconded by Cllr Kye Dudd and unanimously:

Resolved:

1. That the allocation of £1.5m to support the Place Partnership funding bid to Arts Council England as set out in paragraph 2.7-2.9 be approved;
2. That the award of £200k of funding to support the Investment Fund Gateway 2 process as set out in paragraph 2.10-2.13 be approved;
3. That the Strategic Outline Case for Western Harbour and the award of £2.56m to produce a masterplan concept report and highway alignment feasibility assessment report by March 2025, as set out in paragraph 2.14 be approved;
4. That the Feasibility and Development Funding Application for the Muller Road Eastbound Bus Lane and the award of £388k to produce a Full Business Case by February 2024, as set out in paragraph 2.15 be approved;
5. That the Outline Business Case for the Keynsham to Willsbridge Path and the award of £455k to produce a Full Business Case by March 2025, as set out in paragraph 2.17 be approved;

10

DELIVERY ASSURANCE

The Metro Mayor introduced a report which sought the approval of changes to schemes in the current programme which had been recommended to Committee by the Programme Review Board.

It also included new measures to help improve delivery, including a thorough budget review of spend and the realism of forecasts for all programmes, and a health check process currently being rolled out for capital projects.

Cllr Dudd asked for a slight inaccuracy in the report to be noted in paragraph 4.1 [page51] which read:

“Portway Station – additional £450k Investment Fund (IF) to meet the operational costs (change request requires sign off from BCC)”

He reported that this had been signed off by Bristol City Council so no further approvals were required and asked that this reference be removed.

Cllr Warren confirmed that changes had been signed off by groups of directors from the Unitary Authorities and project delays had been resolved.

[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 Metro Mayor].

The recommendation was moved by Metro Mayor Dan Norris, seconded by Cllr Claire Young and unanimously

Resolved:

That the change requests for schemes within the current programme as set out in Appendix 2 be approved.

11

TRANSPORT SCHEMES

The Metro Mayor introduced a report which provided an update to the West of England Combined Authority Committee on key transport schemes and which would secure approval from Committee on key decisions and associated funding (where applicable) related to a number of projects within the West of England Combined Authority's Transport Infrastructure programme.

Cllr Warren welcomed the improvements to MetroWest on the rail which were already showing improvements in Keysham and looked forward to a next stage with a new station at Saltford to bring further improvements. She further specifically welcomed the EV Infrastructure Charging and Active Travel initiatives to boost funding and walking.

Cllr Young welcomed the opportunity to enhance rail services from Severn Beach to Yate, Electric Vehicle Charging Points and the M32 sustainable transport corridor but queried the extension of the Outline Business Case (OBC) submission date. She asked that there be regular engagement of appropriate leaders and transport members in overseeing this project. This was confirmed by the Authority's Interim Chief Executive.

Cllr Dudd welcomed the funding for EV Charging points which was an important initiative in meeting the region's net zero targets but reiterated that any monies were spent in an equitable way, not just in residential areas. He stated he would like to see a focus on 'rapid charge hubs' which were needed as well as on street charging points. Cllr Dudd said that there was an opportunity for maximising the partnership work with Bristol City Leap. He welcomed the progress on the M32 Park & Ride solution. He believed that the delivery of projects contained in the LCWIP would help towards the decarbonisation of transport in the region.

[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 Metro Mayor].

The recommendations were moved by Metro Mayor Dan Norris, seconded by Cllr Sarah Warren and unanimously:

Resolved:

- 1 That the award of £7.775m to fund enhanced rail services on the Severn Beach and Westbury lines for 3 years, drawing down the £4m allocated for programme risk at the March 2023 Committee and £3.775m of additional revenue funding from Investment Fund, as set out in paragraphs 2.1.1 to 2.1.14 of the report be approved;
- 2 That delegated authority to the West of England Combined Authority Strategic Director of Infrastructure in consultation with the Unitary Authority Infrastructure Directors to spend the £123k of LEVI capability funding that has been secured and any future capability and capital funding secured through LEVI where there is urgency, subject to successful bids, as outlined in paragraphs 2.2.1 to 2.2.4 of the report be approved;
- 3 That delegated authority to the West of England Combined Authority Strategic Director of Infrastructure in consultation with the Unitary Authority Infrastructure Directors to spend the £3.6m of Active Travel Fund that has been secured through the tranche 4 bidding process for schemes as outlined in paragraphs 2.3.1 to 2.3.10 of the report be approved;

- 4 That funding of £1.25m to review and update the Joint Local Transport Plan and transport major scheme programme following the publication of guidance from the Department for Transport, as outlined in paragraphs 2.4.1 to 2.4.5 of the report be approved;
- 5 That the extension to the Outline Business Case submission date to March 2024 and associated funding of £471k, as outlined in paragraphs 2.5.1 to 2.5.7 of the report be approved;
- 6 That delegated authority for approval of business cases and subsequent spend and delivery of cycling and walking schemes of £6m and below to the West of England Combined Authority Strategic Director of Infrastructure in consultation with the Unitary Authority Directors of Infrastructure, where there is headroom within a programme and no material impact on other schemes. In the absence of unanimous agreement the delegation reverts to the West of England Combined Authority Chief Executive in consultation with the Unitary Authority CEOs, as set out in paragraphs 2.6.1 to 2.6.7 of the report be agreed;
- 7 That the approval of a Feasibility and Development Funding Application(s) for up to £15.1m for the activities to be undertaken through the City Regions Sustainable Travel Settlement top slice to the West of England Combined Authority Strategic Director of Infrastructure in consultation with the Unitary Authority Directors of Infrastructure, as outlined in paragraph 2.7.1 of the report be approved.

12

TRANSFORMATION PROGRAMME & REGIONAL STRATEGY

The Metro Mayor introduced a paper on the Transformation Programme and Regional Strategy.

The Metro Mayor stated that when the Committee had last met in March 2023 Jim Taylor, an independent peer reviewer from the Society of Local Authority Chief Executives (SOLACE) had addressed the meeting. He had been asked to come in and consider how the Authority strengthened its partnerships to ensure the Combined Authority could deliver for our residents.

The Committee had unanimously agreed to build on his recommendations, and those of the earlier Grant Thornton audit report into a transformation plan.

This report would take that work forward. The Metro Mayor stated that he welcomed the swift progress that had been made since March 2023, as recognised by the comments from the Overview and Scrutiny committee. He was also pleased to see the progress reported in the paper towards a refreshed regional strategy that our organisations were collaborating on.

The paper highlighted the steps that need to be taken to strengthen these partnership further, helping the Authority place even greater focus on delivery.

The paper asked the committee to consider and note progress and next steps. There was no vote required on this paper.

Cllr Warren stated that this was an opportunity to reset relationships with a newly collaborative approach around decision-making, especially in regards to bus services. She looked forward to working with the Metro Mayor to solve the problems faced by the region together.

Cllr Dudd welcomed the progress being made in respect to the statutory recommendations but asked that no complacency crept in as there was still progress to be made. Discussions needed to continue on the region's priorities and continued dialogue would assist this process.

Cllr Young stated that she wished to be actively involved in decision-making for the benefit of residents, providing value for money and protecting vital services. With BSIP funding changing it was vital all leaders worked to together to deliver maximum outcome. She asked about the delegation to officers regarding the BSIP funding which allowed the announcement of the 'birthday bus' scheme without consultation of the partner authorities and stated that she would want better oversight going forward. She asked how this funding had been employed against the BSIP objective. She asked that future fares packages focussed on those most disadvantaged. She asked for a clear commitment on collective decision-making on BSIP funding to ensure that monies were allocated in the right way.

The Metro Mayor stated that he agreed that there needed to be a reset and welcomed the new spirit in the room. He stated that the Birthday Bus scheme initiative had been worked on a very long time and was surprised that it had not been widely known. He stated that bus companies had been working on this for more than a year. Cllr Warren queried why it had not been previously discussed at the Authority's Transport Board. The Metro Mayor reiterated that officers needed to brief members on these initiatives.

The Metro Mayor called Cllr Mark Canniford (who was deputising for the Leader of North Somerset Council Cllr Mike Bell) to address the Committee on this issue.

Cllr Canniford stated that North Somerset Council had been aware of the scheme and was keen to support it. He stated that there needed to be a focus to encourage people to return to using buses as the passenger numbers were still below pre-pandemic levels. He stated it was the aim that buses were faster, greener coordinated and more convenient than cars. He expected that this would encourage more bus use which would help reduce the number of cars on the road.

The Metro Mayor reiterated that this was just one of a set of initiatives and agreed that with the cost of living crisis lower cost public transport was essential as well as helping to meet the ambitious net zero targets by 2030 and needed initiatives that would help meet these aims and create bus usage and reduce car journeys.

The Interim Acting Chief Executive stated that the Authority had received £515k additional DfT to use towards supported services. BSIP funding was 14 months in out of 36 months so the Authority wanted to make sure it was used and used well and so the Authority was trying innovative things. The Authority was trying to secure more flexibility in the way the funding could be used. The Metro Mayor had also asked for some potential efficiency savings that could be used elsewhere in addition to the £515k. He reiterated that some funding streams were short term which needed to be balanced against long term goals such as the net zero targets. Nothing of concern had been flagged by the DfT. The Authority would continue to work closely with the other authorities on these initiatives.

Cllr Young stated that she was supportive of fares initiatives but asked that they were part of the discussions. There were many other services that could also be supported.

Cllr Warren was keen to increase the level of collaboration but asked whether the delegation was hindering discussions. She asked what the mechanism would be for reversing this delegation. The Monitoring Officer in response stated that this particular delegation had yet to be exercised and would require the agreement of the Director of Infrastructure at the Authority, the Director of Infrastructure at North Somerset Council and the Section 73 Officer at the Authority who would make sure the discussions from this meeting would be factored in.

The Committee noted the following:

1. That the structure and actions of the West of England Combined Authority transformation programme be noted;
2. That the progress towards the revised regional strategy, and any steers on issues that the Committee would like to be factored in as the work progresses, be taken into account;
3. That it be noted that a further update on the transformation programme will be provided to the October Committee meeting.

13

WEST OF ENGLAND EMPLOYMENT & SKILLS PLAN

The Metro Mayor introduced a report which presented the West of England Employment and Skills Plan for approval, and which asked the Committee to consider progress and approve the next steps, in relation to the green construction and retrofit skills feasibility work.

The Metro Mayor stated that Skills Connect, a single regional skills brokerage platform, would help a further 3,000 people every year to access training. The new Mayoral Priority Skills Fund would the Authority to respond more flexibly to skills challenges and opportunities as they arose, whether that was by helping bridge severe skills and labour shortages in certain sectors, or by equipping people with the green and digital skills they need for future jobs.

Cllr Young welcomed the refreshed plan and the proposals on the green construction skills pathways. There was a significant need to train and upskill young people across the region including at SGS College.

Cllr Warren welcomed the initiative and wished to see further ambition in the future.

Cllr Dudd welcomed the report and stated that this would help deliver sustainable inclusive growth in the region and echoed many of the initiatives in Bristol's One City Plan. He thought that the messaging was often negative around climate change and this was a positive message. He did think that some young people were disengaged too early and that NEET (not in education, employment or training) figures were too high.

[voting arrangements: The 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]

The recommendations were moved by Metro Mayor Dan Norris and seconded by Cllr Claire Young. It was unanimously

Resolved:

- That the refreshed West of England Employment and Skills Plan as detailed in Appendix 1, be approved;
- That the next steps on the green construction and retrofit skills feasibility work, as set out in paragraph 2.7, be approved;

14

COMBINED AUTHORITY & MAYORAL BUDGET OUTTURN 2022/23

The Metro Mayor introduced a report highlighting the revenue and capital outturn to the West of England Combined Authority Committee for the financial year 2022/23 based on data from the period April 2022 to March 2023 for the West of England Combined Authority and Mayoral

budgets. The final outturn position would be subject to audit verification of the annual accounts.

The Metro Mayor reported a 39% increase in revenue grants for the financial year. He stated that there would be a continued emphasis and focus on delivery on the Authority's capital programmes and projects going into the financial year 2023/24.

Cllr Young welcomed the summary of usable reserves in the report and asked that going forward details of how reserves were planned to be used over the coming year were set out.

Cllr Warren asked whether some of the extra monies that were being put into savings could be diverted to bus services.

The recommendations were moved by Metro Mayor Dan Norris and seconded by Cllr Kye Dudd. There was no formal vote required as the recommendations were for noting.

The Committee noted the following:

That the outturn position for the West of England Combined Authority Revenue Budget; The outturn position for the Mayoral Revenue budget; and The Capital Outturn as set out in Appendix 1 be noted.

15 TREASURY MANAGEMENT OUTTURN REPORT 2022/23

The Metro Mayor introduced a report which stated that the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management in the Public Services: Code of Practice required the Authority to

- approve a Treasury Management Strategy before the start of each financial year,
- review performance during the year, and
- approve an annual report after the end of each financial year.

The report provided a review of performance to 31 March 2023.

The original budget for 2022-23 investment income was £1.6m, and following the Authority's successful treasury strategy and prudent investment decisions, the Authority had achieved an outturn position of £3.65m. This surplus could be utilised in the support of the Authority's priorities on delivering for the region.

[Voting Arrangements:

- 1 For noting purposes.
- 2 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 Metro Mayor]

The recommendations were moved by Metro Mayor Dan Norris and seconded by Cllr Kye Dudd. It was unanimously

Resolved:

1. That the Treasury Management Outturn Report to 31 March 2023, prepared in accordance with the CIPFA Treasury Code of Practice and the Treasury Management Indicators to 31 March 2023 be noted;
2. That the allocation of £475k (25% of budget surplus) to the Treasury Management

reserve, as set out in paragraph 2.16, be approved.

16

UPDATE TO WEST OF ENGLAND COMBINED AUTHORITY PURCHASE ORDER & CONTRACT APPROVAL LIMITS

This report requested that the Committee approved an update to the current West of England Combined Authority approval limits for purchase orders and contracts.

The Metro Mayor stated that the current limits were hindering the Authority's processing time for contract and purchase order approvals, and negatively impacting internal processes for the procurement of goods and services.

This request only applied to spending that had been previously approved by Committee or a delegated forum.

It was noted that this paper did not include any requests for additional delegations or powers and only applied to purchase order and contract approvals. The current approval limits were stated in the West of England Combined Authority Constitution, and therefore the requested amendments needed to be approved by Committee.

Cllr Young supported the recommendations but asked that the Authority's Overview and Scrutiny Committee be requested to monitor the impact of these changes and would be writing to the Chair of the Authority's Overview & Scrutiny Committee to request that.

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

The recommendations were moved by Metro Mayor Dan Norris and seconded by Cllr Kye Dudd. An additional recommendation was agreed after being proposed by Cllr Claire Young. It was unanimously

Resolved:

1. That the West of England Combined Authority's Constitution be updated with the revised approval limits as set out in Table A.
2. That this decision be subject to the implementation of the Corporate Commercial Procurement Panel and a Corporate Commercial Procurement Board as listed in the Section 3.2 of this report. If any items that relate to novel, contentious or repercussive, or pose a potential high-risk, additional approvals and control measures be applied to these items. It is the responsibility of the Head of Service, Finance Business Partners, Senior Responsible Officers and Commercial Procurement team to provide assurance and review to all spend items.
3. That the Authority's Overview & Scrutiny Committee be requested to oversee the impact of these changes;

17

2023/24 COMMITTEE FORWARD PLAN

The Metro Mayor introduced a report setting out the indicative items of business for the West of England Combined Authority Committee currently identified for the 2023/24 municipal year (as set out in Appendix 1) and to endorse the publication of the Forward Plan during the year,

extending the time horizon as appropriate and as new items were identified.

Cllr Warren stated that she was pleased to see the long term forward plan and looked forward to regular updates throughout the year.

[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 Metro Mayor].

The recommendations were moved by Metro Mayor Dan Norris and seconded by Cllr Sarah Warren. It was unanimously

Resolved:

That the regular updating and publication of the Forward Plan on the West of England Combined Authority website be endorsed.

18

RATIFICATION OF INTERIM MONITORING OFFICER

The Metro Mayor introduced a report seeking the Committee's formal ratification of Daniel Dickinson becoming the West of England Combined Authority's Interim Director of Legal Services (Monitoring Officer), with a one-week period where Tom Clark would hold the Monitoring Officer responsibility. He wished the outgoing Monitoring Officer, Stephen Gerrard, all the best in his new endeavours.

[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 Metro Mayor].

The recommendations were moved by Metro Mayor Dan Norris and seconded by Cllr Sarah Warren.

It was unanimously

Resolved:

1. That the appointment of Daniel Dickinson as Interim Director of Legal Services (Monitoring Officer) be ratified;
2. That the appointment of Tom Clark as the Combined Authority's interim Monitoring Officer for a one-week period (17th June 2023 until 23rd June 2023 inclusive) be ratified.

Signed:

Date:

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

DATE: 6 OCTOBER 2023

REPORT TITLE: INVESTMENT FUND PROGRAMME

**DIRECTOR: RACHEL MUSSON, INTERIM DIRECTOR OF
INVESTMENT AND CORPORATE SERVICES**

**AUTHOR: PETE DAVIS, HEAD OF GRANT MANAGEMENT
AND ASSURANCE**

Purpose of Report

1. To update on the overall programme and headroom.

Recommendations

The Committee is asked to agree:

- **Recommendation 1:** Agree that provision is made within the programme based upon repayment of awards through the Land Acquisition and Development Infrastructure Fund in line with the contractual long stop dates as set out in paragraph 2.10 – 2.13 for Bath Riverside, plus the Thornbury Hospital site and the Hawkfield Business Park – Bottle Yard Studios.
- **Recommendation 2:** Note the submission of the Grovesend Road/Gillingstool Corridor Outline Business Case and to award an additional £50k to undertake further consultation and development, with the approval of the final Outline Business Case by September 2024, and release of a further £700k to develop the Full Business Case delegated to the West of England Mayoral Combined Authority Director of Infrastructure in consultation with the Directors of Infrastructure of the relevant Unitary Authorities. In the event of a consensus not being reached at Director level, decision making will be escalated to the West of England Mayoral Combined Authority's Chief Executive Officer (CEO) in consultation with the Unitary Authority CEOs.
- **Recommendation 3:** Approve the Feasibility and Development Funding Application for the Regional Evidence Portal Pilot and the award of £50k to produce a Full Business Case by August 2025 as set out in paragraph 2.15.

Voting arrangements

- In order to be carried, a decision on this matter requires a majority of the members present and voting, such majority is to include the Metro Mayor. Each member present may cast one vote. If a vote is tied the decision is not carried. There is no casting vote.

Background / Issues for Consideration

2. In order to re-establish a five-year programme, the time horizon for the Investment Fund programme was previously extended to March 2026. The total funding over the period to March 2026 amounts to £450m including overprogramming of some £40m (20% of funds unspent). The £450m of the West of England Mayoral Combined Authority's funding available up to March 2026 is made up of:

	£m
• £30m of Investment Fund per annum x 10 years (16/17 to 25/26)	300.0
• Transforming Cities Funding (TCF)	103.0
• One year succession to Local Growth Funding	7.4
• Structured over-programming of delivery against spend	39.6

Investment Fund Headroom

- 2.1 With the approvals made at the West of England Mayoral Combined Authority Committee meeting in June the headroom within the £450m Investment Fund programme to 25/26 stands at £2.5m. A summary of all the approved and allocated funding across the Investment Fund and TCF is shown in Appendix 1 and is summarised in Figure 1, which includes the approvals proposed to this Committee. The changes through the approvals included in this report, or elsewhere on the agenda, are summarised in Figure 2.
- 2.2 There are currently approved awards and allocations totalling £16.5m beyond the current investment period relating to MetroWest Phases 1 and 2 and SGC City Region Sustainable Transport Settlement (CRSTS) Specialist Resource. It was intended that a 5-year rolling programme for the Investment Fund be retained and the programme was last extended at the Committee meeting in October 2021. Given the existing - and expected further - commitments that run past March 2026, it is proposed to reinstate the 5-year programme by extension of 2 years to March 2028. This adds £60m of funding less the £16.5m existing commitments, £43.5m overall. Allowing for the £23m that was originally included in the TCF programme but was rolled into CRSTS this would give a programme comprising:

	£m
• £30m of Investment Fund per annum x 12 years (16/17 to 27/28)	360.0
• Transforming Cities Funding	80.0

- One year succession to Local Growth Funding 7.4
- Structured over-programming of delivery against spend 39.6
- Total 487.0

Figure 1: Summary of Investment Programme to 2026 by Priority Theme

Funding Awards and Allocations £000s	Jun 23	Oct 23
<i>Transport Infrastructure</i>		
Approved Awards and Allocations	141,956	149,340
Associated unallocated funds	19,229	19,229
Total Investment	161,185	168,569
<i>Housing, High Streets and Green Infrastructure</i>		
Approved Awards and Allocations	83,891	73,790
Associated unallocated funds	423	423
Total Investment	84,314	74,213
<i>Business and Skills</i>		
Approved Awards and Allocations	139,159	132,460
Associated unallocated funds	17,718	17,718
Total Investment	156,877	150,178
<i>Leverage Match Fund / Other</i>		
Funding put aside to respond to external funding opportunities	7,561	7,561
Approved Mayoral Combined Authority set up, operating, election and Gateway Review costs to 25/26	9,968	9,968
Provision for Inflation (see paragraph 2.6)	4,558	4,558
Provision for CRSTS (see paragraph 2.2)	23,000	-
Headroom	2,537	11,953
Total Investment Programme up to March 2026	450,000	427,000
Funding for the period 26/27 – 27/26		60,000
Total funding to March 2028		487,000
Total Awards and Allocations post March 2026		16,543

Figure 2: Summary of Funding Approvals at this Committee

Para	Project/Programme	Amount (£000's)	Change to Headroom (£000's)	Running Headroom Balance (m)
Position including decisions at the June Committee				2.5
2.5	Highways maintenance from CRSTS (see paragraph 2.5)	7,276	-1,875	0.7
2.7	South Bristol Workspace (see paragraph 2.7)	2,038	+2,038	2.7
2.10	Repayment of Land Acquisition and Development Infrastructure Fund awards	9,715	+9,715	12.4
2.14	Grovesend Road/Gillingstool Corridor	750	-750	11.7
2.15	Regional Evidence Portal Pilot	50	-50	11.6
2.16	Impact of change requests for schemes in the current programme	217	-217	11.4
2.17	Schemes completed under budget	569	+569	12.0

2.3 As highlighted in the Committee paper on this agenda updating members on the transformation programme and refresh of the regional strategy, work is underway to set a refreshed set of regional priorities for the West of England. Once agreed, the refreshed priorities can act as a guide to support the identification and prioritisation of investment opportunities across the region. It is anticipated a refreshed regional investment strategy will be developed to reflect the direction set by the refreshed regional strategy. As well as guiding investments from known sources such as the Investment Fund, the strategy will also highlight the need to evolve our approach to investment, attracting new funds into the region to help us deliver on agreed regional priorities.

2.4 Given the strategy refresh is currently underway, it is anticipated that a revised investment strategy will be developed later in 2023/24, once the regional strategy has been agreed and published.

Transforming Cities Fund

2.5 As reported to Committee in June, in order to achieve full £80m Transforming Cities Fund (TCF) spend by the end date of March 2023, a number of new projects were included in the TCF programme. The outcome of this process was that full TCF spend was achieved. However, this required that £7.276m of highway maintenance spend initially within the CRSTS programme was reallocated to TCF which currently is not accounted for in the programme presented in this report. It is proposed this is managed through funding swaps to CRSTS for Investment Fund spend for Bedminster Green Transport Highway

Improvements, Charfield Station, Bristol to Bath Strategic Corridor, Alveston Hill Cycleway and the Tap On, Tap Off project as set out in the Delivery Assurance report on this agenda, leaving a balance of £1.9m to be accommodated in the programme.

Provision for Inflationary Impact

- 2.6 Provision of £11.6m for inflationary impacts was made at the Committee meeting in September 2022. Since this time calls on this allocation across a number of schemes have reduced the total available to £4.6m. It is proposed this inflationary allocation is retained and kept under review.

Department of Levelling Up, Housing and Communities (DLUHC) In Year Capital Funding

- 2.7 As reported to the Committee in March, the South Bristol Industrial Workspace project was awarded up to £4.9m as part of the £18.175m DLUHC In Year Capital funding which would release the equivalent funding from the Investment Fund to add to the headroom. The actual 22/23 spend delivered on the project was £2.815m and this sum was added back to the headroom in June. Given flexibility to count funds committed in 22/23, but spent in 23/24, within this DLUHC award it is proposed to now allocate the remaining £2.038m balance yet to be claimed for this scheme to the DLUHC funding, releasing the equivalent Investment Fund back to the headroom.

Investment Fund Gateway Review 2

- 2.8 The Investment Fund is subject to a Gateway Review process which unlocks the funding in 5 year £150m tranches. The first Gateway Review was successfully achieved in 2021, unlocking funding until the end of 2025/26. The purpose of the Gateway Review is to evaluate the impact of interventions funded by the Investment Fund on economic growth and other local objectives, the process by which these interventions were agreed and implemented and the way in which the Fund has supported capacity development and partnership working.
- 2.9 As reported to the Committee in June, the West of England Mayoral Combined Authority and local authorities are now preparing for Gateway Review 2 which will conclude in early 2026. The first deliverable, the [Local Evaluation Framework](#) (LEF), was submitted to Government in July.

Repayable Funding

- 2.10 Through the former Land Acquisition Fund (LAF) and Development Infrastructure Fund (DIF) elements of the Investment Fund programme, awards of wholly or partially repayable funding were made to 5 schemes as set out in Appendix 2. Within the current programme the repayment of the first of these awards to Bath Riverside (£8.3m), is assumed in the current headroom.

- 2.11 The exact nature of the contractual agreements for these schemes varies, but generally includes the defined term over which the repayment is to be made and the long stop date by which time full repayment is expected. In order to factor these repayments into the programme and generate further headroom, there needs to be certainty that these funds will be repaid within the expected timeframe. It is therefore proposed that the time of repayment is based upon the long stop date commitment in the funding agreements.
- 2.12 As shown in Appendix 2 this would provide repayment of £12.1m (Bath Riverside plus the Thornbury Hospital site) within the current investment period to 25/26 adding £3.8m to the headroom. In extending to 27/28 as proposed in paragraph 2.2, this would add a further £5.9m (Hawkfield Business Park – Bottle Yard Studios) to the headroom, giving an overall total of £9.7m.
- 2.13 The view on certainty on the repayments being received is supported by the terms within existing grant offer letters in place for these schemes. The approach has also been endorsed by the Programme Review Board involving the Council Directors and S151 officers. Should there be scheme slippage due to unforeseen circumstances, including economic factors, which would affect the repayment date, this would be required to go through the programme change control process and approval by this Committee, recognising this could impact on funding for other schemes in the programme should the headroom at the time not be sufficient to accommodate the deferral.

Recommendation to agree that provision is made within the programme based upon repayment of awards through the Land Acquisition and Development Infrastructure Fund in line with the contractual long stop dates for Bath Riverside, plus the Thornbury Hospital site and the Hawkfield Business Park – Bottle Yard Studios.

Business Cases and Funding Applications

Grovesend Road/Gillingstool Corridor

- 2.14 Following the previous award of £120k development funding, a draft Outline Business Case has been produced by South Gloucestershire Council for the Grovesend Road/Gillingstool scheme which will provide a high-quality walking, cycle and wheeling track on a key route between Thornbury town centre and the A38. Further consultation and development is required to finalise the Outline Business Case, which currently reports ‘high’ value for money, expected to be submitted by September 2024, and an additional £50k through the Investment Fund is requested to undertake this work. To avoid any delay, a delegation to approve the final Outline Business Case and the release of the £700k balance of development funding to develop the Full Business Case is sought.

Recommendation to note the submission of the Grovesend Road/Gillingstool Corridor Outline Business Case and to award an additional £50k to undertake further consultation and development, with the approval of the final Outline Business Case by September 2024, and release of a further £700k to develop

the Full Business Case delegated to the West of England Mayoral Combined Authority Director of Infrastructure in consultation with the Directors of Infrastructure of the relevant Unitary Authorities. In the event of a consensus not being reached at Director level, decision making will be escalated to the West of England Mayoral Combined Authority's Chief Executive Officer (CEO) in consultation with the Unitary Authority CEOs.

Regional Evidence Portal Pilot

- 2.15 A Feasibility and Development Funding [Application](#) has been developed by the Mayoral Combined Authority which seeks £50k of revenue funding from the Investment Fund, matched by £40k from the Department for Environment, Food and Rural Affairs (Defra) and further match from existing Mayoral Combined Authority staff resources. This will develop a pilot of a regional evidence portal to establish the feasibility and value of a platform to provide evidence and data to the Mayoral Combined Authority's external partners. The pilot will build on existing work and known evidence gaps and deliver two years of operation for nature evidence to meet the statutory requirement to publish a habitat map alongside the Local Nature Recovery Strategy (LNRS), and will work towards a Full Business Case for sustained operations, including wider uses. The scope and coverage of nature evidence and its wider uses will be determined through existing LNRS governance arrangements.

Recommendation to approve the Feasibility and Development Funding Application for the Regional Evidence Portal Pilot and the award of £50k to produce a Full Business Case by August 2025.

Change Requests

- 2.16 The following project within the Investment Fund programme seeks a funding change which impacts on the headroom, as recommended for approval in the Delivery Assurance report on this agenda:
- **Bath River Line Phase 1** – additional £217k Investment Fund (IF) owing to scope change.

- 2.17 The following projects have completed below the funding award and return funds to the headroom: Masterplanning - North Fringe of Bristol (£124k), Masterplanning - South West Bristol (£260k), A420 to Bath Highway Improvements (£27k), South Bristol Enterprise Support (£13k), Bath Riverline - Bristol to Bath Railway Path Extension (£13k), Centre for Digital Engineering Technology & Innovation (£2k), Improving Access to Bath from the East (£66k) and Cycle Hangers (£2k). In addition, the £60k award for the development of the Hengrove Metrobus Extension Corridor has now been embraced within a larger CRSTS award. Together these add £569k to the headroom.

Together the changes set out in paragraph 2.16 and 2.17, would increase the headroom by £352k bringing the total available to £12.0m.

Delegated Decisions

3. The following delegated decisions related to funding through previously agreed Investment Fund allocations have been taken since the last report.

3.1 A delegation for the approval of business cases through the Green Recovery Fund was granted to the Mayoral Combined Authority Chief Executive in consultation with the Chief Executives of the relevant Unitary Authorities in September 2022. The following have been approved through this delegation.

- **Electric Vehicle (EV) Charging Infrastructure** – a Full Business Case has been produced by the Mayoral Combined Authority to deliver EV charging infrastructure across 204 locations across the Mayoral Combined Authority area. The scheme will provide 362 charging bays, served by 256 EV chargers with deployment focusing on three types of sites - on-street residential (162 sites), community hubs (29) and destination chargers in public car parks (13). The Assessment Summary Table is shown in Appendix 3 and the [Full Business Case](#) is published on the West of England Mayoral Combined Authority website.
- **Community Pollinator Fund** – a change request to increase the funding for this project by £800k bringing the total to £2.258m. This will enable a third round of the Pollinator Fund to be run, as well as supporting a more strategic large scale project that will help the region towards the goal of being an exemplar with regards support for habitats and pollinators.
- **Green Recovery Fund Resources** – a Feasibility and Development Funding [Application](#) has been produced by the Mayoral Combined Authority to draw on £375k to provide staff resources to support the Green Recovery fund programme.

These three funding requests were approved through the granted delegation in June bringing the balance of the Green Recovery Fund not yet awarded to £8.4m.

3.2 At the December 2021 meeting of the Mayoral Combined Authority Committee, it was agreed to allocate £200k from the Green Recovery Fund to create a Retrofit Step-Up programme and to delegate the approval of a Feasibility and Development Funding Application to the Mayoral Combined Authority Chief Executive in consultation with the Chief Executives of the relevant Unitary Authorities. A Feasibility and Development Funding [Application](#) has been produced for the Retrofit 'Step Up' (Skills Initiative) which aims to drive up interest in, and take up of, existing retrofit training (for instance, via Skills Bootcamps, Future Bright in-work progression coaching and other provision), through a dedicated Retrofit and Green Skills resource. This was approved through the granted delegation in July.

3.3 At the April 2022 meeting of the Mayoral Combined Authority Committee, a further £5m was added to the Regional Recovery and Adaptions Fund and the

approval of applications or business cases was delegated to the Mayoral Combined Authority Chief Executive in consultation with the Chief Executives of the relevant Unitary Authorities.

- **Hanham Community/Skills Hub** – a Feasibility and Development Funding [Application](#) has been produced by South Gloucestershire Council for the Hanham Community/Skills Hub. This will utilise £105k from the Investment Fund to develop a business case for a hub in a currently vacant building that lies in the heart of the High Street in Hanham. The application was approved through the granted delegation in July. Allowing for this award brings the balance of the Regional Recovery and Adaptions Fund to £3.6m.

Consultation

- 4 Engagement has taken place with officers in the West of England Mayoral Combined Authority Constituent Unitary Authorities. Section 151 Officers across the region have been fully engaged as have the Chief Executive Officers in helping to inform the prioritised projects for investment.

Other Options Considered

- 5 All Business Cases are required to set out in detail the full range of options considered and the reason the preferred option has been identified.

Risk Management / Assessment

- 6 Specific risk assessments will be carried out as part of any feasibility studies for projects in development and business cases are required to set out the way that risks will be managed and provide a risk register. All projects underway will maintain a specific risk register as part of the project management and monitoring arrangements.
 - 6.1 Financial risks are managed through the process for considering cost increases as set out in the West of England Mayoral Combined Authority Investment Strategy. As set out in paragraph 2.6, £4.6m is allowed for in the programme to meet inflationary pressures.

Public Sector Equality Duties

7. For projects seeking funding through the Investment Fund, scheme promoters are required to include as part of their Full Business Case, an assessment of the project's impact on equality and diversity. These are published as part of the Business Case on the West of England Mayoral Combined Authority website.

Climate Change & Nature Recovery Implications

8. The West of England Mayoral Combined Authority's Climate Emergency Action Plan has been considered in the production of this report. Projects and proposals for investment have been reviewed and support the strategic aims of

the Mayoral Combined Authority with respect to tackling the climate and nature emergencies. Recommendation 3 relating to the Feasibility and Development Funding for the Regional Evidence Portal, specifically relates to activity to support nature recovery and statutory responsibilities set out through the Environment Act.

Report and advice reviewed and signed off by: Roger Hoare, Head of Environment

Finance Implications, including economic impact assessment where appropriate

9. The Investment Fund is 50% revenue and 50% capital. The spend and profile for the funding awarded to projects to date is set out in the table below.

£m		Funds Available to 22/23	Funds Available to 25/26	Spend to 22/23	Forecast			Total	Balance of spend against funds available to 22/23	Balance of spend and forecast against funds available to 25/26
					23/24	24/25	25/26			
Capital	IF	112.4	157.4	50.4	30.16	25.7	11.57	117.83	+62.0	+39.57
	TCF	80.0	80.0	80.0	0	0	0	80.0	-	-
Revenue	IF	105.0	150.0	59.5	25.4	15.69	3.59	104.18	+45.5	+45.82
Total		297.4	387.4	189.9	55.56	41.39	15.16	302.01	+107.5	+85.39

Notes: the figures exclude allocations. IF capital includes £7.4m one year succession to Local Growth Funding

- 9.1 The Investment Fund programme includes some £40m of overprogramming which is included to seek to mitigate schemes not proceeding and project delay. Should projects fully deliver to plan within the current investment period then there would be a need to pause schemes pending the receipt of further funding or remove schemes from the programme.
- 9.2 The extension of the active investment programme to 27/28 as set out in paragraph 2.2 would need to draw on £60m of funding expected to be released via the second Gateway Review. This process will not conclude until early 2026, and at this point in time the receipt of these funds cannot be fully guaranteed. This risk needs to be balanced against the option to await the outcome of the Gateway Review 2 process before extending the programme, but this would risk not having an active programme for the period from 26/27 which could impact the next Gateway Review.
- 9.3 Supporting economic growth is central to this funding stream, and promoters are required to include an economic case within the Full Business Case for each scheme which sets out how the project will deliver benefits including creating jobs and GVA growth as well as delivering wider impacts. In line with agreed processes these business cases are published on the West of England Mayoral Combined Authority website at the point of decision making. In

addition, the positive impact of the Investment Fund programme on supporting economic growth is tested through the Gateway Review process.

- 9.1 As set out in the Delivery Assurance report on this agenda, a project line by line review is being undertaken including the schemes within the Investment Fund programme. This will also include a new process of health check assurance for key schemes in the infrastructure portfolio. This process, alongside the actions of the Programme Review Board, are expected to improve financial and programme forecasting.

Advice given by: Rachel Musson, Interim Director of Investment and Corporate Services (Section 73 Officer)

Legal Implications

- 10 There are no legal implications arising directly from the content of this report. The report discusses a number of ongoing and proposed projects each of which will need to be subjected to appropriate ongoing legal due-diligence on a case-by-case basis considering matters such as procurement routes, contract terms and risk, subsidy control, information governance and any scheme specific statutory obligations. Effective ongoing contract management will also be critical to manage and mitigate risk.

Advice given by: Daniel Dickinson, Interim Monitoring Officer, West of England Mayoral Combined Authority

Human Resources Implications

- 10 There are no direct human resource implications arising from this report.
Advice given by: Alex Holly, Head of People and Assets

Land / Property Implications

- 11 All land and property implications are set out within the specific business cases and dealt with by scheme promoters.

Advice given by: Rachel Musson, Interim Director of Investment and Corporate Services (Section 73 Officer)

Appendices:

Appendix 1 Investment Fund Programme

Appendix 2 Land Acquisition Fund and Development Infrastructure Fund Repayments and Impact on the Headroom

Appendix 3 Electric Vehicle Charging Infrastructure - Assessment Summary Table

West of England Mayoral Combined Authority Contact:

Report Author	Contact Details
Pete Davis	Pete.davis@westofengland-ca.gov.uk

Appendix 1

Transport Infrastructure Projects – Previously Agreed Awards and Allocations to 25/26 (£000s)

Position as at:	Jun 2023	Oct 2023
<i>Feasibility Studies</i>		
Bristol Temple Meads Masterplan	2,000	2,000
Winterbourne/Frampton Cotterell Bypass and Coalpit Heath/Westerleigh Bypass Study	413	413
Regional Operations Capability – Phase 1	75	75
Strategic Rail Investment	250	250
Improving Access to Bath from the East	200	Complete
10 Year Rail Delivery Plan Scheme Development	470	470
Bus Service Improvement Plan and Enhanced Partnership	537	537
East Bristol Mini-Holland	79	79
Joint Local Transport Plan	1,250	1,250
<i>Business Case Development</i>		
Charfield Station	4,123	1,823
MetroWest Phase 1	13,520	13,520##
Future4WEST	3,361	3,361
Integrated Smart Ticketing	300	300
Local Cycling & Walking Infrastructure	100	100
Manvers Street Regeneration	250	250
Bus Infrastructure Programme and Park & Ride	3,802	3,802
Bristol to Bath A4 Strategic Corridor	2,434	1,549
Bath Quays Bridge Cycle/Pedestrian links	1,865	1,865
Scholars Way Walking and Cycling Route	152	152
Old City and King Street	609	609
East Bristol Liveable Neighbourhood	712	712
Strategic Cycle Route – Thornbury to A38 via Alveston	125	Complete
Yate Spur Phases 5 and 6	5,891	5,891
Fieldings Bridge	50	50
Silver Street/Fosseway walking route	62	62
Bath Sustainable Walking & Cycling Links	62	62
Concorde Way / Dovercourt Depot	400	400
Grovesend Road / Gillingstool Corridor	120	870
Ring Road – Filton to MOD	145	145
Keynsham to Willsbridge Path	600	600
Electric Vehicles Charging Strategy	200	200

A37/A367 Sustainable Transport Corridor	500	500
Access for All Step Free Station Proposals Phases 1 and 2	386	386
Hengrove Metrobus Extension Corridor	60	-
Regional Cycle Hangers	100	100
Alveston Hill Cycleway	175	16
A432 Multi Modal Corridor	236	236
Walking and Cycling Scheme Development	200	200
Lockleaze Sustainable Transport Improvements	569	569
CRSTS Specialist Resource SGC	486	486###
A38 Multi Modal Corridor	361	361
Muller Road Eastbound Bus Lane	388	388

Schemes in Delivery		
Real Time Information System Upgrade	559	559
Cribbs Patchway MetroBus Extension	27,161	27,161
Integrated Transport Authority Functions	1,000	1,000
On-Bus Contactless Bank Card Payment	416	416
Wraxall Road Roundabout Improvements	6,887	6,887
Future Transport Zone*	3,655	3,655
Yate A432 Park and Ride	4,651	4,651
On Bus Tap On, Tap Off	893	550
Metrobus Consolidation	1,828	1,828
A4 Portway Park & Ride Expansion	942	942
Access for All Mid-Tier	468	468
Bristol Bridge Signals Junction and Car Park VMS Project	510	510
Bedminster Green Highway Improvements Project	4,130	2,431
Advanced Bus Stop Upgrade Programme	708	Complete
Arena Infrastructure Package	10,830	10,830
A4018 Corridor Improvements	700	700
Old Market Gap	283	283
Cycle Hangers	507	Complete
SGC Sustainable Transport Package	668	668
Portway Station	2,050	2,050
SGC High Street	400	400
Emersons Green Local Transport Enhancements	537	537
MetroWest Phase 2	13,663	13,663#
Electric Vehicle Charging Infrastructure	-	4,900
Highways Maintenance	-	7,276

Allocations		
CRSTS Capacity B&NES	670	670

Completed Projects	10,224	11,668
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Total of all Awards and Allocations:	141,956	149,340
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Associated Unallocated Funds	19,229	19,229
Future4WEST	13,639	13,639
Regional Operations Centre	175	175
Bristol to Bath Strategic Corridor	457	457
CRSTS Pipeline	2,000	2,000
Lockleaze Sustainable Transport Improvements	2,958	2,958

Total	161,185	168,569
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Note: * Excludes DfT funding of £24.366m.

Excludes £6.245m for period from 26/27

Excludes £10.113m for period from 26/27

Excludes £184k for period from 26/27

Housing, High Streets and Green Infrastructure Projects – Previously Agreed Awards and Allocations to 25/26 (£000s)

	Jun 23	Oct 23
Feasibility Studies		
Bedminster High Street Improvement	275	275
Strategic Planning Shared Evidence Base	4,500	4,500
OPE8 Housing Enabling Fund	500	500
South Gloucestershire High Streets Catalyst Phase 2	225	225
Business Case Development		
Masterplanning: business case development	275	275
Masterplanning: North Fringe of Bristol	500	Complete
Masterplanning: South West Bristol	500	Complete
Masterplanning: Brislington and North Keynsham	250	250
Green Infrastructure	300	300
East Fringe Masterplan (including Junction 18a)	310	310
Sevenside Masterplan	270	Complete
Parkway Station Masterplan	320	Complete
Frome Gateway and Bristol City Centre Delivery Plans	800	800
HREF – South Gloucestershire Council Capacity	750	750
Temple Quarter Infrastructure Programme	2,226	2,226
B&NES Housing and Regeneration Enabling Fund	750	750
B&NES Strategic Masterplanning	1,345	1,345
Development of the strategic evidence base to inform Spatial Plan Making	900	900
Bristol Avon Flood Strategy	482	482
Chew Valley Lake Recreational Trail (Northern Section)	150	150
Bath Creative Quarter	145	145
Milsom Quarter	2,475	2,475
Western Harbour Feasibility	2,839	2,839
Bristol Harbour Place Shaping Strategy	283	283
Bristol Temple Quarter Joint Delivery Team	6,863	6,863
Waterspace Connected Phase 1	296	296
City Centre Economic Development & Markets Development	165	165
Schemes in Delivery		
Whitfield Tabernacle Stabilisation Works	682	682
North Keynsham Land Acquisition Fund	5,975	5,975
Bath City Centre High Streets Renewal Project	1,235	1,235

Bristol City Centre & High Streets Recovery & Renewal	2,920	2,920
Bottle Yard Studios - Hawkfield Business Park	11,953	11,953
Kingswood Regeneration Project	1,613	1,613
Thornbury Hospital (Land Acquisition Fund)	3,806	3,806
Common Connections	999	999
Midsomer Norton High Street Market Square	1,095	1,095
Bath Local Centres High Street Improvement Scheme	295	295
Hengrove Park Enabling Works	19,831	19,831
Hanham High Street	394	394
Allocations		
LAF and DIF Repayments*	-8,297	-18,012
Completed Projects		
	12,696	13,900
Total of all Awards and Allocations:	83,891	73,790
Associated Unallocated Funds		
	423	423
Green Infrastructure	423	423
Total	84,314	74,213

Note: * Includes repayment for Bath Riverside, Thornbury Hospital site and repayable element for Bottle Yard Studios - Hawkfield Business Park.

Business and Skills Projects – Previously Agreed Awards and Allocations to 25/26 (£000s)

	Mar 23	Jun 23
<i>Feasibility Studies</i>		
Cultural Strategy	60	60
CEIAG Research and Improvement Project	50	50
Building Employment and Enterprise Skills	20	20
Local CEIAG Action Research Activities	20	20
5G Logistics	179	179
Jobs Connect	200	200
HGV Driver Training Project	220	220
Cultural Compact Start-Up Investment	370	370
High Streets Strategic Review	25	25
Climate Emergency and Capacity	536	536
Local Nature Recovery Strategy	330	330
Local Energy Scheme Pilot	106	106
Retrofit Step Up Programme	-	200
<i>Business Case Development</i>		
Somer Valley Enterprise Zone and Infrastructure	1,820	1,820
Quantum Technologies Innovation Centre+	34,974	34,974
Energy Strategy Action Planning / Climate Change Planning	250	250
I-START	850	Complete
The Coach House BAME Enterprise Hub	97	97
West of England Visitor Economy Recovery Project	254	254
Bath River Line - Bristol Bath Railway Path Extension	75	Complete
High Street Renewal Catalyst Fund	660	660
Bath Central Riverside	548	548
Green Recovery Fund Resources	-	375
Hanham Community/Skills Hub	-	105
Regional Evidence Portal Pilot	-	50
<i>Schemes in Delivery</i>		
Realising Talent	499	499
South West Institute of Future Technology	500	500
Business Innovation Fund	242	242
Workforce for the Future	4,171	4,171

WE Work for Everyone	1,300	1,300
Future Bright Plus	3,600	3,600
South Bristol Enterprise Support	483	Complete
Centre for Digital Engineering Technology & Innovation	5,000	Complete
LIS Productivity Challenge Delivery Programme	3,557	3,557
South Bristol Workspace	2,357	319
Reboot West	720	720
Low Carbon Challenge Fund Extension	2,243	2,243
Innovation for Renewal and Opportunity	6,317	6,317
Small Business Resilience Grant Programme	837	837
Culture and Creative Economy Recovery Fund	2,000	2,000
Digital Skills Investment Programme	678	661
Community Support Fund	1,337	1,264
Bath River Line Phase 1	1,098	1,315
Community Pollinator Fund	1,458	2,258
Careers Hub 21/22 and 22/23-24/25	1,028	1,028
Business Growth and Adaptions Fund	1,500	1,500
Business Start Up School	500	500
Retrofit Accelerator	3,000	3,000
Regional Low Carbon Delivery Programme	4,995	4,995
Hydrogen Sustainable Transport Economy Accelerator	1,300	1,300
GRF Nature Recovery Bidding Round	4,373	4,373
GRF Renewable Energy Bidding Round	2,121	2,121
Skills Connect/All Age Advice Centre	2,285	2,285
Mayoral Priority Skills Fund	2,485	2,575
I-START Phase 0	1,361	1,458
Retrofit Accelerator – Supply Side	2,000	2,000
West of England Business Support Programme	5,834	5,834

Allocations		
Green Recovery Fund	14,492	8,417
Retrofit Set Up Programme	200	-
Economic Recovery Measures	3,709	3,604
I-START	130	130
Albion Dock	5,000	5,000
Place Partnership Funding	1,500	1,500

Completed Projects	1,304	7,586
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Total of all Awards and Allocations:	139,159	132,460
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Associated Unallocated Funds	17,718	17,718
Somer Valley Enterprise Zone	14,893	14,893
Bath River Line	2,377	2,377
I-START	449	449

Total	156,877	150,178
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Appendix 2 Land Acquisition Fund and Development Infrastructure Fund Repayments and Impact on the Headroom

Project		Long Stop Date and Repayment £m					Funding Terms	
		24/25	25/26	26/27	27/28	28/29		29/30
1)	Bath Riverside	8.297						Repayment of grant claimed plus RPI should there be a surplus when sold
2)	North Keynsham						5.975	Repayment of either a) the grant claimed plus half the uplift in value, or b) if the value at disposal is less than the granted sum, the sum realised at disposal plus half the difference between this and the sum claimed
3)	Thornbury Hospital Site	3.806						Repayment of the grant claimed plus RPI should there be a surplus when sold
4)	Hawkfield Business Park-Bottle Yard Studios			5.909				Repayment of half the grant claimed
5)	Hengrove Park Enabling Infrastructure						5.000	Repayment of £5m

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	£m	
Repayments currently allowed for in programme to 25/26	8.297	1)
Total (long stop date) repayments by 25/26	12.103	1) and 3)
Total (long stop date) repayments by 27/28	18.012	1), 3) and 4)
All repayments	28.987	1) - 5)

Appendix 3 Business Case Assessment Summary Table

Scheme Details		Appraisal Summary		Recommendation/ Conditions	
Project Name	Electric Vehicle (EV) Charging Infrastructure	Strategic Case	<p>The transition of the West of England’s vehicle fleet from internal combustion engine vehicles to zero-emission (at the tail pipe) electric vehicles is key to achieve the goal of net-zero emissions by 2030. In order to stimulate the uptake of electric vehicles in the region, public sector intervention is needed to plug gaps in provision as the market matures.</p> <p>The draft EV strategy for the region includes a vision for the acceleration of EV uptake and delivery of supporting infrastructure and states ‘where journeys which cannot be shifted to active and sustainable modes [these] are completed using electric vehicles. A network of publicly accessible EV chargers will be implemented to service these vehicles and support uptake.’</p> <p>The project will build upon previous infrastructure investment through the Go Ultra Low West programme which received £7m from the Office for Zero Emission vehicles (OZEV) to accelerate EV uptake and establish the publicly funded, owned and operated Revive Network of EV charge points across the West of England.</p>	Funding Source(s)	Investment Fund (Green Recovery Fund)
Scheme Promoter	West of England Mayoral Combined Authority	Subsidy Control	The subsidy control position is to be finalised	Approval Requested	Full Business Case

Date of Submission	25/5/23	Economic Case and Value for Money	<p>The core scenario and value for money statement present a Benefit to Cost Ratio (BCR) of 106:1.</p> <p>Further tests utilising a revised approach to estimating benefits based on forecast utilisation of the proposed chargers reduces the economic benefits, but these are still significant and value for money is still Very High in most scenarios. However, this conclusion is dependent on the forecast operating surplus being generated, and without this surplus the core BCR would reduce to 2.33:1.</p> <p>Given uncertainty regarding operation revenues and costs it can reasonably be expected the project will deliver High to Very High value for money.</p> <p>The business case and value for money has been signed off by the Mayoral Combined Authority Director of Infrastructure.</p>	Funding Award	£4.9m capital (beyond previous development funding award)
Funding Requested	£4.9m (profiled £1.562m 23/24, £1.536m 24/25 and £1.802m 25/26)				
Total Scheme Cost	£5.59m (capital cost)	Risk	<p>Contingency of £587k (12% of the base cost) has been allowed for within the delivery cost.</p> <p>The vast majority of the required sites are located on Council owned land. However, twelve sites are located either on Parish Council or private land, owing to the lack of Council-owned land in areas that are a high priority for intervention. Way-leave agreements will be sought in order to install chargers on this land which is reported as low risk.</p> <p>Traffic Regulation Orders will be sought where required for on-street charging points and destination charging sites</p>	Grant Recipient	N/A

Match Funding %	12% (capital cost)	Delivery	<p>Match funding of £284k and £182k respectively has been secured by South Gloucestershire and Bristol City Councils from the Office of Zero Emission Vehicles On-street Residential Charging Scheme. South Gloucestershire have also provided a further £226k contribution.</p> <p>For project delivery, the scheme will use the existing procurement processes already set up by BCC (now through CityLeap) for the Revive Network. Lamp column charging equipment is not available through the existing suppliers and alternative suppliers will be procured.</p> <p>It is planned to complete the deployment of the charging infrastructure by March 2026.</p>	Payment Basis	N/A
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Scheme Description	Recommendation to the Committee	Approval of the Full Business Case
The scheme aims to deliver 362 charging bays, served by 256 EV chargers across 204 locations across the West of England Mayoral Combined Authority area. Deployment will focus on three types of site - on-street residential (162 sites), community hubs (29) and destination chargers in public car parks (13).	Conditions of Approval	None

Record of Approval

West of England Chief Executives	
Date of Meeting	28 June 2023
Decision	Approval of the Full Business Case



REPORT TO: WEST OF ENGLAND MAYORAL COMBINED AUTHORITY COMMITTEE

DATE: 6 OCTOBER 2023

REPORT TITLE: DELIVERY ASSURANCE

DIRECTOR: RACHEL MUSSON, INTERIM DIRECTOR OF INVESTMENT AND CORPORATE SERVICES

AUTHOR: PETE DAVIS, HEAD OF GRANT MANAGEMENT AND ASSURANCE

Purpose of Report

1. To consider changes to schemes within the Investment Fund and City Region Sustainable Transport Settlement programmes against the agreed delivery assurance principles.

Recommendation:

- **Recommendation 1:** The Committee is asked to approve the change requests for schemes within the current programmes as set out in Appendix 1.

Voting arrangements

- In order to be carried, a decision on this matter requires a majority of the members present and voting, such majority is to include the Metro Mayor. Each member present may cast one vote. If a vote is tied the decision is not carried. There is no casting vote.

Background / Issues for Consideration

Delivery Assurance and Budgetary Principles

2. The West of England Mayoral Combined Authority Committee agreed to delegate approval of changes within stated tolerances for schemes within the approved Investment Fund programme to the Mayoral Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils. To support delivery of the City Region Sustainable Transport Settlement (CRSTS), a set of delegations is also in place to the Mayoral

Combined Authority Director of Infrastructure in consultation with the Directors of Infrastructure of the constituent Councils for schemes within the infrastructure portfolio.

- 2.1 At the West of England Mayoral Combined Authority Committee meeting in July 2022, a set of delivery assurance and budgetary principles were agreed to drive the delivery of projects and good practice. Key to the application of these principles is the establishment of a Programme Review Board (PRB) comprising the Mayoral Combined Authority and Unitary Authority S73/S151 officers and Directors. This Board oversees overall programme management and identifies and agrees which projects require review and support to improve delivery, provides overall strategic direction for the recovery of the project, helps to resolve conflicts and manage risks, and promotes learning and the sharing of practice.

Budget Review of Funding Programmes

3. At the West of England Mayoral Combined Authority Committee meeting in March it was agreed that a detailed line by line review of projects within each funding programme would be carried out and that the outcomes/progress would be reported back to this Committee.
 - 3.1 Work continues to review the budget, forecast and spend to date for each project funded by the Mayoral Combined Authority including review meetings with each lead Mayoral Combined Authority Director expected to conclude in October. Where not already part of the Infrastructure Health Checks described below, it is planned that there will be engagement with the Councils to identify schemes where grant claims are yet to be submitted for 23/24, or claims received to date suggest spend this year may be below forecast and the change control process may need to be utilised to ensure forecasts are up to date and realistic. The conclusion of this process will be reported to the Committee in January.
 - 3.2 In parallel, as part of the West of England Mayoral Combined Authority's continuous improvement work, a new Health Check assurance process has been rolled out by the Infrastructure Directorate. These Health Checks assess what controls are in place for a project to ensure gaps are highlighted and support is provided to projects to close these. The Health Checks look at a broad range of controls such as scope definition, benefits and alignment to strategy, governance, risk management plans, stakeholder plans, schedules, finances and cost.
 - 3.3 To date 47 health checks have been conducted. The key themes identified were an overall immaturity in financial, dependency and scheduling processes, however the linkage between projects and the overall regional strategies was strong. Actions have been taken from these meetings and good progress is being made by the Programme Management Office team to improve these gaps. This is in line with the P3M3 Project and Programme Management assessment findings recently undertaken on Infrastructure by our strategic delivery partner.

- 3.4 The recommendations from the P3M3 assessment are also to continue to strengthen the roll out of risk, scheduling, financial and project management processes across the Infrastructure delivery portfolio with a focus on improving data quality.

Change Requests

4. The PRB met in August and recommended the approval of a number of change requests. These change requests were considered against the agreed delivery assurance and budgetary principles, and in particular those below:

- *Where there is delay, it should not be assumed that funding can automatically be moved between years, or that if significant change occurs that funding automatically continues. A full impact assessment would need to be undertaken to ensure the financial and contractual impacts are clearly understood prior to final decision by the Committee.*
- *Where projects are stalled or significantly delayed, redeploying those resources to projects that will provide more certain or immediate benefits should be considered.*
- *For projects over a certain threshold with significant delays or cost increase, where there is no consensus amongst the Programme Review Board on whether to agree to the change or delay, then a separate report to the West of England Mayoral Combined Authority Committee will be prepared setting out the pros and cons.*
- *All material changes to budget or profile should be challenged by the Programme Review Board. Formal submission of change requests should be preceded by updates and early warning, in order that the change and options can be understood and agreed.*
- *Where programme delays are reported, change requests should set out the full extent of delays since that at original approval, and not just the latest change, together with the mitigation that has been, or will be, undertaken to avoid any further delays in future.*

- 4.1 The change requests recommended by the PRB for Committee approval are set out in Appendix 1. In addition, the changes shown in Appendix 2 have been approved through the delegations granted to the Mayoral Combined Authority Director of Infrastructure in consultation with the Directors of Infrastructure of the constituent Councils.

- 4.2 As set out in Appendix 1, the following schemes request changes to their overall funding:

- **Bath River Line Phase 1** – additional £217k Investment Fund (IF) owing to scope change.

- **Somer Valley Links** – additional £343k CRSTS drawn down from the allocation for the scheme to progress surveys and design in advance of Full Business Case.
 - **Charfield Station** – additional £1.522m CRSTS to develop the Full Business Case drawn from the CRSTS allocation for this scheme.
 - **Local Nature Recovery Strategy** – delivery £10k under budget with funds to be returned to the Green Recovery Fund.
- 4.3 The following IF projects have completed below their funding award with the balance reverting to the Investment Fund headroom: Masterplanning - North Fringe of Bristol (£124k), Masterplanning - South West Bristol (£260k), A420 to Bath Highway Improvements (£27k), South Bristol Enterprise Support (£13k), Bath Riverline - Bristol to Bath Railway Path Extension (£13k), Centre for Digital Engineering Technology & Innovation (£2k) and Cycle Hangers (£2k).
- 4.4 The following projects are seeking the approval of change requests, as set out in Appendix 1, to reflect significant delay to key milestones (more than 6 months) or reprofiling funding between financial years (£500k plus):
- **Bath Quays Walking and Cycling Links** – delay of 12 months.
 - **Somer Valley Rediscovered Green Spaces** – delay of 12 months.
 - **Bedminster Green Highway Improvements** – reprofiling back £1.714m.
 - **Evidence to Support Transition from Spatial Development Strategy to Local Plan Making** - delay of 9 months.
 - **Kingswood Regeneration Programme** – delay of 12 months and reprofiling back £3.05m funding.
 - **Charfield Station** – delay of 9 months.
 - **West of England Business Support Programme** - delay of 9 months.
 - **Retrofit Accelerator Phase 1** – delay of 6 months.
 - **Retrofit Accelerator Phase 2 Business Support** – delay of 7 months.
 - **Low Carbon Challenge Fund Extension** - delay of 12 months.
 - **MetroWest Phase 2** – delay of 6 months.
- 4.5 As set out in Appendix 1, the following transport schemes will swap IF for CRSTS to balance the movement of highways maintenance funding from CRSTS to the Transforming Cities Fund leaving their overall funding unchanged:
- **Bedminster Green Highway Improvements** – £1.714m
 - **Charfield Station** – £2.3m

- **Bristol to Bath Strategic Corridor** - £885k
- **Alveston Hill Cycleway** - £377k
- **Tap On, Tap Off** - £343k

Consultation

- 5 Engagement has taken place with officers in the West of England Mayoral Combined Authority and constituent Unitary Authorities including consideration at the Programme Review Board.

Other Options Considered

- 6 All Change Requests are required to set out in detail the full range of options considered and the reason the preferred option has been identified.

Risk Management / Assessment

- 7 All projects underway maintain a specific risk register as part of the project management and monitoring arrangements. Key risks are included in regular Highlight Reports.

Public Sector Equality Duties

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

Climate Change & Nature Recovery Implications

- 9 The West of England Mayoral Combined Authority's Climate Emergency Action Plan has been considered in the production of this report. Delays noted to key projects which will affect progress towards regional targets of Net Zero by 2030 and Nature Recovery. Improvements are being made to Green Recovery Fund governance process to improve oversight and scrutiny of relevant projects and to develop strong metrics that all projects are expected to report against. Further detail on metrics will be provided to Committee in March 2024.

Report and advice reviewed and signed off by: Roger Hoare, Head of Environment

Finance Implications, including economic impact assessment where appropriate

- 10 The financial implications of the change requests detailed within this report are affordable within the overall funding as previously approved by the West of England Mayoral Combined Authority Committee.

Advice given by: Rachel Musson, Interim Director of Investment and Corporate Services (Section 73 Officer)

Legal Implications

- 11 There are no legal implications arising directly from the content of this report. The report discusses a number of ongoing and proposed projects each of which will need to be subjected to appropriate ongoing legal due-diligence on a case-by-case basis considering matters such as procurement routes, contract terms and risk, subsidy control, information governance and any scheme specific statutory obligations. Effective ongoing contract management will also be critical to manage and mitigate risk.

Advice given by: Daniel Dickinson, Interim Monitoring Officer, West of England Mayoral Combined Authority

Human Resources Implications

- 12 There are no direct human resource implications arising from this report. The projects referenced in the report will have their own implications, and these will be considered through the business cases for each project.

Advice given by: Alex Holly, Head of People and Assets

Land / Property Implications

- 13 All land and property implications are set out within the specific business cases and dealt with by scheme promoters.

Advice given by: Advice given by: Rachel Musson, Interim Director of Investment and Corporate Services (Section 73 Officer)

Appendices:

Appendix 1: Change Requests for Schemes within the Current Programme
Recommended for Committee Approval

Appendix 2: Change Request Approved through Delegation

West of England Mayoral Combined Authority Contact:

Report Author	Contact Details
Pete Davis	Pete.davis@westofengland-ca.gov.uk

Appendix 1

Change Requests for Schemes within the Current Programme Recommended for Approval

Bath & North East Somerset Council

Project	Bath River Line Phase 1	
Funding awarded	£947,862	
Source:	Investment Fund (IF)	
Cost/ Spend:	Request for an additional £216,959 IF Revised profile £19k 22/23, £1.018m 23/24 & £128k 24/25, total £1,164,821	
Stated reason for change: The demolition of the Windsor Road Pipe Bridge has resulted in a revised project scope, owing to the significant change to the site boundary and levels due to the new space created once the bridge is removed. This will deliver additional benefits such as improved access to the river path via new steps from Windsor Bridge, increased area of planting, and removal of the pinch point and improved sight lines where the connection meets the Bath River Line.		

Project	FWD (Formally ISTART) Phase 0	
Funding awarded	£1,458,584	
Source:	IF	
Cost/ Spend:	Reprofiling £389k from 23/24 to 24/25 Revised profile £1.070m 23/24 & £389k 24/25, total £1.459m	
Stated reason for change: Funding profile change to reflect the project extension to Dec 24 approved in Jun 23		

Project	North Keynsham Land Acquisition Fund	
Funding awarded	£5.975m	
Source:	IF	
Cost/ Spend:	No change to overall funding Reprofiling £448k from 22/23 to 23/24 Revised profile £5.508m 20/21, £19k 21/22, £0 22/23 & £448k 23/24	
Milestones:	Inclusion of additional milestones - Strategic Development Scheme (Dec 23) and Full Local Plan (Dec 25)	
Stated reason for change: Requirement to pursue planning permission by scheme promotion within the new Local Plan.		

Project	Bath City Centre High Streets Renewal	
Funding awarded	£1.49m	
Source:	IF	
Cost/ Spend:	No change to overall funding. Reprofiling £151k from 22/23 to 23/24 - 25/26 Revised profile £88k 21/22, £516k 22/23, £338k 23/24, £298k 24/25 & £250k 25/26, total £1.49m	
Stated reason for change: Reprogramming to allow sufficient time to find mutually agreeable design solutions for items such as cycle racks. Delivery of Pattern Brook street furniture prototype required extensive consultation and a complex procurement process extending the programme. However, this is expected to deliver stronger bids and a higher quality design solution.		

Project	Bath Quays Walking and Cycling Links	
Funding awarded	£456,000	
Source:	IF	
Cost/ Spend:	No change to overall funding Reprofiling £204k from 22/23 to 23/24 Revised profile £43k 21/22, £209k 22/23 & £204k 23/24, total £456k	
Milestones:	Delay of 12 months across several milestones including Full Business Case (FBC) submission (to Nov 23).	
Stated reason for change: Delay to the start of the work towards the Full Business Case.		

Project	Somer Valley Rediscovered Green Spaces	
Funding awarded	£923,246	
Source:	Green Recovery Fund (IF)	
Cost/ Spend:	No change to overall funding Reprofiling £127k from 22/23 - 23/24 to 24/25 – 25/26 Revised profile £3k 22/23, £311k 23/24, £381k 24/25 & £288k 25/26	
Milestones:	Delays of 12 months for Access Improvements (to Jun 24) and 7 months for Second Phase of Access Works (Oct 25) and delay of 1-6 months across all other milestones including Final Evaluation (2 months to Dec 25).	
Stated reason for change: Access improvements originally envisaged as beginning in 2023 but this has proved to be over ambitious given the amount of work that has been needed to set up systems, procurement and organising habitat work.		

Bristol City Council

Project	Bedminster Green Highway Improvement Works
Funding awarded	£10,513,305
Source:	Transforming Cities Fund (TCF) and City Region Sustainable Transport Settlement (CRSTS)
Cost/ Spend:	No change to overall funding Swap £1.714m TCF to CRSTS reducing the TCF total to £2.371m Reprofiling £1.714m from 22/23 (TCF) to 23/24 and 25/26 (CRSTS) Revised profile £2.371m 22/23 (TCF), £4.527m 23/24 (CRSTS) and £3.615m 25/26 (CRSTS) total £10.513m
Stated reason for change: Although some works started on site in Nov 22 (at risk to BCC), the Council only had the comfort to start works in earnest in Jan 23 once the grant offer letter was received, due to financial risk to the organisation. This delayed the commencement on site and the spend for 22/23.	

South Gloucestershire Council

Project	Housing and Regeneration Enabling Fund – South Gloucestershire Council Capacity
Funding awarded	£750k
Source:	IF
Cost/ Spend:	No change to overall funding Reprofiling £34k from 22/23 to 23/24 Revised profile £145k 22/23, £522k 23/24 & £83k 24/25
Stated reason for change: The reprofiling was due to contract negotiation with Network Rail being extended and the need to pause during the pre-election period.	

Project	Evidence to Support Transition from Spatial Development Strategy to Local Plan Making
Funding awarded	£900k
Source:	IF
Cost/ Spend:	No change to overall funding Reprofiling £373k from 22/23 to 23/24 Revised profile £197k 22/23 & £703k 23/24
Milestones:	Delays of up to 9 months across several milestones including Finalisation of concept plans and incorporation into Local Plan (to Aug 24).
Stated reason for change: Delays in the development of the West of England Regional Transport Model (WERTM) has meant that work on the transport evidence has progressed at a slower rate than originally envisaged. Work is progressing as planned for the strategic planning element.	

Project	Kingswood Regeneration Programme
Funding awarded	£8.680m
Source:	IF/EDF
Cost/ Spend:	No change to overall funding Reprofiling £3.05m from 23/24 to 24/25 and 25/26 Revised EDF profile £848k pre 22/23, £94k 22/23, £3.487m 24/25 and £2.638m 25/26, total £7.067m Revised IF profile £590k 22/23, £650k 23/24 and £373k 24/25, total £1.613m
Milestones:	Delay of 8 months for Pedestrianisation start of construction (to Sep 24) and 12 months for Tabernacle End of Construction (to May 25).
Stated reason for change: Increased public engagement to reduce the risk for Traffic Regulation Orders. Tabernacle works delayed because of changes related to agreements with an adjoining developer plus some delays owing to revised procurement route.	

Project	Charfield Station
Funding awarded	£4.123m
Source:	TCF and IF
Cost/ Spend:	Additional £1.522m CRSTS Swap of £2.3m IF for CRSTS Revised profile £1.823m to 22/23 (TCF), £1.4m 23/24 (CRSTS) and £2.422m 24/25 (CRSTS), total £5.645m
Milestones:	Delay of 9 months for Network Rail design completion, 6 months for Highways detailed design completion and 9 months for FBC submission.
Stated reason for change: Increase in Network Rail costs to deliver detailed design for the station including bringing forward elements to de-risk delivery, inflation drivers and scope changes, together with bringing forward land negotiations. Funding swap to balance movement of highways maintenance funding from CRSTS to TCF. The programme change reflects the time it has taken to achieve planning permission, negotiations with Network Rail and the need to unlock the additional funding as outlined above.	

Project	Alveston Hill Cycleway
Funding awarded	£552,663
Source:	TCF, IF and CRSTS
Cost/ Spend:	No change to overall funding Swap of £377k IF for CRSTS Revised profile £16k 22/23 (TCF) and £537k 23/24 (CRSTS), total £553k
Stated reason for change: Funding swap to balance movement of highways maintenance funding from CRSTS to TCF	

West of England Mayoral Combined Authority

Project	Regional Low Carbon Delivery Programme
Funding awarded	£4,994,670
Source:	Green Recovery Fund (IF)
Milestones:	4 months delay to the Local Energy Scheme grant window launch from Jun 23 to Oct 23.
Stated reason for change: Reflecting the delay in recruitment for the Renewable Energy project team.	

Project	West of England Business Support Programme
Funding awarded	£5,834,480
Source:	IF
Milestones:	1-9 months delay across 12 milestones including Sector Development and Trade and Export Support both delayed from Apr 23 to Jan 24 and recruitment of the Financial Advisor and HR Advisor from Jun 23 to Jan 24.
Stated reason for change: Proposal to extend the design and consultation, delaying delivery until Jan 24. This will help align the service with other projects delivered within the People and Skills Team, ensuring provision will continue to fill gaps in support left by programmes such as Workforce for the Future whilst still meeting critical demands of local businesses.	

Project	Local Nature Recovery Strategy
Funding awarded	£330k
Source:	Green Recovery Fund (IF)
Cost/ Spend:	Reduction in funding of £10k taking the total from £330k to £320k Revised spend Profile: £100k 22/23 and £220k 23/24.
Milestones:	2-4 months delay across 5 milestones including Identification of priorities for nature recovery and areas that could become important to biodiversity delayed from Jul 23 to Nov 23.
Stated reason for change: Delays to the publication of the Department of Environment, Food and Rural Affairs (DEFRA) Guidance and Regulations from Autumn 2022 to March 2023 impacted on the ability to progress work on defining priorities through the Local Nature Recovery Strategy. Reduction in grant due to staff cost/time savings.	

Project	Somer Valley Links
Funding awarded	£690k
Source:	TCF and CRSTS
Cost/ Spend:	Request for an additional £274k CRSTS taking the overall total funding from £759k to £1.033m Revised Profile: £356k (TCF) 22/23 and £677k (CRSTS) 23/24
Stated reason for change: Opportunities identified in advance of the FBC to de-risk the next stage of the project development, anticipating the need for future surveys and activities to progress the design work. A risk contingency of 30% has also been included should more surveys be required before the end of the Outline Business Case (OBC).	

Project	Cultural Compact Start up Investment
Funding awarded	£362,681
Source:	IF
Cost/ Spend:	No change to overall funding Reprofiling £25,056 from 22/23 and 24/25 into 23/24 Revised Profile: £97,683 22/23, £209,678 23/24 and £55,320 24/25
Milestones:	2-4 months delay across 3 milestones including scope job description for new officer post delayed from Mar 23 to Jul 23 and delivery of the design and development of initiatives identified under the placemaking area of focus from Oct 23 to Dec 23.
Stated reason for change: Delivery of the design and development initiatives is subject to a successful application to Arts Council England with a decision due mid-October, delaying commencement of the delivery planning to early November if successful. The reprofiling forward was based on increased capacity needs to resource the development programme of work and pilot activity.	

Project	Retrofit Accelerator – Phase 1
Funding awarded	£3m
Source:	Green Recovery Fund (IF)
Cost/ Spend:	No change to overall funding Reprofiling £453k from 22/23 into 23/24 Revised profile: £68k 22/23, £1.455m 23/24, £988k 24/25 and £489k 25/26.
Milestones:	3-6 months delay across 6 milestones including appointment to make service operational from Mar 23 to Jul 23, marketing plan launch from Apr 23 to Jul 23 and project closure from Oct 25 to Dec 25.
Stated reason for change: Changes in communication and the service review delayed the launch of the project, impacting on milestones and necessitating the need to reprofile.	

Project	Retrofit Accelerator - Phase 2 Business Support
Funding awarded	£2m
Source:	Green Recovery Fund (IF)
Milestones:	4-7 months delay across 5 milestones including completion of grant selection process from Jun 23 to Jan 24 and first year programme review delayed from Apr 24 to Nov 24
Stated reason for change: Changes to market engagement and provider selection delayed the project launch, impacting on market and review milestones and formalising the grants.	

Project	Low Carbon Challenge Fund Extension
Funding awarded	£2,243,111
Source:	Green Recovery Fund (IF)
Cost/ Spend:	No Change to Overall Funding Reprofiling £10,039 from 22/23 into 23/24 Revised Profile: £150,124 20/21, £332,952 21/22, £307,323 22/23, £1,009,712 23/24 and £443k 24/25.
Milestones:	12 months delay to completing applicant projects from Mar 24 to Mar 25
Stated reason for change: Round 3 of the Local Energy Scheme delayed due to resourcing issues. The reprofiling was due to a small underspend.	

Project	Skills Connect and All Age Advice Centre Pilot
Funding awarded	£2,285,000 (£2m Skills Connect and £285k All Age Advice Centre)
Source:	IF
Cost/ Spend:	Merging the Skills Connect and All Age Advice Centre Pilot projects Revised Profile: £114,323 22/23, £1,060,067 23/24 and £1,110,610 24/25
Milestones:	2 months delay to the site launch from Jul 23 to Sep 23 and Evaluation of Skills Connect brought forward 9 months from Dec 25 to Mar 25. Removal of duplicate milestones, with amendments made to others to better reflect the two components as one project.
Stated reason for change: The Skills Connect project is a natural extension of the All Age Advice Pilot, both seeking to achieve the same outcomes.	

Project	Mayoral Priority Skills Fund	
Funding awarded	£2,485,134	
Source:	IF	
Cost/ Spend:	Increase in funding of £89,688 taking the final overall total from £2,485,134 to £2,574,822 (£17,192 from DSIP and £72,497 from CSF). Spend Profile: £325,477 23/24, £1,732,198 24/25 and £517,147 in 25/26	
Stated reason for change: It was agreed by Committee in March 23 that the underspend from Digital Skills Investment Programme and Community Support Fund would move to the Mayoral Priority Skills Fund. The final combined underspend was higher than anticipated mostly due to withheld payments to delivery partners due to underperformance.		

Project	Community Support Fund	
Funding awarded	£1,336,839	
Source:	IF	
Cost/ Spend:	Reduction in funding of £72,497 taking the final overall total from £1,336,839 to £1,264,342. Revised profile: £45,297 21/22, £1,182,564 22/23 and £36,481 in 23/24.	
Milestones:	2 months delay to the full project evaluation (project closure) from Jun 23 to Aug 23	
Stated reason for change: It was agreed by Committee in March 23 that the underspend would move to the Mayoral Priority Skills Fund. The underspend was due to reduced staffing costs, underspends across delivery partners identified through their final claims and some delivery partners awarded a reduced grant based on significant under-performance.		

Project	Digital Skills Investment Programme	
Funding awarded	£678,027	
Source:	IF	
Cost/ Spend:	Reduction in funding of £17,192 taking the final overall total from £678,027 to £660,835. Revised profile: £320,537 21/22, £318,713 22/23 and £21,585 in 23/24.	
Milestones:	3 months delay to the full project evaluation (project closure) from May 23 to Aug 23.	
Stated reason for change: It was agreed by Committee in March 23 that the underspend would move to the Mayoral Priority Skills Fund. The final project cost could only be finalised this quarter due to a lag between when partners reported spend and when their claims were received and processed by the Mayoral Combined Authority.		

Project	Innovation for Renewal and Opportunity
Funding awarded	£6,316,714
Source:	Investment Fund
Cost/ Spend:	No change to overall Funding Bringing forward £1,163,729 from 24/25 into 22/23 and 23/24 Revised Profile: £345,492 21/22, £849,315 22/23, £4,384,290 23/24 and £737,617 in 24/25
Stated reason for change: Change due to some spend on the business and skills projects coming in earlier than anticipated.	

Project	Creative & Cultural Recovery Fund
Funding awarded	£2m
Source:	Investment Fund
Cost/ Spend:	No change to overall funding Reprofiling £187,147 from 22/23 into 23/24 and 24/25 Revised Profile: £1,377,719 21/22, £305,134 22/23, £129,435 23/24 and £187,712 in 24/25
Stated reason for change: Aligning the project to the Department for Culture, Media and Sport (DCMS) funded programme Create Growth, in which £200k of the IF money will be used as match, has enabled a larger and more impactful programme to be delivered.	

Project	MetroWest Phase 2
Funding awarded	£30.674m awarded plus £38.1m allocated, total £68.774m
Source:	LGF, EDF, IF and TCF
Milestones:	Delay of up to 6 months across several milestones including Operation of North Filton/Henbury stations by 6 months (to Sep 26). Bringing forward FBC approval for stage 2 North Filton by 9 months to Oct 23 and additional milestone of FBC for stage 3 Henbury (Mar 25)
Stated reason for change: Revision to the procurement strategy for North Filton station, delay to the Henbury station planning application and additional float built into the overall project schedule. The original plan was to procure Network Rail to oversee the detailed design and delivery of North Filton and Henbury station as a package. A new procurement strategy has been agreed which includes procuring North Filton Station and Henbury separately and contracting North Filton Station on a 'design and build' basis. Henbury station planning submission was delayed by final changes to the access road layout, as a result of stakeholder feedback, which had to be reflected in new versions of the complex flood risk model and final landscaping design.	

Project	Bristol to Bath Strategic Corridor
Funding awarded	£4.761m
Source:	IF, TCF and CRSTS
Cost/ Spend:	No change to overall funding Swap of £885k IF for CRSTS Revised funding £1.549m IF/TCF and £3.212m CRSTS Revised profile £1.506m to 22/23 (TCF/IF) and £3.255m 23/24 (£45k IF and £3.237m CRSTS), total £4.761m
Reason for change: Funding swap to balance movement of highways maintenance funding from CRSTS to TCF	

Project	Tap On Tap Off
Funding awarded	£1,693,154
Source:	IF, TCF and CRSTS
Cost/ Spend:	No change to overall funding Swap of £343k IF for CRSTS Revised funding £550k TCF and £1.043m CRSTS Revised profile to be confirmed via a Change Request
Reason for change: Funding swap to balance movement of highways maintenance funding from CRSTS to TCF	

Appendix 2

Changes Approved through Delegation

Project	Somer Valley Links
Funding awarded	£690k
Source:	TCF and CRSTS
Cost/ Spend:	Request for an additional £69k CRSTS taking the overall total funding from £690k to £759k Revised Profile: £356k (TCF) 22/23 and £403k (CRSTS) 23/24.
Stated reason for change: Opportunities identified in advance of the FBC to de-risk the next stage of the project development, anticipating the need for future surveys and activities to progress the design work. A risk contingency of 30% has also been included should more surveys be required before the end of the OBC.	

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REPORT TO: WEST OF ENGLAND MAYORAL COMBINED AUTHORITY COMMITTEE

DATE: 6 October 2023

REPORT TITLE: PROGRESS REPORT ON WEST OF ENGLAND CLIMATE AND ECOLOGICAL STRATEGY AND ACTION PLAN

DIRECTOR: ROGER HOARE, HEAD OF ENVIRONMENT

AUTHOR: KIERAN HIGHMAN, SENIOR ENVIRONMENT MANAGER

Purpose of Report

- 1 To provide a 6-monthly progress update on actions for this year contained within the Climate and Ecological Strategy and Action Plan (CESAP), following on from March '23 Committee's adoption of revised CESAP.

Recommendation

2. Committee are asked to:
 - 2.1 **Recommendation 1:** Note the Climate and Ecological Strategy and Action Plan progress report provided as part of our commitment in our Climate Emergency declaration in 2019.
 - 2.2 **Recommendation 2:** Note the increasing likelihood that the West of England's ambitions for achieving carbon neutrality and nature in recovery by 2030 are unachievable without substantial national and international changes in approach.
 - 2.3 **Recommendation 3:** Endorse the West of England Mayoral Combined Authority developing a framework for embedding climate and nature recovery considerations throughout its current and future decision making.
 - 2.4 **Recommendation 4:** Delegate authority to approve business cases and funding applications within the Green Recovery Fund (approved by Committee in March 2023) to the West of England Mayoral Combined Authority's West of England Mayoral Combined Authority Head of Environment in consultation with Unitary Authority Environment Directors. In the event of a consensus not being reached at Director level, decision making will be escalated to the West of England Mayoral Combined Authority's Chief Executive Officer (CEO) in consultation with the Unitary Authority CEOs.

2.5 **Recommendation 5:** Delegate authority to approve change requests with the tolerances set out in Table 1 (as recommended by the Programme Review Board) to the West of England Mayoral Combined Authority's Head of Environment in consultation with Unitary Authority Environment Directors. In the event of a consensus not being reached at Director level, decision making will be escalated to the West of England Mayoral Combined Authority's Chief Executive Officer (CEO) in consultation with the Unitary Authority CEOs.

Reasons for recommendation

3. The reasons for the recommendations are:
 - 3.1 The Climate and Ecological Strategy and Action Plan (CESAP) aligns with West of England Mayoral Combined Authority and Unitary Authority motions in 2018-2019 and 2020 relating to climate and ecological emergencies respectively.
 - 3.2 The Committee's adoption of last and this year's CESAP included biannual reporting, forming the primary purpose of this Committee Paper.
 - 3.3 Reporting on CESAP actions ensures the Committee continues to scrutinize West of England Mayoral Combined Authority and regional progress in addressing our declarations.
 - 3.4 The CESAP highlights the challenges of meeting 2030 ambitions for the region to be carbon neutral and for nature to be in recovery. With less than 7 years until 2030, without significant additional investment and national government action, it is increasingly very unlikely the West of England will achieve this. The Prime Minister's speech on 20 Septemberⁱ means net zero by 2030 is even less likely – delaying the ban on new petrol & diesel cars and new oil & LPG boilers to 2035.
 - 3.5 The West of England Mayoral Combined Authority currently considers climate and nature implications through its Investment Fund and wider approvals and Committee process. This is currently done via consultation with the Environment Directorate. The West of England Mayoral Combined Authority is establishing a more robust approach to ensure environmental considerations are central to our development and decision making on projects, services and funding priorities. This will be informed by learning from approaches taken by the Unitary Authorities. This will complement the development of a new regional strategy that will set priorities to guide future investment, with climate and nature being one of three proposed central priorities for the region.
 - 3.6 Committee agreed in March 2023 to support expanding the GRF, with detailed GRF spending decisions on projects presented to Committee delegated to the West of England Mayoral Combined Authority's CEO in consultation with Unitary Authority CEOs. Delegating this spend decision further builds on the collaborative relationship between Unitary Authority and West of England Mayoral Combined Authority environment lead officers; and makes more effective use of both CEO and environment officer leads capacity and expertise.

- 3.7 West of England Mayoral Combined Authority Change Requests are considered by the Programme Review Board; with approvals over set tolerances made at Committee. All approvals below these tolerances for GRF projects are currently made by CEOs. Infrastructure Directors already approve change requests below certain tolerances for infrastructure projects. This approval would replicate this approach for GRF projects and Environment leads within the West of England Mayoral Combined Authority and Unitary Authorities. These tolerances are set out in Table 1 of this report.

Voting arrangements

5. In order to be carried, a decision on this matter requires a majority of the members present and voting, such majority is to include the Metro Mayor. Each member present may cast one vote. If a vote is tied the decision is not carried. There is no casting vote.

Background / Issues for Consideration

4 Overview

- 4.1 As a region, we have all declared climate and ecological emergencies. We have set ourselves 2030 ambitions for the West of England to be net zero, and to ensure that wildlife and the natural environment are in recovery with their decline halted.
- 4.2 The Climate and Ecological Strategy & Action Plan (CESAP) sets the regional approach to meeting these ambitions. It includes short-term actions for delivery each year, and medium-term actions needed to achieve longer term 2030 ambitions. It recognises – to achieve our long-term vision and goals – we need to be collaborating across all levels of government and the wider public sector, helping to catalyse and seek funding from the private sector, and empowering our residents and communities.
- 4.3 The CESAP was first agreed in April 2022, including commitments for the West of England Mayoral Combined Authority to provide 6-monthly progress updates and an annual review of actions. The first 6-monthly update was provided to Committee on 13 September 2022, with the annual review resulting in the updated CESAP being approved at Committee in March 2023. This report provides an update on each action relating to the 2023 CESAP. A link to both the 2023 CESAP and March Committee paper are included in Background Papers at the end of this Committee Paper.
- 4.4 The actions within the CESAP, reported on within this Paper, are those the West of England Mayoral Combined Authority is leading upon or involved in. We have already achieved some great successes, with much good work ongoing, with a couple of actions requiring a rethink. Appendix 1 provides an update on each action. These are split into 6 themes, with progress highlights

in the body of this Paper and detailed updates on each action with Appendix A. Key achievements include:

- Buildings & Places: Retrofit West Launch, SME/Green Business Grant support, and Innovative Housing Retrofit.
 - Transport: Portway Park & Ride opening and securing £3.6m for active travel.
 - Net Zero Energy: Expanding solar energy through Solar Together, supporting community solar and wind, and developing SME solar grant.
 - Nature Recovery: The Bee Bold Award, growing pollinator provision through Pollinator Fund and Local Nature Recovery Strategy.
 - Business & Skills: Provision of carbon surveys and launch of Green Business Grants, Skills Connect, plus Schools Summit and Bright Green Futures.
 - Climate Resilience: Regional resource in place to begin assessment of risk and opportunities.
- 4.6 We are in the process of preparing to launch a regional engagement campaign on climate and nature. Details of this are included below. The purpose of this being to accelerate achievement of the region's climate and nature objectives, and for future revisions of the CESAP and activity to better reflect the West of England's needs and opportunities.
- 4.7 Objectives for the engagement are included below. This will include addressing the systemic challenges around our ability to meet our 2030 ambitions for net zero carbon; wildlife and the natural environment in recovery; and resilience to the impacts of climate change.

Progress towards 2030 carbon neutrality and nature in recovery ambitions

- 4.8 The CESAP sets out the challenges of meeting our ambitions. The West of England is currently not on track to achieve carbon neutrality by 2030 – with a forecast emissions gap of c.3,290kt of CO₂ on our current trajectory. Despite the efforts of Authorities and other key stakeholders in addressing both this and declines in nature, much greater effort and investment is needed.
- 4.9 To address this and the growing urgency to effectively respond to the climate and ecological crises, the West of England Mayoral Combined Authority is strengthening the embedding of environmental considerations in all we do. This includes our work on:
- Existing work to embed climate and nature considerations into our delivery decision making. This includes it being embedded within our provision of business and skills support (details below), and embedding climate and nature considerations within our Procurement Social Value Strategy (as per our CESAP Action BS20, details of progress on this within the Appendix).
 - Establishing a robust decision-making framework to embed climate and nature into decision making. This will learn from Unitary Authorities, including South

Gloucestershire Council – who have been applying a ‘decision wheel’ since April 2023ⁱⁱ to help create better environmental outcomes.

- Development of the West of England Regional Strategy - This will place climate, nature recovery and adaptation as one of three central ambitions for the region. The regional strategy will sit above and complement the ambitions set out in the CESAP. It will acknowledge that the region is currently unlikely to meet our 2030 ambitions and commit to making renewed effort to achieve net zero and nature recovery and placing clear asks on government and our key stakeholders. To deliver the refreshed regional strategy, a series of work programmes will be put in place. This will include looking at regional investment priorities and decision-making processes to ensure that they reflect the regional priorities, including climate and nature.

4.10 Responding to the climate and ecological crises requires an international through to community action response, like the COVID pandemic. Whilst Local Authorities, including the Combined and Unitary Authorities, have direct control over c2% of emissions in the West of England – collectively we have influence over approximately a third of emissions. Influencing and addressing the other two thirds of emissions requires engagement across the West of England to accelerate action (detailed below); and action from Government in addressing systemic challenges for our region. The West of England needs the UK Government to retain existing commitments to net zero, and provide additional resources and regulation for the West of England and other local areas seeking to accelerate progress. The West of England Mayoral Combined Authority’s specific requests are detailed in our CESAP’s ‘Asks of Government’ and include:

- Build on regional retrofit successes to build a long-term retrofit strategy with appropriate funding to decarbonise heat and ensure our homes and buildings are resilient to the impacts of climate change.
- Working with us and National Grid in efforts to overcome grid constraints – to accelerate connecting renewable generation in the pipeline, alleviating pressure to allow new renewable energy generation to connect, and placing local authorities and the distribution operators together at the centre of regional system planning.
- Provide sufficient powers and capacity funding to deliver and monitor the Local Nature Recovery Strategy (LNRS) for the West of England.

4.11 The Prime Minister’s speech on 20 September announced policy changes including delaying the ban on new petrol & diesel cars and new oil & LPG boilers to 2035, which means achieving net zero by 2030 is even less likely. Since the Speech, the UK Government has also disbanded an Energy Efficiency Task Force it established 6-months previously to deliver “*a step change in the reduction of energy demand through accelerated delivery of energy efficiency*”ⁱⁱⁱ.

Green Recovery Fund (GRF)

- 4.12 The primary funding source for projects relating to the CESAP is the £60m Green Recovery Fund, made up of £36m of West of England Mayoral Combined Authority resources and £24m match funding for projects. In March 2023, Committee approved in principle the earmarking of this fund across multiple projects. A breakdown of this funding is included in Section 8 of this report.
- 4.13 The detail for spend is then developed by West of England Mayoral Combined Authority officers – either as a Business Case (for delivery projects), Feasibility and Development, or as a Change Request where an existing project is underway (such as the Pollinator Fund). Currently, Business Cases and Feasibility and Development application forms are reviewed and (where appropriate) approved by CEOs. This Paper proposes delegating this decision further to environment lead officers, building upon their collaborative relationship and making more effective use of both CEO and environment officer leads capacity and expertise. Where Directors of Environment cannot reach agreement, the matter will be referred to CEOs.
- 4.14 West of England Mayoral Combined Authority Change Requests are considered by the Programme Review Board; with approvals over tolerances made at Committee. Approvals below these tolerances for GRF projects are currently made by CEOs. Infrastructure Directors already approve change requests below these tolerances for infrastructure projects. This approval would replicate this approach for GRF projects and Environment leads within the West of England Mayoral Combined Authority and Unitary Authorities. These tolerances are set out in Table 1 below.

Table 1: Proposed delegated approval tolerances for GRF

Category	Approval	Tolerances
Cost Increases	West of England Mayoral Combined Authority Head of Environment in consultation with the Environment Directors of the constituent Councils	Cost increases of up to 10% to a ceiling of £100k (Feasibility and Development Funding) subject to funding being available and there being no impact on any other project in the programme
	West of England Mayoral Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils	£3m (approved scheme funding) subject to funding being available and there being no impact on any other project in the programme
	West of England Mayoral Combined Authority Committee or Joint Committee	Cost increases above this threshold

Reductions in Match Funding	West of England Mayoral Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils	Reduction in match funding up to 10% to a ceiling of £300k
Reprofiling of Spend (with no cost increase overall)	West of England Mayoral Combined Authority Head of Environment in consultation with the Environment Directors of the constituent Councils	Reprofiling of up to £100k (Feasibility and Development Funding) and £500k (approved scheme delivery funding) between financial years
	Mayoral Combined Authority Committee or Joint Committee	Reprofiling between financial years above this level
Time	West of England Mayoral Combined Authority Head of Environment in consultation with the Environment Directors of the constituent Councils	Slippage of agreed reporting milestones less than 6 months
	West of England Mayoral Combined Authority Committee or Joint Committee	Slippage of milestones of 6 months or over
Scope, Benefits and Quality	West of England Mayoral Combined Authority Head of Environment in consultation with the Environment Directors of the constituent Councils	Changes in the agreed approach to delivery, standards or quality
	West of England Mayoral Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils	Changes to the accountable delivery organisation
	West of England Mayoral Combined Authority Committee or Joint Committee	Changes to the fundamental scope of the scheme or over 10% change in one or more metrics of benefits

Transport

- 4.15 Critical to reducing emissions from transport is providing viable and attractive alternatives to individual cars and fossil fuels. Key successes towards this over the last 6 months have included: opening of the £5.8m Portway Park & Ride Railway Station^{iv}, the region's first railway station in 96 years; plus securing an additional £3.6m to improve walking, cycling and wheeling infrastructure^v.

Buildings & Places

- 4.16 The West of England Mayoral Combined Authority's Retrofit West Advice service was successfully launched on 7th July, with 100 people attending the launch. The service is being delivered by Retrofit West CIC. There is free advice

provided via email and a freephone number and a website where residents can build a retrofit plan. Residents can go on to purchase a discounted whole house retrofit survey and be signposted to installers.

- 4.17 There is currently an open call for providers to deliver Retrofit West Business Support. An offer to small and micro businesses in the repair, maintenance and improvement sectors will be launched in the Autumn.
- 4.18 Three pilot projects for Innovative Housing Retrofit Scheme are due to start on site and are scheduled for completion by March 2024, testing innovative technologies and approaches in hard-to-treat social homes. An additional phase is being developed to test Modern Methods of retrofit. A Retrofit Strategic Steering Group has been set up to guide these Retrofit West and Innovation Housing Retrofit Scheme.
- 4.19 The West of England Mayoral Combined Authority and other Unitary Authorities are also supporting Bristol City Council in their Pathfinder Places 'Mission Net Zero' bid^{vi}. This £5m bid seeks to resource developing several workstreams, including a West of England Climate Investment Plan. This would support identification and collation of place-based investments across the region, applying 'Local Area Energy Plan' (LAEP) methods – and create a pipeline of projects flowing from these.

Nature Recovery

- 4.20 The Metro Mayor brought together local residents, companies and community groups to award the 2023 Bee Bold Awards at Hartcliffe's Heart of BS13^{vii} to recognise businesses and community groups for their work to promote pollinators and provide habitat and opportunities for volunteering.
- 4.21 The Community Pollinator Fund has provided 55 new Grants this year^{viii}. A new category to attract a more diverse range of community organisations is being developed for our next funding round. Round 2 (£560,000) will see creation of approx. 329,405 m² of pollinator habitat. Combined with Round 1, this will see 62ha of additional pollinator habitats, double the Pollinator target of 31ha. This represents an average cost of £9,032/ha, well below other comparable schemes such as the Rewild London Fund^{ix} which is delivering at £17,000/ha. Volunteer targets have been significantly exceeded, with approximately 52,000 volunteer hours of community members practically engaged in habitat creation projects, versus 12,868 hours targeted.
- 4.22 Work is underway to prepare the West of England's new Local Nature Recovery Strategy^x (LNRS), and a survey has been launched to gain insight from local communities/stakeholders on their priorities for nature recovery. We're also engaging with farmers and landowners, and businesses, to ensure views are represented in the strategy. We're working closely with our Supporting Authorities (all four Unitary Authorities and Natural England) to ensure that LNRS is a resource that reflects local priorities and successful in channelling funding and finance that reflects those priorities.

Business & Skills

- 4.23 Work to decarbonise businesses in the region is progressing, having reopened Carbon Surveys for SMEs in February, with expanded eligibility, and launched the Green Business Grants Round 4 in June. We have also collaborated on a bid for Innovate funding to produce a Local Industrial Decarbonisation Plan for industry in the region has been submitted to tackle industrial emissions.
- 4.24 The Metro Mayor announced on 12 July an extra £6.5 million in funding for local people to upskill for the green jobs of the future^{xi}. Funding is now available for Green Skills Bootcamps to support Retrofit, Organisational Sustainability and Green Transport skills in the region. Delivery of Workforce for the Future is ongoing along with the Skills Connect programme which has now been launched launching this September, and the initial pilot phase of the Green Futures Fund has been successfully delivered with all milestones achieved; with a further £300k of funding announced^{xii}. The Clean Tech and Energy pages of the Invest Bristol & Bath website are also now live.
- 4.25 The West of England's position as a UK leader in hydrogen research and development grows in strength. The Institute of Advanced Automotive Propulsion Systems (IAPPS) green hydrogen production and storage facility, the first of its kind in the South West of England, is nearing completion^{xiii} following the West of England Combined Mayoral Combined Authority's £2.5m funding for the Hydrogen Sustainable Transport Economy Accelerator (HSTEA). Building upon this, we have joined a consortium seeking further hydrogen research funding.

Net Zero Energy

- 4.26 Solar energy is being expanded across the West of England. The first round of Solar Together West of England bulk-purchase scheme for domestic rooftop solar and optional battery delivered 950 installations. A second round has been successfully launched and is now open to resident. Customers have the option to add a battery and EV charge point. The scheme is ongoing until installations complete, due by end of summer 2024.
- 4.27 Bristol Energy Co-op have successfully engaged with 28 potential sites for community-owned solar, where projects are not viable without grant. 16 of those are being surveyed, 2 sites have successfully completed this process and have installations booked in. Work is ongoing to design an additional Rooftop Solar Grant for SMEs, delivered by the West of England Combined Mayoral Combined Authority, with launch expected in Autumn 2023.
- 4.28 A new, community led wind turbine was launched in June adding 4.2 megawatts of additional renewable energy capacity to the National Grid. This received a £500k European Regional Development Fund capital grant from the West of England Combined Mayoral Combined Authority. This project will provide a long-term income for the Lawrence Weston community to fund their Community & Climate Action Plan. Following on from this project, Bristol Energy Network is being funded to support communities to find and develop wind turbine sites

across the region. New Local Energy Scheme funding will also be open to applications for renewable projects later this year.

- 4.29 The West of England Combined Mayoral Combined Authority also supports Bath & West Community Energy (BWCE) under the prior Local Energy Scheme for their 'Fairy Hill' solar scheme^{xiv}, and via the South West Net Zero Hub who have awarded funding to them in providing in-person energy advice. Bath and North East Somerset Council have also successfully renewed their Cooperation Agreement with BWCE to identify and research community-based energy projects^{xv}.

Climate Resilience

- 4.30 The new Climate Resilience Manager is leading the delivery of the CESAP's climate resilience actions. An early success has been the production of a regional climate pack by the Met Office which shows a range of possible changes in temperature, rainfall, and sea level rise for different global warming levels this century. This material will be tailored for different audiences in the region - focused on strategic partners, residents and organisations. The regional engagement programme (detailed below) will be our main outreach channel for high-level messaging to residents. Another key success has been joining a DEFRA pilot which will report the region's progress on adapting to climate change through engagement with the Unitary Authorities and other partners.
- 4.31 The West of England Combined Mayoral Combined Authority has started to engage key regional stakeholders - including the Unitary Authorities, Environment Agency, Avon & Somerset Local Resilience Forum & Bristol Water - on regional priorities, major resilience building projects (e.g., Bristol Avon Flood Strategy), and reviewing the adequacy of our regional evidence base. Building this big picture will help define stakeholder needs, establish any key gaps which need addressing. This collaboration paves the way for the co-development of a detailed work programme and regional approach to delivering a climate ready region.
- 4.32 The West of England Combined Mayoral Combined Authority is also working with West of England Nature Partnership and other partners to deliver organisational and regional goals – protecting and reinforcing the region's natural environment and exploring innovative ways of monitoring ecosystem health as well as ensuring that the Local Nature Recovery Strategy: 1) helps the region address climate risks e.g. flood risk & urban cooling, and 2) considers how climate change impacts affect wildlife resilience.

Regional Engagement on the Environment

- 4.33 The Climate and Nature Action Panel, chaired by Metro Mayor Dan Norris, have brought together regional political leaders and environmental stakeholders to work together to engage and support the region^{xvi}. The Panel and other key stakeholders have agreed the shared purpose of engagement *to accelerate action in the West of England in reducing emissions, adapting to climate change*

and supporting nature recovery and objectives to:

- Raise awareness of choices and gauge appetite for change – on a systemic and individual level.
 - Build upon our region’s expertise and trust, complementing the work already being done.
 - Share insights and lived experiences to shape our vision, promoting and empowering those taking action.
 - Emphasise integrated & local benefits, maximising value and opportunities.
 - Use the right stakeholders for the right audiences, in the places people visit.
 - Take collective action and shape strategy.
 - Recognition responding to these emergencies is a top regional priority.
- 4.34 Public engagement will be throughout 2024, to ensure the West of England is equipped with the information and understanding of how to make the big choices necessary to reduce emissions, prepare for climate change and protect our ecosystem. It seeks to engage residents, businesses and other organisations across the region. Central to this will be listening and learning through existing community networks. The West of England Combined Mayoral Combined Authority is collaborating with Unitary Authorities and key stakeholders and will continue this in defining the approach to regional engagement this calendar year – including the messaging and implications of national policy changes in the Prime Minister’s recent speech.
- 4.34 Engagement will raise awareness and gauge appetite for change, both individually and collectively; exploring recognising systemic changes needed to meet our ambitions (such as the constrained electricity grid). It will build upon and complement existing activity in our region, by listening to residents and businesses and then sharing insights to help shape climate and nature recovery action across the West of England. This will include collectively listening and learning from concerns, as well as exploring the benefits to addressing these emergencies.
- 4.35 Engagement will inform future revisions of the CESAP, and how we communicate our activity on the climate and ecological crises. This will likely include graphical representation and grouping activity into those with different levels of impact and investment, to help the public engage with our activity and inform which we prioritise as a region.

Consultation

- 5 This Committee Paper has benefited from internal consultation with officers from across the West of England Combined Mayoral Combined Authority and Unitary Authorities including:

- 5.1 Unitary Authorities initially via email on 18, with briefing at Climate Working Group on 23 August 2023.
- 5.2 The West of England Combined Mayoral Combined Authority's Corporate Leadership Team initially on 5 September 2023.
- 5.3 Unitary Authority CEOs initially on 13 September 2023; with opportunity for their and UA Officer input by 26 September 2023.

Other Options Considered

- 6 Not providing a progress update on the West of England Climate and Ecological Strategy and Action Plan has been considered. This has been discounted on the basis that this does not meet our commitments to Committee nor the Motions we and Unitary Authorities have declared, nor provide the scrutiny, focus and oversight needed on our activity in tackling these emergencies.

Risk Management/Assessment

- 7 The Climate and Ecological Strategy and Action Plan sets out how we plan to tackle risks associated with the climate and ecological emergencies. Full risk assessments have or will be undertaken for each action or project as they are brought forwards. A Corporate Climate Change Risk Register has been taken to Audit Committee. A link to this is provided in the Background Papers at the end of this Report; and mitigation actions have been put in place. This identifies key risks including:
 - Constrained electricity grid.
 - Sustainability / environment standards not fully integrated into infrastructure delivery.
 - Lack of public support for decarbonisation of transport.
 - Acting at pace with incomplete evidence.
 - Inadequate supply chain impacting delivery of retrofit programmes.
 - Insufficient levels of citizen support for difficult choices.
 - Decline in national and regional political support for climate change policies.
 - Lack of government action to enable our 2030 ambitions for Net Zero and Nature Recovery – including risks associated with UK Government renegating on existing emission reduction policy commitments.
 - Climate resilience work not receiving the necessary focus and resources to meet needs.

Public Sector Equality Duties

- 8 Public Sector Equality implications are considered as part of the individual delivery plans for each action within the CESAP. Additional focus will be given to these duties when developing and implementing our region wide climate and nature engagement work. Regardless of these legal duties it is essential that we hear from everyone in the region, and adapt our approach accordingly, to ensure we have the best chance of achieving our climate and nature objectives.

Climate Change and Nature Recovery Implications

- 9 This paper focuses on progress being made towards delivery of the West of England West of England Combined Mayoral Combined Authority's Climate and Ecological Strategy and Action Plan.

Report and advice reviewed and signed off by: Roger Hoare, Head of Environment

Finance Implications, including economic impact assessment where appropriate:

- 10 The primary funding source for projects relating to the CESAP is the £60m Green Recovery Fund, made up of £36m of West of England Combined Mayoral Combined Authority resources and £24m match funding for projects. The table below shows a summary of allocated funds and those in the pipeline, grouped by the six key areas within the CESAP.

	GRF resources	Match Funding	Total
Allocated funds			
<i>Buildings & Places</i>	£ 9,549,906	£ 3,389,000	£12,938,906
<i>Transport</i>	£ 5,115,625	£ 592,000	£ 5,707,625
<i>Nature Recovery</i>	£ 8,595,548	£ 5,015,022	£13,610,570
<i>Net Zero Energy</i>	£ 4,290,510	£ 7,601,968	£11,892,478
<i>Business & Skills</i>	£ 15,625	£ 0	£ 15,625
<i>Climate Resilience</i>	£ 15,625	£ 0	£ 15,625
Total allocated	£27,582,839	£16,597,990	£44,180,829
Pipeline			
<i>Buildings & Places</i>	£ 3,855,991	£ 5,630,000	£ 9,485,991
<i>Transport</i>	£ 0	£ 0	£ 0
<i>Nature Recovery</i>	£ 2,174,580	£ 1,800,000	£ 3,974,580
<i>Net Zero Energy</i>	£ 1,529,613	£ 0	£ 1,529,613
<i>Business & Skills</i>	£ 576,456	£ 300,000	£ 876,456
<i>Climate Resilience</i>	£ 280,521	£ 0	£ 280,521
Total pipeline	£ 8,417,161	£ 7,730,000	£16,147,161
Grand total	£36,000,000	£24,327,990	£60,327,990

Report and advice reviewed and signed off by: Selonge Russell, Head of Finance and Deputy Section 73 Officer

Legal Implications:

- 11 There are no specific legal implications within the progress update on the West of England Climate and Ecological Strategy and Action Plan.

Initiatives will potentially need legal support and advice and these matters will be discharged on a case-by-case basis as they arise.

Report and advice reviewed and signed off by: Gareth Jones, Interim Senior Commercial Lawyer

Human Resources Implications:

- 12 There are no specific Human Resources implications arising as a direct result of this paper.

Individual initiatives will potentially have resource implications, which will be considered separately as appropriate.

Report and advice reviewed and signed off by: Alex Holly, Head of People and Assets

Land/property Implications

- 13 There are no land or property implications arising as a direct result of this report.

Report and advice reviewed and signed off by: Rachel Musson, Interim Director of Investment and Corporate Services

Appendices:

Appendix 1 – CESAP 2023 Action Tracker.XLS

West of England Mayoral Combined Authority Contact:

Report Author	Contact Details
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Background papers:

West of England Climate and Ecological Strategy and Action Plan 2023:

<https://www.westofengland-ca.gov.uk/wp-content/uploads/2023/04/West-of-England-Climate-and-Ecological-Strategy-and-Action-Plan-2023.pdf>

West of England Mayoral Combined Authority 17 March 2023 Committee Paper and supporting appendices on 'CLIMATE AND ECOLOGICAL STRATEGY AND

ACTION PLAN 2023': <https://westofengland-ca.moderngov.co.uk/documents/s6818/Climate%20and%20Ecological%20Strategy%20and%20Action%20Plan%202023.pdf>

West of England Mayoral Combined Authority Audit Committee on 18 September 2023 were presented and reviewed the Climate Risk Register. This can be found

here under Agenda Item 10: <https://westofengland-ca.moderngov.co.uk/ieListDocuments.aspx?CId=144&MId=606&Ver=4>

Footnote references to further online sources of information:

ⁱ Central Government 'PM speech on Net Zero: 20 September 2023':

<https://www.gov.uk/government/speeches/pm-speech-on-net-zero-20-september-2023>

ⁱⁱ South Gloucestershire Council's Climate and Nature Decision Wheel –

<https://beta.southglos.gov.uk/climate-emergency-in-south-gloucestershire/#:~:text=From%20April%202023%20we%20will,out%20how%20this%20tool%20works>

ⁱⁱⁱ Central Government 16 March 2023 'Government announces team of leading experts to boost energy efficiency' –

<https://www.gov.uk/government/news/government-announces-team-of-leading-experts-to-boost-energy-efficiency>; with further details of taskforce including page being withdrawn and taskforce disbanded on 25 September 2023 – <https://www.gov.uk/government/groups/energy-efficiency-taskforce>

^{iv} West of England Mayoral Combined Authority 31 July 2023 press release on

'Portway Park & Ride station officially opens' – <https://www.westofengland-ca.gov.uk/news/portway-park-ride-station-officially-opens/>

^v West of England Mayoral Combined Authority 31 July 2023 press release on '£3.6 million boost for cyclists secured by West of England Metro Mayor' –

<https://www.westofengland-ca.gov.uk/news/3-6-million-boost-for-cyclists-secured-by-west-of-england-metro-mayor/>

^{vi} Bristol City Council 13 September 2023 Cabinet decision details on Mission Net Zero funding bid to Innovate Pathfinder Places Programme Phase 2:

<https://democracy.bristol.gov.uk/ieDecisionDetails.aspx?Id=1798>

vii West of England Mayoral Combined Authority 12 June 2023 press release on ‘Bee Bold Awards: Metro Mayor crowns “Pollinator Champion” competition winners’ – <https://www.westofengland-ca.gov.uk/news/bee-bold-awards-metro-mayor-crowns-pollinator-champion-competition-winners/>

viii West of England Mayoral Combined Authority Community Pollinator Fund webpage – <https://www.westofengland-ca.gov.uk/what-we-do/environment/bee-and-pollinator-capital/community-pollinator-fund/>

ix Greater London Authority Rewild London Fund 2022 web page – <https://www.london.gov.uk/programmes-strategies/environment-and-climate-change/parks-green-spaces-and-biodiversity/green-space-funding/rewild-london-fund-2022>

x West of England Mayoral Combined Authority Community Pollinator Fund webpage – <https://www.westofengland-ca.gov.uk/what-we-do/environment/the-local-nature-recovery-strategy/>

xi West of England Mayoral Combined Authority 11 July 2023 press release on ‘Mayor holds third Jobs and Skills Summit as cost of living crisis bites’ – <https://www.westofengland-ca.gov.uk/news/mayor-holds-third-jobs-and-skills-summit-as-cost-of-living-crisis-bites/>

xii West of England Mayoral Combined Authority 11 July 2023 press release on ‘Bright Green Futures – £300k green jobs plan for West’s students announced by mayor’ – <https://www.westofengland-ca.gov.uk/news/bright-green-futures-300k-green-jobs-plan-for-wests-students-announced-by-mayor/>

xiii Institute of Advanced Automotive Propulsion Systems (IAPPS) 25 July 2023 press release on ‘IMI VIVO electrolyser arrives at IAAPS’ hydrogen production and storage facility’ – <https://www.iaaps.co.uk/news-events/posts/imi-vivo-electrolyser-arrives-at-iaaps-hydrogen-production-and-storage-facility>

xiv Bath and West Community Energy (BWCE) webpage on their Fairy Hill Solar Project (Compton Dando): <https://www.bwce.coop/fairy-hill/>

xv Bath & North East Somerset Council 1 September 2023 press release on ‘Council renews agreement with community-owned renewable energy business’ – <https://newsroom.bathnes.gov.uk/news/council-renews-agreement-community-owned-renewable-energy-business>

xvi West of England Mayoral Combined Authority on Working together – climate and nature recovery action’ webpage – <https://www.westofengland-ca.gov.uk/what-we-do/environment/west-of-england-regional-partners-unite-to-accelerate-climate-and-nature-recovery-action/>

Appendix 1 – CESAP 2023 Action Tracker

The following pages provide an update on each of the 105 actions the West of England Mayoral Combined Authority is involved in delivery over the 2023 financial year. These are split into the six themes within the Climate and Ecological Strategy and Action Plan (CESAP):

- Transport (T)
- Buildings and Places (BP)
- Nature Recovery (NR)
- Business & Skills (BS)
- Net Zero Energy (NZE)
- Climate Resilience (CR)

And each action assigned a number, reflecting the bulleted order within the CESAP. For instance, 'T7' relates to the seventh bullet within the transport actions contained within the CESAP.

The format of updates identifies where elements have been successfully delivered or milestones achieved – using the term '**successfully**' in bold; then identifying where work is **ongoing**, finally include details where there has been a **rethink** – including a brief explanation, such as a change to scope or forecast action completion date.

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ID	ACTION	UPDATE FOR OCT 2023
T1	Reviewing our Joint Local Transport Plan to confirm the policies which will substantially cut greenhouse gas emissions, including reviewing our transport major scheme programme to prioritise our schemes in terms of their carbon and environmental impact.	Ongoing work is reviewing JLTP4, and decarbonisation is a priority for the review. Major transport programmes must contribute to this. Informing the update will be the transport decarbonisation modelling work, which includes the carbon impacts of major transport schemes. The June Mayoral Combined Authority Committee agreed a funding allocation and adoption of the update is scheduled for July 2024. There is a delay from national government producing the LTP guidance.
T2	Increasing the pace of transport decarbonisation by progressing plans and implementing demand management measures	The City Region Sustainable Transport Settlement (CRSTS) Package of corridor schemes is ongoing . An update to JLTP4 is under-development and working with the UAs we will further discuss the role for policies such as parking management and pricing, work place parking levies and congestion charging. This work will be informed through public engagement, recognising the Bristol Mayor's recent decision to not progress a workplace parking levy at this current time.
T3	Supporting councils in their efforts to strengthen car parking policies and prioritising accessible locations and sustainable travel in new development through their Local Plans	This work is ongoing through work on the JLTP. See LCT1 for more information.
T4	Developing detailed plans for a liveable neighbourhood in Bristol and confirming areas to deliver liveable neighbourhoods in B&NES and South Gloucestershire with a view to rolling out a programme of delivery across the region to reduce reliance on cars.	We have successfully worked with Bristol City Council to develop and approve an outline business case to unlock funding for an onstreet trial of a liveable neighbourhood in East Bristol. Ongoing work on this will launch the trial scheme in winter 2023. We have worked with South Gloucestershire to successfully develop applications for development funding for design, consultation and trials of 2 liveable neighbourhood in yate and Thornberry, to develop their full business case. Ongoing work is to complete trials and develop a full business case by winter 2025. We have worked with Banes to successfully develop an application for design, consultation and trials for 15 smaller liveable neighbourhood schemes across BANES. Ongoing work is to complete trials and develop a full business case in 2024.
T5	Launch and trial Mobility as a Service scheme – a one-stop-shop to deliver a regional digital journey planning, booking, ticketing, payment and information solution	Design development is ongoing , with Alpha testing successfully completed earlier in the year. The project is currently in Beta testing. The minimum viable product is planned for release later this year with a public launch in 2024.
T6	Explore and secure investment in further innovative transport solutions and services to reduce car and freight trips (including alternative fuels such as electricity, hydrogen and biofuels) as well as social and planning innovation.	Horizon scanning process has been successfully developed and implemented, which will include horizon scanning for transport related solutions and services. Work is ongoing to develop our channels of internal communication for flagging opportunities to relevant teams, and working together to bid for and implement investment opportunities. Also in development is a 'Knowledge Hub to consolidate and centralise' learning across the FTZ programme that will enable others to apply the lessons learnt and build on progressing towards net zero transport by 2030
T7	Delivering 16 (TCF, ATF and CRSTS) walking, cycling & wheeling schemes and work with partners to submit applications for additional schemes to future active travel fund (round four).	We have successfully appointed contractors for Active travel fund 3 schemes - Cotham Hill, Old Market Gap, and work has begun on Cotham Hill and on site work is imminent at Old Market Gap. Ongoing schemes under CRSTS and Active Travel Fund 4 continue with their development and business case work. Cycle hangers funded by the transforming cities fund was successfully delivered onsite in Bristol in April 2023.
T8	Deliver 30 cycle hangars in Bristol, and explore feasibility of wider regional rollout	31 cycle hangars have been successfully delivered in housing sites around Bristol city centre as of April, and 20 hangars delivered and due for imminent installation in Bath. A feasibility study was completed to look at cycle hangar provision across the West of England, and this has helped result in a successful £915k bid to provide up to 80 hangars for the region by autumn 2024.

T9	Deliver walking, cycling and wheeling routes within new strategic transport corridors being delivered under the CRSTS, integrated with delivery of green infrastructure.	We have successfully undertaken the Somer Valley links consultation engaging with communities, discussing the choices to be made enabling sustainable and active travel along these corridors. We started the public engagement for the Bristol to Bath Sustainable transport corridor in August 2023. Both corridors are investigating Biodiversity Net Gain opportunities, and Bristol to Bath is exploring a natural capital assessment.
T10	Deliver improved walking, cycling and wheeling facilities across Yate Station, Ralph Allen School in Bath, Concorde Way and Clapton Road in Midsomer Norton; and subsidising rental schemes and training, including Bristol Family Cycling Centre via £680k investment	Through our £680k revenue allocation from Capability and Ambition Fund 22/23, we are successfully supporting the Unitary Authorities on the delivery of active travel behaviour change initiatives in each of their areas, including cycle training, bike maintenance, business grants and engagement events with schools and businesses. These activities are now well underway. This funding has also been used to commence development, design and scheme planning work for a pipeline of future walking and cycling infrastructure improvements. Development work is ongoing for upgrades to walking and cycling infrastructure on a number of key routes, including the Concorde Way in Bristol and South Gloucestershire.
T11	Supporting councils and regional partners in their walking and cycling initiatives including working with employers and communication campaigns, and in traffic management schemes	
T12	Run 'WEST Link' fleet of 'on demand' minibuses to connect people to our bus corridors (Demand Responsive Transport)	We successfully launched the service in April 2023 and it is now regularly used by 2000 users a week. Work is ongoing to complete a 3 month review to learn lessons and update the service as appropriate.
T13	Deliver Dynamic Demand Responsive Transport (DDRT) trial in north Bristol to connect people to major employment opportunities and other key destinations such as Southmead Hospital	Service successfully launched in April 2023 as part of the WEST link operations (see LCT12). The three-month review is currently being considered. Monitoring and Evaluation is ongoing .
T14	Build 13 green roofed solar-powered bus stops, as well as improving wildlife areas around them, this year and deliver a further 300 in subsequent years under CRSTS	All 13 shelters green roofed were successfully delivered up to May 2023, with a further 37 shelters upgraded. The additional bus shelters are being delivered as part of CRSTS.
T15	Implement fare capping in place for adult single trips and develop a single ticket solution to simplify residents' journeys across the region through BSIP.	Fares Package 1 of a £2 adult fare and £1 child fare cap was successfully launched in September 2022 to run until the end of Bus Service Improvement Plan (BSIP) in 2025. Fares Package is now partially launched through the successfully launched Birthday Offer commencing in August 2023. Ongoing work will provide offers for care leavers, due to launch in October 2023.
T16	Improving frequency and accessibility of trains through delivery of new train lines and stations (via MetroWest Phase 1a, Phase 2 and CRSTS),	Successfully delivered enhanced rail services to Westbury and Gloucester May 2023 meeting the set milestones. Additionally, working with Bristol City Council, we have successfully delivered a new train station at Portway. We have also successfully commence construction of a railway station at Ashley Down, meeting the milestone for this project and exceeding the initial delivery schedule.

T17	Delivering up to 256 electric vehicle charge points and up to 362 charging bays by investing £5m (informed by EV Investment Proposal, agreed at April 2022 WofE Committee)	<p>The Final Business case for £4.9m of GRF investment into EV charging infrastructure across the West of England was successfully approved at West of England CEOs on the 28th June 2023.</p> <p>Ongoing work is needed to ensure compliance with Subsidy Control 2022 legislation so that formal Decision Notices and Grant Offer Letters can be issued and the project taken forward into the next phase of development: National Grid engagement and detailed design ahead of construction. Formal briefing notes to WofE Directors of Infrastructure and the Metro Mayor on this process will be issued in the coming weeks.</p> <p>UAs have provided match funding this scheme (£692k). This has been used to accelerate delivery of some elements of the scheme while the FBC has been in approval, so the first points are expected to come online in SGC in the next quarter.</p>
T18	Commence a new contract for micro-mobility to enhance scooter hire provision and introduce on-street ebike hire in the Bristol Bath areas	Following a successful procurement exercise and new operator Tier in contract, we are currently mobilising for start of dual e-scooter, e-bike and e-cargo bike operations from October 2023 for minimum of 2 years, up to a maximum of 4 years. Innovative industry leading new contract sets clearly defined specification of services, well defined performance metrics with financial penalties (e.g. bad parking), and income stream to the Mayoral Combined Authority to cover administrative costs and further regional investment.
T19	Deliver our sustainable urban freight trials, introducing e-cargo bikes in university and hospital campuses, 'parcels as passengers' on trains and 'local high-street aggregator' to consolidate local neighbourhood deliveries	We have successfully commenced Campus trials with ongoing work seeing additional hosts mobilising. 'Parcels-as-Passengers' trial has successfully passed testing and ongoing work is seeing Aggregator trial commenced. Work is ongoing to develop the feasibility of further trials such as dynamic kerb space management.
T20	Supporting our councils in maintaining Clean Air Zones and in their electrification and decarbonisation of their fleet by publicly backing them	Clean Air Zones have been successfully implemented in Bath and Bristol city centres. Such policies encourage the take-up of electric vehicles in the general vehicle fleet to reduce carbon emissions, as well as the authorities' own operational vehicles. An Electric Vehicle Strategy is ongoing to accompany the update to the Joint Local Transport Plan and the Mayoral Combined Authority is working with the councils in the rollout of electric vehicle charging points.
T21	Build our region's hydrogen economy by exploring opportunities for green hydrogen electrolysis and piloting application of hydrogen as a transport fuel in sectors difficult to electrify (including HGVs operating locally, such as busses and in goods distribution)	We have joined a collaborative consortium and successfully secured EPSRC funding for furthering hydrogen research in the West of England, with a focus on place. NEWS CURRENTLY EMBARGOED. We have also submitted a Local Industrial Decarbonisation Plan bid, to resource developing a plan including for the role of hydrogen (see B&S17 for more details). Work is ongoing through our participation in Western Gateway and Hydrogen Southwest working groups to further this action.
T22	Agreeing a regional framework for how transport projects will minimise their impact on nature, through interventions such as nature-based solutions to road run-off, wildlife kerbs, and regular and targeted cleaning of gullies.	The Environment Team has successfully recruited Senior Managers for nature recovery and a Senior Manager for transport. Their ongoing work with colleagues will see CA projects consider and implement (where viable) nature-based approaches; and collaborative work between CA and UA transport teams will then build this into a regional framework.
T23	Agree regional priorities for retrofitting of existing transport infrastructure to reduce its impact on nature	This work is ongoing . Maintenance of existing transport infrastructure is the responsibility of UAs as Highway Authorities; in addition to Network Rail and Highways England for rail and motorway infrastructure respectively. The CA's Senior Environment Manager coordinates Natural Environment Officers Steering Group and joint Green Infrastructure Strategy meetings with UAs. Through these, and work is ongoing to consider these - including backfilling Green Infrastructure officer resource.

ID	ACTION	UPDATE FOR OCT 2023
BP1	Run the Retrofit Accelerator Phase I Homeowner Advice Service to increase the scale and pace of retrofit, creating a hub for homeowners to access information on retrofit . Forecast to advise 10,600 households, resulting in 5,250 homes being surveyed and delivering 4,200 measures in 1,400 households over the next 2 years	The Retrofit West Advice service was successfully launched on 7th July, with 100 people attending. It was hosted by Metro Mayor Dan Norris with guest speaker Ed Miliband MP. The service is delivered by Retrofit West CIC, which was set up by the Centre for Sustainable Energy. Ongoing work sees the service run via the free advice through an email and freephone and a website where residents can build a retrofit plan. Residents can go on to purchase a discounted whole house retrofit survey. A Retrofit Strategic Steering Group has been set up to guide the Retrofit West project.
BP2	Expanding the domestic retrofit supply chain via the £2m Retrofit Accelerator Phase IIa, supporting a minimum of 350 small and micro businesses, and Phase IIb (£200k) to integrate retrofit understanding and awareness into our Futureright coaching service, and other skills offerings	Following the return of one Expression of Interest from Retrofit West CIC and stakeholder consultation at the Retrofit West launch in July, the Business Support Delivery Provider grant call was successfully launched 27 th July. To allow for multiple providers to respond to the grant call it will be open from 21 st August until 15 th December, with ongoing work seeing these evaluated as applications are received. We anticipate this will facilitate the first business offer from November 2023.
BP3	Deliver the Innovative Housing Retrofit Scheme, insulating 50-75 hard-to-treat homes within the region; and seek funding to expand the scheme to further demonstrate new approaches for wider roll out (e.g. offsite manufacturing)	Work to deliver the three innovative retrofit projects is ongoing . Having completed pre-deployment work including engagement events and property surveys the teams plan to begin installing measures from late August and all remain confident they will complete as anticipated by March 2024.
BP4	Carry out up to 400 free carbon surveys for small & medium sized enterprises (SMEs) to help them understand and reduce their energy use, carbon footprint and other environmental impacts	Carbon Surveys were successfully reopened in February with reviewed and expanded eligibility criteria. Work is ongoing to widen the scope, initially looking at climate resilience and nature recovery.
BP5	Provide c225 SMEs with grant funding to make energy saving improvements and install renewable energy via a new £2m Green Business Grant fund	Green Business Grants Round 4 was successfully launched in June with reviewed and expanded eligibility criteria. Work is ongoing to increase business engagement, particularly in previously unsupported locations and industries. We are rethinking our plans to spend remaining Recovery Fund for strategically important but low-uptake projects such as heat pumps, with the intention of awarding higher grants and a dedicated marketing campaign.
BP6	Promote grant-funded domestic retrofit programmes in our region including those via the South West Net Zero Hub , Warm & Well in South Gloucestershire, Energy at Home in Bath & North East Somerset and City Leap domestic retrofit in Bristol	This work is ongoing through the Retrofit West Advice Service (see LCBP1); and through SW Net Zero Hub Retrofit Programmes, in particular the Local Energy Advice Demonstrator competition (see NZE3). More information available here: https://www.swnetzerohub.org.uk/what-we-do/housing-retrofit/

BP7	Work with public sector partners and the South West Net Zero Hub to secure funding, develop strategy and deliver decarbonisation projects on public land and buildings	<p>The Hub has successfully supported £2,355,234 worth of PSDS Phase 3b funding Grants to deliver successful capital for retrofit bids including:</p> <ul style="list-style-type: none"> •Bath and North East Somerset Council •North Somerset Council •Plymouth CAST Multi Academy Trust •South Gloucestershire Council •Torbay Council <p>The Hub also successfully supported £99,848 of LCSF grant funding applications, providing revenue grant to develop estate decarbonisation plans. LCSF phase 4 had a £17m pot of funding and £130m of applications making it highly competitive, not helped by the come first serve competitive nature of the programme.</p> <p>The Hub's work is ongoing, continuing to support public sector organisations on estate decarbonisation; and working with DESNZ on the HPD Research Project Steering Group</p>
BP8	Develop a range of sustainable funding mechanisms for retrofit and the transition to non-fossil fuel reliant heating within the region to secure private and government funding	<p>A tender for development of a pan-regional full business case for a potential fund to support retrofit finance for able-to-pay consumers was successfully awarded in July 23, and work to complete this is ongoing by the consultants with oversight from both CA and SW Hub Funding & Investment Managers, due to be completed in November 23. The CA launched recruitment in August 23 for a Project Officer to develop the Business Case for this, working with the Funding and Investment Manager.</p>
BP9	Develop our retrofit approach by improving our knowledge on existing housing and retrofit requirements – working with funders to collect data needed in securing investment	<p>A review of Energy Performance Certificate EPC data at local and regional level has been successfully carried out and will be published shortly on the website. A Retrofit Strategic Steering Group has been set up to oversee ongoing work on funding investment and data requirements.</p>
BP10	Publicly support Local Councils and the South West Net Zero Hub in adopting and enforcing net zero and BNG new build standards for new developments across the region through local planning policy	<p>The Hub has successfully supported B&NES in analysing planning applications (in collaboration with the University of Bath), following the introduction of their new planning policy in January 2023. Ongoing work will see a relevant report published in Autumn 2023, discussing our findings on the industry's response to the new policy. The Hub are supporting project partners seek funding opportunities that will allow us to extend the project and support more Councils in developing effective net zero planning policies.</p>

- BP11 Review and coordinate regional development and adoption of innovative environmentally-positive design and construction approaches (such as Bristol Housing Festival establishing a Regional Centre of Excellence in Housing Innovation; and Design Codes incorporating wildlife habitats such as swift boxes)
- The CA are in the process of transferring £100k, secured from OPE, to Bristol to advance their MMC project. **Ongoing** work is reviewing £250k the CA earmarked within its Investment Fund for "Regional Modern Methods of Construction, Development & Delivery" – for a programme to build capacity for MMC/OSM housing development and delivery across the region, with the aim of making it commonplace. Ongoing collaboration on environmentally positive design and construction policies is via the WoE climate change and sustainability planning policy collaboration working group - including reps from CA and each UA, including N Somerset.
- BP12 Coordinate rollout of heat pumps with local councils and National Grid Electricity Distribution, to accelerate rollout and maintain electricity grid resilience accommodates transition
- Work here is **ongoing**. A collaborative joint meeting between officers from the CA and each UA has been held with National Grid (NGED) area distribution managers; Bristol were successful in their Heat Pump Ready bid, and learnings from this and their work with NGED. Additionally, NGED are a member of the West of England's Climate and Nature Action Panel; and the Environment Directorate are engaging at senior levels in both National Grid Distribution and Transmission companies. This work also links in to considerations on Local Area Energy Plans (LAEPs) and similar initiatives, considered separately within the Committee Paper.
- BP13 Develop a heat pump engagement and collective buying scheme, with corresponding local supply chain support, targeting delivery of an additional 1000 heat pumps across our region over 2 years
- Work is **ongoing**. Specialist organisations including CSE, SWEA and Nesta have been engaged on principle of idea. Not without its challenges, primarily accurately targeting households who could benefit from a heat pump without prior retrofit work - and will be informed from Bristol's Heat Pump Ready project. Action also needs Retrofit West (formerly Retrofit Accelerator), including home owner advice and supply chain support in place. Development of this heat pump engagement and collective buying to be progressed as part of regional environment engagement.
- BP14 Agree cross-border collaboration agreements to support expanding the Strategic Heat Main within City Leap and other heat networks across the West of England
- The CA **successfully** joined both Bristol and South Gloucestershire Authorities in supporting Bristol City Leap's Vattenfall engaging senior stakeholders for the Strategic Heat Main. **Ongoing** work sees Vattenfall considering the commercial viability of progressing with this, with an initial decision on progressing investigations and follow-up with key stakeholders expected this Autumn.

ID	ACTION	UPDATE FOR OCT 2023
NR1	Deliver improvements to existing natural green spaces such as through Common Connections. £3m in Chew Valley Lake, developing investable business cases for improvements at Bath Riverline and Waterspace Connected.	Our ongoing work to oversee delivery of these three projects continues. Common Connections is the delivery of well-connected and diverse common areas on the north east fringe of Bristol. 19 sites will come forward under this project that will increase habitat connectivity, and wider GI benefits include food provision, biodiversity enhancement and access to open space. Chew Valley Lake is the delivery of a multifunctional and accessible walkway - Chew Valley Lake Recreational Trail. The FBCs are split into the northern and southern section of the trail. The project will deliver access to nature, recreational benefits, enhance the yearly rural economy and local tourism, and deliver environmental protection to the European protected site. Water Space Connected includes the delivery of Somerdale Bridge as a key point of connectivity for the Water space Avon Corridor. This is an access to nature project, facilitating better connectivity for the communities of Keynsham to the River Avon trail and AONB.
NR2	Deliver access improvements to existing water (blue) spaces including £3m investment at Chew Valley Lake and developing business cases for improvements at Bath Riverline and Waterspace Connected.	This is ongoing . Identification of priorities for nature recovery and 'areas that could become of importance to biodiversity' has been delayed from July 2023 to November 2023. Final LNRS to be complete by June 24. This is due to the significant delay to publication of the DEFRA Guidance and Regulations Project Manager based in Bath and North East Somerset (Stuart Gardner) overseen by West of England CA Nature Recovery Manager.
NR3	Develop a Local Nature Recovery Strategy that provides a coherent regional vision and map for nature's recovery, building on the West of England Nature Recovery Network and helps direct investment effectively into the natural environment	This work is ongoing . Detail on Multiply and Workforce for the Future updates is found in the Business & Skills section. Natural History Consortium are also delivering a Pesticide Reduction Campaign as part of their Round one Community Pollinator Fund project.
NR4	Develop a regional agreement for public sector bodies to reduce the use of pesticides on their estates, with an aim of eliminating use altogether.	The Pollinator Fund continues to provide residents access to nature (see NR10); as does Green Futures and the Community Support Fund (see Business & Skills action updates). Ongoing work will see these and other opportunities promoted as part of regional engagement, where increasing participation and enabling volunteering in nature form one of the West of England's key nature recovery objectives.
NR5	Provide residents access to volunteer in nature recovery projects and the natural environment jobs market via Pollinator Fund, Green Futures, Community Support Fund and other grassroots skills programmes	We're successfully facilitating tree technicians via the Forest of Avon Trust from funding received from the Tree and Woodland Accelerator Fund in each Unitary Authority. The West of England Combined Authority also funded Forest of Avon Trust Tree and Woodland Strategy, plus funding strategic planting of trees and habitats through our pollinator projects. We also funded the Great Avon Wood through the Forest of Avon Trust, as well as other projects funded through the Green Recovery Fund Nature Recovery Projects. Ongoing work sees us engaging with Infrastructure Team to ensure opportunities to develop Green Infrastructure alongside strategic transport corridors are maximised.
NR6	Plant more trees and create habitats along strategic corridors and rivers (incl. CRSTS and strategic nature recovery networks)	Work is ongoing . We have recruited a data analyst to gather evidence on the state of nature in the region, to inform the West of England Local Nature Recovery Strategy and better target funding for nature-based projects in the region. We have scoped options for a data platform and agreed funding. We have scoped options for a wildlife index and are identifying routes to delivery. We're also working with partners through the West of England Nature Partnership Environmental Data Group. Plus working with University of Bristol to develop Wildlife Index to meet need for monitoring and evaluation of natural environment throughout the West of England region.
NR7	Develop a monitoring framework (data platform and ecological baseline) for the regions natural environment to enable us to measure progress towards our ambitions, including the possibility to use a wildlife index to measure abundance and diversity of wildlife amongst the current ecological network	This work is ongoing . In addition to NR7 above, the CA is working with University of Bristol to explore opportunities for a Wildlife Index to meet need for monitoring and evaluation of natural environment. This will complement our work on LNRS, for which we are to procure a data platform to host Nature Recovery and wider Environmental data - supported by our recently recruited Senior Environmental Analyst.
NR8	Develop innovative new ways of observing and monitoring the natural environment	Work is ongoing . In addition, we have secured Leveling Up Fund money from the Department for Levelling Up, Housing and Communities to develop Strategic Outline Business Case for Landscape Scale Nature Recovery Project spanning Limestone Link, Bathscape and Lower Woods - currently out to tender. Nature Recovery Partnership Officer post to help maximise opportunities from the projects we're funding has been approved.
NR9	Set up a region wide project that aims to understand the health of, and management approaches applied to the region's protected sites.	
NR10	Create capacity that will enable UA and partner priorities (WENP prospectus) to be developed into investment ready projects, and source varied and innovative funding options.	

- NR11 Work with West of England Nature Partnership (WENP) and Natural History Consortium (NHC) to raise awareness of and engagement with the natural environment, and encourage conservation volunteering and pro-environmental behaviours (City Nature Challenge, Team Wilder, Festival of Nature)
- Support for West of England Nature Partnership WENP is in place via Mayoral Combined Authority funding 0.5 FTE Project Support Officer. Mayoral Combined Authority staff **successfully** supported several Festival of Nature events; and NHC is delivering Community Engagement piece for development of the Local Nature Recovery Strategy. Conservation volunteering and pro environment behaviours are supported through our funding of Community Pollinator projects and Green Recovery Fund projects, and NHC and WENP board members help to inform priorities. **Ongoing** work includes Round 2 of the Pollinator Fund alone will see roughly 52,000 volunteer hours of community members practically engaged in habitat creation projects.
- NR12 Launch the second round of the Community Pollinator Fund to increase the number and quality of habitats for pollinators and bees across the region
- Successful** launch of Pollinator Fund Round 2 and approx. 43 new Grants approved, including 35 small grants (new category to attract a more diverse range of community organisations), 4 medium grants, and 4 large grants. Round 2 will see creation of approx 329,405 m2 of pollinator habitat, similar to the target set for the whole fund of 312,498. The combination of Round 1 and 2 Projects is 62ha of pollinator habitats - almost double the target set. **Ongoing work** continues to support Round 1 Grant recipients. In June, the West of England and three Unitary Authority CEO's approved an additional £800,000 for use in the Community Pollinator Fund. Whilst much of that funding is set aside to deliver one or two larger pollinator projects in a strategic manner in the region, £270,000 was approved to support additional round 2 projects. This will bring the total projects supported in Round two to 55 Projects, and further increasing both the volunteer hours and land for improved pollinator habitats.
- NR13 Provide evidence to support councils' local plans and planning policy to create new spaces for nature and wildlife and protect existing spaces linking in with regional biodiversity objectives, including those set out in Joint Green Infrastructure Strategy, Tree and Woodland Strategy.
- This work is **ongoing** through regular meetings with councils on Green Infrastructure and LNRS; as well as consulting council planning leads on how the LNRS can act as evidence to inform local planning policy. Local Nature Recovery Strategy will have formal links with Local Plans and will provide evidence to support regional priorities for nature. LNRS Project Manager speaking to Heads of Planning about connections between the two, as well as with other strategies (JGIS, Tree and Woodland Strategy).
- NR14 Promote and embed the West of England Placemaking Charter for creating high quality, biodiverse places that support access to nature and encourage health and wellbeing
- Ongoing** work sees the MCA's Senior Manager for Nature Recovery working with the Mayoral Combined Authority's Place Lead to ensure the forthcoming place strategy will inform and support creation of high quality, biodiverse places that support access to nature and encourage health and wellbeing, including links to Local Nature Recovery Strategy and Pollinator Projects.
- NR15 Ensure that transport and planning projects delivered by the Mayoral Combined Authority positively contribute towards nature's net recovery, including delivering at least 10% Biodiversity Net Gain
- Ongoing** work sees the CA's Nature Recovery Team Senior Manager and GI Junior Project Manager are supporting Transport Senior Manger to engage with partners and CA Infrastructure Team to ensure that process are in place to enable projects to deliver statutory (or above) Biodiversity Net Gain.
- NR16 Together with WENP and the Forest of Avon Trust, renew and continue to accelerate action in delivering the Forest of Avon Plan. Includes investment of £730,000 for the Forest of Avon Trust for woodland creation, including 50,000 broadleaf trees in diverse habitats
- Work is continuing **successfully** to plant or conserve 50,000 trees in the Great Avon Wood, as per the £730,000 Funding provided by Green Recovery Fund to the Forest of Avon Trust. West of England Mayoral Combined Authority staff have volunteered to plant trees at the site.
- NR17 Work with Bristol Avon Catchment Partnership to identify actions and investment required to deliver the Bristol Avon Catchment Plan and the Bristol Avon Fish Recovery Strategy to improve the health, biodiversity and resilience of our water courses, wetlands and river catchments.
- Ongoing** work sees MCA Senior Manger sitting on Bristol Avon Catchment Partnership and is supporting the Water Industry National Environment Programme process in the West of England. Bristol Avon Catchment Partnership Catchment Plan and Fish Strategy both informing the LNRS. BACP also sits on the Mayoral Combined Authority's Green Infrastructure Working Group and we also work with BACP through WENP.
- NR18 Develop and promote the biodiversity footprint concept, to engage and inform businesses about how they can make changes to their supply chain to support nature.
- This approach is being developed and embedded within the wider regional engagement on the Environment. Officers have engage UAs and then our Climate and Nature Action Panel at event on 26 July in **successfully** agreeing broad purpose and objectives. **Ongoing** work is preparing the nature recovery strand of this work, with an outline approach being consulted upon via the Climate and Nature Action Panel on the 21 September.
- NR19
- NR20 Develop an approach to enabling and collecting citizen science data, to engage people with nature and support decision making.
- Successfully** recruited West of England Mayoral Combined Authority Data Manger. Working with this post and other partners, through the LNRS process and Pollinator Fund, to explore options for supporting, collecting and measuring data, including citizen science information. **Ongoing work** with and supporting local organisations engaging with people through citizen science.

- NR21 Hold further Bee Bold Awards and create targeted business campaigns to support businesses create habitats and support pollinators. The 2023 Bee Bold Awards were **successfully** held at Hartcliffe's Heart of BS13 in June 2023. Six pollinator champions were announced under 2 categories. Further targetted business campaigns and support for pollinators are progressing in **Ongoing** work via the Pollinator Fund (see NR12), and via Regional Engagement. Further details on June's Bee Bold Awards day is available here: <https://www.westofengland-ca.gov.uk/news/bee-bold-awards-metro-mayor-crowns-pollinator-champion-competition-winners/>
- NR22 Develop platforms that enable businesses to invest in the natural environment (e.g. Bristol and Avon Catchment Market) We have **successfully** recruited a Climate and Nature Funding & Investment Manager. **Ongoing** work, informed by the LNRS, will see them working with our Nature Recovery team to progress this work.
- NR23 Work with the agricultural community to understand needs and land use options to unlock investment for nature, aiming to create a coalition of agricultural partners igned up to support nature recovery We're working with farmers and landowners through development of the LNRS, which will help chanel investment in nature recovery priority areas; successfully obtained funding for a Strategic Outline Business case to suppot landscape scale nature recovery including opportunities for funding. Ongoing work, certain pollinator projects also engaging with farmers to improve biodiversity, including Middle Ground Growers
- NR24 Using regional skills programmes including Multiply and Workforce for the Future to build skills required for ecology and natural environment sector. This work is **ongoing**. Detail on Multiply and Workforce for the Future updates is found in the Business & Skills section

ID	ACTION	UPDATE FOR OCT 2023
BS1	Carry out up to 400 additional free carbon surveys using £416k funding to help small & medium sized enterprises (SMEs) understand their energy use and low carbon solutions; and seek funding to widen the scope and number of businesses eligible for a survey	Carbon Surveys were successfully reopened in February with reviewed and expanded eligibility criteria. Work is ongoing to widen the scope, initially looking at climate resilience and nature recovery.
BS2	Deliver a new £2m Green Business Grant fund to help approx.225 SMEs to make energy saving improvements and install renewable energy, based on findings from a low carbon business evidence base	Green Business Grants Round 4 was successfully launched in June with reviewed and expanded eligibility criteria. Work is ongoing to increase business engagement, particularly in previously unsupported locations and industries. We are rethinking our plans to spend remaining Recovery Fund for strategically important but low-uptake projects such as heat pumps, with the intention of awarding higher grants and a dedicated marketing campaign.
BS3	Increase our understanding of the scale of the challenge and support needed to decarbonise small & medium sized enterprises in the region, through commissioning a low carbon business evidence base and intelligence gathered from the Growth Hub	Evidence base was successfully commissioned in April, with the contract awarded to Future Leap. First part of this work (financial viability of projects) was successfully delivered in May ahead of Green Business Grants launch, with the remaining ongoing and expected to be completed by October.
BS4	Pilot a Rooftop Generation Grant to encourage the use of larger business premises to boost solar PV generation capacity.	Work is ongoing to design and launch Rooftop Solar Grant, with launch still expected in Autumn 2023
BS5	Deliver more carbon & nature literacy support for businesses to improve their understanding of climate and ecological emergencies and actions they can take to help decarbonise and build resilience through website resources and 4 events per year.	Plans are ongoing for webinars in November and January, hosted by the Mayoral Combined Authority. Additional events are also planned with BusinessWest in the Autumn as part of their webinar series
BS6	Develop a focussed net zero Growth Hub route to sit alongside the embedded activities already in place, to advise SME businesses on net zero journeys with a year-on-year increase in the number of businesses supported. .	The Net Zero pillar of support on the Growth Hub website has been successfully launched and work is ongoing to promote and increase SME awareness of the tools and support available
BS7	Investigate the benefits and ways in which the Mayoral Combined Authority could support a regional transition towards circular economy principles.	Work is ongoing to develop a strategy for the inclusion of circular economy principles in our regional strategy and a framework for this which maximises potential benefits of this whilst working with existing priorities and goals.

- BS8 Explore opportunity to recognise businesses' positive actions through green digital badging, aligned to our Good Employment Charter (which has sustainability running through each of its pillars)
- Work is **ongoing**, reviewing implementation of digital badging in relation to green action
- BS9 Develop a peer-to-peer support programme to promote innovation and environmental transition, including becoming nature positive, via mentoring, sharing best-practise and networking events
- Elements of this is being met through the Good Employment Charter, work on which is **ongoing** with a monthly peer-led learning meeting which is having a green takeover in August. Work is also **ongoing** to develop a 'Knowledge Hub' to consolidate and centralise learnings across the CA with potential to foster and showcase collaborative outputs as well as promote / host events.
- BS10 Deliver green careers advice universally to school aged children and young people via the Careers Hub and seek funding to build on the Green Futures Fund pilot.
- The initial pilot phase of the Green Futures Fund, LMI Digital Resources and Teacher Encounters projects have been **successfully** delivered and all milestones achieved. **Ongoing** - the business case to approve the spend of the £300k green recovery funding for further scaling of the Green Futures Fund pilots is being submitted to CLT and then CEO's in September. A grants process will then be launched in October with grants being awarded early 2024. Delivery will take place from February 2024 until July 2026. An additional £20k has also been received to deliver additional teacher encounters from the CEC.
- BS11 Use business engagement to understand what skills / knowledge they need in place to meet the 2030 ambitions to inform our skills provision including Skills Connect, Good Employment Charter and Skills Bootcamps.
- There has been regular communication between sustainability team and Charter team to trade insights around skills needs and work is **ongoing**; sustainability team have spoken at Charter events to employers about green skills and funding/support opportunities. **Ongoing work to map** further support needed to meet emerging green jobs and skills and to support employers to future plan - via Skills Connect, bootcamps etc
- BS12 Use Skills Connect to support individuals to access information, advice and guidance on green jobs through the Retrofit Accelerator Phase IIb, FutureBright, Skills Connect and Green Skills Bootcamps
- LA Skills Connect delivery partners are **successfully** providing information, advice and guidance to individuals including green opportunities. Development of the Skills Connect site is **ongoing** and due to be launched in September 23. Information and advice on green skills and training is reflected throughout the site. New Retrofit and Green Skills Manager **successfully** recruited and started in post (mid-August)

BS13 Deliver Workforce For The Future, aiming to support over 450 SME businesses and 1000 residents access skills and training including green skills

Delivery of Workforce For The Future is **ongoing**, with 759 businesses signed up for support (as of the end of July '23). As of the end of March '23 we have **successfully** delivered skills support to 464 businesses and 1544 'learners/residents' has received training. 141 of these businesses were specifically signed up to receive green skills support, via UWEs Skills for Clean Growth project (84 businesses) and YTKOs Modern Methods of Construction project (57 businesses). Support via the UWE project concluded at the end of June '23, though as the project may continue a list of business' interested in support is to be collated. YTKOs support concluded in August '23. Partners are being asked to produce legacy documents/resources for publication on the WFTF webpage/Growth Hub resources page for businesses to refer to post WFTF.

BS14 Deliver Green Skills Bootcamps for residents as part of our £5.1m Wave 4 programme, focusing on retrofit; green transport; and organisational sustainability

Successfully launched funding opportunity of £770,000 to support Retrofit, Organisational Sustainability and Green Transport Skills Bootcamps within 2023/24 financial year. **Ongoing** work to support the take-up of the funding opportunity as only £79,000 was allocated in Call 1. There has been a **re-think** and the project team has re-planned and launched a second call which ran from 10th July-7th August. This included targeted marketing to increase interest for Call 2, applications are going through a panel assessment currently but applications have increased.

BS15 Publish and use the findings from the South West Skills Study from the South West Net Zero Hub to build on the West of England Green Skills Analysis Report to inform our provision of retrofit and green skills

Successfully published the SWNZH Retrofit Skills report in May 2023 alongside 3 additional LEP reports for HoSW, Solent & Gfirst. **Ongoing** - Indication of additional funding from DESNEZ by 4th quarter 2023 to assist in delivery of outcomes. New PM for HoSW will lead on these works

- BS16 Support 350+ domestic retrofit small and micro businesses through the Retrofit Accelerator Phase IIa, to raise awareness, train and increase accreditation
- Following the return of one Expression of Interest from Retrofit West CIC and stakeholder consultation at the Retrofit West launch in July, the Business Support Delivery Provider grant call was **successfully** launched 27th July. To allow for multiple providers to respond to the grant call it will be open from 21st August until 15th December and evaluated as applications are received. We anticipate this will facilitate the first business offer from November 2023. New Retrofit and Green Skills Manager successfully recruited and started in post (mid-August) - key focus will be to drive up green skills/retrofit training for SMEs
- BS17 Leverage national funding for large scale initiatives (such as demonstrators, networks, living labs) and support manufacturing and engineering industries to innovate new sustainable technologies and supply chains
- A funding application has been submitted to produce a Local Industrial Decarbonisation Plan (LIDP) for the region, focussing on the industrial cluster around Avonmouth/Sevenside/Portbury, led by the Mayoral Combined Authority in partnership with 10 external organisations. If funding is awarded work will be **ongoing** throughout calendar year 2024 to develop the plan, leading to an implementation period following this; if not awarded then further sources of funds will be sought.
- The Plan for Innovation is in progress, which will set out the innovation challenges for the region, alongside an action plan for delivering against the challenges using devolved and reserved funding.
- BS18 Support SMEs to innovate new sustainable technologies through delivery of the Business Innovation Fund and Digital Engineering, Technology and Innovation (DETI), and Made Smarter programmes
- Successfully** delivered the Digital Engineering, Technology and Innovation Programme, which included the development of a proof of concept for an engineering industry eco-meter that shows the environmental impact of parts and processes. The Made Smarter programme is **ongoing** and will be starting a new cohort of management training in September 2023.
- BS19 Develop innovative green financial and delivery models, including those unlocking investment in nature-based solutions and supporting organisations in the West of England FinTech Strategy
- Green finance investment work is **ongoing**, and the combined authority is commissioning a research project on increasing the capacity and diversity of angel investors to support impact investment into green finance businesses. This activity is due to take place later in this financial year.

- BS20 Revise our regional procurement strategy to include environmental weighting alongside social value in procuring sourced goods and services. Work is **ongoing** to develop a Social Value Strategy for the Mayoral Combined Authority. The social value strategy will influence not just our corporate approach to social value and procurement, but also the social value we create as an employer and as a regional anchor institute. A key theme of the social value strategy will be tackling the climate and ecological emergency. Ongoing work will embed environmental asks into upcoming procurements, with internal Officers group meeting in September to progress strategy development.
- BS21 Use Invest Bristol & Bath to create a campaign to attract new green businesses to the region, targeting a third of new businesses attracted to the region via Invest Bristol & Bath to be focused on green jobs. The Clean Tech and Energy pages on the website have been **successfully** launched. Work on the green campaigns is **ongoing** - Nuclear SW and Smart Sustainable Aviation (inc. Hydrogen) propositions in place and on track to be delivered by Q4. Tidal investment campaign on pause until further research from strategy/environment team is progressed. Initial scoping for new investment campaign to target EV battery and Heat Networks supply chain opportunities underway. Work in progress on Green Tech to refresh Fintech campaign to focus more on Sustainable Green Finance.

ID	ACTION	UPDATE FOR OCT 2023
NZE1	Deliver £1.5m funding for Sustainable Innovative Finance Foundations for Wind Turbines (SIFFFT) to bring 10 sites to landowner agreement and 3 sites securing planning through a community led model across the region, providing a pipeline of up to 70MW of investable onshore wind projects with shared learning for other communities.	The SIFFFT Grant offer letter is signed and ongoing work is being progressed via the SIFFFT team with each local authority to identify potential sites. This includes reviewing existing Renewable Energy Resource Assessment (RERAS) data.
NZE2	Rollout rooftop solar, including £569k for Bristol Energy Co-Op to install over 2MW PV targeting rooftops of SMEs, schools and community buildings; piloting a Rooftop Generation Grant scheme encourage the use of larger SME business premises to boost solar PV generation capacity; and launching a second round of solar bulk-purchasing solar PV scheme open to residents and businesses	The first round of Solar Together West of England bulk-purchase scheme for domestic rooftop solar and optional battery delivered 950 installations. A second round has been successfully launched, open to resident registrations from late August. Customers have the option to add a battery and ev charge point. The scheme is ongoing until installations complete, due by end of summer 2024. Bristol Energy Co-op have successfully engaged with 28 potential sites for Community-owned solar, 16 of those are being surveyed, 2 sites have successfully completed this process and have installations booked in. Work is ongoing to design and launch Rooftop Solar Grant for SMEs, with launch expected in Autumn 2023.
NZE3	Seek sustainable funding for free local energy advice provision for residents seeking help in coping with their energy bills	The South West Net Zero Hub, which we host, has successfully secured £5.4m of funding to provide local energy advice. Through this, three West of England not-for-profit organisations - Severn Wye Energy Agency, Centre for Sustainable Energy and Bath & West Community Energy - are being funded to advise residents struggling to heat their homes through provision of in-person advice. Details here: https://www.swnetzerohub.org.uk/4-2m-government-funding-for-innovative-home-energy-advice-in-the-south-west/ Ongoing work will see paper taken to CEOs to delegate approval for c£200k of GRF to extend Local Energy Advice in the West of England; both regional NHS bodies have been approached and shaped the approach to this local energy advice extension, in effort to demonstrate value and savings for NHS services for their potential contribution; and Resource West partners (Bristol Water, National Grid, Wales & West and UWE), who piloted a local energy advice organisation, are being engaged to see if their pilot could be extended alongside this, potentially via an OfWat Innovation funding bid.
NZE4	Fund the Local Energy Scheme round 2 capital projects and launch a third round for development and capital funding of over £600k to support community led projects, including 'smart' energy systems.	A 150m wind turbine was successfully opened in June, funded through European Regional Development Fund money from the West of England Mayoral Combined Authority. This adds 4.2MW additional renewable energy capacity to the grid. Two projects were successfully awarded grant through the Local Energy Scheme 2. Fairy Hill, a Bath & West Community Energy ground-mounted solar array (£250k) and Cleveland Pools, a heritage site swimming pool installing innovative water source heat pump and river pontoon infrastructure (£77K). Ongoing work on site is underway at Cleveland Pools. Fairy Hill project development works ongoing following a rethink necessitated by grid constraints.

- NZE5 Support public sector partners across the region developing major capital projects through the South West Net Zero Hub provision of free local technical assistance
- In the West of England, Hub finance modelling enabled SGC decision to loan £2M, **successfully** delivered 3MW solar array and battery at The Wave in South Gloucestershire; and similar in B&NES on rooftop solar at 3 x care homes (93kWp total) and the recycling centre (133kWp). **Ongoing** Hub support in the West of England has **successfully** completed a feasibility study into Bristol University 700kWp solar array, developing business case to install min 2,600kWp rooftop solar across South Gloucestershire Council estate with grid connection requests submitted; investigating the potential for rooftop solar on N Somerset leisure centre + other buildings; and development of an EV cable channel trial in B&NES to enable affordable and accessible charging solutions for residents.
- Elsewhere the Hub have supported Cornwall Council successfully install roof top 150kW and 230kW carpark canopy solar installation, with construction of 400kW Castle-an-Dinas Quarry construction due Winter 2023 and a further 1.8MW of solar due for planning submission. The Hub also **successfully** delivered vPPA supporting development of PEC 13MW solar farm - £17 million additional funding from PCC
- NZE6 Work with National Grid Electricity Distribution and partners to bring forwards renewable generation approved but not yet operational renewable electricity generation
- The CA has **successfully** responded to two key consultations – Ofgem’s Future of Local Energy Institutions and Governance, and Gov’s Strategy and Policy Statement for energy policy in Great Britain. Through responding to the former, in consultation with UAs and M10, work is ongoing through two Ofgem working groups. We are engaged both National Grid Transmission and Distribution, and **ongoing** work continues to understand how we effectively progress renewables despite grid capacity challenges for larger >1MW generation projects
- NZE7 Explore the opportunity for capturing heat from mines, working with the UK Coal Authority to expand investigations in South Gloucestershire and Bristol’s eastern fringe across the region’s former coal workings across Bristol, Bath and North East Somerset
- Work is **ongoing**. The SW Hub is supporting the early-stage feasibility of South Glos heat from mines project to enter procurement in September 2023, looking at above ground opportunities to distribute heat from potential sources identified already.
- The CA have engaged all UAs and Bristol City Leap (Vattenfall) on process of developing FBC for mine water heat, using c£1.6m earmarked at March ‘23 Committee. Coal Authority engaged and quote obtained early August for high-level mapping, to inform more detailed investigations. South Glos Council continuing to work with their property teams, on identifying locations for more detailed investigations in their area. Project Officer to progress this work has been approved, and is out for recruitment. Next steps are to develop approach with UAs for CEOs to approve, then procure investigations needed in developing the business case.
- NZE8 Explore innovative water sources of heating and cooling including from our harbours, rivers and sea
- Work is **ongoing**. In process of joining the Celtic Sea Cluster (CSC) Strategic Board regarding the development underway of the brand new industry of floating offshore wind (FLOW). Meeting between CEOs of CSC and Mayoral Combined Authority scheduled for Q2. Current focus of developing innovative sources of heat and cooling has been via heat from mines work (see separate action update on this).

- NZE9 Input into Severn Estuary tidal energy commission via Western Gateway
 Input is **ongoing**. In addition to inputting into Tidal Energy Commission via Western Gateway, the CA are in the process of joining the Celtic Sea Cluster (CSC) Strategic Board regarding the development of the brand new industry of floating offshore wind (FLOW). Meeting between CEOs of CSC and Mayoral Combined Authority scheduled for Q2.
- NZE10 Increasing energy innovation funding coming to the region, working with partners such as our region's universities, R&D companies, Innovate UK and Energy Systems Catapult and National Grid (formerly Western Power Distribution)
 We have **successfully** completed the PIONEER project funded via Ofgem's Strategic Innovation Fund with National Grid and Carbon Trust, providing learnings for the marginal cost savings on grid reinforcement that insulation can provide; joined a successful consortium in securing funding for hydrogen research (see LCT21); and successfully submitted a bid to Innovate UK to develop a Local Industrial Decarbonisation Plan (see B&S17). Work is **ongoing** with our Innovation team to develop and secure further innovation funding for the region including growing our relationship with NCC (Advanced Manufacturing Catapult) to develop ways to work more closely together.
- NZE11 Work with National Grid and our local councils to develop proposals to trial new flexible and other innovative solutions as lower cost alternatives for grid reinforcement and to deliver additional renewable energy generation
 As reported above, we have **successfully** completed the PIONEER project. **Ongoing** work with National Grid and Ofgem working groups are exploring alternative innovative solutions, including via SIF; and with energy providers capable of virtual solutions, connecting demand to generation.
- NZE12 Investigate and support deployment of viable conjoined renewable electricity 'private wire' and virtual 'synthetic' networks connected to local communities
- NZE13 Review and collect evidence to develop regional heat and electricity decarbonisation pathway scenarios to net zero and the role different interventions will play (e.g. energy storage, renewable electricity, heat pumps and renewably fuelled heat networks)
 The Mayoral Combined Authority has **successfully** joined fellow Local Authorities in supporting Bristol's Mission Net Zero bid to InnovateUK's Decarbonisation Pathways Phase 2. If successful, this would resource **ongoing** work in developing a West of England Climate Investment Plan - based on LAEP methodology, to develop robust regional and local investment propositions and business cases, which we shall use to attract further public and private investment into net zero, turning plans into action. Other **Ongoing** work in this area also includes: joining SW and M10 working groups on LAEPs, reviewing and making the case for Ofgem's Regional System Planners to be based and resourced in the West of England, engaging ESC and CSE who devised the LAEP methodology on how best to proceed, and engaging both gas (Wales & West) and electricity (National Grid) distribution network operators in their work on LAEPs.
- NZE14 Developing a coordinated approach with National Grid and local councils to locate new homes, buildings and infrastructure linked with renewable energy generation and storage to overcome grid constraints
 The CA has **successfully** responded to two key consultations – Ofgem's Future of Local Energy Institutions and Governance, and Gov's Strategy and Policy Statement for energy policy in Great Britain. Through responding to the former, in consultation with UAs and M10, we now sit on two Ofgem working groups. This work is **ongoing**. We have engaged both National Grid Transmission and Distribution, and continue to engage with them on how we can progress renewables despite grid capacity challenges for larger >1MW generation projects

NZE15 Engage communities and energy groups on the roles they can play in delivering smart energy solutions and provide information to them on our green careers and opportunities programmes

We **successfully** consulted with energy groups on the development of the Local Energy Scheme 3. Work is **ongoing** to develop energy group forum to support networking, learning and opportunity sharing. Engaged with with other stakeholders including Councils, Retrofit West CIC and City Leap Community Energy Team.

ID	ACTION	UPDATE FOR OCT 2023
CR1	Work with Met Office to develop a regional 'Climate Pack' – identifying the anticipated future climate change for the region	The Met Office has successfully produced a regional climate pack for the CA. Work is ongoing to review this material and tailor it for different audiences in the region - focused on strategic partners, residents & business/organisations.
CR2	Convene regional conversations and collect evidence to understand the impacts of climate change and adaptations needed, particularly focused on those communities most vulnerable and least able to adapt.	Climate resilience engagement with residents is ongoing and will use the regional engagement programme as our main outreach channel. High-level messaging led by the CA will include hearing from people about their lived experience, the needs of their communities and their resilience in the face of the climate and ecological emergencies. Work is ongoing to develop these messages with the Mayor and through the Climate & Nature Panel, where engagement activities will be used to collect this evidence.
CR3	Develop a regionwide heat vulnerability assessment to identify areas of high risk of overheating during heatwaves – expanding on Bristol's heat vulnerability mapping to inform management of housing, parks and green spaces parks, tree planting and management	Work is ongoing to review the adequacy of our regional evidence base on climate risks and vulnerabilities with key stakeholders. Building this big picture, will help define stakeholder needs, establish any key gaps which need addressing, and shape the development of this regional assessment.
CR4	Establish a regional steering group overseeing development of an Adaptation Plan distilling West of England priorities for early action from NAP3	The CA has successfully recruited a Climate Resilience Manager to lead the CESAP climate resilience theme. Work is ongoing to co-develop a detailed work programme and regional approach to delivering a climate ready region. They have successfully started to engage key regional stakeholders including the UAs, Environment Agency, Avon & Somerset Local Resilience Forum & Bristol Water - starting conversations about regional priorities, CA support, major resilience building projects e.g. Bristol Avon Flood Strategy, enabling conditions for change and reviewing CESAP actions. Work is ongoing to review governance structures to shape oversight and peer review of the climate resilience work programme. The CA has signed-up to a DEFRA pilot which will report the region's progress on adapting to climate change through engagement with the UAs and other partners.
CR5	Work with the local councils and Local Resilience Forum run by Avon & Somerset Police to strengthen regional public service resilience to climate change	
CR6	Support regional climate change risk assessments across the region's sectors to increase climate consideration & help standardise approach	
CR7	Work with National Grid, Wessex Water, Bristol Water and other local infrastructure providers to understand regional infrastructure resilience to the impacts of climate change.	
CR8	Coordinate regional review and application of West of England Sustainable Urban Drainage guidance for new buildings and infrastructure with unitary authorities	
CR9	Support the Bristol Avon Flood Strategy feasibility work completed in last two years, commencing delivery of Phase 1 of flood defences, and coordinating a regional approach to flood defences and mitigations	
CR10	Assess and ensure Mayoral Combined Authority capital investments consider the impacts of and are integrating resilience to climate change impacts	The CA has successfully recruited a Senior Manager for transport in the Environment Team. Their ongoing work with colleagues aims to develop the CAs approach to the environment including considering climate risks and build-in climate resilience, working closely with the Climate Resilience Manager.
CR11	Identify and embed opportunities within advice to businesses (in particular, low carbon surveys and grants provision) to support them to build resilience to climate impacts	Work is ongoing to widen the scope of business support, initially looking at climate resilience and nature recovery, starting with overheating risk and cooling demand.
CR12	Ensure the Retrofit Accelerator and other retrofit projects consider and improve buildings' climate resilience	Work is ongoing to review how retrofit projects can support climate resilience, starting with overheating risks and possibly widening scope to cover other risks.
CR13	Deliver green and blue infrastructure and nature projects (in Nature Recovery section) to help address impacts of climate change	Work is ongoing to ensure that the Local Nature Recovery Strategy: 1) helps the region address climate risks e.g. flood risk & urban cooling, and 2) considers how climate change impacts affect wildlife resilience.
CR14	Working with WENP and other partners to develop an approach to assessing local-level biodiversity loss and the measures required to enable local threatened species to adapt.	This action will be progressed through ongoing work relating to the Nature Recovery CESAP actions. The CA is working with WENP and other partners to deliver organisational and regional goals - protecting and reinforcing the region's natural environment and exploring innovative ways of monitoring ecosystem health.
CR15	Build evidence on land used for food production in our region and how this could be impacted by climate change to develop a regional food production strategy	We are rethinking this action, considering the CA's role regarding food & farming issues, through engagement with key stakeholders on the Climate & Nature Panel.

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REPORT TO: WEST OF ENGLAND MAYORAL COMBINED AUTHORITY COMMITTEE

DATE: 06/10/2023

REPORT TITLE: ADULT EDUCATION, MULTIPLY AND SKILLS BOOTCAMPS

DIRECTOR: STEPHEN BASHFORD (DIRECTOR OF BUSINESS AND SKILLS)

AUTHOR: MELANIE TROTTER (AEB TEAM MANAGER) AND GRAHAM SMITH (PEOPLE AND SKILLS COMMISSIONING MANAGER)

Purpose of Report

1. To update the West of England Mayoral Combined Authority (MCA) Committee on the Adult Education Budget (AEB), Adult Skills Fund (ASF), Multiply, and Skills Bootcamps initiatives. A variety of decisions must be made to effectively administer public funding. To ensure timeliness and transparency, we are requesting that decisions are delegated to Director level.
2. To request delegation of decision-making powers for all three funding streams to Director level remain in place for as long as the funds are administered by the Mayoral Combined Authority.

Recommendation

- **Recommendation 1:** Delegate authority to the West of England Mayoral Combined Authority's Director of Business and Skills, in consultation with equivalent Directors from the Unitary Authorities, to administer funds and deliver initiatives under pursuant to the Adult Education Budget / Adult Skills Fund, Skills Bootcamps and Multiply as detailed in paragraphs 24 and 25. In the event of a consensus not being reached at Director level, decision making will be escalated to the West of England Mayoral Combined Authority's Chief Executive Officer (CEO) in consultation with the Unitary Authority CEOs.

Reasons for recommendation

3. To enable timely and responsive decision making to ensure these funding

streams best meet the priorities outlined by the Metro Mayor in our agreed overall regional strategies, plans and budgets.

Voting arrangements

4. In order to be carried, a decision on this matter requires a majority of the members present and voting, such majority is to include the Metro Mayor. Each member present may cast one vote. If a vote is tied the decision is not carried. There is no casting vote.

Issues for Consideration

Adult Education Budget (AEB) and the Adult Skills Fund (ASF):

5. In 2018 the West of England Mayoral Combined Authority formally agreed to the transfer of powers and funding from the Secretary of State for Education. These powers and funds relate to certain aspects of mainstream Adult Education. The current mechanism for utilising these powers is the Adult Education Budget (AEB).
6. Since taking on the devolved powers and funding the Mayoral Combined Authority has supported c. 25,900 residents to undertake c. 59,000 learning aims. Our data reveals that to date 65% of our learners have been female, 47% are from an ethnic minority, with 35% from an ethnic minority excluding white minorities, and 22% have Learning Difficulties or Disabilities. 33% of our learners have accessed provision at Level 2+ and 9% have been supported through our Low Wage entitlement (fully funded courses for those earning under the real living wage).
7. As described in the initial AEB Committee paper dated 14 June 2019, the Mayoral Combined Authority's aim is to orientate the local Adult Education system to be more responsive to the specific needs of the Mayoral Combined Authority's residents, communities, businesses and the local economy. In order to deliver on this aim, the Mayoral Combined Authority continues to establish a local system which has the following aspects:
 - Provision which enables delivery of the priorities set out by the Metro Mayor in our different regional strategies and plans including the Employment and Skills Plan (ESP).
 - Provision which is varied, high quality and accessible to our residents and employers in both urban and rural settings.
 - Provision that is flexible and responsive to the changing regional environment.
 - A provider base which has a strong track record of successfully supporting learners to achieve their aims, fulfil their potential and achieve positive progression.
 - A provider base that works and plans in collaboration with others to create options and pathways for learners whilst also reducing unnecessary duplication of provision.
 - A system which supports a movement to a Low Carbon economy and helps supply green skills into the region's workforce.

- A system that, at its core, champions social value.
8. The Mayoral Combined Authority is taking an incremental multi-year approach to the development of the local Adult Education system. A broad outline of these developments can be found in appendix 1 of this report.
 9. Underpinning the work in relation to each academic year the Mayoral Combined Authority has:
 - 9.1. Developed robust data systems and practices to collect and manage data enabling us to monitor and manage performance. These processes have begun permeating across all funded projects within the Mayoral Combined Authority's People and Skills service.
 - 9.2. Worked with a range of partners/stakeholders to develop and run the system including Unitary Authorities, Department for Education (DfE) Education and Skills Funding Agency (ESFA), Department for Work and Pensions (DWP), other Mayoral Combined Authorities/Greater London Authority providers and their representative bodies.
 - 9.3. Assembled an appropriately skilled and experienced team to manage and administer the system.
 10. From the 2024/25 academic year the Adult Education Budget will be replaced on a national level with the Adult Skills Fund (ASF). This will involve changes to certain aspects of the national approach to adult skills funding and will amalgamate the AEB with other funding streams such as Multiply. There is no indication that this will alter the powers the Mayoral Combined Authority already has but it will potentially affect how they are exercised. We are not yet able to give more detail on the ASF as DfE have not yet published any guidance – we are fully engaged in conversation with them, alongside other Combined Authorities and will be able to confirm further detail in due course. Once clear guidance and detail has been provided by DfE, the Mayoral Combined Authority will determine the extent to which the new national approach (including funding rules and performance management approaches) best meets our regional needs and where deviation (enabled through our devolved powers) would better suit the needs of our region.
 11. Overall, the Mayoral Combined Authority will use the 2023/2024 and 2024/2025 academic years to consolidate and continue to build upon the system changes introduced in previous academic years. Greater simplification and more flexibility will be given to providers to spend their allocations this academic year in response to a rapidly changing skills landscape. The Mayoral Combined Authority will build upon the strategy and underlying evidence base established from previous academic years to ensure we are best meeting our regional needs and objectives.

The Multiply Programme

12. Multiply is a national programme aimed at raising the level of adult numeracy skills.
13. Since its inception Multiply has brought c.£3m additional funding to the region. This will increase to £4.5 million by the end of its third year in 24/25. To date Multiply has reached over 1,500 of the region's most vulnerable residents targeting those who do not already hold a level 2 (GCSE C or above) in maths.
14. Multiply provision offers direct progression into substantial AEB/ASF funded provision. Curriculum designs are assessed on their uniqueness in order not to duplicate existing provision, (in line with ESP objective 1, simplifying and strengthening the skills system).
15. The Mayoral Combined Authority currently administers and manages the Multiply funding for the North Somerset geography. This is under an agreed arrangement with North Somerset Council.
16. The DfE has positioned Multiply directly under AEB/ASF for 2024/2025. It is likely that the Mayoral Combined Authority will follow suit and amalgamate Multiply staffing resources into the AEB/ASF team.

Skills Bootcamp Wave 4 and Wave 5

17. Skills Bootcamps fund provision which addresses short-medium term skills shortages. They are employer focused and offer a different approach to other mainstream skills funding.
18. Skills Bootcamps offer pathway progressions from AEB/ASF to higher levels of learning. They can bridge gaps from level 2 learning to higher level learning in higher education and apprenticeships.
19. Since its inception the Skills Bootcamps programme has brought an additional £9m of skills funding to the region and has supported over 2,000 residents.
20. The Mayoral Combined Authority intends to build on current funding (known as Wave 3) through Wave 4 into Wave 5 initiatives.
21. Future funding waves will continue to support delivery of Mayoral priorities contained within our regional strategies and plans including the ESP. The adaptable nature of Skills Bootcamps means that it can respond flexibly to regional changes in skills demand and support responses to emerging skills issues (i.e., HGV drivers, Bus drivers, staffing within Health and Social care etc.). As a result, Skills Bootcamps are a welcome addition to the regional skills landscape.
22. The Mayoral Combined Authority manages and administers Skills Bootcamp funding in Bath and North East Somerset, Bristol, North Somerset and South Gloucestershire.

Delegated Authority:

23. In relation to all three funding streams listed above, it is requested that decision making powers are delegated to the West of England Mayoral Combined Authority's Director of Business and Skills, in consultation with equivalent Directors from the Unitary Authorities. Where Directors cannot reach agreement, the matter in question is to be referred to CEOs.

23.1. Skills Bootcamps – this funding is currently administered on the West of England Local Enterprise Partnership geography.

23.2. Multiply – under the agreed arrangement where the Mayoral Combined Authority manages and administers Multiply funding on behalf of North Somerset Council.

24. The decision-making powers being delegated relate to all aspects of how the three funding streams are managed and administered. This ensures timely decision making to ensure they best meet the priorities outlined in our agreed overall regional strategies and plans (critically including the Employment and Skills Plan). An illustrative list of decisions in respect of which the delegations is sought includes:-

- Decisions on Adult Education Budget / Adult Skills Fund Commissioning Plan, Multiply and Skills Bootcamp funding approach.
- Decisions on indicative and final provider allocations for Adult Education Budget / Adult Skills Fund, Multiply and Skills Bootcamps.
- Decisions on in-year reallocation for funding including growth, claw back, continuing learners, and rebasing for future allocations.
- Decisions on provider contract extensions determined by the Grant Offer Letter.
- Decisions on contract termination in-line with rules determined with the Grant Offer Letter.
- Decisions to reallocate funding where providers are underperforming as determined in the Grant Offer Letter.
- Making decisions on the purpose and allocation of funds not allocated through initial funding calls or Curriculum Delivery Plan allocations.
- Making decisions on recommended amendments to the devolved approach for Adult Education Budget/Adult Skills Fund in subsequent academic years.

25. This delegated authority to Director level will remain in place for as long as the funds are administered by the Mayoral Combined Authority.

Consultation

26. Unitary Authority members of the Skills Officer Group are regularly consulted on matters relating to all three of these funding streams.

Risk Management/Assessment

27. The recommendations above address the risk that decisions relating to the three funding streams mentioned are not taken in a timely and responsive manner.

Public Sector Equality Duties

28. There are no specific implications resulting from this report for our equality duties over and above those normally applied.

Finance Implications, including economic impact assessment where appropriate:

29. Financial implications from each of the funding streams

	22/23	23/24	24/25
AEB/ASF	£16,593,584.00	£16,146,966.00	1.15% of total national allocation + NSF funding (yet to be determined for 24/25) Multiply £1,395,745.59
Multiply	£1,209,646.19	£1,395,745.59	
Skills Bootcamp	£3,330,000.00	£5,115,000.00	Proposal to be submitted by end of September 2023.

*We are unable to forecast our funding allocation for 24/25 under the new Adult Skills Fund as DfE have not yet confirmed regional allocations. We will update Committee once details are confirmed by DfE.

Report and advice reviewed and signed off by: Selonge Russell 24/08/23

Legal Implications:

30. The delegation sought is lawful and enables timely and compliant decision making avoiding the need to rely on urgency provisions. Individual decisions made pursuant to any delegation will have their own legal implications which will be identified and addressed on a case by case basis.

Report and advice reviewed and signed off by: Daniel Dickinson, Interim Monitoring Office.

Human Resources Implications:

31. There are no HR implications arising from this report.
Report and advice reviewed and signed off by: Alex Holly, Head of People and Assets.

Land/property Implications

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

Appendices:

List any appendices to the report:

Appendix 1 – Adult Education Budget Yearly Developments

West of England Mayoral Combined Authority Contact:

Report Author	Contact Details
Melanie Trotter AEB/ASF Team Manager	melanie.trotter@westofengland-ca.gov.uk
Graham Smith People and Skills Commissioning Manager	graham.smith@WestOfEngland-CA.gov.uk

Appendix 1 – Adult Education Budget Yearly Developments

The development approach for the devolved Adult Education Budget has included:

2019/2020 (academic year): Mayoral Combined Authority introduced no changes to the system (e.g., rules, current providers etc.) and focused on smoothly landing the management and administration of the devolved powers and funding. Allocation levels were based on the funding utilised during the 2017/18 academic year.

2020/2021 (academic year): **Mayoral** Combined Authority worked with the same provider base and the same allocation levels whilst introducing a number of measured system changes. Critically these included instigation of the Curriculum Delivery Plan process where Mayoral Combined Authority allocations and Grant Funding Agreements (GFA) were only confirmed (provider by provider) once a Curriculum Delivery Plan (CDP) was developed and agreed.

2021/2022 (academic year): Mayoral Combined Authority introduced a number of further measured changes. Critically these included:

- The introduction of a Minimum Contract Value (MCV) to consolidate the inherited provider base.
- The introduction of a Strategy and underlying evidence base to support providers to focus on priority sub-regional groups of residents/communities, employers/sectors and geographies within the Mayoral Combined Authority area.

2022/2023 (academic year): The changes introduced in previous year were continued and the AEB Strategy maintained with further alignment to Mayoral priorities including Green Skills. An Open Application process allowed for new and existing providers to target gaps in provision.

2023/2024 (academic year): The Mayoral Combined Authority has simplified the Curriculum and Delivery planning to focus on priority residents. There is an increased focus on outcomes of provision including; positive progression, progression into work, and progression within work. Funding rates have been uplifted to match the ESFA priority sector areas as well as regional priority sector areas.

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REPORT TO: WEST OF ENGLAND MAYORAL COMBINED AUTHORITY COMMITTEE

DATE: 6 OCTOBER 2023

REPORT TITLE: TRANSPORT INFRASTRUCTURE PROJECTS

DIRECTOR: DAVID GIBSON, STRATEGIC DIRECTOR OF INFRASTRUCTURE

AUTHOR: LOUISE MCBRIDE & MALCOLM PARSONS

Purpose of Report

To provide an update to the West of England Mayoral Combined Authority Committee on key transport schemes and to secure approval from Committee on critical decisions and associated funding (where applicable) within the West of England Mayoral Combined Authority Transport Infrastructure programme.

1. Recommendations

The Committee is asked to:

- 1.1. **Recommendation 1:** City Region Sustainable Transport Settlement (CRSTS) re-baselining - Approve the CRSTS programme scope amendment re-baseline proposal, as set out in **sections 4.8 – 4.10 and Table 1** of this report.
- 1.2. **Recommendation 2:** CRSTS re-baselining - Endorse the allocation of funding to projects in the CRSTS programme as set out in **Table 2** column '**Proposed CRSTS Budget Allocation**' of this report, forming the CRSTS revised baseline required by the Department for Transport (DfT).
- 1.3. **Recommendation 3:** CRSTS re-baselining - Delegate to the Mayoral Combined Authority's Strategic Director of Infrastructure and S73 Officer, in consultation with their counterpart Unitary Authority Infrastructure Directors and Section 151 Officers, authority to decide how the Programme Contingency is used, in conjunction with the CRSTS over-programme project list, and to determine change requests for further draw-down of funds within existing budget allocations up to £1m, so that all projects are delivered and funds spent before 31st March 2027. In the event of a consensus not being reached at Director level, decision making will be escalated to the Mayoral Combined Authority's Chief Executive Officer (CEO) in consultation with the Unitary Authority CEOs.
- 1.4. **Recommendation 4:** Future4WEST – Approve the Future4WEST Strategic

Outline Case (SOC) and instruct officers to progress an option (releasing the requisite funding) in accordance with **section 22** of this report. Either:

Option A

To authorise the drawdown of not more than £650,000 of the allocated project budget and delegate all necessary powers to the West of England Mayoral Combined Authority's Strategic Director of Infrastructure (in consultation with the relevant Unitary Authority Directors) to enable the progression of all of the proposed route options examined in the Strategic Outline Case and listed in Table 4a of this report, to an OBC assessment process, further described in section 20 of this document, with officers reporting back to the soonest practicable meeting of the committee to recommend which of those routes should then progress to full OBC stage. In the event of a consensus not being reached at Director level, decision making will be escalated to the Mayoral Combined Authority's Chief Executive Officer (CEO) in consultation with the Unitary Authority CEO's.

Option B

To authorise the drawdown of the remaining allocated project budget and delegate all necessary powers to the West of England Mayoral Combined Authority's Strategic Director of Infrastructure (in consultation with the relevant Unitary Authority Directors) to enable the progression to full OBC stage of only route options NC08, NC08b, EC08, SWC05, SWC11 and BBC-C+BBC06+A5 from those listed in Table 4a below on the grounds that the other route options listed in Table 4a (the "Excluded Route Options") would involve significant tunnelling operations which have been assessed in the SOC as being likely to cost between £15bn and £18bn (Table 4b of this report) with a benefit cost ratio of 0.1 (i.e. they would deliver 10p of public benefit for every £1 spent), Members thus being of the view that the Excluded Route Options are highly unlikely to ever be affordable and that further work to progress the Excluded Route Options to full OBC stage would incur wasted time and costs contrary to the best interests of the region. In the event of a consensus not being reached at Director level, decision making will be escalated to the Mayoral Combined Authority's Chief Executive Officer (CEO) in consultation with the Unitary Authority CEO's.

Option C

To authorise the drawdown of the remaining allocated project budget and delegate all necessary powers to the West of England Mayoral Combined Authority's Strategic Director of Infrastructure (in consultation with the relevant Unitary Authority Directors) to enable the progression to full OBC stage of such of the route options listed in Table 4a below, as Members may direct, Members concluding that progressing only such routes to full OBC stage at this point in time is in the best interests of the region. In the event of a consensus not being reached at Director level, decision making will be escalated to the Mayoral Combined Authority's Chief Executive Officer (CEO) in consultation with the Unitary Authority CEOs.

- 1.5. **Recommendation 5:** Active Travel Capability and Ambition Fund – Delegate authority to the Mayoral Combined Authority's Strategic Director of Infrastructure in consultation with the Unitary Authority Infrastructure Directors to spend the £686,089 of Active Travel Capability and Ambition Funding

secured in January 2023 and any future funding which is secured under the scheme as outlined in **sections 33 and 39** of this report. In the event of a consensus not being reached at Director level decision making will be escalated to the Mayoral Combined Authority's CEO in consultation with the Unitary Authority CEOs.

- 1.6. **Recommendation 6:** MetroWest 2 – Delegate authority to the West of England Mayoral Combined Authority's Strategic Director of Infrastructure in consultation with the Unitary Authority Infrastructure Directors to approve the MetroWest 2 stage 2 Full Business Case. In the event of a consensus not being reached at Director level, decision making will be escalated to the Mayoral Combined Authority's CEO in consultation with the Unitary Authority CEOs.

2. Reasons for recommendations

- CRSTS re-baselining - Detailed assessment of projects within the CRSTS programme with Unitary Authority officers and independent assessors has indicated that amendments to scope within each project will enable the programme to be delivered within the grant award funding allocation. The analysis has also assessed the region's ability to deliver the projects within the grant award timescales. This has shown all projects can be delivered, albeit with some elements of risk, as described within this report, sections 4 to 13 of this report.
- Future4WEST – The Strategic Outline Case for the project has been completed and is described in this report, sections 14 to 32 of this report. The next step for Future4WEST is to progress to Outline Business Case, and the release of funding is sought to enable this step.
- Active Travel Capability and Ambition Fund – To utilise external funding for investment in walking and cycling schemes and behaviour change initiatives, and to ensure that the West of England Mayoral Combined Authority can meet the requirements associated with the funding.
- MetroWest 2 – To ensure timely procurement and commencement of the next phase of project development on the North Filton and Henbury station projects.

3. Voting arrangements

To be carried, these decisions require a majority of the members present and voting, such majority is to include the Metro Mayor. Each member present may cast one vote. If a vote is tied the decision is not carried. There is no casting vote.

4. City Region Sustainable Travel Settlement (CRSTS) re-baselining

Background / Issues for Consideration

- 4.1. The CRSTS Programme commenced in April 2022 and will run for a period of 5 years to March 2027, with some of the key programme strategic outcomes being:
- Quicker journey times,
 - Increased mode choice,
 - Reduced traffic and congestion,
 - Reduced levels of carbon,
 - Improved air quality.
- 4.2. In October 2022, the West of England Mayoral Combined Authority advised Committee members that the City Region Sustainable Travel Settlement (CRSTS) had a funding pressure of £85m against a funding allocation of £540m as a result of unforeseen national inflation. This £85m previously unforeseen financial pressure absorbed the programme contingency and risk allocation. This made delivery of the programme, as initially submitted to the Department for Transport (DfT), within the funding allocation highly unlikely. The DfT have stated that no further funding is available, therefore the £540m funding allocation remains as per the initial award of April 2022.
- 4.3. Throughout 2022 and 2023 inflation remains, higher than published Government inflation predictions (current forecast, see graph 1) and higher than forecast within the CRSTS programme cost plan submitted to Government through the Strategic Outline Case in 2021.

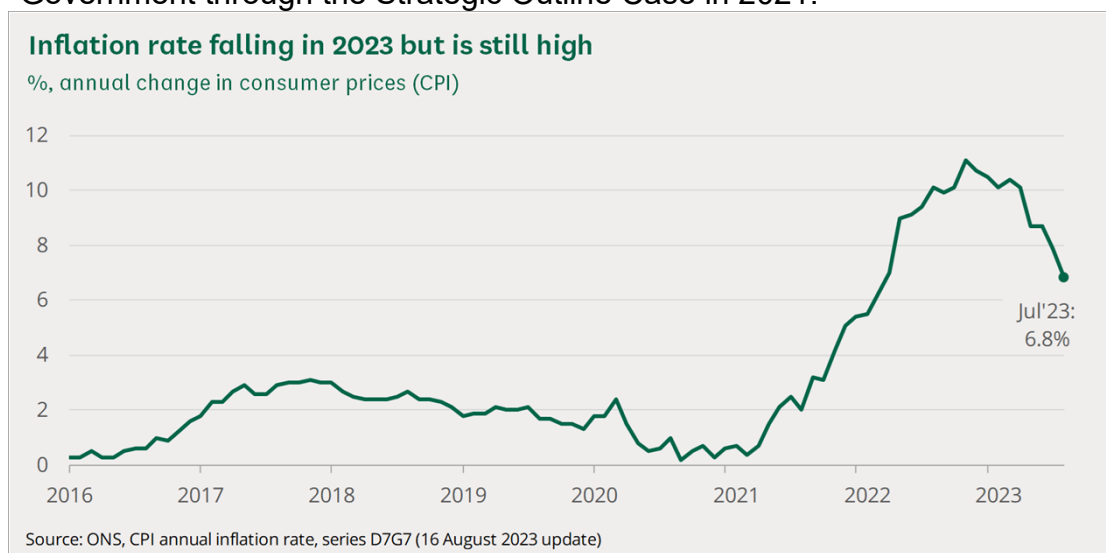


Figure 1 – CPI annual inflation rate

- 4.4. Following October 2022 advice to Committee members, Mayoral Combined Authority officers commenced detailed discussions with the DfT, seeking funding to offset known and forecast inflationary pressure via an additional

funding contribution from the DfT. Through the Autumn statement of 2022, the DfT responded to all Mayoral Combined Authorities and other DfT led infrastructure bodies, advising that His Majesty's Treasury would not provide additional funding beyond the £540m originally awarded, into any project or programme within the DfT's portfolio and that the requirement remained to deliver and operate within its current funding provision. The DfT began discussions with all Mayoral Combined Authorities in receipt of CRSTS funding from November 2022, with the aim of finding a solution to the funding gap.

- 4.5. In April 2023, DfT wrote to all CRSTS grant recipients advising that they would accept a revised delivery and scope proposal, amending that agreed and published on the DfT website (July 2022), which enabled delivery of the CRSTS strategic outcomes within the current committed funding allocation. DfT would not accept using the rebaseline process to add new projects to the programme. The re-baselining proposal to committee will form the foundation of the West of England Mayoral Combined Authority's response to DfT. DfT require a response from all CRSTS grant recipients by 30th September 2023. Due to the date set for this Committee meeting, DfT agreed to extend submission deadlines for the West of England Mayoral Combined Authority.
- 4.6. The Mayoral Combined Authority and its constituent Unitary Authorities reviewed the scope of each project within the programme in relation to its funding allocation. This assessment identified elements of scope within projects which largely fell into three categories:
 - a) Low value for money (high-cost v benefits),
 - b) Unacceptably high risk to delivery by March 2027,
 - c) Unaffordable.
- 4.7. Each of the project and programme teams were challenged to review their project schedules, including input from experienced independent planning resources, to ensure adequate time was allowed to manage identified risks, issues, and dependencies such as the ones outlined below:
 - Planning consents,
 - Dependencies, including where projects are reliant on other agencies (i.e., National Highways, Network Rail),
 - Changing Central Government policy,
 - Role of Active Travel England as a statutory consultee, including their design review process.
- 4.8. As a result of the CRSTS programme re-baseline assessment, the following project scope changes are recommended to ensure that the total estimated cost of the programme remains within the £540m DfT funding allocation. Further details are provided in Appendix 2:
 - a) Bristol to Bath Strategic Corridor: Large-scale Hicks Gate transport hub (instead replace with a small-scale hub).
 - b) Bristol City Centre: Closure of Cumberland Rd inbound to general traffic (funding delivery of these interventions by other means outside CRSTS).

- c) Bristol City Centre: Cycle route improvements linking Old Market with Castle Park and Baldwin Street (funding delivery of these interventions by other means outside CRSTS).
- d) Bristol City Centre: Interchange improvements at Old Market and Temple Meads (funding delivery of these interventions by other means outside CRSTS).
- e) A4 Portway Corridor: Segregated walking and cycling infrastructure (delivery of shared route remains in scope).
- f) Stockwood to Cribbs Causeway: Cycle route parallel to the A37.
- g) Stockwood to Cribbs Causeway: Revised Transport Hubs at Wells Road/Airport Road, Broadwalk, The Triangle, Clifton Down Shopping Centre, Southmead and Henbury.
- h) Somer Valley: Whitchurch transport Hub.
- i) Somer Valley: Some walking & cycling interventions.
- j) Bath: Fielding's Road Footbridge upgrade.

4.9 The Bath to Bristol Strategic Corridor envisages the creation of a segregated public transport corridor. As part of this project, additional capacity could be created by using the Callington Link, for traffic reducing congestion on the current A4 route through Brislington for buses, walking, wheeling, cycling, scooters and local vehicular access only. This project is currently undergoing public consultation. The delivery of some elements will run beyond March 2027 - the end date for CRSTS. This includes the section through Brislington which will take longer due to the complexities of this project including, engineering, consenting requirements and land acquisition which may require compulsory purchase. Funding for those elements of the project scheduled for after March 2027 will be secured through alternative / future funds such as CRSTS 2.

4.10 Projects that have approved Outline Business Cases and are being developed to Full Business Cases over the next 6-12 months (such as Thornbury, Chipping Sodbury and Charfield station) will be subject to a further scope review once their final option is fully quantified. Any material project scope changes, after the re-baselined position will be shared with DfT for their endorsement.

Recommendation 1: Approve the CRSTS programme scope amendment re-baseline proposal, as set out in **paragraph 4.8 – 4.10 and Table 1.**

4.11 CRSTS Re-baselining Assurance

To test to robustness of the programme re-baselining plan, the Mayoral Combined Authority has commissioned 3 workstreams to gain independent feedback and assessment:

- a) Project cost plans confidence.
- b) Project delivery schedule confidence.
- c) Project construction phase schedule confidence.

4.9. Project Cost Plans

The Mayoral Combined Authority commissioned an independent assessment of the estimated costs of each project within the CRSTS programme. The

consultant has provided an estimate range for each project. These cost ranges have been shared with Unitary Authority project officers with recommendations from the report incorporated into the revised Anticipated Final Cost of projects where appropriate (refer to section 8).

4.13 Project delivery schedule

A detailed independent assessment of the CRSTS programme project schedules has been conducted. This assessment highlighted several issues with the quality and robustness of the schedules, particularly in terms of the provision of adequate programme contingency to reflect the remaining project risks and dependencies.

4.13.1 New standardised Mayoral Combined Authority planning, and scheduling guidance has been reflected in updated project schedules, including agreed timescales for governance and decision making.

4.13.2 Since the assessment was completed, the programme has made 57 milestone date changes. 26 of these changes were an improvement of the project deliverable dates. 31 of the changes saw milestones moved back, i.e. worsening the delivery date. Details are included within Appendix 1.

4.13.3 The Mayoral Combined Authority will continue to assure project schedules across the CRSTS programme, and other projects for which the Mayoral Combined Authority is accountable, using a combination of in-house and outsourced resources.

4.14 Project Constructability

The projects in the CRSTS programme are at various stages of development. For those projects in the early stages of design development, it has proven challenging to produce a robust construction programme due to the lack of design maturity. To ensure that all project schedules are as robust as possible, the Mayoral Combined Authority commissioned an external consultant to provide independent and consistent construction scheduling advice. The consultant considered factors such as procurement of contractors and materials, availability of labour and equipment, optimal construction sequencing and physical site constraints.

5 Consultation

5.1 Consideration of a revised CRSTS schedule and cost plan to DfT has been developed in conjunction with the Unitary Authorities. Officers within the individual Unitary Authority project delivery and infrastructure directorates have been collaborating in a series of workshops and sharing documentation to support:

- Risk Reviews
- Cost analysis, advice and re-provision
- Schedule review, advice and milestone re-baseline
- Scope reviews, revisions and exclusions
- Constructability assessments
- Procurement models
- Resource considerations and models – including joint delivery teams

- Sprint workshops
- Weekly updates through existing regional governance arrangements

5.2 To avoid project delays, specific cases have been brought to prior Committee meetings to inform and / or seek resolutions to amend milestones and / or phasing of scope. For example, June 2023 – M32 Sustainable Transport Corridor, site design, phasing and revised OBC milestones.

6 Other Options Considered

6.1 The re-baselined CRSTS programme presented in this report has been arrived at following assessment by the delivering Authority, independent assessors / advice, and a process of analysis as detailed previously in this paper.

6.2 The option of not re-baselining the programme at this stage was considered. The detailed assessment of each of the projects within the programme has shown, however, that the original plan is undeliverable, given inflationary pressures and deliverability challenges. Not taking the opportunity to re-baseline the programme at this point would significantly reduce the likelihood of successful delivery of CRSTS outcomes within the budgetary and programme constraints. Inability of the region to deliver CRSTS commitments by March 2027, or a date otherwise agreed in writing with the DfT, is likely to impact the scale of potential CRSTS, or other capital delivery, funding secured by the West of England Mayoral Combined Authority in the future.

7 Risk Management/Assessment

7.1 The CRSTS re-baseline exercise seeks to address the two core risks to this regional investment programme: funding pressure due to inflation and schedule pressure, with March 2027 being the grant end date. The key remaining programme level risks are as follows:

7.1.1 Many of the projects in the programme are scheduled to be delivered in the last 2 years of the CRSTS funding period. These can be addressed although will present constructability, highway network capacity and procurement challenges.

7.1.2 Dependency on securing temporary and permanent land to support the timely delivery of site construction works.

7.1.3 High volume of procurement activity required to enable the timely completion of planning, design and construction works.

7.2 By actively managing and mitigating risks throughout the programme, we aim to enhance project resilience and increase the likelihood of successful outcomes.

Table 1, below, sets out proposed milestone changes to be presented to DfT as part of the re-baselining exercise.

Table 1 – Proposed CRSTS re-baseline milestone changes

Project	Deliverer	Schedule
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		OBC		FBC		Construction	
		Base	Revised	Base	Revised	Base	Revised
BBSC Bristol – Emery Rd	MCA	N/A	Mar 2024	Aug 2024	Sep 2025	Mar 2027	Mar 2027
BBSC Keynsham – Bath	MCA	N/A	Mar 2024	Aug 2024	Mar 2025	Jun 2026	Mar 2027
BBSC Emery Rd Keynsham	MCA	N/A	Mar 2024	May 2025	May 2025	Mar 2027	Mar 2027
Bath City Centre Ph1	MCA	N/A	Skip	Aug 2024	Jun 2024	Mar 2026	Feb 2026
Bath City Centre Ph2	MCA	N/A	Jun 2024	Aug 2024	Jun 2025	Mar 2026	Dec 2026
M32 STC	MCA	N/A	Mar 2024	Aug 2024	Mar 2025	Jun 2027	Jun 2027
Somer Valley	MCA	N/A	Jan 2024	Feb 2024	Mar 2025	Dec 2025	Nov 2026
Lawrence Hill station access	MCA	N/A	Skip	Apr 2024	Jun 2025	Sept 2025	May 2026
Bath Sust. Active travel	MCA	N/A	Jul 2024	May 2024	Mar 2025	Dec 2025	May 2026
Midsomer W&C	MCA	N/A	Skip	May 2024	July 2024	Dec 2025	Jun 2025
Fielding's Rd Bridge	MCA	N/A	Skip	May 2024	Oct 2025	Dec 2025	Can
Bristol City Centre	BCC	N/A	Apr 2024	Aug 2024	Jun 2025	Sept 2026	Mar 2027
A4 Portway Corridor	BCC	N/A	May 2024	May 2024	Mar 2025	Jun 2025	Feb 2027
Portway P&R Hub	BCC	N/A	Skip	May 2024	Sept 2023	Jun 2025	Feb 2025
<i>Stockwood CC Ph1</i>	BCC	N/A	Skip	May 2024	Feb 2025	Jun 2026	Dec 2026
<i>Stockwood CC Ph2</i>		N/A	Skip		Jun 2024		Apr 2026
<i>Stockwood CC Ph3</i>		N/A	Jun 2024		May 2025		Mar 2027
<i>Stockwood CC A4018</i>		N/A	Com		Com		Mar 2025
<i>Stockwood CC VMS</i>		N/A	Skip		Com		Dec 2023
A38s Bristol Hengrove	BCC	N/A	Skip	Nov 2023	Jul 2024	Jun 2025	Dec 2025
A38s Bedminster	BCC	N/A	Skip	Nov 2023	Com	Jun 2025	Dec 2025
<i>BCC LTN 1</i>	BCC	N/A	Skip	May 2024	Jul 2024	Oct 2024	May 2025
<i>BCC LTN 2</i>	BCC	N/A	Skip	Jan 2025	May 2025	May 2025	Jan 2026
<i>BCC LTN South</i>	BCC	N/A	Tbc	Aug 2022	Dec 2025	Jun 2026	Feb 2027
<i>BCC LTN East</i>	BCC	N/A	Com	Aug 2022	Jan 2025	Jun 2026	Jun 2026
A38N Thornbury	SGC	N/A	Com	Oct 2024	Oct 2024	Jun 2026	Dec 2026
A432/A4174 Chipping Sodbury	SGC	N/A	Com	Oct 2023	Oct 2024	Dec 2025	Nov 2026
Charfield Station	SGC	N/A	Com	Aug 2024	Aug 2024	Jan 2026	Mar 2027
Bristol Bath rail path	SGC	N/A	Skip	Aug 2024	Aug 2024	Dec 2023	Mar 2025
SGC LTN Thornbury	SGC	N/A	Skip	Oct 2025	Jan 2026	Sept 2025	Oct 2026
SGC LTN Yate	SGC	N/A	Skip	Oct 2025	Oct 2025	Sept 2025	Oct 2026
B&NES LTN	B&NES	N/A	Skip	Aug 2022	Feb 2024	Mar 2025	May 2026

Key			
OBC	Outline Business Case	FBC	Full Business Case
Del	Delivery Agent	Com	Complete
Can	Cancelled	Skip	Milestone / stage skipped
TBC	To be confirmed		

8 Public Sector Equality Duties

- 8.1 All interventions within the CRSTS programme seek to improve access to transport networks in one form or another. Each project within the programme defines the positive impacts it could have on the public transport network through the development of the design detail.
- 8.2 The changes in scope proposed within this paper to support reduction in the programme costs achieving a cost compliant position with the DfT will not change the processes required in the design development of each project. EqlAs remain within the scope of design development for each project within the programme.

9 Climate Change and Nature Recovery Implications

- 9.1 The CRSTS programme has an overall positive environmental impact by improving public transport and active travel, which will help to reduce car dependency and the associated significant greenhouse gas emissions. However, with any significant new transport schemes there is the potential for environmental impacts, and these require assessment, reduction, mitigation and management.
- 9.2 The Climate and Ecological Strategy and Action Plan sets out the environmental priorities for the region. In summary these are: net zero carbon by 2030, nature recovery and climate resilience. The Mayoral Combined Authority is reflecting these environmental priorities in the CRSTS programme by requiring (subject to exception) the following:
- Carbon management plans and carbon accounting
 - Environmental impact assessments (or non-statutory equivalents)
 - Biodiversity net gain (BNG) assessments and delivery of at least 10% BNG
 - Climate risk assessments
- 9.3 These requirements represent a new policy for the Mayoral Combined Authority, in addition to statutory requirements, and it will take time to embed and transition this across the CRSTS programme (noting that some projects are already undertaking assessments). The Mayoral Combined Authority will be determining the criteria for justifiable exceptions to these requirements (for example proportionality and impact).

Report and advice reviewed and signed off by: Roger Hoare, Head of Environment

10 Finance Implications, including economic impact assessment where appropriate:

- 10.1 The original budget, the estimated cost to complete and CRSTS budget allocation positions that are set out in Table 2 below includes project

contingency and local contributions. The previously agreed top slice has been taken out of these figures to give the correct project budget and is shown on a separate line. The top slice will be used to fund the costs of delivering the overall programme that are not directly attributable to specific projects. The proposed CRSTS budget allocations include an uplift to reflect the estimated impact of inflation. These figures will be presented to the DfT in October 2023. Changes to these figures after presentation to DfT, will remain subject to existing change control arrangements with the DfT.

10.2 The programme team, as advised by DfT, are working on the assumption that CRSTS funding will not be available beyond March 2027, unless specifically agreed in advance of March 2027 in writing with the DfT. The total programme budget comprises £540m DfT funding plus £76.4m of match funding, giving a total of £616.40m as shown below.

Recommendation 2: Endorse the allocation of funding to projects in the CRSTS programme as set out in **Table 2** column '**Proposed CRSTS Budget Allocation**' forming the CRSTS revised baseline required by the Department for Transport (DfT).

Project	Original Budget Allocation (£'m)	Estimated Cost to Complete (£'m)	Prior Years Funding Outside CRSTS (£'m)	Proposed CRSTS Budget Allocation (£'m)
BBSC Bristol to Emery Rd	47.78	24.99	0.35	24.64
BBSC Keynsham to Bath	40.54	42.70	0.58	42.12
BBSC Emery Rd to Keynsham	37.55	46.00	0.62	45.38
Bath City Centre Ph1	9.16	9.99	0.15	9.84
Bath City Centre Ph2	-	-	-	-
M32 STC	45.87	48.00	0.28	47.72
Somer Valley	18.15	17.97	0.33	17.64
Lawrence Hill station access	2.90	6.15	0.18	5.97
BANES – Bath & Midsomer Norton Walking and Cycling Packages	-	-	-	-
<i>Bath Sust. Active travel</i>	2.90	4.60	0.19	4.41
<i>Midsomer W&C</i>	0.97	1.50	0.06	1.44
<i>Fielding's Rd Bridge</i>	0.97	0.89	0.04	0.85
Bristol City Centre project	45.68	43.20	0.68	42.52
A4 Portway Corridor	14.38	15.27	0.31	14.96
Portway P&R Hub	-	-	-	-
Stockwood to Cribbs Causeway project	38.23	37.53	1.79	35.74
A38s Bristol Hengrove / Bedminster	19.56	14.54	2.37	12.17
Bristol Low Traffic Neighborhoods	11.60	11.99	0.41	11.58
A38N Thornbury	28.10	32.40	0.57	31.83
A432/A4174 Chipping Sodbury (7)	40.61	35.01	0.24	34.77
Charfield Station	21.66	39.50	1.76	37.74
Bristol Bath rail path	0.96	1.00	0.09	0.91
LTN Thornbury	2.90	3.00	-	3.00
LTN Yate	2.90	3.00	-	3.00
B&NES LTN	5.80	6.00	-	6.00
Project Delivery Sub Total	439.18	445.23	11.01	434.22
Integrated smart ticketing	2.08	2.08	-	2.08
Transport Branding	2.00	2.00	-	2.00
Topslice	15.14	15.14	-	15.14
Programme Contingency	-	-	-	4.96
Maintenance ITB / Maintenance Fund	125.00	125.00	-	125.00
Maintenance Challenge Fund	32.00	32.00	-	32.00
Non-Highways Maintenance	1.00	1.00	-	1.00
Programme Total	616.40	622.45	11.01	616.40

Table 2 – Proposed CRSTS re-baseline project budget allocation changes

- 10.3 All projects have been assessed collaboratively between the Mayoral Combined Authority programme team and the Unitary Authority project teams based on their deliverability by March 2027. Only those projects jointly agreed as deliverable by that date have been reflected in the re-baseline proposal to be made to DfT. There is currently no guarantee of any future CRSTS funding beyond March 2027, therefore all projects must be delivered by that date (M32 Strategic Transport Hub only has an agreed extension to June 2027). There is no constraint around the phasing of spend across the CRSTS programme other than ensuring all spend is complete by March 2027. On 22nd September 2023, DfT advised an opportunity to add to the ‘over-programme’ project list, previously no greater than 10% in value of the grant award (£54m), up to 25% of the grant award (£135m). This enables additional projects to be brought forward for development, and existing project scope to be broadened, subject to appropriate approvals, in line with the overall programme budget.
- 10.4 It remains critical that we are successful in the delivery of our project and programme commitments to DfT under CRSTS as this is likely to be a factor in any award of future CRSTS funding. In the Spring Budget the Chancellor of the Exchequer announced that the Government is committing £8.8bn for a second round of the programme covering 2027-28 to 2031-32. The Mayoral Combined Authority will ensure that any projects de-scoped from the current CRSTS programme, due to concerns about their deliverability, are considered for inclusion in any future CRSTS 2 funding submission beyond March 2027.

Recommendation 3: Delegate to the Mayoral Combined Authority’s Strategic Director of Infrastructure and S73 Officer, in consultation with their counterpart Unitary Authority Infrastructure Directors and Section 151 Officers, authority to decide how the Programme contingency is used, in conjunction with the CRSTS over-programme project list, and change requests for further draw-down of funds within existing budget allocations up to £1m, to ensure that all projects are delivered and funds spent before 31st March 2027. In the event of a consensus not being reached at Director level decision making will be escalated to the Mayoral Combined Authority’s Chief Executive Officer (CEO) in consultation with the Unitary Authority CEOs.

- 10.5 Matched funding amounts will be committed to the CRSTS schemes above, as required by DfT up to 20%, by each of the unitary authorities. Where any match funding is being used for additionalities, these additionalities must be disclosed and agreed by Mayoral Combined Authority directors in advance of the DfT submission and report monthly, in the same way as other CRSTS projects to ensure compliance with DfT reporting requirements. Matched funding also needs to be fully spent by the March 2027 deadline.

Table 3 outlines the match funding based on the current project allocations for each of the Unitary Authorities. The proposed budget allocations shown in Table 2, will lead to an amendment of these figures.

Unitary Authority	Local Contribution (£'m)
Bath & North East Somerset	18.27
Bristol City Council	33.79
South Gloucestershire Council	23.59
Unallocated Contingency	0.76
TOTAL	76.40

Table 3 – CRSTS match funding allocations

- 10.6 The “Unallocated Contingency” on Local Contributions exists as not all the DfT money has been allocated to projects. This “Unallocated Contingency” will be attributed to the relevant Unitary Authority in line with the delegated decisions as outlined in Recommendation 3.

Report and advice reviewed and signed off by: Rachel Musson Interim Director of Investment and Corporate Services

11 Legal Implications:

- 11.1 There are no specific legal implications within the CRSTS programme re-baselining proposal.
- 11.2 Projects will need legal support and advice as they progress through development and delivery. These matters will be discharged by the projects on a case-by-case basis as matters arise.

Report and advice reviewed and signed off by: Daniel Dickinson – Interim Director of Legal and Monitoring Officer

12 Human Resources Implications:

The CRSTS re-baseline proposals as set out in this paper, do not have a direct impact on human resources within the Mayoral Combined Authority.

13 Land/property Implications

- 13.1 There are no land or property implications to the CRSTS programme re-baseline event.
- 13.2 Projects within the programme, such as the M32 Sustainable Transport Corridor and Hub do, in some cases, need to resolve land and property matters. These matters will be dealt with on a project-by-project basis.

14 Future4WEST

14.1 Strategic Outline Case

14.1.1 Background / Issues for Consideration

The ambition for an enhanced public transport system was first outlined in the 2017 Joint Transport Study (JTS). Following on from this and several initial studies, work began in 2020 to develop options for an enhanced public transport network. Working with representatives from the region's authorities, this has led to the production of first an Options Assessment Report (OAR) and then a Strategic Outline Case (SOC) for Future4WEST. The SOC is in accordance with the DfT's TAG (Transport Analysis Guidance) requirements and the Mayoral Combined Authority's Grant Assurance process and forms the first stage of the Business Case process as set out below.

Strategic Outline Case	Outline Business Case	Full Business Case
<ul style="list-style-type: none"> Establishes the potential scope of the transport proposal Sets out the case for change Confirms investment will support delivery of policy priorities Establishes a set of objectives and looks for options to achieve these Uses an options framework to consider a longlist of options to a shortlist of viable options for more detailed appraisal at OBC 	<ul style="list-style-type: none"> Concentrates on detailed assessments of shortlisted options to find optimal solutions Detailed planning and assessments Full economic and financial appraisals take place Preferred option identified 	<ul style="list-style-type: none"> Confirms the conclusions made in the SOC and OBC Procurement phase Records contractual arrangements Confirms affordability Puts in place management arrangements for the delivery, monitoring and post-evaluation phase Concludes in an investment decision point

Figure 2 – Business case stages

14.1.2 The SOC sets out the strategic need for investment in an enhanced public transport system in the West of England. Its potential wider economic benefits demonstrate that a successfully delivered solution could bring extensive strategic benefits, other than simply transport benefits to the region, should a solution that works for all users be established.

14.1.3 Strategic vision and benefits

Future4WEST is centered around a 2019 vision developed in collaboration with the region's authorities. The overarching aim for an enhanced public transport system in the West of England is:

“To provide a high-quality enhanced public transport solution that provides a step change in public transport connectivity in the West of England, manages growth, facilitates modal shift in public transport usage, is a key contributor to tackling the climate emergency and helps unlock significant housing and employment growth over and above the growth outlined in adopted and draft Local Plans.”

- 14.1.4 An enhanced public transport system will be a critical next step in the development of the region’s public transport network, building on the improvements currently underway to bus and rail provision, through our City Region Sustainable Transport Settlement (CRSTS), Bus Service Improvement Plan (BSIP) and MetroWest programmes. As the transport system will remain near capacity as these improvements are made, there will be a need for a more transformative system.
- 14.1.5 Future4WEST presents an opportunity to deliver a fully integrated transport system, connecting our key population centres and improving links to onwards destinations across the country. It would enable the region to build upon the schemes we are currently developing, integrating bus, rail, walking and cycling with potential future options for new services.
- 14.1.6 It is notable when compared to other cities and population centres nationally and internationally, that our region doesn’t benefit from an enhanced public transport network. Development of enhanced public transport options will help to bring the region closer to its peers, supporting additional housing, jobs, and economic growth. It will enable growth in productivity and will better link residents with employment and training opportunities. An enhanced public transport system would also enable significant investment in residential and commercial developments along the corridors, enhancing the capacity of the region’s economy. An enhanced public transport system will be critical for delivery of our climate and environmental goals, set out in our Climate and Ecological Strategy and Action Plan (CESAP) and net-zero commitments, by providing a real alternative to the private car.
- 14.1.7 Developing our approach to enhanced public transport for the region can also feed into our emerging thinking around our regional priorities and the updated Joint Local Transport Plan.

15 The Scheme

- 15.1 Future4WEST will deliver a transformational enhanced public transport system across 4 corridors in the West of England, linked within Bristol City Centre. The current phase of work has looked at end-to-end solutions across the following:
- North Corridor (Bristol City Centre – Proposed Almondsbury Transport Hub)
 - East Corridor (Bristol City Centre – Bristol & Bath Science Park)
 - Bristol – Bath Corridor (Bristol City Centre – Bath Spa railway station)
 - South-West Corridor (Bristol City Centre – Bristol Airport)
- 15.2 As part of the OAR process, 73 options were explored along the 4 corridors, across 12 mode technology types. As part of the Integrated Service Plan, which explored connectivity in Bristol City Centre, operational characteristics, and the

development of network options, 10 further options were considered between the four corridors within Bristol City Centre.

15.3 The routes are represented in Figure 3, with some of the key locations on the routes identified. For the Bristol to Bath Corridor, a single combination of sub options is considered to provide an indication of this route within the assessment stage of the SOC.

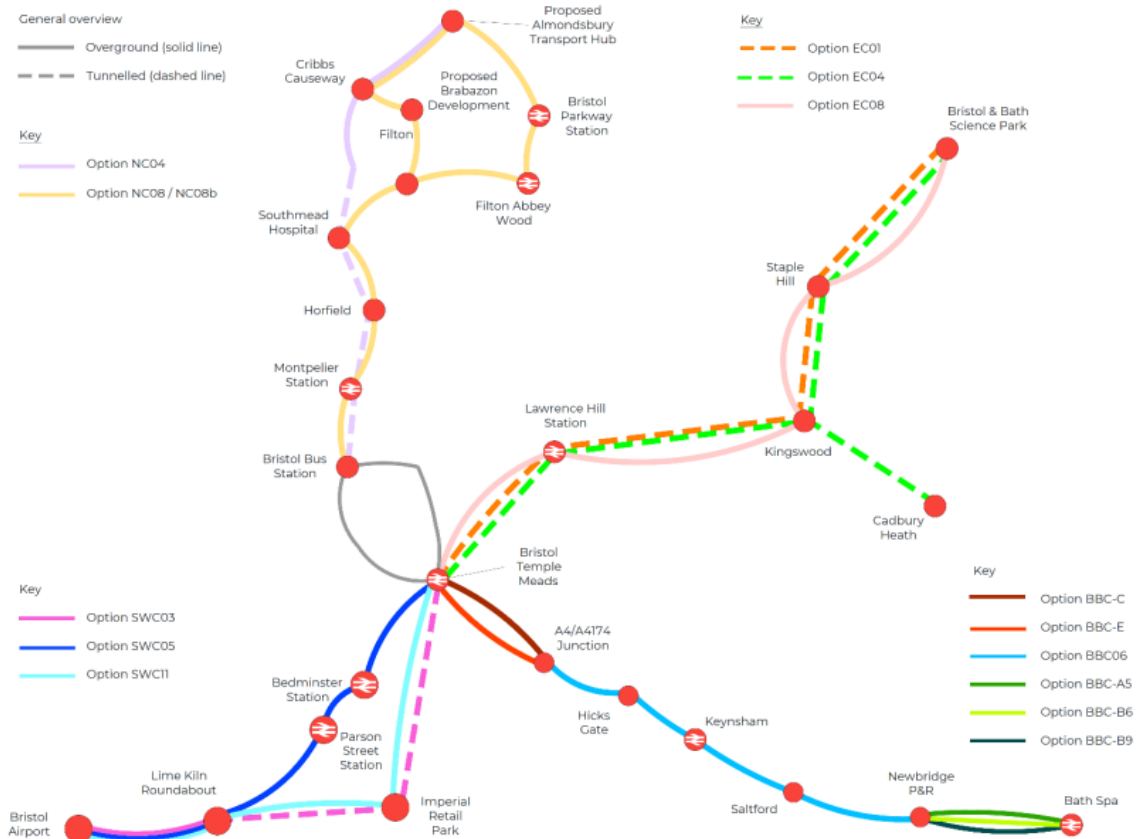


Figure 3 – shortlisted routes

15.4 Optioneering and appraisal considered both above ground, tunnelled, and mixed options for each corridor and within the city centre. The resulting shortlist, pictured above, considers options from each category, as suited to the needs of the corridor. Each of these corridors was fully segregated, with 3.2m-wide corridors in each direction, allowing the proposed system to run separated from general traffic. This will enable the scheme to deliver a reliable, frequent and congestion free route. Four possible delivery modes were retained across 2 broad categories:

- Rubber-wheeled solutions: Bus Rapid Transit, Trackless Light Transit
- Steel-wheeled solutions: Very Light Rail, Light Rail Transit

15.5 To better understand how Future4WEST might perform within the Value for Money framework, 3 illustrative networks were identified. These networks included an option from each of the 4 corridors with connections in Bristol City Centre. These networks are not intended as a final shortlist of options, nor do they remove any further routes from consideration.

16 Report Findings

- 16.1 As part of the SOC, several tests were undertaken to understand the sensitivity of outputs to changes in inputs / assumptions. It became apparent that a significant proportion of the scheme's benefits may arise from wider economic impacts, including induced investment, employment effects, and productivity gains. The Value for Money (VfM) could increase significantly for options that are above ground networks, were these benefits to be realised.
- 16.2 When constraining the analysis to those impacts considered robust at this early stage of the scheme, achieving full segregation maximises potential system user benefit, but comes with a corresponding impact on both costs and non-users. This approach was outlined at the outset of the project, it was agreed with the unitary authorities and was designed to keep the assessment in line with grant assurance framework and to retain compliance with DfT transport analysis guidance (TAG).
- 16.3 For options that are above ground, which often require reallocation of road space to allow for full segregation, there are significant negative impacts on highway users accounted for within the appraisal. For options including tunnelling, although there is substantially less impact at surface level to highway users, the significant costs of these options outweigh the scale of benefits generated. Therefore, based on the current scope of Future4WEST, and modelling frameworks available at the time of the SOC, the current options offer very poor to poor VfM. This demonstrates the challenges associated with delivering this type of system in a constrained urban area.

17 Scheme Costs

- 17.1 There are significant costs associated with constructing and operating such a complex and extensive network, particularly for the options requiring significant sections of underground tunnels. It is therefore likely that Future4WEST will need to draw on multiple sources of funding or explore phasing the delivery of the network as funding becomes available.
- 17.2 These wider funding opportunities may include future CRSTS allocations or other central Government grants, private sector finance, and exploring potential local sources such as road charging or workplace parking levies and other innovative approaches to demand management.
- 17.3 Scheme infrastructure costs have been based on option feasibility designs, applying unit rates from an industry standard book of pricing - SPONS 2022 - to a bill of quantities. The approach undertaken is reflective of the early stage of scheme development and balances the level of uncertainty inherent at SOC with the need for proportionate analysis. For options involving underground sections, the associated costs have been built up from cost data obtained from several tunnelling projects, with inflation figures applied to bring them to current prices. Risk (40%) and inflation (10% in 2023 and 2% p.a. thereafter) have then been added to the total costs. Initially, options have been costed as rubber-wheeled solutions with a percentage uplift applied to appropriate cost line items to reflect the additional costs associated with steel-wheeled solutions.

Route Option	Length (km)	Rubber-Wheeled (£m)	Steel-Wheeled (£m)	Cost per km (£/km)
North Corridor				
NC04	13.5 (tunnelled : 7.5)	4,846	5,713	£359m – £422m
NC08	20.5 (cut and cover : 700m)	553	616	£27m - £29m
NC08b	20.5 (cut and cover : 700m)	548	610	£27m - £29m
East Corridor				
EC01	10.7 (tunnelled : 10.7)	4,774	5,644	£449m - £523m
EC04	13.1 (tunnelled : 13.1)	6,021	7,117	£458m – 542m
EC08	10.5 (fully overground)	215	251	£19m - £24m
South-West Corridor				
SWC03	15.0 (tunnelled : 7.0)	4,332	5,106	£287m - £340m
SWC05	12.0 (cut and cover : 550m)	363	409	£29m - £33m
SWC11	15.5 (fully overground)	438	491	£26m - £32m
Bristol – Bath Corridor				
BBC-C+BBC06+A5	15.5 (fully overground)	352	404	£24m - £29m

Table 4a – SOC Cost Estimates of routes identified in Figure 3

Illustrative Networks	Length (km)	Rubber-Wheeled (£m)	Steel-Wheeled (£m)	Cost per km (£/km)
Overground network 1	62.0 (cut and cover : 750m)	1,589	1,793	£24m - £29m
NC08b	20.5 (cut and cover : 700m)	548	610	£27m - £29m
EC08	10.5 (fully overground)	215	251	£19m - £24m
SWC11	15.5 (fully overground)	438	491	£26m - £32m
BBC-C+BBC06+A5	15.5 (fully overground)	352	404	£24m - £29m
Bristol City Centre B		78	83	
Overground network 2	62.0 (cut and cover : 750m)	1,550	1,751	£24m - £26m
NC08b	20.5 (cut and cover : 700m)	548	610	£27m - £29m
EC08	10.5 (fully overground)	215	251	£19m - £24m
SWC11	15.5 (fully overground)	438	491	£26m - £32m
BBC-C+BBC06+A5	15.5 (fully overground)	352	404	£24m - £29m
Bristol City Centre E		39	41	
Underground network 1	57.1 (tunnelled : 27.6)	15,551	18,340	£271m - £320m
NC04	13.5 (tunnelled : 7.5)	4,846	5,713	£359m – £422m
EC04	13.1 (tunnelled : 13.1)	6,021	7,117	£458m – 542m
SWC03	15.0 (tunnelled : 7.0)	4,332	5,106	£287m - £340m
BBC-C+BBC06+A5	15.5 (fully overground)	352	404	£24m - £29m

Table 4b – SOC Cost Estimates of Indicative Networks identified in Figure 3

17.4 The above infrastructure cost estimates, which reference back to routes shown in Figure 3, do not include land, building demolition, VAT, legal fees, purchase of a Tunnel Boring Machine, associated public realm / active travel measures, operating, maintenance or renewal costs.

17.5 Corridor costs have been combined to produce examples of indicative networks; these are for appraisal purposes only, with no further options having been removed from shortlisting at this stage. These networks should not be interpreted as final options for the scheme. Overground Networks are

composed of routes NC08b, EC08, SWC11, BBC-C+BBC06+A5, with the way they are connected in Bristol City Centre being different. Underground Network 1 is composed of NC04, EC04, SWC03, BBC-C+BBC06+A5. To calculate the capital costs of the three networks, the costs of the constituent corridor options have been summed together and combined with the appropriate city centre option. The costs of any overlapping sections have then been removed from the overall estimate, hence do not necessarily equal the sum of the constituent options.

17.6 The costings fall into two broad categories, underground and overground, as the differences between the costs of steel wheeled and rubber wheeled solutions are sufficiently close that they would require further detailed consideration within further work to draw any distinction between them, especially if assessing overground options.

17.7 However, the distinction between the initial costings of overground and underground solutions are significant. Underground solutions are going to present additional challenges when seeking the capital to construct them. Although it is important to note that at this stage of the business case process, funding streams for any of the options are not fully explored.

18 Strategic Outline Case Addendum: Early-Stage Value Engineering

18.1 Within the SOC there is a recognition of the need, as the project progresses from SOC to Outline Business Case (OBC), to develop the scheme design to better suit its specific needs. At this stage of the project, early-stage value engineering has been undertaken to demonstrate the potential changes in costs and benefits that might be expected from a more comprehensive value engineering process.

18.2 In this exercise, sections of the overground options from the SOC that resulted in significant highway disbenefits were identified and have been assumed to run underground through tunnels on these stretches.

18.3 The impact of this on costs, demand, and benefits for Future4WEST and the resultant impacts on highway users has been considered at a high-level to show the potential scale of change of amendments such as this.

18.4 Whichever options are progressed to the next stage of design, will be subject to value engineering within the design development. If the scheme was to be predominantly overground the process would look to reduce the highway disbenefits experienced by the scheme and, if it were predominantly tunneled, it would look to reduce the construction costs. It is expected that as the project moves from SOC to OBC, a full value engineering methodology would be applied to further develop the scheme.

19 Alternative Costings

19.1 An approach was made to the Mayoral Combined Authority to consider an entirely underground solution, different to that included within the SOC, which had a very low construction cost estimate. These costs have been reviewed and the investigations, in combination with published industry data, indicate that a very low level of confidence can be given to achieving a fully tunnelled solution at the cost estimated. For example, the tunnelling costs based on cost per unit

volume were less than half the Government's Infrastructure and Projects Authority's (IPA) published benchmark.

20 Strategic Outline Case: Technical Assurance

- 20.1 As part of completing the due diligence for the SOC and its supporting documents, Technical Assurance Reviews of the Draft SOC were undertaken. Findings from the technical review and interview were fed into a four-stage process to identify the problem, understand the cause, explore potential solutions before recommending the way forward.
- 20.2 The review examines the technical work carried out by the SOC team based on reports provided and made comments on technical gaps and limitations it identified. Much of this was also covered in the earlier review by the Grant Assurance Team of the Mayoral Combined Authority. Adjustments were made to the SOC, where necessary, to address these comments and an updated version of the SOC that was reviewed by the Mayoral Combined Authority's Grant Assurance team in August 2023.
- 20.3 Broader comments were also made, many of which reach back to the fundamental assumptions defined at the outset of the study. For example, the report identifies a full segregation solution is the dominant driver to the high cost. Revisiting this principle with evidence of market demand and needs (current and future) where appropriate and a radical review (of) the network scope may provide a way to manage the cost'. Addressing this would be one the initial tasks of the OBC process to understand how changes to these underpinning principles might impact the scheme's deliverability.
- 20.4 The report also outlines other areas for consideration, citing areas where there is potential to significantly improve the conditions for an enhanced public transport offer, to develop a phased programme of business cases brought forward individually to present an investable proposition whilst enabling further business cases to follow, as such the definition of this phased approach will be considered in the initial OBC tasks that follow SOC approval.
- 20.5 The report also suggested developing wider complementary measures ranging from a network hierarchy review to demand management or planning policies. Some of these areas for consideration also relate to the scheme itself – for example adoption of a more robust 'needs and values focused approach for option specification and concept design, that then influences presumed levels of segregation and assumptions on network service outcomes.

21 Summary

- 21.1 The SOC has set out the strategic need for significant investment in an enhanced public transport intervention in the West of England. Consideration of the potential wider economic opportunities – both as part of the 2019 Mass Transit Feasibility Study Early Phase Options Report and further work done to support the SOC – demonstrates that, should a viable solution for both public transport and highway users be established, an enhanced public transport solution could bring extensive benefits to the region.
- 21.2 The SOC for Future4WEST provides the foundations to progress the scheme, and following the Committee decision on its scope, more detailed work can be

undertaken to consider how and where Future4WEST can offer the strongest benefits to the region.

A link to the SOC can be found here: <https://www.westofengland-ca.gov.uk/wp-content/uploads/2023/07/Future4WEST-SOC-Final-26-Sept-2023.pdf>

22 Next Steps

- 22.1 Further to approving the SOC, Committee is asked to approve funding to take the project to the next phase, Outline Business Case. The committee is asked to agree what the scope of this next phase should be.

Recommendation 4: Future4WEST – Approve the Future4WEST Strategic Outline Case (SOC) and instruct officers to progress an option (releasing the requisite funding) in accordance with **section 22** of this report. Either:

Option A

To authorise the drawdown not more than £650,000 of the allocated project budget and delegate all necessary powers to the West of England Mayoral Combined Authority’s Strategic Director of Infrastructure (in consultation with the relevant Unitary Authority Directors) to enable the progression of all of the proposed route options examined in the Strategic Outline Case and listed in Table 4a of this report, to an OBC assessment process, further described in section 20 of this document, with officers reporting back to the soonest practicable meeting of the committee to recommend which of those routes should then progress to full OBC stage. In the event of a consensus not being reached at Director level, decision making will be escalated to the Mayoral Combined Authority’s Chief Executive Officer (CEO) in consultation with the Unitary Authority CEOs.

This option is recommended by Officers because more work needs to be done to develop the criteria against which to assess the affordability and viability of the overground and underground options. Further initial OBC tasks will also be completed in parallel to avoid significant impact on the programme; these would include scoping the full OBC process and other tasks normally completed in the development of the full OBCs. To complete these tasks, it is proposed that £650,000 of previously allocated funding be drawn down to progress the development of the project, including undertaking the assessment of affordability. Undertaking this work would provide the most comprehensive assessment, ensuring all possible opportunities are explored and considered and protecting the Mayoral Combined Authority against any future legal challenge, which may arise from excluding options at this stage.

Option B

To authorise the drawdown of the remaining allocated project budget and delegate all necessary powers to the West of England Mayoral Combined Authority’s Strategic Director of Infrastructure (in consultation with the relevant Unitary Authority Directors) to enable the progression to full OBC stage of only route options NC08, NC08b, EC08, SWC05, SWC11 and BBC-C+BBC06+A5 from those listed in Table 4a below on the grounds that the other route options listed in Table 4a (the “Excluded Route Options”) would involve significant tunnelling operations which have been assessed in the SOC as being likely to

cost between £15bn and £18bn (Table 4b of this report) with a benefit cost ratio of 0.1 (i.e. they would deliver 10p of public benefit for every £1 spent), Members thus being of the view that the Excluded Route Options are highly unlikely to ever be affordable and that further work to progress the Excluded Route Options to full OBC stage would incur wasted time and costs contrary to the best interests of the region. In the event of a consensus not being reached at Director level, decision making will be escalated to the Mayoral Combined Authority's Chief Executive Officer (CEO) in consultation with the Unitary Authority CEOs.

Deciding now will allow greater and immediate focus on the overground options and enable work on the OBCs to start. To deliver this, a delegation is sought to the Mayoral Combined Authority's Strategic Director of Infrastructure and S73 Officer, in consultation with their counterpart Unitary Authority Infrastructure Directors and Section 151 Officers, to agree the financial requirements, scope, outputs, timescales and profile of the drawdown required.

Option C

To authorise the drawdown of the remaining allocated project budget and delegate all necessary powers to the West of England Mayoral Combined Authority's Strategic Director of Infrastructure (in consultation with the relevant Unitary Authority Directors) to enable the progression to full OBC stage of such of the route options listed in Table 4a, as Members may direct, Members concluding that progressing only such routes to full OBC stage at this point in time is in the best interests of the region. In the event of a consensus not being reached at Director level, decision making will be escalated to the Mayoral Combined Authority's Chief Executive Officer (CEO) in consultation with the Unitary Authority CEOs.

Deciding now will allow greater and immediate focus on the overground options and enable work on the OBCs to start. To deliver this, a delegation is sought to the Mayoral Combined Authority's Strategic Director of Infrastructure and S73 Officer, in consultation with their counterpart Unitary Authority Infrastructure Directors and Section 151 Officers, to agree the financial requirements, scope, outputs, timescales and profile of the drawdown required.

23 Programme/Resources

- 23.1 Under Option A, the Initial OBC tasks are anticipated to take approximately 6 months and support will be sought from the Mayoral Combined Authority Professional Services Framework to deliver the technical components of the initial OBC Tasks. These tasks will feed into the full OBC process and will include some of the preparatory tasks anticipated as such a significant impact on the overall programme of the OBCs is not expected. In the event of Option B or Option C being the preferred approach, a delegation for the approval of the programme is sought as part of the request.
- 23.2 It is anticipated that as the project moves towards the preparation the OBC, an updated governance structure will be required. This will entail involvement from all the Unitary Authorities to maintain their input and oversight on the development of the scheme. The funding to provide this support, for the duration of the Initial OBC Tasks, is included in the amount requested to be

drawn down.

24 Consultation

Throughout the development of the SOC for Future4WEST, regular meetings have been held with representatives of the Unitary Authorities and the draft SOC has also been considered by Infrastructure Directors and CEOs. The feedback from these meetings has informed the progression of the SOC.

25 Other Options Considered

The alternative to continuing to develop Future4WEST is to stop work and not seek to deliver a transformational enhanced public transport system. Given the level of construction costs involved in any of the options, this is a realistic option; however, to deliver modal shift from private cars to sustainable decarbonised transport, enable regeneration and economic growth in the region, reduce congestion and delay, it is recommended that the study be pursued.

26 Risk Management/Assessment

- 26.1 The delegation sought within the recommendations of this report will result in approvals for the precise scope of the tasks being secured in a timely way.
- 26.2 It is the view of officers that undertaking Option A would provide the most comprehensive assessment, ensuring all possible opportunities are explored and considered and protecting the Mayoral Combined Authority against a future legal challenge, which may arise from excluding options at this stage.
- 26.3 Should members of the Committee decide to undertake Option B or C and proceed straight to OBC with a reduced list of options carried forward from the SOC, there are increased risks of legal challenge in the future. Refer to 'Legal Implications', paragraph 30 below.
- 26.4 Notwithstanding whether the identified risk of legal challenge associated with Options B or C is realised, ruling out any of the route options by not proceeding with Option A at this stage carries the risk of ultimately failing to deliver what may ultimately prove to be the most beneficial scheme.

27 Public Sector Equality Duties

- 27.1 In coming to any decision, Committee Members must comply with their duties under the Equality Act 2010, in particular, the public sector equality duty under section 149 and the duty under section 29 not to discriminate when providing a public service and to make reasonable adjustments. Under the Duty the relevant protected characteristics are: age, disability, gender reassignment, pregnancy and maternity, race, religion, sex, and sexual orientation.
- 27.2 The impact on people with protected characteristics will be considered as the scheme develops for Future4WEST. At this stage of the process nothing directly arises from the progression from SOC to OBC, impacting Equalities Duties. Equality duties will continue to be assessed through the design development of this project, to assess impacts and any mitigation measures required. An Equality Impact Assessment (EqIA) will be completed as needed on a case-by-case basis.

28 Climate Change and Nature Recovery Implications

- 28.1 The Climate and Ecological Strategy and Action Plan sets out the environmental priorities for the region. In summary these are: net zero carbon by 2030, nature recovery and climate resilience. The Mayoral Combined Authority is reflecting these environmental priorities in the Future4West programme by requiring (subject to exception) the following:
- Carbon management plans and carbon accounting
 - Environmental impact assessments (or non-statutory equivalent should it not apply)
 - Biodiversity net gain (BNG) assessments and delivery of at least 10% BNG
 - Climate impact risk assessments
- a) These requirements represent a new policy for the Mayoral Combined Authority in addition to statutory requirements, and it will work to embed this in the Future4West programme as appropriate.
- b) The budget for this environmental work has not been included in the planning to date, and therefore it needs to be drawn down from the Investment Fund as part of the Future4West programme funding requirements.
- c) Future4West is an action in the Climate and Ecological Strategy and Action Plan (CESAP) as it will have an overall positive environmental impact by improving public transport, which will help to reduce the impact of greenhouse gas emissions from cars. However, there is the potential for environmental impacts, and these require assessment, reduction, mitigation and management.

Report and advice reviewed and signed off by: Roger Hoare, Head of Environment

29 Finance Implications, including economic impact assessment where appropriate:

- 29.1 If Option A of the recommendations is approved by the Committee, this report seeks approval to utilise up to £650K of Investment Funding already allocated to Future4WEST to undertake a series of technical tasks, focused on assessing the affordability and viability of different options and to design the procurement of the full OBC. This is due to be completed by May 2024. These funds will be drawn from the remaining £13.639m earmarked for Future4WEST in the Investment Fund programme and are not an additional request.
- 29.2 The completion of these tasks will facilitate the procurement of the main OBC stage, which would be subject to a further request at a later committee meeting.
- 29.3 Under Option B and Option C, this report seeks approval to utilise the Investment Funding Allocation already approved to procure the OBC. The scope, outputs, timescales and profile of the drawdown required to deliver this will be agreed under the delegation to the Mayoral Combined Authority's

Strategic Director of Infrastructure and S73 Officer, in consultation with their counterpart Unitary Authority Infrastructure Directors and Section 151 Officers.

- 29.4 If options B or C were to be selected by Members, there may be further financial due diligence required as these are not the recommended options. Refer to the comments in the legal implications.
- 29.5 The completion of these tasks will facilitate the procurement of the main OBC stage, which would be subject to a further request at a later committee meeting.

Report and advice reviewed and signed off by: Rachel Musson Interim Director of Investment and Corporate Services

30 Legal Implications:

There will be a number of legal implications as the scheme proceeds to fruition and these will be assessed and addressed at the relevant points in the process. The key legal consideration at this stage is the risk of challenge around a decision not to advance any of the proposals identified at SOC stage through to OBC stage. The risk is around *Wednesbury* reasonableness in terms of whether it was reasonable to rule out any options at this stage, without the benefit of the more detailed information that would be available to factor into that decision at OBC stage. In the event of such a challenge, a court would weigh what the Authority achieved or saved by ruling options out at this stage as opposed to doing so at a later stage based on a more complete assessment of the various options. The more negligible the savings achieved by ruling options out at this stage, the more probable any such challenge would be to succeed. There are also, of course, costs and programme timescale risks associated with dealing with any legal challenge that may be received to a decision not to progress any of the options identified in the SOC to OBC stage, irrespective of the outcome of any such challenge.

Report and advice reviewed and signed off by: Daniel Dickinson – Interim Director of Legal Services and Monitoring Officer

31 Human Resources Implications:

There are no direct HR implications arising from this report. The resource and wider HR implications of projects and options contained within this report will be considered through the business cases for each individual project.

Advice given by: Alex Holly, Head of People and Assets

32 Land/property Implications

Not applicable at this stage of the project development. Implications for land and property will become known as the project progresses through the business case stages.

33 Active Travel Capability and Ambition Fund 2022/23

33.1 Background / Issues for Consideration

The Mayoral Combined Authority received a £686,089 revenue funding allocation from Active Travel England (ATE) under the Active Travel Capability and Ambition Fund 2022/23, to deliver the activities below for the period from January 2023 to January 2024:

- A programme of capability building activities, with a focus on scheme planning, development and design (60% of funding).
- A programme of active travel behaviour change initiatives, with a focus on promoting walking, cycling and public transport use, as an alternative to travelling by car (40% of funding).

33.2 Subsequent correspondence received from ATE indicates that additional revenue will be made available to the Mayoral Combined Authority under the same funding programme, to extend the delivery of the Mayoral Combined Authority's programme of behaviour change and capability building activities to June 2024. The amount of funding is currently under embargo and cannot be shared publicly until it is announced by Active Travel England in December 2023.

33.3 Due to the short timescales in which any future funding released under the scheme needs to be spent, delegated authority is sought to utilise²⁶ this funding. These delegations will put the Mayoral Combined Authority and Unitary Authorities in the best possible position to spend the Mayoral Combined Authority's future funding award within the requirements of the fund. Demonstrating that the Mayoral Combined Authority alongside its Unitary Authorities is able to spend funding in accordance with the funding criteria is anticipated to have a positive impact on future funding levels.

34 Consultation

34.1 Engagement with Unitary Authorities was undertaken via the Regeneration, Development and Transport Steering Group in September 2022 prior to the submission of the Mayoral Combined Authority's bid for Active Travel Capability and Ambition Funding.

34.2 Further engagement with the Steering Group and Unitary Authority Infrastructure Directors is planned to confirm the scope of activities to be delivered using any additional funding allocated to the Mayoral Combined Authority under the scheme. It is expected that additional funding will be utilised to expand delivery of the initiatives and schemes listed in paragraph 24 above.

34.3 The Mayoral Combined Authority also has an officer working group with the Unitary Authorities, which is used to discuss key issues impacting the delivery of activities under the Capability and Ambition Fund 2022/23.

35 Other Options Considered

Alternative options considered include:

35.1 Not accepting any additional funding awarded to the Mayoral Combined Authority under the scheme, with project delivery finishing in January 2023. This

would reduce the ability to achieve the Mayoral Combined Authority's strategic transport objectives, cause reputational harm, decrease confidence in the region's ability to deliver walking and cycling projects and result in a loss of investment in the region. This option has therefore been discounted.

- 35.2 Accepting additional investment under the Capability and Ambition Fund but do not seek delegated authority to the West of England Mayoral Combined Authority's Strategic Director of Infrastructure in consultations with the Unitary Authority Infrastructure Directors. This would risk delivery of the project within the short delivery timescales, possibly resulting in monies having to be returned and a consequent negative impact on future funding levels.

36 Risk Management/Assessment

For the external funding that has been secured to progress schemes relating to walking and cycling, there is a risk of not meeting the conditions of the funding, such as funding being spent within the required timescales. This risk has been mitigated by working with the Unitary Authorities to develop a funding proposal for the additional investment. In addition, the delegation sought within the recommendations of this report will result in approvals being able to be secured in a timely way.

37 Public Sector Equality Duties

In coming to any decision Committee Members must comply with their duties under the Equality Act 2010, in particular, the public sector equality duty under section 149 and the duty under section 29 not to discriminate when providing a public service and to make reasonable adjustments. Under the Duty the relevant protected characteristics are: age, disability, gender reassignment, pregnancy and maternity, race, religion, sex, and sexual orientation.

The impact on people with protected characteristics will be considered as part of policy and scheme development. To assess these impacts and any mitigation measures required an Equality Impact Assessment (EqIA) will be completed on a case-by-case basis.

38 Climate Change and Nature Recovery Implications

- 38.1 Additional revenue for the Active Travel and Capability Fund will have an overall positive environmental impact by improving active travel, which will help to reduce emissions of greenhouse gases from cars.
- 38.2 The Mayoral Combined Authority is delivering the Climate and Ecological Strategy and Action Plan through a series of environmental requirements for its transport programme. There will be a proportionate approach to the delivery of these requirements with exemptions. The Mayoral Combined Authority will determine the approach to the Active Travel and Capability Fund, noting that it is highly likely that it will be light touch, and the behaviour change projects exempt due to the low likelihood of significant negative environmental impacts.
- 38.3 No budget has been assigned for environment work for this programme.

Report and advice reviewed and signed off by: Roger Hoare, Head of Environment

39 Finance Implications, including economic impact assessment where

appropriate:

This report seeks the approval to spend £686,089 of funding already received from Active Travel England in January 2023 as set out in the table below. For any future funding under the same programme, it is seeking approval of delegated authority to the West of England Mayoral Combined Authority's Strategic Director of Infrastructure in consultation with the Unitary Authority Infrastructure Directors.

Authority	Funding Allocation	
	Section A (Capability Building) total	Section B (Behaviour Change) total
Bath & North East Somerset Council	£80,447	£61,748
Bristol City Council	£215,447	£123,200
South Gloucestershire Council	£110,447	£67,800
West of England Mayoral Combined Authority	£0	£27,000
Sub-total	£406,341	£279,748
Total		£686,089

Table 5 – Funding allocations by authority

Report and advice reviewed and signed off by: Rachel Musson Interim Director of Investment and Corporate Services

Recommendation 5: Delegate authority to the Mayoral Combined Authority's Strategic Director of Infrastructure in consultation with the Unitary Authority Infrastructure Directors to spend the £686,089 of Active Travel Capability and Ambition Funding secured in January 2023 and any future funding which is secured under the scheme as outlined in section 33 - 39 above. In the event of a consensus not being reached at Director level decision making will be escalated to the Mayoral Combined Authority's CEO in consultation with the Unitary Authority CEOs.

40 Legal Implications:

There are no legal implications arising directly from the content of this report. There will be a need to comply with and flow down grant funding liabilities and to consider a range of likely legal and statutory implications on a scheme-by-scheme basis.

Report and advice reviewed and signed off by: Daniel Dickinson – Interim Director of Legal and Monitoring Officer

41 Human Resources Implications:

Not applicable.

42 Land/property Implications

Not applicable.

43 MetroWest 2 - Background / Issues for Consideration

- 43.1 The MetroWest 2 scheme, which includes opening of 3 new stations at Ashley Down, North Filton and Henbury, is promoted by the Mayoral Combined Authority with an additional £2.295m funding contribution from North Somerset Council.
- 43.2 The key outputs MetroWest 2 will deliver are as follows:
- Three new railway stations – Ashley Down, North Filton and Henbury.
 - Extension of existing hourly Bristol Temple Meads to Filton Abbey Wood services to Henbury Station (Calling at Ashley Down and North Filton Stations)
 - Half-hourly (increased from hourly) service from Bristol Temple Meads to Gloucester.
- 43.3 The following are the primary benefits of the scheme:
- Metro West Phase 2 is expected to return £2 to the economy for every £1 spent.
 - 1.3 million people are expected to use the Phase 2 services each year. This will increase if MetroWest expansion continues, and the connectivity of the new Phase 2 stations is further expanded.
 - Phase 2 is expected to save people 7 million minutes in travel time each year.
 - By 2030, Phase 2 is expected to be removing 3 million kilometres from the road network. Based on the average petrol car today this is equivalent to over 500 tons of CO₂ each year.
 - The new stations will support over 8,500 thousand new homes.
 - As well as housing North Filton Station will directly serve Bristol's new 19,000 seat YTL Arena, one of the largest multipurpose venues in the UK.
- 43.4 At the West of England Mayoral Combined Authority Committee in January 2023 £31.91m was approved to be spent on stage 1 of the project, which included the construction of Ashley Down Station which is ongoing. A total project funding allocation of £72.61m was also approved, as well as the stage 1 Full Business Case.
- 43.5 At the CEO's meeting on 9th August 2023, a revised North Filton Station procurement strategy was approved. This strategy includes an open market tender to support the remaining detailed design and construction phases of the North Filton Station project. To instigate the procurement exercise and give confidence to the market that funding will be in place, Committee approval is being sought to draw-down the existing funding allocation for North Filton Station detailed design and construction and Henbury Station detailed design, which were approved in January 2023, subject to Stage 2 Full Business Case approval. The Stage 2 Full Business Case, which will reflect market prices for

the detailed design and construction of North Filton Station, will not be issued until market tenders have been returned in Spring 2024. At this point the Full Business Case will be submitted and recommended for approval by the West of England Mayoral Combined Authority Strategic Director of Infrastructure in consultation with the Directors of Infrastructure of the constituent Councils.

- 43.6 A final Stage 3 Full Business Case and funding draw-down will be requested for approval upon the completion of the Henbury Station detailed design and following receipt of market prices for the construction phase.

Recommendation 6: Delegate authority to the West of England Mayoral Combined Authority Strategic Director of Infrastructure in consultation with the Unitary Authority Infrastructure Directors to approve the MetroWest 2 stage 2 Full Business Case. In the event of a consensus not being reached at Director level, decision making will be escalated to the Mayoral Combined Authority CEO in consultation with the Unitary Authority CEO's

44 Consultation

This paper has been developed by the West of England Mayoral Combined Authority in conjunction with South Gloucestershire Council, Bristol City Council and Network Rail. Other key stakeholders have been engaged through the West of England Strategic Rail Steering Board, West of England Mayoral Combined Authority Directors and CEO's meetings and the regions Planning, Housing and Transport Board.

45 Other Options Considered

- 45.1 The change request submission to draw down the £20.21m stage 2 funding allocation could have been submitted at the same time as the Stage 2 Full Business Case is ready. However, the Mayoral Combined Authority Procurement Officers have advised that the North Filton Station tender, planned to be shared in October / November 2023, should not be issued without high confidence that the funding will be available to award. Approval of the Change Request will provide this high level of confidence.
- 45.2 The previous procurement strategy was to contract the remaining design and construction phases of North Filton and Henbury stations through Network Rail, as a package of work. The aim of changing this strategy is to drive a more efficient price for North Filton station and also enable a fixed price agreement to be entered into with a third-party deliverer, as opposed to the 'emerging cost' arrangement proposed by Network Rail. This is expected to reduce the overall risk profile on the project and will also release Network Rail's capacity to focus on the successful delivery of the wider MetroWest programme, including Henbury station.

46 Risk Management/Assessment

Delivering the station and public realm through a third-party, rather than packaging up North Filton Station with Henbury Station and delivering through Network Rail, could result in North Filton Station being ready to open earlier than Henbury Station. Henbury and North Filton stations will be constructed on the same railway line, with passenger trains proposed to turn around at Henbury station. To open North Filton Station ahead of Henbury Station, would

require an operational rail solution, including the likely need to construct a drivers' walkway to enable trains to be turned round at North Filton Station. A final technical solution for this issue has not yet been developed or agreed. A specific funding allocation has not been included in the current overall MetroWest 2 project funding allocation for any new infrastructure or technical solution. The Mayoral Combined Authority is likely to need funding for this if the risk materialises. Any misalignment of completion dates between North Filton and Henbury Stations if they were delivered separately is likely to be relatively minor, in which case it is likely that the service would not be introduced / stations opened until Henbury was completed. There could be some reputational risk associated with having a completed station not able to open for several months.

47 Climate Change and Nature Recovery Implications

- 47.1 The Mayoral Combined Authority is delivering the Climate and Ecological Strategy and Action Plan environmental priorities across its transport programmes through a series of new environmental requirements (subject to exception).
- 47.2 The Mayoral Combined Authority is developing a proportionate approach to applying these new policy requirements to programmes at an advanced project stage such as Metro West 2, which has already completed some environmental assessments.
- 47.3 The budget for additional environmental work that the new policy may require will be drawn down from MetroWest North Filton Station project contingency.
- 47.4 MetroWest 2 contributes to the delivery of an action in the Climate and Ecological Strategy and Action Plan by improving frequency and accessibility of trains through delivery of new train lines and stations contributing to a decarbonised transport system.

Report and advice reviewed and signed off by: Roger Hoare, Head of Environment

48 Finance Implications, including economic impact assessment where appropriate:

- 48.1 A funding allocation of £72.61m was approved by the Mayoral Combined Authority Committee for MetroWest 2 in January 2023. £31.9m of this funding was approved to be spent on the current stage of the project, which includes the construction of Ashley Down Station. The approved funding for the current stage did not include a provision for the detailed design and construction of North Filton Station.
- 48.2 The following table shows the proposed profile of funding between the 3 project stages, including the recommended additional award for Stage 2.

Funding Type	Stage 1 Funds awarded (£m)	Stage 2 additional award requested (m)	Stage 3 remaining funding allocated (m)	TOTAL (m)
Local Growth Fund	3.20	-	-	3.20
Economic Development Fund	13.81	20.21	11.65	45.67
Local Authority Public Match Revenue	1.10	-	-	1.10
Investment Fund / Transforming Cities Fund	13.66	-	6.25	19.91

Local contribution - North Somerset Council	-	-	0.30	0.30
Section 106 (Public Match Revenue)	-	-	2.30	2.30
Great Western Railways	0.14	-	-	0.14
TOTAL	31.91	20.21	20.49	72.61

Table 6 – Staging of MetroWest 2 funding drawdown by funding type

48.3 An enhanced governance structure has been implemented across the West of England Mayoral Combined Authority’s rail programme to ensure oversight of project delivery and budgets going forward based on the additional funding allocations

48.4 The economic appraisal of the scheme forecasts a Benefit-Cost Ratio (BCR) of 2.0:1. A BCR of greater than 2.0 represents ‘High’ value for money.

Report and advice reviewed and signed off by: Rachel Musson Interim Director of Investment and Corporate Services

49 Legal Implications:

External legal advice has been taken on the proposed procurement strategy. Appropriate legal support will be required to ensure a compliant procurement and contracting process.

Report and advice reviewed and signed off by: Daniel Dickinson – Interim Director of Legal and Monitoring Officer

50 Land/property Implications

Nine Section 106 agreements are in place with Persimmon (Henbury Station) and YTL (North Filton). Under these agreements, the developers are obligated to provide temporary access for the railway construction works. These Section 106 agreements need to be updated to reflect changes to the station designs, including the layout change at Henbury, and construction methodologies/access requirements. Both developers have confirmed their agreement to the principle of the proposed changes.

Appendices:

Appendix 1 – CRSTS Programme Milestone Changes

CRSTS Funded Programme

2023 – one month project schedule milestone bulk change event	Baseline July	Baseline August	Days
P0014 - Access for all Wider works - make stations step free Lawrence Hill	01-Oct-24	01-Oct-24	0
Consultation Start	01-Oct-24	01-Oct-24*	0
FBC Approval	02-Jun-25	24-Jan-25*	129
Construction Start	11-Jul-25	29-Sep-25*	-80
Construction Complete	20-May-26	05-Jun-26*	-16
P0015 - Charfield Rail Station	30-Aug-24	11-Jul-24	35
FBC Approval	30-Aug-24	11-Jul-24*	50
Construction Start	03-Feb-25	28-Feb-25*	-19
Construction Complete	01-Mar-27	31-Mar-27*	-20
P0001 - CRSTS - Bristol City Centre sustainable corridor	26-Jul-23	17-Aug-23	-22
OBC Approval	26-Jul-23	17-Aug-23*	-22
Consultation Start	30-Nov-23	30-Nov-23*	0
FBC Approval	30-Jun-25	30-Jun-25*	0
Construction Start	30-Aug-25	30-Aug-25*	0
Construction Complete	30-Apr-27	30-Apr-27*	0
P0001.01 - Bristol Bridge Signals Junction and Car Park VMS Project	30-Oct-22	30-Oct-22 A	0
FBC Approval	30-Oct-22	30-Oct-22 A	0
Construction Start	30-Jun-23	30-Jun-23 A	0
Construction Complete	01-Dec-23	01-Dec-23*	0
P0010 - CRSTS - Thornbury to North Bristol Corridor (A38N)	01-Nov-23	01-Nov-23	0
Public Consultation Start	01-Nov-23	01-Nov-23*	0
FBC Approval	01-Oct-24	15-Oct-24*	-14
Construction Start	01-Nov-24	11-Nov-24*	-10
Construction Complete	01-Dec-26	01-Dec-26*	0
P0011 - CRSTS - Bristol to Hengrove Corridor (A38)	01-Dec-23	01-Dec-23	0
Consultation Start	01-Dec-23	01-Dec-23*	0
FBC Approval	01-Jul-24	01-Jul-24*	0
Construction Start	30-May-25	30-May-25*	0
Construction Complete	01-Dec-25	01-Dec-25*	0
P0011.01 - Bedminster Works at A38 and Whitehouse Lane	01-Dec-25	01-Dec-25	0
Construction Complete	01-Dec-25	01-Dec-25*	0
P0012 - CRSTS - Somer Valley to Bath/Bristol (A37S/A367)	26-Jul-23	17-Aug-23 A	-22
Consultation Start	26-Jul-23	17-Aug-23 A	-22
OBC Approval	26-Jan-24	26-Jan-24*	0
FBC Approval	03-Mar-25	15-Mar-25*	-12

	Construction Start	01-Sep-25	02-Jun-25*	91
	Construction Complete	02-Nov-26	03-Aug-26*	91
P0013 - CRSTS - Chipping Sodbury to Hambrook Corridor (A4174/A432)		26-Jul-23	17-Aug-23	-16
	Consultation Start	26-Jul-23	17-Aug-23*	-16
	FBC Approval	01-Oct-24	16-Oct-24*	-15
	Construction Start	01-Jan-25	01-Jan-25*	0
	Construction Complete	02-Nov-26	02-Nov-26*	0
P0021 - Tap on Tap Off Integrated Ticketing		28-Jan-22	28-Jan-22 A	0
	FBC Approval	28-Jan-22	28-Jan-22 A	0
	Construction Start	26-Jul-23	26-Jul-23 A	0
	Construction Complete	01-Apr-25	01-Apr-25*	0
P0003.01 - CRSTS - Bath City Centre Sustainable Corridor Phase 1 W&C		01-Sep-23	01-Sep-23	0
	Engagement Start	01-Sep-23	01-Sep-23*	0
	FBC Approval	21-Jun-24	21-Jun-24*	0
	Construction Start	01-Oct-24	01-Oct-24*	0
	Construction Complete	02-Feb-26	02-Feb-26*	0
P0003.02 - CRSTS - Bath City Centre Sustainable Corridor Phase 2 Bus		01-Sep-23	01-Sep-23	0
	Engagement Start	01-Sep-23	01-Sep-23*	0
	OBC approval	30-Jun-24	30-Jun-24*	0
	FBC Approval	30-Jun-25	30-Jun-25*	0
	Construction Start	03-Nov-25	03-Nov-25*	0
	Construction Complete	01-Dec-26	01-Dec-26*	0
P0008 - CRSTS - Portway Corridor & Hub (A4 Portway)		01-Sep-23	01-Sep-23	0
	FBC approval (Portway P&R Bus Access Improvements)	01-Sep-23	01-Sep-23*	0
	Consultation Start	01-Sep-23	01-Sep-23*	0
	OBC approval	01-May-24	28-Jun-24*	-58
	FBC Approval	30-Mar-25	30-Mar-25*	0
	Construction Start	01-Oct-25	22-Aug-25*	40
	Construction Complete	01-Feb-27	01-Feb-27*	0
P0009.01 - CRSTS - Stockwood to Cribbs Corridor (A37/A4018) Victoria St & Colton Ave bus lane		30-Sep-23	30-Sep-23	0
	Consultation/Engagement Start	30-Sep-23	30-Sep-23*	0
	FBC Approval	03-Feb-25	29-Mar-24*	311
	Construction Start	01-May-25	30-Oct-24*	183
	Construction Complete	01-Dec-26	28-Jul-25*	491
P0009.02 - CRSTS - Stockwood to Cribbs Corridor (A37/A4018) Bristol Southern Section		31-Dec-23	31-Dec-23	0
	Consultation/Engagement Start	28-Feb-24	28-Feb-24*	0
	FBC Approval	30-Jun-24	30-Jun-24*	0
	Construction Start	31-Dec-23	31-Dec-23*	0
	Construction Complete	30-Apr-26	30-Apr-26*	0

P0009.03 - CRSTS - Stockwood to Cribbs Corridor (A37/A4018) Central Section (northern section)	01-Jun-24	28-Jun-24	-27
OBC Approval	01-Jun-24	28-Jun-24*	-27
Consultation/Engagement Start	30-Nov-24	30-Nov-24*	0
FBC Approval	30-May-25	30-May-25*	0
Construction Start	30-Oct-25	30-Oct-25*	0
Construction Complete	30-Mar-27	01-Mar-27*	29
P0009.04 - CRSTS - A4018 Corridor Improvements	01-Dec-23	12-Dec-23	-11
Construction Start	01-Dec-23	12-Dec-23*	-11
Construction Complete	03-Nov-25	28-Nov-25*	-25
P0004 - CRSTS - B2B Bristol to Emery Road Sustainable Corridor (A4 Strategic Corridor)	01-Aug-23	17-Aug-23	-12
Consultation Start	01-Aug-23	17-Aug-23*	-12
OBC Approval	26-Oct-24	26-Oct-24*	0
FBC Approval	01-Sep-25	01-Jan-25*	243
Construction Start	01-Dec-25	01-Dec-25*	0
Construction Complete	01-Mar-27	30-Mar-29*	-760
P0005/6 - CRSTS - B2B Keysham to Bath Sustainable Corridor / Transport Hub	14-Aug-23	17-Aug-23	-3
Engagement Start	14-Aug-23	17-Aug-23*	-3
FBC Approval	01-Aug-25	04-Jan-24*	575
OBC approval	16-Mar-24	16-Mar-24*	0
Construction Start	01-Oct-25	30-Jun-25*	93
Construction completion	01-Mar-27	30-Sep-26*	152
P0007 - CRSTS - M32 Corridor & Hub	02-Oct-23	09-Nov-23	-38
Consultation/Engagement Starts	02-Oct-23	09-Nov-23*	-38
OBC Approval	15-Mar-24	15-Mar-24*	0
FBC Approval	03-Mar-25	20-Mar-25*	-17
Construction Start	01-Sep-25	18-Sep-25*	-17
Construction Complete	01-Jun-27	09-Jun-27*	-8
P0003.03 - Bath Quay Bridge Pedestrian Cycle links	01-Sep-22	01-Sep-22 A	0
OBC Approval	01-Sep-22	01-Sep-22 A	0
Consultation Start	30-Jul-23	17-Aug-23*	-18
FBC Approval	01-Apr-25	20-Dec-23*	468
Construction Start	01-Apr-25	03-Jun-24*	302
Construction Complete	01-Sep-26	30-Aug-24*	732
P0010.01 - Thornbury to A38 via Alveston (Alveston Hill Cycleway)	24-Jan-24	15-Mar-24	-37
FBC Approval	24-Jan-24	15-Mar-24*	-51
Construction Start	01-May-24	01-May-24*	0
Construction Complete	01-May-25	01-May-25*	0
P0017 - CRSTS Bristol to Bath Railway	30-Sep-23	30-Sep-23	0
Consultation start	30-Sep-23	30-Sep-23*	0
FBC Approval	01-Aug-24	28-Jun-24*	34
Construction Start	01-Nov-24	02-Sep-24*	60
Construction Complete	03-Mar-25	01-Jan-25*	61

P0018 - BANES Liveable Neighbourhood	02-Oct-23	02-Oct-23	0
Consultation start	02-Oct-23	02-Oct-23*	0
FBC Approval	01-Feb-24	30-Oct-23*	94
Construction Start	02-Sep-24	02-Sep-24*	0
Construction Complete	05-May-26	05-May-26*	0
P0019.01 - East Bristol (St George) Liveable Neighbourhood	28-Jun-23	28-Jun-23 A	0
OBC Approval	28-Jun-23	28-Jun-23 A	0
Consultation start	01-Nov-23	01-Nov-23*	0
FBC Approval	14-Jan-25	14-Jan-25*	0
Construction Start	01-Apr-25	30-Jun-25*	-90
Construction Complete	01-Jun-26	31-Aug-26*	-91
P0019.02 - CRSTS Liveable Neighbourhood Point Closure Bristol	30-Jun-23	30-Jun-23 A	0
Streetspace 1 - PVS Engagement Complete	30-Jun-23	30-Jun-23 A	0
Streetspace 2 - Engagement Complete	26-Jul-23	17-Aug-23*	-22
Streetspace 1 - FBC Approval	01-Jul-24	30-Jul-24*	-29
Streetspace 1 - Construction Start	01-Jan-25	01-Jan-25*	0
Streetspace 2 - FBC Approval	01-May-25	01-May-25*	0
Streetspace 1 - Construction Finish	01-May-25	01-May-25*	0
Streetspace 2 - Construction Start	01-Sep-25	01-Sep-25*	0
Streetspace 2 - Construction Finish	31-Jan-26	31-Jan-26*	0
P0020 - CRSTS SGC Liveable Neighbourhoods	01-Jul-25	01-Jul-25	0
Consultation Start	01-Jul-25	01-Jul-25*	0
FBC Approval	01-Jan-26	01-Jan-26*	0
Construction Start	02-Mar-26	02-Mar-26*	0
Construction Complete	05-Oct-26	05-Oct-26*	0
P0020.01 - South Glos Liveable Neighbourhood Yate	03-Mar-25	28-Feb-25	3
Co design/ Intervention trials / Consultation (Yate)	03-Mar-25	03-Mar-25*	0
Approval of FBC (Yate)	01-Oct-25	28-Feb-25*	215
Construction Start (Yate)	01-Jan-26	30-Jun-25*	185
Construction Complete (Yate)	01-Oct-26	31-Mar-27*	-181
Co design/ Intervention trials / Consultation (Thornbury)	01-Jul-25	01-Jul-25*	0
Approval of FBC (Thornbury)	01-Jan-26	29-Aug-25*	125
Construction Start (Thornbury)	02-Mar-26	31-Oct-25*	122
Construction Complete (Thornbury)	01-Oct-26	31-Mar-27*	-181
P0026 - Fieldings Bridge	01-Jun-24	01-Jun-24	0
Consultation Start	01-Jun-24	01-Jun-24*	0
OBC Approval	01-Oct-24	01-Oct-24*	0
FBC Approval	01-Oct-25	01-Oct-25*	0
Construction Start (Deferred)	31-Mar-27	31-Mar-27*	0
Construction Complete (Deferred)	31-Mar-27	31-Mar-27*	0
P0227 - Bath Sustainable Walking & Cycling schemes	01-Sep-23	22-Apr-24	-160
Consultation Start	01-Sep-23	22-Apr-24*	-160
OBC Approval	01-Jul-24	01-Jul-24*	0

	FBC Approval	30-Mar-25	03-Mar-25*	27
	Construction Start	28-Mar-25	28-Mar-25*	0
	Construction Complete	04-May-26	26-Mar-26*	39
P0239 - Midsomer Norton W&C Links (Project Needs Set-up)		01-Jun-23	01-Jun-23 A	0
	Consultation Start	01-Jun-23	01-Jun-23 A	0
	FBC Approval	01-Jul-24	01-Jul-24*	0
	Construction Start	02-Jan-25	02-Jan-25*	0
	Construction Complete	02-Jun-25	02-Jun-25*	0

Appendix 2 – Table of CRSTS Scope Amendments

Project Name	Baseline Scope	Scope Amendments
<p>Bristol to Bath Strategic Corridor – Bristol Section</p>	<p>Improving public transport services along the A4 Strategic Corridor from Bristol Temple Meads to the existing Park and Ride at Emery Road (5km). This already popular public transport service is hampered by a lack of continuous bus priority. This project would address much of the challenges to enable a more reliable and faster service. Walking and cycling infrastructure along the route is also being significantly improved.</p>	<p>Removal of large-scale interventions that utilise the disused railway route in Brislington:</p> <p>We would like to confirm that we are not proposing to stop progressing options that utilise the old railway. However, the CRSTS funding requires projects to be delivered by March 2027. Owing to the requirements around land purchase, planning permission and the three-year construction period, we are unable to deliver these options within the CRSTS period. We are therefore proposing to use the CRSTS funding to construct short term options and the work needed to progress the longer-term options that use the old railway.</p> <p>This would mean that during the CRSTS period we can deliver the short-term changes and we will have undertaken the pre-construction work needed for the option(s) that use the old railway allowing us to apply for more funding to deliver the projects. This will all be subject to feedback from the ongoing public engagement, modelling work and business case assessment.</p>
<p>Somer Valley – Part 1</p>	<p>Improving links from the Somer Valley into both Bath (A367) and Bristol (A37) and connections all along the corridors to rural communities. Better bus priority at key locations such as Whitchurch, Farrington Gurney, Radstock, Red Lion Roundabout and Bear Flat, providing cycle</p>	<p>The walking & cycling interventions that are not being taken forward in the lower cost package are:</p> <ul style="list-style-type: none"> ▪ Somer Valley routes in Midsomer Norton ▪ Midsomer Norton to Westfield ▪ Midsomer Norton to Norton Hill School

	<p>infrastructure that connects rural communities in both Bristol and Bath and connects smaller villages to the main corridor. Transport hubs at Whitchurch, Farrington Gurney, Midsomer Norton, potential improvements to Odd Down. Liveable Neighbourhoods will be considered at Whitchurch, Midsomer Norton, Radstock, Odd Down and Bear Flat.</p>	<p>via 5 Arches Greenway</p> <ul style="list-style-type: none"> ▪ Silver Street to Fosseway ▪ Walking and cycling routes that were proposed within the LUF bid round 2 that was unsuccessful ▪ Midsomer Norton to Hallatrow railway path ▪ Conversion of on-street sections of NCN24 to off-street using former railway alignment.
<p>Somer Valley – Part 2</p>	<p>As above</p>	<p>As part of the Somer Valley project development, B&NES Cabinet Members and Ward Councillors were consulted. Political concerns were raised regarding proposals for a Transport Hub at Sleep Lane (Whitchurch) which includes parking for ca.50 cars. Concerns were also raised regarding land acquisition to deliver this site, use of greenbelt designated land, as well as potential local opposition to a Park & Ride facility based on past experience. Current Ward Councillors and Cabinet Members are unlikely to support this proposal. No suitable alternative location exists around Whitchurch to deliver a transport hub facility (incl. parking) without utilising greenbelt land. It is therefore proposed that this scope is not included in the Somer Valley Lower Cost Alternative package. A separate study to understand the benefits of a mobility hub with car parking spaces in the Whitchurch area will be undertaken.</p>

<p>Bristol City Centre</p>	<p>This project seeks to improve an important east-west connection linking Old Market (BBRP) with Castle Park and Baldwin Street (City Centre). It will deliver bi-directional protected cycle route through a busy pedestrian and cycle junction including new signalised cycle crossings. A series of interventions focused on improving transport links and public transport services in Bristol City Centre. These include: Redcliffe Way roundabout, Cumberland Road to A370, St James Barton, New Foundland Way, Old Market, Connections with A37/A4018, Cumberland Road links, Cycling across city centre, Transport hubs, Public Realm</p> <p>Setting up bus infrastructure to prioritise public transport in the central area, including ensuring that it aligns with any future Mass Transit aspirations, changes to key junctions at St James' Barton, Newfoundland Way, Old Market, Redcliffe Roundabout, Bedminster Bridges, links along Cumberland Road to the A370, connections with the proposals for the Stockwood to Cribbs Causeway Sustainable Transport Corridor. We will link the existing good quality city centre cycling infrastructure across the city centre and on to the radial corridors, improve public realm and deliver/improve Transport hubs at Bristol Bridge, Broadmead, The Centre, Old Market and Temple Meads.</p>	<p>Cycle route improvements linking Old Market with Castle Park and Baldwin Street: East/West cycle route improvements linking Old Market with Castle Park and Baldwin Street (City Centre) is no longer in CRSTS scope. However, this is being delivered as part of the Old Market Gap project with ATF3 funding. Additional works that include a protected cycle route and new crossings with signals (Bristol Bridge) are being delivered under the Stockwood to Cribbs Causeway CRSTS corridor project.</p>
<p>A4 Portway Corridor</p>	<p>Focused on enhancing the corridor between central</p>	<p>Segregated walking and cycling infrastructure on the</p>

	<p>Bristol, employment sites in Avonmouth and connections to the M5. These initiatives consist of upgrading the existing P&R site, bus segregation measures and improved cycling infrastructure. Key corridor linking central Bristol to employment sites in Avonmouth and connections to the M5. Upgrade the existing P&R site to a transport hub and align with the new rail station, provide for segregated bus infrastructure and LTN 1/20 compliant cycle infrastructure to improve existing links.</p>	<p>Portway corridor: The Portway initial project concept included segregated walking and cycling infrastructure on the corridor. This is now proposed to be descoped due to space and cost restrictions forcing a choice between bus priority measures and cycle segregation. Improvements to walking and cycling remain in scope through provision of shared facilities along the corridor. This would still be LTN 1/20 compliant. Usage data (both pedestrian and cycle) support amended scope.</p>
<p>Stockwood to Cribbs Causeway</p>	<p>Infrastructure improvements in the A37/A4018 corridor including the provision of bus priority measures, road design and enhancement of cycling and walking routes across the covered area. Two key transport corridors with one key bus service. It links south east Bristol to north east Bristol, via the city centre. Includes key hotspots at Park Street, North View, Hengrove Lane and Talbot Road with more provision of continuous bus priority. Continuous footways at key locations, changes to junctions to facilitate bus priority and upgrades to bus stops in line with the new standards currently under development. Work will be carried out to make the closure of Bristol Bridge permanent and change the look and feel of Baldwin/Victoria Street. A new cycle route parallel to the A37, from Bath Bridges via Totterdown and Knowle to connect to Airport Road,</p>	<p>Cycle route parallel to the A37: The Stockwood to Cribbs Causeway CRSTS corridor project scope included a new cycle route parallel to the A37, from Bath Bridges via Totterdown and Knowle to connect to Airport Road. During public engagement, over 245 stakeholders and 1200 local businesses were engaged. 1261 comments were received from the general public through the survey, mapping tool, emails and phone calls. The impact of providing a new cycle route parallel to the A37 was deemed unacceptable to the local residents (47% strongly disagreed) and therefore it is now proposed to be removed from CRSTS scope.</p>

	the completion of a missing link on the Whitchurch Way at Sturminster Road and new cycle infrastructure, plus public realm improvements around The Triangle. New Transport Hubs will be developed at Wells Road/Airport Road, Broadwalk, The Triangle, Clifton Down Shopping Centre, Southmead and Henbury.	
B&NES – Bath & Midsomer Norton Walking & Cycling Packages	Replacement of existing Fielding’s Road pedestrian bridge with a cycle/pedestrian bridge or new adjacent pedestrian/cycling bridge to the existing pedestrian bridge. This existing narrow bridge forms part of a strategic cycle/pedestrian route over the River Avon between the north and south of the city. It provides a link to local services and educational establishments as well as directly linking on to the riverside path (NCN 4) which is a strategic west east cycling/pedestrian corridor between Bristol and Bath. In addition, the bridge forms part of a well-used route linking to the NCN 24 (Two Tunnels) and local residential areas north and south of the River Avon. It forms part of and LCWIP route between Bath city centre and Twerton.	Fielding’s Road Footbridge upgrade: The upgrade of the Fielding’s Road footbridge is proposed to be deferred post CRSTS (March 2027). The River Avon in Bath is a designated statutory main river, managed by the Environment Agency. As such, obtaining planning consents for the intervention is a complex process, presently of unknown length. Detailed structural surveys and initial option assessments have been completed. Several structural engineering options remain, each with different cost, commercial, and construction implications, which will substantially impact delivery timelines. Delivery as part of a different funding stream will be explored.

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REPORT TO: WEST OF ENGLAND MAYORAL COMBINED AUTHORITY COMMITTEE

DATE: 6TH OCTOBER 2023

REPORT TITLE: BUS SERVICE IMPROVEMENT PLAN PRIORITISATION

DIRECTOR: DAVID GIBSON, STRATEGIC DIRECTOR OF INFRASTRUCTURE

AUTHOR: PHIL WRIGHT, PUBLIC TRANSPORT PROGRAMME MANAGER

Purpose of Report

1. To ask members to give their views on the Prioritisation Framework to assess the West of England Bus Service Improvement Plan (BSIP) initiatives, including a quantitative assessment based on the Department for Transport (DfT) value for money methodology, and a supporting qualitative assessment to provide a recommended prioritisation of initiatives when redistributing any funding identified.
2. To update the current financial position of funding within BSIP and showing the impact of schemes delivered to date.
3. To propose a methodology for spending funding provided to support local bus services through the Local Transport Fund (LTF).

Recommendation

The West of England Mayoral Combined Authority Committee (MCA) is recommended to:

- **Recommendation 1:** To note the contents of the report and the associated independent Prioritisation Framework, and the associated qualitative assessment, to use for delivery of the BSIP.
- **Recommendation 2:** To set up a Citizens' panel to help to shape a formula to be applied to bus services that may not become commercially viable but are socially necessary to assess and prioritise current funding (LTF) and for similar future funding streams.
- **Recommendation 3:** To note that BSIP is a joint fund with North Somerset Council so decisions on allocations are subject to negotiations with them and the Department for Transport; and agree in such negotiations officers will

endeavour to allocate an additional £0.5m of the BSIP budget on new, innovative bus services where these services are likely to become commercially viable in the course of the BSIP period using an agreed transparent formula.

4. Reasons for recommendation

4.1 The BSIP programme is delivering a wide range of initiatives, which has enabled work to take place on understanding the benefits which give the greatest impact to bus users. This opportunity has provided a good evidence base to, not only show those benefits, but also the best way to invest in the future.

4.2 It is important that the residents are involved in proposals for how and where any new services will be delivered. The exact mechanism for delivering this will be developed at pace to ensure that any new services are running from April 2024.

Voting arrangements

In order to be carried, a decision on this matter requires a majority of the members present and voting, such majority is to include the Metro Mayor. Each member present may cast one vote. If a vote is tied the decision is not carried. There is no casting vote.

5. Background / Issues for Consideration

5.1 The West of England Mayoral Combined Authority and North Somerset Council (NSC) published their joint BSIP to the DfT in October 2021. The DfT allocated indicative funding for three years to March 2025 in April 2022 and confirmed funding in November 2022.

5.2 Our BSIP sets out 7 key strategic aims:

- A high mode share for buses against the whole travel market
- A high-quality bus service
- A high-quality waiting environment
- High vehicle standards
- A high level of passenger satisfaction
- High quality information
- Low fares, simple ticketing, and an easy means of payment

5.3 These aims feed in to 5 key targets:

- Reduce bus journey times on corridors by 2% by 2025 and 10% by 2030.
- Achieve 95% punctuality on bus services by 2030.
- Return patronage levels to pre-pandemic by 2025 and grow by at least 24% by 2030.
- Increase passenger satisfaction to 89% by 2025 and 95% by 2030.

- Make 75% of the buses low or zero emission by 2030 and increase that to 100% by 2035.

5.4 There is also the wider context that the bus industry has been experiencing difficult challenges as a result of inflation, a national bus driver shortage and decreased patronage levels since the pandemic. Inflation has led to rising operating costs for bus companies. The prices of fuel, maintenance, and other operational expenses have gone up, making it more expensive to run bus services. Driver shortages have led to reduced service frequency, longer waiting times for passengers and cancelled bus services. Operators have been trying to mitigate against this by offering higher wages and benefits to attract and retain drivers; wages constitute approximately 40% of the cost base. The COVID-19 pandemic has led to a decrease in bus patronage, however, even post the pandemic, ridership remains at 15-20% below pre-COVID-19 levels nationally. Increasingly, this looks to be due to societal changes, such as a move to more flexible working arrangements, working from home, and an accelerated switch to 'on-line' delivery-based shopping. As such, the bus industry remains heavily reliant on government support, such as the National Fares Cap scheme. Unless patronage increases, this will have a lasting impact on the future shape and sustainability of the industry.

5.5 In May 2023, the DfT issued changed guidance relating to the allocation of BSIP funding, which allowed Transport Authorities to use some BSIP funding for supported services" even if a trajectory to commerciality by the end of the programme could not be shown. However, any such allocations need to demonstrate value for money.

5.6 A Project Adjustment Request is required to be submitted to DfT for any changes to funding. Given the existing BSIP Programme has been agreed with the MCA's BSIP partner, NSC, a redirection of funding would also require approval from them.

5.7 In considering whether to redirect BSIP funding, the DfT has stated that Local Transport Authorities need to consider the following:

- Whether the routes under consideration for support would provide better value for money compared to previous plans.
- Whether the routes under consideration for support are likely to become sustainable in the longer term.

As such, this report includes a review of BSIP funding and potential distribution in this context.

5.8 We are aware that the change of guidance has impacted on other Transport Authorities nationally. One large Combined Authority has transferred a significant amount of their budget to funding supported services, for which DfT approval was required. It also required to them to committing to using local funding to continue those services once BSIP funding ends.

5.9 The BSIP programme is delivering a wide range of initiatives that fall under 4 key headings:

- Network & Services – which covers the provision of enhancements to existing services to increase frequencies to improve the level of services for the customer, two new bus services, grant funding opportunities for local bus operators through *WESTlocal*, a review of the regions bus network and the region wide demand responsive transport system, *WESTlink*.
- Fares & Ticketing – covers three main fares packages to encourage increased patronage.
- Passenger Experience – improvements to information at bus stops, on bus and via apps, including a new region wide brand and the roll out across the network.
- Enhanced Partnership – create a partnership arrangement across buses between all stakeholders, including residents of the region, operators, and public bodies.

5.10 Five key initiatives have been delivered in BSIP to date, for which we hold some data to assess performance:

- Fares Package 1 – launched on 25th September 2022 and largely built around the flat fares of £2 single for adults and £1 for children.
- *WESTlink* – Demand Responsive Transport (DRT) services launched on 3rd April 2023.
- Enhanced frequencies of existing bus services – launched on 3rd April 2023.
- Two new bus services, 522 and 525 – launched on 3rd April 2023.
- Fares Package 2 – first stage launched in July 2023 with an offer around free bus travel for the birthday month of users to promote increased patronage.

5.11 Fares Package 1 has shown good growth of patronage from launch, with a peak in late May 2023 that was 53% higher than the baseline. Correspondingly, the subsidy paid to the operators is some 10% lower than when the scheme was introduced.

5.12 *WESTlink* has struggled with the national driver recruitment issue, with the number of vehicles on the road being an average of 70% of the 30 that were contracted. This figure has improved since late Summer and is now closer to the capacity. Patronage levels have grown significantly since launch, ranging from 179% in the southern zone, to over 300% in the northern zone, with the opportunity for further growth as the driver situation improves.

5.13 *WESTlink* was launched at speed and has been responding to the national driver recruitment issue. However, we will now be taking the opportunity to significantly change how *WESTlink* operates, in response to our learning to date and listening to the public on how the service can be improved. This will include:

- Potential changes to how the service operates, such as investigating options into smaller local zones / services.
- Changes to the zones to improve efficiency.
- Improve linkages with the wider bus network.

- A wider promotional campaign.
- Improvements to the App

The detail of this will be worked up in partnership with stakeholders over the Autumn, with the aim of a rapid launch, followed by phased further updates to the system.

5.14 Enhanced frequencies have been delivered on 5 key corridors across the region, with an, on average, 33% increase in frequencies. Patronage growth on these services have been positive. As patronage levels grow, the subsidy payment to operators will be reduced.

5.15 Two new services have been delivered with BSIP funding in April 2023, with an additional two services due to launch this September in North Somerset. Their performance differs significantly. The 522 follows the route of a former bus service, so is showing stronger patronage. The 525 is a new service that shows far lower patronage levels. Even with these differences, they both currently remain reliant on supported funding. There is an acknowledgement that these services provide social value over and above the funding issue. Both services are under a 2-year contract, with the aim is to make them commercially viable by March 2025.

5.16 Fares Package 2 is the most recently launched initiative, so the data is correspondingly less available. For the first month the number of applications received averaged around 1,623 a week, with a steady increase in usage across the month from 6,411 journeys per week at commencement to 13,421 by the end of August. More data will emerge over the coming months.

Prioritisation Framework

5.17 We have worked with KPMG to deliver a 'Prioritisation Framework' which looks at the value for money of all the interventions (using government guidance to assess a Benefit / Cost Ratio) and a qualitative assessment against a range of criteria. The qualitative assessment criteria are:

- Does it fit within the wider vision of BSIP and the West of England network?
- How does the intervention impact key social groups?
- Is the intervention sustainable within the funding period?
- Is the intervention deliverable within the funding period?

5.18 We considered a range of categories from the BSIP programme. These were:

- Enhanced Services
- Fares Packages
- Passenger Experience (improved information)
- New Services
- WESTink (DRT)

These initiatives were then assessed against the criteria to give an overall prioritisation number. These are set out in table 1 below:

Table 1: The table below sets out the results of the Prioritisation Framework for BSIP funding. The dot colouration indicates the following:

● Limited contribution/ potential, ● Some contribution/ potential, ● Strong contribution/ potential

Options	Step 1: Quantitative assessment	Step 2: Qualitative assessment				Prioritisation
		Criteria 1: Network Vision	Criteria 2: Socio-economic considerations	Criteria 3: Sustainability	Criteria 4: Deliverability	
Fares	High	●	●	●	●	1
Enhanced services	High	●	●	●	●	2
DRT	Poor-Medium*	●	●	●	●	3
Passenger experience	Medium	●	●	●	●	4
New Services	Poor-Low**	●	●	●	●	5

5.19 In line with the criteria set out above, with textual information below.

- **Fares initiatives are ranked 1st**. Fare initiatives provide the highest value for money and perform well against the other criteria, especially socio-economic impacts during the ‘cost of living’ crisis. The track record with Fares Package 1 is strong, with fare changes generating substantial new patronage.
- **Enhanced services are ranked 2nd**. These services provide high value for money as the investment benefits higher numbers of passengers. The initiative also aligns well with other criteria, including the network vision and deliverability. Early indications from the first package of service enhancements show greater than expected patronage growth.
- **DRT is ranked 3rd**. The expected value for money for DRT services is uncertain as use of the service is still uncertain. If patronage levels continue to increase and services are effectively promoted, the service could provide ‘medium’ value for money. DRT services fit with the network vision, have positive socio-economic impacts, and are easy to deliver. They are however likely to need on-going financial support. Given benefits including flexibility and cost efficiency, DRT services have advantages over fixed route supported services.
- **Passenger experience is ranked 4th**. The BSIP includes a package of measures to increase awareness of service availability and improved customer information. The initiatives have historically provided a good return on investment and feature in Transport Focus’s list of factors driving passenger satisfaction. As a result, they are expected to provide ‘medium’ value for money and align well with the other prioritisation criteria.

- **New services are ranked 5th**. New services are likely to generate good socio-economic impacts but given cost inflation they are increasingly likely to need long term funding and may take time to procure through open tender. As a result of low patronage levels, new services are expected to provide poor to low value for money. Where patronage levels are higher, value for money is also higher.

We intend to use this analysis when reviewing any underspends to identify where to reallocate funds, however, this will be used as a guide to ensure value for money whilst understanding that there may be a strategic need to consider lower value initiatives.

BSIP Finances

5.20 BSIP finances were approved by DfT in November 2022, with a baseline budget of £57.5m forecast against the specific initiatives set out in Appendix 1. Funding for year 1 of the programme was not received until February 2023, so year 1 spend has been correspondingly low.

5.21 In September 2023, we were informed by DfT that funding for new, DRT and enhanced services could be used to extend bus service provision to 31 March 2026. Subject to firmer costings and commerciality discussions we propose to extend the 522 and 525, review and extend as appropriate the enhanced services and extend WESTlink to March 2026.

5.22 Due to the variability of the initiatives within BSIP, forecasts are continually updated with live data. Our current estimates suggest a slight overspend of £27K by the end of the revised BSIP period, but this will be managed in line with that live data.

5.23 Following the DfT announcement in September 2023, we have used this flexibility to create a back stop for any potential underspend across initiatives that have proved difficult to forecast, such as fares packages.

5.24 We have identified three initiatives which fit within the DfT guidelines that could be extended into 25/26. These are enhanced frequencies of existing bus services, WESTlink and providing new services for the 126, X10, 522 & 525 bus routes. Having the flexibility to pump prime them for an extra year should lead to them becoming commercially viable at the end of the BSIP period. We will continue to develop further fare offers based on the scoring from the Prioritisation Framework laid out above.

5.25 Due to this recent update, we will work through updated costs for service extensions and update our forecasts to ensure that we will continue to review budgets and adjust as necessary. Most of the schemes rely on usage to determine

final costs and as such forecasts will be continually monitored to ensure any deviations are identified early. This will allow us to track any underspends that could be reallocated.

5.26 We will work with officers in the Unitary Authorities (UAs) to update on costs and budgets across the programme and where there may be any flexibility to add to the existing new and enhanced bus services.

5.27 Based on this information, the proposal is to set out funding allocations as below. BSIP funding will use the existing delegations set out previously by Committee:

- The surplus budget for new services allocation will be used to fund extensions into 2025/2026 to the four new routes already in existence.
- There is an additional amount of funding called the Local Transport Fund (LTF), which is allocated for Transport Authorities to provide bus services that require local authority support. This forms part of the Transport Levy and is additional to the budget for supported bus services. We received £1.1m this year in addition to previous funding, but this budget is subject to confirmation of the exact value based on costs relating to supported services.
- Any funding to deliver new bus services would need to show value for money in line with the DfT criteria, plus show a clear reflection and prioritisation by residents of the region. This would require public engagement that would be used for this funding.
- Services tendered through LTF monies would return to January Committee for approval with a wider update to BSIP funding as context.
- The remaining BSIP funding has been provisionally allocated against enhancing frequencies of existing bus routes and or including new routes where commercial viability of services has been achieved by or before March 2025 and the continuation of *WESTlink* into 2025/2026. This will continue to be reviewed as more information on live schemes becomes available.
- These priorities will be agreed in partnership with NSC.
- We will continue to manage the transition to business as usual after BSIP and do not want to lose the services or see significantly increased fares. Budget will be required to manage this 'cliff edge.'
- Additional short-term funding may be required to improve the existing *WESTlink* service.
- Any decisions on finances for BSIP cannot be made without the approval of our partner NSC and DfT as appropriate.
- These proposals will ensure that we meet the needs of the people of our region through a mixed package of new bus services, enhancements to existing services and fares offers to encourage increased patronage, thereby both strengthening the commerciality of the network and reducing car use to improve congestion and air quality.

6. Consultation

6.1 The UAs have been updated on the KPMG report and shared both verbally and in drafting this paper.

6.2 Officers from the UAs are members of the BSIP Programme Board. During this meeting, UA (Unitary Authority) officers receive updates and provide feedback on the implementation of the BSIP programme.

7. Other Options Considered

7.1 Continue delivering the BSIP programme as set out in the bid to DfT without any value for money assessment. This was disregarded as it was felt that the value for money assessment was important to show the benefit of initiatives that are in delivery.

7.2 Reallocate funding to supported bus services as requested by key stakeholders. This would require approval from both NSC and DfT due to the removal of initiatives from the programme. If this value was above 10% of the total budget, it would require a full value for money assessment to show that this was the correct approach and may open up the risk of a required commitment for the region to commit to continuing those services with local budgets, that would be significantly above the value of the current Transport Levy. This option was disregarded as it would create financial risks for all partners across the region.

8. Risk Management/Assessment

8.1 Key risks for the recommendations are outlined in the table below:

Risk	Mitigation
Due to increased DfT flexibility on how BSIP funding can be allocated, there is political pressure to divert funds from current initiatives onto supported bus services.	Undertake a value for money exercise to determine the relative benefits of each initiative including supported services.
Due to delays in progressing certain initiatives, low uptake and uncertainty around the cost estimates, there is a risk that the programme will underspend, meaning it will not use its allocated budget efficiently.	Changes to DfT guidance have largely mitigated this impact by allowing bus services to continue to 2026, but budgets will continue to be tracked.
Any significant change to the existing BSIP programme will need to be agreed with DfT and resourced appropriately, both of which could	Ensure that the DfT are kept briefed on any potential changes and keep the resource plan updated with gaps identified.

delay delivery and spend.	
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9. Public Sector Equality Duties

9.1 Socio-economic considerations, consideration needs to be given to the impact the options would have on the following demographic categories:

- Income distribution
- Children: proportion of population <16
- Young adults: proportion of population 16-25
- Older people: proportion of population 70+
- Population with disability
- Households with access to a car

The impacts for each of these user groups is considered within the framework proposed within the KPMG report.

10. Climate Change and Nature Recovery Implications

10.1 BSIP has overall positive environmental impact by improving public transport, which will help to reduce car dependency and their significant greenhouse gas emissions. However, with any transport scheme there is the potential for environmental impacts. Progressing the BSIP key target to make 75% of the buses low or zero emission by 2030 and increase that to 100% by 2035 will help to significantly reduce such impacts. Transport schemes also need to be future proofed to build the resilience of the transport network to climate risks such as flooding, heatwaves, and storms.

10.2 The Climate and Ecological Strategy and Action Plan sets out the environmental priorities for the region. In summary these are: net zero carbon by 2030, nature recovery and climate resilience. The MCA is reflecting these environmental priorities across its transport programmes, and that includes undertaking carbon management plan and accounting for the BSIP programme and setting out its plan for meeting the zero emissions buses target. BSIP also needs to undertake an initial climate risk & vulnerability assessment and integrate climate resilience measures where appropriate.

10.3 These requirements represent a new policy for the MCA, and it will take time to embed and transition this across the BSIP programme. The MCA will be determining the criteria for justifiable exceptions to these requirements (for example proportionality and impact).

10.4 The budget for all aspects of the required environmental work has not been included in the planning to date, and therefore it needs to be drawn down from programme contingency.

10.5 Report and advice reviewed and signed off by: Roger Hoare, Head of Environment

11. Finance Implications, including economic impact assessment where appropriate:

11.1 The report recommends the potential extension of services in 25/26 as per the new DfT guidelines announced in September 2023. It advises that decisions on underspend will be agreed with NSC and guided using the Prioritisation Framework developed by KPMG. The surplus budget from supported services will be used to extend the funding of four supported bus routes during 25/26. The figures in Appendix 1 are estimates and are being continually monitored, reviewed and updated.

11.2 Report and advice reviewed and signed off by: Rachel Musson, Interim Director of Investment and Corporate Services

12. Legal Implications:

12.1 Any amendments to the *WEST*ink contracts referred to at para.4.12 will be lawful in accordance with the contractual provisions and the Public Contract Regulations 2015.

12.2 There are no additional legal implications arising from this report.

12.3 Report and advice reviewed and signed off by: David Cox Interim Senior Commercial Lawyer.

13. Human Resources Implications:

13.1 Any requirements for substantive (fixed term/permanent) and interim/agency staffing will be supported through Human Resources team through recruitment processes.

12.2 In situations where funding is reduced, internal managing change and redeployment processes will be applied where applicable.

12.3 Report and advice reviewed by Monica Ogborne, Senior HR Business Partner, and signed off by Alex Holly, Head of People and Assets

12.4

14. Land/property Implications

14.1 No implications

Appendices:

List any appendices to the report:

Appendix 1 – BSIP current budget allocation by initiative

Background papers:

N/A

West of England Mayoral Combined Authority Contact:

Report Author	Contact Details
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Appendix 1 - BSIP current budget allocation by initiative.

Schemes	Agreed DfT Budget	Total spend to date	Anticipated Final Forecast (AFC)	Budget v AFC
A1 - Ambitions to deliver a high frequency, accessible bus network	10,918,000	1,800,000	13,771,350	- 2,853,350
C1, C2 - Fares reductions, discounts and simplification package	11,230,287	3,133,766	11,759,527	- 529,240
C1, C2 Fares Package 2	10,616,570	131,000	3,084,908	7,531,662
C3 – Jobseekers, apprentices, disabled people	140,000	-	140,000	-
D2 - Supporting multi-operator ticketing as the norm	60,000	-	60,000	-
D3 - Supporting multi-modal ticketing integration	50,000	-	50,000	-
F1 - Brand identity	2,500,000	17,614	2,500,000	0
F2 - Marketing, promotion and communications	1,802,312	137,395	1,802,312	-
F3 - Travel guides and journey planning	1,100,000	-	940,000	160,000
F4 - Within journey information	1,000,000	8,045	700,000	300,000
H1 - Bus Passenger Charter	50,000	-	50,000	-
H2 - Bus passenger safety audit	30,000	-	30,000	-
I1 - DRT services to complement bus network	7,928,882	1,228,873	11,142,581	- 3,213,699
I3 - More new services	5,854,516	263,070	7,012,082	- 1,157,566
Additional LTA staff resource for delivery and consultancy support	3,769,932	792,830	3,999,545	- 229,613
Skills training for bus drivers and engineers	155,000	190,710	190,710	- 35,710
Monitoring & evaluation	300,000	-	300,000	-
Totals	57,505,498	7,703,302	57,533,014	- 27,516

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REPORT TO: WEST OF ENGLAND MAYORAL COMBINED AUTHORITY COMMITTEE

DATE: 6 OCTOBER 2023

REPORT TITLE: TRANSFORMATION PROGRAMME & REGIONAL STRATEGY UPDATE

DIRECTOR: JESS LEE, HEAD OF STRATEGY & INNOVATION

AUTHOR: RACHEL PYKETT, HEAD OF POLICY

Purpose of Report

- 1 It was agreed at June Committee that a further update on the West of England Mayoral Combined Authority (MCA) Transformation Programme and progress towards a refresh of our regional strategy would be taken to October Committee.
- 2 This report sets out progress and next steps on the West of England Mayoral Combined Authority's route to improvement. The report provides Committee with an update on the West of England Mayoral Combined Authority transformation programme that is underway to respond to and take forward recommendations from the Grant Thornton external audit report, the West of England Mayoral Combined Authority commissioned Independent Peer Review, and the West of England Mayoral Combined Authority Committee approved action plan.

Recommendation

- Committee is recommended to note:
 - **Recommendation 1:** progress across the West of England Mayoral Combined Authority transformation programme.
 - **Recommendation 2:** the areas of the Constitution where the Monitoring Officer has identified improvement opportunities and intends to work with the Unitary Authority Monitoring Officers to bring improvement proposals to a future meeting of the Mayoral Combined Authority Committee.

Reasons for recommendation

- At June Committee, Committee resolved that a further update on progress across the transformation programme would be taken to October Committee.

Voting arrangements

- The paper is to note and no vote is required

Background / Issues for Consideration

- 2 At the West of England Mayoral Combined Authority Committee meeting on 17th March 2023, Committee:
- Approved the action plan that had been developed in response to the Grant Thornton external audit report.
 - Agreed the conclusions of the Independent Peer Review that was committed to in December 2022.
 - Delegated to the Mayoral Combined Authority Chief Executive, in consultation with the Chief Executives of the Unitary Authorities, to incorporate recommendations from the Independent Peer Review into the action plan as appropriate.
- 2.1 At the June 2023 Committee meeting, members welcomed the progress being made across the transformation programme and requested a further update at their October meeting.
- 2.2 In line with the update provided to June Committee, this paper provides an overview of action underway across the four workstreams that have been established to deliver the transformation programme:
- Purpose and strategy
 - Workforce and culture
 - Governance and structures
 - Effectiveness, efficiencies and delivery
- 2.3 Since June Committee, CEOs have continued to work together to oversee the Mayoral Combined Authority transformation programme. Figure 1 provides a reminder of the structure and focus of the programme workstreams.
- 2.4 Since June, both the Overview and Scrutiny Committee and the Audit Committee have considered progress across areas of the transformation programme. Audit Committee has asked that more specific dates for anticipated completion are added to actions across the programme. This will be addressed for future updates.

Figure 1: Transformation programme overview

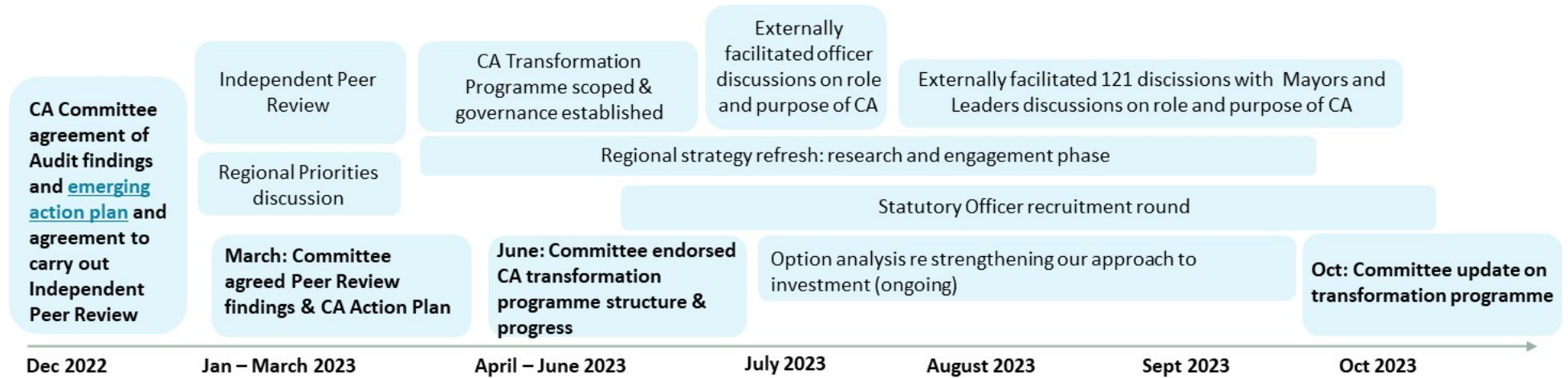
	1	2	3	4
	Purpose & Strategy	Workforce & Culture	Governance & Structures	Delivery & Efficiencies
	Programme Level Actions (actions that cut across all workstreams)			Workstream lead: Jess Lee
	Developing a shared view of the role and purpose of the Combined Authority	Ensuring that the Combined Authority has the right resources, people management processes and culture to enable successful delivery	Ensuring that the Combined Authority has the appropriate governance structures and constitutional arrangements to support effective decision making	Ensuring that the Combined Authority can deliver on corporate objectives and achieve efficiencies, delivering value for money
Summary of core actions to deliver	<ul style="list-style-type: none"> • Discussion of regional priorities • Facilitated, structured discussions on core purpose of the CA • Refreshed regional strategy • Facilitated work with business community to redefine role of Business Board • Joint Committee meetings held alongside the CA Committee 	<ul style="list-style-type: none"> • Roll out ‘step change’ programme that will: <ul style="list-style-type: none"> • Establish working behaviours and principles for the CA • Strengthen the corporate core • Build enhanced relationships with UAs • Complete a management restructure 	<ul style="list-style-type: none"> • Develop CA operating principles • Establish a set of committees/ meetings to deliver on CA operating principles • Consider use of Leader portfolio model • Revise CA constitution as required to deliver ambitions of the transformation programme 	<ul style="list-style-type: none"> • Revisit the business case/project evaluation process • Build use of the Programme Delivery Board to ensure delivery remains on track and delivers vfm • Build the internal CA organisational Governance Board to strengthen governance and processes within the organisation • Consider routes to maturing the approach of the CA to attracting and delivering investment
	Jess Lee Head of Strategy & Innovation	Alex Holly Head of People & Assets	Daniel Dickinson Interim Director of Legal Services	Rachel Musson Interim Director of Finance & Resources

* The table above sets out workstreams. Work will progress on all the different workstreams both simultaneously and sequentially as appropriate.

Action to date

2.4 Since Committee last reviewed progress across the transformation programme in June, a range of action has taken place to progress this work. Figure 2 provides a snapshot of key action for Committee to note.

Figure 2: Progress to date in delivering the West of England Mayoral Combined Authority transformation programme



Workstream updates

2.5 Key progress to note since the June 2023 Committee discussion includes:

- Progress in shaping the approach to independently facilitated discussions between Mayors and Leaders on the role and purpose of the West of England Mayoral Combined Authority. All Mayors and Leaders have met with the independent facilitator supporting this work and plans for the next phase are underway.
- Collaboration between Mayoral Combined Authority and Unitary Authority officers to consider the issues that should form a basis of the refreshed regional strategy.
- Broader engagement with a range of regional stakeholders to ensure the refreshed regional strategy is informed by a wide range of partners.
- The appointment of permanent members of the Mayoral Combined Authority Corporate Management Team is progressing. Recruitment processes for the S73 and Monitoring Officer roles are underway.
- The LGA is providing support to the delivery of aspects of the workforce and culture workstream, providing benchmarking support around organisational design and structures.
- The opportunity to sit on the Mayoral Combined Authority Audit and Scrutiny Committees was highlighted to new members following the local elections in May with Mayoral Combined Authority officers supporting Unitary Authority new member inductions where this was requested. New Audit and Scrutiny Committees are now in place and the Centre for Scrutiny and Governance has presented to Scrutiny Members and commenced the process of scoping and arranging more detailed workshops to review and improve how these committees operate.
- Preliminary work to consider areas where the Mayoral Combined Authority constitution can be strengthened is underway. Whilst further, incremental improvements will be identified as this work progresses, a substantial refresh can only progress in earnest following planned discussions on the role and purpose of the Mayoral Combined Authority.
- Work is underway to develop a range of options that could be considered to support work to mature our approach to investment. This work is intended to provide options to consider for how we could make existing funds work harder and bring additional investment into the region.

2.6 During the summer, the Government published draft Best Value Guidance, setting out the standards authorities are expected to meet and seven themes of good practice for running authorities. The guidance sets out the range of interventions that may be undertaken where standards are not considered to be at the level required. As we progress the transformation programme, we will consider consistency with national requirements.

2.7 The following sections of the report provide updates across the transformation programme action plan that has been agreed.

2.8 Actions across the programme reflect the conclusions of the Grant Thornton Audit report, the Independent Peer Review, and the Committee approved action plan. Across these reports there has been a degree of duplication and overlap in conclusions and recommendations. The transformation programme streamlines actions into a clear set of activity. Appendix 1 provides an overview of all recommendations and actions that have informed the programme, providing clarity and transparency on how actions have been mapped

Programme level workstream

2.9 Figure 3 provides an update on actions across the transformation programme.

Figure 3: programme level workstream

Action No.	Action	Progress since June and next steps	Key dates
TP1	Bring together recommendations and actions from independent reviews and West of England Mayoral Combined Authority Committee agreed action plan into a single transformation programme plan	Creation of a single transformation programme has taken place with workstreams approved by CEOs. This document brings the approved programme into a single programme plan.	April – May 2023 ACTION COMPLETE
TP2	Independent progress reviews to be carried out , monitoring progress of the transformation programme and should be reported to Committee	The LGA and Solace are involved in the work and an independent progress report will be commissioned. As previously agreed by Committee, a 1 year on progress report will be commissioned to kick off in March 2024.	Progress report: 1 year on Mar 2024
TP3	Senior Officers will continue to meet collectively and on a 1:1 basis going forward	A range of senior officer groups are in place, including fortnightly meetings of CEOs. Attendance and regularity of meetings will be monitored via independent progress reports. 1 to 1's between the West of England CEO and the Unitary Authority CEO's have been set up.	Progress to be reported via report noted in action TP2
TP4	Senior Leaders and officers will: a. Work collaboratively and engage in meaningful consultation when developing solutions and proposals to help leaders to mitigate points of contention where possible ahead of West of England Mayoral Combined Authority Committee meetings. Where possible, flagging matters of contention in good time to allow for solutions to be developed ahead of West of England Mayoral Combined Authority Committee meetings. b. Commit to promoting a culture of respect and understanding at all times. c. Seek mediation at an early stage if required to ensure working practice continue and solutions can be developed.	TP4a. To be managed through CEO meetings or 121 discussions, as appropriate. TP4b. Progress to be considered via report noted in action 2. TP4c. Progress to be considered via report noted in action 2. Access to mediation to be considered as part of workstream 2. A programme of external engagement (including with Government) will be developed to ensure stakeholders are aware of progress and able to provide constructive feedback. A programme of external engagement to support the regional strategy refresh has been taking place since Committee last reviewed progress in delivering the transformation programme.	Progress to be reported via report noted in action TP2
TP5	A forward plan of decisions and activities will be developed to help with planning / resourcing / engagement for CEOs meeting.	Progress continues to be made in establishing a longer-term forward plan with CEO engagement built in at an early stage of the Committee cycle to support collaboration in development	Progress to be reported via report noted in action TP2

of papers.

Workstream 1: Purpose and strategy

2.10 Figure 4 provides an overview of workstream 1. A more detailed update on this workstream is set out below.

Figure 4: purpose and strategy workstream

Action No.	Action	Progress since June and next steps	Key dates
PS1	The West of England Mayoral Combined Authority will engage in a facilitated structured conversation to revisit and clarify its core role and purpose including the policy areas where we agree working together regionally to develop strategies and plans is beneficial. Discussions on role and purpose will also consider when and how to engage with partners outside the Mayoral Combined Authority, potentially including deepening partnership arrangements where appropriate.	Officer discussions with an agreed external facilitator have taken place to help inform preparation for Mayors and Leaders discussions on the role and purpose of the Mayoral Combined Authority. Mayors and Leaders have held 121 discussions with the external facilitator and a programme of joint discussions is in development.	Discussions anticipated as soon as possible
PS2	The West of England Mayoral Combined Authority, in dialogue with partners, will co-produce a Regional Economic Strategy , providing a common narrative for all regional stakeholders to be able to promote the economic vision of the region to external audiences. Through this work, highlighting investment opportunities across the region.	Research and analysis to inform the refreshed regional strategy has progressed since June. UA and MCA officers have identified a range of actions we could seek to take to address regional challenges and build on regional strengths. Engagement with a range of regional partners has taken place to ensure a wide range of perspectives informs the strategy. Discussions with Mayors and Leaders on the action they wish to take will inform the final strategy.	Updates to future Committee meetings to ensure Mayors and Leaders continue to set strategic direction
PS3	Using independent facilitation, work with the business and partner community to refine a Terms of Reference for a Business Board to advise, support and challenge the West of England Mayoral Combined Authority. Through this work, delivering a LEP integration plan	Government announced in August that funding to LEPs would cease, and functions would transfer to MCAs. Work has been slow to progress to wind up the LEP and create a new Business Board. Progress against this action is underway with officers working to develop and take forward the business board options.	Aim to bring proposal to January Committee
PS4	Align the West of England Mayoral Combined Authority and the Joint Committee into the same business meeting.	When feasible, these meetings will be set up as required to deliver the business of each Committee.	ACTION COMPLETE

PS5	Activity to agree regional priorities including allocation of resources.	A regional priorities workshop took place in February 2023. Out of this, Mayors and Leaders agreed work to progress a revised regional strategy; work to support refinement of regional investment opportunities; work to strengthen our investment in the region; and a strengthened focus on working together to deliver. The regional strategy will be refreshed on a regular basis as required. The conclusions of this workshop are being taken forward across the transformation programme.	Workshop in Feb 2023. Actions now embedded across the transformation programme. ACTION COMPLETE
PS6	Board members to be involved at an earlier stage in setting strategic regional direction	Feb 2023 workshop set initial direction. CEOs are acting as a steering group for this work.	Mayors and Leaders will continue to set strategic direction

Revised regional strategy update on activity

2.11 Work to deliver a revised regional strategy has progressed since Committee last received an update in June. Since then:

- To ensure the strategy is co-produced, a number of collaborative working sessions have taken place between Mayoral Combined Authority and Unitary Authority officers to consider the potential action that could be set out in the revised regional strategy.
- Engagement sessions with a range of regional partners and stakeholder have also taken place, ensuring the strategy development process is informed by a wide range of views from across the region.
- An online portal has been created to ensure members of the public, partner organisations, academics and others can contribute evidence and views to inform the strategy refresh. The portal can be found via this link: <https://www.westofengland-ca.gov.uk/about-us/our-strategy/regional-strategy/>
- The regional strategy evidence base previously discussed by Mayors and Leaders has been shared with a range of external think tanks and policy institutes to ensure our evidence is subject to robust external review (e.g. What Works Centre for Economic Growth, the Office of National Statistics and the Government Economic Service. We are also discussing the evidence base with a range of think tanks).
- Research has been undertaken to consider the range of action we could seek to take as a region to deliver on the broad investment priorities agreed by Committee in Summer 2022.

- Officers have carried out work to consider how we collaborate in identifying potential future investment priorities.
- Work has progressed to consider the impact of our work to date, both in terms of on the ground delivery and the impact that has been achieved through the different way of working and investing that the Mayoral Combined Authority enables.
- Through the work outlined above, a range of potential future devolution priorities is being identified to give Mayors and Leaders a range of options to consider.
- The regional strategy working group (that brings together Mayoral Combined Authority and Unitary Authority officers) has started the process of reviewing the conclusions of the various workstreams detailed above in order to bring together options for Mayors and Leaders to consider – ensuring Board members are involved at an early stage in setting strategic direction.

2.12 Appendix 2 provides a summary the conclusions that have emerged from the first phase of work to refresh the regional strategy.

Workstream 2: workforce and culture

- 2.13 This workstream is primarily focused on ensuring that the West of England Mayoral Combined Authority has the right resources, people management processes and culture to enable successful delivery, both through directly addressing the recommendations raised in the Grant Thornton and Solace reports, and through the implementation of themes of work as identified in the West of England Mayoral Combined Authority's agreed HR strategy.
- 2.14 Figure 5 provides an overview of actions under workstream 2 of the transformation programme. The update notes the progress underway in recruiting permanent members of staff to the West of England Mayoral Combined Authority Corporate Leadership Team.

Figure 5: workforce and culture workstream

Action No.	Action	Progress since June and next steps	Key dates
WC1	Through ‘Step Change’ programme, develop revised leadership structure for the West of England Mayoral Combined Authority organisation including review of senior pay and grading structures and titles and creation of consistent ‘job families’ across the authority	Leadership structure has been reviewed and is currently being benchmarked with support from the LGA. It is expected that this will be shared with Local Authority Chief Executives and Committee for information by October 2023. Senior pay and grading work complete and formed part of the agreed Pay Policy in June 2023. Work is currently underway to create a consistent set of job families across the Authority at all levels. It is expected that this work will be complete by the end of the calendar year.	October 2023 to share leadership structure, December 2023 for full review of job families
WC2	Through ‘Step Change’ programme, establish working behaviours and principles for the West of England Mayoral Combined Authority and revised values for the organisation, using established LA networks as appropriate	Corporate values have been agreed following full staff engagement and have been shared with all staff in September 2023. Further work on expected core behaviours to underpin the values expected to be complete by October 2023.	Staff have agreed organisational values following engagement September 2023. Underpinning work on culture and behaviours underway.
WC3	Through ‘Step Change’ programme, strengthen the function of the ‘corporate core’ of the West of England Mayoral Combined Authority organisation	Infrastructure Directorate “Target Operating Model” work is complete, with expected implementation over the next six months. Review of corporate functions has identified some gaps on the Mayoral Combined Authority’s “road to normality” – and the recruitment of key roles to fill these gaps has already started.	Ongoing
WC4	Complete management restructure to fill interim posts permanently in consultation with the LAs, with external support, and in line with the constitution of the West of England Mayoral Combined Authority. Ensure Monitoring Officer role is at Director level	Permanent Strategic Director of Infrastructure in place since April 2023. Employment Committee meeting for the Strategic Director of Resources (s.73 Officer) and Director of Legal Services (Monitoring Officer) is on 16 th Oct 2023. Market remained challenging.	Recruitment of S73 and Monitoring Officer anticipated to be complete 16 Oct 2023.
WC5	Ensure performance reviews are formally recorded	Performance reviews completed across the organisation at all	All performance

		levels in August 2023. Revised approach and new system to continuous Performance Management across the Mayoral Combined Authority has been agreed by the Corporate Leadership Team and will be implemented by the end of the calendar year.	reviews by August 2023. New performance approach implemented by December 2023
WC6	Consideration of the GT Auditing Culture report made by the Head of HR in consultation with UA HR leads (and others as relevant), and recommendations for improvement made for consideration by the constituent member CEO group	Action to be closed. Regular meeting between the HR leads of the authorities are already in place. GT culture report has been considered as part of wider culture work covered in action WC2 above.	ACTION COMPLETE
WC7	Agree process for sharing performance indicators and information with member organisation relating to organisational culture and health	HR dashboard is in place and metrics agreed. Revised metrics will be fully implemented by the end of the calendar year.	Ongoing reporting on a quarterly basis.
WC8	Review of recruitment and attraction strategy to ensure that the Authority can bring in the right people with the right skills and reduce interim usage	Through organisational workforce strategy, external benchmarking will take place to support delivery of this action. Planned activity over the next 6 months.	Ongoing

Workstream 2 – other related work

- 2.15 It is important that delivery of this workstream is seen in the context of wider work covered in the HR strategy, to ensure that a holistic approach is taken to addressing workforce and culture considerations within the West of England Mayoral Combined Authority. The activities highlighted below all form component parts of the wider HR strategy.
- 2.16 **Refreshing our organisational values** – as noted above, this work is nearing completion, with a new set of values having been agreed and shared with all staff in September 2023, and the underpinning behaviours to be fully defined by the end of October 2023. Staff have been fully engaged with the development of the revised values. A further programme of work will take place over the coming months to ensure that the values are embedded into our recruitment, employment and performance policies, practices and procedures.
- 2.17 **Revised learning and development offer** – a learning needs analysis has been completed across the Authority, which will now inform our learning and development offer which will be rolled out over the coming months, to ensure that staff can access the right opportunities to develop the skills they need to excel in their role.

- 2.18 **Review approach to recruitment and attraction** – this work will review our recruitment, benefits and attraction strategies, to ensure that we are able to attract the best people to help us deliver for the region.
- 2.19 **Development of Equality, Diversity and Inclusion Advisory Group** – the first meeting of this group took place in September 2023. The group is chaired by a member of the Corporate Leadership Team (CLT), with the remit of ensuring that both internal policies and external interventions are critically evaluated to understand their impact on a range of diverse groups. This group will regularly report to the CLT to ensure leadership accountability for equality, diversity and inclusion.
- 2.20 As with other areas of the transformation programme, external support has been sought – including the Local Authority HR leads groups, the Combined Authorities HR leads group, the Local Government Association, and other appropriate bodies as necessary (e.g. the Chartered Institute for Personnel and Development). This external support has helped to ensure that any proposals are properly benchmarked and represent best practice.

Workstream 3: governance and structures

- 2.21 Figure 6 provides an overview of actions in the governance and structures workstream. As noted in the update, a number of the actions that fit within this workstream were completed before the transformation programme was established (details on these actions can be found in Appendix 1). The more substantial actions around reviewing the West of England Mayoral Combined Authority constitution and meeting structures will be progressed through discussions on the role and purpose of the West of England Mayoral Combined Authority. Planning for these sessions is underway, as noted in the update to workstream 1. The Monitoring Officer has begun to identify a number of areas where the Mayoral Combined Authority's constitution could be improved as set out in Appendix 3. This is anticipated to be a rolling programme of work undertaken in conjunction with the Unitary Authority Monitoring Officers and taken to subsequent successive meetings of the Mayoral Combined Authority Committee for approval.

Figure 6: governance and structures workstream

Action No.	Action	Progress since June and next steps	Key dates
GS1	<p>Following discussions on the role and purpose of the MCA, develop revised West of England Mayoral Combined Authority operating principles as part of revisions to the Constitution of the West of England Mayoral Combined Authority. Have regard to the Constitutions of other MCAs as revisions are made. In reviewing the Constitution, revise the scheme of delegations.</p>	<p>Whilst Mayoral Combined Authority “operating principles” can only be properly revised on a wholesale basis following the planned role and purpose discussions, the Monitoring Officer has begun to identify a number of areas where the Mayoral Combined Authority’s constitution might be improved and has commenced discussions on the same with the Unitary Authority Monitoring Officers, Chief Executive Officers, the Metro Mayor and the Chairs of the Audit Committee and Scrutiny Committee. A summary of potential improvement areas is set out in Appendix 3 hereto.</p>	<p>A more substantive overhaul will take place in light of the outcome of the role and purpose discussions. The Monitoring Officers will seek to agree upon the wording of interim improvements on a rolling programme basis with a view to proposing appropriate changes at subsequent meetings of the Mayoral Combined Authority Committee</p>
GS2	<p>Establish a set of meetings with the purpose of enhancing ownership and collaboration of the agenda and the West of England Mayoral Combined Authority. Committees to have clear ToR, forward timetable and training programme to support implementation. This work should be independently supported</p>	<p>On a macro scale, the programme of role and purpose meetings is intended to reach outcomes which will enhance ownership and collaboration of the agenda of the West of England Mayoral Combined Authority in the widest sense.</p> <p>In a more focused sense, regular meetings of CEOs are taking place to provide much earlier sight of, and input to, committee paper preparation.</p> <p>Commencing for the June 2023 AGM, draft reports have been circulated to UA CEOs 3-4 weeks in advance of the committee</p>	<p>Scrutiny and Audit Workshops through the autumn with any necessary constitutional changes anticipated to be taken to January Committee and successive</p>

		<p>meeting, with a formal CEOs meeting with those authors to inform further drafting. In addition, the high-level purpose and indicative recommendations are shared and discussed at a prior CEOs meeting.</p> <p>In terms of committee terms of reference, forward-planning committee work and a programme of training and support, this piece of work is well underway. Three additional meetings have been agreed for the Scrutiny Committee to provide time in the programme for “deep dive” sessions. The first of these took place on 8 September where the committee received a presentation on the Regional Strategy refresh and an update on the Governance Workstream of the Transformation Programme. It also discussed scrutiny practice and work planning in detail. That led to the formation of a Task and Finish group to consider BSIP issues which had its inaugural meeting on 18 September.</p> <p>The Scrutiny Committee Chairman is working closely with the Monitoring Officer and the newly appointed Democratic Services and Scrutiny Manager to re-set Scrutiny working practices and work-planning arrangements. An informal meeting of Scrutiny Members took place on 7 July to begin that process.</p> <p>Officers are in discussion with the Local Government Association, the Centre for Scrutiny and Governance and are seeking support from the Chartered Institute of Public Finance and Accountancy with a view to arranging externally facilitated workshops with Officers and Members to help identify and adopt best practice across Scrutiny and Audit, which will include a review of Committee Terms of Reference, appropriate delineation between the two committees, work-planning and member/officer training & development. Scrutiny Committee received a paper and presentation on this at its meeting on 8 September. Changes to committee terms of</p>	<p>committees thereafter.</p>
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		reference require a unanimous resolution of the Mayoral Combined Authority Committee.	
GS3	Consider assigning Leader portfolios and CEO portfolios to support Leaders.	Through discussions on role and purpose of the West of England Mayoral Combined Authority, the question of Leader portfolios can be considered as and when appropriate.	TBC - Following role and purpose discussions
GS4	West of England Mayoral Combined Authority officers will ensure Cabinet Members from UAs can request briefings from senior MCA officers as required	The Mayoral Combined Authority Chief Executive has offered briefings to all Local Authority member portfolio holders in advance of committee meetings. There will now be a standing agenda item at CEO meetings where requests for briefings can be made and discussed/actioned.	ACTION COMPLETE & NOW BUSINESS AS USUAL
GS5	Regional Monitoring Officers will meet regularly to discuss matters regarding the constitution that need addressing	The MCA's Monitoring Officer has established a programme of meetings with the Monitoring Officers from its four partner UAs. These are intended to take place at least monthly and a series of 121 introductory meetings took place in July. The August meeting was vacated on account of leave commitments, but the September meeting took place on 21 September and focused on proposals to improve the constitution. These meetings are not restricted to discussions on constitutional matters but provide an opportunity to identify and resolve emerging issues across the board. In addition, contacts have been established with other senior legal managers and similar relevant personnel on an inter-authority basis for the same purposes, and to explore opportunities for collaborative working on legal matters across joint projects. In addition, the MCA's Monitoring Officer meets regularly with the other M10 Monitoring Officers to share knowledge and best practice on matters affecting Combined Authorities generally.	ACTION COMPLETE & NOW BUSINESS AS USUAL
GS6	Following the 2023 local elections, highlight the opportunity of joining the Audit and Scrutiny Committees to UA members.	Material will be provided to new members as part of their induction process and all members will be offered the opportunity to meet with MCA officers to discuss the role of Audit and Scrutiny Committees	Complete. Also, see GS2 above.

- 2.22 The West of England Mayoral Combined Authority Action Plan, following the Grant Thornton external audit report, agreed a range of specific actions associated with agreement of a new protocol covering when legal advice can be sought. These actions have all been completed (as noted in Appendix 1) and a constitutional amendment was approved by Committee in March 2023.
- 2.23 As noted above, other actions associated with this workstream which are about improving working practices (i.e. briefing cabinet members, regular meetings of the regional Monitoring Officers group) have been taken forward and are now part of our ongoing approach to working across the West of England Mayoral Combined Authority partnership, and across the wider M10 network.
- 2.24 At the steering group for the transformation programme, the CEOs have agreed that a number of the actions in this workstream will be taken forward following discussions on the role and purpose of the West of England Mayoral Combined Authority.

Workstream 4: effectiveness, efficiencies and delivery

- 2.25 Figure 7 provides an update on workstream 4 of the transformation programme, including strengthened arrangements in place to review progress in project delivery.

Figure 7: effectiveness, efficiencies and delivery workstream

Action No.	Action	Progress since June and next steps	Key dates
DE1	Review the process for project evaluation of Business Cases , having regard to the models used in other Combined Authorities – ensuring business case assessment and decision-making is transparent and streamlined, and that criteria are clear	<p>We will review the Business Case process to ensure robust testing of proposals, involvement by decision-makers at the right time, and linkage to the strategic prioritisation exercise. This will include increasing external transparency on when funding is available for non-government delivery partners.</p> <p>The business case process continues to be reviewed and streamlined where appropriate, whilst continuing to meet the requirements of the National Local Growth Assurance Framework guidelines. As an example, the streamlined</p>	Business Case Review concluded for 2024/25 financial year.

		<p>approach for smaller scale, less complex transport schemes launched in April has already been adopted by six schemes allowing business cases to be produced more efficiently.</p> <p>Early thinking has commenced on ensuring that application processes for external organisations are proportionate to funding levels.</p>	An update will be brought to committee in January 2024.
DE2	Use the Programme Review Board to review progress on agreed projects , providing challenge and support to ensure more timely delivery of all projects.	<p>The Programme Review Board meets once a month and has scrutinised delivery on a wide range of projects involving senior officers from both the West of England Mayoral Combined Authority and the Unitary Authorities.</p> <p>The Programme Review Board has recently considered</p> <ul style="list-style-type: none"> • Changes to Key Projects • Line by line review of projects • UK Shared Prosperity Fund programme • The Rebasing of City Region Sustainable Transport Settlement programme • Projects funded through the Green Recovery Fund <p>To support more timely delivery of all projects, the Infrastructure Directorate of the Mayoral Combined Authority is implementing a change programme, ensuring it is positioned effectively to oversee the delivery of the significant infrastructure programme over the coming years.</p> <p>The findings from the initial phase of work by PRB will be collated to inform discussions on the role and purpose of the CA, ensuring those discussions have a clear focus on the steps we can take to further strengthen our delivery focus.</p>	Review of PRB last quarter 2023/24 financial year to ensure robust new challenge mechanisms are in place
DE3	Use the West of England Mayoral Combined Authority Corporate Governance Board to strengthen governance throughout the organisation .	The Corporate Governance Board has been established to lead on all aspects of Governance across the organisation in support of the statutory officers. This includes organisational processes and standards, financial management, employment practice, audit and risk, and health and safety. The board has	Ongoing

		undertaken a gap analysis of where Governance needs to be improved and this is being developed into a work program. It will deliver improved oversight for day-to-day delivery of the work of the organisation. A particular workstream is the undertaking of work in respect to the legal aspects of delegations to support the delivery of programmes.	
DE4	Review approach to existing investment funds providing CEOs with up-to-date position on commitments, headroom, delivery timeframes.	The West of England Mayoral Combined Authority has initiated a detailed line by line review of projects both in infrastructure and across the totality of the West of England Mayoral Combined Authority's operations. This work is underway and challenge sessions are taking place with all Mayoral Combined Authority directors and relevant officers in unitary authorities.	Ongoing
DE5	Bring forward proposals for revisions on how we invest current funds and proposals for new investment approaches to help money go further	The West of England Mayoral Combined Authority is preparing a concept paper on how it develops its role as an investment organisation to complement its existing grant giving responsibilities. The expert input of an external partner has been procured and they are supporting the Mayoral Combined Authority on the production of a concept paper to inform future options for maturing our approach to investment. This work will be progressed with the input of UA colleagues.	Ongoing
DE6	Through a programme of effectiveness and efficiency reviews : a. consider the appropriate routes to allocating the final 10% of the staffing budget increase agreed at Jan '23 Committee b. Consider areas for 'shared services'	As noted in updates on workstream 2 (workforce and culture) work is underway to review the West of England Mayoral Combined Authority organisational leadership structure. Work is also progressing to consider the future role and purpose of the Mayoral Combined Authority. Effectiveness and efficiency reviews will take place at the appropriate point following completion of these actions. The West of England Mayoral Combined Authority will actively work with the Unitary Authorities to explore the opportunity for the delivery of operations through shared service arrangements both within the West of England and beyond.	Ongoing
DE7	Strengthen monitoring and evaluation of all projects to meet requirements of the Investment Fund Gateway Review and the CRSTS national evaluation. This will include updating the monitoring	Preparation for the second Gateway Review is underway. The Local Evaluation Framework has now been submitted to Government, including setting out those projects in scope for	30 June

	<p>and evaluation framework and providing clearer guidance to project managers on proportionate requirements.</p>	<p>impact or progress evaluation, together with proposals for complementary workstreams as set out in the National Evaluation Framework. This process has included a review of the evaluation plans of schemes selected for impact evaluation and there will be regular dialogue with project leads moving forward, including briefing sessions held in August, through to conclusion of this second Gateway process in 2026.</p> <p>The West of England Mayoral Combined Authority has recruited a Monitoring & Evaluation manager, who will lead work to update our M&E framework for all funding streams. This will bring more consistency to the evaluation of projects to ensure that a proportionate approach is taken to identify lessons for future delivery and to meet the needs of funders.</p> <p>We are awaiting guidance from DfT on the framework for M&E for CRSTS. We will develop a comprehensive approach that collects relevant data across the region and provides a framework for all projects to follow.</p>	<p>December</p> <p>October</p>
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2.26 As noted above, a range of activity is underway to deliver this workstream. To continue strengthening our focus on delivery, the Programme Review Board is continuing to meet regularly, providing support and challenge to ensure delivery remains on track.

Consultation

- 3 UAs have been partners in the development of this report. A regional strategy working group is in place to collaborate in delivering the revised regional strategy and the CEO group is acting as the steering group for both the strategy and the wider transformation programme. All content in this report has been discussed by CEOs.

Risk Management/Assessment

- 4 Failure to address the issues highlighted in the Grant Thornton Audit report and Independent Peer Review will hamper the West of England Mayoral Combined Authority failing to deliver for the residents of the West of England. It may also impact on the highly successful track record of attracting additional funding from Government for the region.

Public Sector Equality Duties

- 5 There are no specific equality implications arising directly from this report at this stage.

Climate Change Implications

- 6 The West of England Mayoral Combined Authority's Climate Emergency Action Plan has been considered in the production of this report and there are no specific implications at this stage. Of particular relevance is the ongoing Regional Strategy work which rightly places action to tackle both the Climate and Nature emergencies at its core.

Report and advice reviewed and signed off by: Roger Hoare, Head of Environment

Finance Implications, including economic impact assessment where appropriate:

- 7 The financial implications both in terms of supporting expenditure and potential savings are currently under consideration. As work across the transformation programme progresses, financial implications will be discussed with the CEO steering group and will be brought to Committee as appropriate for decision.

There is a potential risk to ongoing funding if we fail to deliver on the overall programme.

Report and advice reviewed and signed off by: Selonge Russell, Head of Finance and Deputy Section 73 Officer.

Legal Implications:

- 8 There are no legal implications arising directly from the content of this report, however the Best Value Guidance noted in paragraph 2.6 of this paper should be noted as a potential risk should progress not be made in delivering the transformation programme. Constitutional changes require the unanimous support of the Mayoral Combined Authority Committee.

Report and advice reviewed and signed off by: Daniel Dickinson, Monitoring Officer.

Human Resources Implications:

- 9 While there are no direct HR implications arising from this report, workstream two in particular highlights a programme of HR-related activity. Specific HR implications arising from the development and completion of this work will be highlighted to Committee as required as the programme progresses.

Report and advice reviewed and signed off by: Alex Holly, Head of People and Assets.

Land/property Implications

- 10 There are no land or property implications contained in this report. Any land or property issues arising from the transformation programme as it progresses will be highlighted to Committee.

Report and advice reviewed and signed off by: Selonge Russell, Deputy Section 73 Officer.

Appendices:

List any appendices to the report:

Appendix 1 – overview of all recommendation and actions that have informed the development of the West of England Mayoral Combined Authority transformation programme

Appendix 2 – summary of conclusions to date from work to refresh the regional strategy

Appendix 3 - Proposed changes to the Constitution

West of England Mayoral Combined Authority Contact:

Report Author	Contact Details
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Appendix 1: All recommendations and actions informing the West of England Mayoral Combined Authority transformation programme plan

Actions set out in the transformation programme have been identified through a range of sources. Action sources are:

- The Grant Thornton external audit report
- The Independent Peer Review conducted by SOLACE
- The West of England Mayoral Combined Authority Action Plan agreed by Committee in March 2023

There is a degree of overlap between actions and recommendations from these sources. To keep the transformation programme coherent and manageable, a streamlined set of actions has been established. All actions below are incorporated into the transformation programme – the tables below show where actions can be found in the programme plan.

Grant Thornton audit recommendations

Recommendation	Source Code	Where this can be found in the transformation programme	Action status
The Mayor and members of the West of England Mayoral Combined Authority represented by the Council Leaders, must commit to improving their working relationship and demonstrate that significant progress has been made within a reasonable timeframe to be determined by the Mayor and the West of England Mayoral Combined Authority. This should include a role for independent mediation and the constructive consideration of advice arising from this process.	SR1	Workstream 1, action PS1	Open
A formal protocol should be agreed between member organisations within the West of England Mayoral Combined Authority to commit to consultation on key proposals, that they should define, at an earlier stage. The West of England Mayoral Combined Authority members should engage effectively in this process, to help mitigate points of contention before they are published and debated in public. This should include a commitment to deliver proposals on a reasonable timetable.	SR2	Workstream 3, action GS1 and GS2	Open

In future, in all circumstances, including where there is a potential conflict of interest affecting individual statutory officers, adequate steps must be taken to ensure the statutory duties of these officers is effectively discharged	SR3	Action complete. Provision for a deputy to act now in the Constitution	Complete
The future management structure of the West of England Mayoral Combined Authority should be reviewed in order to ensure it is fit for purpose in the context of new funding awards and strategic priorities and this must include appropriate consultation and agreement by the West of England Mayoral Combined Authority Committee.	KR1	Workstream 2, action WC1	Open
The Constitution of the West of England Mayoral Combined Authority should be revised to define the conditions under which it is acceptable for other officers and members to seek independent legal advice, without reference to the Monitoring Officer and/or Head of Legal Services.	KR2	Action Complete. Constitutional amendment made.	Complete
We recommend that consideration of relationships within the Chief Executive Group should be incorporated into any relationship development and mediation work undertaken.	IR1	Programme level workstream, action TP3, TP4	Open
We recommend that the Constitution be reviewed, as previously considered by the West of England Mayoral Combined Authority members. This should incorporate the new Monitoring Officer protocol but also focus on the specific ambiguities raised in recent legal advice including the definition of statutory roles, delegated powers, managing conflicts of interest, decisions on all senior staffing matters including restructure and severance. The results should be reported to Committee and used alongside the points we have raised as a basis for revision. There may be value in reviewing other combined a authority constitutions to optimise the opportunity to improve the document in these areas.	IR2	Workstream 3, action GS1, GS2 (refer to constitutional review) – the new MO protocol on accessing legal advise is in place.	Open
We recommend that the annual performance reviews of senior officers be formally recorded, including reasonable steps taken to manage issues and provide access to resources to enable skills development as appropriate.	IR3	Workstream 2, action WC5	Open
We recommend that the Monitoring Officer role retains its current seniority at Director level in any future restructure or that sufficient safeguards are implemented to protect the authority and influence of the role.	IR4	Workstream 2, action WC4	Open

Independent Peer Review recommendations

Recommendation	Source Code	Where this can be found in the transformation programme	Action status
The West of England Mayoral Combined Authority to engage in a facilitated structured conversation to revisit and clarify its core purpose taking on views from strategic partners, business and other regional bodies.	S1	Workstream 1, action PS1	Open
The West of England Mayoral Combined Authority to co-produce a Regional Strategic Economic Strategy which is accessible and provides a common narrative for all regional stakeholders to be able to promote the economic vision of the region to external audiences.	S2	Workstream 1, action PS2	Open
To explore whether the process of developing a Spatial Development Strategy could be revisited.	S3	Workstream 1, action PS1	Open
To consider expanding the membership of The West of England Mayoral Combined Authority	S4	Workstream 1, action PS1	Open
Roll out the 'Step Change' programme with external support and facilitation. Establish working behaviours and principles for The West of England Mayoral Combined Authority.	S5	Workstream 2, action WC2	Open
Strengthen the function of the 'corporate core' to be fit for the new West of England Mayoral Combined Authority delivery function.	S6	Workstream 2, action WC3	Open
Continue to build on enhanced relationships with the LAs based on agreed principles.	S7	Programme level action TP3, TP4	Open
Complete a management restructure to fill interim posts permanently in consultation with the LAs	S8	Workstream 2, action WC1 and WC4	Open
Use independent facilitation to work with the business and partner community to redefine the role and Terms of Reference of a Business Board to advise, support and challenge The West of England Mayoral Combined Authority. Ensure that the Board fits into policy/decision at an early stage in The West of England Mayoral Combined Authority processes. Consider the collaboration of other regional bodies such as	S9	Workstream 1, action PS3	Open

Western gateway, Universities and other Local Authorities in this work.			
As part of the work in redefining the core purpose of the West of England Mayoral Combined Authority , with independent support, develop fundamental the West of England Mayoral Combined Authority operating principles.	S10	Workstream 3, action GS1	Open
With independent support, establish a set of meetings as above with the purpose of enhancing ownership and collaboration of the agenda and the West of England Mayoral Combined Authority itself. Develop clear ToRs for these meetings and move in a phased way with a defined timetable and training programme to full implementation.	S11	Workstream 3, action GS2	Open
Consider assigning Leader portfolios to help with the work of The West of England Mayoral Combined Authority as above. Consider assigning Chief Executive portfolios to support the Leaders with their work and co-design a working protocol for operation of the portfolios.	S12	Workstream 3, action GS3	Open
Revisit the process for Project Evaluation with regard to models adopted in other Combined Authorities.	S13	Workstream 4, action DE1	Open
Identify the issues with the constitution which would help The West of England Mayoral Combined Authority to work in a more effective and agile way. Have regard to constitutions in other Mayoral Combined Authority areas. This process would have regard to activity in other recommendations listed above and would need to be sequenced as such.	S14	Workstream 3, action GS1, GS2	Open
Hence, review the constitution making representations to government on proposed changes, if necessary.	S15	Workstream 3, action GS1, GS2	Open
As trust begins to become stronger, it will become necessary to align the West of England Mayoral Combined Authority and the Joint Committee into the same business meeting. This will serve as an indicator as to the maturity of the West of England Mayoral Combined Authority.	S16	Workstream 1, action TP5	Open
With independent support, the West of England Mayoral Combined Authority should rework the action plan to include recommendations in this review and of any other external feedback, for example, any potential monitoring report from External Auditors Grant Thornton.	S17	Programme level action TP2	Open
Progress on the action plan should be subject to external independent review every four months and reported to Audit and Scrutiny Boards and through to the West of	S18	Programme level action TP2	Open

England Mayoral Combined Authority Board for consideration.			
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West of England Mayoral Combined Authority Action Plan agreed March 2023

Recommendation	Source Code	Where this can be found in the transformation programme	Action status
Leaders will continue to regularly meet with the West of England Mayoral Combined Authority Metro Mayor as required to both address any concerns early and to identify opportunities.	AP1	Programme level action TP3, TP4	Open
A programme of activities to agree regional priorities will take place in 2023. This will involve free and frank discussion regarding the allocation of existing resources in the context of new and emerging challenges, such as inflationary pressures, to primarily focus on the delivery of projects. A Regional Priorities workshop which leaders have all agreed to attend is scheduled for January.	AP2	Workstream 1, action PS5	Complete
Board members will be involved at an earlier stage in setting a strategic regional direction	AP3	Workstream 1, action PS6	Open
Consideration of appropriate attendees (wider than Mayors, Leaders and CEOs) to attend the regional prioritisation workshop will be made (including regional finance officers (S.151) officers, Directors for Infrastructure, and independent voice(s)), to ensure the workshops results in meaningful outcomes	AP4	This workshop took place in Feb 2023. Mayors, Leaders and CEOs were in attendance	Complete
Senior Officers will meet collectively and individually with their counterparts as policies and projects progress, from conception to delivery and evaluation.	AP5	Programme level action TP3	Ongoing
The West of England Mayoral Combined Authority will ensure that Cabinet Members from the Unitary Authorities can request briefings with senior MCA officers as required. Any existing regular meetings will continue in line with agreed arrangements.	AP6	Workstream 3, action GS4	Ongoing
An officer delivery board has been established and meets twice a month to review	AP7	Workstream 4, action DE2	Open

progress on agreed projects and to provide challenge and support to ensure more timely delivery on all projects where relevant. These boards will continue and will report directly to regular joint CEO meetings. This process will be reviewed to further strengthen the board if necessary			
To help support driving delivery of key projects, proposals will include a commitment to deliver on a reasonable timetable (agreed by the Committee), which will be included in relevant papers going forward	AP8	Workstream 4, action DE2	Ongoing
The protocol will be shared with UA Leaders, Chairs of Audit and Scrutiny for comment before being adopted and published.	AP9	Action complete prior to transformation programme plan.	Complete
The protocol will be published on the West of England Mayoral Combined Authority's website and shared with West of England Mayoral Combined Authority officers.	AP10	Action complete prior to transformation programme plan.	Complete
The West of England Mayoral Combined Authority Monitoring Officer will brief senior officers regarding the implications of the protocol.	AP11	Action complete prior to transformation programme plan.	Complete
A new Senior Leadership Structure of the West of England Mayoral Combined Authority will be developed in 2023.	AP12	Workstream 2, action WC1	Open
The West of England Mayoral Combined Authority will use expert support to determine necessary skills and appropriate structures are in place so as to recruit suitably skilled permanent staff at pace.	AP13	Workstream 2, action WC8	Open
It will be agreed in line with the Constitution by the West of England Mayoral Combined Authority Committee	AP14	Workstream 2, action WC4	Open
Process regarding Senior Officer appointments to be guided by external expert support	AP15	Workstream 2, action WC4	Open
The West of England Mayoral Combined Authority Monitoring Officer will provide wording for the constitution at the next suitable meeting of the West of England Mayoral Combined Authority Committee (no later than March) in consultation with the Monitoring Officers of the Unitary Authorities.	AP16	Action complete prior to transformation programme plan.	Complete
Such a change would require unanimous support of the Mayor and Leaders at a West of England Mayoral Combined Authority Committee meeting.	AP17	Action complete prior to transformation programme plan.	Complete
Senior Officers will continue to meet collectively and on a 1:1 basis going forward.	AP18	Programme level action TP3	Ongoing
All Senior officers will work collaboratively and engage in meaningful consultation	AP19	Programme level action TP4	Ongoing

when developing solutions and proposals to help leaders to mitigate points of contention where possible ahead of the West of England Mayoral Combined Authority Committee meetings.			
Where possible, matters of contention will be flagged with all senior officers in good time to allow for solutions to be developed ahead of the West of England Mayoral Combined Authority meetings.	AP20	Programme level action TP3, TP4	Ongoing
All Senior Leaders will commit to promote a culture of respect and understanding at all times.	AP21	Programme level action TP4	Ongoing
Where relationships require support, Senior Leaders will seek mediation at an early stage to ensure good working practice continue and solutions can be developed.	AP22	Programme level action TP4	Ongoing
A forward plan of decisions and activities to help with planning / resourcing / engagement for CEOs meeting will be developed.	AP23	Programme level action TP5	Open
The Constitution will be revised to include the new Monitoring Officer protocol.	AP24	Workstream 3, action GS1, GS2. However, the new MO protocol is agreed.	Complete
Regional MOs to meet regularly to discuss any matters regarding the constitution that need addressing.	AP25	Workstream 3, action GS5	Open
Internal actions put in place to ensure Performance reviews are formally recorded.	AP26	Workstream 2, action WC5	Open
Consideration of the GT Auditing Culture report made by the Head of HR in consultation with UA HR leads (and others as relevant), and recommendations for improvement made for consideration by the constituent member CEO group	AP27	Workstream 2, action WC6	Open
Process agreed by March 2023 for the recording and sharing of key organisation performance indicators and information with member organisations relating to organisational culture and health	AP28	Workstream 2, action WC7	Open
Monitoring Officer to be confirmed at Director Level in any future leadership structure. Any change would require a vote of the West of England Mayoral Combined Authority Committee.	AP29	Workstream 2, action WC4	Open

Appendix 2: Summary of findings to date from work to refresh the regional strategy

Background

1. We are working to refresh our regional strategy, providing an up-to-date articulation of the ambition and priorities of the region over the medium to longer-term. This will replace the Local Industrial Strategy (LIS) as are core regional plan, recognising that since 2019 when the LIS was published, new regional priorities have emerged and there has been considerable regional and national change that we should reflect in our future plans.
2. A refreshed strategy will give us a clear vision around which we can frame regional delivery plans. We can also use a refreshed strategy to engage national and international investors and Government, highlighting our strengths, challenges and regional assets to help make the case for further investment in the region.
3. Over the Spring and Summer, we have refreshed our regional evidence base (which can be found here: <https://www.westofengland-ca.gov.uk/about-us/our-strategy/regional-strategy/>) and carried out a range of engagement with partners across the region. The remainder of this paper provides an overview of what we have heard from partners to date.

Ambition for the region

4. From our engagement to date, three broad ambitions have been highlighted as areas that should shape our future plans. Partners have highlighted outcomes we should focus on are:
 - Delivering a greener West of England. Placing our climate ambitions at the heart of all we do.
 - Making the West of England a more equal, fair and inclusive region, making sure the region is a place where people right across the region have opportunity.
 - Supporting the region to be more prosperous. Making sure all residents have rising quality of life, improving incomes, living standards and that the region is growing in a more sustainable way.

Our region

5. Through engagement over the Summer, we have tested the evidence base, including with the LEP Business Board and with officers across each of the Unitary Authorities and a range of government and independent economic experts.

6. Our evidence base shows the West of England is a dynamic, creative region that provides a high quality of life to residents.
7. We have a strong, diverse economy; people have access to good jobs and we're continuing to attract new employers and industry to the region. It's a place people want to be, that creates opportunities, and that benefits from the diversity of our residents and businesses.
8. But there are challenges too. While we are making significant progress on our net zero ambitions, we need to go faster to decarbonise all areas of society, and we need to do more to protect and enhance our natural environment.
9. We need to widen opportunities for people from deprived parts of the region or disadvantaged groups. And we need the conditions in place for living standards across the region to rise, from investing in our transport system to strengthening business productivity.
10. Through the work to date, we have also looked at the differing needs of places across the region, whether that is our economic cores, the urban and suburban realm, or the villages and rural areas of the region. Our engagement has drawn out that while the building blocks of all places requires some degree of commonality (good access to public transport, high speed digital connections, good quality affordable homes, access to good jobs) – the way we deliver in different places needs careful consideration, ensuring we meet the specific needs of our different places and communities.
11. Our engagement highlights that partners feel we are building on some strong foundations and there is good delivery we should look to amplify through our refreshed strategy – such as the rapid escalation of work to tackle the climate and nature emergencies; increasing range of skills provision that is helping people develop skills that employers need both now and in the future; and the development of new transport links between the places people live and the employment locations across the region. Engagement also highlighted there is a clear ambition to support the region to go further still in each of these areas.

Priorities for the future

12. Out of the initial phase of work to refresh the regional strategy, a set of potential future priorities have started to emerge. Priorities that regional colleagues have highlighted are:
 - Creating a well-connected region with the transport and digital links that make us a world-class place.

- Creating a greener West of England, placing our climate and nature ambitions at the heart of everything we do.
 - Creating the jobs and training our region and residents need both now and in the future.
 - Supporting sustainable communities that people are proud to call home.
 - Putting the West of England on the map for national and global success – attracting new investment to the region.
13. Across each of these priorities, colleagues have highlighted specific areas of work that could be scaled up, challenges where we know new longer-term action is needed and new levers that we need to help us deliver.
14. Partners have also highlighted a range of ways we should evolve how we work together to deliver for people across the region. Areas colleagues have highlighted as potential routes to evolve include:
- Building longer-term funding arrangements so we can plan, invest and deliver in a sustainable way – ultimately speeding up delivery.
 - Maturing our approach to investment: simplifying access to funds and working funding harder.
 - Continuing to identify areas of further devolution could help us deliver on our ambitions.
 - Speeding up the process to spread good ideas across the region.
 - Exploring a wider range of issues where the region may want to work together.
 - Changing the way we engage with people across the region and beyond.

Appendix 3: Proposed Areas for Improvement – Constitution

Officer Delegations

There is no “standard” approach to the way in which powers are delegated to officers codified in the constitution, and a number of standard provisions governing the way in which officer powers are exercised are absent. Similarly, there are a range of common or typical powers you would expect to be delegated to the Mayoral Combined Authority’s Statutory Officers not all of which currently appear in the constitution. The suggestion is to update the current scheme to fill these gaps drawing from the approach taken in other Mayoral Combined Authority constitutions. This should also be used as an opportunity to provide clarity around how the Unitary Authorities will be engaged in delegated decision making and should sit alongside operational practice improvements within the Mayoral Combined Authority around the publication of forward plans setting out when it intends to take Key Decisions, and the associated publication of decision notices.

Code of Conduct

The Local Government Association (LGA) issued a model code of conduct for members in 2020, which most local authorities adopted during the course of 2021/22. There are a number of benefits to adopting the model code, particularly in areas of two or three tier local government to avoid “multi-hatted” members being subject to different codes. It is proposed that the model code should be adopted along with a procedure for dealing with complaints (which need not be part of the Constitution) which should also be based on the LGA guidance.

Attendance by Chairs

Currently, the constitution provides that the Chairs of the Mayoral Combined Authority’s committees may attend and speak at meetings of the Mayoral Combined Authority Committee “at the request of the Mayoral Combined Authority”. The Mayoral Combined Authority should and must place significant reliance on the Audit and Scrutiny Committees to ensure good governance and sound operational practice/performance is maintained across the operations of the Mayoral Combined Authority. It would, therefore, be beneficial if the Chairs of the Audit and Scrutiny Committee had a right to attend and address the Mayoral Combined Authority Committee at any of its meetings as opposed to having to be invited. There should also be a requirement for regular reports to be made from those Chairs to the Mayoral Combined Authority Committee.

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REPORT TO: WEST OF ENGLAND MAYORAL COMBINED AUTHORITY COMMITTEE

DATE: 6TH OCTOBER 2023

REPORT TITLE: APPOINTMENT OF INTERIM S73 OFFICER

DIRECTOR: RICHARD ENNIS, INTERIM CHIEF EXECUTIVE

AUTHOR: ALEX HOLLY, HEAD OF PEOPLE AND ASSETS

1. Purpose of Report

1.1 To seek the Committee's formal endorsement of the appointment of an Interim Director of Investment and Corporate Services (Section 73 Officer).

2. Recommendations

2.1 **Recommendation 1:** The Committee endorses the appointment of Rachel Musson as Interim Director of Investment and Corporate Services (Section 73 Officer).

3. Background / Issues for Consideration

3.1 Under S73 of the Local Government Act 1985 the Mayoral Combined Authority is required to appoint an Officer to be responsible for the proper administration of its financial affairs. Stephen Fitzgerald, the previous interim Director of Investment and Corporate Services (Section 73 Officer) left the Mayoral Combined Authority on 14th September 2023.

3.2 On Tuesday 15th August 2023, Rachel Musson was interviewed by the Interim Chief Executive and the Head of People and Assets, to replace Stephen Fitzgerald on an interim basis pending the outcome of the permanent recruitment process for the role. Rachel has significant experience as a senior Finance Director and Statutory Finance Officer.

3.3 One other candidate was interviewed on Monday 14th August, but was not felt to be as strong a candidate for the role.

3.4 Rachel commenced in post on 29th August 2023, as the previous interim had a period of leave prior to departure.

- 3.5 Since this is a statutory role, ratification by the West of England Mayoral Combined Authority Committee is necessary. However, as there was no Committee meeting until 6th October 2023, the Interim Chief Executive took an urgent decision on 29th August 2023, following consultation with the Metro Mayor, to appoint Rachel Musson as the Statutory Section 73 Officer. This decision was taken under the urgency provisions in paragraphs 1.4 on page A24 of the West of England Mayoral Combined Authority's constitution, which authorises the Chief Executive:

"In cases of emergency, to take any decision on behalf of the Combined Authority (after consultation with the Mayor)".

- 3.6 It is now necessary for Committee to formally ratify the urgent decision taken by the Interim Chief Executive.
- 3.7 The recommendation for Committee is therefore to formally ratify Rachel Musson as the West of England Mayoral Combined Authority's Director of Investment and Corporate Services (Section 73 Officer).
- 3.8 The process for appointing this role permanently is underway, and the Employment and Appointments Committee stage to finalise the process is taking place on 16th October 2023.

4. Risk Management/Assessment

- 4.1 The Mayoral Combined Authority is required to appoint a Section 73 Officer. The endorsement of the recommendation outlined in this report will ensure the Authority's continued legal compliance, and will also ensure this essential role is covered at a crucial time for the Authority.

5. Finance Implications, including economic impact assessment where appropriate:

- 5.1 The financial implications associated with agreeing the recommendations can be covered from within the existing revenue budget for 2023/24.

Advice given by: Selonge Russell, Head of Finance (Deputy Section 73 Officer)

6 Legal Implications:

- 6.1 It is a statutory requirement to fill the role. Urgency Powers were used appropriately to ensure cover was in place from the departure of the previous s73 Officer until the Committee on 6th October 2023.

Advice given by: Daniel Dickinson, Interim Director of Law and Governance

7 Human Resources Implications:

- 7.1 The interim was sought with the aid of an interim agency, and a thorough interview was conducted with the recommended candidate. The ratification of the proposed interim appointment will ensure that the Authority can continue to deliver its requirements until a permanent appointment is secured.

Advice given by: Alex Holly, Head of People and Assets

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

DATE: 06 OCTOBER 2023

**REPORT TITLE: MAYORAL COMBINED AUTHORITY AND MAYORAL
BUDGET FORECAST 2023/24**

**DIRECTOR: RACHEL MUSSON, INTERIM DIRECTOR OF
INVESTMENT AND CORPORATE SERVICES AND
SECTION 73 OFFICER**

**AUTHOR: SELONGE RUSSELL, HEAD OF FINANCE AND
DEPUTY SECTION 73 OFFICER**

Purpose of Report

- 1 This report represents the revenue and capital forecast for the West of England Mayoral Combined Authority Committee for the financial year 2023/24 based on data from the period April 2023 to July 2023 for both the West of England Mayoral Combined Authority and Mayoral budgets.

RECOMMENDATIONS:

The West of England Mayoral Combined Authority Committee:

- **Recommendation 1:** Notes the forecast position for the West of England Mayoral Combined Authority Revenue Budget as set out in Figure 1; The forecast position for the Mayoral Revenue budget as set out in Figure 6.
- **Recommendation 2:** Notes the changes to the Capital Forecast as set out in Appendix 2.

Voting Arrangements:

Recommendations 1 – 2: None required – Recommendations are for noting purposes.

Background / Issues for Consideration

- 2 In accordance with the regular reporting timetable for updating the committee with budget monitoring information, this report sets out the financial forecast position for both revenue and capital budgets. Members of the committee are asked to note the forecast financial positions set out in this report.

West of England Mayoral Combined Authority Revenue Outturn

- 3.1 The 2023/24 West of England Mayoral Combined Authority Revenue Budget was originally set in January 2023 with income and expenditure of £121m, together producing a net nil balanced budget. A summary of the original budget and the latest forecast position based on actuals to July 2023 is given below:

Figure 1: Approved West of England Mayoral Combined Authority Revenue Budget 2023/24 and Forecast Position Based on Actuals to July 2023

	Approved Budget (£,000's)	Actuals to Date (£,000's)	Variance to Date (£,000's)	Approved Budget (£,000's)	Full Year Forecast (£,000's)	Full Year Variance (£,000's)
Employees	5,600	4,420	(1,180)	16,800	17,643	843
Premises-Related Expenditure	305	427	121	916	946	29
Transport-Related Expenditure	5	17	12	16	40	24
Supplies & Services	2,433	2,664	231	7,299	22,524	15,225
Third Party Payments	31,714	18,002	(13,712)	95,142	107,725	12,583
Depreciation & Impairment Losses	17	205	188	50	255	205
Total Expenditure	40,074	25,735	(14,339)	120,223	149,133	28,910
Income	(38,745)	(26,472)	12,273	(116,239)	(147,266)	(31,028)
Support Services	(1,575)	(497)	1,078	(4,725)	(4,369)	356
Reserves	(20)	(0)	19	(59)	-	59
Total Income	(40,340)	(26,970)	13,370	(121,023)	(151,636)	(30,613)
Surplus	(266)	(1,235)	(969)	(800)	(2,502)	(1,702)
10% Withheld*	267	-	(267)	800	-	(800)
Surplus	1	(1,235)	(1,236)	-	(2,502)	(2,502)

* Forecast additional spend on Employee Costs has been funded from the additional Treasury Management income and project funding and not from the withheld pot.

- 3.2 The West of England Mayoral Combined Authority has been successful in obtaining and utilising additional funding to deliver services to the local community – rising from the originally budgeted £121m to a forecast of £151m during the year – a 25% increase. Expenditure is forecast to also increase as that additional funding will be allocated and spent.

- 3.2.1 A summary of the underlying key variances by category is set out in the following paragraphs:

- 3.2.2 Employees

Following the approval of the budget in January 2023, the Mayoral Combined Authority has undertaken a 'step change' exercise to ensure corporate staffing is fit for purpose. This was a commitment made in the transformation programme response to the Grant Thornton Audit report and the Solace Peer Review.

Having undertaken this exercise, it has become clear that there are a number of gaps in key corporate roles that need to be filled urgently. These additional roles have been placed into the forecast for 2023/24.

3.2.3 Premises

£29k variance compared to the original budget relates to additional Business Rates expenditure.

3.2.4 Transport-Related Expenditure

£24k variance to budget due to an increased return and activity in the number of in person meetings.

3.2.5 Supplies & Services

The increase in forecast variance is mainly due to a number of spend requirements on Infrastructure Projects together with activity forecasted on Business Growth Support Programmes and Local Growth capacity.

3.2.6 Third Party Payments

The variance in forecast position indicates a slight increase of 13% compared to the original budget. This category includes payments and grants made to external parties including bus operators and is fully project funded.

3.2.7 Depreciation and Impairment Losses

This represents the minimum revenue position (MRP) required as a result of the capital assets acquired in line with the office premises.

3.2.8 Income

The 5% share of business rates that is attributed to the Combined Authority was not budgeted as a gross amount because the Baseline level is passported back to the three unitary authorities to support highway maintenance expenditure. The latest forecast grosses up both the income and spend and as such sees the £14.891m attributable to the Combined Authority (based on NNDR1 returns completed after the annual budget was set). This gross income consists of the 5% share of estimated business rate income, s31 grants and offset by the Tariff. Any change in forecast amounts by the unitary authorities will impact on the Combined Authority in 2024/25 or beyond.

On the Interest - The budget was based on a fall in our investment balances to be between £200m - £230m during the year with an average interest rate return of 2%, which was in line with the interest rates as at last October when the budget was produced. Cash balances have not fallen as expected and remain at £360m and therefore one-off advantages as a result of recent increases in interest rates have been obtained.

A breakdown of the Income summary below:

Budget	Forecast	Variance to
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	23/24	23/24	Approved Budget	
	£'000s	£'000s	(£'000s)	%
Grants and Contributions	92,796	102,132	9,337	10%
ITA Levy	19,443	19,443	0	0%
Interest	4,000	10,800	6,800	170%
NNDR	0	14,891	14,891	>100%
	116,239	147,266	31,028	27%

3.2.9 Reserves

The level of reserves remains comparatively low – with the forecasted surplus a future recommended would be put forward to increase the level of reserves to bring these up to the required level. Further information is detailed in the Reserves Section (3.6).

3.3 A forecast underspend of £2,502k for the West of England Mayoral Combined Authority revenue budget is being reported. This represents a 3% variance against the total expenditure.

3.4 An analysis of the forecast position is shown in the table below by directorate:

Figure 2: Forecast by Directorate and as a Percentage of Gross Spend

<i>Directorate / Service Area</i>	Approved Budget (£,000's)	Actuals to Date (£,000's)	Variance to Date (£,000's)	Approved Budget (£,000's)	Full Year Forecast (£,000's)	Full Year Variance (£,000's)
<i>Business & Skills</i>	136	108	(28)	409	415	7
<i>Chief Executive</i>	406	619	213	1,218	1,794	576
<i>Corporate Services</i>	(1,116)	(2,817)	(1,701)	(3,351)	(9,089)	(5,738)
<i>Environment</i>	185	171	(14)	555	673	118
<i>Infrastructure</i>	44	495	451	132	2,614	2,482
<i>Strategy & Innovation</i>	346	190	(156)	1,037	1,091	54
Grand Total	1	(1,235)	(1,236)	(0)	(2,502)	(2,502)

3.5 A summary of the underlying key variances by directorate is set out in the following paragraphs.

3.5.1 Business and Skills

Overall, the directorate is forecasting a marginal variance of 2% for the full year against the approved budget.

3.5.2 Environment

The Environment directorate forecast full year variance compared to the approved budget is a result of approved additional funding and spend from the Green Recovery Fund.

3.5.3 Infrastructure

The original funding for this directorate has increased during the year because of new funding, business case approvals and reprofiling of schemes.

To execute the ongoing substantial revenue and capital initiatives, specific positions have been pinpointed to reinforce our operational capacity. These positions are not reliant on project-specific funding.

3.5.4 Corporate Services

As is seen in other directorates across the West of England Mayoral Combined Authority, actual income through grants or other funding streams has been achieved in year significantly in excess of that originally budgeted and both forecast income and expenditure are expected to rise commensurately during the course of the year for this directorate.

Interest earnings on cash balances have benefitted from increasing rates during the year, as well as a number of 'forward deal' investments and longer-term placements in property and equity funds and therefore contribute £10.8m to the net under-spend position for this directorate – we continue to significantly out-perform the income target of £4m.

Interest earning forecasts currently significantly support the Mayoral Combined Authority core budgets and cash balances are predicted to decline as projects advance. An allocation of the surplus interest earnings at the end of the financial year will be recommended (as in previous years) to be transferred to an earmarked treasury reserve to meet potential short-term reductions in interest earnings or any liability that may arise from future changes to accounting regulations and treatment of pooled property investments. With the remaining being appropriated to the General Reserves. These decisions will formally be recommendations and proposals to the committee at the appropriate times.

The Mayoral Combined Authority's business rates retention share of 5% is dependent on the actual returns of the individual constituent authorities which had been complicated over the last 24 months due to various Covid related government grants received as compensation for business rate income losses. Based on the latest forecast the estimate is likely to be £828k for 2023/24.

3.5.5 Strategy and Innovation

This forecast represents a 5% variance on approved budget spend.

3.5.6 Chief Executive

There has been additional communication spend as a result of the growing demand for campaigns for business skills, infrastructure and regional innovation as well as ongoing promotion of key initiatives.

3.5.7 ITA Levy

Current forecast suggests the Levy will fall within budget. Underspends and overspends across functions have been managed across the programme. An additional £2m of funding from S106, Bus Recovery Grant and Bus Service Operator Grant have helped us manage the growing costs for supported services.

Concessionary travel is still running at around 70% of pre covid level. We expect this to continue to be the case throughout the year. There is a £1.4m reserve in place to cover any unexpected deviations from forecast.

Figure 3: ITA Levy

	Budget 23/24	Forecast 23/24	Variance
<u>Function</u>	(£,000's)	(£,000's)	(£,000's)
Team and Operational costs	1,367	1,443	76
Contribution from the Combined Authority*	(511)	(560)	(49)
Community Transport grants	1,653	1,834	181
Concessionary Fares	13,018	11,569	(1,449)
Concessionary Fares Printing Card Fees		165	165
Real Time Information (RTI)	377	442	65
Supported Bus Services	3,059	7,735	4,676
B&NES & SG Additional Contribution to Supported Services		(412)	(412)
Metrobus	73	81	8
Updating Bus Stop Information	177	173	(4)
Travelwest	14	25	11
Integrated Ticketing	216	205	(11)
	19,443	22,700	3,257
<u>Additional Funding</u>			
S106 Funding		(340)	(340)
Bus Service Operator Grant (BSOG)		(1,148)	(1,148)
Bus Recovery Grant (BRG)		(515)	(515)
Revenue from Supported Buses Contracts		(1,254)	(1,254)
	-	(3,257)	(3,257)
	19,443	19,443	-
<u>Movement in Reserves</u>			
Opening balance on reserves	-	(1,402)	
Forecasted in Year (Surplus) / Deficit	-	-	
<u>Closing Balance on reserves</u>		(1,402)	

Above figures exclude NSC contribution
S106, BSOG & BRG funding are not levy related
*Staffing contribution

UA Levy Contributions as per current Medium Term Financial Plan

Authority	2023/24 Levy £000s	2024/25 Levy £000s	2025/26 Levy £000s	2026/27 Levy £000s
B&NES	5,194	5,194	5,194	5,194
BCC	10,235	10,235	10,235	10,235
SGC	4,014	4,014	4,014	4,014
First	25	25	25	25
Total Levy	19,468	19,468	19,468	19,468

3.5.8 The Investment Fund (with projects managed by both the West of England Mayoral Combined Authority and Unitary Authorities) is forecasting spend of £44.7m in 2023/24 compared to an original budget of £22m as set out in the January 2023

Budget Setting Report. A summary of the original budget and spend is set out in the table below and in more detail in Appendix 1.

Reserves

- 3.6 The 2023/24 Budget Setting Report (Section 4) noted the level of general reserves brought forward as £2.4m and that this was comparatively low compared to other combined authorities (when adjusted for relative size and activity) as well as against a general rule-of-thumb £5.4m target being 5% of turnover. This was also referenced in the Grant Thornton Value for Money Audit 2021-22 report where it has been recommended that the Mayoral Combined Authority should focus on building its general reserves balance to its target in a reasonable timeframe. According to the published Value for Money 2021-22 report – it would take the Mayoral Combined Authority close to forty years to reach the 5% of net annual revenue spend approved target for the reserves balance. As the Mayoral Combined Authority is still in its growth phase this means the absolute value of the 5% target will likely increase dramatically year on year making the achievement of the target even more challenging.
- 3.7 The following table sets out the movement in general and usable earmarked reserves over recent years as well as the position as at July 2023:

Figure 4: Movement in the West of England Mayoral Combined Authority Usable Reserves

	<i>Balance Mar 21 (£,000's)</i>	<i>Balance Mar 22 (£,000's)</i>	<i>Balance Mar-23 (£,000's)</i>	<i>Transfers In 23/24 (£,000's)</i>	<i>Transfers Out 23/24 (£,000's)</i>	<i>Balance Jul 23 (£,000's)</i>
Total Usable General Reserves*	1,953	2,370	2,474			2,474
Business Rate Reserve	777	777	777			777
Integrated Transport Auth Reserve	843	616	616			616
Integrated Transport Bus Reserve	-	1,347	786			786
Mayoral Capacity Funding Reserve	507	214	42			42
Housing Capacity Funding	1,096	502	502			502
Programme Delivery O/Hd Reserve	391	822	822			822
Treasury Management Reserve	400	1,099	1,574			1,574
M10 Reserve	166	71	105			105
Mayoral Elections Reserve	888	120	466	115		581
Adult Education Reserve	238	312	1,468			1,468
Business Rates s31 Grant Reserve	9,561	3,406	-			-
Other Reserves	774	355	275			275
Total Usable Earmarked Reserves	15,641	9,641	7,433	115	-	7,548
TOTAL USABLE RESERVES	17,594	12,011	9,907	115	-	10,022

* Total Usable General Reserves - Consideration will be taken at the final outturn position on transfers to general reserves and earmarked reserves.

- 3.10 As previously reported - The level of reserves set out in the table above remains low when compared to other authorities either in terms of general reserves or when combined with earmarked reserves. An analysis of published accounts to the end of March 2022, showed that levels of reserves would broadly need to double to approach comparable levels elsewhere. A summary of that analysis is shown in the table below:

Figure 5: Comparison of Reserves Levels at end of March 2022

	<u>General Reserves</u>		<u>General & Earmarked</u>	
	Other CA's	West of England CA	Other CA's	West of England CA
Proportion of Spend on Services	2.4%	1.4%	28.4%	12.6%
Proportion of Net Cost of Services	4.3%	2.2%	66.9%	19.8%
Proportion of Taxation / Grant Funding	3.9%	2.3%	58.7%	21.0%
Proportion of Gross Transactional Value	1.1%	1.0%	12.8%	6.3%

3.11 As the authority continues to grow, and whilst the volatility of revenue funding streams remains a significant issue, the West of England Mayoral Combined Authority will continue to monitor its risks and balance the need to hold reserves, and this will be reported throughout the financial year.

3.12 Of the earmarked reserves being held, an explanation of the most significant is given below:

Business Rate Reserve – Held to meet potential risk in NNDR income due to changes in rateable value of properties (appeals), exemptions and collection rates (bad debt provisions).

Integrated Transport Authority Reserve – To hold variances between the costs of concessionary fares, Bus Information Services and Community Transport support pending adjustment of Levy calculations.

Housing Capacity Fund – Holding a strategic housing reserve to support the work of the housing delivery unit.

Treasury Management Reserve – Held to manage the financial impact of movements in cash balances and/or interest rates and to mitigate against the risk of pooled investment losses being subject to change in future accounting regulations.

Adult Education Reserve – Ring-fenced grant funding held for future spend on adult education services.

Programme Delivery Overhead Reserve - Central overhead savings due to delays in programme delivery.

Mayoral Revenue Forecast

4.1 The 2023/24 Mayoral Budget was approved in January 2023 to be balanced and consisted of a £675k spend offset by £675k of income. Included within the expenditure is a £346k annual contribution to an earmarked reserve set aside to pay for the four-yearly costs of elections.

4.2 The table below summarises the forecast position for the Mayoral Budget:
Figure 6: Mayoral Revenue Forecast

	Approved		Variance to Approved	
	Budget	Forecast	Budget	
	(£,000's)	(£,000's)	(£,000's)	(%age)
Central Support Costs	24	24	-	-
Employee Costs	243	243	-	-
Reserves	346	346	-	-
Supplies & Services	57	57	-	-
Transport	5	5	-	-
	675	675	-	-
Grants & Contributions	(675)	(675)	-	-
	(675)	(675)	-	-
	-	-	-	n/a

The West of England Mayoral Combined Authority Capital Programme Forecast

- 5.1 The capital programme continues to evolve during 2023/24 as additional funding streams have been identified and project delivery plans refined and implemented.
- 5.2 As can be seen from the table below, the budgeted gross spend for 2023/24 was originally £107m in January 2023 but has been revised downward slightly to £104m by March 2023. The forecast for 2023/24 based on information to July 2023 is £126.5m. A full listing of the capital forecast is set out in Appendix 2.

Figure 7: Evolution of the West of England Mayoral Combined Authority Capital Budget – Gross Spend

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27+	Total
Gross Spend	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)
Jan-22	88,963	142,230	135,591	120,454	216,000	n/a	703,238
Jan-23	n/a	96,740	107,873	134,781	243,653	183,428	766,475
Mar-23	n/a	76,165	104,269	156,868	231,045	201,250	769,597
Sep-23	n/a	76,165	126,466	195,462	300,525	149,974	848,591

There have been ongoing challenges with forecasting information. Discussions are continuing with the West of England Unitary Authorities to ensure that reporting is improved.

Other Options Considered

- 6 Value for Money and appropriate use of resources are constantly considered when allocating, monitoring and managing all revenue and capital budgets.

Risk Management/Assessment

- 7 This report forms a core part of the governance and risk management process. The forecast presented in this report take account of known financial risks and their potential impact on the forecasted financial position.
- 7.1 Treasury Management Income is being used to fund the increase in core staffing costs. Were this income to fall staffing costs will need to be funded by alternative means or reduced accordingly.
- 7.2 The West of England Mayoral Combined Authority will continue to put forward a case to government to establish sustainable core funding for Combined Authorities beyond the current annual allocations (Mayoral Capacity Fund and Business Rates Pilot Scheme) and taking account of the high inflationary environment that builds into base costs without inflated funding.
- 7.3 In terms of reserves the committee set a 5% target on general reserves and the current position on general reserves is these will total approximately £2.4m against a target of £5.7m. Reserves need to continue to be built up using the only source currently available - the Treasury Management one-off surpluses and should not be reduced as they are not yet adequate. In addition, this is still the most volatile economic situation for some time and adequate reserves are even more essential in such circumstances given they are less than half the Committees agreed target.

Public Sector Equality Duties

- 8 The public sector equality duty created under the Equality Act 2010 means that public authorities must have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the Act.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.
- 8.1 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.
- 8.2 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.
- 8.3 There are no specific public sector equalities issues arising from this report although budget managers are reminded to consider how they could positively contribute to the advancement of equality and good relations.

Climate Change Implications

- 9 Several of the specific West of England Mayoral Combined Authority workstreams have a strong focus on improving climate change. Where funds are allocated as grants to local businesses and organisations, the criteria used to prioritise funding allocations will incorporate carbon management and where appropriate consideration of nature recovery and climate resilience opportunities.

Advice given by: Roger Hoare, Head of Environment

Finance Implications, including economic impact assessment where appropriate:

- 10.1 The financial implications are contained within the body of the report.
- 10.2 General and earmarked reserves available to meet potential risks remain comparatively low and the West of England Mayoral Combined Authority will continue to manage those risks and further build levels of reserves in the future.

Advice given by: Rachel Musson - Interim Director of Investment & Corporate Services

Legal Implications:

- a11 This report monitors how the West of England Mayoral Combined Authority and the Mayoral Fund are performing against the financial targets set in January 2023 through the Budget setting process in accordance with the West of England Mayoral Combined Authority Order 2017 and the Combined Authorities Financial Order 2017.

Advice given by: Daniel Dickinson, Interim Director of Law and Governance

Human Resources Implications:

- 12 All spend on staffing is within the budget and resources as approved by the West of England Mayoral Combined Authority committee. Fixed term contracts are applied for staff who are engaged on projects which have time limited funding, (i.e. specific grants).

Advice given by: Alex Holly, Head of People & Assets

Appendices & Background papers:

Appendix 1: Revised 3-year forecasted revenue spend on Investment Fund Projects
Appendix 2: Capital Forecast

Appendix 1 – Investment Fund Forecast

Investment Fund	2023/24 £000s	2024/25 £000s	2025/26 £000s	Total £000s
Careers Hub 22/23 - 24/25	300	288	140	728
Research and Challenge Innovation Fund (Business Innovation Fund)	40	-	-	40
LIS Productivity Challenge	714	798	436	1,948
Innovation for Renewal and Opportunity	3,624	1,901	-	5,525
Culture and Creative Economic Recovery Fund	70	60	-	130
Cultural Compact Start-up Investment	185	70	-	255
Future Bright Plus	1,372	-	-	1,372
Digital Skills Investment Programme	24	-	-	24
Community Recovery Fund	59	-	-	59
All Age Advice Centre Pilot	171	-	-	171
Skills Connect and Priority Skills Fund	1,717	2,197	315	4,229
West of England Talent Retention Platform	70	-	-	70
West of England HGV Driver Training	67	2	-	69
Business Start up School	245	244	-	489
Energy Strategy – Climate Change Action Plan	63	-	-	63
Low Carbon Challenge Fund	1,000	443	-	1,443
Regional Low Carbon Delivery Programme	2,813	2,117	50	4,980
Workforce for the Future	1,058	150	-	1,208
Retrofit Accelerator	1,002	988	489	2,479
Metrobus Consolidation Package	38	5	5	48
Strategic Green Infrastructure	31	-	-	31
Spatial Development Strategy/LTP Shared Evidence Base (SDS)	470	1,000	-	1,470
One Public Estate	125	-	-	125
Mass transit options Phase 2 including Bath Transport Study	312	-	-	312
Integrated Smart Ticketing	83	-	-	83
Future Transport Zones	-	1,511	2,144	3,655
10 Year Rail Delivery Plan	325	325	-	650
EV Charging Infrastructure	114	-	-	114
Community Pollinator Fund	714	649	-	1,363
Total IF managed by Combined Authority	16,806	12,748	3,579	33,133
Common Connections	238	50	-	288
Frome Valley River Reserve	667	439	-	1,106
Midsomer Norton High Street Market Square	40	10	-	50
Coalpit Heath/Westerleigh Bypass and Frampton Cotterell/ Winterbourne Bypass	72	-	-	72
WE Work for Everyone	374	-	-	374
Yate Park & Ride (Feasibility)	66	-	-	66
i-START (formerly Working Well Institute)	1,376	82	-	1,458
Reboot West	275	36	-	311
High Street Catalyst	75	-	-	75
East Fringe Master Plan	34	-	-	34
Frome Gateway Framework & Infrastructure Delivery Plan	71	-	-	71
Milsom Quarter Masterplan	907	1,523	-	2,430
Bristol City Centre & High Streets Recovery and Renewal Programme	1,500	266	-	1,766
Bottle Yard Studios - Hawkfield Business Park	90	-	-	90
B&NES Housing and Regeneration Enabling Fund	254	347	-	601
Harbour Place Shaping Strategy	283	-	-	283
Bath Creative Quarter	113	-	-	113
City Centre Economic Development and Markets	110	36	-	146
BANES Strategic Masterplanning	925	-	-	925
SGC High Street Catalyst Fund	56	47	-	103
Housing and Regeneration Enabling Fund (HREF) - SGC Capacity	488	83	-	571
FEAS ER - Bristol Avon Flood Strategy – Active Travel & Green Infrastructure Greenway	169	-	-	169
FEAS ET - Evidence to support transition from Spatial Development Strategy to Local Plan Making	330	-	-	330
LOHS Bath Local Centres	129	18	10	157
Total IF managed externally	8,642	2,937	10	11,589
Total IF funding committed	25,448	15,685	3,589	44,722

Appendix 2 – Capital Forecast

Investment Fund	23/24 Budget	YTD Spent	Forecast	Budget: Forecast Variance	24/25	25/26	26/27	27/28	TOTAL	Lead	Notes
Low Carbon Challenge - Recovery Fund Capital Grant	1,024	5	198	- 826	-	-	-	-	198	CA	Spending revised down
Low Carbon Challenge - Green Recovery Fund Capital	586	-	300	- 286	-	-	-	-	300	CA	Spending revised down
Regional Low Carbon Delivery - Capital	2,220	-	1,570	- 650	2,175	-	-	-	3,745	CA	
GRF Energy Capital	-	-	125	125	374	-	-	-	499	CA	New funding not budgeted for.
Business Growth and Adaptations Fund	33	27	27	- 6	13	-	-	-	40	CA	No significant variance
EV Charging Infrastructure Capital	-	13	1,538	1,538	-	-	-	-	1,538	CA	Newly commenced project, not budgeted for.
Wraxall Road Final Draft	-	4	104	104	-	-	-	-	104	SGC	No funding profile this financial year at budget. Awaiting claims from council.
QTIC+	2,600	-	2,600	-	15,150	11,511	-	-	29,261	UoB	Significant reprofile of spend into future financial years. No claims made to date
IF CG - Bottle Yard Studios - Hawkfield Business Park	90	-	183	93	-	25	-	-	208	BCC	Additional spend has moved into current year vs original budgeted position. Awaiting claims from council
IF DH – Chew Valley Recreational Trail	-	-	150	150	-	-	-	-	150	BCC	Additional spend has moved into current year vs original budgeted position. Awaiting claims from council
FEAS CU – Old City and King Street	-	-	93	93	-	-	-	-	93	BCC	Additional spend has moved into current year vs original budgeted position. Awaiting claims from council
Strategic Cycle Route Connecting Yate with the East Fringe	-	-	532	532	-	-	-	-	532	SGC	Additional spend has moved into current year vs original budgeted position. Awaiting claims from council
IF DR Thornbury Hospital Site	-	-	122	122	-	-	-	-	122	SGC	Additional spend has moved into current year vs original budgeted position. Awaiting claims from council
IF BY - South Bristol Industrial Light Workspace	1,160	12	1,160	-	-	-	-	-	1,160	BCC	Additional spend has moved into current year vs original budgeted position. Awaiting claims from council
IF DI - Bath City Centre High Streets Renewal Project	296	9	1,378	1,082	-	-	-	-	1,378	BANES	Additional spend has moved into current year vs original budgeted position. Awaiting claims from council
FEAS G-AG - Gomer Valley Enterprise Zone	266	284	521	255	-	-	-	-	521	BANES	Additional spend has moved into current year vs original budgeted position. Awaiting claims from council
FEAS EE - Kenilsham Road	-	1	61	61	-	-	-	-	61	SGC	Additional spend has moved into current year vs original budgeted position. Awaiting claims from council
FEAS ED - Pilton to MoD	-	1	46	46	-	-	-	-	46	SGC	Additional spend has moved into current year vs original budgeted position. Awaiting claims from council
FEAS EC - Gorgesend Road - Gillingsstool	-	1	57	57	-	-	-	-	57	SGC	Additional spend has moved into current year vs original budgeted position. Awaiting claims from council
Emersons Green Local Transport Enhancements	319	-	-	-	-	-	-	-	-	SGC	Additional spend has moved into current year vs original budgeted position. Awaiting claims from council
FEAS EB - Claverton Way / Dovercourt	-	-	1,594	1,594	-	-	-	-	1,594	BCC	Additional spend has moved into current year vs original budgeted position. Awaiting claims from council
IF ES - Bath City Centre Line Phase 1	928	-	928	-	-	-	-	-	928	BANES	Additional spend has moved into current year vs original budgeted position. Awaiting claims from council
FEAS DK - Cannon Connections Capital	182	21	109	- 73	131	-	-	-	240	SGC	Spend reprofiled vs original budget. Awaiting claims from council.
Midsomer Norton High Street Market Square Project	735	-	735	-	265	-	-	-	1,000	BANES	No significant variance. No claims made to date.
LOHS Bath Local Centres (capital)	17	-	17	-	1,991	-	-	-	2,008	BANES	No significant variance. No claims made to date.
IF CI - Milsom Quarter (capital)	586	2	586	-	173	-	-	-	759	BANES	No significant variance. No claims made to date for current financial year.
IF M - Hengrove Park Enabling Infrastructure	7,592	-	7,592	-	10,280	-	-	-	17,872	BCC	No significant variance. No claims made to date.
IF EJ - Kingswood Regeneration Project	3,701	3	494	- 3,207	-	-	-	-	494	SGC	Funding switched for project to EDF in current and next financial year. No claims for current financial year.
FEAS FL - Alveston Hill Cycleway	238	-	72	- 166	-	-	-	-	72	SGC	No funding profile this financial year at budget. Awaiting claims from council.
IF GM - Arena Infrastructure Package	-	-	3,880	3,880	6,095	30	-	-	10,005	SGC	Newly commenced project, not budgeted for.
Bristol Cycle Hangars Capital	-	-	4	5	-	-	-	-	5	CA	No funding profile this financial year at budget, small slippage into this financial year.
IF BS - MetroBus Consolidation Package Capital	-	-	38	38	-	-	-	-	38	CA	No funding profile this financial year at budget, small slippage into this financial year.
SUBTOTAL	22,573	351	26,815	4,561	36,647	11,566	-	-	75,028		

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Other Capital	23/24 Budget	YTD Spent	Forecast	Budget: Forecast Variance	24/25	25/26	26/27	27/28	TOTAL	Lead	
CRSTS	19,138	4,370	33,621	14,483	99,468	178,526	103,384	-	415,000	Various	Figures subject to current rebaselining. Increase in spend this financial year with more accurate forecasting available.
Highways Maintenance Grants	25,000	9,276	27,828	2,828	27,828	27,828	27,828	-	111,314	CA	Increase in forecast due to additional funding.
Active Travel Fund Projects	4,051	3	946	3,105	3,105	-	-	-	4,051	Various	Awaiting claims from the UAs for current year spend. Spend profiles have moved to the right.
MetroWest Phase 2	5,932	5,644	16,284	10,352	5,489	34,145	5,583	695	62,196	CA	Project is progressing well- lots of activity has moved forwards in time hence higher spend than budget
Office Move - 70 Redcliffe	-	73	73	73	-	-	-	-	73	CA	Small amount of capital cost incurred this year due to the office move.
FTZ	13,075	1,064	10,370	2,705	9,031	2,127	-	-	21,528	CA	Forecast spend has moved into future years, hence the reduction since budget
MetroWest Phase 1	-	60	364	364	-	-	-	-	364	CA	
Bristol Temple Quarter	14,500	25	9,556	4,944	11,919	46,332	13,178	-	80,985	CA	Spend has moved into future years compared to the original budgeted position.
DCIA	-	43	43	43	-	-	-	-	43	CA	Fund has ended.
UK Shared Prosperity Fund (UKSPF) Capital	-	45	358	358	1,353	-	-	-	1,711	CA	New funding not budgeted for
Rural England Prosperity Fund	-	-	207	207	621	-	-	-	828	CA	New funding not budgeted for
SUBTOTAL	81,696	20,597	99,651	17,955	158,815	288,959	149,974	695	698,093		
TOTAL	104,269	20,948	126,466	22,516	195,462	300,525	149,974	695	773,121		



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

DATE: 6 OCTOBER 2023

REPORT TITLE: AUDIT COMMITTEE ANNUAL REPORT 2022/23

**DIRECTOR: RACHEL MUSSON, INTERIM DIRECTOR OF
INVESTMENT AND CORPORATE SERVICES AND
SECTION 73 OFFICER**

**AUTHOR: SELONGE RUSSELL, HEAD OF FINANCE AND
DEPUTY SECTION 73 OFFICER**

Purpose of Report

- 1 The purpose of the Annual Report 2022/23 is to bring together in one document a summary of the work undertaken by the Audit Committee. The production of the report complies with current best practice for audit committees. It allows the Audit Committee to demonstrate it has fulfilled its terms of reference and share its achievements with the main West of England Mayoral Combined Authority Committee and is thought useful as a reminder to the organisation of the role of the committee in providing assurance about its governance, risk management, financial and business controls.

The Chartered Institute of Public Finance and Accountancy (CIPFA) has issued guidance to local authorities to help ensure that Audit Committees operate effectively. The guidance recommends that Audit Committees should report annually on how they have discharged their responsibilities. A copy of the annual report of this Audit Committee is attached.

Recommendation

- **Recommendation 1:** Note the Audit Committee Annual Report 2022/23.

Background / Issues for Consideration

- 2 The Audit Committee is a key component of corporate governance and provides an important source of assurance about the organisation's arrangements for managing risk, maintaining an effective control environment, and reporting on financial and other performance. The Committee is also

responsible for approving the Statement of Accounts and the Annual Governance Statement.

The specific work undertaken by the Committee is set out in the Annual report.

Consultation

3 Relevant officers and the Audit Committee were consulted in producing the Annual Audit Report.

Other Options Considered

4 This report is presented to enable the Audit Committee to fulfil its responsibility for reporting on how they have discharged their duties.

Risk Management/Assessment

5 The Audit Committee aims to comply with standards established by the Chartered Institute of Public Finance and Accountancy (CIPFA). The production of the Annual Report is consistent with the CIPFA standards.

Public Sector Equality Duties

6 There are no direct Equalities implications arising from this report.

Climate Change Implications

7 There are no direct climate change implications arising from this report.

Finance Implications, including economic impact assessment if appropriate:

8 There are no Financial Issues arising from this report.

Legal Implications:

9 There are no direct Legal Implications associated with this report.

Human Resources Implications:

10 There are no Human Resources implications arising from the report.
Advice given by: Alex Holly, Head of People and Assets

Appendices:

Appendix 1 – Audit Committee Annual Report 2022/23

Background papers:

Audit Committee Terms of Reference – West of England Mayoral Combined Authority Constitution.

Relevant reports presented to the Audit Committee and minutes of the meetings of the Audit Committee.

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**West of England Mayoral Combined
Authority**

AUDIT COMMITTEE

ANNUAL REPORT 2022/23

1. FOREWORD

1.1 As Chair of the Audit Committee, I have pleasure in submitting this year's Annual Report. This document summarises the work of the Audit Committee in providing assurance about the Mayoral Combined Authority's (MCA) governance, risk management, financial, and business controls. The year 2022/23 has presented challenges like no other.

There have been many benefits from the work of the committee. The main positive outcomes and improvements include:

- Active involvement in the review by the External Auditor of governance and VFM arrangements including extensive liaison with the West of England Mayoral Combined Authority Committee.
- An unqualified External Audit opinion on the Mayoral Combined Authority Statement of Accounts.
- The timely sign-off of the accounts to the amended timetable.
- An Annual Governance Statement that reflected the developments within the Mayoral Combined Authority.
- A satisfactory opinion from the Head of Internal Audit on the Internal Control Framework.
- Completing the first self-assessment review of the Audit Committee for the 2022/23.
- Acknowledging the continued developments in Risk Management within the Mayoral Combined Authority.

However, on a less positive note the Audit Committee was also disappointed to find the Authority was slow in responding to the External Auditors Value for Money initial findings, which delayed the final report. Audit Committee was at least reassured that the final report with its 3 Statutory recommendations, 2 key recommendations and 4 recommendations, justified our ongoing concerns. The Initial Authority response did not recognise the seriousness of this report and we see the implementation of an effective action plan to overcome these failings as a top priority for the new financial year.

Cllr Geoffrey Gollop, Audit Committee Chair July 2023

2. INTRODUCTION

2.1 It is important that the Mayoral Combined Authority has an independent and effective Audit Committee that follows best practice. The Audit Committee is the primary means by which the Mayoral Combined Authority obtains assurance that governance, risk management and control systems are in place and effective. It ensures that these are regularly reviewed and reflect regularity and propriety.

3. WORK AND ACTIVITY OF THE AUDIT COMMITTEE IN 2022/23

3.1 External Audit – Grant Thornton

The Committee received an initial report in April 2022 which provided the West of England Audit Committee with an overview of Grant Thornton's initial findings to date on the Value for Money Arrangements 2020/21. The Audit Committee noted the report with the request that Grant Thornton bring an updated version of the report to a future meeting.

In October 2022, members received a follow up report on the Value for Money Arrangement 2020/21 – The updated position was discussed by the Committee.

Considered a final report in November 2022 and submitted their views on the Value for Money 2020/21 Report. The report included 3 Statutory Recommendations, 2 Key Recommendations and 4 Improvement Recommendations. The Committee discussed the findings at length and considered the recommendations. Officers were asked to re-consider the action plan and aim to achieve a more co-ordinated response with the three constituent authorities. Recommended that this jointly worked action plan be brought back to the next meeting of Audit Committee, with specific proposals for dealing with each recommendation setting out measurable actions against targets and progress made.

An updated Action Plan had been brought forward and was agreed by the Mayoral Combined Authority Committee at its reconvened meeting on 9 December 2022. The Audit Committee acknowledged that positive progress had been made.

The Committee considered and accepted the Audit Findings and an Updated Audit Findings Report for the West of England Mayoral Combined Authority for year ending 31 March 2022.

In December 2022, The Audit Committee were informed that Grant Thornton had been successful in winning a contract in the procurement, and the PSAA was appointing this firm as the auditor of West of England Mayoral Combined Authority for five years from 2023/24.

Received and considered several Progress and Sector Updates including emerging national developments such as industry changes resulting from Climate Changes, Audit Fee Increases.

3.2 Internal Audit – Audit West

The Committee received and considered the Internal Audit Annual Report 2021/22 setting out progress against the plan, a summary of audit performance and key issues, and the formal opinion on the internal control framework.

Received and approved the Internal Audit Plan for 2022/23.

Considered a report updating the Committee on the Internal Audit work 2022/23. The report summarised the first six months of audit work. Members noted the areas under review.

The Committee also received an informal briefing on Counter Fraud & Corruption and a formal report outlining work carried out.

The Committee was consulted on areas for the audit plan and agreed to increased resources for audit activity and then approved the Internal Audit Plan for 2023/24.

3.3 Risk Management

The Committee received a report on the annual review and update of the West of England Mayoral Combined Authority Monitoring & Evaluation Framework and the Risk Management Framework. The Corporate Risk Register was considered throughout the financial year alongside the Infrastructure Directorate Risk Register considered in March 2023.

The Committee considered a report which set out the effective two-way communication between the Mayoral Combined Authority's External Auditors and Audit Committee (as those charged with governance). The committee confirmed that the West of England Mayoral Combined Authority management response to the Auditor Risk Assessment was a true reflection of the Authority's management processes.

3.4 Corporate Governance

The Annual Governance Statement is a key consideration for the Committee each year. It outlines the governance arrangements at the Mayoral Combined Authority and aims to conclude on how effectively those arrangements have been operating. The Committee considers the Annual Governance Statement to ensure it is reflective of the arrangements and identifies any significant governance issues. The Committee is assured by the review process and approved the 2021-22 Annual Governance Statement as a fair reflection of the Combined Authorities governance arrangements following the detailed Value for Money Review for 2020-21.

The Committee received a report that presented the Chartered Institute of Public Finance & Accountancy (CIPFA) Position Statement: Audit Committees in Local Authorities and Police 2022 for comments. The 2022 Position Statement set out the purpose, model, core functions and membership of an audit committee.

3.5 Financial Governance - Treasury Management

The Committee reviewed the Combined Authorities Treasury Management arrangements. This included a briefing from ArlingClose (the Combined

Authorities advisors) and reviewed the Annual Treasury Management Report for 2023/24 which covered the actual Prudential Indicators, and the Monitoring Report which included the actual and proposed treasury management activity.

3.6 Financial Governance – Annual Accounts

The Committee considered and reviewed the unaudited draft Statement of Accounts for 2021/22 and approved the 2021/22 Statement of Accounts with an accompanying presentation. The accounts were reviewed by the Committee on several occasions as the External Auditors' work progressed.

3.7 Training and Development

In September 2022, the Audit Committee members attended an informal virtual workshop on the Draft Statement of Accounts carried out by the Mayoral Combined Authority Finance Team officers. The workshop covered the following:

- Purpose of the Statement of Accounts
- Key Messages
- SWOT Analysis
- Key Ratios – 2020/21 & 2021/22
- Estimates and Assumptions
- External Auditor Updates

In December 2022, the Audit Committee members attended a virtual training session carried out by the West of England Mayoral Combined Authority Treasury Advisors Arlingclose on a Treasury Management Overview. The training covered the following:

- Introduction to Treasury Management
- Regulatory Framework
- Member Scrutiny
- Risk Management
- Investment Management.

In February 2023 the Audit Committee members attended a virtual training course carried out by The Chartered Institution of Public Finance and Accountancy (CIPFA). The training covered the following:

- The purpose of the Audit Committee and considered its relationships to other Mayoral Combined Authority Committees.
- The main areas of responsibility for the Audit Committee as set out in the CIPFA Position Statement on Audit Committees 2022.
- The role of the Audit Committee Chair.
- Review of the Knowledge and Skill Requirements of the Audit Committee members to be able to question and challenge constructively, enabling them to perform their accountability role and have impact.
- Guidelines on evaluating the effectiveness of the committee.

4. AUDIT COMMITTEE WORKPLAN FOR 2023/24

- 4.1 The Committee considered the workplan for the financial year 2023/24 at the March 2023 meeting. Whilst the Committee's work will be broadly in line with previous years it will keep under close review several key areas:
- Treasury management arrangements
 - Risk Management Reviews
 - Monitoring the issues recorded in the Annual Governance Statement 2021/22; and
 - Monitoring the responses to the Audit Findings and Live Action Plan arising from the critical VFM report.
- 4.2 The dates for the West of England Mayoral Combined Authority Committee for 2023/24 will be taken to the AGM as part of the annual business report in June 2023. The provisional dates are as set out below:
- 3rd July 2023
 - 18th September 2023
 - 4th December 2023
 - 4th March 2024

5. AUDIT COMMITTEE SELF-ASSESSMENT ANNUAL REVIEW

- 5.1 A review of the effectiveness of the Audit Committee was facilitated and co-ordinated by Internal Audit during March and April 2023. This consisted of an initial meeting with the Chair, Vice-Chair, and Independent Co-Opted Member to assess the current position using the CIPFA best practice checklist.

Subsequently, a workshop was held with the full Audit Committee to review the scores and key areas for improvement were identified as detailed below:

- The existing Terms of Reference require update and improvement as they have not changed since the original West of England Mayoral Combined Authority Constitution was created. However, it is acknowledged that the Committee has broadly followed expected norms in terms of core priorities identified in CIPFA's Position Statement.
- The Committee has only one independent co-opted member, CIPFA recommend consideration of 2 independent members.
- The Committee has not carried out an evaluation of knowledge, skills and training needs of the Chair & Committee.
- The Committee has not established any annual review of its effectiveness against CIPFA best practice. This review is the first that

has been carried out since the inception of the West of England Mayoral Combined Authority.

5.2 An action plan has been created and progress, towards addressing the key areas for improvement, will be followed up later in 2023/24.

6. MEMBERSHIP AND MEETINGS OF THE COMMITTEE

6.1 Appendix 1 provides a schedule of the meetings that took place during 2022/23 and the corresponding papers that were considered.

6.2 Councillor Geoffrey Gollop has been Chair of the Committee since 2017. The Committee Members since April 2022 are as follows:

Cllr Geoff Gollop, Bristol City Council (Chair)
Cllr David Wilcox, Bristol City Council (Vice Chair)
Cllr Brenda Massey, Bristol City Council
Cllr Hal MacFie, Bath & North East Somerset Council
Cllr John Ashe, South Gloucestershire Council
Cllr John O'Neill, South Gloucestershire Council
Cllr Jonathan Hucker, Bristol City Council
Cllr Mark Bradshaw, Bristol City Council
Cllr Matthew Riddle, South Gloucestershire Council
Cllr Rob Appleyard, Bath & North East Somerset Council
Cllr Sarah Classick, Bristol City Council
Mark Hatcliffe, Independent Member of Audit Committee

7. WEST OF ENGLAND MAYORAL COMBINED AUTHORITY AUDIT COMMITTEE RESPONSIBILITIES

7.1 The Audit Committee has the following responsibilities:

1. Reviewing and scrutinising the authority's financial affairs;
2. Reviewing and assessing the authority's risk management, internal control and corporate governance arrangements;
3. Reviewing and assessing the economy, efficiency and effectiveness with which resources have been used in discharging the authority's functions;
4. Reports and recommendations to the Mayoral Combined Authority in relation to the reviews they have conducted;
5. To consider and approve the Annual Statutory Accounts;
6. Frameworks and make recommendations where appropriate.

8 CONCLUSION

- 8.1 This review gives an overview of the range of work undertaken by the Committee. The Committee's primary contribution to the Combined Authorities objectives is to ensure that Governance, Control, Risk Management and Audit systems which underpin the work of the Mayoral Combined Authority are sound, reliable, robust and secure. This report provides sight of areas where that is not the case.
- 8.2 In an Authority with only one directly elected member, the need for openness, transparency and good governance is even more critical than it is in a traditional local authority. The need for co-operation and joint working is fundamental to the authority's existence and The Audit Committee has a responsibility to ensure the best possible standards of governance are in place.
- 8.3 The Audit Committee is made up of Councillors from the three constituent local authorities representing all the main political parties. We could not carry out our work without the highly professional support and guidance that we receive. The Committee would like to thank the following:
- The Internal Audit Service for their continued hard work and continuous assurance;
 - Grant Thornton who have had a particularly challenging year with the West of England Mayoral Combined Authority, for the professional and diplomatic way they have dealt with a difficult situation and helpful and constructive way in which they have dealt with the issues of concern;

- The Interim Chief Executive and Interim Chief Financial Officers for their openness and support;
- And the finance team for the support they provide the Committee in discharging its responsibilities and their technical and financial skill applied throughout the year to ensure timely and effective compliance.

APPENDICES:

Appendix 1: Details of the Reports Considered by the Audit Committee during 2022/23

Appendix 1

Details of Reports Considered by Audit Committee during 2022/23

Meeting Date	Papers Considered
28 th April 2022	<ul style="list-style-type: none"> • Monitoring & Evaluation Framework 2022 Draft • Risk Management Framework 2022 Draft • Corporate Risk Register April 2022 • Final Evaluation – Main Report • Informing the Audit Risk Assessment • Grant Thornton – West of England CA 2021-22 Audit Plan • External Audit Progress Report and Sector Update • Value for Money Arrangements 2020-21 • Briefing on 2020-21 Financial Sustainability Element VFM work • Internal Audit Annual Report 2021-22 • Internal Audit Plan 2022-23
12 th October 2022	<ul style="list-style-type: none"> • Audit Committee Briefing on 2020-21 Financial Sustainability, Governance, 3Es and Financial Reporting VFM Work. • External Audit Progress Report and Sector Update • West of England CA Progress Report including CIPFA Audit Committee Position Statement 2022 Update • Draft Statutory Statement of Accounts 2021-22
17 th November 2022	<ul style="list-style-type: none"> • External Auditors VFM Report on Governance • Audit Committee – Response from Officers • West of England CA Audit Findings Report 2021-22 • Internal Audit Update • Concessionary Travel Audit Actions Update
12 th December 2022	<ul style="list-style-type: none"> • West of England CA Audit Findings Report 2021-22 (December Update) • West of England CA Draft Letter of Representation 2021-22 • Treasury Management Strategy 2023-24 including Treasury Management 2022-23 Monitoring Update • Risk Management – Corporate Risk Register December 2022 • Appointment of External Auditors • Forward Plan of Committee Items

2nd March 2023	<ul style="list-style-type: none"> • Audit Committee – Review of Effectiveness • Internal Audit Plan 2023-24 • External Audit Committee Progress Report – March 2023 • Risk Management – Infrastructure Risk Register • Risk Management – Corporate Risk Register • Response to Audit Findings and Action Plan • Audit Committee Forward Work Plan 2023-24

Note: 3 meetings during the year were cancelled – 8th June 2022; 8th July 2022 and 14th July 2022.

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