

A meeting of the

Joint meeting - West of England Combined Authority Committee and West of England Joint Committee

will be held on

Date: Friday, 15 October 2021

Time: 10.30 am

Place: Council Chamber, Bristol City Hall

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

Metro Mayor Dan Norris

Councillor Kevin Guy, Leader, Bath and North East Somerset Council

Mayor Marvin Rees, Bristol City Council

Councillor Toby Savage, Leader, South Gloucestershire Council

Richard Bonner, Chair of the West of England Local Enterprise Partnership (non-voting member)

Notice of this meeting is given to members of the West of England Joint Committee as follows:

Metro Mayor Dan Norris

Councillor Kevin Guy, Leader, Bath and North East Somerset Council

Mayor Marvin Rees, Bristol City Council

Councillor Toby Savage, Leader, South Gloucestershire Council

Councillor Donald Davies, Leader, North Somerset Council

Richard Bonner, Chair of the West of England Local Enterprise Partnership (non-voting member)

Enquiries to:

Ian Hird West of England Combined Authority Office

3 Rivergate

Temple Quay

Bristol

BS1 6EW

Email: democratic.services@westofengland-ca.gov.uk

Tel: 07436 600313

Members of the public may:

- Observe all Combined Authority Committee meetings unless the business to be dealt with would disclose 'confidential' or 'exempt' information.
- Inspect agendas and public reports five clear working days before the date of the meeting.
- Inspect agendas, reports and minutes of Combined Authority 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.
- Have access to a list setting out the decision-making powers the Combined Authority has delegated to their officers and the title of those officers.
- For further information about this agenda or how the authority works, please contact Democratic Services, telephone 07436 600313 or e-mail: democratic.services@westofengland-ca.gov.uk

Guidance for press and public attending this meeting:

The Openness of Local Government Bodies Regulations 2014 mean that any member of the public or press attending this meeting may take photographs, film or audio record proceedings and may report on the meeting including by use of social media (oral commentary is not permitted during the meeting as it would be disruptive). This will apply to the whole of the meeting except where there are confidential or exempt items, which may need to be considered in the absence of the press or public. If you intend to film or audio record this meeting, please contact the Democratic Services Officer named on the front of the agenda papers beforehand, so that all necessary arrangements can be made. Some of our meetings are webcasted or recorded. By entering the meeting room and using the public seating areas you are consenting to being filmed, photographed or recorded. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators. An archived recording of the proceedings will also be available for viewing after the meeting. The Combined Authority may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters. To comply with the Data Protection Act 2018, we require the consent of parents or guardians before filming children or young people

AGENDA

1. WELCOME AND INTRODUCTIONS

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

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

- State the item number in which they have an interest,
- The nature of the interest,
- Whether the interest is a disclosable pecuniary interest, non-disclosable pecuniary interest or nonpecuniary 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 OF PREVIOUS JOINT MEETINGS - TO CONFIRM AS A CORRECT RECORD

5 - 34

- Meeting held on 25 June 2021.
- Extraordinary meeting held on 21 September 2021.

5. CHAIR'S ANNOUNCEMENTS

6. ITEMS FROM THE PUBLIC (QUESTIONS; STATEMENTS; PETITIONS)

WRITTEN PUBLIC QUESTIONS (written procedure)

- Any member of the public can submit a maximum of two written questions in advance of this meeting.
- The deadline for the submission of questions is 5.00 pm, at least 3 clear working days ahead of a meeting. For this meeting, the deadline for questions is 5.00 pm on Monday 11 October.
- Questions should be addressed to the Chair of the meeting and e-mailed to democratic.services@westofengland-ca.gov.uk
- 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.
- Please note - under the Combined Authority's committee procedures, there is no opportunity for oral supplementary questions to be asked at committee meetings.
- 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

- Any member of the public may submit a written statement (or petition) to this meeting.
- Please note that one statement per individual is permitted.
- Statements must be submitted in writing and received by the deadline of 12 noon on the working day before the meeting. For this meeting, the deadline for statements is 12 noon on Thursday 14 October. Statements

should be emailed to democratic.services@westofengland-ca.gov.uk

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

5. Please note: If any member of the public wishes to attend the meeting to orally present their statement, they are asked please to notify the Combined Authority's Democratic Services team of this at the point when their statement is submitted and by 12 noon on the working day before the meeting at the very latest. Statements to be presented physically at the meeting will be listed in the order of receipt of notification. The total time available for the public session at this meeting is 30 minutes.

All members of the public attending to present statements are requested please to take a Covid-19 lateral flow test 24 hours before the day of the meeting.

7. COMMENTS FROM THE CHAIR OF THE LOCAL ENTERPRISE PARTNERSHIP	
8. COMMENTS FROM THE CHAIR OF THE COMBINED AUTHORITY'S OVERVIEW & SCRUTINY COMMITTEE	
9. SUPPORTING THE DECARBONISATION OF AVIATION	35 - 48
10. INVESTMENT FUND REPORT	49 - 90
11. CITY REGION SUSTAINABLE TRANSPORT SETTLEMENT	91 - 102
12. BUS SERVICE IMPROVEMENT PLAN	103 - 188
13. SUPPORTED BUS SERVICES PROCUREMENT	189 - 200
14. LOCAL ENTERPRISE PARTNERSHIP & INVEST BRISTOL AND BATH REVENUE BUDGET OUTTURN REPORT	201 - 218
15. COMBINED AUTHORITY & MAYORAL BUDGET OUTTURN REPORT	219 - 234
16. REPORT OF THE INDEPENDENT REMUNERATION PANEL	235 - 242
17. OVERVIEW & SCRUTINY AND AUDIT COMMITTEE ARRANGEMENTS	243 - 248
18. PROPOSED FUTURE LEADERSHIP STRUCTURE	249 - 262

Minutes of the Joint meeting - West of England Combined Authority Committee and West of England Joint Committee, Friday, 25 June 2021

West of England Combined Authority Committee - members present:

Metro Mayor Dan Norris, West of England Combined Authority
Councillor Toby Savage, Leader, South Gloucestershire Council
Mayor Marvin Rees, Bristol City Council
Councillor Kevin Guy, Leader, Bath & North East Somerset Council
Professor Steve West, Chair, West of England Local Enterprise Partnership (non-voting member)

West of England Joint Committee - members present:

Metro Mayor Dan Norris, West of England Combined Authority
Councillor Toby Savage, Leader, South Gloucestershire Council
Mayor Marvin Rees, Bristol City Council
Councillor Kevin Guy, Leader, Bath & North East Somerset Council
Councillor Donald Davies, Leader, North Somerset Council
Professor Steve West, Chair, West of England Local Enterprise Partnership (non-voting member)

1	<p>WELCOME AND INTRODUCTIONS</p> <p>The Chair welcomed attendees to the meeting and introduced the members of the committees.</p> <p>The Chair advised that he wished to place on record his thanks to Tim Bowles, former West of England Mayor and to Councillor Dine Romero, former Bath & North East Somerset Council Leader for their work in serving as members of the West of England Combined Authority Committee and the West of England Joint Committee.</p>
2	<p>APOLOGIES FOR ABSENCE</p> <p>There were no apologies for absence.</p>
3	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest.</p>
4	<p>MINUTES OF PREVIOUS JOINT MEETING - TO CONFIRM AS A CORRECT RECORD</p> <p>RESOLVED: That the minutes of the joint meeting of the West of England Combined Authority Committee and the West of England Joint Committee held on 29 January 2021 be confirmed as a correct record and signed by the Chair.</p>
5	<p>CHAIR'S ANNOUNCEMENTS</p> <p>Noting that this was the first joint meeting of the committees that he was attending following his election as the region's new Metro Mayor, the Chair commented as follows:</p> <ul style="list-style-type: none"> * He thanked everyone across the region who had elected him as the new Metro Mayor, adding that he would serve all the region's residents and communities. * The region needs to be more successful and he was determined to ensure that the West of England's profile is recognised nationally and globally. * It was essential to ensure, particularly in light of the tough times brought about through the pandemic, that the region maximises its share of available national resources. * He particularly wished to express his thanks to all National Health Service staff for their work throughout the pandemic in caring for the region's residents. * He was determined to press forward with delivering his manifesto commitments, including his ambitious plans for a green economic recovery, jobs and the environment.
6	<p>ITEMS FROM THE PUBLIC (QUESTIONS; STATEMENTS; PETITIONS)</p> <p>The Chair advised that 8 questions had been submitted in advance of this meeting on the following subjects:</p> <ol style="list-style-type: none"> 1. David Redgewell - Bus Back better 2. David Redgewell - Bristol ring road 3. Ian Beckey - North Somerset joining West of England Combined Authority 4. Ian Beckey - Railways

5. Kim Hicks - Spatial Development Strategy timetable
6. Kim Hicks - Joint Local Transport Plan
7. Councillor Martin Fodor (Bristol City Council) - Climate emergency action plan update
8. Councillor Martin Fodor (Bristol City Council) - E-scooters

The Chair then confirmed that written replies had been sent to all questioners in advance of the meeting. The questions and replies had been circulated to committee members and were available to view on the Combined Authority web site.

The Chair then advised that 8 statements had been received in advance of the meeting. The statements had been circulated to committee members and were available to view on the Combined Authority web site. The statements received were on the following subjects (statements were presented by those in attendance; statement 2 was read aloud at the meeting by the Director of Legal Services at the request of the person who had submitted the statement, who was unable to attend the meeting in person):

1. David Redgewell - Transport & regional issues
2. Kim Hicks - 'South Bristol Wrong Road'
3. Steven Hunt - Transport issues
4. Lucy Travis & Peter Travis - Transport issues
5. Councillors Mark Weston & Chris Windows (Bristol City Council) - Strategic rail investment (agenda item 15)
6. Councillor Martin Fodor (Bristol City Council) - Climate emergency action plan update (agenda item 11)
7. Robin Kerr - Bath Alliance for Transport and Public Realm
8. Tony Lloyd - Rail and transport issues

7 COMMENTS FROM THE CHAIR OF THE LOCAL ENTERPRISE PARTNERSHIP

Professor Steve West, Chair of the Local Enterprise Partnership Board commented as follows:

* The Board had met on 21 June and extended a welcome to Dan Norris as the new Metro Mayor and Councillor Kevin Guy, the newly elected Leader of Bath & North East Somerset Council.

* The Board had reviewed the reports to be discussed at this meeting and he wished to draw attention to the following points:

- The Board welcomed the update on work to deliver the West of England Climate Emergency Action Plan, and in particular the Metro Mayor's proposal for a £20m Green Recovery Fund to stimulate local action to address climate change, further push government action and help stimulate economic recovery. Board members had seen first-hand the impact of the pandemic on the region's residents and businesses and this Green Recovery Fund provided an opportunity not only to build back, but to do so in a way that helped work towards the goal of net zero by 2030.
- The Board also supported the allocation of £100k of Local Enterprise Partnership funding to focus on digital connectivity. This challenge had been highlighted during the pandemic and needs to be addressed as the region moves into recovery.
- The strong financial controls in place have ensured that the Local Growth Fund and

the Getting Building Fund would meet their spend targets by the required deadline. It was also good to see the opportunity to develop the case for investment in the Weston Business Quarter.

* His term as Chair of the West of England Local Enterprise Partnership was coming to a close after 4 years and he would shortly be handing over to Richard Bonner from Arcadis, who was elected as Chair at the Board meeting on 21 June. He was very proud of the role the Local Enterprise Partnership had taken in shaping the regional strategy, directing a range of funds to ensure investment was evidence led and aligned with regional priorities, and more recently the Partnership had played a key role in the development of regional recovery plans. The Local Enterprise Partnership gave the business community a voice and an opportunity to discuss sometimes challenging issues and to help inform effective strategic decision making; retaining a strong business voice in regional strategic planning, alongside local political leadership would be important in ensuring levelling up becomes a reality. He looked forward to seeing the West of England Local Enterprise Partnership continuing to play a leading role as the region moves into recovery.

The Chair and members of both committees thanked Professor West for his work and contribution in taking forward the work and priorities of the Local Enterprise Partnership and the Combined Authority.

8 COMMENTS FROM THE CHAIR OF THE COMBINED AUTHORITY'S OVERVIEW & SCRUTINY COMMITTEE

The Chair advised that the Combined Authority's Overview and Scrutiny Committee had submitted comments following on from their meeting held on 23 June. These comments had been circulated in advance of the meeting and were available to view on the Combined Authority web site.

9 WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE ANNUAL BUSINESS REPORT

The Combined Authority Committee considered the annual business report (agenda item 9).

The Chair moved the report recommendations.

Mayor Rees then moved an amendment as follows:

That the following be added to the report:

“As the West of England Combined Authority transitions from its first Mayoral term, it would be appropriate to undertake an internal Governance Review to better understand what has worked well over the last four years, and those areas where we can come together further to deliver improved collaborative working to the greater benefit of our area. This would also recognise that over this period the external environment has changed significantly, and new ways of working may now be more appropriate in facing the challenges and opportunities ahead. It is important this work is focussed and delivered at pace so any recommendations can be put into practice quickly, that it is jointly owned by the West of England Combined Authority and the

three constituent local authorities, and is independently supported to enable an equality of voice.

Additional recommendation: A formal internal review is undertaken to make recommendations on improvements to joint working led by the Chief Executives of the constituent bodies. That up to £100k is set aside to support the commissioning of any work that may be required, and summary findings are reported back to committee in October.”

The amendment was seconded by Councillor Savage.

The amendment was then debated.

Mayor Rees commented that in moving the amendment, he felt it was an opportune time to reflect on how the Combined Authority could operate more effectively and be in the best position to face the challenges ahead. As indicated in the amendment, the external environment had changed significantly and new ways of working may now be more appropriate in facing the challenges and the opportunities to come. The Combined Authority had delivered some wins since its inception, but it was important to recognise there is always room for improvement; this would form the focus of the proposed governance review.

Councillor Savage stated that as the Combined Authority was now moving from a first-term of 4 years to a second-term, it was important to now take the opportunity to review processes, policies and culture; all of these were currently based around the first-term experience of having to create an organisation from scratch. The Combined Authority now needed to step up a gear or more in terms of delivery. The proposed review would provide the opportunity to be able to share experiences of the first 4 years and look at how this could be improved on for the next 4 years, with the aim of enhancing delivery. In his view, it was reasonable to start this process now and resource it appropriately.

Cllr Guy suggested that in terms of timing, the election of a new Metro Mayor meant that this was an appropriate time to carry out a review. It was important to build on the work and delivery that had already been achieved by the Combined Authority, but also to focus on those areas that could be improved and ensure that the authority was in the best position to respond to the challenges faced, including responding to funding opportunities from the government.

Professor West commented that the government was currently conducting a national review of Local Enterprise Partnerships; given the ongoing relationship and collaborative nature of work between Combined Authorities and Local Enterprise Partnerships, it may be more appropriate to consider how any review might fit in this context; ultimately, it will be essential to ensure a continued, effective and meaningful, collaborative approach to the challenges faced.

It was noted that the report recommendations had not been seconded prior to the amendment being moved.

Following discussion, Mayor Rees then moved the report recommendations, including the amendment as follows:

That the following be added to the report:

“As the West of England Combined Authority transitions from its first Mayoral term, it would be appropriate to undertake an internal Governance Review to better understand what has worked well over the last four years, and those areas where we can come together further to deliver improved collaborative working to the greater benefit of our area. This would also recognise that over this period the external environment has changed significantly, and new ways of working may now be more appropriate in facing the challenges and opportunities ahead. It is important this work is focussed and delivered at pace so any recommendations can be put into practice quickly, that it is jointly owned by the West of England Combined Authority and the three constituent local authorities, and is independently supported to enable an equality of voice.

Additional recommendation: A formal internal review is undertaken to make recommendations on improvements to joint working led by the Chief Executives of the constituent bodies. That up to £100k is set aside to support the commissioning of any work that may be required, and summary findings are reported back to committee in October.”

This motion, including the amendment, was seconded by Councillor Savage.

The Metro Mayor advised that he was not supportive of the motion including the amendment as proposed. He commented that in his view, spending £100k of taxpayers' money on an internal review was not the right or appropriate thing to do during this crucial time for the region's recovery. He felt that local people were expecting the Combined Authority to instead be getting on with the key priorities of investing in jobs and skills, improving transport and tackling the climate emergency.

On being put to the vote, 3 members (Mayor Rees, Councillor Savage and Councillor Guy) voted for the motion including the amendment, with the Chair voting against the motion including the amendment.

The motion was therefore not carried as there was not a unanimous vote including the vote of the Metro Mayor in support of the motion.

No decisions were therefore taken on this item of business.

10 WEST OF ENGLAND JOINT COMMITTEE ANNUAL BUSINESS REPORT

The Joint Committee considered the annual business report (agenda item 10).

Following a nomination made by Councillor Savage, seconded by Councillor Guy and Councillor Davies, the **West of England Joint Committee** RESOLVED:

1. To elect Metro Mayor Dan Norris as Chair of the West of England Joint Committee for 2021/22.

Following a nomination made by Councillor Davies, seconded by Councillor Guy and Mayor Rees, the **West of England Joint Committee** RESOLVED:

2. To elect Councillor Toby Savage as Vice-Chair of the West of England Joint Committee for 2021/22.

The **West of England Joint Committee** also RESOLVED:

3. To note the Joint Committee's membership as at paragraph 2.

4. To note the Joint Committee's terms of reference as set out in Appendix 1.

11

CLIMATE EMERGENCY ACTION PLAN UPDATE

The Combined Authority Committee considered a report (agenda item 11) that set out details of the next phase of activity for tackling the climate emergency and protecting nature, including proposed activity in the lead up to COP26, and providing an update on progress towards ambitions contained within the Climate Emergency Action Plan. The report was also presented to the Joint Committee for their information.

The Chair moved the report with the following amendment:

“To agree items 2 and 3 of the Climate Emergency Action Plan update and withdraw the remainder of the Climate Emergency Action Plan update report. Mayors and Leaders to review the Combined Authority's approach to Climate Emergency and to bring back recommendations to a special meeting of the Combined Authority and the Joint Committee in September 2021 whereby the Combined Authority will confirm a new and ambitious approach towards a Climate Emergency Strategy and action plan ahead of COP Glasgow in November 2021.”

(Note:

* Item 2 referred to above refers to the second bullet point in the report recommendation: 'Support and engage with plans for activity to stimulate a green recovery and in the lead up to COP26'

* Item 3 referred to above refers to the third bullet point in the report recommendation: 'Support the participation of Solar Together')

This motion, including the amendment was seconded by Councillor Guy.

Mayor Rees welcomed the amendment. He commented that the work to tackle the climate emergency, including the ecological emergency must be very specific with a clear timeline for taking forward actions and clarity about how impacts will be measured. There was an opportunity to set an ambition and a standard from the region in the lead up to COP26.

Councillor Savage expressed his support for the motion, including the amendment.

Councillor Guy commented that it was important to recognise that the amendment must not be seen as a pause to work taking place to tackle the climate emergency. However, a re-think of the action plan was needed; clear, measurable actions must be identified and delivered, recognising that the climate emergency is the most important issue facing this generation and generations to come. A new and ambitious approach needs to be taken forward with all the region's authorities working together to improve people's lives.

The Metro Mayor also welcomed the amendment, highlighting that it supports his ambitions and key priority on taking urgent action to address climate change and protect the natural environment and biodiversity within the region.

On being put to the vote, the motion including the amendment was approved and

The **West of England Combined Authority Committee** RESOLVED:

To agree items 2 and 3 of the Climate Emergency Action Plan update and withdraw the remainder of the Climate Emergency Action Plan update report. Mayors and Leaders to review the Combined Authority's approach to Climate Emergency and to bring back recommendations to a special meeting of the Combined Authority and the Joint Committee in September 2021 whereby the Combined Authority will confirm a new and ambitious approach towards a Climate Emergency Strategy and action plan ahead of COP Glasgow in November 2021.

(Note:

* Item 2 referred to above refers to the second bullet point in the report recommendation: 'Support and engage with plans for activity to stimulate a green recovery and in the lead up to COP26'

* Item 3 referred to above refers to the third bullet point in the report recommendation: 'Support the participation of Solar Together')

12

BUS NETWORK RECOVERY AND BUS INFRASTRUCTURE PROGRAMME

The Combined Authority Committee and Joint Committee considered a report (agenda item 12) that:

- * set out an update on the National Bus Strategy.
- * sought approval for the work programme arising from the National Bus Strategy and the associated budget.
- * updated on the Bus Infrastructure Programme and Metrobus consolidation package and sought approval for amendments.
- * sought approval for additional funding for the Bus Infrastructure Programme to accelerate delivery.

The Chair highlighted that the committee was asked to agree to publish a Notice of Intent to proceed with the development of a joint Enhanced Partnership between the West of England Combined Authority and North Somerset Council, Bath & North East Somerset Council, Bristol City Council and South Gloucestershire Council and bus operators.

The Chair then moved the report recommendations relating to the Combined Authority Committee.

This motion was seconded by Councillor Savage.

The Chair then moved the report recommendations relating to the Joint Committee.

This motion was seconded by Councillor Davies.

Councillor Guy welcomed the report - whilst recognising the need to take forward strategic bus corridors with high volumes of passengers to better connect urban areas through bus services, it will also be important to ensure connectivity to and from rural communities across the region.

Councillor Davies also stressed the importance of serving rural communities through bus services, which may require innovative approaches. He additionally commented that in engaging with the public about future bus services, it will be important to ensure this is made 'real' and meaningful from the perspective of service users.

The Chair commented that whilst there was a potential option available of embarking on the development of a franchising scheme instead of an Enhanced Partnership, such an arrangement (which would give more local control over the bus network) would not reduce operating costs, or bring in more revenue, and currently would place a substantial revenue risk on the franchising authority. Revenue and income streams currently available to support a franchising approach, for example in the case of the Greater London Authority and the Greater Manchester Combined Authority were not available at this point to the West of England Combined Authority.

Councillor Savage also welcomed the report and the evidence-based approach which informed the proposed option of taking forward an Enhanced Partnership. He added that the future of public transport is a key issue for the Combined Authority, in the context of the climate emergency. This also linked in with the masterplanning work and delivery being taken forward around high streets and town centres resourced through the Combined Authority. He also noted that a franchising option would have taken 2 years to assess at a cost of over £5 million.

Mayor Rees stressed the importance of engaging meaningfully with the public and passengers and advised that Bristol can assist and advise on this, for example through the community development teams and outreach approach which is in place. He also stressed the key importance of pressing forward with the delivery of Park and Ride sites.

The Chair then moved to the voting on the recommendations.

The **West of England Combined Authority Committee** RESOLVED:

1. To note the contents of the National Bus Strategy and the work programme arising from it.
2. To agree to publish a Notice of Intent to proceed with the development of a joint Enhanced Partnership between the West of England Combined Authority and North Somerset Council (as local transport authorities), Bath & North East Somerset Council, Bristol City Council and South Gloucestershire Council (as highway authorities) and bus operators.
3. To allocate £900k from the Investment Fund tail for the bus programme for development of a joint Bus Service Improvement Plan and Enhanced Partnership and that approval of the relevant Feasibility & Development Funding Application be delegated to the West of England Combined Authority Chief Executive in consultation

with the Chief Executives of the constituent councils.

4. That the Combined Authority Committee approve the change request for the Bus Infrastructure Programme and Metrobus Consolidation Package and the award of an additional £600k from the Investment Fund tail for the bus programme as proposed in the report and detailed in Appendix 5.

The **West of England Joint Committee** RESOLVED:

1. To note the contents of the National Bus Strategy and the work programme arising from it.

2. To agree to publish a Notice of Intent to proceed with the development of a joint Enhanced Partnership between the West of England Combined Authority and North Somerset Council (as local transport authorities), Bath & North East Somerset Council, Bristol City Council and South Gloucestershire Council (as highway authorities) and bus operators.

13

LOCAL ENTERPRISE PARTNERSHIP & INVEST BRISTOL AND BATH REVENUE BUDGET OUTTURN REPORT

The Joint Committee considered a report (agenda item 13) that presented the revenue outturn for the West of England Joint Committee for the financial year 2020/21 based on data for the period April 2020 to March 2021.

The Chair highlighted the commitment to digital connectivity being taken forward through this report. He stressed the importance of improving the affordable Broadband offer to residents throughout the region.

Mayor Rees then moved the following amendment:

That the following be added to the report:

“A recommendation that £100K is allocated from the Local Enterprise Partnership reserve to drive digital inclusion and connectivity across the communities within the region. This allocation is requested to progress specialist work to develop an evidence based picture of current activity to tackle digital inclusion and connectivity across the West of England region (including North Somerset), and to set out some options and actions to support these existing initiatives and identify any gaps. This will draw together existing evidence from across each of the constituent unitary authorities and identify what value added there may be from developing a regional strategy.

Revised recommendation 3: To approve £100K from the Local Enterprise Partnership reserve to focus on digital inclusion and connectivity with financial sign off for each phase of works delegated to the Chief Executives from the constituent authorities of the Joint Committee subject to the final approval of the accountable officer.”

Councillor Savage seconded this motion, including the amendment. Councillor Savage also commented that taking forward digital inclusion and connectivity is a key workstream, linking in with other programmes such as 5G tourism, the Future Transport Zones programme and the Umbrella network testbed. It would also be

important to link in with other partners, including the Western Gateway and work collectively in developing a strong digital programme.

With reference to his earlier comments, Professor West strongly supported the focus on the digital agenda. He stressed the importance of delivering the outcome of a clear, inclusive digital strategy for the region, with clear milestones, and encouraging investment from businesses / inward investment to the region.

The Metro Mayor confirmed his support for the amendment, confirming that a digital strategy was currently being developed, and that these proposals would improve Broadband connectivity across the region.

On being put to the vote, the motion including the amendment was carried.

The Chair then moved to the voting on the recommendations, including the above amendment.

The **West of England Joint Committee** RESOLVED:

1. To note the Local Enterprise Partnership revenue outturn as set out in Appendix 1.
2. To approve the net underspend on core Local Enterprise Partnership activities of £152k to be transferred to the Local Enterprise Partnership General Reserve.
3. To approve £100K from the Local Enterprise Partnership reserve to focus on digital inclusion and connectivity with financial sign off for each phase of works delegated to the Chief Executives from the constituent authorities of the Joint Committee subject to the final approval of the accountable officer.

14

LOCAL ENTERPRISE PARTNERSHIP ONE FRONT DOOR FUNDING PROGRAMME REPORT

The Joint Committee considered a report (agenda item 14) that set out the latest position on the Local Enterprise Partnership One Front Door funding programme.

The Chair highlighted that the main item for decision was to approve the arrangements to take forward the Weston Business Quarter project through to Full Business Case stage. This would deliver the infrastructure and utilities required to service the remaining 30 acres of land yet to be developed, in the ownership of North Somerset Council in the Weston Business Quarter, which is part of the Junction 21 Enterprise Area. He added that the Combined Authority had also successfully fulfilled its Local Growth Fund commitments by the required 31 March 2021 deadline, ensuring that every penny of this £202m government grant remains within the region.

The report recommendations were then moved by the Chair.

This motion was seconded by Cllr Davies. Cllr Davies particularly welcomed the proposal to progress the Weston Business Quarter project.

The Chair then moved to the voting on the recommendations.

	<p>The West of England Joint Committee RESOLVED:</p> <ol style="list-style-type: none"> 1. To note the full spend of the Local Growth Fund and the Getting Building Fund in-year award for 2020/21 by the required deadline. 2. To note the submission of the Outline Business Case for the Weston Business Quarter project, and delegate approval and the award of £674k to progress the Full Business Case to the West of England Combined Authority Chief Executive in consultation with the Council Chief Executives, subject to headroom in the Revolving Infrastructure Fund being available and there being no other immediate calls on these funds.
15	<p>STRATEGIC RAIL INVESTMENT</p> <p>The Combined Authority Committee considered a report (agenda item 15) that sought endorsement of recommendations to continue the development and delivery of the rail programme.</p> <p>The Chair then highlighted that through approving this report, the Combined Authority would be making commitments to fund a footbridge to connect the A4018 immediately north of the railway to the western edge of the new Henbury train station, and to take forward step free railway station proposals for five stations to improve station accessibility – these proposals take account of areas of deprivation, and the stations most likely to be supported were Oldfield Park station in Bath and Lawrence Hill, Parson Street, Bedminster and Stapleton Road stations in Bristol.</p> <p>The recommendations as set out in the published report were then moved by the Chair and seconded by Councillor Guy.</p> <p>The Chair then moved to the voting on the recommendations.</p> <p>The West of England Combined Authority Committee RESOLVED:</p> <ol style="list-style-type: none"> 1. To increase the scope of the MetroWest 2 project to include a footbridge link to the A4018 and allocate an additional £140k for the MetroWest Phase 2 project to progress the A4108 footbridge to outline design by December 2021. 2. To allocate £150k of Investment Fund funding to develop the step free station proposals for five stations to Governance for Railway Investment Projects 3 option selection. 3. To continue to cash flow the delivery of the Bristol Temple Meads Eastern Entrance in advance of central government funding decisions.
16	<p>COMBINED AUTHORITY & MAYORAL BUDGET OUTTURN REPORT</p> <p>The Combined Authority Committee considered a report (agenda item 16) that presented the revenue budget financial outturn information for the West of England Combined Authority and the Mayoral budget for the financial year 2020/21 based on data for the period April 2020 to March 2021.</p>

The report recommendations were then moved by the Chair.

This motion was seconded by Councillor Savage.

The Chair then moved to the voting on the recommendations.

The **West of England Combined Authority Committee** RESOLVED:

1. To note the Mayoral Fund revenue outturn as detailed in Appendix 1.
2. To note the West of England Combined Authority revenue outturn as detailed in Appendix 2.
3. To amend the 2021/22 Mayoral budget to reflect the Department for Transport announcement (in March 2021) reducing the Highways Capital Maintenance Grants from £17.5m to £14.06m.
4. To note the allocation of £400k from the 2020/21 Treasury Management surplus to a specific Treasury earmarked reserve (as agreed at the 29th January 2021 Committee).
5. To approve the reimbursement of £227k to Bath & North East Somerset Council in relation to the surplus that they delivered against the 2019/20 transport levy.
6. To approve the transfer of £492k, being the net end of year surplus in Integrated Transport activities, to the Transport Smoothing Reserve.
7. To approve the transfer of £500k from the 2020/21 revenue surplus to the earmarked Business Rates Retention reserve to address the estimated shortfall in 2021/22.
8. To approve the transfer of £627k from the 2020/21 net revenue surplus into the West of England Combined Authority General Reserve.

17 TREASURY MANAGEMENT OUTTURN REPORT 2020-21

The Combined Authority Committee considered a report (agenda item 17) that presented the Treasury Management outturn report for 2020/21.

The **West of England Combined Authority Committee** RESOLVED:

1. To note the Treasury Management Outturn Report to 31st March 2021, prepared in accordance with the CIPFA Treasury Code of Practice.
2. To note the Treasury Management Indicators to 31st March 2021.

18 INVESTMENT FUND REPORT

The Combined Authority Committee considered a report (agenda item 18) that sought approval for feasibility, development and delivery funding, and for change requests for schemes within the current approved Investment Fund programme.

The Chair moved the following amendment:

That an additional recommendation 14 be added to the report as follows:

“To approve the Feasibility and Development Funding application for Thornbury High Street Public Realm and the award of £200k from the Love Our High Streets allocation, with the opportunities for other match funding for the delivery of this project to be fully explored as part of developing the Full Business Case.”

This motion was seconded by Councillor Savage.

On being put to the vote, the motion including the amendment was carried.

The Chair then moved the report recommendations, including the above amendment. This motion was seconded by Cllr Savage.

Cllr Savage commented that he was pleased to see, through this report and the amendment, the increasing focus on supporting high streets through their recovery; in addition to the successful work being taken forward in Kingswood, opportunities were now being taken forward in the market town of Thornbury. The South Gloucestershire Cabinet had recently taken a high-profile decision to progress with an ambitious public realm and engagement project for Thornbury, involving £6-8 million of capital works - given South Gloucestershire's clear commitment to this project, the funding proposed through the amendment was critically important to helping set Thornbury High Street up as a high street that will be better able to bounce back from the challenges from the past 15 months due to the pandemic but also from the structural challenges faced by high streets more generally. He also welcomed the Outline Business Case for the Common Connections project, which will contribute to climate change commitments and to taking forward the Joint Green Infrastructure Strategy.

Mayor Rees welcomed the report, particularly in relation to the Full Business Case for Hawkfield Business Park / the Bottle Yard Studios and the related award of £11.82 million. These developments were of huge significance for Bristol and the city's reputation and had national significance as well. He also referred to the importance of the Bristol Temple Meads eastern entrance project in the context of the regeneration of Temple Quarter, which will realise 22,000 jobs and 10,000 homes - every opportunity must be taken to make sure that the government understands just how significant this regeneration opportunity is, as national government support is needed to maximise the benefits. In relation to this point, the Chair stressed the Combined Authority's commitment to the Bristol Temple Meads eastern entrance project, which had involved underwriting project costs.

Professor West commented on the issue of the future visioning of key places in the region and in particular the High Street going forward; it will be important to lock in other big anchor institutions to the thinking and planning, including opportunities for how a health and social care offer/service can potentially become an integral part of the future high street. It will be important to join up approaches that may enable funding streams to be used in different, creative and innovative ways.

The Chair highlighted that the report proposals also included:

* Using £1 million of identified headroom to increase recovery funding and to develop and implement further measures to support economic recovery in line with his manifesto commitments, to include:

- a campaign to support regional re-opening.
- additional support for high streets.
- a jobs and skills summit and green skills focused activity in the run-up to the UN Climate Change Conference (COP26).
- an additional £1 million of grant funding for small and medium sized enterprises / the creative sector in recognition of the high demand of quality applications received to date.

* A further £1 million allocation for walking and cycling infrastructure.

In relation to an issue raised during the earlier public items/session about the current consultation being carried out by South Gloucestershire Council on potential A4174 ring road proposals, Councillor Savage pointed out that the funding for these improvements would only come to the region if a business case was accepted by the Department for Transport; the bid for this funding was being developed in response to a Department for Transport invitation to South Gloucestershire to bid, as a highways authority, for funds to support improvements through the major routes network. If awarded, this funding could not be allocated by the authority to other services, or to public transport or active travel. The proposals themselves were the subject of public consultation until 16 August; the consultation responses would be considered carefully and assessed in determining the scheme that would ultimately be put forward.

The Chair then moved to the voting on the recommendations, including the above amendment.

The West of England Combined Authority Committee RESOLVED:

1. That a further £1m of the £9m allocation for walking and cycling infrastructure delivery is brought forward to support scheme development, with the approval of specific Feasibility and Development Funding Applications delegated to the West of England Combined Authority Chief Executive in consultation with the Chief Executives of the constituent councils.
2. To approve a further £234k of masterplanning funding for the (Bristol) City Centre Development and Delivery Plan so that this is fully funded.
3. To approve the Full Business Case for Hawkfield Business Park - The Bottle Yard Studios and award of £11.82m
4. To approve the Full Business Case for the Bath City Centre High Streets Renewal Project and the award of £1.235m subject to confirmation of the High Streets Catalyst Fund match funding.
5. To approve the Full Business Case for the Bristol City Centre and High Streets Recovery and Renewal Programme and award of £2.725m

6. To approve the Outline Business Case for the Common Connections project.
7. To approve the Feasibility and Development Funding Application for the SEND Careers Information and Guidance Collaboration Pilot and the award of £20k.
8. To approve further development funding of £500k for ISTART, and to delegate approval of the Outline Business Case and award of funding of up to £1.94m to the West of England Combined Authority Chief Executive in consultation with the Chief Executives of the constituent councils, with a phased funding approach and/or the opportunity for other match funding to be considered as part of progressing to Full Business Case.
9. To approve the Full Business Case for the Careers Hub and award of £180k.
10. To delegate the approval of development funding applications and business cases for further recovery funding of up to £1m to the West of England Combined Authority Chief Executive in consultation with the Chief Executives of the constituent councils.
11. To award a further £1m to the Small Business Resilience Grant Programme and the Culture and Creative Economy Recovery Fund and to delegate the split of the funding between these programmes to the West of England Combined Authority Chief Executive in consultation with the Chief Executives of the constituent councils.
12. To approve the change requests for schemes within the current programme as set out in Appendix 2.
13. To amend the approved capital programme for individual project approvals agreed at the January Committee and within this report.
14. To approve the Feasibility and Development Funding application for Thornbury High Street Public Realm and the award of £200k from the Love Our High Streets allocation, with the opportunities for other match funding for the delivery of this project to be fully explored as part of developing the Full Business Case.

Signed:

Date:

Minutes of the Extraordinary Joint meeting – West of England Combined Authority Committee and West of England Joint Committee Tuesday, 21 September 2021

West of England Combined Authority Committee - members present:

Metro Mayor Dan Norris, West of England Combined Authority
Councillor Toby Savage, Leader, South Gloucestershire Council
Councillor Craig Cheney, substituting for Mayor Marvin Rees, Bristol City Council
Councillor Kevin Guy, Leader, Bath & North East Somerset Council
Richard Bonner, Chair, West of England Local Enterprise Partnership (non-voting member)

West of England Joint Committee - members present:

Metro Mayor Dan Norris, West of England Combined Authority
Councillor Toby Savage, Leader, South Gloucestershire Council
Councillor Craig Cheney, substituting for Mayor Marvin Rees, Bristol City Council
Councillor Kevin Guy, Leader, Bath & North East Somerset Council
Councillor Donald Davies, Leader, North Somerset Council
Richard Bonner, Chair, West of England Local Enterprise Partnership (non-voting member)

1	<p>WELCOME AND INTRODUCTIONS</p> <p>The Chair welcomed attendees to the meeting and introduced the members of the committees. He also welcomed Richard Bonner, recently elected as the new Chair of the West of England Local Enterprise Partnership Board, to his first meeting.</p> <p>The Chair thanked Watermore Primary School for hosting this meeting. A brief presentation was received from pupils of the school.</p>
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received from Mayor Marvin Rees (Councillor Craig Cheney substituting).</p> <p>It was also noted that Councillor Winston Duguid, Chair-designate of the Combined Authority Overview and Scrutiny Committee was unable to attend this meeting; Councillor Huw James was in attendance to present comments on behalf of the Overview and Scrutiny Committee (see item 6).</p>
3	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest.</p>
4	<p>ITEMS FROM THE PUBLIC - QUESTIONS; STATEMENTS; PETITIONS</p> <p>The Chair advised that 9 questions had been submitted in advance of this meeting on the following subjects:</p> <ol style="list-style-type: none"> 1. Nigel Shipley - Motion on Bristol airport expansion 2. Tarisha Finnegan-Clarke - Motion on Bristol airport expansion 3. Mary Collett - Motion on Bristol airport expansion 4. Jackie Head - Motion on Bristol airport expansion 5. Richard Baxter - Motion on Bristol airport expansion 6. David Redgewell - Principles for a refreshed climate emergency ambition 7. Councillor Martin Fodor - Principles for a refreshed climate emergency ambition and Green Recovery Fund 8. David Tudgey - Principles for a refreshed climate emergency ambition and Green Recovery Fund 9. Councillor Ani Stafford-Townsend - Green Recovery Fund <p>The Chair then confirmed that written replies had been sent to all questioners in advance of the meeting. The questions and replies had been circulated to committee members and were available to view on the Combined Authority web site.</p> <p>The Chair then advised that 24 statements had been received in advance of the meeting. The statements had been circulated to committee members and were available to view on the Combined Authority web site. The statements received were on the following subjects (statements were presented by those in attendance; statement 21 was read aloud at the meeting by the Director of Legal Services at the request of the person who had submitted the statement, who was unable to attend the meeting in person):</p>

1. Nigel Shipley - Motion on Bristol airport expansion
2. Jacqueline Walkden - Motion on Bristol airport expansion
3. David Redgewell - Principles for a refreshed climate emergency ambition
4. Rob Porteous - Motion on Bristol airport expansion
5. Richard Prior - Motion on Bristol airport expansion
6. Peter Travis - Principles for a refreshed climate emergency ambition
7. Bill Roberts - Motion on Bristol airport expansion
8. Marcus Grant - Motion on Bristol airport expansion
9. Martin Garrett - Principles for a refreshed climate emergency ambition
10. Tony Jones - Motion on Bristol airport expansion
11. Janet Grimes - Motion on Bristol airport expansion
12. Ollie Lax - Motion on Bristol airport expansion
13. Claire Gronow - Principles for a refreshed climate emergency ambition
14. Caroline New - Motion on Bristol airport expansion
15. Cllr Tristan Clark - Principles for a refreshed climate emergency ambition
16. Jerome Thomas - Principles for a refreshed climate emergency ambition
17. Stephen Clarke - Motion on Bristol airport expansion
18. Mike Birkin - Principles for a refreshed climate emergency ambition
19. Dr Tessa Cook - Motion on Bristol airport expansion
20. Richard Baxter - Motion on Bristol airport expansion
21. Jackie Head - Motion on Bristol airport expansion
22. Councillor Martin Fodor - Motion on Bristol airport expansion; Principles for a refreshed climate emergency ambition; and Green Recovery Fund
23. David Tudgey - Principles for a refreshed climate emergency ambition
24. Katrina Billings - Principles for a refreshed climate emergency ambition

5 COMMENTS FROM THE CHAIR OF THE WEST OF ENGLAND LOCAL ENTERPRISE PARTNERSHIP

Richard Bonner, Chair of the Local Enterprise Partnership Board commented as follows:

* He welcomed this meeting which acknowledged the increasing urgency presented by the climate emergency.

* He fully supported the principles for a refreshed climate and biodiversity strategy and action plan and the proposed investment into a £20m Green Recovery Fund to support initiatives to reduce carbon emissions, protect the environment and create green jobs.

* It would be important to support the aerospace industry in their efforts to decarbonise, e.g. through the Jet Zero initiative.

* There is a clear need to take action now - by working together, there is a better chance of achieving the outcomes that will help the journey to net zero by 2030.

* The proposed regional climate board will provide focus and momentum across the region and ensure work is joined up. He fully supported the proposals for the creation of the board and welcomed the inclusion of business representatives. The Local Enterprise Partnership Board was keen to work closely with the new Climate Board and he was keen to ensure membership included Local Enterprise Partnership Board members with relevant expertise; two new members were being recruited to lead this work for the Local Enterprise Partnership Board, recognising the importance of the work to be done.

* The Local Enterprise Partnership Board was very supportive of the creation of a new

environment director post at the Combined Authority. There was already a substantive programme of activity in this area and it was important to secure the right person to lead this work, bring it together and take it to the next stage.

* The Local Enterprise Partnership Board was keen to work with Mayors and Leaders and others to secure this region as the place that leads the world on innovations to reduce carbon emissions.

6 COMMENTS FROM THE COMBINED AUTHORITY'S OVERVIEW & SCRUTINY COMMITTEE

The Chair advised that the Combined Authority's Overview and Scrutiny Committee had submitted written comments following on from their meeting held on 20 September. These comments had been circulated in advance of the meeting and were available to view on the Combined Authority web site.

Councillor Huw James presented the comments, highlighting the following points:

a. Metro Mayor's attendance at Scrutiny:

The Metro Mayor's attendance at the meeting was welcomed and scrutiny members looked forward to future positive and ongoing engagement with the Metro Mayor.

b. Principles for a refreshed climate emergency ambition (item 8):

Scrutiny members noted and welcomed the fact that tackling the climate emergency was a key priority for the Metro Mayor and strongly supported the revised principles as set out in the report, recognising also the public appetite for fast, urgent action.

The committee also supported the proposal to create an interim Environment Director to drive forward the refreshed ambition with a view to recruiting to this post on a permanent basis in the medium term.

Members welcomed the broad representation proposed in terms of the membership of the Climate Board and the collaborative partnership approach to be taken. The committee also wished to strongly request that a scrutiny member was given observer status on this Board, in line with the arrangements being made for scrutiny member observers to attend the other Combined Authority Boards.

Members particularly welcomed the clarity of the target that in order to meet the 2030 net zero carbon ambitions, a cut of 464kt of CO₂ needs to be achieved each year (10% of today's total) - this set the huge scale of the challenge ahead and demonstrates the region's ambition. It would be essential to continue collaborative work with the unitary authorities to establish clear, measurable targets within the Climate and Biodiversity strategy/action plan, which were agreed by all authorities and with robust progress checks and reporting in place; there must be clear lines of accountability for the delivery of each action.

Noting that the new Climate and Biodiversity Strategy and Action Plan will be delivered in Spring 2022, members requested that a progress update is specifically brought to Scrutiny in January 2022 to allow an opportunity to comment and input to this critically important plan. Members were particularly keen to see momentum build through urgently identifying and delivering tangible 'quick wins' in parallel with the

development of the new strategy and action plan.

c. Green Recovery Fund (item 9):

Scrutiny members broadly welcomed and supported this report and the recommendation to earmark (from the existing Combined Authority Investment Fund) headroom of £20m for a Green Recovery Fund. This amount should be seen as a start and any avenues of increasing the amount through match funding or otherwise should be explored. Scrutiny members would like to be kept fully informed as the detailed plans for the drawdown of this fund to support specific actions are developed and were also concerned that the appraisal methods used to guide investment decisions should be fit for purpose and would welcome an independent expert viability assessment.

The Chair thanked Councillor James for presenting these comments.

7 MOTION SUBMITTED FOR CONSIDERATION BY THE WEST OF ENGLAND JOINT COMMITTEE

Motion – Bristol Airport expansion

The Chair moved the following motion for consideration by the West of England Joint Committee:

'The Joint Committee recognises:

- There is a climate and biodiversity emergency.
- The West of England has ambition net zero targets for 2030.
- The proposed expansion of Bristol Airport is one of the biggest carbon decisions in the region for the coming decade.
- The pandemic has significantly reduced air travel with a 75.6% drop in passenger numbers in 2020.
- Bristol Airport's role as an employer in the region and the need for a just transition to a greener economy that does not leave workers worse-off.
- Bristol City Council and Bath and North East Somerset Council opposition to current airport expansion and North Somerset Council's decision to refuse planning permission to expand beyond 10 million passengers a year.

The Joint Committee resolves:

- To oppose the latest plans to expand Bristol Airport.'

In moving the motion, the Chair added that in his view, it was time for moral leadership to be shown on this issue, in line with public opinion. He reflected that 11 years ago, when he was a government environment minister responsible for climate change adaptation, he had been advised that Great Britain was the second biggest producer of CO2 emissions in the history of the world. Given this context, he was proud of the region's ambitious 2030 net zero carbon target and was determined to do everything possible to achieve it, recognising that this was a very tough challenge requiring a 10 per cent reduction each year in CO2 emissions.

The motion was seconded by Councillor Guy. In seconding the motion, Councillor Guy added that it was important to be clear about how the region can support the aerospace industry to become greener. It was unrealistic to think 'overnight' that

people would stop flying, so therefore it was critical for the authorities to do their utmost to encourage the aerospace industry to be as green as possible, as quickly as possible. He reminded the committee that Bath and North East Somerset Council opposed the latest plans to expand Bristol Airport and welcomed this motion which moved the Combined Authority's position towards that footing. Referring to Bristol Airport's plans and actions to reduce its carbon footprint, it was unrealistic for the Airport to expect to achieve this at the same time that it was seeking to expand passenger numbers.

Councillor Savage then moved the following amendment to the motion:

The motion to be reworded as follows:

'The Joint Committee recognises:

- There is a climate and biodiversity emergency.
- The West of England has ambition net zero targets for 2030.
- The proposed expansion of Bristol Airport is one of the biggest carbon decisions in the region for the coming decade.
- The pandemic has significantly reduced air travel with a 75.6% drop in passenger numbers in 2020 and is expected to recover although to an unknown level.
- Bristol Airport's role as an employer in the region and the need for a just transition to a greener economy that does not leave workers worse-off.
- The importance of the wider aerospace centre of excellence at Filton and its major contribution to our economy, skills base and industrial heritage.
- Ongoing efforts being pioneered locally by industry to decarbonise aviation, including through the Jet Zero initiative.
- Bristol City Council and Bath and North East Somerset Council opposition to current airport expansion and North Somerset Council's decision to refuse planning permission to expand beyond 10 million passengers a year.

Further recognises:

- The Combined Authority's role as Transport Authority to improve sustainable and decarbonised travel options to and from the Airport.

Notes with concern:

- The sudden loss of senior WECA officer capability to deliver the step change in public transport improvements needed to serve the Airport.

The Joint Committee resolves:

- To oppose the carbon emissions associated with the additional expansion of Bristol Airport represented in their latest planning application.
- To request that West of England Chief Executives bring a report back to the October 2021 meeting setting out a range of proposals to support the decarbonising of aviation.'

The amendment was seconded by Councillor Davies. In seconding the amendment, Councillor Davies made the point that because North Somerset Council last year

voted to oppose the expansion of the Airport to 12 million passengers a year, and there was an extant planning appeal, he had to be mindful of any statements he made at this meeting given the ongoing appeal inquiry. He was supportive of the amendment but added that it was important to be clear that in the context of the Combined Authority's role as a transport authority, it needs to be recognised that North Somerset Council is a transport authority in its own right.

Voting then took place on the amendment. 3 members voted in favour of the amendment, 1 against, with 1 abstention. Due to the fact that the Chair, as Metro Mayor, had voted against, the amendment fell.

The Chair then moved the following amendment to the original motion:

The motion to be reworded as follows:

'The Joint Committee recognises:

- There is a climate and biodiversity emergency.
- The West of England has ambition net zero targets for 2030.
- The proposed expansion of Bristol Airport is one of the biggest carbon decisions in the region for the coming decade.
- The pandemic has significantly reduced air travel with a 75.6% drop in passenger numbers in 2020 and is expected to recover although to an unknown level.
- Bristol Airport's role as an employer in the region and the need for a just transition to a greener economy that does not leave workers worse-off.
- Bristol City Council and Bath and North East Somerset Council opposition to current airport expansion and North Somerset Council's decision to refuse planning permission to expand beyond 10 million passengers a year.
- The importance of the wider aerospace centre of excellence at Filton and its major contribution to our economy, skills base and industrial heritage.
- Ongoing efforts being pioneered locally by industry to decarbonise aviation, including through the Jet Zero initiative.

Further recognises:

- The Combined Authority's role as Transport Authority for its area to improve sustainable and decarbonised travel options to and from the Airport.

The Joint Committee resolves:

- To oppose the latest plans to expand Bristol Airport.
- Supporting North Somerset Council's position in refusing Bristol Airport's latest planning application which is currently the subject of an appeal inquiry and to oppose the additional expansion of Bristol Airport represented in that planning application.
- Opposing the carbon emissions associated with the additional expansion of Bristol Airport represented in their latest planning application.
- To request that West of England Chief Executives bring a report back to the October 2021 meeting setting out a range of proposals to support the decarbonising of aviation.'

The amendment was seconded by Councillor Guy. In seconding the amendment, Councillor Guy commented that it was important to show to the public that the

Combined Authority was opposed to the current Airport expansion plans. He also welcomed the fact that the amendment took on board the point raised earlier at the meeting about supporting the aviation industry to become greener.

In response to a point raised by Councillor Davies, it was noted that, if this amendment was agreed, a report setting out a range of proposals to support the decarbonising of aviation would be submitted to the Joint Committee.

Councillor Savage welcomed this amendment to the original motion and the fact that it took on board some of the key points raised in the earlier amendment. It was important to recognise the region's strong aerospace industry; this needs to thrive but more needs to be done to help the industry in their decarbonising efforts. He was pleased that this was reflected in the amendment including the reference to the Jet Zero initiative. He also welcomed the acknowledgement that the Combined Authority has a role as a transport authority in improving sustainable travel choices as this could affect carbon emissions associated with the Airport. He noted that one aspect of his earlier amendment that was not included in this amendment was the reference to the departure of the Combined Authority's Director of Infrastructure; he wished to place on record that he felt this was a huge loss to the Combined Authority of an officer who had shown ongoing commitment to collaborative and partnership working.

Councillor Savage also noted the explicit reference in the amendment to opposing the latest plans to expand Bristol airport. Whilst not doubting the strength of public feeling on this issue, members should be realistic as to how meaningful it actually was for the committee to oppose the airport expansion, given that the airport was not within the Combined Authority's footprint; the Combined Authority also had no power over the planning decision. Finally, further to his earlier comment, he recognised the importance of a report being brought back on how the aerospace industry's decarbonising efforts could be supported.

Councillor Davies welcomed the amendment and added that the support of the surrounding authorities for the North Somerset Council decision to refuse the expansion while the planning appeal was underway was hugely uplifting for North Somerset as an authority.

The Chair commented that in his view, the public view on this issue was ahead of politicians and, as per his earlier comment, it was time to demonstrate moral leadership.

Voting then took place on the amendment. 4 members voted in favour of the amendment, none against, with 1 abstention.

The amendment having been carried, the **Joint Committee** then voted on this as the substantive motion (including the amendment) and

RESOLVED (4 members voting in favour, none against, with 1 abstention):

The Joint Committee recognises:

- **There is a climate and biodiversity emergency.**
- **The West of England has ambition net zero targets for 2030.**

- The proposed expansion of Bristol Airport is one of the biggest carbon decisions in the region for the coming decade.
- The pandemic has significantly reduced air travel with a 75.6% drop in passenger numbers in 2020 and is expected to recover although to an unknown level.
- Bristol Airport's role as an employer in the region and the need for a just transition to a greener economy that does not leave workers worse-off.
- Bristol City Council and Bath and North East Somerset Council opposition to current airport expansion and North Somerset Council's decision to refuse planning permission to expand beyond 10 million passengers a year
- The importance of the wider aerospace centre of excellence at Filton and its major contribution to our economy, skills base and industrial heritage.
- Ongoing efforts being pioneered locally by industry to decarbonise aviation, including through the Jet Zero initiative.

Further recognises:

- The Combined Authority's role as Transport Authority for its area to improve sustainable and decarbonised travel options to and from the Airport.

The Joint Committee resolves:

- To oppose the latest plans to expand Bristol Airport.
- Supporting North Somerset Council's position in refusing Bristol Airport's latest planning application which is currently the subject of an appeal inquiry and to oppose the additional expansion of Bristol Airport represented in that planning application.
- Opposing the carbon emissions associated with the additional expansion of Bristol Airport represented in their latest planning application.
- To request that West of England Chief Executives bring a report back to the October 2021 meeting setting out a range of proposals to support the decarbonising of aviation.

8 PRINCIPLES FOR A REFRESHED CLIMATE EMERGENCY AMBITION

This report was submitted for consideration by the West of England Combined Authority Committee and the West of England Joint Committee (agenda item 8).

The report set out a recommendation for the Combined Authority Committee's consideration and a separate recommendation for the Joint Committee's consideration, as follows:

Recommendation for the Combined Authority Committee:

- To approve the creation of an interim Environment Director, with a view to recruiting to this post on a permanent basis in the medium term.

Recommendation for the Joint Committee:

- To agree the principles for a revised ambition to address the climate emergency.

At the suggestion of Councillor Davies, the Chair agreed it would be appropriate for the recommendation for the Joint Committee to be considered first.

The Chair then moved the recommendation for the **Joint Committee** as follows:

‘To agree the principles for a revised ambition to address the climate emergency.’

This motion was seconded by Councillor Davies.

Councillor Davies commented that the work now being developed was moving in the right direction; it will be important for the Joint Committee to ambitiously deliver on the new Climate Emergency approach and, given the time lost through reframing the approach, to accelerate delivery even more quickly. He therefore supported the new approach, which must be accompanied by ambitious delivery to achieve net zero by 2030 – it will be important to challenge delivery on an ongoing basis to ensure the ambitious approach is maintained.

Councillor Guy thanked Combined Authority officers for working in collaboration with unitary authority officers in developing this more ambitious and dynamic Climate Emergency approach. As part of this, it will be essential for the Combined Authority to embed climate emergency considerations into transport delivery. He also appreciated the comments submitted by the Overview and Scrutiny Committee. To help assist the delivery of the new approach, he felt an amendment was needed to add further wording to the recommendation, to ensure clarity about the role of the new Climate Board in delivering the ambitions and measuring and challenging that delivery and progress.

Councillor Guy then moved the following amendment to the report:

The recommendation for the Joint Committee to be reworded as follows:

‘To agree the principles for a revised ambition to address the climate emergency and that a full review of the governance and terms of reference for the new Climate Board should be approved at the next Joint Committee in October 2021.’

The amendment was seconded by Councillor Savage and Councillor Cheney.

Councillor Savage commented that there are lessons to learn in terms of how partnership and collaboration has worked; it will be important to ensure that the Climate Board’s voice, incorporating all the unitary authorities, will be listened to.

Councillor Cheney, noting the above comment, stressed the need to ensure full collaborative working.

Councillor Davies welcomed the proposal, as included in the amendment, to review the detail of the Climate Board’s terms of reference. He suggested it would be appropriate to consider using a term other than ‘Board’ for this new body to avoid any confusion with the roles of the other Combined Authority boards and emphasise its difference. It will be key to involve the voices of business and communities.

The Chair commented that clear targets will be critical in tracking progress on the delivery of outcomes; strong collaboration will be key to that delivery, including wide engagement and involvement across the full spectrum of business, and also with trade unions and voluntary and community groups.

Voting then took place on the amendment. 4 members voted in favour of the amendment, and 1 against. Due to the fact that the Chair, as Metro Mayor, had voted against, the amendment fell.

In response to a question raised by Councillor Davies, the Director of Legal Services confirmed that in line with the constitution, an amendment considered by the Joint Committee 'fell' if it was not supported by the Metro Mayor.

Councillor Savage asked that committee members be sent a written copy of the legal advice on the voting arrangements (as had been supplied to the Chair in advance of the meeting).

The Chair advised that he had voted against the amendment as he did not wish to delay this decision until October, given the committee was being asked to agree and urgently take forward a new climate emergency ambition.

Councillor Savage further commented that he recognised the value of the collaborative work that had taken place across the authorities over the summer in developing the refreshed approach to tackling the climate emergency. It will be important to ensure that robust governance is in place to ensure accountability for the delivery of key actions and that the approach is taken forward collectively.

Councillor Guy commented that the purpose of the amendment previously discussed had not been to delay the new approach; it was important, however, to ensure clarity about the role of the Climate Board to maximise its effectiveness.

The Chair stressed the importance of the authorities working together and collaboratively for the benefit of the region as a whole, and the need to urgently take forward the refreshed climate emergency approach. Effective collaboration would also be critical in relation to bidding for government funds.

Voting then took place on the original recommendation for the **Joint Committee**.

The **Joint Committee**

RESOLVED (unanimously)

- To agree the principles for a revised ambition to address the climate emergency.

The Chair then moved the recommendation for the **Combined Authority Committee** as follows:

'To approve the creation of an interim Environment Director, with a view to recruiting to this post on a permanent basis in the medium term.'

This motion was not seconded. The motion therefore fell.

Councillor Savage then moved the following new recommendation for consideration by the Combined Authority Committee:

‘Committee notes the importance of having the right resources in place at the right time to drive forward on our ambitious climate change commitments.

Recommendation for West of England Combined Authority Committee: That an update report be brought back to the October committee meeting setting out the roles and responsibilities of a new Environment Director post, and its relationship with the Infrastructure Director and the relevant Member Advisory Boards, together with the associated financial implications. That the report sets out options for how this post can be recruited to as quickly as possible, involving all members of the WECA committee in the appointment, on a permanent contract/basis.’

In moving this new recommendation, Councillor Savage commented that employing an interim Director would be an expensive exercise and he was concerned that the current report did not include detailed financial implications on the costs of an interim Director role. He could not at this point support the creation of this interim post and the use of resources for recruitment to this (and a number of other) posts, especially given the wider context that a number of bus services were no longer being supported by the Combined Authority across the region due to financial considerations.

This motion was seconded by Councillor Cheney. Councillor Cheney stressed the importance of all the authorities working together effectively and collaboratively; this should apply in terms of recruiting to a key interim/Director post such as that of the proposed Environment Director.

Councillor Guy expressed his full support for the principle of the proposed Environment Director post, particularly given the need to embed climate emergency considerations into all the Combined Authority’s activities and actions. It was important though, in his view, not to set any precedent, through appointing an interim Director, for how directors are appointed by the Combined Authority. A new Environment Director post must be fully integrated in the context of the role of the new Climate Board.

The Chair commented on the urgent need, in his view, to establish and recruit to the Environment Director post as quickly as possible. The interim Director proposal was not intended to set any precedent for future recruitment practice. In relation to the point raised by Councillor Savage about bus services, the Chair advised that in his view, this was a separate issue – he had written to the Minister of Transport about the challenges faced locally in relation to bus services; this letter had been signed also by several local MPs across the region from a range of political parties.

Voting then took place on the motion to approve the new recommendation, as moved by Councillor Savage. 2 members voted in favour of the motion, 1 against, with 1 abstention. Due to the fact that the Chair, as Metro Mayor, had voted against, the motion fell.

GREEN RECOVERY FUND

This report was submitted for consideration by the West of England Joint Committee and the West of England Combined Authority Committee (agenda item 9).

The report set out a recommendation for the Combined Authority Committee's consideration and a separate recommendation for the Joint Committee's consideration, as follows:

Recommendation for the Combined Authority Committee:

- To earmark from the existing Combined Authority Investment Fund headroom £20m for a Green Recovery Fund.

Recommendation for the Joint Committee:

- To note the fund's objectives and framework.

The Chair moved the recommendation for the **Combined Authority Committee** as follows:

'To earmark from the existing Combined Authority Investment Fund headroom £20m for a Green Recovery Fund.'

In moving the motion, the Chair stressed that this proposal was in line with and would deliver his manifesto commitment to create a Green Recovery Fund of this scale. He emphasised that retrofitting of properties to reduce emissions would be a key element of the proposal. The fund was also designed to lever in additional resources and opportunities. He was determined that the region should be at the 'cutting edge' of green delivery, with the region showing that it was a national leader, well placed to take advantage of government funding opportunities.

This motion was not seconded. The motion therefore fell.

Councillor Guy indicated his support for the principle of a Green Recovery Fund but advised he was not able to second the current proposal. The fund in his view needed to be bolder, more ambitious and at least three times bigger than the £20 million proposed in the report, i.e. at least £60 million.

The Chair commented that the item would be brought back for discussion at the October meeting, adding that officers will explore how the £20 million fund could be increased as he was keen to ensure that the proposal is as ambitious as possible.

Councillor Savage referred to the fact that he had circulated to committee members a potential new recommendation for consideration by the Combined Authority Committee. He indicated that it was not necessary for him to formally move this new recommendation, noting that committee members were in agreement about the need to create a more ambitious Green Recovery Fund. He asked for a verbal assurance from the Metro Mayor that there will be collaboration between the Combined Authority Chief Executive and the unitary authority Chief Executives on the refreshed proposal in advance of the October committee meeting.

In response, the Chair stated that the authorities will need to work very closely together to achieve the ambitions around this fund, including increasing the size of the fund.

Councillor Cheney commented that from Bristol's perspective, there was a lack of clarity in the current report about how the Green Recovery Fund would be financed, including information about how funding this priority may potentially affect the funding of other priorities.

The Chair confirmed that a further report on the Green Recovery Fund would be brought back to the October meeting, linked in with the latest Investment Fund report.

The **Joint Committee** then noted the proposed fund's objectives and framework.

Councillor Davies commented that from the Joint Committee's perspective, it was important to place on record support for Combined Authority committee members' ambitions for the size of the Green Recovery Fund, also noting the importance of clearly identifying the funding sources and any priorities that may no longer be funded as a result of this. He added that if the aim was to demonstrate the scale of ambition, it was incumbent upon the Combined Authority, in conjunction with the constituent councils, to bring forward a report and plan for action for consideration at the October meeting. It was essential to clearly articulate both the ambition and what will be done, and what may not be done because of the priority afforded to the green recovery.

The Chair then closed the meeting at 5.33 pm, and again thanked Watermore Primary School for hosting the meeting.

Signed:

Date:

WEST OF ENGLAND JOINT COMMITTEE
15 OCTOBER 2021

ITEM 9

REPORT SUMMARY SHEET

SUPPORTING THE DECARBONISATION OF AVIATION

Purpose

At the 21 September West of England Joint Committee meeting, a motion was approved to oppose the latest plans to expand Bristol Airport. In approving the motion, the Joint Committee recognised *'the importance of the wider aerospace centre of excellence at Filton and its major contribution to our economy, skills base and industrial heritage'* and the *'ongoing efforts being pioneered locally by industry to decarbonise aviation, including through the Jet Zero initiative'*. The committee requested 'that West of England Chief Executives bring a report to the October 2021 meeting setting out a range of proposals to support the decarbonisation of aviation'.

Summary

In response, this report describes the current shape and scale of the aerospace sector in the region and sets out what national and regional initiatives are in place (or emerging) to support the industry on the journey to decarbonising aviation.

The report also identifies a number of opportunities to be developed potentially into a joint plan with industry, to ensure the aerospace sector in the West of England can effectively restructure and continue to be a major source of sustainable and well-paid jobs for our residents.

Recommendations

Members of the Joint Committee are asked:

1. To note the breadth of activity happening across the region to support the decarbonisation of aviation, the associated risks, gaps and opportunities, and the need for more action.
2. To support the strategic proposals for accelerated scaled-up action and the development of a joint plan with industry, with a progress report to come back to Committee at its meeting in January 2022 through the West of England Chief Executives.

Contact officer: Stephen Bashford

Position: Director of Business & Skills

Email: Stephen.Bashford@westofengland-ca.gov.uk

REPORT TO: WEST OF ENGLAND JOINT COMMITTEE

DATE: 15 OCTOBER 2021

REPORT TITLE: SUPPORTING THE DECARBONISATION OF AVIATION

DIRECTOR: STEPHEN BASHFORD, DIRECTOR OF BUSINESS AND SKILLS

AUTHOR: ANTONY MERRITT, HEAD OF ENTERPRISE, INWARD INVESTMENT AND TRADES

Purpose of Report

- 1.1 At the 21st September West of England Joint Committee meeting it was resolved to oppose the latest plans to expand Bristol Airport. In reaching the resolution, the Committee recognised *'the importance of the wider aerospace centre of excellence at Filton and its major contribution to our economy, skills base and industrial heritage'* and the *'ongoing efforts being pioneered locally by industry to decarbonise aviation, including through the Jet Zero initiative'*. The committee requested *'that West of England Chief Executives bring a report to the October 2021 meeting setting out a range of proposals to support the decarbonisation of aviation'*.
- 1.2 In response, this report describes the current shape and scale of the aerospace sector in our region and details what national and regional initiatives are in place (or emerging) to support the industry on the journey to decarbonising aviation.
- 1.3 The report then proceeds to set out a number of strategies opportunities to be developed at pace into a joint delivery plan with industry, to mitigate risks and capture the opportunities, needed to ensure the aerospace sector in the West of England can effectively restructure and continue to be a major source of sustainable and well-paid jobs for our residents.

Recommendation(s) for West of England Combined Joint Committee:

1. To note the breadth of activity happening across the region to support the decarbonisation of aviation, the associated risks, gaps and opportunities, and the need for more action.
2. To support the strategic proposals for accelerated scaled-up action and the development of a joint plan with industry, with a progress report to come back to Committee at its meeting in January 2022 through the West of England Chief Executives.

Background / Issues for Consideration

Regional and National Context

- 2.1 The South West of England is home to 14 of the 15 most significant aerospace companies in the world, supported by world-class universities and specialist technology centres, a supply chain of over 800 companies, a range of aerospace research facilities, and a highly skilled talent pool. The sector is a valuable contributor to regional and national prosperity, contributing £7 billion each year and employing more than 98,000 people.
- 2.2 The West of England is at the heart of this globally significant cluster. Its combined strengths have created an ecosystem that exists nowhere else in the UK and only in a handful of other regions internationally – the region stands out as the biggest aerospace cluster in the UK and second largest in Europe. This significant cluster of primes and supply chain companies covers a wide range of aerospace capabilities through wings and large structures to engines, and through a range of systems technologies.
- 2.3 The region is well placed to lead the next chapter for global aerospace development and act with greater pace to decarbonise aviation. As an already thriving cluster, cross sector collaborations provide great opportunities to pioneer new product development and high value design, operational efficiency, shared skills, and shared ambitious targets to reduce carbon emissions, not just within aviation but across wider transport and industrial sectors. Scaling up our ambition further, will mean we can have an even greater impact in addressing the climate emergency, while also securing a strong competitive advantage against other international competitors, helping to retain jobs and skills in our region.
- 2.4 The UK was the first major economy in the world to set a legislative target of net zero by 2050. UK Government has also published a Decarbonising Transport Plan, with targets of decarbonised domestic aviation and airport operations by 2040. Eliminating its impact on the environment is the single biggest challenge for the aviation sector if it is to reach net zero international aviation by 2050. Demand for smart and sustainable aviation solutions is being driven by the UK's clean growth strategy.
- 2.5 There are a number of UK Government supported initiatives to decarbonise aerospace, generate fuels such as hydrogen, and develop green skills. For example:
- Jet Zero Council: a partnership between industry and government with the aim of delivering zero-emission transatlantic flights within a generation.
 - Fly Zero: an Aerospace Technology Institute (ATI) project to determine how the UK might best contribute to zero-emission aircraft. The programme will pull together expertise from across the UK supply chain and universities in an initial 12-month programme to look at the design challenges and market opportunities of potential zero-emission aircraft concepts. The programme has formally

adopted Bristol Airport as one of the focus airports for its studies.

- National Government Support: in 2020, the Government signed off on £200 million in grants, matched by industry to support projects including developing high-performance engines, new wing designs, and ultra-lightweight materials to reduce fuel consumption.

Review of current regional activity

- 2.6 The Combined Authority leads the **South West Aerospace** consortium – a collaboration between industry, the regional Local Enterprise Partnerships, academia and research and technology organisations, with a core aim to deliver regional economic success and growth in the sector. The consortium exists to deliver a strategic approach and consistency in plans to support the local implementation of UK Government’s Aerospace Ambitions in the South West.
- 2.7 Annex 1 sets out in more detail some of the key business, innovation and skills assets capable of developing cutting-edge, green technologies, which can help achieve rapid decarbonisation and at the same generate new growth and employment opportunities.
- 2.8 For example, industry led investments like **the Aerospace Integration, Research and Test Centre** by **Airbus** and **GKN’s Global Technology Centre**, are delivering innovative products and materials, and leading on the commercialisation of sustainable aviation fuels (SAFs) including active involvement in the development of hydrogen. GKN is delivering a £54m collaborative H2GEAR programme to push hydrogen technology and accelerate aerospace decarbonisation to zero emissions (entry-into-service of hydrogen-powered aircraft could be as early as 2026). **Rolls Royce** is also engaged in the development of SAFs and pioneering optimisation of industrial footprint emissions and engine electrification.
- 2.9 The **National Composites Centre** is leading work to develop new advanced composite materials which will unlock the design potential for future, cleaner aircraft and propulsion systems, alongside development in renewable energy including wind turbines. Bristol Airport’s **Aviation Carbon Transition (ACT) Programme**, open to businesses and organisations in the region, is funding reductions in emissions from flight and transport activity.
- 2.10 The region’s universities bring unique strengths too - the **University of Bristol** is leading research into hydrogen storage, electric propulsion, aeroacoustics, and control systems; the **University of Bath** is at the forefront of applied research into propulsion systems and through a new ‘Bath Beacon’ will promote and accelerate hydrogen-related research; and the **University of the West of England (UWE)** offers an BEng in aerospace engineering and jointly hosts the Bristol Robotics Laboratory.
- 2.11 The Combined Authority has invested with industry in a range of strategically significant projects and world class facilities helping to build new innovative

capacity: the £10m **Digital Engineering Technology & Innovation (DETI) programme, working with the National Composites Centre** is creating disruptive technology advancements to achieve net zero, alongside skills support to inspire the next generation of digital engineers; and the **Institute of Advanced Automotive & Propulsion Systems (IAAPs)**, a new £70m development located at the Bristol and Bath Science, will support transition to the decarbonisation of aerospace propulsion through future fuels and electrification technologies.

- 2.12 Through investments like the **Business Innovation Fund** and the emerging **Made Smarter Programme**, the Combined Authority is providing support to the small businesses that form the extensive aerospace supply chain to decarbonise, increase digital adoption and resilience; and through its participation in the national **Future of Flight Programme** and working with the Department of International Trade, helping to target major new **inward investments** in sustainable aviation and advanced air mobility.
- 2.13 The West of England's universities and further education colleges have forged strong links with the aerospace and advanced engineering sector, developing new training provision and facilities which are fundamental to accelerating the journey to net zero. The **West of England Institute of Technology**, funded by the Department of Education and the Combined Authority, designs and delivers flexible, higher-level technical learning to equip people with the skills needed for digital innovation and emerging green technologies. Aerospace related training delivered by the Institute of Technology, is focused through a satellite centre based at the Global Technology Centre. The **Future Technology Centre led by Weston College** aims to up-skill learners with 'work ready' technology skills with a focus on advanced engineering, automated manufacturing and low carbon sectors.
- 2.14 Alongside this, the Combined Authority's £8m **Workforce for the Future** programme is offering specialist support to small businesses to plan for future skills needs. A recently launched phase two, will include additional targeted provision for developing green skills and digital learning factories, which will play a crucial role in addressing gaps and generating new skills opportunities as the region's aerospace sector restructures.

Further strategic opportunities

- 2.15 With these foundations in place, there is an opportunity for national, regional and local government to work with industry, higher and further education, to make even more rapid progress and firmly establish the region as a global leader in driving innovation to decarbonise aviation. We need to act quickly to address the climate emergency and to ensure other economies across Europe do not gain momentum ahead of us with the risk of jobs and skills draining from the region.
- 2.16 Below we set out a series of high-level strategic opportunities across four broad themes which will form the basis of a new joint plan with industry. This plan will draw together and maximise the value of existing investments within a coherent framework and position the region to leverage additional support and funding.

1. Influencing and Leadership:

- Establish a senior level public-private partnership group to focus on **Smart and Sustainable Aviation**, reporting into the new Climate Action Panel, to drive and monitor impact of the changes needed for rapid decarbonisation.
- Ensure the region and its businesses are **contributing to and benefiting from national activity – Aerospace Technology Institute, FlyZero, CPC Future Air Mobility and Future of Flight activities** – with the Combined Authority co-ordinating and supporting proposals from the region to secure increased levels of funding.
- Take urgent action to draw together **aerospace, aviation and energy sectors** to focus investment and action on net zero developments; ensure that the low carbon benefits of high value design in aviation are **shared across multiple sectors including other transport modes and in the development of renewable energy**.
- Use major events to showcase the contribution the region is making towards the decarbonisation of aviation and attract new investment for accelerated action e.g. through the **Global Investment Summit, COP26, GUAAS 2022 and Farnborough 2022**.

2. Technology & Innovation:

Utilising our unique research and innovation assets and harnessing the strengths of our world-class universities, we can significantly scale-up our innovation ambitions. We will:

- Extend the ground-breaking **Digital Engineering Technology and Innovation (DETI) Programme through an even more ambitious Phase 2**.

This work will accelerate digital transformation, innovation and productivity to position the UK as a global engineering leader for net zero. It will be delivered through an Advanced Engineering Partnership (AEP) of universities, RTOs and industry in partnership with the Combined Authority. Its focus will include – hydrogen propulsion systems and storage solutions and next generation clean energy solutions including for aerospace. Phase 2 will also see the development of a new Innovation Hub for Accelerated Net Zero Manufacturing, as well as further activity to accelerate product innovation across the sector and its extensive supply chain of SMEs.

- Build on the **Institute of Advanced Automotive & Propulsion Systems (IAAPs)** to expand its capacity, capability and facilities to support **electric and hydrogen aviation**.
- Work across the wider South West region to pioneer **green hydrogen testing, production, storage and distribution** with aerospace/ aviation as

priority end users. The testing of hydrogen and electric systems will accelerate certification and integrator knowledge (creating a systems integration approach).

- Put in place test facilities and flight test corridors to enable the test and demonstration of **environmentally-friendly air mobility vehicles** and net zero/ zero emission technologies.
- Explore the opportunity to **join the Advanced Aerial Mobility Cities and Regions Coalition, led by the World Economic Forum (WEF)**, to support international collaboration, policy making and sector development that promotes R&D and testing for new sustainable forms of aviation integrated into urban and regional transportation networks.

3. Sector and supply chain development

- Through the Combined Authority's **Invest Bristol and Bath** service, work with the Heart of the South West LEP and Department of International Trade to deliver the **Smart and Sustainable Aviation High Potential Opportunity (HPO)**. This will be promoted internationally to attract inward investors.
- Support aerospace and advanced engineering SMEs to access grants and other mechanisms of support related to reducing carbon, through delivery of the Combined Authority funded **West of England Made Smarter** with a focus on the aerospace supply chain. This will include decarbonising production and promoting through wider transport planning routes to zero emissions logistics.
- Work with our industry primes to **determine gaps or needs in the future supply chain** that will support the sector to reduce carbon.

4. Nurturing talent and skills development

Develop an associated regional skills and workforce development plan, with the Heads of Skills from WECA and the West of England UAs, working alongside the Skills Advisory Panel. This will:

- Build on DETI and the Combined Authority's Workforce for the Future programme, **to develop new transferable digital engineering and green manufacturing skills** that can work across many sectors and provide a range of career pathways and opportunities for our residents.
- Develop the concept of **Digital Learning Factories** to combine our world class innovation assets with hands-on learning and skills development to inspire future careers in low carbon aerospace and advanced engineering.
- Make the case for further government investment in the region's high performing **Institute of Technology** to ensure we have the right building blocks in place to skill people to meet future industry demand.

- Provide greater opportunities for diversity and inclusion in employment by promoting the **Women in Aviation and Aerospace Charter** and a range of national and international initiatives.
- Build off the new regional **Talent Retention Platform**, led by the Combined Authority, to support activity directed at green jobs and skills in the advanced engineering and aerospace sector to enable business to business talent management, SME talent management and skills matching within and across sectors.
- Enhance digital networks and fibre broadband coverage to help increase data capacity and the ability for model-based engineering (reduced physical testing), building on programmes like UMBRELLA in South Gloucestershire.

Consultation

- 3 This position paper has drawn on the work undertaken by the aerospace sector group for the Regional Recovery Taskforce, with further advice from industry representatives and the Combined Authority funded aerospace sector specialist. More extensive engagement will take place in developing the joint plan.

Other Options Considered

- 4 N/A

Risk Management/Assessment

- 5 The main risk at this stage is associated with not taking accelerated action to decarbonise aviation and tackle the climate emergency, at the same time helping the region's aerospace sector restructure and protect jobs and skills. A full risk assessment will be included with the joint plan.

Public Sector Equality Duties

- 6 The public sector equality duty created under the Equality Act 2010 means that public authorities must have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the Act.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.
- 6.1 The Act explains that having due regard for advancing equality involves:
- Removing or minimizing disadvantages suffered by people due to their protected

characteristics.

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

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

6.3 A full equalities impact assessment will be produced alongside proposed joint plan.

Climate Change Implications

7 On 19 July 2019, the West of England Combined Authority declared a climate emergency, recognising the huge significance of climate change and its impact on the health, safety and wellbeing of the region's residents. The Combined Authority is committed to taking climate change considerations fully into account as an integral part of its governance and decision-making process.

Each report/proposal submitted for Combined Authority / Joint Committee approval is assessed in terms of the following:

Will the proposal impact positively or negatively on:

- * The emission of climate changing gases?
- * The region's resilience to the effects of climate change?
- * Consumption of non-renewable resources?
- * Pollution to land, water or air?

Particular projects will also be subject to more detailed environmental assessment/consideration as necessary as part of their detailed project-specific management arrangements

7.1 The report proposes accelerated action to decarbonise aviation and place the region at a competitive advantage in advancing new green technologies, skills and jobs. A joint plan will be developed with industry with recommended action to scale-up exiting programmes and secure new investment and delivery.

Finance Implications, including economic impact assessment where appropriate

8 *Please state any financial implications arising as a result of this report.*

Advice given by: Malcolm Coe, Director of Investment and Corporate Services

There are no direct financial implications relevant to this report.

Legal Implications

9 *Please state any legal implications arising as a result of this report.*

Advice given by: Shahzia Daya, Director of Legal Services
There are no direct legal implications relevant to this report.

Appendix 1: Regional innovation assets and skills programmes supporting decarbonisation of aviation

- Launched earlier in 2021, **Airbus** has created a global **Aerospace Integration, Research and Test Centre (AIRTeC)**. Together with its suppliers, partners, and academia, it will design, test and deliver new aircraft wings, landing gear systems and fuel systems, with a focus on reducing carbon. The Filton fuel systems centre is leading essential hydrogen technology research.
- The development and commercialisation of **sustainable aviation fuels** over the next decade is vital to providing a solution to greenhouse gas emissions in flying now. Sustainable aviation fuels represent an essential near-term 'bridge' to technologies like hybrid-electric and all-electric aircraft. Hydrogen fuels are likely to be key in any decarbonisation scenario and companies such as **Airbus, GKN Aerospace** and **Rolls Royce**, based in the West of England, are helping to deliver huge technological progress.
- Opening later this year GKN Aerospace has a new **Global Technology Centre (GTC)** that will focus on additive manufacturing, advanced composites, assembly and industry 4.0 processes. GKN is also delivering a £54m collaborative H2GEAR programme to push hydrogen technology and accelerate aerospace decarbonisation to zero emissions. Entry-into-service of hydrogen-powered aircraft could be as early as 2026.
- Rolls Royce is also engaged in the development of SAFs, alongside also pioneering optimisation of industrial footprint emissions and engine electrification. The **National Composites Centre** is leading work to develop new advanced composite materials which will unlock the design potential for future, cleaner aircraft and propulsion systems.
- Bristol Airport has its own innovation fund to kick start and fast track decarbonisation initiatives in the South West, focusing on emissions from flight and transport activity. The £250,000 per annum **Aviation Carbon Transition (ACT)** Programme is open to businesses and organisations in the region, with the potential to use Bristol Airport being as a test bed location. Airport has been selected as case study for BEIS' Fly Zero and DfT's ZEFI programmes, both of which are examining the airport infrastructure requirements for hydrogen powered aircraft in the future.
- The **West of England Aerospace Forum (WEAF)** is a membership trade organisation covering all aspects of aerospace and defence. On behalf of the Aerospace Growth Partnership, WEAF deliver the National Aerospace Technology Exploitation Programme (NATEP) in the South West, aimed to help SMEs develop innovative technologies to enhance capabilities working with higher tier companies anywhere in the world.
- The **University of Bristol** is at the cutting edge of global research with a highly rated research and teaching department in areas such as hydrogen storage, electric propulsion, aeroacoustics, and control systems, and houses the Bristol Composites

Institute a world-leading institute for composites research. The **University of Bath** has a strong reputation in engineering, physical sciences, mathematics and technology and has been at the forefront of applied research into propulsion system. The **University of the West of England** offers an BEng in Aerospace Engineering and jointly hosts the Bristol Robotics Laboratory.

- The world class research and innovation facilities available at the **Institute of Advanced Automotive Propulsion Systems (IAAPs)** new £70m development located at the Bristol and Bath Science – part funded by the Combined Authority – will support collaborative opportunities in the development of drivetrain design and validation strategies and the transition to the decarbonisation of aerospace propulsion systems through future fuels and electrification technologies.
- The **National Composites Centre** is the world leading authority on composites, bringing together the best minds and the best technologies to solve the world’s most complex engineering challenges. It works globally to accelerate the adoption of high-value, sustainable engineering solutions in composites. The Combined Authority has invested £10m with industry in the **Digital Engineering, Technology & Innovation (DETI) programme aimed at creating** disruptive technology advancements to achieve net zero. DETI is also delivering a comprehensive skills and workforce development programme to inspire the next generation of engineers and to ensure the current and future workforce is digital ready.
- The West of England’s universities and further education colleges have forged strong links with the aerospace and advanced engineering sector, developing training and new facilities which are fundamental to accelerating the move to NetZero. The **West of England Institute of Technology**, funded by the Department of Education and Combined Authority, brings together our college’s, UWE, and employer partners including the leading aerospace companies and the NCC. It designs and delivers flexible, higher-level technical learning to equip people with the skills need for digital innovation and emerging green technologies.
- The **Future Technology Centre**, led by Weston College with funding from the Combined Authority, aims to up-skill learners with ‘work ready’ technology skills focused on the Creative and Digital, Advanced Engineering/Civil Engineering and Automated Manufacturing, and Low Carbon sectors.
- The Combined Authority is leading a regional **West of England Made Smarter programme** aimed at helping manufacturing businesses to digitise their processes through a number of interventions, including support to identify how to digitise, funding to purchase new machinery and the placement of skilled graduates into companies to support digitisation processes. Although not focussed on the aerospace supply chain specifically, the programme could be focussed on this sector.
- A consortium led by Atkins and involving Vertical Aerospace, Bristol Airport and the Combined Authority has been awarded an industrial research grant through the **Future of Flight Challenge** to look at the feasibility of an air taxi service in the region. The programme focuses on the development of the digital and physical infrastructure, regulation and control systems required to use these new aircraft practically and

safely. These new modes of travel will increase mobility, reduce road congestion, improve connectivity, increase UK manufacturing opportunities and help reduce the environmental impact of air travel.

The Future Flight programme is funded by £125m from the Industrial Strategy Challenge Fund which is expected to be matched by up to £175m from industry. Other regional initiatives include supporting hydrogen fuelled logistics transport between Newport and Bristol ports

- The Combined Authority's **Business Innovation Fund** is a research and development (R&D) grant fund open to SMEs, supporting their development of new products, processes and services that are relatively close to market. SMEs from a variety of sectors can apply, including those working in aerospace and advanced manufacturing. Future rounds of the fund are planned to have a clean growth focus, encouraging R&D that supports development of products, processes and services that reduce greenhouse gas emissions.
- Working with the local councils we have a well-established Inward Investment Service – **Invest Bristol and Bath** – which is leading a campaign plan to attract new investment in Sustainable Aviation and Advanced Air Mobility opportunities for the West of England. The service is already supporting 50 active inward investment leads in the sector with 50% of them specifically focused on new Net Zero and Sustainable Aviation technologies. Together with the Department of International Trade and the Heart of the South West LEP, the Combined Authority's inward investment service has developed a specific proposition on Smart and Sustainable Aviation High Potential Opportunity (HPO) that will be promoted internationally to attract inward investors.
- The Combined Authority's £8m **Workforce for the Future** programme provides support to small businesses to plan for future skills needs. A recently launched phase two, will include specialised support on developing new green skills and digital learning factories

West of England Combined Authority Contact:

Any person seeking background information relating to this item should seek the assistance of the contact officer for the meeting who is Ian Hird on 07436 600313; or by writing to West of England Combined Authority, 3 Rivergate, Temple Quay, Bristol BS1 6EW; email: democratic.services@westofengland-ca.gov.uk



WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE

ITEM 10

15 October 2021

REPORT SUMMARY SHEET

INVESTMENT FUND

Purpose

To seek approval for feasibility, development and delivery funding, and for change requests for schemes within the current approved programme

Summary

This report includes the following key information

- The report sets out proposals to extend the Investment Fund programme to 2025/26.
- An Outline Business Case for Charfield Station.
- The creation of a Green Recovery Fund that will leverage in £50m to deliver the dual objectives of protecting the environment and reducing carbon, and creating jobs.
- Funding of a further £10m to the Covid-19 Recovery Fund bringing the total to over £20m.

Impact of Covid-19 pandemic

The Combined Authority has actively reviewed its key activities and work programme to reflect changing priorities as a result of the Covid-19 pandemic. Specific issues relating to the Covid-19 situation that impact on or are addressed through this report are as follows:

- Paragraphs 22-41 of the report sets out the proposed use of the Investment Fund to drive Covid-19 economic recovery including the addition of £50m for further recovery measures and a Green Recovery Fund.
- More generally supporting clean and inclusive economic growth is a key driver for the Investment Fund and all the projects within the programme will make a positive contribution to assisting the economic recovery.

- WECA will continue to review the deliverability, and priority, of its investment programme in response to Covid-19. Further updates will be provided through each committee cycle.

Members of the Combined Authority Committee are asked to:

1. Approve the updated Local Growth Assurance Framework
2. Approve the Outline Business Case for Charfield Station and the award of £2.923m to develop the Full Business Case subject to further confirmation of the provision of the rail service, with provision in the programme retained for the capital tail until 22/23 and the balance to be met through the CRSTS and local contributions where possible.
3. To allocate £2.226m to the Temple Quarter Regeneration Programme and delegate the approval of a Feasibility and Development Funding Application to the West of England Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils.
4. Approve the inclusion of the full cost of £23.65m for the Bristol Temple Meads Eastern Entrance in the Investment Fund programme
5. Allocate an additional £10m to the regional Covid-19 Recovery Fund and delegate the development of the assessment criteria and detail of the proposals to the Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils.
6. Agree to set up the Green Recovery Fund and leverage £50m through it on priority projects that target the climate emergency and enhance and complement activity being undertaken by constituent Councils including a housing retrofit investment, electric vehicle infrastructure investment and flagship green infrastructure and habitats projects such as Bath Riverline.
7. Award a further £300k to the Low Carbon Challenge Fund project for the housing retrofit programme
8. Approve the change requests for schemes within the current programme as set out in Appendix 2.
9. Amend the approved capital programme for individual project approvals agreed at the June Committee and within this report.

Contact officer: Malcolm Coe

Position: Director of Investment and Corporate Services

Email: Malcolm.Coe@westofengland-ca.gov.uk

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

DATE: 15 October 2021

REPORT TITLE: INVESTMENT FUND

**AUTHOR: MALCOLM COE, DIRECTOR OF INVESTMENT AND
CORPORATE SERVICES**

Purpose of Report

1. To seek approval for feasibility, development and delivery funding, and for change requests for schemes within the current approved programme.

Impact of Covid-19 pandemic

The Combined Authority has actively reviewed its key activities and work programme to reflect changing priorities as a result of the Covid-19 pandemic. Specific issues relating to the Covid-19 situation that impact on or are addressed through this report are as follows:

- Paragraphs 20-42 of the report sets out the proposed use of the Investment Fund to drive Covid-19 economic recovery including the addition of £10m for further recovery measures.
- More generally supporting clean and inclusive economic growth is a key driver for the Investment Fund and all the projects within the programme will make a positive contribution to assisting the economic recovery.
- The Combined Authority will continue to review the deliverability, and priority, of its investment programme in response to Covid-19. Further updates will be provided through each committee cycle.

Recommendations:

The Committee is asked to:

1. **Approve the updated Local Growth Assurance Framework**
2. **Approve the Outline Business Case for Charfield Station and the award of £2.923m to develop the Full Business Case subject to further confirmation of the provision of the rail service, with provision in the programme retained for the capital tail until 22/23 and the balance to be met through the CRSTS and local contributions where possible.**
3. **To allocate £2.226m to the Temple Quarter Regeneration Programme and delegate the approval of a Feasibility and Development Funding Application to the West of England Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils.**

4. **Approve the inclusion of the full cost of £23.65m for the Bristol Temple Meads Eastern Entrance in the Investment Fund programme**
5. **Allocate an additional £10m to the regional Covid-19 Recovery Fund and delegate the development of the assessment criteria and detail of the proposals to the Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils.**
6. **Agree to set up the Green Recovery Fund and leverage £50m through it on priority projects that target the climate emergency and enhance and complement activity being undertaken by constituent Councils including a housing retrofit investment, electric vehicle infrastructure investment and flagship green infrastructure and habitats projects such as Bath Riverline.**
7. **Award £300k from the Green Recovery Fund to extend the Low Carbon Challenge Fund project for the housing retrofit programme**
8. **Approve the change requests for schemes within the current programme as set out in Appendix 2.**
9. **Amend the approved capital programme for individual project approvals agreed at the June Committee and within this report.**

Background

2. There has been significant change for our region over the past two years. The economic impact of Covid has affected people's jobs, access to education, skills and employment, and hit many businesses and sectors hard. Our investments need to be responsive to this changed landscape. At the September committee meeting, members approved the establishment of a Green Recovery Fund. To support the region further, this paper sets out further investment decisions that will support the West of England to recover and grow.
3. In July 2019 the Committee approved a £350m investment programme up to March 2023 spanning the Investment Fund/Transforming Cities Fund. This sits within the frame of the Capital Strategy report, approved in February 2019, which set out the planned approach for establishing a thematic 20-year programme aligned with regional priority outcomes and objectives. This £350m included a level of structured overprogramming to reflect changed or delayed delivery. For each allocation and award, an allowance has been accounted for in terms of the subsequent costs for final delivery of the full scheme, referred to as the 'tail' which is based upon the current opinion of the most likely level of spend that will be incurred over this period.
4. Given more than two years has passed since the original programme was developed, we now propose to extend the time horizon for a further three years to March 26, re-establishing a 5 year Combined Authority Investment Programme. This would add £90m to the overall Investment Fund programme, however, as reported to Committee in June, there are already existing commitments against this funding which need to be accounted for in this period. Also, it should be noted that, at least £103m of the spend up to 22/23 will need to be on transport capital projects in line with the Transforming Cities Fund requirements.
5. As part of the City Deal in 2014, the West of England was awarded a 10 year allocation of devolved transport funding with that proportion covering 2015/16 to 20/21 included in

the Local Growth Fund. Government have now confirmed the award of £7.4m to the Combined Authority for 21/22, with North Somerset Council separately receiving £1.7m. From 22/23 the remaining City Deal funding will be consolidated into other Government funding sources. This £7.4m is also to be added to the Investment Fund programme.

6. The total funding over the period to March 2026 amounts to £450m including overprogramming of some £40m (10% of funds unspent). The balance available, and uncommitted, as at October 2021, stands at £69.3m which includes the 'headroom' of £30.1m, and spend commitments of £60.8m beyond 22/23 as reported to the June Committee. The headline position across the proposed 5 year rolling investment period is shown in Figure 1.

£m	Spend to 20/21	21/22	22/23	23/24	24/25	25/26	Total
Existing Programme (including allocations and tails*)	59	133	128	61			381
Funding (including overprogramming)	350			40	30	30	450
Headroom (prior to decisions at this Committee)	-	69					69

* Note: profile of allocations and 'tails' are estimates.

Figure 1: Actual and Forecast Spend and Funding

The £450m of Combined Authority funding available up to March 2026 is made up of:

- £30m of Investment Fund per annum x 10 years (16/17 to 25/26) £300m
- Transforming Cities Funding (to be spent by March 2023) £103m
- One year succession to Local Growth Funding for 21/22 £7.4m
- Structured over-programming of delivery against spend £39.6m

7. The Combined Authority has submitted an application for the City Region Sustainable Transport Settlement (CRSTS) which is expected to secure between £540m to £880m of capital funding over the five year period to 2026/27 (see item 12 on this agenda). These funds will follow the processes set out within the [Local Growth Assurance Framework](#) which has been revised and updated accordingly and to reflect recently published refreshed guidance. There will be an interface between these funds and the current Investment Fund programme which will be reported to the Committee in January 2022 following the award of funding.

Recommendation to approve the updated Local Growth Assurance Framework

8. In extending the Combined Authority investment programme for a further three financial years, we have rolled forward the Combined Authority Mayoral Office and election costs equating to £1.95m at current levels as previously approved by Committee. It should be recognised that a number of existing sources of Combined Authority revenue capacity funding, such as the Mayoral Capacity Fund, LEP Capacity Fund, 100% Business Rates Retention Pilot and Housing Capacity Fund are volatile and likely to cease beyond the current financial year which might result in additional operational funding requiring future

consideration. This leaves the balance of headroom available to £67.3m prior to decisions taken at this Committee.

- A summary of all the approved and allocated funding across the Investment Fund and Transforming Cities Fund (TCF) is shown in Appendix 1 and is summarised in Figure 2, which includes the approvals proposed to this Committee. An update on the projects seeking funding is set out by theme in the following sections.

Figure 2: Summary of Investment Programme to 2026 by Priority Theme

	Funding Awards and Allocations £000s	
	Jun 2021	Oct 2021
<i>Transport Infrastructure</i>		
Approved Awards and Allocations	79,122	83,299
Associated 'tail' required to deliver all projects up to March 2026	49,742	39,582
Total Investment in Transport Infrastructure	128,846	122,881
<i>Housing, High Streets and Green Infrastructure</i>		
Approved Awards and Allocations	105,690	128,718
Associated 'tail' required to deliver all projects up to March 2026	22,143	995
Total Investment in Housing Infrastructure	127,833	129,713
<i>Business and Skills</i>		
Approved Awards and Allocations	87,540	98,324
Associated 'tail' required to deliver all projects up to March 2026	19,508	19,024
Total Investment in Business and Skills Infrastructure	107,048	117,348
<i>Leverage Match Fund / Other</i>		
Funding put aside to respond to external funding opportunities	9,061	9,061
Approved CA set up, operating costs and elections up to 2026	7,818	9,768
Headroom	30,130	61,230
Total Investment Programme up to March 2026	410,736	450,000

Thematic Update

Transport

Feasibility Studies

Bus Service Improvement Plan/Enhanced Partnership

- At the Combined Authority Committee in June up to £900k was allocated for development of a joint Bus Service Improvement Plan and Enhanced Partnership. The Committee delegated the approval of the Feasibility and Development Funding Application to the Combined Authority Chief Executive in consultation with the Chief

Executives of the constituent councils. The [Feasibility and Development Funding Application](#) has now been produced with a funding request of £537k, with £263k match funding provided by DfT. It is expected that funding for this activity will be available from the CRSTS, so this application serves solely as underwriting. This application was approved earlier this month in line with the delegation.

Schemes in Development

Charfield Station

11. Following the award of £1.2m of development funding, a Strategic Outline Business Case (SOBC) was submitted by South Gloucestershire Council which was approved by the Combined Authority Committee in December 2020. An Outline Business Case has now been submitted for this scheme which would see the delivery of a new station on the Bristol to Gloucester railway line located in the immediate vicinity of the former Charfield station, which is anticipated to be served by one train per hour in each direction. The overall cost is £22.435m (including funds already awarded to develop the Outline Business Case) an increase of some £350k since the SOBC. The current capital 'tail' for this scheme allowed for in the programme is £15.2m including development funding, with the additional costs to progress the scheme from Outline to Full Business Case being £2.923m. It is proposed that the development and delivery funding which falls in the Transforming Cities Fund period to 22/23, being £9.08m, is retained in the programme, with the expectation that the CRSTS, including match funding, would meet the £13.35m remainder of the cost from 23/24. The Assessment Summary Table is shown in Appendix 4 and the Outline Business Case is published on the Combined Authority [website](#).

Recommendation to approve the Outline Business Case for Charfield Station and the award of £2.923m to develop the Full Business Case subject to further confirmation of the provision of the rail service, with provision in the programme retained for the capital tail until 22/23 and the balance to be met through the CRSTS and local contributions where possible.

Schemes in Delivery

Housing, High Streets and Green Infrastructure

Housing and Regeneration Enabling Fund

12. At the Combined Authority Committee in December 2020, a £2m Housing and Regeneration Enabling Fund (HREF) was established to enable schemes to be developed to a point where they could be considered for the Development Infrastructure Fund, or other funding opportunities. Criteria for the HREF were agreed as part of the draft West of England Housing Delivery Strategy at the Combined Authority Committee in January 2021, and the approval of specific applications was delegated to the Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils. A [Feasibility and Development Funding Application](#) has been provided for South Gloucestershire Council Capacity funding of £750k which was approved via the granted delegation in July 2021. This will be used to develop Outline Business Cases for the Thornbury Hospital site (expected September 2021), the Grange site (October 2021) and the Whirlpool site in Yate (July 2022). The balance of HREF funding stands at £1.1m.

Temple Quarter Regeneration Programme

13. The Bristol Temple Quarter Regeneration Programme is a significant city centre housing and redevelopment schemes with Bristol Temple Meads station at its core. The programme sets out a vision to redevelop around 130 hectares of brownfield land over 25 years which could deliver up to 10,000 homes and up to 22,000 jobs. Phase 1 of this programme encompasses development of the area around Bristol Temple Meads Station for which a business case has been submitted to Central Government funding. To maintain momentum on a number of key workstreams it is proposed to allocate £2.226, including £345k from the Housing and Regeneration Enabling Fund with the approval of the details delegated to the Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils.

Recommendation to allocate £2.226m to the Temple Quarter Regeneration Programme and delegate the approval of a Feasibility and Development Funding Application to the West of England Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils.

Schemes in Delivery

Bristol Temple Meads Eastern Entrance

14. As reported to the Committee in June 2021, following a previously granted delegation to the Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils the Full Business Case for the Temple Meads Eastern Entrance was approved in January 2021. Following approval, detailed design commenced in March to enable the use of the existing blockade this summer to extend the subway. It was hoped that alternative funding for this scheme would become available whilst the Investment Fund cashflowed this work, but in the absence of any decision on other funding, the scheme is now being included in the Investment Fund programme in full, at a cost of £23.65m from the 'tail' of funding previously allocated to this project.

Recommendation to approve the inclusion of the full cost of £23.65m for the Bristol Temple Meads Eastern Entrance in the Investment Fund programme

Thornbury Hospital Site – Land Acquisition Fund

15. The repayable Land Acquisition Fund (LAF) was established as part of the Investment Fund in November 2018 to support the purchase of land that would increase and/or accelerate housing delivery. Two business case have been approved through the LAF to date for Bath Riverside and North Keynsham. A delegation to approve business cases through the LAF was granted to the Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils in February 2019.
16. Through this delegation, in September a Full Business Case was approved and £3.806m awarded to South Gloucestershire Council for the acquisition of the Thornbury Hospital site. This will support the purchase of the land. A separate funding bid has been made by the Clinical Commissioning Group in partnership with South Gloucestershire Council to the Department of Health and Social Care (DHSC) to enable the delivery of the integrated health and wellbeing medical centre and ExtraCare housing to be brought forward on this land. Start on site is estimated in 2024 with 18 months construction period and repayment of the funds would be in 2024 and 2025. The Assessment Summary Table is shown in Appendix 5 and the Full Business Case is published on the Combined Authority [website](#).

Business and Skills

Regional Recovery fund

17. At the Combined Authority Committee in October 2020, it was agreed to allocate £9.395m to support West of England businesses during the early phase of economic recovery as advised by the Covid-19 Economic Recovery Taskforce. Eight programme elements which would fall within this funding were identified. The approval of business cases for these interventions was delegated to the Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils. The following have been approved through this delegation since the last report to the Committee in June:

Community Support Fund

18. A Full Business Case for the Community Support Fund was submitted by Combined Authority seeking £1.5m from the Investment Fund. The project will engage with 1,000 individuals and direct them towards, and secure progression onto, employability, skills training and/or education whilst at the same time building capacity and resilience within communities, encouraging longer term sustained impacts. The Assessment Summary Table is shown in Appendix 6 and the Full Business Case is published on the Combined Authority [website](#). This Business Case was approved in July through the granted delegation.

The Coach House BAME Enterprise and Social Enterprise Hub

19. A [Feasibility and Development Funding Application](#) has been submitted by the Black South West Network (BSWN) seeking £96,860 to develop proposals for a BAME Enterprise Hub through the refurbishment of The Coach House, located in the St Pauls area of Bristol. The project vision shows a strong alignment with regional strategies and plans, notably, the West of England Recovery Plan states that higher levels of entrepreneurship amongst Black, Asian and minority ethnic groups and migrant communities, provides opportunity for an inclusive recovery. This application was approved through the granted delegation in July.

Small Business Resilience Grant Programme and the Culture and Creative Economy Recovery Fund

20. As reported to the June Committee, in progressing the Small Business Resilience Grant Programme and the Culture and Creative Economy Recovery Fund programmes, it has become clear that the demand for these far outstrips the funding available. On this basis, the Committee approved the award of a further £1m to these programmes, the split of the funding to be determined by the Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils. It was subsequently agreed in July through this delegation that the funding would be awarded in full to the Culture and Creative Economy Recovery Fund.
21. With the previously approved Low Carbon Challenge Fund Extension (£1.94m), Talent Retention Platform (£200k) and Post-16 Education and Skills Estate Analysis (£50k, subject the Change Request), Small Business Resilience Grant Programme (£1m), High Street Renewal Catalyst Fund (£810k), Digital Skills Investment Programme (£2m), Culture and Creative Economy Recovery Fund (£1m plus the further £1m above) this brings the remaining balance available through the Recovery Fund to £795k of which £690k is earmarked for the second phase of the High Street Renewal Catalyst Fund.

Increasing the Regional Recovery Funding

22. At the Committee meeting in June, a further £1m was allocated to increase the recovery funding and to develop and implement further measures to support economic recovery, reflecting the ongoing impact Covid is having on the regional economy. The approval of development funding applications and business cases using this funding was delegated to the Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils. The West of England Visitor Economy Recovery Project Feasibility and Development Funding Application was approved in September through this delegation with the award of £254k.
23. Covid-19 has had a significant impact on the region. The national economy was estimated to have shrunk by 9.9% in 2020, and while GDP has been growing since February this year, it is still 3 percentage points below the pre-pandemic level.
24. People and businesses have been hard hit by the crisis. While all businesses were hit by the first lockdown, some sectors in our economy have recovered much more slowly. Public-facing industries such as accommodation and food, arts, entertainment & recreation, and personal services were particularly affected, and output in these sectors has remained 35-40% lower than before the pandemic for most of 2021.
25. Since the launch of the Self-Employment Income Support Scheme in May 2020, 120,000 claims for support have been made by West of England residents, with claims totalling £341.8m. Unemployment benefit claims in the region rose from 2.1% in February 2020 to 5.2% in May 2020, while at the same time the number of job vacancies fell.
26. Businesses across the region have received support during the pandemic. To date, there have not been large numbers of business failures, and levels of business liquidations have not risen. However, the ending of tax and debt-enforcement holidays may lead to higher levels of financial distress among businesses than seen so far. Debt levels have risen with many taking out business interruption loans, which risks constraining investment in the future.
27. Investment to date has helped people and businesses across the region tackle the immediate impact covid had on jobs and livelihoods. But the impact of Covid will not be short-lived. To help people and businesses tackle the ongoing impact of the pandemic, a £10m expansion to the regional recovery fund for investment over the next three years is proposed. The £9.4 million initially allocated via the West of England Covid-19 Recovery Fund has been a lifeline for businesses and people living in the region during the pandemic. While we are now past the immediate crisis, the economy will take time to readjust. Some businesses – like in the aerospace industry and shops on the high-street – will have to change the way in which they operate, and people across the region will need to retrain and find new jobs.
28. Based on development work since June, and reflecting discussion with Unitary Authority partners, it is proposed the second phase of the recovery fund will focus on rebuilding a more resilient, fairer economy in the medium-term, moving beyond immediate crisis support. The aim of the second phase would be to minimise the scars of Covid-19 on people's livelihoods and prospects, tackling inequality and poor working conditions, and supporting businesses to grow, adapt, and create new sustainable employment
29. It is proposed that phase two of the West of England Covid-19 Recovery Fund will have three objectives:

- a) To support people back into work by overcoming barriers exacerbated by Covid-19, and to ensure that employers provide good wages and conditions;
- b) To raise employment, revenue growth, and financial stability in businesses; and
- c) To support business and employment in central and local high streets, in ways that can be sustained in the long term.

30. It is proposed that projects funded through the second phase of the West of England Covid-19 Recovery Fund must:

- Address issues at scale, at a regional level where common issues exist, but recognising that some problems are local in nature and need more targeted intervention;
- Contribute to the objectives above and the strategic measures identified. It is recognised that a wide range of potential interventions could achieve these objectives, with differing theories of change, but there must be focus on the end results with a strong economic rationale;
- Show how they work together as part of a coherent recovery programme within the £10m; do not duplicate measures delivered by Phase 1 of the recovery fund or other existing regional or local activity funded by other sources;
- Have proposals developed in Full Business Case format [by December 2021].
- Preferably be completed within three years [by October 2024] to reflect a medium-term response to recovery.

31. As part of the Covid Recovery Fund, the proposed four areas of focus for the expanded recovery fund with indicative allocations are set out below:

Skills Recovery Package (£3m)

For people in the region to benefit from the good quality jobs we want to create as the region recovers, it is necessary they have access to the right support to develop the skills employers need. This is in line with the first objective of the West of England Covid-19 Recovery Fund. A package of skills focussed recovery measures will be developed for delivery over a 2-3-year time period, against the following core activity:

Regional Employment & Skills Portal extension: The Combined Authority has created a static version of an Employment and Skills Portal, mapping all opportunities available in the region, and committed funding to transform this into a powerful interactive online tool which residents can easily access. It is proposed further funding is allocated to significantly scale up this service by creating an ‘all-age’ advice centre, linking up existing programmes like Future Bright and creating additional advisory capacity, regionally and locally, to provide tailored training and employment support to those who need it.

It is recommended that within this package, specific measures are put in place to address barriers to access, for example, by targeting specific groups, communities and sectors where these are concentrated (aligned to the Community Support Fund and our devolved Adult Education Budget) and working with key partners, like Trade Unions and the VCSE sector, to extend the reach of regional and local support through the Portal.

Business to Business Skills Brokerage: to maximise the impact of the good job opportunities we want to create in the region, we need to ensure residents are aware and connected with such opportunities. This is because matching potential workers with businesses can help reduce unemployment and speed up recovery. We will further build on the Talent Retention Platform commissioned in Phase 1 – an online

business to business job brokerage and career development system to help address recruitment issues – building on the approved West of England Visitor Economy Recovery project and expanding across sectors where issues are most acute (like Health and Social Care, for example) and where opportunities arise, for example in green jobs.

Business Recovery Package (£3m)

Business support was at the core of the first phase of the Recovery Fund, with initiatives aimed at helping businesses navigate the immediate crisis. Building on the success of this support to date, it is proposed the next phase will include a number of measures to help businesses rebuild a more resilient, fairer economy in the medium-term, minimising the scars of Covid-19 in the region and providing job opportunities for residents. This package meets all three objectives proposed for the second phase of the West of England Covid-19 Recovery Fund and includes:

Business Growth Grant Phase II: capital grant support for businesses focussed on production and the expansion of current or new business operations and job creation. This second phase will also focus on providing financial support for a sustained green recovery.

Business Start Up School: a partnership of the four West of England Universities, Combined Authority and Unitary Authorities, and business network leads, to deliver a set of ‘start-up schools’ for businesses/entrepreneurs, with a focus on engaging residents from different communities, ages and backgrounds.

Enterprise Support Programme: building on existing activity like the West of England Growth Hub’s Universal Business Support Programme, additional enterprise advisory capacity will be developed and targeted, for example, in rural areas, in underserved sectors, and for business owners/entrepreneurs with protected characteristics, where Covid-19 has exacerbated long standing inequalities.

Good Employment Charter: as businesses recovery and jobs are created, the Charter will enable focus on supporting the creation of good quality, accessible jobs paid at minimum the Real Living Wage, and promoting more inclusive and NetZero business practices.

High-Street Catalyst Fund expansion (£3m)

Our high streets have been hard hit by the pandemic. Businesses have been directly affected by lockdown restrictions and changes in guidance, and while footfall is now recovering, the future of the high street remains uncertain.

In the first phase of the Recovery Fund, £1.5 million was allocated to the High Street Catalyst Fund to develop new ways of supporting high street businesses in response to the pandemic. Each Unitary Authority identified relevant interventions in their area, which were then codesigned with input and support from the Combined Authority. After an initial phase of preparation, these interventions will now run over the next two years. As part of the second phase of the West of England Covid-19 Recovery Fund, it is proposed more funding is awarded to support high-street businesses adapt over the medium-to-longer term, including:

- Improved regional coordination and development of an overarching strategy for high streets in the West of England.
- Responding to changing work practices as a result of Covid-19, development of the concept of co-location hubs in high streets as anchor points of activity

with a focus on addressing digital poverty through increased access to skills and employability support.

- Build on the learning from pilots and feasibility studies being done as part of the Recovery Fund phase 1, to extend successful support activities across the region.

Cultural Compact start-up phase (£1m)

Arts and Culture is another sector that has been hard hit by the pandemic, yet its central role in creating opportunities for individuals – by raising quality of life as well as creating jobs – means there cannot be full recovery in the region without the recovery of our arts and culture sector, a core pillar in our region’s ambition. £2m has already been allocated to provide direct financial support to creative businesses and freelancers, where national support has fallen short.

Building on this, under Phase II of the West of England Covid-19 Recovery Fund, it is proposed to allocate start-up funds to formally launch the Cultural Compact and take the first steps in implementing our region’s Cultural Plan. This strategic programme of work aligns with objectives 2 and 3 of the Recovery Fund. It is expected the support allocated will be used to build capacity to leverage further financial support from other sources including Arts Council England and the Heritage Lottery Fund, for example, to build a more substantial Regional Cultural Investment Fund in the long term.

32. As with the first phase of West of England Covid-19 Recovery Fund, proposals for investment in phase two will be co-produced with Unitary Authorities.
33. Projects within the Fund will be measured for their delivery against set objectives through the number of:
 - People supported into better career outcomes or skills levels; number of jobs with improved wages or conditions;
 - New jobs created; sustained increase in business revenue; increase in business profitability
 - New jobs created; sustained increase in business revenue in existing or new businesses
34. One element of the Innovation for Renewal and Opportunity Business Case approved in January 2021, was an influence fund. This is a flexible £1m funding pot that can be awarded to strategic and mission-focused Research and Development projects that the Combined Authority is either lead partner for – for example in 5G Logistics - or is a smaller grant partner - for example the Future Flight Challenge. Using the Fund will enable the Authority to shape those projects to tackle priority issues and topics most relevant to the West of England which wouldn’t otherwise have been tested or investigated by the projects we support. Use of the Fund should also improve the chances of those projects being successful in winning external grant awards by providing match funding.

Recommendation to allocate an additional £10m to the regional Covid-19 Recovery Fund and delegate the development of the assessment criteria and detail of the proposals to the Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils.

Green Recovery Fund

35. The Combined Authority has placed action to tackle the climate and ecological emergencies at the heart of everything that we do. However, the evidence is clear, we need to do more to protect our environment and reduce greenhouse gas emissions. Across the region, the combined authority, our partner unitary authorities and businesses will need to consider what more we can do to help reduce the impact of the climate and ecological emergencies. This will require us to be creative and bold, to be innovative and use new technologies, and not be afraid to take the hard decisions or change the way that we do things.
36. In doing this, we want to make sure that our region not only meets its ambitions for 2030 but also benefits from the opportunities presented by the transition to net zero. Research shows that there are a range of jobs at all skills levels that could be created within the region in order to meet our climate ambitions. Realising these ambitions is especially important to ensure a just transition and that the region grows sustainably in a post Covid world.
37. Taking more action and realising the job opportunities will require increased investment. We are proposing to create a Green Recovery Fund with two clear objectives:
 - Protect the environment and reduce carbon
 - Create jobs
38. Therefore, we propose to leverage £50m to create a Green Recovery Fund that will achieve these aims by reducing the region's carbon emissions while supporting a sustainable recovery from the covid-19 pandemic. This will ensure rapid progress in reducing the largest sources of emissions, while supporting the regional economy to develop the skills, businesses and innovations needed for the long-term transition.
39. Funds will be drawn from the investment fund and any other sources that become available from central government or partners match funding. Officers will also seek to enhance the value of the fund by securing match funding or leveraging in additional funds. The objectives of the fund will be to:
 - Reduce the region's carbon emissions from buildings and transport, and enhance our natural habitats;
 - Raise employment in businesses providing solutions to climate transition; and
 - Develop viable and sustainable markets for housing and transport transition, by overcoming obstacles or developing innovative solutions.
 - Support the region's economy to decarbonise

Funding will be targeted at the highest causes of emissions and preserving and enhancing our ecological systems. Full business cases will be developed for each project, in line with the themes of the Climate Emergency Action Plan and in consultation with the Unitary Authorities.

40. Appendix 7 sets out the expected priority areas for investment. This includes

Housing retrofitting - carbon emissions from domestic buildings remains one of the largest sources of carbon entering the atmosphere. 250,000 homes in the region need to be retrofitted if we are to meet our 2030 zero carbon target. To date government programmes have been ineffective, short term and underfunded. We will develop effective interventions that can provide greater certainty to the industry, build skills for

providers, provide clear advice for home owners, complement other interventions and be up and ready when serious investment in retrofitting homes begins to flow.

Electric Vehicle Infrastructure – transport is the other major source of carbon in the region and alongside the creation of a world class public transport system, facilitating the switch to electric vehicles is a major priority. Investment needs to complement and speed up the investment already being done by constituent councils and the private sector

Flagship Green Infrastructure and environmental/habitats projects across all 3 constituent Councils – green infrastructure has many purposes and outcomes that both reduce carbon emissions (by encouraging active travel, by planting trees etc) and mitigate for the effects of climate change (providing habitats, green spaces, flood protection etc). We want to see a range of exemplary projects across all three constituent Councils such as the Bath Riverline project that will generate all of the outcomes above.

Innovation – Our region is famous for innovation and we will launch the Green Business Innovation Fund (GBIF) in November 2021 soon after COP26. This existing project was approved by Committee in 2019 to help stimulate business innovation within amongst companies looking to tackle the climate and ecological emergencies. Over £1m in grant funding will be made available to support business-led research, development and innovation, aligned with our climate emergency ambitions, in order to bring new products, processes and services to the market.

Match funding – As we get closer to various climate emergency target dates there are likely to be funding opportunities emerging from Government for carbon and environmental programmes. The Green Recovery fund will allow us to be prepared for opportunities where rapid match funding is required.

41. In recognition that action needs to be taken urgently, it is proposed that an award of £300k is made to extend the Low Carbon Challenge Fund project, match fund by £200k from the European Regional Development Fund (ERDF). This would enable the delivery of an innovative housing retrofit programme to reduce energy consumption in 25 hard to treat homes delivering an estimated 100 tonnes of additional annual greenhouse gas emission savings.

Recommendation to agree to set up the Green Recovery Fund and leverage £50m through it on priority projects that target the climate emergency and enhance and complement activity being undertaken by constituent Councils including a housing retrofit investment, electric vehicle infrastructure investment and flagship green infrastructure and habitats projects such as Bath Riverline.

Recommendation to award £300k from the Green Recovery Fund to the extend the Low Carbon Challenge Fund project for the housing retrofit programme

Changes to Schemes within the Current Investment Programme

42. The Combined Authority Committee agreed to delegate approval of changes within stated tolerances for schemes within the approved Investment Fund programme to the Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils. The changes which fall outside of these tolerances, and require a Committee decision, are set out in Appendix 2.

Recommendation: to approve the change requests for schemes within the current programme as set out in Appendix 2.

Capital Monitor

43. The budget forecast for the Combined Authority and Mayoral capital programme is summarised in Appendix 3 which shows the budget profile and outturn expenditure incurred this year.

Recommendation to amend the approved capital programme for individual project approvals agreed at the June Committee and within this report.

Consultation

44. Engagement has taken place with officers in the West of England 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

45. All Business Case and 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

46. 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 a risk register. All projects underway will maintain a specific risk register as part of the project management and monitoring arrangements.
47. Financial risks are managed through the process for considering cost increases as set out in the Combined Authority Investment Strategy. The overall Investment Fund and Transforming Cities Fund programme will be regularly reviewed.

Public Sector Equality Duties

48. 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.

49. 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.
50. 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.
51. For projects seeking funding through the Investment Fund scheme promoters are required to include as part of their Full Business Case, an equality and diversity assessment and plan. These assessments are published as part of the Business Case on the Combined Authority website.

Finance Implications, including economic impact assessment where appropriate

52. The financial implications for each proposal are set out in the body of the report. The Investment Fund allocations and awards are accommodated within the overall spending limit of £450m available up to March 2026.
53. The Combined Authority statutory finance officer will determine the appropriate use and apportionment of funding between the Transforming Cities Fund and Investment Fund within the overall funding available.
54. Supporting economic growth is central to this funding stream, and promoters are required to include an economic case within the FBC for each scheme which sets out how the project will create jobs and GVA growth as well as delivering wider benefits. In line with agreed processes these FBCs are published on the Combined Authority website at the point of decision making.

Advice given by: Malcolm Coe, Director of Investment and Corporate Resources

Legal Implications

55. There are no additional legal implications arising from this report. Legality will be verified for individual projects through relevant due diligence prior to approving formal allocations.

Advice given by: Shahzia Daya, Monitoring Officer, West of England Combined Authority

Climate Change Implications

56. On 19 July 2019, the West of England Combined Authority declared a climate emergency, recognising the huge significance of climate change and its impact on the health, safety and wellbeing of the region's residents. The Combined Authority is committed to taking climate change considerations fully into account as an integral part of its governance and decision making process.

Each report/proposal submitted for Combined Authority / Joint Committee approval is assessed in terms of the following:

Will the proposal impact positively or negatively on:

- The emission of climate changing gases?
- The region's resilience to the effects of climate change?

- Consumption of non-renewable resources?
- Pollution to land, water or air?

Particular projects will also be subject to more detailed environmental assessment/consideration as necessary as part of their detailed project-specific management arrangements.

57. Each business case coming forward for decision on inclusion in the Investment Fund programme includes consideration of environmental sustainability which sets out how sustainability is being considered in the development of the project as well as during its operational stage. Details of the planned creation of a new Green Recovery Fund are set out in paragraph 35-41 of this report.

Land /Property Implications

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

Advice given by: Malcolm Coe, Director of Investment and Corporate Resources

Human Resources Implications

59. There are no direct human resource implications arising from this report.

Appendix 1

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

	Jun 2021	Oct 2021
Feasibility Studies		
A420 to Bath Highway Improvements	200	200
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	200
Access for All – Step Free Access Study	100	100
10 Year Rail Delivery Plan Scheme Development	470	470
Bus Service Improvement Plan and Enhanced Partnership	900	537
Step Free Station Proposals Phase 2	150	150
Business Case Development		
MetroWest Phase 2	11,203	11,203
Charfield Station	1,200	4,134
MetroWest Phase 1	5,860	5,860
Mass Transit	2,185	2,644
Integrated Smart Ticketing	300	300
Local Cycling & Walking Infrastructure	1,100	1,350
Manvers Street Regeneration	250	250
Bus Infrastructure Programme and Park & Ride	3,100	3,100
West of England Station Enhancements Project	552	552
North Fringe Public Infrastructure Package	350	350
Bath Quays Bridge Cycle/Pedestrian links	170	170
Bath University Walking & Cycle routes	80	80
Old City and King Street	100	100
St George Liveable Neighbourhood	150	150
Strategic Cycle Route - Thornbury to A38 via Alveston	125	125
Strategic Cycle Route - Yate to East Fringe (Yate Spur)	125	125
Schemes in Delivery		
Real Time Information System Upgrade	559	559
Cribbs Patchway Cycle Links	3,306	3,306
Cribbs Patchway MetroBus Extension	22,151	22,151
Integrated Transport Authority Functions	1,000	1,000
On-Bus Contactless Bank Card Payment	416	416

Great Stoke Roundabout Improvements	2,309	2,309
Wraxall Road Roundabout Improvements	6,887	6,887
Future Transport Zone*	3,655	3,655
Yate A432 Park and Ride	3,601	4,499
Completed Projects	3,630	3,630
Total of all Awards and Allocations:	79,122	83,299
Associated 'Tail' for Approved Schemes in Development	49,630	39,582
Total	128,752	122,881

Note: * Excludes DfT funding of £24.366m

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

	Jun 21	Oct 21
Feasibility Studies		
B&NES Pilot High Streets Programme	375	375
Bedminster High Street Improvement	275	275
Kingswood High Street Improvements	322	322
Strategic Planning Shared Evidence Base	4,750	4,750
OPE8 Housing Enabling Fund	500	500
Business Case Development		
Bristol to Bath A4 Strategic Corridor (was HIF)	3,020	3,020
Bristol Temple Meads Eastern Entrance	2,500	23,648
Masterplanning: Yate Urban Living Opportunity Area	580	580
Masterplanning: business case development	275	275
Masterplanning: North Fringe of Bristol	500	500
Masterplanning: South West Bristol	500	500
Masterplanning: Brislington and North Keynsham	250	250
Green Infrastructure	300	300
Milsom Quarter Masterplan	434	434
East Fringe Masterplan (including Junction 18a)	350	350
Sevenside Matserplan	300	300
Parkway Station Masterplan	250	250
Frome Gateway and Bristol City Centre Delivery Plans	800	800
Western Harbour Placeshaping Vision	155	155
Common Connections	999	999
Thornbury High Street	200	200
HREF – South Gloucestershire Council Capacity	-	750
Temple Quarter Infrastructure Programme	-	2,226
Schemes in Delivery		
Lockleaze Sustainable Transport Improvements	3,915	3,915
Whitfield Tabernacle Stabilisation Works	682	682
Keynsham Town Centre Improvement	425	425
Chew Valley Lake Recreational Trail	1,006	1,006
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	2,725	2,725

Bottle Yard Studios - Hawkfield Business Park	11,953	11,953
Kingswood High Street	7,560	7,560
Thornbury Hospital (Land Acquisition Fund)	0	3,806

Allocations		
Love Our High Streets	1,461	1,461
Land Acquisition Fund (LAF)	4,025	219
Bristol to Bath A4 Strategic Corridor	21,480	21,480
Hengrove Park Enabling Works	19,800	19,800*
Development Infrastructure Fund (DIF)	3,018	3,018
Housing and Regeneration Enabling Fund	1,845	750
LAF and DIF Repayments**	-8,297	-8,297
Completed Projects	9,247	9,247

Total of all Awards and Allocations:	105,690	128,718
Associated 'Tail' for Approved Schemes in Development	22,143	995
Total	127,833	129,713

Note: * Excludes repayment element, timing to be confirmed at Full Business Case.

** Includes Bath Riverside. Bottle Yard Studios - Hawkfield Business Park to be included.

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

	Jun 21	Oct 21
Feasibility Studies		
Visitor Economy/Regional Tourism	100	100
Cultural Strategy	50	50
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
West of England Talent Retention Platform	200	200
West of England Post-16 Education and Skills Estate Analysis	100	50
SEND Careers Information and Guidance Collaboration Pilot	20	20
Business Case Development		
Somer Valley Enterprise Zone and Infrastructure	1,026	1,510
Bath Riverline	150	150
Quantum Technologies Innovation Centre+	34,974	34,974
Energy Strategy Action Planning / Climate Change Planning	250	250
I-START	850	850
Driving the Covid-19 Economic Recovery	2,342	795
The Coach House BAME Enterprise Hub	-	97
West of England Visitor Economy Recovery Project	-	254
Schemes in Delivery		
Realising Talent	499	499
South West Institute of Future Technology	500	500
Business Innovation Fund	242	242
Workforce for the Future	4,100	4,100
WE Work for Everyone	1,300	1,300
Future Bright Plus	3,600	3,600
South Bristol Enterprise Support	483	483
Centre for Digital Engineering Technology & Innovation	5,000	5,000
LIS Productivity Challenge Delivery Programme	3,057	3,057
Careers Hub and Enterprise Adviser Network 20/21	174	174
South Bristol Workspace	3,297	3,297
Reboot West	720	720
Low Carbon Challenge Fund Extension	1,943	2,243

Innovation for Renewal and Opportunity	6,717	6,717
Small Business Resilience Grant Programme	1,000	1,000
High Street Renewal Catalyst Fund	810	810
Culture and Creative Economy Recovery Fund	1,000	2,000
Digital Skills Investment Programme	2,000	2,000
Careers Hub and Enterprise Adviser Network 21/22	180	180
Upscaling SME and Culture and Creative Grant Programmes	1,000	-
Community Support Fund	-	1,500

<i>Allocations</i>		
Business and Skills allocation to be programmed up to 2026	7,491	7,491
Further Economic Recovery Measures	1,000	10,746

<i>Completed Projects</i>	1,098	1,098
----------------------------------	--------------	--------------

Total of all Awards and Allocations:	87,540	98,324
Associated Tail for Schemes in Development	19,508	19,024
Total	107,048	117,348

Appendix 2

Change Requests for Schemes within the Current Programme Seeking Approval

- **Yate Park & Ride**
Cost: Increase in cost of £899k as a result of higher than anticipated construction contract prices, other risks materialising and scope changes. This to be accommodated within the 'tail' for Park & Ride and the bus programme. Total cost now £4.199m with revised profile £295k 20/21 and £3.904m 21/22.
Milestones: Delay of 3 months for construction completion (to Dec 21) and 6 months for scheme completion (Mar 22).
- **Centre for Digital Engineering Technology and Innovation** - increase in subcontracting costs with decreases in costs for communications, materials and capital costs (now £98k). Reprofitting £90k from 21/22 to 22/23 [Revised profile to 20/21 £1.343m revenue, £12k capital, total £1.355; 21/22 £2.832m revenue, £86k capital, total £2.918m; and 22/23 £727k revenue. Overall total £5m]
- **Future Bright Plus** – reprofiling £20k from 20/21 to 21/22 [revised profile £80k in 20/21, £1.22m in 21/22, £1.2m in 22/23 and £1.1m in 23/24, total funding £3.6m]
- **Winterbourne/Frampton Cotterell Bypass & Coalpit Heath/Westerleigh Bypass** - delay of 3 months to the Movement Study to Oct 21
- **South Bristol Enterprise Support** – Reprofitting £22k from 21/22 to 22/23 [revised profile £132k 20/21, £154k 21/22 and £195k 22/23, total £480k]. Removal of the Pre Scale Up subcontract and move to service provision of the business resilience by delivery partners results in a £75,000 reduction in External Consultants and a linked £74,000 increase in Internal Staff Costs and £1,000 in Marketing Costs.
- **North Keynsham Land Acquisition Fund** - programme delayed by up to 42 months as the expected route for site allocation through the Local Plan partial update is no longer possible. Planning application now expected Jan 29 and start of housing delivery Jan 30. Long stop date for repayment of funds remains Mar 30.
- **Bedminster High Streets Pilot**
Milestones: Delay of 10 months for installation of footfall counters and 8 months for final evaluation (to Jan 22).
Spend: Reprofitting £179k from 20/21 to 21/22 [Revised profile £96k 20/21 & £179k 21/22, total £275,000].
- **High Streets BANES Pilot**
Milestones: Delay to 8 months for submission of business case (to Feb 22)
Cost: reprofile £85k from 21/22 to 22/23 [revised profile £70k 21/22 & £85k 22/23 total £155k]
- **Temple Meads Masterplan** – revised funding total to be claimed as grant £1.86m, profiled to 21/22.
- **Reboot West**
Milestones: delays of up to 8 months due to project better aligning with Youth Futures Foundation funding, with partner engagement to Mar 25 and final evaluation and reporting Jul 25.
Quality: Increase in total outcomes delivered by 3%

- **Chew Valley Lake Recreational Trail** – delay of up to 8 months due to finalising land agreement with completion of works Mar 22 and launch Apr 22.
- **Strategic Cycle Route Connecting Yate with the East Fringe (Yate Spur)** - delay of up to 4 months due to appointment of consultants.
- **Strategic Cycle Route connecting Thornbury with the A38 via Alveston** - delay of up to 4 months due to appointment of consultants.
- **Small Business Resilience SME Grants**
Milestones: Removal of milestones to reflect funding was fully committed in first round 1, with End of Project Report and Evaluation Completed brought forward by 3 months (to Oct 22).
Spend: Reprofiled £13k from 21/22 to 22/23 [Revised profile £51k 20/21, £934k 21/22 and £15k 22/23, total £1m]
Cost: £264k increase in total project cost resulting from additional business match funding, new total budget for scheme £1.444m.
- **Business Innovation Fund (Previously RICF)**
Milestones: delays to milestones between by 4 - 9 months, including Project closure (to Jun 23).
Spend: reprofiling £42K from 20/21 and 21/22 to 22/23 and 23/24 [revised profile £58K in 20/21, £92K in 21/22, £69K in 22/23 and £23K in 23/24, total £242K]. Reallocation between cost headings from staff costs to specialist advice.
- **Masterplan North Fringe Masterplan** - reprofiling £112K from 20/21 and 21/22 to 22/23 [revised profile £79K in 20/21, £309K in 21/22 and £112K in 22/23, total £500k]
- **South West Bristol Infrastructure Investment** - reprofiling £196K from 19/20, 20/21 and 21/22 to 22/23 [revised profile £85K in 20/21, £219K in 21/22 and £196K in 22/23, total £500k]
- **Productivity Challenge Delivery**
Milestones: Evaluation of Design Projects milestone removed and Year 1 annual evaluation delayed by 4 months (to Oct 21).
Spend: Reprofiled £99K from 21/22 and 22/23 to 20/21 [revised profile £538K in 20/21, £1.43m in 21/22 and £1.89m in 22/23, total £3.057m]. Amended cost headings.
Cost: Increased overall cost met by external match funding of £1.21m, new total £6.59m.
Quality: The additional project delivery has also increased the level of Light Tough (5.5%) Medium Intensity (46%) outputs, and forecast new businesses (37%) and jobs created (38%).
- **Strategic Rail Investment**
Milestones: slippage of three milestones by 4 months, including Draft 25 year SOBC produced (to Jul 22) and submission to Combined Authority Committee (Oct 22).
Spend: Reprofiled £107k from 21/22 to 22/23 [revised profile £70k 20/21, £63K in 21/22 and £117K in 22/23, total £250k]
- **Green Infrastructure**
Milestones: delays to 5 milestones including 12 months for Waterspace Connected - Somerdale Bridge OBC (to Apr 22) and for Chew Valley Lake Recreational Trail South OBC (Apr 22).
Spend: reprofiling £129k into 20/21 from 21/22 [revised profile £129K in 20/21 and £171K in 21/22, total £300k]

- Mass Transit**
Cost: Request for further drawdown of £459K of the Investment Fund to deliver the Strategic Outline Business Case and its roadmap. Note that £37k of this total was approved through granted delegation in September on the grounds of urgency.
Spend: reprofiling £174k from 19/20 and 21/22 to 20/21 [revised profile is £68K in 19/20, £1.48m in 20/21 and £1.096m in 21/22, total £2.644m].
- West of England Post-16 Education and Skills Delivery Infrastructure Analysis**
Milestones: four milestones delayed by 4-7 months, including Final Report and project concludes (to Oct 21).
Cost: Reduce overall Investment Fund to £50K from £100k, all to be spent in 21/22.
- 5G Logistics** - reprofiling £34K from 20/21 to 21/22 [revised profile £21K in 20/21 and £158K in 21/22, total £179k].
- Future Transport Zone Programme** – delays to 2 milestones of 7 months including Initial designs and delivery completed (to Jul 22) and Feasibility and Procurement completed (to Apr 22).
- Digital Skills Investment Programme**
Milestones: second lower baseline level call to complete and grant awards delayed by 5 months (to Oct 21).
Spend: reprofiling £674K from 21/22 to 22/23 [revised profile: £1.279m in 21/22 and £721K in 22/23, total £2m].
- Workforce for the Future** - removal milestone Third Call for consortia, due to the large funding envelope for Call 2 and redirecting available funds to projects which are successfully delivering.
- Energy Strategy Action Planning & Climate Change Planning**
Milestones: Additional milestone added for Costed proposals for remaining funds developed and agreed (to Dec 21).
Spend: reprofiling £71K to 21/22 from 20/21 [revised profile £49k in 20/21 and £201k in 21/22, total £250k]
- Innovation for Renewal and Opportunity**
Milestones: delays to 7 milestones of 3 - 9 months including Influence Fund (to Mar 22) and Year 3 review and final evaluation (to Dec 24). Two new milestones added, Professional services - research completed (to July 21) and Digital Transformation - digital connectivity review and SA launch preparation (to Oct 21).
Spend: reprofiling £1.513m from 21/22 into 22/23, 23/24 and 24/25 [revised profile £817k 21/22, £3.411m 22/23, £2.266m 23/24 and £222k in 24/25, total £6.717m)
- Culture and Creative Economic Recovery Fund** - note additional Investment Fund award of £1m [new total award £2m, all profiled in 21/22]
- Careers Hub**
Milestones: delay of 4 months for Central Hub Fund spend agreed (to Sept 21).
Costs: Increased match funding £6k from Careers Enterprise Company to support Hub Activity, new total project total £576k.

- **Somer Valley Enterprise Zone**

Milestones: Slippage of up to 32 months due to additional scope and general complexity of issues relating to the Local Development Order.

Scope: Inclusion of micro simulation modelling to the whole highways network potentially impacted by the development.

Cost: Increase of £483,597 due to the additional scope and the prolongation of the programme. [Revised profile £286k pre 20/21, £281k 20/21, £756k 21/22 and £186k 22/23 Total £1,509,597]

Appendix 3

West of England Combined Authority and Mayoral Capital Programme

	21/22	21/22	22/23	23/24	24/25+	TOTAL
	Profile	Spend to	Profile	Profile	Profile	Profile
	£'000	date	£'000	£'000	£'000	£'000
WECA Capital - Investment Fund						
Business Case Development	699	283				699
Cribbs Patchway Metrobus Extension	7,968	2,361				7,968
CPNN Cycle Links	1,290	134				1,290
On Bus Contactless Payment	90	1				90
Great Stoke Roundabout Improvements	30					30
Wraxall Road	3,769		30			3,799
Quantum Technologies Innovation Centre+	0		8,501	16,487	9,923	34,911
Centre for Digital Engineering Technology & Innovation	140					140
Whitfield Tabernacle Kingswood (Love Our High Streets)	602	148				602
Keynsham Town Centre	425					425
South Bristol Industrial Light Workspace	644		2,228	320		3,192
Metrowest phase 1	5,860					5,860
Metrowest phase 2	5,497	74	790	2,040	2,118	10,445
Yate A432 Park & Ride	2,824					2,824
Low Carbon Challenge Fund Extension	200		900			1,100
Bottle Yard Studios - Hawkfield Business Park	9,725		2,003			11,728
Bath Quays Bridge Cycle/Pedestrian Links	170					170
Bath University Walking & Cycle Routes	80					80
Old City and King Street	80		20			100
St George Liveable Neighbourhood	100		50			150
Strategic Cycle Route Thornbury to A38	125					125
Strategic Cycle Route Yate to East Fringe	125					125
	40,443	3,001	14,522	18,847	12,041	85,853
WECA Capital – other						
FTZ DfT funding to the capital programme	8,340	115	9,221	5,899		23,461
DfT Active Travel Fund to the capital programme	1,099	156				1,099
5G Smart Tourism						0
IT and Building Alterations						0
	9,439	271	9,221	5,899	0	24,559
Mayoral Capital						
Highways and Transport Grants	14,063	3,516				14,063
Pothole Action Fund Grant	7,071	7,071				7,071
	21,134	10,587	0	0	0	21,134
Grand Total	71,016	13,858	23,743	24,746	12,041	131,546

Appendix 4 - Business Case Assessment Summary Table

Scheme Details		Appraisal Summary		Recommendation/ Conditions	
Project Name	Charfield Station	Strategic Case	<p>The scheme seeks to provide access to the rail network for a catchment of up to 14,500 residents within a 5km radius, to support reduced car dependency in Charfield and neighbouring settlements.</p> <p>In these areas, car dependency and use is very high due to limited public transport alternatives and long journey distances/times to employment clusters in the North Fringe and Bristol City Centre. It is forecast 85% of passengers using Charfield Station will be 'new to rail', meaning these journeys would have previously been undertaken by other modes of transport, predominantly by car.</p> <p>The station is anticipated to be served by a minimum of one train per hour in each direction as part of the planned MetroWest Phase 2 extension to Gloucester service and/or the existing hourly service connecting Weymouth to Great Malvern</p> <p>The project aligns with a number of local, regional and national transport and land use policies such as those within the West of England Ten Year Rail Delivery Plan, the Joint Local Transport Plan, South Gloucestershire Council Local Plan Core Strategy (2006-2027) and Policies Sites and Places Plan (2017)</p>	Funding Source(s)	Investment Fund
Scheme Promoter	South Gloucestershire Council	Subsidy Control	The scheme will provide open access infrastructure	Approval Requested	Outline Business Case

Date of Submission	3/9/21	Economic Case and Value for Money	<p>The Value for Money assessment indicates that based on the DfT's medium Post-COVID recovery scenario (which is used as the Core), High VfM will be provided with Level 2 impacts included (Benefit to Cost ratio of 3.08). This is considered reasonable as a Core scenario and the Low post-COVID recovery scenario still results in High VfM with Level 2 impacts included. The Value for Money Statement is shown below.</p> <p>However, it must be stressed that the High VfM assumes the rail service required to serve the station is provided by other means and rail operational costs are therefore not included with a dependency on MetroWest Phase 2.</p> <p>A letter has been provided by the SGC S151 Officer confirming approval of the business case and the value for money statement.</p>	Grant Award	£2,923,425 to develop the Full Business Case (beyond the £1.2m previously awarded)
Funding Requested	£2,923,425 (£1.324m 21/22 and £1.599m 22/23)				
Total Scheme Cost	£22,435,605 (excluding funds awarded) - Rail and highways infrastructure including project management £19.69m; Contingency £2.75m)	Risk	<p>Contingency of £2.75m is allowed for in the costs, of which £1.25m relates to rail infrastructure and £1.5m to non-rail costs.</p> <p>The Network Rail QRA for the rail elements has not been provided but this has produced a P90 value of £1.25m based on the base cost of £10.66m (excluding inflation and Fee Fund contributions) which is a 12% uplift compared with the DfT Optimism Bias uplift for a rail project at this stage of 33%. A 33% uplift in rail costs would translate to increased risk provision of £2m above the £2.75m total</p> <p>It should be recognised that utilising the 'path' to provide a stopping service at Charfield is likely to prohibit further stops on this line beyond those planned as part of MetroWest Phase 2 without further infrastructure.</p> <p>Allowance has been made within the Investment Fund programme for the costs expected to be incurred to 22/23.</p>	Grant Recipient	South Gloucestershire Council

Match Funding %	0%	Delivery	<p>No match funding is currently included, although the potential to secure developer funding contributions towards elements of the station is identified and this will be confirmed at Full Business Case.</p> <p>It is expected that the Full Business Case will be submitted in December 2022, with site works commencing in April 23 with passenger services operating from December 24.</p>	Payment Basis	Quarterly in arrears on defrayed expenditure
------------------------	----	-----------------	--	----------------------	--

Scheme Description	Recommendation to the Combined Authority Committee	Conditional approval of the Outline Business Case
<p>The delivery of a new station on the Bristol to Gloucester railway line located in the immediate vicinity of the former Charfield station, which is anticipated to be served by one train per hour in each direction.</p> <p>It is expected there will be 97,000 rail trips to/from Charfield station per annum in 2025, rising to 158,000 by 2036.</p>	Conditions of Approval	Subject to further confirmation of the provision of the rail service

Record of Approval

Combined Authority S73 Officer		West of England Combined Authority Committee	
Name	Malcolm Coe	Date of Meeting	15 October 2021
Date	5 October 2021	Decision	
Signature			

Value for Money Statement

	Core scenario	Range (low-high post-Covid)	
Total project cost (2021 prices and values)	£22,435,605 (capex)		
Gross Present Value of Costs (2010 prices and values)	£9,063,809	£11,287,814	£7,232,275
Net* Present Value of Costs (2010 prices and values)	£7,016,306	£1,522,839	£11,536,818
Net Quantified Benefits (2010 prices and values)	Total PVB (level 1 & 2) used in BCR:		
	£27,904,722	£23,964,067	£31,146,448
	<i>Level 1 benefits: total</i>		
	£16,080,115	£12,810,653	£18,769,094
	Rail user: journey time =	£9,218,329	£7,330,237
	Rail user: active mode and journey/facilities =	£5,628,936	£4,473,855
	Rail user: user charges (incl. vehicle op cost & fares) =	-£4,672,424	-£3,660,982
	Non-user: decongestion =	£4,630,315	£3,655,274
	Non-user: environmental (incl. noise, air quality & GHG) =	£1,548,153	£1,227,742
	Indirect tax =	-£273,195	-£215,473
	<i>Level 2 benefits: total</i>		
	£11,824,607	£11,153,414	£12,377,351
	Wider economic impact =	£3,277,003	£2,605,810
	Option values =	£8,547,604	as core as core
	<i>Level 3 benefits:</i>		
	Construction stage impacts: £7,338,013 and 350 FTEs		
	Property premium £3,838,277		
VfM indicator without operation surplus	Level 1 BCR	1.77	1.14
	Level 2 BCR	3.08	2.12
			2.60
			4.31

*Gross Present Value of Costs deducting project revenue

Appendix 5 - Business Case Assessment Summary Table

Scheme Details		Appraisal Summary		Recommendation/ Conditions	
Project Name	Former Thornbury Hospital Site – Land Acquisition Fund	Strategic Case	<p>The proposal at Thornbury is to enable an integrated health and wellbeing medical centre and ExtraCare housing (ECH) on a site assembled around the North Bristol Trust (NBT) hospital site incorporating the existing medical centre site owned by NHS Property Services and an adjacent under-used SGC-owned garage site.</p> <p>The South Gloucestershire ‘3Rs’ programme is to deliver new models of care for rehabilitation, reablement and recovery, and the former hospital sites at Thornbury and Frenchay owned by the NBT are key to delivering this ambition.</p> <p>Relevant Council, NHS and social care policies which provide context for the project include:</p> <ul style="list-style-type: none"> • Extra Care Housing in South Gloucestershire – Briefing Guide Better Support for Older People Plan • SGC Affordable Housing and Extra Care Housing Supplementary Planning Document Adopted April 2021 • SGC Core Strategy/Local Plan • SGC Market Position Statement 2020 – commissioning services for improved health, wellbeing and independence • West of England Joint Asset Board strategy/OPE programme 	Funding Source(s)	Investment Fund
Scheme Promoter	SGC	Subsidy Control	Overall, it is not improbable that there will be no impact of the projected subsidy control rules for the proposed redevelopment plans. However, legal advice should be sought on an ongoing basis as the project proceeds and the subsidy control rules pass into law.	Approval Requested	Full Business Case

Date of Submission	3/9/21		The scheme will bring 3.88 acres of vacant brownfield site back into use and see the delivery of at least 70 ECH dwellings of which 35% are affordable plus 8 residential units. This equates to some [REDACTED] per home.		
Funding Requested	£3.806m (£3.771m 21/22 and £35k 22/23)	Economic Case and Value for Money	10 jobs are expected to be created in the ECH unit for care/management staff in addition to the construction jobs. The proposal has been assessed against the agreed LAF criteria scoring 71% against a minimum score of 50% (previous range for approved applications 56-61%) A letter has been provided by the SGC S151 Officer confirming approval of the business case and the value for money statement.	Grant Award	£3.806m
Total Scheme Cost	£4.306 (Land purchase £3.4m; Demolition and Planning £500k; SDLT £159k; Other costs £247k)	Risk	A risk register has been provided which identifies 10 key risks. Contingency of [REDACTED] is included in the costings being 20% of the demolition, planning and holding costs A valuation has been provided by Savills to support the purchase price which indicates the opportunity to recover the value, with some uplift, upon disposal. Developing the medical centre site relies on £500k funding from the Clinical Commissioning Group. The timeframe for approval of the funding bid is March 22, and if successful, a further year would be required to work up the project. Should the bid fail, the fallback position is to dispose of the medical centre site for residential development.	Grant Recipient	SGC
Match Funding %	12%	Delivery	NBT has offered the site to the Council unconditionally for [REDACTED]. Start on site is estimated in 2024 with 18 months construction period. The funding claimed is to be repaid in two equal tranches in 23/24 and 24/25 including a share of any uplift based on the RPI increase over the relevant	Payment Basis	At the point of acquisition and quarterly in arrears on defrayed expenditure thereafter

			period, to a maximum of half the uplift, subject to satisfying any contractual requirements under the conditions of purchase.		
Scheme Description			Recommendation to Chief Executives	Approval of the Full Business Case	
<p>The projects would enable an integrated health and wellbeing medical centre and ECH on a site owned by the NBT incorporating the existing medical centre and an adjacent SGC-owned site. 8 residential units would also be provided.</p> <p>The proposal is to acquire the NBT site and obtain outline planning consent for the medical centre and the ECH, to be sold on separately for development. The redundant hospital buildings will require demolition.</p>			Conditions of Approval	None	

Record of Approval

Combined Authority S73 Officer		Chief Executives	
Name	Malcolm Coe	Date of Meeting	16 September 2021
Date	8 September 2021	Decision	Approval of the Full Business Case
Signature			

Appendix 6 - Business Case Assessment Summary Table

Scheme Details		Appraisal Summary		Recommendation/ Conditions	
Project Name	Community Support Fund	Strategic Case	<p>The Community Recovery Fund (CRF) aims to apply innovative solutions to improve access to skills and education whilst at the same time building capacity and resilience within communities, encouraging longer term sustained impacts.</p> <p>The project will progress residents onto employability, skills training and education that already exists such as through AEB funded provision, other programmes such as Future Bright, Workforce for the Future etc, as well as wider provision available through other key strategic partners such as DWP and the local authorities.</p> <p>It is planned that priority will be given to projects which have a clear economic outcome, and which reach the most vulnerable, including those who have suffered disproportionately from Covid-19. This will include those individuals, groups or communities (including the BAME community), who face the greatest risks and detrimental social, health or economic impact as a result of the pandemic.</p> <p>This project will contribute to achieving objective 3 of the Business and Skills Plan – supporting those able to work by helping them address their barriers to employment, and sits within the strengthening inclusion priority of the Recovery Plan.</p>	Funding Source(s)	Investment Fund
Scheme Promoter	West of England Combined Authority	Subsidy Control	It is proposed that TCA Agreement Clause 3.2 (4) is applied whereby subsidy aid below the level of 325,000 Special Drawing Rights (£344,600) can be awarded over a rolling 3-year period provided that it keeps records of the total amount of aid received.	Approval Requested	Full Business Case

Date of Submission	8/3/21	Economic Case and Value for Money	<p>It is planned to engage with 1,000 individuals of which 65% are expected to progress to some form of employability, skills training and/or education. These are early stage progressions and no monetised benefits have been identified in the business case, such as through progression into work, although it is stated that the true value of the fund is expected to be greater than the cost.</p> <p>The cost per learner engaged is £1,400 with the cost per learner progressing being some £2,150. It has not been possible to benchmark this cost against other programmes to contextualise value for money.</p> <p>A letter has been provided by the Director of Business and Skills confirming approval of the business case and the value for money statement.</p>	Grant Award	£1.5m
Funding Requested	£1.4m revenue profiled £840k 21/22 and £660k 22/23				
Total Scheme Cost	£1.5m (Grant Funding £1.225m; LA Staff Costs £101k; Combined Authority Staff Costs £154k; Other Costs £20k)	Risk	<p>A risk register has been provided which identifies 6 key risks. This should be reviewed and developed as the project moves to delivery.</p> <p>There is no specific allowance for risk or contingency in the costings.</p>	Grant Recipient	N/A
Match Funding %	0%	Delivery	<p>The programme will deliver grant funding to voluntary and community groups to help them to rebuild and strengthen their communities. This funding will be administered through a 'hub and spoke' delivery model comprising a central team at the Combined Authority and outreach officers at each of the LAs.</p> <p>It is planned to launch the first round of grant funding in September 2021 with project completion in Feb 2023</p> <p>The grants available will range in size from £1k to £100k.</p>	Payment Basis	N/A

<i>Scheme Description</i>	<i>Recommendation to Chief Executives</i>	Approval of the Full Business Case
<p>The Community Recovery Fund project aims to:</p> <ul style="list-style-type: none"> • Improve pathways to employment and skills by: <ul style="list-style-type: none"> - strengthening community and social cohesion which allows people to (re)engage; - improving health and wellbeing; and - improving financial inclusion and resilience • Improving opportunities to volunteer in projects that increase pride of place and environmental awareness, leading to an economic outcome. <p>It is expected that in addition to progressions, the project will deliver improvement against a range of HACT social value indicators measured through participants.</p>	<i>Conditions of Approval</i>	None

Record of Approval

<i>Combined Authority S73 Officer</i>		<i>Chief Executives</i>	
<i>Name</i>	Malcolm Coe	<i>Date of Meeting</i>	1 July 2021
<i>Date</i>	25 June 2021	<i>Decision</i>	Approval of the Full Business Case
<i>Signature</i>			

Appendix 7

Green Recovery Fund – Suggested Projects

Theme	Detail	Estimated impact	Link to recovery
Retrofit Accelerator	Programme to stimulate retrofit market – skills and demand. First step to commission feasibility study to determine best intervention method e.g. skills provision, providing information and advice to home owners	Increasing capacity for retrofit in the region	Increasing rate of retrofit within likely to create jobs and training opportunities in installation and supply chain. Green skills report – To meet the Combined Authority’s Net zero by 2030 ambition it is projected that the retrofit sector will need to create around 14,000 new green jobs at all skill levels. Stimulating demand within the retrofit sector will help to unlock these opportunities.
Transport - Electric vehicles	Work with UAs and community groups to determine suitable sites and deliver schemes to increase the number of electric vehicles on the road. This will be driven and informed by the developing EV Strategy	Increase in number of EVs in region Facilitating modal shift away from petrol vehicles	Job creation in supply chain and installation/ Green skills report suggests low carbon transport sector will create 2,300 jobs in order to transition to net zero Stimulating demand within the EV sector will help to unlock these opportunities.
Flagship Green Infrastructure projects	For example Bath Riverline - a continuous and high quality 5km walking and cycling connection between Bath City Centre and the Western City Limits, together with a series of improved public access points and improved parks, hard landscaped and green spaces.	Increase active travel, trees, habitats etc	Nature based recovery. New and improved walking and cycling infrastructure. Health benefits

Habitats & pollinators	Grant funding programme to involve communities and experts in the delivery of multifunctional Green Infrastructure scheme notably to increase pollinator habitat in region. Starting with the commissioning of B-lines evidence base to provide target areas for interventions.	Increase in pollinator habitats	Nature based recovery - pollinator habitat and spaces are reducing, leading to species reduction and irreparable damage to the environment, and putting food chains at risk. Taking action to protect and increase habitat spaces will help nature to recover and add resilience to agriculture and food chains.
Business Support/ Innovation	Supporting key businesses and industry to decarbonise incl. increasing/continuing the LCCF, supporting aviation industry	Decrease in emissions in businesses Increase in green jobs in the region	Helping businesses to transition to net zero and increase the number of green skills and job opportunities within the region.
Renewable and Community energy	Taking action to increase grid capacity, renewable energy generation and stimulating community energy network	Increase in renewable energy generation in region	Building sustainable energy systems and generating jobs
Match funding for green projects	Enabling a rapid response to new opportunities emerging from Government for carbon and environmental programmes where match funding is required.	Increasing ability to bid for new government programmes	Enabling West of England participation in carbon and environmental programmes which link to recovery.

This page is intentionally left blank



WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE ITEM 11

15 October 2021

REPORT SUMMARY SHEET

CITY REGION SUSTAINABLE TRANSPORT SETTLEMENT

Purpose

To update the committee on the City Region Sustainable Transport Settlement (CRSTS), the next steps, and to confirm the key principles behind the Local Contribution.

Summary

This report includes the following key information

- CRSTS principles
- Summary of proposed packages of work to be funded
- Local contribution and key principles
- Next Steps

Impact of Covid-19 pandemic

The Combined Authority has actively reviewed its key activities and work programme to reflect changing priorities as a result of the Covid-19 pandemic. Specific issues relating to the Covid-19 situation that impact on or are addressed through this report are as follows:

- Our approach to this funding submission have taken into account the impact of the Covid-19 pandemic, and we will consider long term implications for the next stage of our submission.

Recommendations

Members of the Combined Authority Committee are asked to approve:

It is recommended that the Committee agree and support the principles behind establishing the Local Contribution.

Contact officer: Kathryn Vowles

Position: Interim Director of Infrastructure

Email: Kathryn.vowles@westofengland-ca.gov.uk

ITEM 11

REPORT TO: WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE

DATE: 15 OCTOBER 2021

REPORT TITLE: CITY REGION SUSTAINABLE TRANSPORT SETTLEMENT

DIRECTOR: KATHRYN VOWLES, INTERIM DIRECTOR OF INFRASTRUCTURE

AUTHOR: KATHRYN VOWLES

Purpose of Report

1. To update the committee on the City Region Sustainable Transport Settlement (CRSTS), the next steps, and to confirm the key principles behind the Local Contribution.

Recommendation

It is recommended that the Committee agree and support the principles behind establishing the Local Contribution.

Background / Issues for Consideration

2. Our CRSTS initial submission was made on 17 September 2021. Local transport networks are a weakness nationally, impacting productivity. The National Infrastructure Assessment stated that addressing this weakness, and active travel, must be the way we deliver capacity for growth.

3. The CRSTS aims to:

- drive growth and productivity through infrastructure investment;
- level-up services towards the standards of the best; and
- decarbonise transport, especially promoting modal shift from cars to public transport, walking and cycling

4 The settlement consolidates existing funds (to the value of approximately £155m over 5 years) including; Integrated Transport Block, Highways Maintenance Funding, Potholes Action Fund and the last year of TCF funding (approx. £30m).

5. The settlement is in addition to existing funding streams, including bus revenue support, cycling and walking funding, Local Electric Vehicle Charging funds etc. All subject to decisions at Spending Review 2021.

Proposed packages

6. Our work packages focus on improving key strategic corridors and the linkages into those corridors, particularly across the bus network. The co-ordinated solution:

- Represents an effective approach to emissions reduction
- Levels-up and transforms our most deprived areas
- Reduces blockers to productivity, and connects our jobseekers to employment
- Delivers high-quality, interconnected transport options for everyone across the West of England.

7. We aim to support strong, active and inclusive communities, who are informed and involved in decision-making and enable us to improve the region to enhance the quality of life for our residents. The co-ordinated solution has been developed following extensive joint working with the local authorities of Bristol, South Gloucestershire, and Bath and North East Somerset, supported by an extensive programme of stakeholder engagement.

Work-package 1 - improving our strategic public transport corridors

8. The solution now proposed includes building on the success of metrobus, looking to enhance the existing services whilst adding other arms that will complete a more comprehensive network. We therefore propose to develop a new set of strategic public transport corridors that consist of:

- Continuous bus lanes
- Bus gates to filter traffic and improve priority
- Traffic signal prioritisation
- Segregated walking and cycling infrastructure
- Low traffic neighbourhoods adjacent to the corridors
- Transport hubs
- Standardised bus stops.

9. The strategic public transport corridors complement our Key Route Network and are categorised as City Corridors and Town Corridors. The corridors were selected and prioritised according to: existing highway congestion, connecting households with employment and education, current and future patronage, supporting areas of deprivation, and deliverability.

10. City Corridors are where a high level of separation is possible and desired. This will provide the backbone for the bus network with high frequency services driven by connections from rural and suburban areas and great opportunities for interchange between modes. City Corridors for investment include:

- Bristol City Centre, changes to facilitate priority access for the routes set out below

- A4 Portway (plus expansion of existing Park & Ride site to incorporate links to the new rail station and change to a transport hub)
- A370, improved connections to the existing Long Ashton Park & Ride site, along Cumberland Road
- M32, delivery of a new transport hub and changes to the corridor
- A4 Bristol to Bath, segregated route between our two main cities with a new transport hub at Hicks

11. Town Corridors are the next tier, with bus services connecting the towns and suburbs into the high frequency routes of City Corridors. We will provide segregation where possible, especially at key congestion hotspots, but full separation will be more challenging. Town Corridors for investment include:

- A38 connections from Thornbury to the M32 and from Thornbury to Charfield
- A432 connections from Yate to the M32
- A37 improving access from the Somer Valley area into central Bristol
- A367 improving access from the Somer Valley area into central Bath
- A4018 ensuring joined up connections between central Bristol and key residential, employment and retail developments in the North Fringe.

12. The objective within each of these corridors is not simply to improve public transport journey times, service frequency and reliability, it is also to improve the integration of public transport with walking, cycling and the public realm surrounding network access points. The investments will build on metrobus routes and transport hubs to form the backbone of the public transport network.

13. In presenting a co-ordinated public transport offer for these corridors we intend to introduce common West of England branding to our bus services and develop simplified and integrated ticketing and fares, together with real time travel information. With this we aim to make it easier for everyone to use public transport.

Work-package 2 - walking and cycling

14. Our plans for walking and cycling support the goal of the Combined Authority for these modes to become the preferred choice for short journeys, delivering cleaner air, healthier places and lower carbon emissions to meet the ambitious decarbonisation target by 2030. They build on the significant and exciting first steps to realise this in our Local Cycling and Walking Infrastructure Plan.

15. We will invest in walking and cycling facilities across the region, to improve the attractiveness of active travel, including new modes such as e-scooters. The facilities include increased provision of cycle parking spaces and off-road and segregated walking and cycling routes.

16. These walking and cycling investment plans are integral to our strategic corridor approach, providing links between where people live, where they work, and where

they access essential services and leisure activities, especially in economically disadvantaged areas.

17. Alongside this, we are committed to delivering a number of Liveable Neighbourhoods. In this way, the co-benefits of walking and cycling schemes will be realised by the communities; unlocking better places to live and work.

Work-package 3 – developing our regional rail network

18. We have a 10 Year Rail Delivery Plan, setting out the changes required to attract car users and incentivise rail use. Building on MetroWest 1 and 2, and the Bristol Temple Meads Eastern Entrance, this plan will transform the regional rail network, making stations accessible and providing capacity for ‘turn up and go’ services. This will increase access to jobs and neighbourhoods, ensuring equal opportunities while reducing reliance on cars and the region’s carbon impact from transport. Our five-year programme can be broken down as:

- New stations: Building on our delivery experience of constructing five new stations under the MetroWest programme, a new station will be delivered at Charfield providing access to the rail network for up to 14,500 residents within 5km, reducing car dependency in Charfield and neighbouring areas.
- Accessibility: Working to make our stations safe, attractive and accessible, and easy to access via walking and cycling. Focusing first on those stations providing services to our most deprived communities: Lawrence Hill, Bristol; Parsons Street, Bristol; Bedminster, Bristol; Stapleton Road, Bristol; Oldfield Park, Bath.
- Future services: To further improve connectivity and capacity we are progressing plans to extend MetroWest to the south, increasing frequency of services between Bristol Temple Meads and locations such as Weston-super-Mare and Taunton. This will better link people and jobs, enhancing the economic prospects of our residents and supporting reduction of car travel. This increase in services will likely require infrastructure interventions and we are undertaking a feasibility assessment to understand the extent of physical works.

19. In addition to upgrading existing stations, we are evaluating major enhancements at Bristol Temple Meads, improving capacity to meet demand whilst celebrating the station’s unique heritage and its role as a gateway to the city. Network Rail, Bristol City Council, Homes England and the Combined Authority will collaboratively develop plans for northern and southern entrances to Bristol Temple Meads. Project delivery will be integrated with planned Temple Quarter Regeneration Programme works. We anticipate this to be funded through an existing bid to Homes England and MHCLG to increase housing capacity in the city centre.

20. Through our rail programme the Combined Authority has created high-performing partnerships with industry partners. Our work will be delivered through our existing partnership with Network Rail and GWR, and by directly-appointed experienced consultants and contractors where appropriate. The delivery of the Eastern Entrance is testament to that partnership.

Work-package 4 - innovation

21. To foster innovation, we plan to set aside £20m of our allocation to dedicate as an Innovation Fund, to which applications can be made to implement or trial innovative projects. This is in addition to the embedded project innovation and value engineering investment where we will use modern methods of construction to reduce build programmes and the carbon impact of schemes. This will build upon our demonstrable success in the trialling and uptake of transport innovation in the region – our weekly e-scooter use is amongst the highest in the country.

21. It is anticipated that a significant proportion of this fund will be used to deliver electric vehicle charging infrastructure and integrated ticketing systems in accordance with Government strategy.

22. Expanding the work of the Future Transport Zone programme (FTZ), we will also deliver rural connectivity pilot schemes to link rural communities to our enhanced transport networks.

23. The Mobility as a Service platform, being developed through the FTZ, will enable the single point of access for customers to public transport ticketing. Further enhancement will allow the provision of new and expanded multi-operator tickets, and the development of multi-modal ticketing options. In addition, the development of contactless PAYG systems, enabling customers to ‘tap on and off’ from vehicles with capped fares across multiple modes and operators, will reduce barriers to travel; enabling seamless travel across the network. This will greatly enhance transport users’ choices and drive growth in their use of the transport services and infrastructure delivered across the CRSTS programme.

Work-package 5 - mass transit

24. We propose to strengthen the provision of public transport services across the region. In addition to the strategic corridors and regional rail enhancements identified above, we propose to:

- Accelerate plans for a mass transit system. We will develop a business case for an affordable and deliverable mass transit system to progress the strategic objectives of the region.
- Improve bus journey times and service frequencies between Bristol and Bath, and provide a better and more frequent service to the airport.
- We will also progress the identification and acquisition of land to support our public transport ambitions and progress the design of transport hubs.

Work-package 6 - maintenance and small schemes

25. We will dedicate a section of the highway maintenance funding to cater for as yet unidentified localised safety and highway management improvements at locations which are outside the main proposals in the submission. This portion of funding will

allow us to address any safety or traffic management issues which arise, in a timely fashion.

26. Maintenance and smaller schemes will complement other work-packages and will be coordinated to minimise disruption to the network.

Local contribution

27. Our submission has included a proposed Local Contribution of 20% for the capital programme. Maintenance Funding and Integrated Transport Block does not require a Local Contribution (unless considered an Enhancement). Local Contribution must represent genuine additionality.

28. The table below sets out the key principles for managing Local Contribution:

1	Local Contribution has to demonstrate additionality or acceleration linked to the specific capital investment made.
2	Existing government grants can't be counted as Local Contribution which will discount IF, GBF and TCF
3	EDF might be considered if we can demonstrate that the specific capital investment has accelerated, or increased, the business rates attainable
4	Although the CRST covers 5 years, the Local Contribution is likely to extend beyond this period. WECA might be able to 'cashflow' for up to a further 3 years (subject to committee approval)
5	The Local Contribution will be collated as an overall regional control total which has to be achieved to match the CRST capital funding provided.
6	Unitary Authorities will underwrite the match funding pertinent to their area. This will not be an equal split - but based on the specific investment programmes.
7	The total match funding element will be managed at a programme level, adopting a pooled approach, with the proportionate risks of the programme managed through the WoE Section 151 Officer Group.
8	Additional maintenance costs associated with the construction of any new assets can be incorporated within the overall CRSTS bid – however, there will be no certainty of this funding being available beyond the initial 5 year period.
9	Investment in the National Bus Strategy development has to dovetail into the CRSTS investment programme and income attainable.
10	Examples of Local Contribution will include: use of EDF to accelerate project delivery / uplift in land value / developer contributions / increase in commercial income / work based parking levy / Clean Air Zones etc

11	Where possible, we will promote consistency in the application of all relevant policies and initiatives across the region.
12	Local Contribution can be counted outside of the WoE Combined Authority area where investment provides benefit to the wider geography.
13	As per current practice, a 'single pot' approach will be retained across all funding streams in order to optimise overall funding available to region.
14	Bi-monthly monitoring reports will provided to WoE S151 Officers detailing emerging investment programmes and profiled match income.

29. Our submission has been strengthened through our collaborative and robust approach to providing a consistent 20% based on the principles above. We will have to provide further detail, and confirm that 20%, through the business case submission post Spending Review.

Recommendation: It is recommended that the Committee agree and support the principles behind establishing the Local Contribution.

Next steps

30. Our submission on 17 September will inform the Comprehensive Spending Review. We are anticipating that we will be provided an indicative allocation at the Spending Review on 27 October. We will then prepare a revised submission supported by a programme level business case. Our Location Contribution will need to be confirmed at that time. We are expecting to have our final award confirmed well before FY 22/23.

Consultation

31. Our work packages have been developed in consultation with constituent authorities and based on plans and strategies subject to extensive public consultation. Scheme development will include all applicable public consultation as applicable.

Other Options Considered

32. Not Applicable

Risk Management/Assessment

33. A full risk assessment and management plan is underway to support the programme level business case to be submitted at the next stage.

Public Sector Equality Duties

34. 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 victimisation 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.

35. 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.

36. 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.

37. A programme level Equalities Impact Assessment will be prepared as part of the submission of our programme level business case.

Finance Implications, including economic impact assessment where appropriate:

38. Our submission has included a 20% Local Contribution of additional funding to support our overall programme. This will be confirmed in the submission of our programme level business case in line with the principles described above.

Advice given by: Malcolm Coe, Director of Investment & Corporate Services

Legal Implications / Land/Property Implications/ Human Resources Implications

39. Full legal, land, property and HR implications will be established alongside our programme level business case.

Advice given by: Shahzia Daya, Director of Legal

Climate Change Implications

On 19 July 2019, the West of England Combined Authority declared a climate emergency, recognising the huge significance of climate change and its impact on

the health, safety and wellbeing of the region's residents. The Combined Authority is committed to taking climate change considerations fully into account as an integral part of its governance and decision making process.

Each report/proposal submitted for Combined Authority / Joint Committee approval is assessed in terms of the following:

Will the proposal impact positively or negatively on:

- * The emission of climate changing gases?
- * The region's resilience to the effects of climate change?
- * Consumption of non-renewable resources?
- * Pollution to land, water or air?

Particular projects will also be subject to more detailed environmental assessment/consideration as necessary as part of their detailed project-specific management arrangements

The premise of our submission to the Department for Transport is the decarbonisation of our regional transport system. The West of England region declared a climate emergency in 2019, setting a target to be carbon neutral by 2030. To reach this target, we need to cut 464 kilotonnes of CO2 each year, and transport will need to be a major contributor to this. Both our Climate Emergency Action Plan and our Local Industrial Strategy focus on clean, inclusive growth and prioritise the decarbonisation of the transport system.

Significant work has already been undertaken in the region across many sectors, and carbon emissions in the region in 2019 (including North Somerset) are 62% of their 2005 figure. Public sector carbon emissions have dropped by more than 50%, while industrial emissions in Bristol are less than a third of their 2005 baseline. However, progress on reducing transport carbon emissions has been slower than average. The average reduction in carbon emissions from transport has been less than 10% since 2005.

The CRSTS will provide us with the funding and the opportunity to make critical improvements that will aid our decarbonisation goals, including developing a private transport infrastructure for electric vehicles and increasing public transport demand. Further detail will be established within our programme level business case.

Background papers:

None

West of England Combined Authority Contact:

Any person seeking background information relating to this item should seek the assistance of the contact officer for the meeting who is Ian Hird on 07436 600313; or by writing to West of England Combined Authority, 3 Rivergate, Temple Quay, Bristol BS1 6EW; email: democratic.services@westofengland-ca.gov.uk

This page is intentionally left blank

WEST OF ENGLAND JOINT COMMITTEE
15 October 2021

ITEM 12

REPORT SUMMARY SHEET

BUS SERVICE IMPROVEMENT PLAN

Purpose

To update the Committee on the development of a Bus Service Improvement Plan as required by the National Bus Strategy and to seek delegated authority to approve the final document.

Summary

The report (see Appendix 2 for detail) sets out the objectives and features of the proposed West of England Bus Service Improvement Plan. The working draft of the plan is at Appendix 4.

Impact of Covid-19 pandemic

The Combined Authority has actively reviewed its key activities and work programme to reflect changing priorities as a result of the Covid-19 pandemic. Specific issues relating to the Covid-19 situation that impact on or are addressed through this report are as follows:

Development of a Bus Service Improvement Plan as a bid for funding to improve the local bus network will contribute positively to clean and inclusive growth, assist businesses and residents seeking employment;

Recommendations

1. That the Joint Committee note the work that has been done on the development of a Bus Service Improvement Plan.
2. That the Joint Committee grant delegated authority to the Chief Executive of the West of England Combined Authority (as it relates to the Combined Authority area) and the Chief Executive of North Somerset Council (as it relates to North Somerset), in consultation with the Chief Executives of the constituent councils, to approve the joint Bus Service Improvement Plan for submission to Government by 29 October 2021.

Contact officer: Kathryn Vowles

Position: Interim Director of Infrastructure

Email: Kathryn.Vowles@westofengland-ca.gov.uk

REPORT TO: WEST OF ENGLAND JOINT COMMITTEE

DATE: 15 OCTOBER 2021

REPORT TITLE: BUS SERVICE IMPROVEMENT PLAN

DIRECTOR: KATHRYN VOWLES, INTERIM DIRECTOR OF
INFRASTRUCTURE

AUTHORS: ANDY STRONG, BUS IMPROVEMENT MANAGER

Purposes of Report

To update the Committee on the development of a Bus Service Improvement Plan as required by the National Bus Strategy and to seek delegated authority to approve the final document.

Impact of Covid-19 pandemic

The Combined Authority has actively reviewed its key activities and work programme to reflect changing priorities as a result of the Covid-19 pandemic. Specific issues relating to the Covid-19 situation that impact on or are addressed through this report are as follows:

- Development of a Bus Service Improvement Plan as a bid for funding to improve the local bus network will contribute positively to clean and inclusive growth, assist businesses and residents seeking employment;

Recommendations

- (i) That the Joint Committee note the work that has been done on the development of a Bus Service Improvement Plan;
- (ii) That the Joint Committee grant delegated authority to the Chief Executive of the West of England Combined Authority (as it relates to the Combined Authority area) and the Chief Executive of North Somerset Council (as it relates to North Somerset), in consultation with the Chief Executives of the constituent councils, to approve the joint Bus Service Improvement Plan for submission to Government by 29 October 2021.

1 Background / Issues for consideration

Bus Strategies

- 1.1 *Bus Back Better - a National Bus Strategy for England (NBS)* was published in March 2021. Whilst acknowledging investment by the private and public sectors - including a spotlight on our *metrobus* - it highlights the failings and negative features of the deregulated market that has been in place outside London since 1986 and sets out a new vision for a cohesive network of attractive, high-quality bus services.
- 1.2 The overall vision and aims of the NBS are:
- To get overall bus patronage back to its pre-Covid level and then exceed it;
 - To make the bus a practical and attractive alternative to the car for more people;
 - To make buses more frequent, more reliable, easier to understand and use, better co-ordinated and cheaper;
 - To offer a London-style bus network: fully integrated services, simple multi-modal tickets, more bus priority measures, high-quality information for passengers, services that keep running into the evenings and at weekends and turn-up-and-go frequencies in cities;
 - Significantly more ambitious bus priority schemes in cities and congested places, taking a whole-corridor approach to improve journey times and punctuality;
 - To create a virtuous circle: increasing usage, but also reducing operating costs so better services can be sustained without permanently higher subsidy.
- 1.3 The West of England Bus Strategy was adopted in June 2020 after extensive consultation. It contained an analysis of the local bus network and set out proposals to reshape and develop the network to make it more efficient and more attractive to passengers within the existing envelope of funding. One of the core principles would be frequent radial and orbital bus services connecting at interchange hubs. Publication of the NBS has provided an opportunity to review the West of England Bus Strategy in the light of the impact of the pandemic, use it as the basis for our Bus Service Improvement Plan, review and re-set our targets, and bid for funding to deliver improvements.

Bus Service Improvement Plan

- 1.4 The NBS requires local transport authorities (LTAs) to develop an ambitious Bus Service Improvement Plan (BSIP) in collaboration with local bus operators, highway authorities, community transport bodies and local businesses, services and people. The final plan must be submitted to Government at the end of October 2021 as part of a bid for funding. Guidance on development of a BSIP was published in May 2021 and guidance on bidding for funding was published in August 2021.
- 1.5 Baroness Vere wrote to all LTA Leaders on 6 September as follows: *“The National Bus Strategy, published in March, sets out why a BSIP is essential. It is a shared vision for transformed bus services which are key to delivering wider societal and economic goals, and the extent of its ambition will influence how the £3 billion of funding for buses is allocated. I expect your authority to produce an ambitious and challenging Improvement Plan, in keeping with the notification of intent it published on the 30 June.”* The full letter is reproduced in Appendix 3.

- 1.6 Government makes it clear in its guidance that BSIPs should be outlines rather than detailed and granular documents. Any commitments in them will not be taken as definitive or immutable. Even so, the guidance is very explicit about the features that the bus network must have to meet the vision of the National Bus Strategy and the content of a BSIP. It must include proposals to improve the local bus network to the standard described in paragraph 1.2, estimate the costs of so doing and, in addition, it must:
- Take account of cycling and walking schemes, complementing those forms of travel;
 - Include targets for punctuality, journey times and patronage with reporting of progress against those targets every six months;
 - Be updated annually and reflected in the Joint Local Transport Plan.
- 1.7 The BSIP will aim to achieve a more co-ordinated network with convenient and reliable bus services, affordable fares with daily and weekly capping and simplified payment systems. Details of the proposed features of the future West of England bus network are in Appendix 1. Our BSIP will set out the measures that we and bus operators will take over time to deliver that. Ultimately, though, what can be achieved will depend on (i) the level of funding awarded by Government and (ii) the recovery of demand for bus services after the pandemic.
- 1.8 One of the mandatory requirements of a BSIP is to include an assessment of the local bus network as it stands and to set targets for improvements. Progress towards those targets must be reported every six months. The assessment must take account of the views of passenger groups, MPs, the business sector etc. We invited views from these stakeholders in July/August 2021 and the results will help inform the priorities for investment.
- 1.9 At the end of September 2021, bus patronage in the West of England was at 63% of its pre-Covid level. Recovery has been slow, and consistently lower than in other city-regions. In July / August 2021, we carried out a survey of local employers and large retailers to try to gauge the longer-term impact of changes in lifestyles on public transport. The results are reported in the draft BSIP.
- 1.10 Development of the joint BSIP has been carried out to a very challenging timescale set by Government. At the time of writing, work was still going on - with expert support - to edit the content into a suitable layout for publication and submission to Government. A working draft forms Appendix 4 to this report. The final document will be laid out and designed professionally. The text will be structured to reflect the requirements in the published guidance.
- 1.11 Members with transport responsibilities considered the working document at a special meeting on 27 September and their comments - together with those from their officers - will help shape the final BSIP. Approval is being sought from Joint Committee for the Chief Executives to approve the final version prior to submission to Government on 29 October.
- 1.12 At its meeting on 25 June 2021, the West of England Joint Committee approved a recommendation for the West of England CA and North Somerset Council (NSC) to work together on submission of a joint BSIP and to publish a formal Notice of Intent

to develop an Enhanced Partnership (see below) as the delivery model. That Notice was published on 28 June 2021.

- 1.13 In the development of the BSIP, engagement has taken place with officers of Wiltshire, Somerset County and Gloucestershire County Councils on cross-boundary issues. Each LTA is responsible for developing a BSIP and determining bus service levels for its own area.

Enhanced Partnership

- 1.14 The delivery model for the West of England BSIP will be an Enhanced Partnership (EP) - a statutory agreement between LTAs, bus operators and highway authorities under which each party makes legally-binding commitments to improve bus services and the facilities associated with them. It has the potential to bring about improvements quickly and it puts in place a framework under which future improvements can be delivered as and when funding becomes available. Details of the features that can be included in EPs are in Appendix 2.
- 1.15 Government expects all LTAs to have an initial EP in place by April 2022, apart from those that have published an intention to develop franchising of bus services, and it has made continued payment of discretionary funding to bus operators and LTAs absolutely conditional on development of a BSIP and EP.
- 1.16 Government strongly recommends that the initial EP should “memorialise” all existing agreements such as quality partnership schemes, voluntary partnership agreements, traffic regulation conditions, current expenditure on bus service support, traffic regulation orders for bus priorities, bus shelter maintenance expenditure etc.

2 Consultation

- 2.1 Extensive public consultation was carried out on the West of England Bus Strategy in February / March 2020 and nearly 2,000 responses were received. In view of the short timescale, public consultation is not required for the BSIP, but the views of passenger groups, MPs and the business sector must be sought and reported. We invited views from these stakeholders in July / August 2021 and received 55 responses. The results will help inform the priorities for investment.
- 2.2 When we have been notified of the awards of the funding bids to the City Region Sustainable Transport Settlement and the Bus Transformation Fund, we may seek further advice from our communities on the priorities for investment and revenue support.
- 2.3 As part of the statutory process to make an EP, a short technical consultation on the content of the EP Plan and the first EP Scheme must be carried out with bus operators, organisations that represent passengers, neighbouring local authorities, the Traffic Commissioner, the Police, Transport Focus and the Competition and Markets Authority. One of the purposes of that exercise is to give bus operators an opportunity to object formally to any proposed features of the EP.

3 Other Options Considered

The option of not developing and submitting a Bus Service Improvement Plan was considered but dismissed because Government has advised LTAs and bus operators that it is the only pathway to access funding to support recovery and improvements to the bus network and, potentially in future, Bus Service Operators' Grant.

4 Risk Management/Assessment

4.1 The key risks that the recommendations will address are:

- (i) Potential loss of discretionary funding from Government to support commercial bus operators and our bus service contractors during recovery from the pandemic;
- (ii) Potential loss of opportunity to bid for transformation funding to make longer-term improvements to the bus network and help support recovery after April 2022;

4.2 The risks associated with implementation of the recommendations *and appropriate mitigations* are:

- (i) Insufficient revenue budget in longer-term to maintain enhanced bus network after transformation funding ends;
 - *Maintain regular dialogue with bus operators through the EP. Use our evaluation tool to help prioritise bus revenue support if necessary.*
- (ii) Insufficient revenue budget to maintain enhanced bus network if demand recovers more slowly than anticipated;
 - *Maintain regular dialogue with bus operators through the EP. Use our evaluation tool to help prioritise bus revenue support if necessary. Make evidence-based case to Department for Transport for additional funding if necessary.*
- (iii) Award of transformation funding at much lower level than bid based on BSIP, leading to insufficient funding to deliver full BSIP.
 - *Adjust delivery programme to match award in accordance with our priorities and seek funding from other sources.*

5 Public Sector Equality Duties

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

- Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

5.2 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.

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

5.4 The proposals in this report will help to develop and maintain a network of bus services offering good access to public transport for all members of the community.

6 Finance Implications

6.1 The revised budget for developing a joint BSIP and EP estimates a total cost of £800k. The Department for Transport has already paid £100k Capability Funding to the West of England CA and £163k to North Somerset Council (NSC). The balance will be funded from the City Region Sustainable Transport Settlement (CRSTS) or, failing that, approval has been granted for Feasibility and Development Funding to cover any shortfall.

6.2 There will be a requirement for additional staff resources at both WECA and NSC to service the joint EP after it has been made and to carry out the ongoing reporting and review work arising from the joint BSIP. The extent of this requirement and the associated cost will be outlined in the bid and will be refined as the work progresses. Any additional resource requirements will be funded from the money received from Government if the bid is successful.

6.3 Funding to deliver the BSIP is the subject of bids to the City Region Sustainable Transport Settlement (CRSTS) and to a pot of £3 billion Bus Transformation Fund (BTF). The capital element for the West of England CA will be funded by the CRSTS. The capital element for NSC and the revenue element for both areas will be funded by BTF.

6.4 The bid to the CRSTS was submitted to Government on 17 September 2021.

Advice given by: Malcolm Coe, Director of Investment and Corporate Services

7 Legal Implications

7.1 Enhanced Partnerships are enshrined in the Transport Act 2000 (as amended by the Bus Services Act 2017). Government has published detailed guidance on the statutory process to develop an EP and on its expectations for Bus Service Improvement Plans. The guidance is being followed.

7.2 A Memorandum of Understanding has been agreed between the West of England CA and North Somerset Council to cover the joint work on developing the BSIP and EP. Further consideration will be given to the arrangements to manage the EP jointly after its launch.

Advice given by: Shahzia Daya, Director of Legal Services

8 Climate Change Implications

- 8.1 In July 2019, the West of England CA declared a climate emergency, recognising the huge significance of climate change and its impact on the health, safety and wellbeing of the region's residents. The Combined Authority is committed to taking climate change considerations fully into account as an integral part of its governance and decision-making process.
- 8.2 The recommendations will have a positive impact on emissions, resilience, consumption of non-renewable resources and pollution by creating a virtuous circle of growth in the use of buses and by co-ordinating bus operators' plans to move to zero-emission fleets.

9 Land/property Implications

None.

10 Human Resources Implications

There will be a requirement for additional staff resources at both WECA and NSC to service the joint EP after it has been made and to carry out the ongoing reporting and review work arising from the joint BSIP. The extent of this requirement and the associated cost will be outlined in the bid and will be refined as the work progresses. Any additional resource requirements will be funded from the money received from Government if the bid is successful.

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

Appendices:

- Appendix 1 - Objectives and features of the proposed West of England Bus Service Improvement Plan
- Appendix 2 - Features of Enhanced Partnerships
- Appendix 3 - Letter from Baroness Vere to Local Transport Authority Leaders (6 September 2021)
- Appendix 4 - West of England Bus Service Improvement Plan (**WORKING DRAFT**)

Background papers

- West of England Bus Strategy (June 2020)
<https://travelwest.info/app/uploads/2020/02/West-of-England-Bus-Strategy.pdf>
- Bus Back Better - a National Bus Strategy for England (March 2021)
<https://www.gov.uk/government/publications/bus-back-better>
- National Bus Strategy: Bus Service Improvement Plans (May 2021)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985379/bus-service-improvement-plans-guidance-to-local-authorities-and-bus-operators.pdf

- National Bus Strategy: Delivering Bus Service Improvement Plans using an Enhanced Partnership (July 2021):
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/959501/bus-services-act-2017-enhanced-partnerships-guidance.pdf

Note: An amended version containing a template Enhanced Partnership is expected to be published in October 2021.

- Notice of Intent for the West of England CA and North Somerset Council to develop a joint Enhanced Partnership:
<https://www.westofengland-ca.gov.uk/wp-content/uploads/2021/06/NOTICE-OF-INTENT-TO-PREPARE-AN-ENHANCED-PARTNERSHIP-PLAN-AND-SCHEME.pdf>

APPENDIX 1 - OBJECTIVES AND ATTRIBUTES OF THE PROPOSED WEST OF ENGLAND BUS SERVICE IMPROVEMENT PLAN (BSIP)

1 Joint Committee on 25 June 2021 approved seven high-level objectives for the BSIP and the EP Plan, based on the aims and vision in the National Bus Strategy, the vision and objectives in the adopted West of England Bus Strategy and the published guidance on BSIPs. Those objectives and their attributes (our ideal network) are listed below. This has been the starting point for our discussions with the bus operators and highway authorities. We propose to bid for funding to achieve all these high standards - although delivery will be contingent on the amount of funding actually awarded and on recovery of patronage levels.

2 The attributes listed below are all achievable (with funding) within the framework of an EP and associated voluntary agreements between bus operators, although operators will retain the freedom to set their own fares. We aim to build on the funded projects in progress already to provide more bus priorities and develop tap on / tap off ticketing.

3 Transition to an ideal network with all the attributes listed below will take several years and it is unlikely that the award of funding currently on offer will enable us to achieve it. There will be an ongoing need for revenue support to maintain high service levels and low fares, in addition to a higher level of spending on bus infrastructure maintenance.

4 The high quality of the bus network in London is sustained by revenue from the Congestion Charge and a specific Government grant, whereas the only source of funding for bus revenue support currently available to the West of England CA is the Transport Levy on the constituent councils. Various revenue streams are available to NSC and the constituent councils in their roles as highway authorities and planning authorities, however. They own the assets on the highway and the legal mechanisms by which to impose charges and generate these revenue streams. Joint Local Transport Plan 4 contains a section on potential revenue streams.

BSIP objectives and attributes (our ideal bus network)

Objective 1 - High mode share for buses of overall travel market

- *Good access to bus services from all parts of the area*
- *Good access from bus network to passenger destinations*
- *Positive contribution to decarbonisation plans and air quality improvements*
- *Positive contribution to sustainable housing and employment growth*
- *Declining need for subsidy as market grows organically*
- *Ambitious targets and trajectory for modal share and bus patronage*
- *Robust civil enforcement of moving traffic offences, parking and traffic restrictions*
- *Extensive bus priorities - particularly on main urban routes - as continuous as possible and part of a whole-corridor approach*
- *Consideration of Key Route Network powers*
- *Good co-ordination of road works*

Objective 2 - High quality bus service

- *Cohesive, comprehensive and simple route network including co-ordinated radial and orbital services in the Bath, Bristol and Weston-super-Mare urban areas with easy interchange between them*
- *Standard all-day routes with evening and weekend services on urban and inter-urban routes*
- *Turn-up-and-go daytime frequencies (at least 5 buses per hour) and evening frequencies of at least 4 buses per hour on core urban routes (including orbital routes)*
- *Good frequencies on principal inter-urban corridors and in smaller urban areas*

- 24/7 services - where appropriate - on core urban and principal inter-urban corridors
- Feeder services to interchange hubs to boost the frequency of connections from places away from main roads, connecting to the major routes with integrated ticketing
- Demand-responsive services to low-density areas where appropriate - possibly operated by community transport providers
- Basic minimum standard of accessibility to network from rural areas, based on population
- High standard of punctuality
- As far as possible, journey times comparable to or better than car travel
- Sufficient capacity to meet demand
- Provision of service to new developments at an early stage, funded by developer contributions
- Regular service reviews but no more than two change dates per year
- Public consultation on proposed changes to routes
- Good links to rail services, with buses connecting with first and last trains where appropriate
- Consistent, clear and distinctive branding for the whole public transport network (rather than the operator or mode), incorporating any strong local or route-specific brands
- Unique service numbers within the network (apart from urban services in Bristol, Bath and Weston-super-Mare) with no suffixes

Objective 3 - High quality waiting environment

- Bus stops, bus stations and interchanges to be accessible, safe and inclusive by design with good facilities
- High quality, branded interchanges at key locations, including rail stations
- Branded, distinctive shelters at all stops wherever practical (except alighting points) with high standard of cleanliness and maintenance
- Defined, paved waiting areas at urban stops and hardstandings at rural stops with cycle parking where possible
- Good pedestrian accessibility to adjacent residential areas and passenger destinations
- Bus stations protected from closure and redevelopment

Objective 4 - High vehicle standards

- Progression to zero emissions through bids for Government funding when available, and Euro VI emission standard in the meantime
- High levels of cleanliness, comfort and security for passengers
- Full accessibility with ample areas for pushchairs and luggage in addition to the wheelchair space
- Dual-door vehicles on core urban services
- High level of mechanical reliability
- Consistent, clear and distinctive branding for the whole public transport network (rather than the operator or mode), incorporating any strong local or route-specific brands
- "Next stop" audio-visual information, WiFi and charging as standard
- All vehicles equipped with tap on / tap off readers

Objective 5 - High level of passenger satisfaction

- Bus Passenger Charter to set out what standards passengers can expect, including punctuality, vehicle cleanliness, accessibility, proportion of services operated and redress
- Public consultation on route and network changes
- One customer service contact point for whole network
- Measurement of passenger satisfaction to include value for money and provision of information
- Targets for punctuality and journey times

Objective 6 - High quality information

- Bus Information Strategy adopted and implemented
- Consistent, distinctive and readily-identifiable branding for the whole public transport network on all media

- *Easy access to information via Travelwest website and app, including times, accessibility information, fares and live running*
- *Roadside timetable posters at all stops except alighting points*
- *Timetable leaflets and comprehensive area booklets for whole network*
- *Printed and interactive maps for whole network and town/city plans for urban areas*
- *Maps at interchange stops and local centres, showing pedestrian routes and road crossing points to destinations*
- *Fares information - including multi-operator tickets - on Traveline*
- *Real-time information system to cover all operators' services*
- *Targeted information on route and network changes*
- *Consistent naming of bus stops and interchanges*
- *Bus stops in urban areas to carry route number tiles*
- *Easy access to comprehensive information via website and app, covering all operators, including times, accessibility information, fares and live running;*
- *Full information on local bus services in railway stations.*
- *Heavy promotion and marketing, including bus links to rail services and scenic routes*
- *Introductory offers to promote the network to non-users*
- *Continuous marketing and promotion of network and multi-operator tickets*

Objective 7 - Low fares, simple ticketing and easy means of payment

- *Low flat fares in Bristol, Bath, Weston-super-Mare and other urban areas*
- *Lower point-to-point graduated fares outside urban areas*
- *Multi-operator ticketing to be the norm - branded as part of the network branding*
- *Daily and weekly capping using tap on / tap off readers*
- *All operators equipped to take contactless payment, EMV ticketing and m-ticketing*
- *Contactless payment to be the norm but cash retained for the time being*
- *Integration of multi-operator bus ticket and multi-modal ticket into one family of tickets*
- *Simplified range of tickets but more flexible ticketing for part-time commuters*
- *Harmonisation of ticket zones, ticket types and conditions*
- *Standard discounts for children to age 19 and students*
- *Consideration of free travel for under-11s, to encourage family travel*

APPENDIX 2 - Features of Enhanced Partnerships

- 1 The Bus Services Act 2017 updated previous legislation on partnerships between local transport authorities (LTAs) and bus operators, and it created a new model called an Enhanced Partnership (EP).
- 2 An EP is an agreement between the LTA and local bus operators to work together to improve local bus services. It includes a clear vision of the improvements that the EP is aiming for (an EP Plan) and accompanying actions to achieve them (set out in one or more EP Schemes). It must have the support of a majority market share of local bus operators - and any relevant highway authorities if it includes measures related to traffic regulation orders, parking enforcement etc.
- 3 An EP Plan must include an analysis of the current market, the impact of congestion and local passengers' experiences. It must set out what interventions are needed to improve local bus services, but it is basically a framework within which EP Schemes can be delivered as and when funding becomes available. Much of this content is also required for the Bus Service Improvement Plan.
- 4 An individual EP Scheme can set requirements that all bus services operating in the area, whether new or existing, must meet - with the agreement of the majority market share of bus operators. Those requirements may include vehicle age and standards, livery and local branding, common ticketing zones and fares conditions, standard discounts for groups such as children, students, jobseekers etc, prices of multi-operator tickets and co-ordination of timetables.
- 5 An EP Scheme cannot regulate fares set by individual operators nor can it require an operator to operate loss-making services.
- 6 An individual EP Scheme does not have to contain commitments by the LTA, but it is highly unlikely that it would receive support from bus operators if it did not. The requirements on an LTA may include provision of new bus stop infrastructure, new bus priority measures, marketing campaigns to promote bus services, changes to parking provision and enhanced enforcement, commitments to restrict roadworks on key bus corridors and application to Government for powers to enforce moving traffic offences. Many of these features are within the gift of the highway authorities, so their involvement in an EP is essential.
- 7 There is no prescribed model for governance of an EP but there is a statutory process to follow for amendments and additional EP Schemes. Government recommends that an advisory stakeholder forum be set up - possibly with an independent chair - to facilitate open discussion about current deficiencies in the market.
- 8 The only active EPs have been made by Hertfordshire County Council and the West Midlands Combined Authority. They both took two years to bring to fruition but Government has challenged other LTAs to develop theirs in nine months - to be completed by April 2022.
- 9 Government published updated guidance on EPs in July 2021. It strongly recommends that the initial EP should "memorialise" all existing agreements such as quality partnership schemes, voluntary partnership agreements, traffic regulation conditions, current expenditure on bus service support, traffic regulation orders for bus priorities, bus shelter maintenance expenditure etc.



Department
for Transport

Baroness Vere of Norbiton
Minister for Roads, Buses and Places

Great Minster House
33 Horseferry Road
London
SW1P 4DR

Tel: 0300 330 3000
E-Mail: baroness.vere@dft.gov.uk

Web site: www.gov.uk/dft

To: To Local Transport Authority Leaders
(in England, outside London)

6 September 2021

Dear Councillors,

Bus Service Improvement Plans and future government funding

I am writing to you today with regards to the development of the Bus Service Improvement Plans (BSIPs), which I have asked all Local Transport Authorities (LTAs) to publish and send to the Department by 31 October.

The National Bus Strategy, published in March, sets out why a BSIP is essential. It is a shared vision for transformed bus services which are key to delivering wider societal and economic goals, and the extent of its ambition will influence how the £3 billion of funding for buses is allocated. I expect your authority to produce an ambitious and challenging Improvement Plan, in keeping with the notification of intent it published on the 30 June.

Where LTAs are not also highways authorities, please forward this letter to elected leaders of your Local Highways Authorities, since they will be crucial in delivering bus priority measures. As stated in the BSIP guidance, close co-operation with authorities that have relevant highways and traffic powers is essential.

Buses support the local economy by improving connectivity and reducing congestion, which affect all road users and cost urban economies at least £11 billion a year. Buses can be key to levelling-up, with users disproportionately drawn from less advantaged social groups and places.

However, buses should not be seen or promoted only as transport for those without an alternative. There is clear evidence that they can be made attractive enough to draw people away from their cars, for example by installing bus priority lanes, reviewing parking policies and increasing frequency of services. For this reason, buses are also vital in ensuring the economy meets its target for Net Zero carbon emissions.

Buses can also play a greater role in enabling access to work. In cities outside London, 77% of jobseekers do not have regular access to a car, van or motorbike. Having found employment, affordable bus travel helps ensure that work pays and can be sustained for everyone.

There is no 'one size fits all' approach here. The crucial test is whether the BSIP delivers for the community it serves, and whether the views of operators have been listened to and taken into account. In assessing the overall quality of BSIPs, the Government will give particular weight to measures which support local bus markets as they emerge from the pandemic, for example bus priority and targeted fares reductions. This will help to ensure the best outcomes for current and future bus users.

I look forward to seeing your plans for genuinely transformational changes to bus services, which should ensure everyone finds travel by bus simple, quick and affordable. I would like to thank you for all of your efforts in developing your BSIPs at pace to meet the deadline for submission of 31 October 2021.

*Yours,
Charlotte*

BARONESS VERE OF NORBITON

West of England Bus Service Improvement Plan

October 2021

Please note: This is a working draft. Further work is going on to restructure, edit, design and complete the document.

Foreword

Our joint Bus Service Improvement Plan (BSIP) is our response to the National Bus Strategy and it follows on from our own West of England Bus Strategy, which was adopted last year. The BSIP sets out our ambition to get back to the strong, steady growth in bus use that we had prior to the pandemic and to move forward on decarbonising our transport system as part of our commitment to tackle the climate emergency.

Our BSIP proposes a partnership with bus operators to make the most from the City Region Sustainable Transport Settlement and Bus Transformation Fund investment and bring about a major uplift in the quality and coverage of the whole local bus network.

We are very well-placed to deliver our proposals because we have a strong track record of working across the region and a good relationship with local bus operators. The Greater Bristol Bus Network, metrobus and complementary programmes of bus investment drove improvements in bus journey times, punctuality, vehicle emissions and passenger information - all contributing to a consistent growth in passenger numbers.

We've all been affected one way or another by the pandemic. It has changed the way society operates - especially in working patterns and the need to travel. Some of that change will be permanent and it means that we can no longer leave the provision of bus services largely to commercial decisions by the operators. From now on, Local Transport Authorities will have a much greater say in how the bus network responds to the changing needs of residents and businesses. This point is made by the Government in the National Bus Strategy and it's why they expect us to produce a BSIP in collaboration with operators.

Undoubtedly, the car remains the greatest competitor to the bus and it will remain dominant unless the bus 'offer' is improved dramatically. To make the bus a natural choice, it has to be convenient - taking our residents where they want to go at times they need to travel; bus journey times must be competitive with the car; there has to be easy access to information to find the right bus and know when it's coming; bus travel has to be good value for money - with easy payment and flexible ticketing; and - most importantly - it should be clear who is responsible for public transport and who to go to when things go wrong.

Our shared ambition is to achieve all these outcomes and make the bus a viable option for far more of our residents, to help us tackle traffic congestion, air pollution, carbon emissions, and the social and economic challenges facing us all in the coming decade.

Signature

DAN NORRIS
Mayor of the West of England

Signature

CLLR DON DAVIES
Leader, North Somerset Council

Executive summary

Our aim for the West of England is achieve at least 100 million bus passengers per year within 10 years. To help achieve this:

- We want everyone in the West of England to have access to a bus or dial-a-ride service, with all communities above 1,000 population having at least an hourly bus service on Mondays to Fridays between 0700 and 1900;
- We want higher bus frequencies in our towns and urban areas, offering a good range of destinations and connections. We therefore aim to increase the frequency of at least 20 bus routes across the West of England over the next 5 years;
- We want bus services to support the 24/7 economy, so we will develop standards for early morning, evening, night and weekend services. We aim to spend at least an additional £2 million securing improvements to these services over the next 12 months;
- We want fares to be simple, cheaper and affordable with multi-operator ticketing as standard;
- We want family travel to be affordable, so we will work with bus operators to explore ways of achieving that.
- We will present our bus network as a single system with every vehicle and bus stop identifiable as part of the network;
- We will commit to excellent standards of information and customer care in a Bus Passenger Charter.
- We want bus journeys to be reliable and consistent with at least £200 million invested in infrastructure over the next 5 years to help speed up services and improve punctuality;
- We want every bus stop to act as a shop window for our bus services, with all 5,000 stops in the West of England being improved over the next 5 years and new stops created promptly to serve areas of growth and development;
- We want every bus to meet Euro VI emission standards by 2025 and be zero-emission by 2033, with the first electric buses entering service within 2 years.

Section 1 - Overview

This West of England Bus Service Improvement Plan (BSIP) is produced jointly by the West of England Combined Authority and North Somerset Council in their role as local transport authorities.

The decision to produce a joint BSIP was a natural one, given the history of joint working in the sub-region and the operational features of bus services in the area.

Also, North Somerset Council has an aspiration to join the West of England Combined Authority and therefore, to be consistent with the BSIP guidance, wants to ensure that it meets its BSIP obligations by working in partnership.

The two partners adopted a Joint Local Transport Plan (JLTP4) in March 2020 and a joint Bus Strategy in June 2020.

Travel patterns in the region are based predominantly around the wider Bristol Travel-to-Work area and this aligns well with the two partners' outer boundaries. The principal local bus operator - First West of England Ltd t/a First Bus - covers the whole of this area too, with some overlap into Somerset and Wiltshire. Apart from the Weston-super-Mare town network, the majority of bus services from North Somerset run into the West of England CA area.

Other benefits from developing a joint BSIP include efficiencies for both partners and bus operators by avoiding duplication, simplifying engagement and discussion and planning investment. We have a strong track record of success in working with bus operators to deliver public transport initiatives - such as the Greater Bristol Bus Network, Bath Rider and AvonRider ticket schemes, Bath Transport Package and metrobus. The impact of this partnership working is illustrated in the consistent growth in bus patronage locally - contrary to the national trend outside London.

The area to be covered by the first Enhanced Partnership Scheme will be the whole area covered by this BSIP - that is the combined areas of the West of England Combined Authority and North Somerset Council. This includes the urban areas of Bath, Bristol, Chipping Sodbury, Clevedon, Keynsham, Midsomer Norton, Nailsea, Portishead, Radstock, Thornbury, Weston-super-Mare and Yate, and the surrounding rural areas. A map of the geographical area is attached in Appendix 1.

The West of England BSIP will cover the period up to 2030, with delivery in two phases:

- (i) up to 2025
- (ii) from 2025 onwards

Delivery of the first phase will depend on the award of City Region Sustainable Transport Settlement (CRSTS) (for capital expenditure in the West of England CA area) and Transformation Funding (for capital expenditure in the North Somerset Council area and revenue expenditure in both areas).

Delivery of the second phase will depend on the availability of future streams of funding. CRSTS covers the period from 2022-23 to 2027-28 and a bid was submitted in September 2021.

Delivery of both phases will also depend on organic growth as the local bus market recovers from the pandemic, adjusts to changes in lifestyles and takes advantage of the new funding opportunities to meet the aspirations of the National Bus Strategy.

The West of England BSIP will be reviewed jointly by officers of the West of England CA and North Somerset Council in October every year, updated and reported to the West of England Planning, Housing & Transport Board (comprising the Mayor of the West of England and relevant Executive Members of Bath & North East Somerset Council, Bristol City Council, North Somerset Council and South Gloucestershire Council). Updated versions of the BSIP will be published, along with six-monthly reporting of progress towards targets, on the websites of the West of England CA and North Somerset Council.

The West of England BSIP will be aligned with the Joint Local Transport Plan, Local Cycling & Walking Investment Programme, Bath Transport Delivery Action Plan and Bristol Transport Plan by specific cross-references in future revisions to those documents. It will serve as the 18-month review of the West of England Bus Strategy - to which the LTAs were committed.

WORKING DOCUMENT

Section 2 - Current bus offer to passengers

The principal local bus operator is First Bus, which carries 90% of total passenger journeys. Its vehicles are garaged at 4 depots in the area and 1 in Somerset. There are 16 other bus operators locally and 3 long-distance coach operators, some of whose services are partly registered.

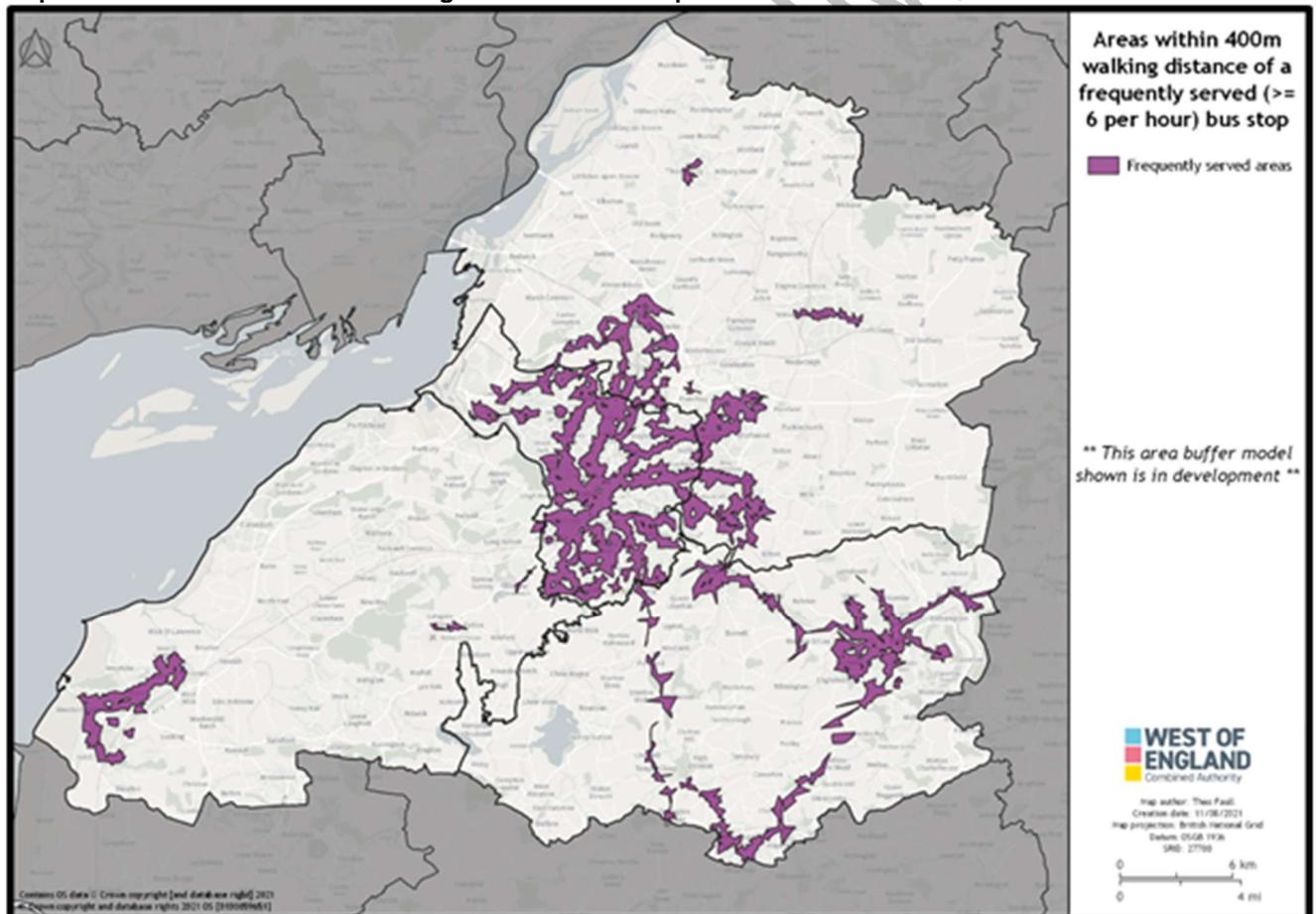
Prior to the onset of coronavirus, roughly 20% of bus journeys in the BSIP area were made by holders of concessionary passes for persons who are older or who have a disability.

Bus network coverage

The West of England Bus Strategy includes a detailed analysis of the bus network in 2019, so a summary of the key points is given here.

Roughly half the population of the BSIP area (amounting to 560,000 residents) live within 400m walking distance of a frequent bus service (at least 6 buses per hour)

Map xx - Areas within 400m walking distance of a frequent bus service



Bus service frequencies in the West of England 2019

Although there are no remote areas more than ten miles from a city or town in the BSIP area, rural communities suffer from problems common with other rural parts of the country - such as limited access to employment opportunities and services, poor public transport and lack of affordable housing.

Bus services are focussed on radial corridors in the urban areas of Bristol, Bath and Weston-super-Mare. 7% of all local bus services run to a high frequency - that is 5 buses per hour or more over most of the working day.

About a quarter of bus services are medium frequency, that is 2-4 buses per hour and service levels of 1 or 2 buses per hour operate on the main inter-urban corridors.

The commercial route networks in the three main urban centres are, with a few exceptions, radial services that terminate in the centres. In Bath and Bristol, there are fewer cross-city services than had been the case a decade ago - mainly to avoid spreading the impact of unpredictable delays from one side of the city to the other. This reduces connectivity and efficiency of operation.

There are very few orbital services around the cities and those that exist operate to low frequencies. Bus operators do not regard them as viable and are not willing to cross-subsidise them, so they rely on revenue support.

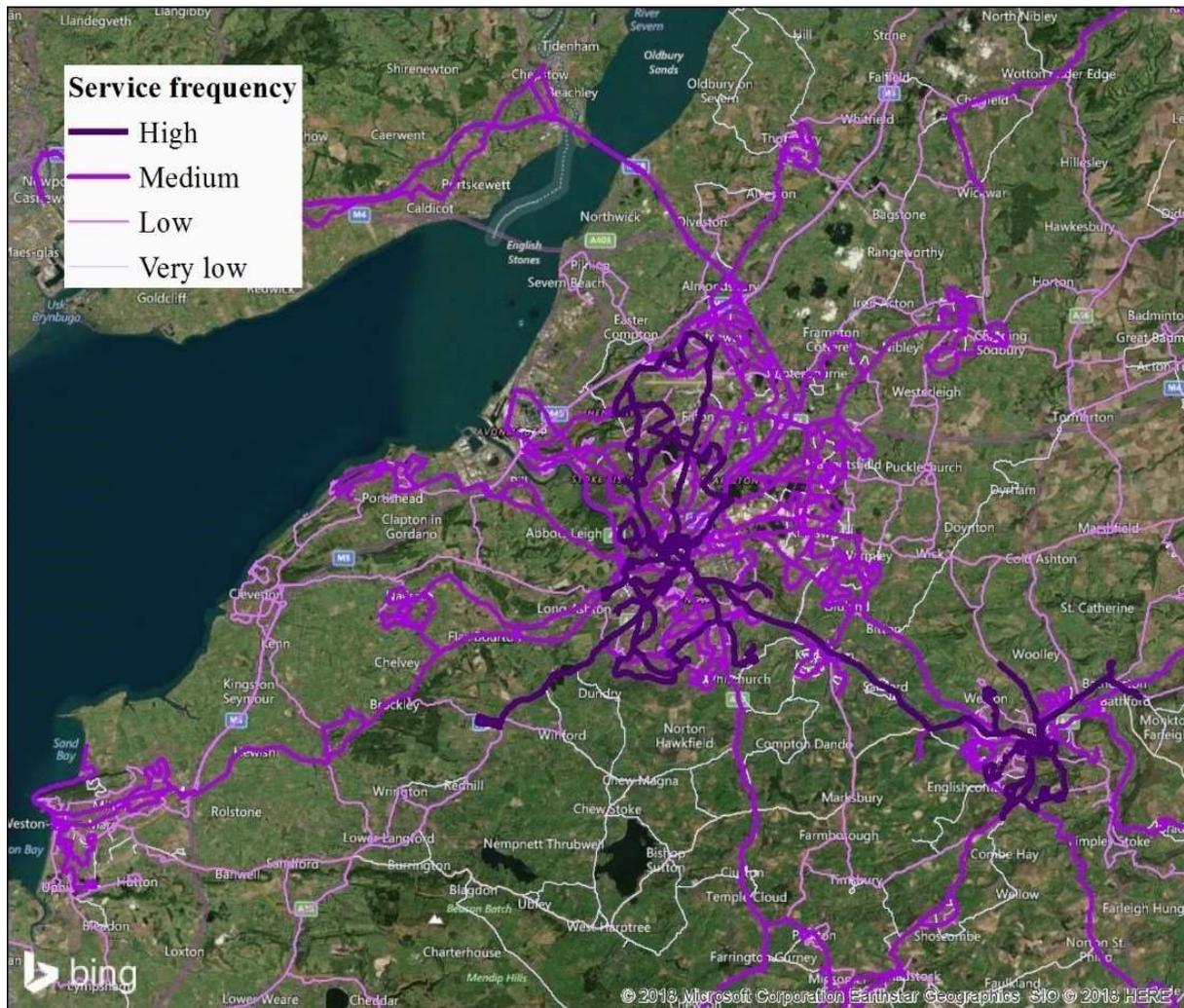
Also, there are few inter-urban limited-stop services to provide fast services giving comparable journey times to cars.

Not all commercial bus services operate all day, seven days a week. About 6% of the financial support provided by the LTAs is directed at evening and Sunday add-ons to commercial services.

Rural areas have a comparatively sparse bus network and, generally, it is reliant on revenue support. Many villages have only 1 or 2 buses per week and are used predominately by shoppers. Journey times by bus from outer terminals in rural areas to cities centres are generally much longer than by car because the bus services take circuitous routes in order to serve as many communities as possible on the way. There is very little provision of evening or weekend services to rural areas away from the main inter-urban corridors.

Both LTAs have engaged with local representatives of the Department for Work & Pensions about the BSIP. A key issue they raised was how the public transport network can support people who have shift work or working patterns beyond the more usual 9-5. Our proposals in Section 4 to redesign the route network and establish service patterns from early morning to late evening (with night services where appropriate) should address this issue.

Map xx - Bus service frequency by corridor 2019



Source: Technical Note 1, West of England Bus Strategy

Punctuality

In 2017 less than 80% of bus services ran on time, with delays of up to 15-20 minutes, representing the worst performing Integrated Transport Authority in England, with some other authorities achieving 90% of services on time.

metrobus

metrobus is a high-quality Bus Rapid Transit network of four limited-stop routes focussed on Bristol city centre, covering over 50 km of route mileage. It features bus lanes and segregated busways, 90 bus stops with high-profile shelters and iPoints (to sell tickets and give real-time information) and low-emission buses fuelled by biomethane. Many of the features of the metrobus network will become standard for our bus services and infrastructure in future, subject to funding.

The metrobus network has maximum fares and set standards for ticketing. All ticket sales are off-bus, either through vending machines at iPoints - for all tickets (multi-operator and single operator) on smartcard and paper - or through m-ticketing for operators' own single operator tickets.

We have plans to develop the metrobus network and intend that future routes should have a greater proportion of their mileage as segregated busway.

Vehicle kilometres on local bus services

Million vehicle kilometres						
	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Bath & North East Somerset	10.7	11.2	11.4	9.1	8.7	6.9
Bristol	23.7	26.2	25.8	17.7	17.5	20.0
North Somerset	4.8	4.9	5.0	7.2	7.1	6.8
South Gloucestershire	6.3	5.4	5.5	7.7	8.0	8.6
Total	45.5	47.7	47.7	41.8	41.3	42.2

Source: DfT Public Service Vehicle Survey

Passenger journeys on local bus services

Prior to the onset of coronavirus, bus patronage in the West of England had been growing consistently over the past fifteen years - in contrast to the trend across most of England. At the imposition of lockdown in March 2020, passenger numbers fell dramatically, then rose and fell over the following eighteen months to reflect changes in the rules and the re-opening of the economy.

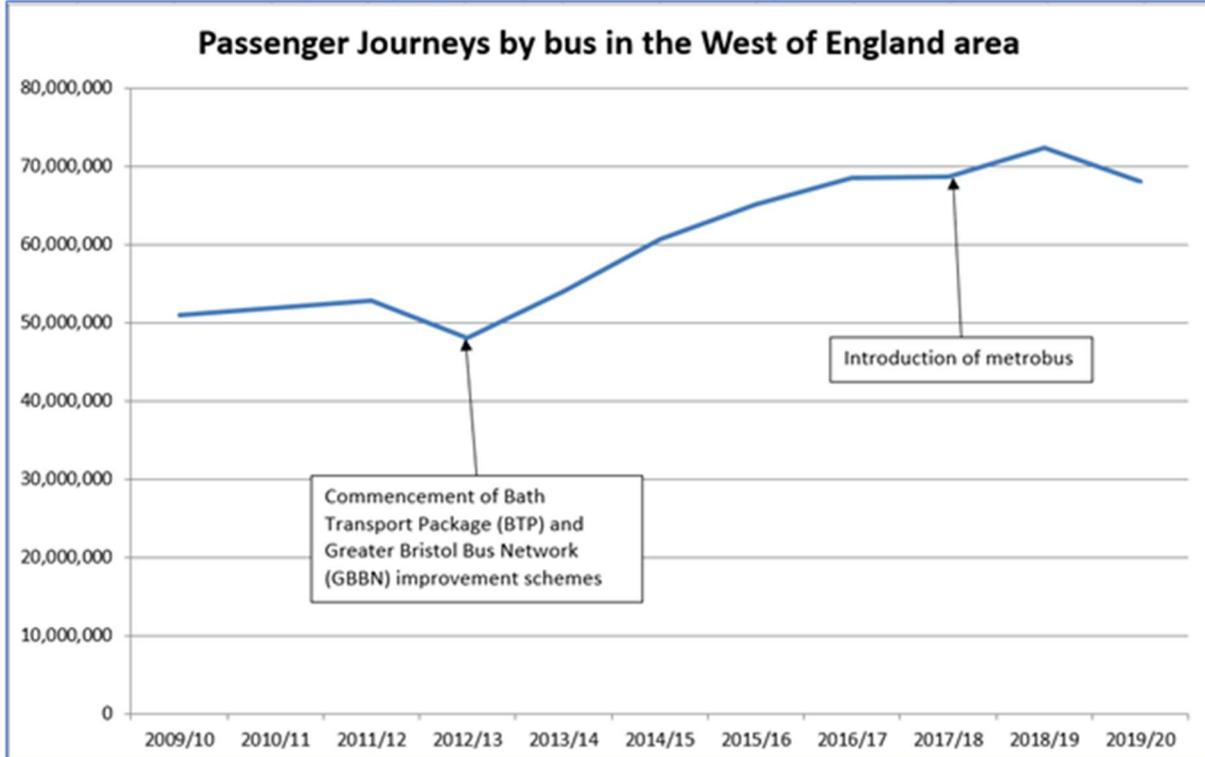
Demand for bus services had recovered to only 63% of its pre-Covid level by mid-September 2021, whereas bus operating mileage was over 90% of the pre-Covid level. General road traffic was back to its former level.

Table xx: Passenger journeys on local bus services by local authority area (million)

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Bath & North East Somerset	12.2	12.9	12.4	11.9	14.7	12.0
Bristol	32.7	35.7	39.1	38.4	42.8	40.3
North Somerset	5.7	6.0	7.7	7.6	5.5	5.3
South Gloucestershire	8.0	8.8	10.6	10.4	9.3	8.4
TOTAL	58.6	63.5	69.8	68.3	72.3	66.0

Source: Department for Transport statistics

Table xx: Trend of bus passenger journeys in the West of England



The number of bus journeys per head of population has increased steadily too, with Bristol and Bath & North East Somerset featuring in the Top 10 of places around the country outside London for that statistic in recent years. The region has had relatively high car ownership for many years.

There is still much scope to get more modal shift because our residents make less than 10% of commuter journeys by bus, despite 40% of such journeys being of less than 2 kilometres distance.

Fares & ticketing

The average single bus fare in the West of England BSIP area is £1.79 and the average single passenger journey length is 5.76 km. Journey lengths tend to be higher in rural areas because of the dispersed nature of settlements.

Table xx - Average bus fare per kilometre in the West of England BSIP area

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Vehicle kilometres	45,500,000	47,700,000	47,700,000	41,800,000	41,300,000	42,200,000
Passenger journeys	58,600,000	63,500,000	69,800,000	68,300,000	72,300,000	66,000,000
Average fare	£1.64	£1.67	£1.69	£1.71	£1.75	£1.79
Fares increase	3.54%	1.47%	1.24%	1.06%	2.23%	2.43%
Average fare per kilometre	28p	29p	29p	30p	30p	31p

First Bus sells single tickets, day tickets and season tickets for periods between a week and a year. Return tickets are not available. Flat fares are charged within the Bath urban area, the Bristol urban area, and Weston-super-Mare. Graduated fares are charged elsewhere.

Other operators of commercial services sell single and return tickets and, in some cases, day tickets and season tickets. Operators of contracted services are required to sell single and return tickets within the maximum prices set by the LTA.

All operators offer discounted fares for children up to age 16 and some offer discounts up to higher ages or for students. The largest child discount (50%) is offered by First Bus.

First Bus has invested in m-ticketing (on smartphones) and contactless payment, with a trial of daily and weekly capping in the Bristol Zone. M-tickets were priced lower than equivalent on-bus tickets to incentivise sales and this move has been very successful. Over 50% of ticket sales by First Bus are now through digital smartphone channels.

Some other operators offer m-ticketing and contactless payment, but many of the smaller operators have not had the resources to invest in the latest ticketing and payment technology. This is a barrier to introducing multi-operator tickets on smartphones.

Multi-operator ticketing

The Rider multi-operator ticket scheme is managed by the West of England Bus Operators' Association (WEBOA) and offers day and week tickets covering four zones:

- (i) AvonRider - adult and child/student
- (ii) BathRider - adult and child/student
- (iii) BristolRider - adult and child/student
- (iv) WestonRider - adult day tickets only

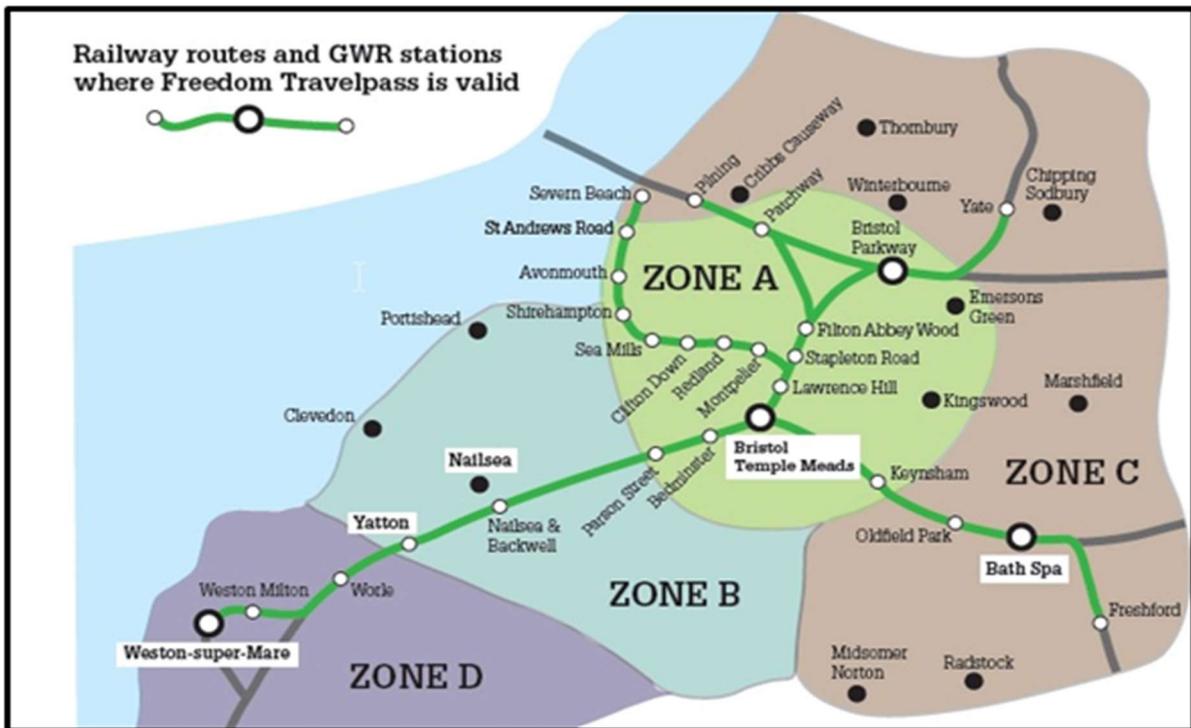
The zones broadly match the ticket zones used by First Bus. All but a few local operators participate in the Rider scheme. Adult tickets are available as paper tickets and on smartcards. Child/student tickets are on paper only. None of the range is currently available as an m-ticket or as part of the capping trial in Bristol.

Prices of Rider ticket are set by the operators at a premium above the cost of equivalent single-operator tickets, with a few exceptions. The price difference is particularly noticeable in respect of child tickets.

Rider ticket sales are less than 1% of total ticket sales in the area, reflecting a lack of promotion, limited ticket range, high prices and the network coverage of the principal operator.

Multi-modal ticketing

Freedom Travelpass is a multi-modal ticket range managed by Great Western Railway (GWR), valid on all rail services and the larger operators' bus services in the BSIP area. Day and week tickets are available for combinations of four zones at adult and child prices. Tickets are only sold at rail stations and on trains. It is not well-publicised or promoted. Initial discussions took place between GWR and the Rider scheme a few years ago about integrating the ticket ranges into one "family" of tickets but the idea was not pursued.



Freedom Travelpass zones from Travelwest website

PlusBus is an add-on to single and return train tickets as well as season tickets, offering unlimited travel on the major operators' bus services. There are zones covering Bristol, Bath and Weston-super-Mare.

Information

Roadside timetable posters

There more than 5,000 local bus stops in the BSIP area and roughly 55% of them have a printed timetable display listing scheduled times for all bus services serving that stop. In respect of services that were changing frequently over the course of the pandemic, we showed a link to Traveline and Travelwest for timetable information instead of reprinting the posters regularly.

Real-time information (RTI)

There are more than 1,000 RTI displays at local bus stops and interchanges. Approximately 900 of them are equipped with an audio messaging function, which is particularly helpful for passengers with visual impairments. Key fobs are used to activate audio announcements.

We use live messaging on bus stop RTI displays to inform passengers of disruptions and changes. We have the option of using the whole screen to display messages, or we can show a scrolling message along the bottom line of the display for minor disruptions and general information.

Traveline

Traveline South West is the dedicated bus information website that covers the BSIP area: www.travelinesw.com . Key components include:

- Plan Your Trip - journey planner for trips across Great Britain as a whole
- Get Departure Times - for next departures from bus stops using real time information
- My Regular Trip - a personal journey plan for regular trips
- Stop Timetables - list of departures from favourite stops
- Route Timetables - for viewing, downloading and printing individual timetables
- Route Maps - for viewing, downloading and printing individual route maps.
- Contact details for operators and authorities
- SMS text message service for next departures

The national Traveline service provides an app, which replicates the services available from the website.

Travelwest

Travelwest was launched in 2012 to create a central information resource for all travel modes in the BSIP area. Key components of the Travelwest website www.travelwest.info include:

- Multi-modal journey planner
- Live arrival times
- Routes and timetables
- Fares and Travelcards
- Travel updates and service changes
- Disruptions to public transport
- Help centre

Operators' websites

ADD TEXT

Operators' apps

Many local bus operators have developed their own apps, in addition to their own online websites and resources. Operator apps are popular amongst passengers where they are used as a platform for ticketing.

iPoints

Large totem displays - iPoints - have been installed at 90 locations across the region to provide information and sell tickets. They are a key feature of the metrobus network and have also been installed at key interchange points in town centres and at Bristol Airport.

On-board information

Many bus services now have on-board RTI systems in the form of either LED or TFT displays. These displays are used to provide useful information to passengers on the route, including upcoming bus stops. Many buses are also now equipped with audio Next Stop announcements as well as pre-recorded safety information.

Most buses have static poster panels which can be used for information such as maps, service and fares information as well as any other messages. Some operators provide service-specific information on scenic routes which carry a lot of visitors.

Local bus fleet

The total fleet operating registered local services in the West of England comprises 1,159 buses, of which 695 are garaged within the BSIP area. The age profile is as follows:

Year	2021 Age	Totals	
2016-2021	0-5	261	22.50%
2011-2015	5-10	407	35.10%
2006-2010	10-15	313	27%
2001-2005	15-20	146	12.50%
1996-2000	20-25	14	1.20%
1991-1995	25-30	15	1.20%
1986-1990	30-35	1	0.08%
Unknown		2	0.17%
Total no. of buses		1159	

The fleet garaged within the BSIP area meets the following exhaust standards:

	Number of vehicles	%
Euro II	2	0.20
Euro III	39	5
Euro IV	159	22.9
Euro V	160	23.3
Euro VI	324	47
Hybrid	11	1.6
Ultra-low emission bus (ULEB)	0	0
Total	695	

Customer service

The LTAs can be contacted by the public through postal and email addresses, social media accounts and telephones, and details are advertised across the bus network and online.

Current customer service channels / recompense

Bus user groups / customer panels / meet the manager sessions

LTA financial support for bus services

More than 90% of the local bus network (in terms of passenger journeys) was operated on a commercial basis prior to the pandemic. The West of England CA and North Somerset Council have 86 contractual arrangements for non-commercial bus services and contribute to the cost of 5 cross-boundary bus services. Together they spend £10.7 million per annum in financial support for local bus services.

Table xx - LTA support for non-commercial bus services in the BSIP area in 2021-22

	Core funding	Devolved BSOG*	Developer contributions	Total
West of England CA	£8,033,026	£1,135,938	£810,340	£9,979,304
North Somerset Council	£613,847	£68,153	-	£682,000
TOTAL	£8,646,873	1,204,091	£810,340	£10,661,304

* - Devolved Bus Service Operators' Grant - more correctly called Local Authority Bus Subsidy Ring-Fenced (Revenue) Grant

A full list of the routes and route mileage supported is in Appendix 2.

Other factors that affect the use of local bus services

Parking provision

The introduction of Residents' Parking Schemes in Bath and Bristol in previous years has been one of the factors in the growth in bus passenger numbers.

Parking provision is split between public and private ownership, with most large, public car parks being located in Bath and Bristol city centres and Weston-super-Mare town centre. Charges are set to deter long-stay parking whilst still providing short-stay parking for shoppers and visitors.

In Bath city centre, there are 3,200 off-street public parking spaces - of which 2,200 are in local authority control - as well as 8,000 on-street spaces managed as Residents' Parking Zones (RPZs). In Bristol city centre, there are 9,000 off-street public parking spaces - of which 2,100 are in local authority control. In Weston-super-Mare, there are 4,500 off-street public parking spaces - of which around 3,000 are in local authority control.

All day parking in a public car park in Bath city centre is priced from £15, in Bristol city centre from £13.50 and in Weston-super-Mare town centre from £12.00 to deter all day parking by commuters.

Areas away from the major urban centres have greater private parking provision, which is less likely to feature charges to park. In particular, the Bristol North Fringe has 30,000 spaces provided by employers as well as significant retail parking provision including 7,000 spaces at The Mall regional shopping centre at Cribbs Causeway.

In small towns such as Portishead, Nailsea and Yate, free parking is provided for supermarket and other shopping for two or three hours.

The first RPZ in North Somerset is being introduced in Leigh Woods to complement the Clifton RPZ that was introduced in Bristol. Various location across Weston-super-Mare have been explored and the first schemes should be bought forward in the coming years. South Gloucestershire accommodates around 2,000 RPZ spaces.

Table xx: Annual spend on parking enforcement 2019-20

Bath & North East Somerset	??
Bristol	£6.5
North Somerset	£0.6
South Gloucestershire	£1.4
TOTAL	??

Bristol City Council issues between 50,000 and 60,000 PCNs for bus lane infringements per annum. South Gloucestershire issues around 23,000 PCNs for parking infringements per year, both by officer and via CCTV enforcement.

Bus lanes

All recent major public transport schemes in the West of England have included an increase in the number of bus lanes and other bus priority measures.

Table xx - Bus lane mileage in the BSIP area

	Bus Lane Mileage
Bath & North East Somerset	2.36
Bristol	21.19
North Somerset	2.43
South Gloucestershire	8.05
TOTAL	34.03

There is a funded programme in place already to increase the total bus lane mileage substantially and our BSIP includes an ambitious programme to take that further.

Views of passengers and stakeholders

Extensive public consultation was carried out on the West of England Bus Strategy in February/March 2020 and nearly 2,000 responses were received. The full consultation report is published at <https://travelwest.info/app/uploads/2020/02/Bus-Strategy-Consultation-Report.pdf>.

Respondents were asked to rank the key themes in the order of priority. The top six were:

1. A well-designed network that is simple, coherent and efficient across the region;
2. Giving passengers more reliable and faster buses through priority infrastructure and wider policy;

3. Modern, clean and accessible buses that contribute to reducing transport's harmful emissions;
4. High quality, consistent and easily-understood information;
5. Simple, smart and convenient ticketing; and
6. Better services for people in rural areas.

More recently, passenger groups, MPs and the business sector were invited to give their views on the merits and demerits of the local bus network as part of the development of the BSIP. This exercise was carried out in July / August 2021 and 55 responses were received. A full summary of the feedback is in Appendix 3 but five priorities for improvement were identified by more than two-thirds of respondents:

- Improved punctuality;
- Cheaper fares;
- Better waiting facilities;
- More frequent services; and
- More public consultation on changes.

Transport Focus published "*Bus passengers' priorities for improvement*" in September 2020. They asked 5,000 bus users and 1,700 non-users across England (outside London) to give their priorities. The full document is available at https://d3cez36w5wymxj.cloudfront.net/wp-content/uploads/2020/09/09095433/TF-Bus-passenger-priorities-Sept_20-WEB.pdf

The top five priorities for bus users were:

1. Buses running more often than they do now;
2. Buses going to more places you want them to;
3. More buses arriving on time at your bus stop;
4. Better value for money from bus journeys;
5. More journeys on buses running to time.

The top five priorities for non-bus users were:

1. Buses going to more places people want them to;
2. Buses running more often than they do now;
3. Better value for money from bus journeys;
4. Bus stops closer to home/destination
5. More bus services running on time;

The National Highways and Transport annual survey gives the perceptions of residents on a range of issues, including bus punctuality and reliability, the state of bus stops and the frequency of services. The results in 2020 show that many people in our villages and rural areas are disappointed with the frequency of bus service. The minimum service standards we propose in the BSIP will address this issue. The level of dissatisfaction with bus stops is unacceptably high too, so we aim to invest in every bus stop in our area.

The Chew Valley Area Forum Climate & Nature Emergency Working Group carried out a survey of local residents on public transport provision in early 2021 and it concluded that people would be more willing to travel by bus if there were a cross-valley bus service

connecting the villages with inter-urban bus services on the A37 to the east and the A38 to the west, coupled with an app-based planning, booking and tracking service.

Future demand for bus services

In June / July 2021, the West of England CA commissioned independent research on two major sources of travel - to work and to shopping - to gather evidence on what businesses were expecting and planning. A representative range of employers across the region were asked about their intentions in bringing workers back to workplaces. Also, we sought to understand expectations among retail businesses - including the food and drink sector - for recovery in footfall. Responses were given by 129 retailers and 650 other businesses.

Employers reported that levels of attendance at the time of the survey were around 60% of pre-Covid levels. They expected this to rise to 85% within three months, but to remain 10-15% below pre-Covid levels after 12 months.

Many of the reasons cited for lower attendance were inherently temporary, including furlough and reduced capacity due to social distancing, which bolstered their confidence that a relatively swift recovery could be expected.

More home working will be a significant factor affecting long-term commuting levels. 11% of respondent employers were considering permanent, full time home working, and a further 24% were considering partial home working. This seems likely to weigh down on commuting levels over the next year.

Currently, office lettings remain subdued, but vacancies are considerably lower than the last peak in 2012, indicating that confidence remains in the office market.

Evidence from the retail sector also points to a relatively fast recovery. Retail and food and drink respondents were optimistic - 65% expected that footfall would reach pre-Covid levels or higher by January 2022. Furthermore, 78% expected the same or higher footfall by July 2022. Retailers themselves projected a more optimistic view than representatives of shopping centres.

In summary, the research suggested that travel volumes might recover strongly in the autumn, stabilising at roughly 10% lower than before the pandemic, owing to shifts to home working and in retail patterns.

Over the next two or three years, however, the consequences are less clear, because freed-up offices may allow new or expanding businesses to occupy the same space, bringing workers back to city centres. These adjustments will take time to emerge, as businesses form plans and await tenancy breaks.

Caution should be used in interpreting these results, and the greater risk is that demand will be lower than that it is higher. Many factors influence the expectations of businesses. Workers may be reluctant to return to commuting, and may be able to exert influence in a tight labour market. Also, the optimism of retailers may not be reflected in the behaviour of consumers who are now used to shopping online.

Section 3 - Headline targets

General approach

To assess delivery of the BSIP, we are setting targets for four measures:

- (i) Customer satisfaction
- (ii) Journey time
- (iii) Passenger journeys
- (iv) Punctuality
- (v) Transition to a zero-emission vehicle fleet

Each target will be specific, measurable, achievable, realistic and timely (SMART) and set for 2025 and 2030. Progress will be reported every 6 months, starting in April 2022.

Our targets are ambitious and directly linked to our BSIP measures to reduce car dependency and carbon emissions by promoting bus use. They build on our strong track record for successful delivery of major transport schemes.

Wherever possible, targets will be set for four geographical areas:

- (i) the whole BSIP area
- (ii) Bath urban area
- (iii) Bristol urban area
- (iv) Weston-super-Mare

Journey time

Working with bus operators, we will create a representative sample of bus journey times for each area, taken from the registered timetables. The sample will be checked every six months to report on any changes to journey times.

Prior to the pandemic, the average bus speed across the West of England remained around 8 mph during peak periods, despite the delivery of substantial bus priority measures over the previous two decades.

The proposals submitted in the CRSTS bid for the strategic corridors will ensure that buses have an advantage over private cars where road space is limited, and our initiatives on fares and ticketing will speed up boarding times.

Our headline target is to reduce average bus journey times on the designated corridors by 20% by 2030.

The West of England is at a key point in England's Strategic Route Network. Incidents on the M4 and M5 can lead to major disruption in Bristol city centre and on its radial routes, having a disproportionate impact on bus services. We will work with National Highways to improve the monitoring of the motorway network across the area and their diversion arrangements.

Punctuality

Punctuality is defined as percentage of buses running no more than one minute early or six minutes late at the start of their journey and at intermediate points. On frequent services, it is the excess waiting time. A frequent service is defined as one with at least 6 buses per hour operating at maximum intervals of 15 minutes between any two departures.

As now, punctuality will be measured by schedule adherence reports from our real-time information system, which covers roughly 90% of bus operating mileage in the area and which will be expanded to cover 100% of mileage. The West of England CA and North Somerset Council will continue to report separate figures for their own areas to the Department for Transport, for National Indicator 178.

In 2019, 80% of bus journeys started on time. Our target is to increase this to 95% by 2030, facilitated by bus lane infrastructure and improved enforcement.

We do not measure punctuality at intermediate timing points currently, but we propose to do so to monitor progress of the BSIP. Our target is that 90% of buses will be on time (within the parameters above) at intermediate timing points by 2030.

Our target for excess waiting time will be 5 minutes by 2030.

A higher level of punctuality will reduce the need for recovery time in schedules and thus ease the pressure for space at terminals and city centre bus stops.

Single passenger journeys

As now, data to be supplied by bus operators, counting the number of passenger boardings within the relevant area, as recorded on electronic ticket machines. We will work with operators to create a representative sample for each of the reporting areas.

The West of England Bus Strategy includes a target to double bus passenger numbers by 2036 from a 2011 baseline. This target was based on trip forecasts arising from the West of England Joint Transport Study (October 2017), and prior to the onset of coronavirus we were on track to meet that target, amounting to 106 million single bus passenger journeys in 2036-37.

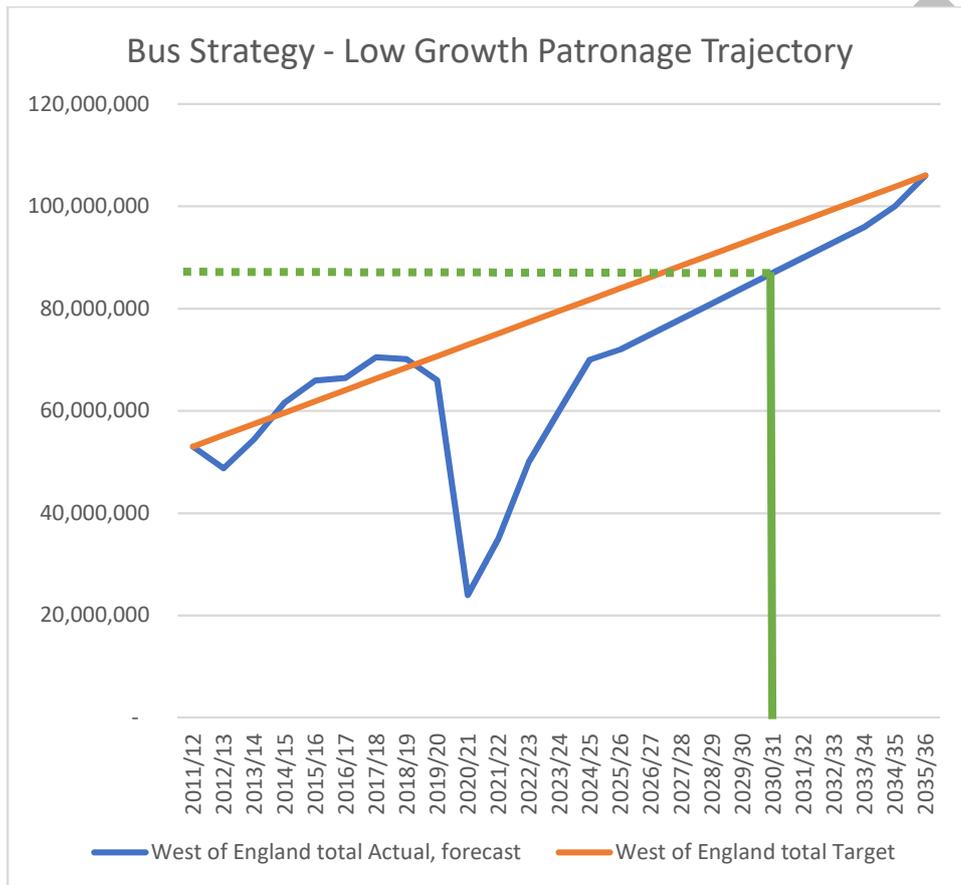
In line with the principles of the National Bus Strategy, our first priority will be to recover passenger numbers to pre-Covid levels. The lockdown is likely to have had a lasting impact on travel behaviour. There is anecdotal evidence of a growth in car dependency during the lockdown period, embedding a homeworking trend and a sustained reluctance on the part of some passengers to return to using the bus use.

We propose to set low and high growth scenarios for our single passenger journeys target, in recognition of the uncertainties faced by the bus market at present and in the absence of a confirmed level of funding from Government to deliver the BSIP. Both scenarios envisage passenger numbers returning to pre-Covid levels (70 million per year) by 2025. Further growth up to 2030 will be achieved by implementation of our BSIP, including an ambitious bus priority programme, enhanced bus service levels on a redesigned

interchange-based network, fares reductions and simplified ticketing, more extensive information and complementary policy-based interventions.

Low Growth Scenario

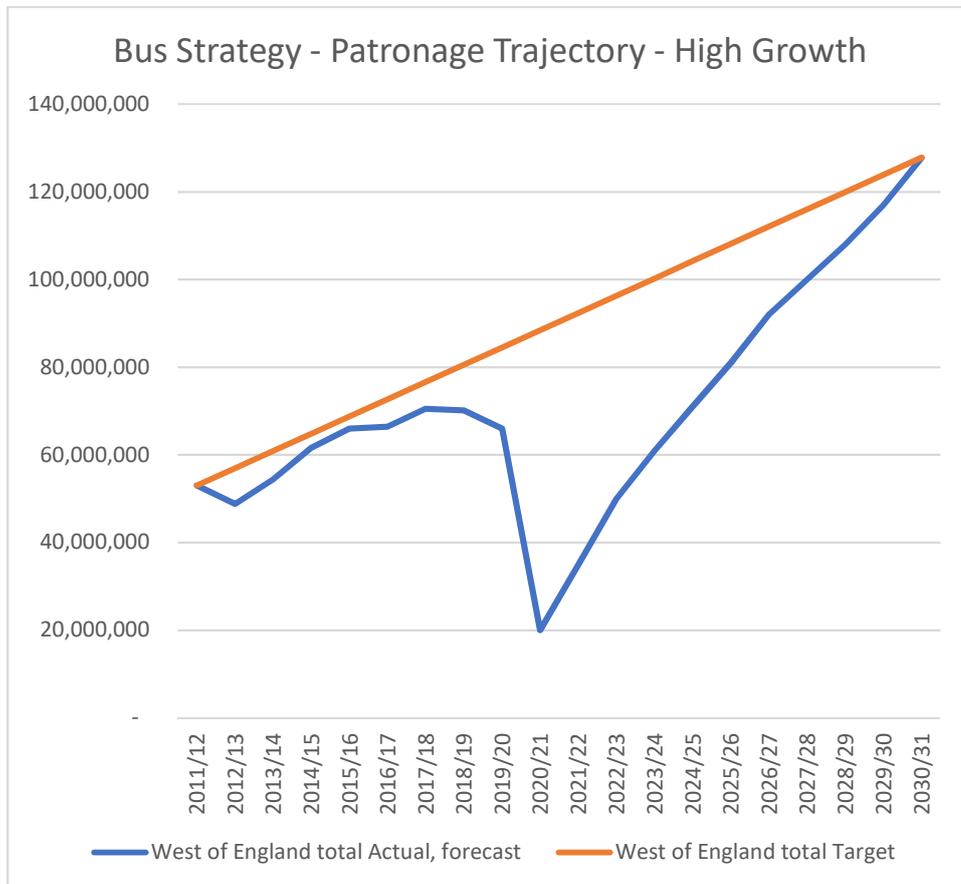
This envisages meeting the West of England Bus Strategy target by 2036 through accelerated growth in passenger numbers following a return to pre-Covid levels by 2025. To double baseline passenger trips by 2036, the 2030 target will therefore be 84 million passenger trips.



High Growth Scenario

The high growth scenario is linked to our aim for a carbon-neutral transport network by 2030. This envisages a halving in mode share for car-based commuting to around 30% by 2030 compared to 2011. This includes exceeding our pre-lockdown level by 2025-26 (81 million trips) and rapid bus passenger growth to 128 million by 2030-31. Such a level of growth will be dependent on the delivery of further policy interventions to reduce car dependency, which will be set out in our next Joint Local Transport Plan (JLTP5). These are likely to include further restraint measures on car use including fiscal restraint, further parking restrictions and prioritisation of core corridors for movement of public transport, walking and cycling. Significant increases in mode share across all sustainable

transport choices will be required (particularly for longer trips) and the reshaped bus network will have a key role to play in meeting this ambitious goal.



Passenger satisfaction

Data to be supplied from the annual Bus Passenger Survey (BPS) carried out by Transport Focus. We will seek advice from Transport Focus on the best method of obtaining additional survey data to enable us to report on progress every six months.

The most recent BPS (in 2019) confirmed that 86% of bus passengers in the West of England were “satisfied” or “very satisfied” overall, compared to an average of 89% across England (outside London). Our targets are 89% for 2025 and 95% for 2030 in recognition of the impact of the BSIP measures.

In addition to the BPS, we will monitor other surveys of bus users and non-users, including the NHT survey.

Section 4 - Delivery

Our high-level objectives

The LTAs and local bus operators agreed on seven high-level objectives for our BSIP - based on the aims and vision in the National Bus Strategy, the vision and objectives in the adopted West of England Bus Strategy, research by Transport Focus on passengers' needs and expectations, and the guidance on Bus Service Improvement Plans. Those objectives and their attributes (the features that our ideal network would have) are listed below.

We propose to bid for funding to achieve these high standards - although delivery will be contingent on the amount of funding awarded. Our strong track record of delivery makes us confident that, by working in partnership and with sufficient funding, we can deliver a local bus network by 2030 that has all the attributes listed below, meeting our objectives and fully aligned with the aims and vision in the National Bus Strategy.

Objective 1 - High mode share for buses of overall travel market

- Good access to bus services from all parts of the area
- Good access from bus network to passenger destinations
- Positive contribution to decarbonisation plans and air quality improvements
- Positive contribution to sustainable housing and employment growth
- Declining need for subsidy as market grows organically
- Ambitious targets and trajectory for modal share and bus patronage
- Robust civil enforcement of moving traffic offences, parking and traffic restrictions
- Extensive bus priorities - particularly on main urban routes - as continuous as possible and part of a whole-corridor approach
- Good co-ordination of road works

Objective 2 - High quality bus service

- Cohesive, comprehensive and simple route network including co-ordinated radial and orbital services in the Bristol, Bath and Weston-super-Mare urban areas with easy interchange between them
- Standard all-day routes with evening and weekend services on urban and inter-urban routes
- Turn-up-and-go daytime frequencies and evening frequencies of at least 4 buses per hour on core urban routes (including orbital routes)
- Good frequencies on principal inter-urban corridors and in smaller urban areas
- 24/7 services - where appropriate - on core urban and principal inter-urban corridors
- Feeder services to interchange hubs to boost the frequency of connections from places away from main roads, connecting to the core bus routes with integrated ticketing
- Demand-responsive services to low-density areas where appropriate - possibly operated by community transport providers
- Basic minimum standard of accessibility to network from rural areas
- High standard of punctuality
- As far as possible, journey times comparable to or better than car travel
- Sufficient capacity to meet demand
- Provision of service to new developments at early stage, funded by developer contributions
- Regular service reviews but no more than two major change dates per year
- Good links to rail services, with buses connecting with first and last trains where appropriate

- Consistent, clear and distinctive branding for the whole public transport network, incorporating any strong local or route-specific brands
- Unique service numbers within the network (apart from urban services in Bristol, Bath and Weston-super-Mare) with no suffixes

Objective 3 - High quality waiting environment

- Bus stops, bus stations and interchanges to be accessible, safe and inclusive by design with good facilities
- High quality, branded interchanges at key locations, including rail stations
- Branded, distinctive shelters at all stops wherever practical (except alighting points) with high standard of cleanliness and maintenance
- Defined, paved waiting areas at urban stops and hardstandings at rural stops with cycle parking where possible
- Good pedestrian accessibility to adjacent residential areas and passenger destinations
Bus stations protected from closure and redevelopment

Objective 4 - High vehicle standards

- Progression to zero emissions through bids for Government funding when available, and Euro VI emission standard in the meantime
- High levels of cleanliness, comfort and security for passengers
- Full accessibility with ample areas for pushchairs and luggage in addition to the wheelchair space
- Dual-door vehicles on core urban corridors
- High level of mechanical reliability
- Audible and visible “Next stop” information
- WIFI and charging as standard
- All vehicles equipped with tap on / tap off readers

Objective 5 - High level of passenger satisfaction

- Bus Passenger Charter to set out what standards passengers can expect, including punctuality, vehicle cleanliness, accessibility, proportion of services operated and redress
- Public consultation on route and network changes
- One customer service contact point for whole network
- Measurement of passenger satisfaction to include value for money and provision of information
- Targets for punctuality and journey times

Objective 6 - High quality information

- Bus Information Strategy adopted and implemented
- Consistent, distinctive and readily-identifiable branding for the whole public transport network on all media
- Easy access to information via Travelwest website and app, including times, accessibility information, fares and live running
- Roadside timetable posters at all stops except alighting points
- Roadside displays in rural areas to show return bus times and basic fares information
- Timetable leaflets and comprehensive area booklets for whole network
- Printed and interactive maps for whole network and town/city plans for urban areas
- Maps at interchange stops and local centres, showing pedestrian routes and road crossing points to destinations
- Fares information - including multi-operator tickets - on Traveline
- Real-time information system to cover all operators’ services

- Targeted information on route and network changes
- Consistent naming of bus stops and interchanges
- Bus stops in urban areas to carry route number tiles
- Easy access to comprehensive information via website and app, covering all operators, including times, accessibility information, fares and live running;
- Full information on local bus services in railway stations
- Heavy promotion and marketing, including bus links to rail services and scenic routes
- Introductory offers to promote the network to non-users
- Continuous marketing and promotion of network and multi-operator tickets

Objective 7 - Low fares, simple ticketing and easy means of payment

- Low flat fares in Bristol, Bath, Weston-super-Mare and other urban areas
- Lower point-to-point graduated fares outside urban areas
- Multi-operator ticketing as the norm - branded as part of the network branding
- Daily and weekly capping using tap on /tap off readers
- All operators equipped to take contactless payment, EMV ticketing and m-ticketing
- Contactless payment to be the norm but cash retained for the time being
- Integration of multi-operator bus ticket and multi-modal ticket into one family of tickets
- Simplified range of tickets but more flexible ticketing for part-time commuters
- Harmonisation of ticket zones, ticket types and conditions
- Reduction in fares for young people and standard discounts for children and students

Investment in public transport, cycling and walking will deliver immediate benefits to residents and visitors by making it easier to travel in and around the region:

- Bus services will be quicker, more reliable, and more frequent;
- Bus fares will be cheaper and ticketing will be simpler;
- Bus operators will no longer have to shoulder the costs of traffic congestion;
- Cycling and walking will be safer, more convenient, and more pleasant.

Our Joint Local Transport Plan 4 set out the wider benefits to the local economy of a good public transport system.

CONSIDER SUMMARY TABLE HERE

To develop our BSIP, we divided the work into seven areas: services, vehicles, infrastructure, information & brand, policy, fares & ticketing, and customer service. Each of those areas is covered in turn below, with detailed policies and proposals. It should be noted that they are complementary and will all work together to enable us to achieve our objectives.

We have identified some “quick wins” which can be delivered by 2025, and these are highlighted.

4A Services

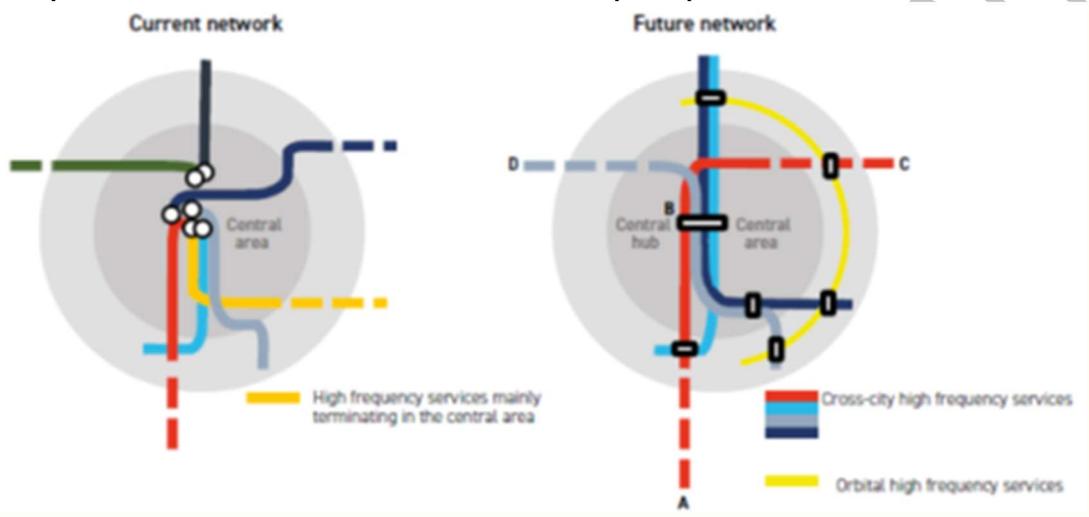
Intensive services and investment on key corridors, with routes that are easier to understand; more demand-responsive services and “socially necessary” transport

Future Bus Route Network

The West of England Bus Strategy looked closely at the effectiveness of the local bus network. It recommended the development of network that featured a fewer number of services overall but at higher frequencies.

In the principal urban areas, cross-centre radial services would connect with orbital service at key interchange points and transport hubs. Outside the principal urban areas, interchange hubs would be located on the inter-urban corridors, and rural bus services or local demand-responsive transport services would feed into those hubs to connect onto the inter-urban routes.

Example of current and future bus route network principles in central areas



Source: West of England Bus Strategy

More recently, the West of England CA and North Somerset Council have worked with local bus operators to review the current network - both commercial and supported - and identify gaps and opportunities.

Network design

Most bus services will fall into one of these broad categories:

- Radial routes in urban areas and conurbations (including Park & Ride)
- Orbital routes in conurbations
- Inter-conurbation and inter-urban routes
- Community bus routes (operated under Section 22 permits)
- Rural routes and demand-responsive transport linking to Transport Hubs and other interchanges

We will ensure that all services link to key locations such as:

- Transport Hubs (including Park & Ride sites)
- Rail stations
- Major hospitals
- Other health facilities
- Schools, colleges and universities
- Supermarkets and local shopping areas
- Leisure facilities
- Bristol Airport

There will be some bus services that fall outside these categories, such as school services (see below), tour bus services and limited-stop services.

Public transport links between origin and destination will be provided by a combination of direct services and other services that connect at Transport Hubs and other interchanges. Our aim is to ensure that the majority of journeys can be undertaken by public transport with no more than one change.

Direct bus travel to key facilities like general hospitals will be possible from more places through the principle of linking urban radial routes to form cross-city routes.

We will establish and adopt a standard of access to the bus network - such as walking distance to the nearest bus stop - and set targets to improve it in our BSIP when we review it in 2022.

Local bus operators are generally supportive of our approach, but they have stressed the need to ensure that the interchange is seamless and passengers are not disadvantaged by changing buses. Also, operators have highlighted the current (September 2021) driver shortages that are facing the bus industry nationally. Clearly, there will be a need for more driver resources to implement higher bus service frequencies arising from the BSIP and the prevailing national situation will have a bearing on delivery.

Minimum frequencies

We propose a minimum of 12 buses per hour (bph) on principal radial corridors and a minimum of 4 bph on inter-urban routes. This would be achieved by adopting a principle of frequency appropriate to the population of each area (based on most recent published census results or estimates), as follows:

- Conurbations - population over 70,000:
 - Radial routes (cross-centre) - minimum provision of 6 bph
 - Orbital routes - minimum provision of 4 bph
 - Inter-conurbation routes - minimum provision of 4 bph
- Large urban areas - population over 20,000 but under 70,000:
 - Radial routes - minimum provision of 4 bph
 - Inter urban routes: Minimum provision of 4 bph
- Small urban areas - population over 10,000 but under 20,000:
Minimum provision of 3 bph
- Large rural areas - population over 3,000 but under 10,000:
Minimum provision of 2 bph
- Medium rural areas - population over 500 but under 3,000:
Minimum provision of 1 bph
- Small rural areas - population under 500:
Provision of demand-responsive transport to Transport Hubs

Minimum provision will apply from 0700 to 1900 on Mondays to Saturdays. 50% of minimum provision will apply from 0600 to 0700 and from 1900 to 2400 on Mondays to Saturdays, and all day on Sundays and most Public Holidays.

Higher frequencies will apply where appropriate, for example to leisure attractions on Sundays and Public Holidays.

Currently, 18% of bus services in the BSIP area meet the proposed frequencies - predominately in the urban areas. Full implementation of the network design principles will increase the number of residents living within 400 metres walking distance of a bus stop from 560,000 to 721,340 (a 29% increase)

Transport to school

As part of the network review, we want to ensure provision of bus services which young people can use to get to schools, colleges and universities. This will build their confidence in using the bus network, to make it more likely that they will use bus services for leisure travel at other times and become habitual bus users. There are challenges, however.

Local education authorities have a duty to provide free home-to-school transport (HTST) for young people who live more than a specified distance from the “nearest suitable school” or who live in a low-income household. This duty is met either by provision of specific transport or by buying places on public bus services for those entitled.

The majority of school bus services for young people not entitled to HTST rely on financial support from LTAs, because the operating costs are not fully covered by the revenue from discounted fares for young people. Furthermore, parental choice of school has broadened the catchment areas of schools, leading to a dispersal of demand for travel.

Wherever possible, we will meet demand for travel to education establishments through the mainstream bus network - as re-designed using the principles outlined above.

North Somerset Council has a policy on provision of school bus services already, but the West of England Combined Authority has inherited different policies and there is a need to adopt a consistent approach.

The West of England Combined Authority will carry out a review of transport to school for young people who do not qualify for free home-to-school transport and complete it by January 2022. The review will make recommendations on a consistent policy for funding school bus services.

Bus Depots

To meet the proposed minimum frequencies, more vehicle resource will be needed and it will need to be garaged somewhere. At present, depot space within the region is at a premium, creating a barrier for new operators to come into the area. When it becomes clear what level of additional provision we will be able to deliver through the BSIP, we will work with local bus operators and planning authorities to review bus depot capacity and look for ways to address the problem.

Opportunities for growth

As part of the work on reviewing the bus route network and re-designing it in accordance with the principles outlined above, we will look at opportunities to serve new and

proposed housing and employment areas - especially those where developer contributions are available to pump-prime bus services.

Some examples are:

- Bath Riverside
- Charlton Hayes (South Gloucestershire)
- Ensleigh (Bath)
- Filwood Park (Bristol)
- Patchway New Neighbourhood (South Gloucestershire)
- Somer Valley Enterprise Zone
- South West Keynsham

The extension to our metrobus BRT network that is already under construction will link Patchway New Neighbourhood with Cribbs Causeway retail and leisure complexes, Bristol Parkway Station, University of the West of England, Bristol city centre and South Bristol.

We will consider higher service levels to leisure facilities in non-working hours. Leisure travel by bus has recovered strongly from the impact of the pandemic and is likely to form a greater proportion of overall bus travel in future, owing to changes in lifestyles.

Three-quarters of the BSIP area is rural, and residents of those areas have faced a spiral of decline in bus service levels since the 1960s. Very few rural bus services are viable commercial operations, so they are heavily reliant on financial support from the LTA. The dispersed pattern of population means that rural bus routes tend to be long and circuitous - in order to serve as many communities as possible - leading to unattractive journey times and infrequent services.

Cost of operating proposed bus network

As part of our review of the bus network we have worked with consultants to help estimate the operational costs of a fully-implemented network designed on the principles outlined above.

Our estimate is based on the following assumptions:

Net annual cost of operating 1 bus from 0700 to 1900 on Mondays to Saturdays: £150k
Net annual cost of operating 1 bus from 0700 to 2400 on Mondays to Saturdays: £200k
Net annual cost of operating 1 bus on Sunday & Public Holidays: £100k

We estimate that the net annual cost of operating the full network will be: **£xm**

X number of services to be operated on a commercial basis

X number of services to require funding on a short-term basis to make them commercially viable in the long-term: **£xm** per annum

X number of services to be fully supported by the West of England Combined Authority and North Somerset Council: **£xm** per annum

4B Vehicles

Modern buses and decarbonisation

Quick Wins

- All vehicles to have Audio Visual technology to provide Next Stop information by April 2023 (subject to funding)
- Consultation with bus users and stakeholders on future vehicle design through the EP Advisory Board from April 2022 onwards
- All local buses to meet Euro VI emission standard by April 2023
- Installation of up to 20 ultra-fast EV rapid chargers at key interchanges, Park & Ride sites and layover points during 2023-24
- Collaboration with all local operators to develop a plan to reach our 2030 target for a zero-emission fleet, to be completed by April 2023

Introduction

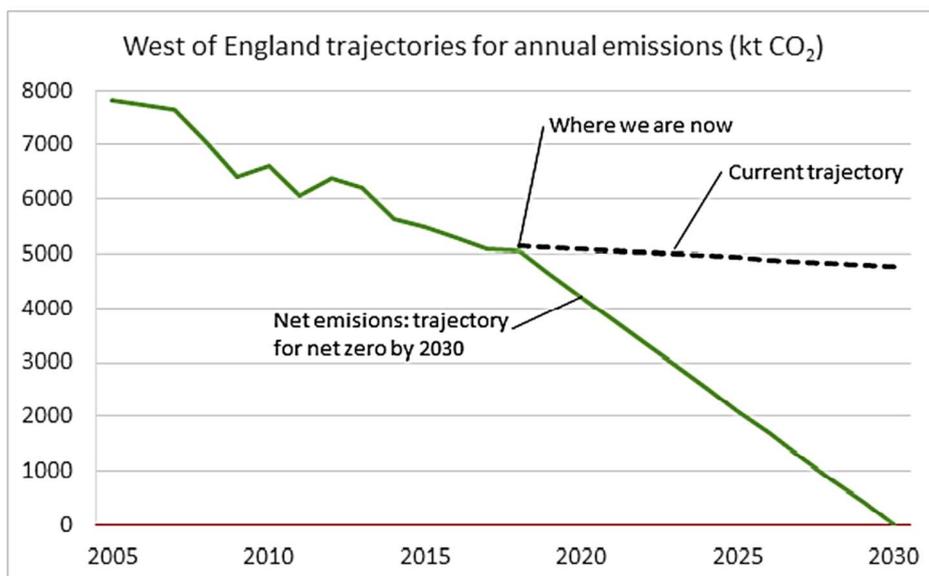
The West of England welcomes the level of ambition for consistently high standards of passenger friendly Ultra Low emission Buses (ULEB) set out in the National Bus Strategy, and our consultation with users and operators reflects the importance of the bus itself with the environmental impact being the 4th highest priority issue.

To meet our BSIP objectives, we propose:

- High levels of cleanliness, comfort and security for passengers;
- Full accessibility with ample areas for pushchairs and luggage in addition to wheelchair space;
- More capacity to carry bikes where demand is identified;
- Audible and visible information in addition to mobile charging;
- Consideration to the type of and design of vehicles for each corridor - to ensure efficient and effective boarding and alighting to reduce dwell and overall journey times
- An Ultra-Low or Zero Emission Bus fleet with a 50% reduction in the level of net WtW emissions by 2030.

This will be a considerable challenge that will take significant investment, co-operation and meticulous planning over the next decade to ensure that the buses remain cost effective and efficient, whilst ensuring people keep their faith in low emission technology and its pivotal role in tackling climate change and improving public health.

The West of England Combined Authority, its constituent councils, and North Somerset Council have all declared a climate emergency and pledged to reduce emissions to net zero carbon by 2030. The consequences are illustrated in this table:



To meet our carbon reduction goal by 2030, emissions must fall by 18% every year.

Transition to a zero-emission fleet

One third of the local bus fleet is due for imminent replacement and this offers the opportunity to introduce the first ULEBs in the next five years, complementing the biomethane and hybrid vehicles already operating.

Two of bus rapid transit services (metrobus) have an entirely biomethane fleet significantly reducing the WtW carbon emissions. The fuel is produced locally at a waste anaerobic digestion plant in Avonmouth.

The two largest local operators - First Bus and Stagecoach - have already made commitments to convert their entire fleets (comprising 546 and 63 vehicles respectively) to zero-emission vehicles by 2035. Our target is to bring that date forward to 2030 and to cover all local operators. Two-thirds of local operators agree that progression to a green fleet is a high priority.

Much of the recent investment in the local bus fleet has been driven by the need to make rapid improvements to air quality - most notably the city centres of Bath and Bristol. A Clean Air Zone (CAZ) came into effect in Bath in March 2021 and one is in development for Bristol - with a target date of Summer 2022. Both CAZs set a minimum requirement of Euro VI emission standard for buses.

We have a good track record of working with bus operators to support trials of emerging technologies (such as hybrids on Bath Park & Ride and geo-fenced EV hybrids in Bristol), but there are no non-hybrid, zero emission at tailpipe vehicles operating in the area at present. The reasons given by operators are:

- (i) the difficult operating terrain
- (ii) the limited range of alternative fuels
- (iii) restrictions on the depot space for the necessary infrastructure.

Recent developments in these areas have opened up the possibility of EV or hydrogen to power the fleet in the future.

By April 2023, we will collaborate with operators to produce a plan that will form part of a future update of the BSIP to set out a road to Ultra Low Emission Buses by 2030. It will set out the WtW carbon impact of the current fleet and project future trends. Targets will be added to our BSIP targets and progress will be reported every 6 months. We will bid for £150k to develop proposals and engage industry expertise as needed.

We will seek commitments from operators in our EP on transition of bus fleets to ULEB to achieve our target of halving WtW carbon emissions by 2030. The estimated cost will be £350 million at current market prices for EV buses and approximate costs for the depot infrastructure. This assumes a full fleet cycle over the next two decades, reflecting a normal bus service life of twenty years.

In collaboration with operators, we propose to pilot EV vehicles on two or more key corridors during 2022-23, using a range of demonstration vehicles.

We propose to establish a local Zebra scheme to offset the cost of buying and deploying up to 100 Ultra Low Emission Buses, compared to the equivalent Euro VI diesel by 2026. This project is scalable and subject to funding. The aim is to deploy 75 double-deck vehicles and 25 single-deck. Both hydrogen and electric would be explored as part of this proposal, and it would form part of the decarbonisation plan we propose to agree with operators. The anticipated costs are up to £160k contribution towards each vehicle and up to £50k towards the infrastructure to support them. The total funding needed is £21 million.

We propose to install up to 20 Ultra-fast 500 amp EV charge points for buses at key interchanges, Park & Ride sites and layover points - subject to site surveys and funding. This will be an ambitious project - but necessary for our area because the local topography will place high demands on full EV buses. The ability to rapid charge during layovers will unlock the potential of the vehicles and reduce the overall fleet size required. The common standard to be installed is a minimum of 150 amp chargers up to dual 500 amp ultra-chargers. These will be targeted to major interchanges and high frequency corridors during 2023-24 to create our first Ultra Low Emission Bus corridors, and the introduction of up to 100 ULEBs by 2026. The funding required to deliver this will be £2 million.

To achieve emissions reductions in the medium term, we want to get all local buses up to Euro VI or equivalent by retrofitting. There may be specific exemptions if appropriate. Our target date is April 2023. The cost of a retrofit is roughly £20,100 per vehicle and some work is in progress already to meet the requirements of the Bristol CAZ. We will carry out a fleet review with all operators to any additional vehicles that require retrofitting. The total estimated cost is **TBC**

Accessible and high-quality vehicles

Locally, our metrobus network has set a benchmark for vehicle quality that we aim to develop through our BSIP. Currently, metrobus vehicles represent roughly 20% of the local fleet.

The metrobus vehicle specification includes dual doors to improve passenger flow and reduce bus stop dwell times, spacious entrances, low floors, wide corridors, more leg

room, audio and visual information and USB charging ports. We recognise that the operation of dual-door vehicles is only suitable for high-intensity urban routes and may require changes to the layout of some bus stops.

We will agree minimum standards for cleaning of vehicles and include commitments by operators to those standards in our EP, to take effect from April 2022.

We will look for opportunities to trial the carriage of bicycles on suitably-equipped buses in rural areas.

metrobus vehicles – interior view (left) and exterior view using a guideway (right)



Audio / Visual information and WiFi

We see this as a potential quick win. Currently, 30% of the local bus fleet is equipped to give audio-visual (AV) information. We want to equip all operator's vehicles to provide audio-visual Next Stop information. Subject to the award of funding, 90% of buses could be fitted by October 2022 and 100% by October 2023 at an estimated cost of £1,786.044 (including installation and initial programming).

All permanent new or replacement vehicles on operating on local bus services will be fitted with AV equipment prior to entering service. We will seek this commitment from operators in the EP from April 2022.

4C Infrastructure

A significant increase in bus priority; interchanges; service patterns integrated with other modes

Corridor Programme

Working with bus operators, we have identified routes and corridors where journey speeds and punctuality are poor. We have developed a programme to address the problems and give priority to buses and sustainable transport modes in the allocation of road space. The corridors are based on the main bus corridors and Key Route Network. Project delivery has

been split into three phases and work has started using local funding for scheme development.

We have categorised corridors into three types:

City Corridors:

- Bristol City Centre - changes to create priority access for the routes set out below
- A4 Portway - expansion of existing Park & Ride site to incorporate links to the new rail station and change to a Transport Hub
- A370 - improved connections to the existing Long Ashton Park & Ride site and along Cumberland Road
- M32 - new Transport Hub and changes to the corridor
- A4 Bristol to Bath - segregated route between our two main cities with a new Transport Hub at Hicks Gate
- Bath City Centre - changes to create better access for all routes, especially the A4.

There are opportunities for quick delivery through large infrastructure changes on key corridors connecting to a ring of Transport Hubs on the urban fringe. This will include changes to central Bath and Bristol and full separation or prioritisation for buses.

Town Corridors:

- A38 - connections from Thornbury to the Bristol North Fringe, Cribbs Causeway and M32
- A432 - connections from Yate to the M32
- A37 / A367 - improving access from the Somer Valley area into Bath and Bristol
- A37 / A4018 ensuring good connections between central Bristol and key residential, employment and retail developments in the south and north of the city
- A370 - direct connections from Weston-super-Mare to Long Ashton P&R site
- A38 - connections from Weston-super-Mare via Bristol Airport to a new Transport Hub in south west Bristol.
- A369 - connecting Portishead into Bristol
- A4174 - building on our metrobus scheme to provide improved orbital connections
- A420 - creating links to the east of Bristol
- A431 - connecting east Bristol to central Bath
- A4 - London Road (Bath) will provide improved connections between east of Bath and Wiltshire
- A36 - improved connections from west of Bath via the city centre into Wiltshire
- A432 to build on the work from Yate to complete the connection from the A4174 into central Bristol
- A38 - completing connections from central Bristol to the south and north
- Clevedon urban area - with a focus on bus stops and the waiting environment
- Nailsea and Backwell urban area - with a focus on connections to and between the two towns to the rail station
- Weston-super-Mare urban area - expansion of the newly completed Town Centre Public Transport Interchange
- Yatton High Street - to provide improved bus time journeys through the centre to provide a better connection between the A370 and Clevedon.

The overall aim is to provide as much full segregation / prioritisation on inter-urban corridors as possible, recognising that this is not always possible or required in smaller towns.

Rural & Suburban Corridors:

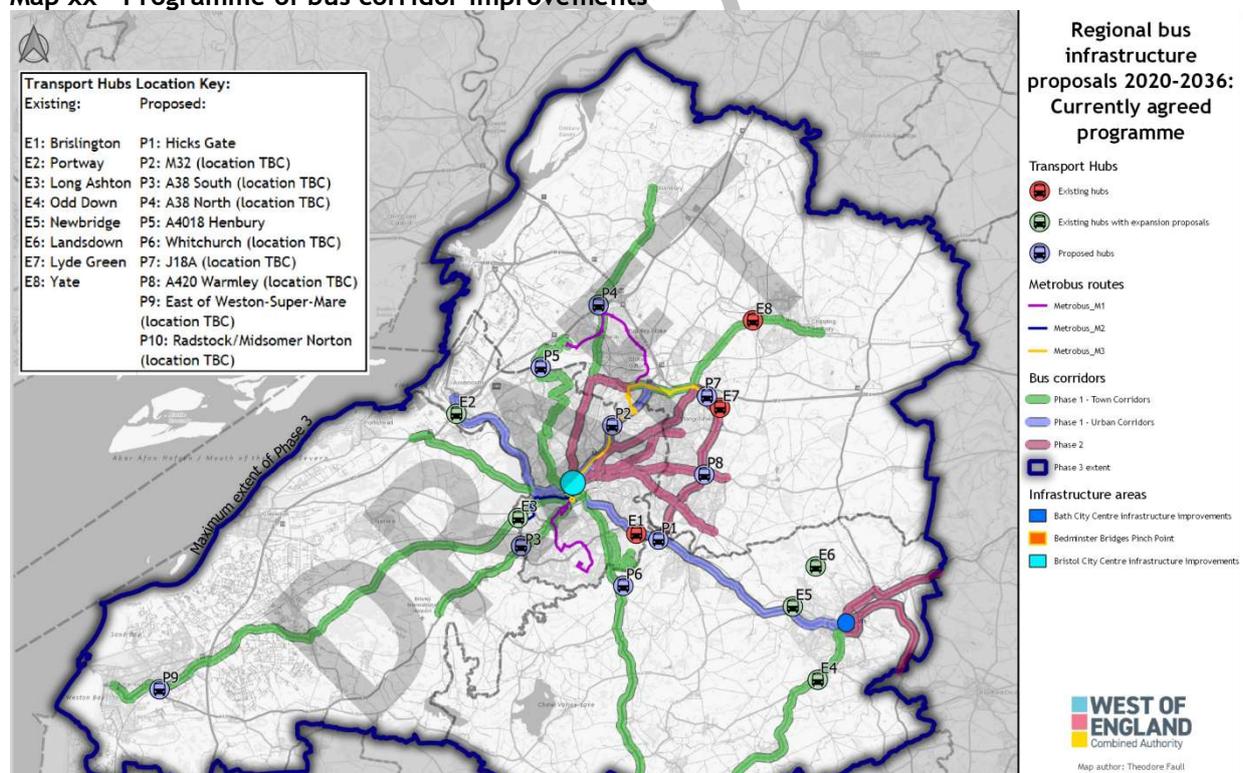
We will focus on connections into the key routes and ensure that all users benefit from access to the same level of service as those on the main corridors.

Across all the corridors, investment will be targeted to improve integration and connectivity between different modes, making interchange between radial and orbital corridors a realistic option. Our metrobus corridors will form the backbone of the overall network.

Measures on each corridor will be tailored to address the specific problems and normal engagement will take place with the community. The specific types of schemes being developed include:

- Delivery of bus infrastructure (including in rural and suburban areas), including bus gates, continuous bus lanes, real time information, improved bus stops, integrated ticketing and prioritised junctions;
- Improved walking and cycling, including segregation and quiet streets with junction changes to provide safer cycling;
- Transport Hubs to provide better interchange between bus services and different modes, including consideration of Park & Ride services;
- Low Traffic Neighbourhoods (or Liveable Neighbourhoods) to mitigate the impact of changes to the main corridors and provide safer walking and cycling routes to the main corridor.

Map xx - Programme of bus corridor improvements



Bus stop standards and Transport Hubs

We are currently reviewing our bus stop standards to ensure that we have a consistent standard of infrastructure across the region. This will include a standard approach to service information, accessibility and comfort. These stops will form a core part of the delivery of Transport Hubs.

We will consider the impact on biodiversity of any new infrastructure that we install. There are already good examples around the region where we have delivered such improvements as part of infrastructure schemes, including delivering enhanced biodiversity alongside sustainable urban drainage systems.

Transport Hubs

The bus network principles outlined in Section 4A rely on seamless, effective interchange facilities at Transport Hubs. The key locations will be at existing and proposed Park & Ride sites, although we will also deliver Transport Hubs on different scales at key interchange locations.

Our Transport Hubs will provide opportunities for first and last mile transport connections through micro-mobility options as well as other facilities to encourage mode shift away from the private car and ensure that interchange is pleasant and attractive - allowing for cafés, waiting areas etc where space permits. More reliable, frequent services mean that interchanging also becomes a realistic option for rural and feeder services.

We are working with the Future Transport Zone project to set up a scaleable model of how they can be delivered at key interchange locations to improve interchange between bus services, and also between different modes. The scale of the hubs will range from Park & Ride sites on the edge of urban areas to key junctions and other locations in urban areas.

Roadworks co-ordination

We propose to work with the highway authorities in our area to review the co-ordination of road works and provision of advance information on diversions to local bus operators, to get an agreed process and presentation of information in a common format.

We are working closely with the Unitary Authorities to provide a better aligned approach to the co-ordination of roadworks. This is required for the following reasons:

- Better and more timely advance information to ensure that bus operators can plan for diversions and disruption
- Working with contractors, highway authorities and bus operators to seek priority for buses through roadworks wherever possible
- Co-ordination of on-site works as part of infrastructure scheme development to minimise the impact on buses and other road users

Targets

Our SMART objectives prioritise sustainable transport, broad accessibility, and improved air quality. The objectives are a recognition that the region's success depends on ensuring everyone has equal access to safe, zero-carbon, high-quality transport. By 2030 we aim to:

- Deliver 100 additional miles of dedicated bus priority along our transport corridors.

- Make walking and cycling more attractive forms of travel, which includes building 100 miles of new segregated infrastructure linking to our priority corridors.
- Open four new Transport Hubs and upgrade three existing locations to make it easier to interchange between car, public transport, walking and cycling.

These measures will act to:

- Reduce car use by 25% with a 15% net reduction in private car journeys at peak times.
- Secure our region's future with a 30% gross reduction in transport carbon emissions by 2027, measured by the 2021 baseline, leading to a carbon net zero by 2030.
- Clean our air through an effective monitoring regime to measure the impact of existing Clean Air Zones and applying the necessary measures to ensure we make a difference.
- Achieve legal air quality across the region by 2025, measured by the requirements in EU Directive 2008/50/EC.

4D Information & brand

A single system that works together, with clear passenger information

To support our aim of presenting the bus network as one, simple and easy to use system, we will aim to improve the quality, accessibility and availability of information for bus passengers. We will also embark on a new approach to promoting bus travel as a mode of choice through a long-term marketing campaign, alongside the implementation of new measures to engage with passengers and give them a bigger say in how our network operates.

We believe that providing bus passenger information in a way that suits the customer needs will not only help passengers who currently use the bus, but will also help to attract new passengers, which in turn will increase the viability of services and help to grow the network.

Frequent service changes during the pandemic has highlighted the difficulties that an unstable network creates, including an inability to keep information up-to-date, confusion amongst passengers and a lack of confidence in services.

QUICK WINS:

Could be delivered in 2022-23:

- New Bus Information Strategy published
- New digital-connectivity display provided at every bus stop
- New brand identity for the local bus network, with materials pushed out to passengers, on-bus liveries, online and at local bus stops
- Launch of a new marketing campaign to get people back on to the bus
- New Travel Guides for the whole region, including town maps for key areas
- Bus Passenger Charter prepared and published

Bus Information Strategy

Early in 2022, a new Bus Information Strategy for the West of England will be adopted and published. Aligned with our BSIP, this will be a joint strategy between North Somerset Council and the West of England Combined Authority and will set out in detail our approach to delivering bus passenger information.

Change dates

Prior to the pandemic, we had a voluntary agreement with bus operators to limit service changes to fixed dates every year. We propose to enshrine that agreement in our EP and focus on two dates per year - in April and in late August/early September - for major changes. Other changes will be minimal - to align bus services with schools, universities and rail timetable changes, as necessary.

Roadside information

The information we currently provide at local bus stops largely comprises a mix of timetable displays, summary route information, contact details and real-time information through our regional RTI system.

Information is not currently provided at all stops and the feedback from passengers in our recent public consultation is that information is important, particularly real-time information. We will therefore seek to ensure that every single bus stop within the region has an information point so that passengers can access up-to-date information about their services.

We will commit to reviewing all our information provision at local bus stops, providing additional display cases wherever possible. We will introduce a new 'smart' information plate at every one of our local bus stops, providing a standard set of digital information links, using QR codes and website short-links, to timetables and journey planning and other useful information for passengers. This will provide passengers with greater connectivity to digital information. This will also be particularly useful in rural areas, where we will be able to use the smaller displays to create bespoke information for rural services.

- 500 new display cases at bus stops across the region
- 4,000+ new smart information plates (one for every local bus stop)

As well as additional display cases, for some bus shelters we will introduce new information and branding material through graphics printed onto adhesive vinyl. This can be a low-cost way to achieve high impact for branding and promotion at bus shelters.

Bus stop flags are another area where we will make improvements. We will look to roll out a newly designed bus stop flag at all bus stops to help deliver our new brand for the network. This will be a key tool that we will use to present the bus network as one single system. This process will also allow us to complete a refresh of the flags across the network, updating and then maintaining correct service numbers on all our flags.

Enhanced information on our displays

We have developed a standard layout for our roadside timetable displays to provide a common approach across the region. Our current displays include:

- Stop name, branding and contact information
- Traveline details, including SMS text service for next departures
- Departure times from the stop with route diagrams
- Links to Travelwest online services, including QR codes linking to RTI departures

Many of our stops have more than one display case, which enables us to show more information, such as network maps, interchange information and walking maps. As part

of our BSIP ambitions we will expand the number of additional displays and we will develop new enhancements to our displays and offer more information to passengers as standard, including:

- Route maps for the services using the stop
- Network and interchange map displays
- Walking maps to show nearby destinations and attractions
- Ticket and fares information
- Bespoke information to complement the surrounding local transport network
- Marketing material to promote bus travel

Bespoke information would also be provided at key locations, in conjunction with our Future Transport Zone projects, providing information to compliment the local transport network. Information provision will be key at our Mobility Hubs and we will include multi-modal information, connected to our real-time system where possible, and with detailed mapping to show landmarks, tourist destinations and other wayfinding from local bus stops.

Digital timetable displays

We will trial the use of 'e-paper' displays in two of our interchange locations. These digital displays offer the potential to show passengers timetable information, route maps, ticket and fares information as well as a real-time information feed, all on one display panel, and kept up-to-date remotely and in real-time. The trials will test the technology and gain feedback from passengers ahead of potential further roll out.

Upgraded displays for rural areas

Passengers in rural areas have a greater need for information covering their whole journey. This is particularly true for passengers that rely on infrequent services. We will therefore improve the design and layout for roadside timetable displays in rural areas, providing more helpful information for passengers that are using infrequent, rural services. One area of feedback from passengers in this regard is the need for return journey information and we will look to include this within the redesign for rural displays.

Bus stop maintenance

Bus stop infrastructure has to be well-maintained to offer a welcoming environment and to enable us to show high-quality information.

We will review the current arrangements with our highway authorities and consider how best to achieve a common high standard across the BSIP area, with quicker response times as part of our Bus Passenger Charter.

Real time information (RTI)

Our recent public consultation exercise for the Bus Strategy highlighted that passengers are very keen to see more real-time information at bus stops and across the bus network. RTI is now a common sight within the bus network in the West of England and we have ambitions to do more with our network of RTI displays, providing live predictions for all of our bus services and connecting more with passengers through more live network updates.

We will roll out new full-colour digital displays for all central and interchange locations, cascading our older LED displays to other bus corridors. We will also roll out new

digital interchange displays, creating digital ‘information hubs’ at key locations, working in partnership with local areas. These hub displays can also be used for additional local information such as mapping and other local travel information.

- 250 new full-colour in-shelter RTI units
- 30 new full-colour interchange displays, replacing our 12-line LED boards

Solar power connections can be used in certain locations, replacing the need for intrusive or expensive electricity supply connections. By adopting this we can bring RTI to more locations, particularly in rural areas.

- 30 new solar-powered digital displays for key locations in rural areas

We will also develop digital poster displays for both indoor locations such as bus stations and interchanges, and outdoor locations including bus stops. These poster displays can be highly effective, providing a mix of RTI, route maps, live network information and a range of useful content for passengers.

- 50 digital poster displays

We will also look to upgrade our bus stations to enhance the RTI and digital information displays, to create a modern system within our key bus stations. Upgrade packages will be developed for our two key bus stations within the region, with new RTI screens, digital posters and interchange displays, including audio announcement capabilities.

- Digital upgrade package for Bristol Bus Station
- Digital upgrade package for Bath Bus Station

Enhanced RTI functionality

To complement the roll out of new RTI displays and infrastructure across the network, we will develop several areas of our RTI system to improve the system and functionality, enabling us to bring more information to passengers.

Regular meetings will take place between the bus operators and the local authorities to identify areas for improvement. Through the proposed EP Advisory Forum, passengers and other stakeholders will also be able to put forward suggestions for how the system can be developed.

We will support all operators to get on to the system and make it a key requirement of local bus registrations within our area, ensuring that all services are shown on our RTI displays.

Enhancements to our RTI system will include:

- Live departure board URL links, including for cluster stops, for key locations to show RTI and public transport information on screens (delivered through our outreach project)
- Bespoke URL links created for individual passengers to access on mobile phones and in key business locations
- New RTI configurations to show targeted information based on the corridor, for example calibrating the mix of high and low frequency services on displays
- Bus and Rail departure times shown from appropriate stops, with rail departure times appropriately adjusted to allow for the walking distance to the rail station
- Upgrade to our colour display formats to show ‘vias’ and dynamic destinations
- Bus ‘busy’ status information added to the displays where available
- Live visual tracking of buses for the Travelwest website using our real time data
- Continued support for BODS delivery

- Electronic Bus Service Registrations rolled out as standard, improving the data processes and paving the way for further enhanced RTI functionality
- Retrofit to the REACT boards with dual REACT/Bluetooth boards, ensuring that people that currently use our visually impaired service can also use Bluetooth connectivity

Overall, our aim is that our network of RTI screens will be used far more as a tool to communicate 'live' with passengers at bus stops, informing them of any issues with local bus services and helping them in real time with their journey. We will review how the messaging function for the RTI screens is managed, to enable a 24/7 approach to be taken for posting messages to the screens.

Disruption Messaging Tool

The Department for Transport is developing a Disruption Messaging Tool to enable LTAs and bus operators to enter bus travel disruption information in one place, to provide consistent messages to customers via many channels - including social media, RTI displays, and journey planners. Ultimately, the aim is to deliver to customers better information from a single source. This will save time, encourage customer confidence, and provide full information of alternative types of transport in journey planning.

The tool was commissioned initially by Transport for the North as part of their Integrated and Smart Travel programme in 2019, after identifying a gap in consistent disruptions information provision. The DfT proposes to offer this tool for free to LTAs under the Bus Open Data Service.

Marketing and promotion

In addition to promotion and marketing within the traditional realms of the local bus network, we have ambitions to develop a new 'outreach' programme, promoting bus travel as a safe and sustainable mode of choice to key destinations throughout the region.

Our programme would involve direct engagement with local businesses and key attractions to develop bespoke ways of encouraging bus travel. This will encompass new notice boards, the distribution of information and promotions material, as well as discounted ticket offers and a range of marketing activity.

Marketing events, including face to face sessions and meet-the-team style Q&As can be very effective in developing new passengers, providing a better understanding of bus travel and helping both existing and new customers get the best from the network.

Our outreach programme will work across all sectors. In the first two years we would target the development of new links with:

- Supermarkets and shopping centres
- Leisure centres
- Key tourist attractions
- Universities and colleges
- Primary and secondary schools (alongside our current Active Travel work)
- Hospitals, doctor's surgeries and health centres
- Large employers
- New housing developments

A significant part of the early engagement would be with ‘destination’ organisations. However, we will also focus on developing the ‘origin’ of journeys and will develop ways of direct marketing for this as part of our new approach to marketing. This will include targeting key demographics where this would have greater impact.

As part of our ambition to grow bus patronage back to pre-pandemic levels and then beyond, we will develop a comprehensive and continuing marketing campaign, reaching out to new passengers as well as those that are yet to return to using the bus.

Our approach to marketing would include:

- A comprehensive and continuing marketing campaign to encourage bus travel
- Delivered in partnership, across all available platforms
- Fare promotions, including free introductory promotions
- Engagement with local businesses to create low cost ticket deals for employees
- Promotional information around the health benefits of ‘active travel’
- Information sharing around our covid-safe measures

Comprehensive Travel Guides

Within the West of England area there have been several travel maps and guides produced throughout the years, completed by the respective local authorities. We propose to deliver and maintain a new single, comprehensive Public Transport Guide, covering the whole of the West of England.

The new guide will be available in a series of paper fold-out guides, but it will also form the backbone for a new interactive digital guide online to support journey planning. The interactive guide will allow people to plan their journey in full, with interactive elements including the ability for passengers to interrogate their local bus stop ‘virtually’ to gather and view live and up-to-date information.

The guide would be continuously updated, with the main updates coinciding with the two major networks changes each year.

The guide would be available online and the printed version would be distributed widely and would form a key part of our outreach and marketing programmes.

Alongside our comprehensive Public Transport Guide, we would also produce local area guides to promote key parts of the network. Recent examples of such guides include the Chew Valley Area Guide, which brought together information for all the rural services within the Chew Valley area into one place.

We will work with parish and town councils to make use of their established channels for information distribution wherever possible.

We will develop a range of local area guides and bespoke leaflets, both paper-based and digital, where this would present additional benefits to encouraging patronage.

Travelwest

Travelwest provides the region with a single source of transport information for a variety of travel modes. A key feature is the multi-modal journey planner, which sits alongside up-to-date information on walking, cycling, bus, ferry, taxis and other city transport services. The website also provides links to our RTI services and has live messaging for the network.

We will look to develop the website further with an enhancement package that will include:

- Fares information for our buses
- Multi-modal cost comparisons
- Direct marketing and information for passengers, including tailored push notifications
- Enhanced service information including statistics on journey times, space availability on the bus, live location data and other real-time information
- Ticket sales with an enhancement package for our Travelwest Travelcard, which carries some multi-operator tickets
- Online chat function as part of enhanced customer service offer

App Development

A high proportion of our bus passengers currently use a mobile phone app to access service information and to buy tickets. Many operators have developed an app, with the highest use in our region being the First Bus App, featuring mTickets.

As a first phase, we will support improvement and development of current apps that serve our passengers, bringing forward technology improvements and functionality that will help to grow our passenger market by making bus travel easier. We will support the enhancement of existing apps, where they have been developed for the whole network, including information for all services, and where they offer a point of sale for our regional multi-operator Rider tickets, the multi-modal Plus Bus and Freedom Travel Pass tickets.

As a second phase, we will support the development of a new Travelwest app, that will bring new functionality for the wider transport network beyond just the bus network. This will be a key tool in bringing our bus network improvements, delivered through our BSIP and Enhanced Partnership aspirations, together with our Future Transport Zone and other regional transport improvements.

Social media and communication activity

Alongside our traditional media and the information services that we will provide online and at local bus stop, we recognise the growing demand for passengers to engage with us through our social media channels.

We will enhance our social media activity, expanding on the activity currently undertaken through our Travelwest brand, and with additional marketing and information content on our Facebook, Twitter, Instagram and YouTube channels. We will also develop a newsletter style approach to regular communication with passengers, building upon the current newsletter communications that we have established and made available via email subscription.

We have developed the 'Travelwest Challenge' and this is one of our key areas of successful engagement with businesses, communities and the public, raising the profile of sustainable travel. We will grow this further and use our combined marketing activity to reach new audiences with the challenge.

YouTube videos will allow us to create some simple "how to" videos. We will create these and develop some content that can be used as part of our marketing campaigns to debunk

some of the negative myths around public transport, as well as helping to ease people back onto the bus network.

Brand identity

We have ambitions to develop a new and comprehensive brand for the local bus network in the West of England, a key part of our plans to present our bus network as one single system.

Our new brand will look to build upon and complement our existing successful brands, such as our flagship metrobus livery and our branded Park & Ride services. New designs will be created, with the aim of developing a connection between people and their bus service, giving passengers and local communities a greater sense of ownership.

Our new brand would cover everything, supporting our ambition to present the local network to passengers as one single system. The new brand would therefore extend to:

- Vehicles with a clear identity, and with a common reference to the BSIP enhancements
- Bus passenger information and publicity
- Real-time information and passenger notices
- Infrastructure, including our local bus stops
- Our tickets

Local Bus Service Registrations

We propose, subject to further investigation, to adopt the function for the registration of local bus services, which is currently carried out by the Traffic Commissioner. This proposal would be developed and implemented as part of our EP.

As part of our management of the local bus service registrations, we would look to introduce Electronic Bus Service Registrations (EBSR) as the standard. Bringing forward EBSR for all our local bus services would improve the data handling processes surrounding registrations, speeding up the process but also improving the quality of data within our information services.

BUDGET

Capital:

- New timetable cases and panels - £750,000 (two-year programme)
- New RTI infrastructure - £4,000,000 (six-year programme)
- Travelwest App development - £500,000 (two-year programme)
- **TOTAL - £5,250,000**

Revenue:

- Enhanced bus stop maintenance - £500,000 per annum (four-year programme - £2,000,000 total)
- RTI system upgrades - £200,000 (two-year programme)
- Information and Promotion - £200,000 per annum (four-year programme - £800,000 total) to include 1FTE staff resource.
- Vehicle brand development - £1,000,000 (two-year programme)
- Development of new regional Travel Guides - £100,000
- Development of new Town Maps - £200,000

- Development of a single customer contact point - £150,000 per annum (four-year programme - £600,000)
 - Adoption of the Traffic Commissioner function for local bus service registrations - £100,000 per annum (initial four-year programme - £400,000) to include 1FTE and assumptions on fees income
 - Preparation and delivery of the Bus Passenger Charter - £25,000 per annum (initial four-year programme - £100,000)
- TOTAL - £5,400,000**

4E Long-term aspirations and policy

A long-term transformation of networks

Quick Wins

- BSIP bid consistent with National Bus Strategy and complementary local policy documents
- Sets targets for passenger growth, punctuality, journey time and passenger satisfaction as set out in the BSIP guidance
- Challenging targets for passenger growth
- Ambitious targets for punctuality, journey time on core corridors and passenger satisfaction
- Commitments to review complementary policies to lock in the benefits and deliver passenger growth and operator investment.

West of England Bus Strategy

The West of England Bus Strategy was adopted in June 2020. [ADD LINK](#) It covers the whole BSIP area and sets out an ambitious intention to restructure the local bus network around a system of hubs and interchanges. This principle would be accompanied by a simplified network structure to improve passenger perception of bus services as a network and open up new journey opportunities, boosting passenger numbers, whilst the overall operating cost of the network would remain broadly the same.

The Bus Strategy includes a target to double bus passenger numbers by 2036. A more reliable service would enable more through journeys across the city centre to be made, opening up more journey opportunities. A hierarchy of interchanges was identified which would be remodelled and branded accordingly. In more rural areas, promotion of Transport Hubs would enable a more efficient network to be provided and provide access to new destinations.

This principle has guided the service specification in our BSIP alongside the infrastructure packages to be funded by the City Region Sustainable Transport Settlement, West of England Investment Fund and Bus Transformation Fund.

Active & sustainable transport policy

Our Joint Local Transport Plan (JLTP4) was adopted in March 2020. [ADD LINK](#) It sets out an ambitious package of interventions - including a major scheme programme with a focus on

the promotion of public transport, walking and cycling including bus route infrastructure, park & ride and extensions to the metrobus network.

JLTP4 highlights the importance of reducing carbon emissions from transport and explores the options available to manage travel demand to help achieve those reductions. It will be updated from 2022 to encompass the actions needed to meet our climate emergency declarations to deliver a carbon-neutral transport network by 2030.

Bus corridor investment has strong links to our Local Cycling and Walking Investment Plan (LCWIP). By treating investment in core corridors as packages, additional benefits and opportunities for active travel modes will be incorporated as a matter of course. This point is explained in more detail in the section on Infrastructure.

We will ensure that future revisions to JLTP4 and LCWIP are fully aligned with the BSIP.

Parking policy

Our Joint Local Transport Plan (JLTP4) includes the following statement:

To influence the demand of drivers on the transport network who have alternative ways to travel, there is a need to consider the implementation of demand management measures, which will be determined by the appropriate authority. Measures to influence demand could include:

- Management of parking provision, such as increasing or introducing charging, and waiting restrictions;
- Workplace Parking Levy with the revenue reinvested in public transport, cycling and walking.

Parking controls can encourage trips within urban areas to transfer to active modes or public transport. By reducing commuter parking in town and city centres, local economies can be improved by increasing the turnover of the limited number of spaces that are available. The measures described above would help the West of England to become carbon neutral by 2030, lead to an improvement in air quality and open a source of revenue funding to support bus services.

The potential for emerging technology in improving car park and kerb management will be considered through, for example, the reservation of on-street parking spaces (including EV charging points). Parking policies will continue to accommodate those who are unable to use alternatives modes of travel to access urban areas.

Through the development of local parking strategies, we will continue to manage parking to control future traffic demand, through policies for on-street parking, off-street parking and residential parking schemes where appropriate. The design and location of new developments and at workplaces, as well as the numbers of spaces, will help to manage demand and reduce the dependency on the private car. All day parking will be controlled in a way to discourage users who could transfer to lower carbon travel choices.

Bath & North East Somerset Council has already undertaken review of parking.

North Somerset Council has completed an interim parking review, which will lead to the introduction of residents' parking and charging in Leigh Woods in autumn 2021 and the

first residents' parking scheme in Weston-super-Mare in 2022. It is committed to carry out a further review and develop a ten-year parking strategy, which will roll out residents parking further and consider additional charging locations.

Bristol City Council and South Gloucestershire Council will review their parking policies by October 2022 - across a range of different land uses including employment, housing and leisure - aiming to reflect the schedule of delivery set out in the BSIP and complementary initiatives.

Planning policy

A Spatial Development Strategy (SDS) is currently being prepared by the West of England Combined Authority to consider how to accommodate forecast housing and employment numbers up to 2040. Sustainable transport principles will feature prominently to help guide where development should best be accommodated, against the backdrop of housing need, green belt and other statutory requirements.

North Somerset Council is progressing a replacement Local Plan which will adopt similar principles.

Implementation of the BSIP will play a prominent role in helping to mitigate the transport impact of suggested development areas, by enabling bus access to potential development locations, as well "pump-priming" penetration of new housing and employment sites by bus services at an early stage.

Future Transport Zone

As one of three Future Transport Zones (FTZs) in the UK, the West of England Combined Authority is delivering a £28m package of transport improvements that will put the region at the cutting edge of the world transport revolution, help to cut traffic congestion and improve our air quality.

The FTZ programme includes the following projects:

- (i) Mobility Hubs - focal points for interchange between bus services, community transport, DRT services, with facilities for bicycle hire and electric vehicle charging points.
- (ii) Mobility-as-a-Service (MaaS)
- (iii) Dynamic Demand-Responsive Transport
- (iv) Transport Data Hub

All the FTZ projects are relevant to implementation of the BSIP and we will align the implementation programmes to ensure that we take a co-ordinated approach to delivery.

Traffic Management Duty

Our highway authorities have a duty under the Traffic Management Act 2004 to maintain traffic movement on the road network. However, the way this duty is discharged will be reviewed to further prioritise public transport movements on the network, including through the review of parking provision and signal phasing on key corridors.

The highway authorities already make enforce stationary traffic offences. Core bus corridors will be further prioritised for enforcement of parking violations, focussed on bus lanes, bus gates, bus stop and interchanges through cameras where appropriate.

The authorities will also commit to reviewing parking restrictions along bus routes and at/near bus stops to support punctuality targets.

Government has announced that highway authorities will be able to apply for powers later in 2021 to enforce moving traffic offences. We will encourage ours to do so.

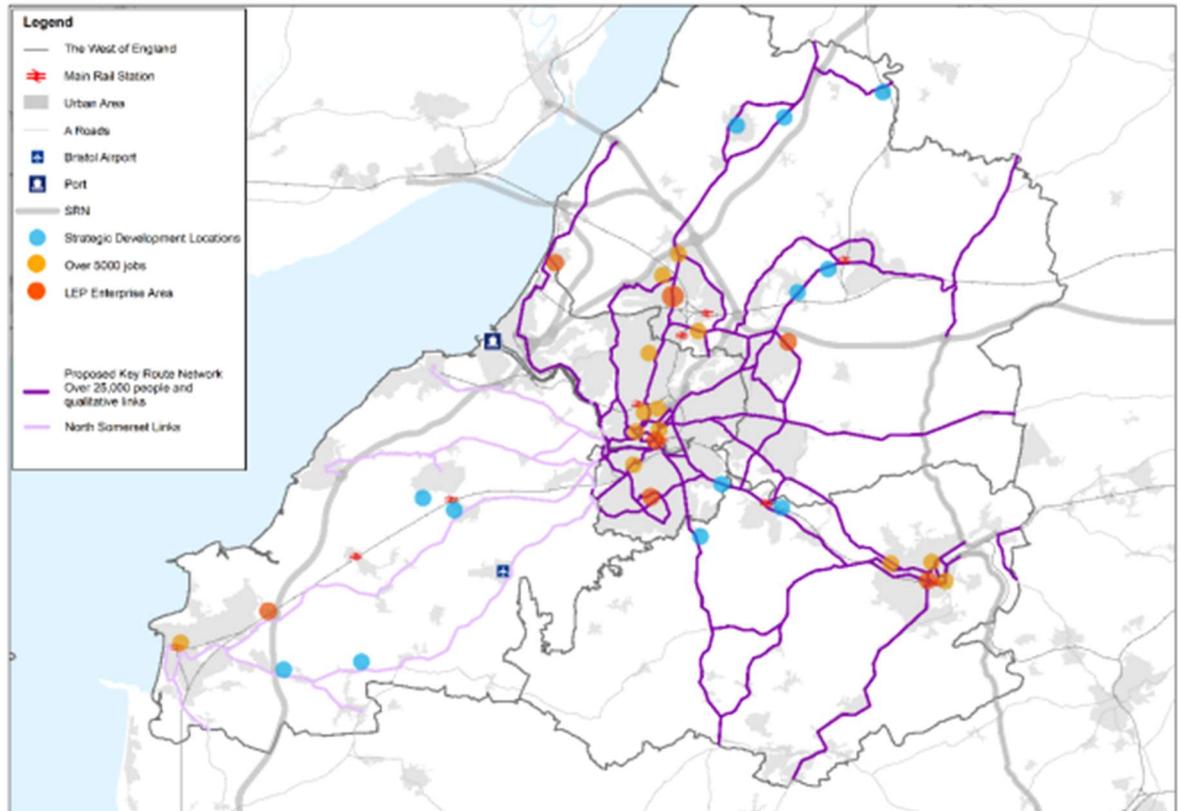
Key Route Network

The West of England Combined Authority Committee confirmed our Key Route Network (KRN) in 2018. With the exception of the M32 Motorway, the KRN covers the major bus corridors with high frequencies, and there are clear opportunities to improve the reliability and performance of the bus network through re-prioritising investment across the KRN.

The purpose of specifying a KRN is to:

- Identify a network of routes that is prioritised for investment and maintenance;
- Bring consistency to policies supporting the management of the network and contributing to safety and air quality;
- Align policies and spending priorities between the SRN, MRN and KRN;
- Support economic growth and planned development; and
- Support travel by all modes of transport, whilst encouraging modal shift, to improve management of congestion and demand across the network and protection of the natural and built environment.

The KRN is illustrated below. We will be clarify and agree consistent performance standards and responsibilities on the network between the West of England Combined Authority and its constituent councils. Also, we will work with North Somerset Council to further its aim of adopting a similar approach to managing its main corridors.



Government launched a public consultation on further devolution of highway powers over the Key Route Networks to mayoral combined authorities in July 2021. There is a clear opportunity to achieve significant improvements for the bus network on strategic routes if additional powers can be transferred to a central body. In principle, the West of England Combined Authority will aim to take on additional highway authority powers and use them to substantially improve bus journey times and punctuality.

4F Fares & ticketing

Lower and simpler fares; seamless, integrated local ticketing between operators and across all types of transport

Overview

To deliver the ticketing aspirations in the National Bus Strategy the West of England has set the objective of achieving lower fares, simple ticketing and easy means of payment. To achieve that objective, we have identified - in partnership with operators - the following fares and ticketing reforms:

- The need for more flexible tickets to reflect changing travel patterns e.g. the introduction of a ticket where customers can travel for any 3 days in a given week, and eventually where customers will have the flexibility to customise their own frequency and duration

- The need to introduction of lower single fares, to attract new users and more occasional bus use, and return fares that will lower daily costs for the majority of daily journeys
- The need for lower local fares in towns to drive modal shift from car to bus for short local journeys;
- Subject to funding, a network-wide rollout of tap-off readers to give customers across the network access to convenient, capped digital tickets
- The need for a reduction in fares for young people - including standard discounts for children and students
- The need to refresh multi-operator ticketing in the area so that it becomes the norm - including introduction of digital multi-operator tickets on smartphones
- The need to move to consumption-based pricing through digital channels, enabling a model where the more you travel, the more you save

Current projects to develop ticketing and payment in the area are:

- Early business case development on a project to support to all bus operators to deliver Tap on / Tap off (TO/TO) and capping with a bank card. This early stage work will enable installation of TO/TO readers to start immediately after confirmation of funding - with rollout across the whole BSIP area to be completed in 2022-23.
- Ongoing development of a trial Mobility-as-a-Service (MaaS) platform and app, funded through our Future Mobility Zone project. New and enhanced multi-operator and multi-modal ticketing solutions delivered through the BSIP will be made available on the Maas platform and app
- Working with rail operators through the Western Gateway STB and with Great Western Railway (GWR) to develop ticketing and payments initiatives including contactless payment, mobile ticketing, & PAYG capping with smart card - aligning with the current GWR PAYG initiative

Barriers and Opportunities:

The main ticketing and payment barriers in the area are:

- Lack of common technology/ payment and ticketing offer on all buses
- A limited multi operator ticket scheme - with an incomplete range; priced at a premium; not available in the best value formats (such as digital tickets on smartphone)
- Lack of integration with other modes in the area
- No perceived price advantage/ clear benefits compared to other modes such as use of a car
- High ticket prices for some journeys (such as local short trips on some services)

The large growth in the availability of smart phones and development of contactless payments has transformed the wider retail sector and are driving changes in fare payments. Whilst this has already begun to move the sector away from on-bus cash payments there is no consistent cashless payment or mobile ticket offer across bus operators resulting in the continued need for cash and different apps for different bus operators. The increased usage of tickets on smartphone and contactless pay-as-you-go is a core element in removing barriers, enabling more flexible better value tickets, and

creating a simple traveling experience which is value for money. Ticket purchase on bus will remain an important option, enabling access to travel for all customers.

The main areas of opportunity in the BSIP area are in being able to create a single offer to customers across the area with contactless Pay as you go and digital (smartphone) ticketing. Through this there is greater flexibility for operators to create flexible ticketing and pricing that meets the needs of local people - this is particularly the case in areas where shorter bus journeys are made. In addition, there are opportunities to create a more comprehensive and attractive offer for young travellers in the area.

Areas of opportunity in both multi operator ticketing and youth fares can be seen when looking at the current offer in WECA/ North Somerset and other areas:

- Multi operator ticketing: less than 1% of journeys made using multi operator tickets compared to over 10% in other areas and premiums of up to 20% for day tickets compared to 5 to 6% in the West Midlands
- Low fares/youth: an inconsistent offer with the main operator offering 50% discount for children (under 16) and 30% for students and under 21s - however the local multi operator scheme only offers a 30% discount for students and under 21s. This compares to youth fares in Merseyside of 50% off for under 19s - which has driven significant patronage growth

Opportunities:

The main areas of opportunity in the area are:

- Standardise on bus technology to cover contactless Pay-As-You-Go and digital (smartphone) ticketing across the whole network
- Simplification of zones and ticket ranges
- Cheaper fares - through a fare reduction package including more flat fares; low fare zones, and extension of youth discounts; standardisation of discounts across operators and multi operator scheme
- Bus operators in the West of England offer up to 50% discount on fares for young people and some offer group tickets to encourage family travel. We recognise that, to attract car users, family travel by bus needs to be affordable, so we will work with bus operators to explore ways of achieving that.
- To build on existing Future Transport Zones Mobility as-A-Service trials to deliver an ongoing platform for ticketing across all modes
- Improved multi operator ticket range - wider range of tickets with better pricing (in line with National Bus Strategy aspiration for little or no premium).
- Standardisation of on bus technology enabling the same customer offer - which would include individual operator contactless PAYG (followed my multi operator through the DfTs national approach referenced in the NBS) and multi operator/multi modal tickets on mobile phones
- Creation of a single point of access/account through building on the WECA Future Transport Zones Mobility as a Service trial

Summary of responses from bus operators on fares and ticketing

In the development of this chapter local bus operators were consulted on the approach to delivering our ticketing objectives. Specifically, they were asked about the requirements

of the National Bus Strategy and BSIP guidance; and how best to deliver this as well as achieving the attributes set out by WECA/North Somerset. There were large variations in responses received - with some more detailed responses and those that were more general and broader.

Operator fare reduction & ticket simplification package:

Operators did not object to a fare reduction/standardisation package, based on the BSIP requirements, with smaller operators supportive of a simplified ticketing system and pricing structure delivered through a move to multi-operator as the norm. Operators with the largest fleet in the area have already stated an intention to introduce lower fares and local low fares - using both digital ticketing and proposed 'Tap on Tap off' systems with capping to simplify the customer offer and ensure value for money. In general operators were concerned that the network should continue to deliver sustainable returns - and that any low fares or youth discount proposals would need to be viable with financial support provided if necessary.

Pay as you go (PAYG) with contactless bank card:

The largest operator in the area was supportive of delivering this functionality and identified significant benefits in terms of achieving flexible and cheaper tickets - smaller operators were also supportive of delivering a more standardised and universal offer to customers. The largest operator also identified the technical challenges in delivering PAYG discount/youth travellers. All operators were concerned with technological and financial barriers to delivering this - with the greatest benefit coming from the functionality being across all operators and a standard offer to support both single operator and multi operator capping.

Multi-operator and multi-modal ticketing

Local bus operators have agreed to work with us to make multi-operator ticketing the norm. An important step in doing this will be for all operators to have the same on-bus ticketing functionality, including contactless bank and barcode readers, as well as a revised reimbursement process. We have agreed the following timeline with operators:

- by 16 October 2021 - Formation of a working group (with operators and LTA reps) and agreement on scope of activities and person to lead each item
- by 17 January 2022 - Draft proposals produced and circulated
- by 28 February 2022 - Proposals agreed and signed off
- by 29 April 2022 - Revised ticket scheme agreement signed off and rollout plan agreed
- by 31 December 2022 - Work complete and changes to scheme implemented

Work has already progressed with on multi modal integration with trials of GWR digital plus bus acceptance on Firstbus vehicles currently underway. Following the completion of the trial we will work with GWR and other operators to extend this trial to all participating bus operators.

ADD TEXT ON FREEDOM TRAVELPASS - FOLLOW UP WITH DfT NOW THAT FRANCHISE ENDED

Section 3 - Headline targets

Quick Wins:

- Operator led fare reforms including - flexible tickets to reflect changing travel patterns; lower single fares; introduction of return fares to lower daily costs; and introduction of lower local fares (Portishead identified as likely initial focus) - throughout 2022
- Network wide rollout of tap on tap off readers delivering Individual operator contactless bank PAYG with capping - by March 2023 (subject to funding)
- Review and refresh of existing scheme and new/expanded range of multi-operator tickets & Tickets on smartphone and smartcard by March 2023 (subject to funding)
- Reduction in fares for young people - including standard discounts for children, young people and students - by March 2023 (subject to funding)

High level targets:

2022 - 2025:

- Adult Pay As You Go Contactless Bank fair price capping on all buses
- New/expanded range of multi operator tickets
- Multi operator tickets on mobile/smartphone
- Single ticketing mobile platform for tickets
- Operator fare reduction package (flat fares; low fare zones; youth discounts)
- Multi-modal/ through ticket Pay As You Go on mobile/smartphone
- Multi Operator Pay As You Go Contactless Bank capping (target dependant system being available)

2025- 2030:

- Discount fares Pay As You Go Contactless Bank capping
- Multi-modal contactless Pay As You Go

Section 4 - Delivery

Proposals for Improvement:

The proposals for improvement have been developed with the core aim of working with operators to make services cheaper; easier to use; and better integrated with other modes and each other.

Below are our key proposals to deliver against the identified attributes and opportunities; meet our core aims; deliver on the reforms/changes identified and achieve the targets outlined above

Operator fare reduction & ticket simplification package:

- More flat fares/ lowers point to point fares and standardise ticket ranges/zones
Work with operators to reform existing fares - this will include a range of approaches including introduction of standardisation or ticket ranges and zones; new flat fares where appropriate; local low fare zones; and lower point to point fares (looking to use contactless tap on tap off technology, similar to that seen in London, to enable flexible ticket pricing that matches customer journeys and value for money fares) in 2022/23
Expected costs - Operator funded
- Youth fare discounts/ reductions
Work with operators to extend and standardise discounts for children and students across all operators, similar to the youth fares offer in Merseyside, and to explore reductions in fares to encourage travel by families and young people - 2022/23
Expected costs - Joint operator and West of England initiative. WECA/North Somerset support/contribution = £Up to 10m revenue (2022 - 2025)

Pay as you go (PAYG) with contactless bank card:

- PAYG - individual operator adult tickets
Support to all operators to upgrade existing equipment (to include new tap out readers and full ticket machine replacement where required to support both single operator capping and future multi operator delivery) to accept 'Tap on Tap Off' with a bank card and introduce capping for adult tickets in 2022/23
Expected costs - £1.3m capital
- PAYG - multi operator and youth/discounted
- Implement multi operator contactless bank PAYG using the DfT's preferred option as per NBS and BSIP guidance - timescales dependent on confirmation of approach. Put in place systems to enable PAYG discounted fares including children; young people; and students - between 2023 and 2027
Expected costs - costs £1.7m capital

Multi operator as the norm & multi modal integration:

- New/Expanded range of multi-operator tickets & Tickets on smartphone and smartcard
Work with operators through the existing 'Rider' ticket scheme to refresh the ticket range to cover all ticket types and discounts and to deliver multi-operator tickets on smartphone and smartcard, and ensure all operators have the ability to fulfil tickets on smartphone and scan tickets on bus - 2022/23
Expected costs - £200k Capital
- Multi-modal Pay As You Go and mobile/smartphone
Work with rail and bus operators to deliver multi-modal tickets (currently Plusbus & Freedom Travelpass) on rail and bus smartphone enabling better integration with rail and access to through journey ticketing. - 2024
Expected costs - £300k Capital
Support to integrate bus and rail platforms to deliver multi-modal contactless capping - by 2030

Expected costs - 300k Capital

Single mobile platform

- A single app and platform for mobile/smartphone tickets in the area. Collaborate with operators to deliver a single contactless smartphone/ mobile ticketing app for the area. With agreement and participation of operators - build on the systems delivered through the West of England Future Transport Zones Programme Mobility As A Service project - 2023/24

4G Customer service

Giving bus passengers more of a voice and a say

Bus Passenger Charter

A new Bus Passenger Charter will set out commitments by the local authorities and local bus operators, and the obligations of bus users. We plan to launch this by October 2022.

The Charter will make it clear to bus passengers what they can expect, how they can get in touch with us and how they can play a more active role in the development of bus services - through our new approach to regular public consultation.

The Charter will include the following commitments:

by the transport and highway authorities:

- A welcoming bus stop environment, clean, tidy and well-maintained
- Infrastructure accessible for all, including step-free access onto the bus
- High quality, accessible information at all bus stops, online and on-bus
- Advance notice to passengers of our Diamond Travelcard service for elderly and disabled passengers
- Keeping our buses moving through continued bus-lane and parking offence enforcement
- Regular consultation with passengers
- A new approach to customer service, with one single point of contact
- A prompt response to passenger contact, including complaints

by the bus operators:

- Reliable, clean, accessible, and well-maintained vehicles on all routes
- Courteous, well-trained and helpful drivers
- A safe environment, with CCTV on all buses
- Care for customers with special needs
- Clear fares information on-board, with the best fare offered to passengers
- 95% of journeys operated and on time
- Easy payment options including cash, contactless card payment (with tap-on / tap-off capping), Travelwest smart card, mobile ticketing
- One simple range of fares and tickets for the network
- Visual and audio announcements on all services

The Charter will set out the mechanism for redress on those occasions when these commitments are not met. It will be published on our Travelwest website and, where possible, on bus operators' websites too. It will also be available in leaflet format, and we will publicise it at key points on our transport network.

Customer service

We will develop a new single customer contact point, providing passengers with one telephone number and online enquiry contact form for anything associated with their bus journey. This will make it easier for customers to get information or assistance. We plan to launch this by April 2023.

Bus Advisory Forum

Our enhanced partnership with bus operators will include a new Bus Advisory Forum through which bus user groups and other stakeholders can contribute to the development of the bus network. As part of our engagement with stakeholders on the Bus Service Improvement Plan, we invited expressions of interest for membership of the Bus Advisory Forum. We plan to establish it as part of the process of developing the enhanced partnership and launch it with the enhanced partnership in April 2022.

Consultation

We will ensure that bus users and local councillors are consulted at an early stage in the process of planning changes to the bus network and that they have an opportunity to provide feedback to proposals. We plan to establish a process to do this by February 2022.

Section 5 - Reporting

This joint Bus Service Improvement Plan will be published on the websites of the West of England Combined Authority and North Somerset Council through the following links:

[LINK TO WEST OF ENGLAND CA WEBSITE](#)

[LINK TO NSC WEBSITE](#)

The document will be updated in October 2022 and annually thereafter. Progress towards targets will be reported every six months, starting in April 2022.

Section 6 - Overview table

Name of authority or authorities:	West of England Combined Authority & North Somerset Council
Franchising or Enhanced Partnership (or both):	Enhanced Partnership
Date of publication:	29 October 2021
Date of next annual update:	28 October 2022
URL of published report:	TBC

	Actual 2018-19	Actual 2019-20	Target for 2024-25	Description of how each will be measured (max 50 words)
Journey time				
Reliability				
Passenger numbers				
Average passenger satisfaction				

Delivery - Does your BSIP detail policies to:	Yes / No	Explanation (max 50 words)
Make improvements to bus services and planning		
<i>More frequent and reliable services</i>		
Review service frequency		
Increase bus priority measures		
Increase demand responsive services		
Consideration of bus rapid transit networks		
<i>Improvements to planning / integration with other modes</i>		
Integrate services with other transport modes		
Simplify services		
Review socially necessary services		
Invest in Superbus networks		
<i>Improvements to fares and ticketing</i>		
Lower fares		
Simplify fares		
Integrate ticketing between operators and transport		
Make improvements to bus passenger experience		
<i>Higher spec buses</i>		
Invest in improved bus specifications		
Invest in accessible and inclusive bus services		

Protect personal safety of bus passengers		
Improve buses for tourists		
Invest in decarbonisation		
<i>Improvements to passenger engagement</i>		
Passenger charter		
Strengthen network identity		
Improve bus information		
Other		
Other		

WORKING DOCUMENT

Appendices

- 1 - Map of geographical area covered by BSIP
- 2 - Table of supported routes and mileage (as at 29 August 2021)
- 3 - Summary of responses to stakeholder engagement (July/August 2021)

WORKING DOCUMENT

WORKING DOCUMENT

Appendix 2

List of bus services provided with financial support by the West of England Combined Authority and North Somerset Council (September 2021)

Service	Route	Operating Days & Times	Operator	Annual Mileage
2	Bath City Centre - Mulberry Park	Mon-Sat Evening *	First Bus	TO BE ADDED
6A	Bath City Centre - Larkhall - Bath City Centre	Mon-Sat Evening *	First Bus	
8	Bath City Centre - Kingsway	Mon-Sat Evening *	First Bus	
10	Rock Street North and Hortham Village to Southmead Hospital	All Journeys	Stagecoach West	
10/11	Southmead Hospital - Avonmouth	All Journeys	Stagecoach West	
11	Bath City Centre - Bathampton	All Journeys	First Bus	
12	Severn Beach - Bristol Parkway	Mon - Sat Daytime	Stagecoach West	
12	Severn Beach - Cribbs Causeway	Sundays & Public Holiday Daytime	First Bus	
12	Bath City Centre - Haycombe Cemetery	Mon - Sat Daytime	First Bus	
13	Bristol City Centre - Southmead Hospital	Mon - Sat Daytime	Stagecoach West	
13	Southmead Hospital - Shirehampton	Mon - Sat Daytime	Stagecoach West	
17	Southmead Hospital - Kingswood - Keynsham	All Journeys *	First Bus	
19	Bath - Cribbs Causeway via Bitton	Sundays & Public Holiday Daytime	First Bus	
20	University of Bath - Twerton via City Centre	Mon - Sat Daytime	First Bus	
22	University of Bath - Twerton via Odd own	Mon - Sat in University Holidays *	First Bus	
35	Marshfield - Bristol City Centre	Mon - Sat Daytime	First Bus	
41	Malmesbury - Yate	Mon - Sat Daytime #	Coachstyle	
42	Odd Down Park & Ride - Royal United Hospital	Mon-Fri evenings *	First Bus	
51	Weston Super Mare - Wrington	Mon - Fri daytime	Stagecoach West	

52	Bristol City Centre - Hengrove	Mon - Fri daytime	Bristol Community Transport	
53	Clevedon Circular	Mon - Sat daytime	Bristol Community Transport	
54	Clevedon - Bristol Airport	Mon - Sat daytime	Bristol Community Transport	
55	Bristol Airport - South Bristol	Mon - Sat daytime	Bristol Community Transport	
57	Portishead - Westlands Lane	Mon - Sat daytime	Stagecoach West	
58	Portishead - Redcliffe Bay	Mon - Sat daytime	Stagecoach West	
59	Portishead - Nailsea	Mon - Sat daytime	Stagecoach West	
79	Marshfield - Bath Centre	Mon-Fri Peak	Faresaver	
82	Paulton - Radstock	All Journeys	First Bus	
84	Yate - Wotton-under-Edge - Yate	All Journeys	Stagecoach West	
85	Yate - Wotton-under-Edge - Yate	All Journeys	Stagecoach West	
86	Yate - Kingswood	All Journeys	Stagecoach West	
94	Trowbridge - Bath	Mon-Sat #	Libra Travel	
172	Bath - Paulton	Daily evenings *	First Bus	
179	Midsomer Norton -Bath	All Journeys	CT Coaches	
185	Hallatrow - Trowbridge	Thursday	CT Coaches	
202	Chipping Sodbury - Winterbourne	All Journeys	Eurotaxi	
228	Colerne - Ralph Allen School	School days *	Faresaver	
505	Long Ashton P&R site - Southmead Hospital	All Journeys	Bristol Community Transport	
506	Bristol City Centre - Southmead Hospital	All Journeys	Bristol Community Transport	
511	Bedminster - Hengrove	All Journeys	Bristol Community Transport	
512	Totterdown - Bristol City Centre	All Journeys	Bristol Community Transport	
513	Knowle - Brislington	All Journeys	Stagecoach	

			West	
514	Knowle - Brislington	All Journeys	Stagecoach West	
515	Stockwood - Hartcliffe	All Journeys	Bristol Community Transport	
620	Old Sodbury - Bath	Mon - Sat daytime	Stagecoach West	
622	Chipping Sodbury - Cribbs Causeway	Monday - Saturday	Stagecoach West	
622	Thornbury - Cribbs Causeway	Sunday & Public Holidays Daytime	First Bus	
623	Severn Beach - Bristol	All Journeys	Eurotaxi	
626	Wotton-under-Edge - Bristol	Mon- Fri Peak	Eurotaxi	
634	Tormarton - Kingswood	Mon, Wed & Fri	Eurotaxi	
636	Hengrove - Keynsham	Mon, Wed & Fri	CT Coaches	
640	Bishop Sutton - Keynsham	Friday	CT Coaches	
663	Somerdale - Chandag Road	Mon - Sat daytime	Stagecoach West	
664	Keynsham (Somerdale) - Saltford	Mon - Sat daytime	Stagecoach West	
665	Somerdale - Longmeadow Road	Mon - Sat daytime	Stagecoach West	
668	Peasedown St John - Bristol	Monday	CT Coaches	
672	Blagdon - Bristol	Mon - Sat Daytime	Eurotaxi	
680	North Yate - Filton College	College days	Stagecoach West	
683	Keynsham - Wells	Tuesday	CT Coaches	
684	Wick-Keynsham	Tue & Thu	Eurotaxi	
700	Bath City Centre - Sion Hill	Mon - Sat daytime	CT Coaches	
716	Bath City Centre - Newbridge	Mon - Sat daytime	CT Coaches	
734	Bath City Centre - Bathwick	Mon - Sat daytime	CT Coaches	
752	Hinton Blewett - Bath	Wednesday	B&NES Council	
754	Hinton Blewett - Radstock	Mon, Tue, Thu, Fri	B&NES Council	
757	Combe Hay - Midsomer Norton	Wednesday	CT Coaches	
768	Midsomer Norton - Bath	Mon - Fri daytime	CT Coaches	
779	Bath City Centre - Swainswick	Mon - Sat daytime	CT Coaches	
948	Pucklechurch - Sir Bernard Lovell Academy	School days	Stagecoach West	

963	Patchway - Winterbourne Academy	School days	Stagecoach West	
967	South Yate - Chipping Sodbury School	School days	Stagecoach West	
Bris	Brislington P&R site - Bristol City Centre	All Journeys	First Bus	
Port	Portway P&R site - Bristol City Centre	All Journeys	First Bus	
D1	Trowbridge - Bath	Mon-Sat evening #	First Bus	
T2	Thornbury - Bristol City Centre	Mon-Sat daytime	First Bus	
T2	Thornbury - Bristol City Centre	Mon -Sat evening	First Bus	
Y4	Yate - Bristol City Centre	Mon-Sat evenings *	First Bus	
Y5	Yate - Bristol City Centre	Daily *	First Bus	
Y6	Yate - Southmead Hospital	Daily *	First Bus	

Notes: * - Add-on to commercial service
- Cross-boundary service contracted to neighbouring LTA

Appendix 3 - Summary of responses from stakeholders

Respondents

55 stakeholders responded to our invitation to give their views on the merits and demerits of bus services locally and the performance of the LTAs and local bus operators. These were made up of:

- 30 Parish Councils, Councillors and political party groups
- 10 Transport Users Groups
- 7 Community Transport Operators
- 5 Others (Hospital, university and shopping mall) and
- 3 Members of Parliament

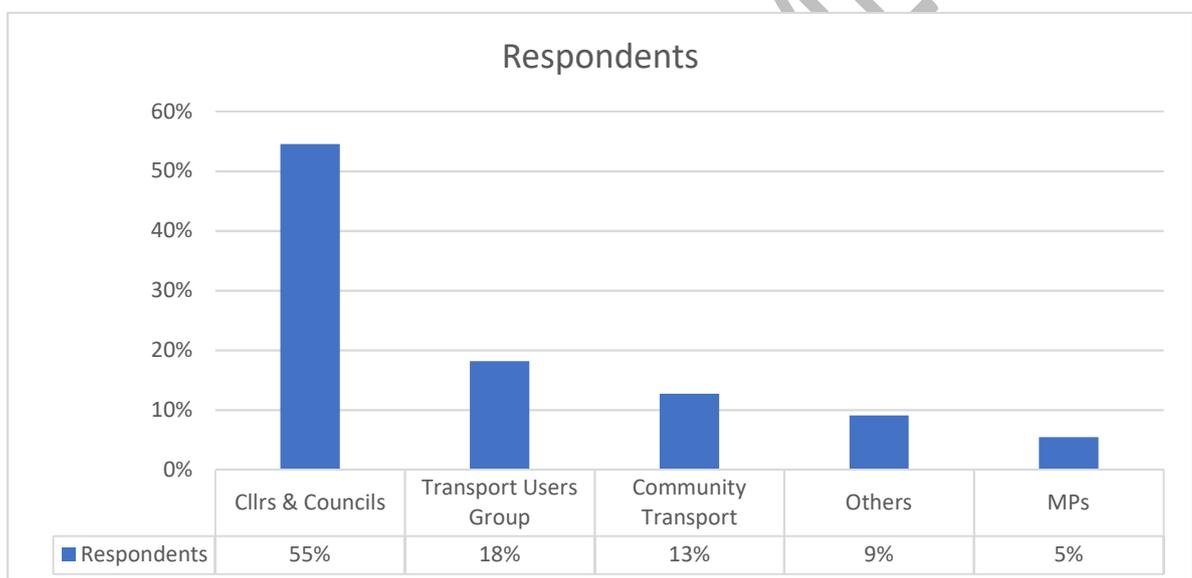


Fig. 1. Proportion of respondents

Positive aspects of current provision

Bus services

Respondents acknowledged the existence of positive provisions in their respective areas and commented on examples where such services are reliable, punctual, accessible, and frequent with friendly and professional drivers. 89% of respondents expressed overwhelming support for BSIP objectives. A consensus in both rural and urban regions suggesting that where services exist, which in itself is a positive aspect, they were sufficient except for issues highlighted in section 3.1 below. Those in rural regions also accept that the services provided, whilst not adequate, were often reliable and accessible to a section of the population. 51% of respondent felt that the buses were clean with 49% satisfied with the level of information provided.

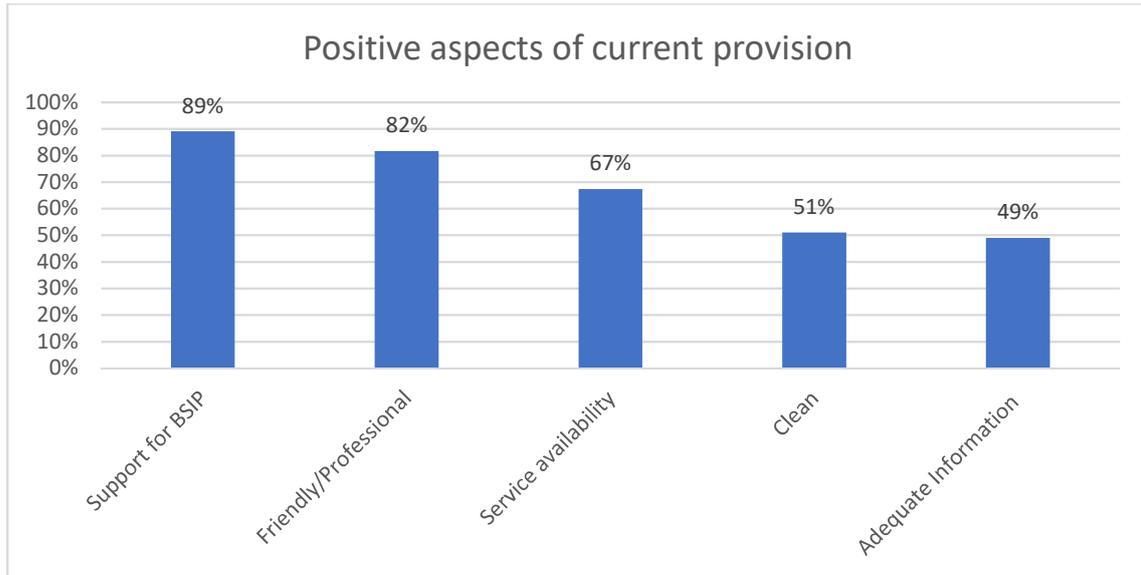


Fig. 2. Top five of what works well in current provision

Role of community transport

The Community Transport stakeholders were clear on what works well in their sector. Their flexibility and the resulting positive impact on the NHS, local knowledge and strong community links, specialist nature of service, improved accessibility to an identified demographic, steady increase in patronage all of which, they felt, was contributing to health and wellbeing in a safe and secure environment. They could continue this trend, with support and funding, to filling the gaps in areas not currently served by traditional services.

The community transport sector expressed willingness to help with the BSIP objectives highlighting specific areas, as indicated in Fig 3 below:

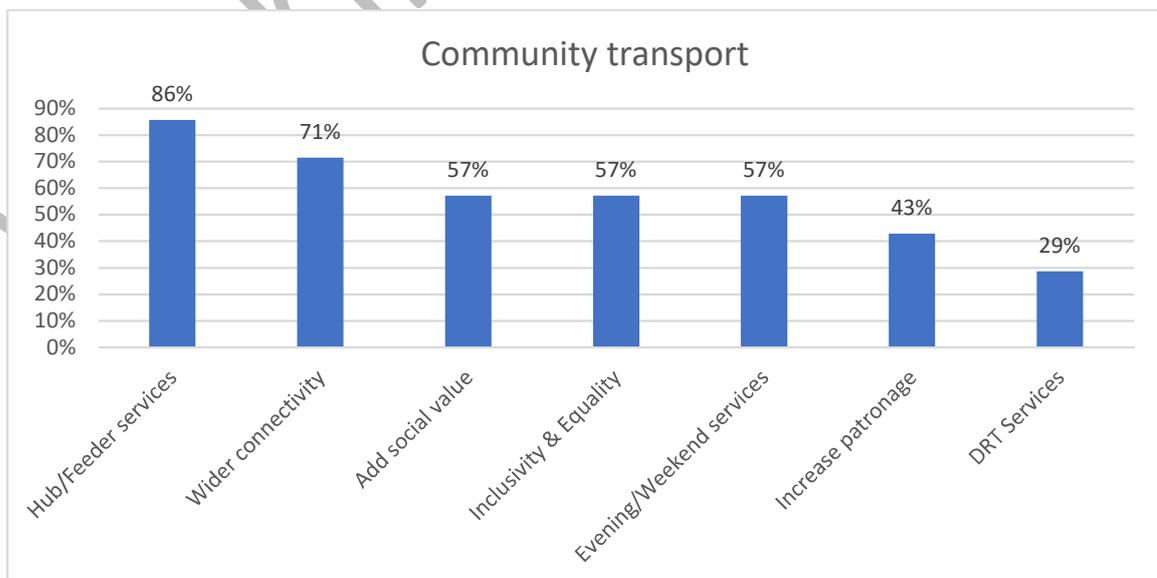


Fig. 3. Areas in which community transport can help in support BSIP objectives

To help with the BSIP objectives, 86% of respondents were of the view that community transport could act as a feeder service to Transport Hubs, but there were complications around their current Section 19 licence restrictions. With financial support, 71% would retrain their staff with a possible change to section 22 permit that would allow them to operate a community bus service. 57% also felt that, with appropriate funding, they would provide evening and weekend services.

71% felt confident that their services are currently helping with connectivity especially in inaccessible regions/locations. 57% were of the view that their service, if sustained, can add social value in eradicating social isolation in addition to taking users directly to hospital and GP appointments. 57% of the respondent in this category felt that the demographic they served, in part because of their protected characteristics, are often excluded from services and decision making and their involvement is resulting in some levels of fair and inclusive access.

49% of Community Transport respondent report a raise in patronage and felt that this could be transferred over to traditional transport if they were to act as a hub/feeder service, provided some access issues in traditional buses and bus stops were resolved. 14% expressed the desire to provide DRT services.

Negative aspects of current provision

Respondents highlighted some negative aspects of current provision. The following themes emerged:

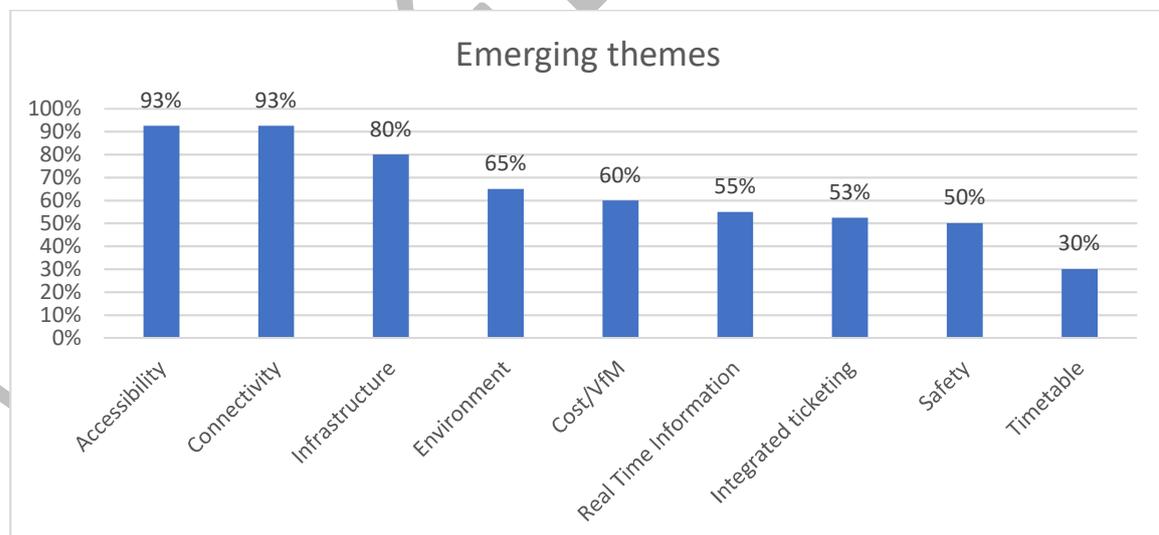


Fig. 4. Emerging theme from the consultation

a. Accessibility

Accessibility here includes intervals between bus stops, inadequate services in some area where a section of the community is excluded from accessing services. Specific rural destinations were highlighted where there are limited services with no evening and weekend facilities.

b. Connectivity

This would include destinations where there are no direct services, no interchange, connecting and or linked-up services. Some rail stations were identified as having no connecting or direct services. Irregularity, infrequent and inadequate services affect connectivity ([see breakdown in Fig.5. below](#))

c. Fares and ticketing

60% of respondents identified affordability as an access issue. Cost had meant that the transport services were less attractive than cars. Respondents want to see an integrated ticketing system across all transport services. They felt that this will have the potential to reduce costs, encourage use and increase patronage.

d. Infrastructure

Respondents identified various issues which includes the provision of more priority bus lanes, additional bus stops within short walking distance, construction of Transport Hubs, the installation and implementation of parking restrictions, higher parking charges, provision of more bike racks at stops, carriage of bikes on buses, better shelters, wheelchair user friendly bus stops, and installations of road restrictions in some areas to buses and residents only. The lack of wheelchair access at some bus stops gave rise to safety concerns.

e. Information

Some respondents were of the view that RTI should be provided at every bus stop. Where this is already the case, issues were raised that the information provided is often inaccurate and unreliable. Issues were also raised about the frequency of timetable changes. Respondents felt that timetables should be made accessible on apps as well as hard copies at bus stops so that those without smart phones - principally older persons - are not disadvantaged.

f. Environment

Respondents want to see sustainable cleaner and greener fleets. Making services more reliable, regular, and frequent will take cars off the road. Lower fares would also have the same effect as it would make services attractive.

g. Safety

Irregular, infrequent, and unreliable services present safety issues especially for school children and vulnerable persons having to wait longer than necessary and not knowing if services will turn up.

h. Other issues

There appears to be a lack of confidence in public transport. Some respondents felt that the LTAs and bus operators do not engage sufficiently with service users to understand their specific needs.

Performance - bus operators

There was a consensus that sections of services in some areas are reliable, regular, frequent, and punctual but many instances of buses not showing up on time or not stopping at designated bus stops were reported. Bus cleanliness was also highlighted as an issue. Instances of RTI mysteriously disappeared from screen and no services turning up at scheduled times were also reported. Lack of evenings and weekend services, high fares, unreliable and inadequate services were highlighted too.

Respondents also expressed environmental concerns and wished to see an upgrade to more environmentally friendly fleet.

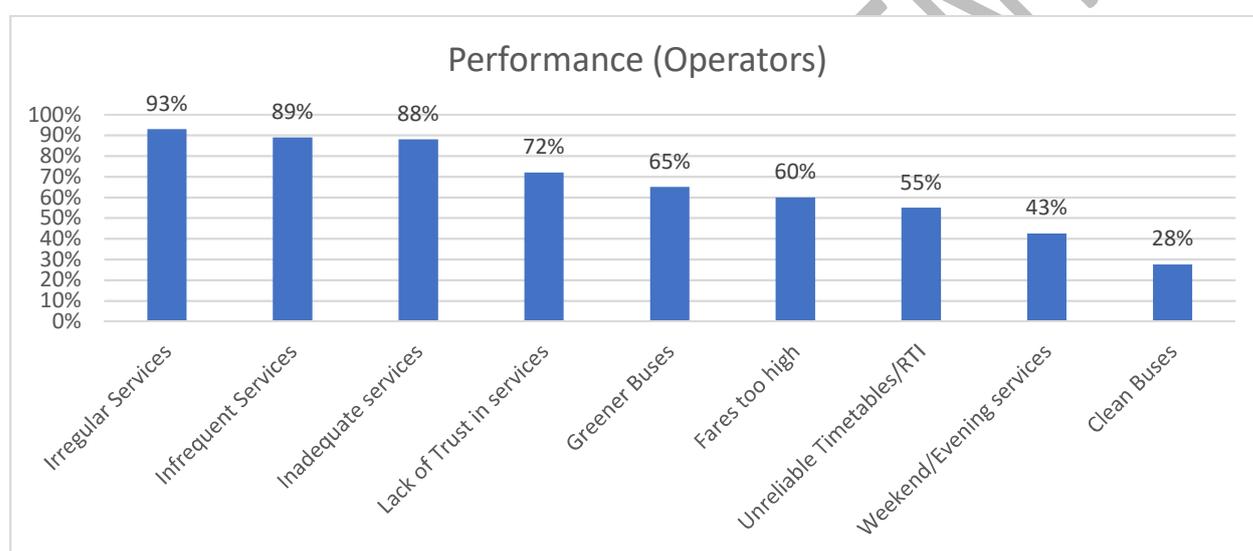


Fig. 5. Issues identified as priorities for Operators

Performance - LTAs

All respondents urged LTAs to provide funding for more environmentally sustainable buses but not pass that cost on to passengers. Also, respondents called for more investment in infrastructure, such as more bus stops, Transport Hubs, secure bike racks, new and upgraded Park & Ride services, and the provision of shuttle services to linked rural areas to the bus network.

Respondent also want LTAs to introduce parking restrictions in some areas and the installation of more bus lanes. 53% wants LTAs promote services, 65% want to see LTAs facilitate more public engagement to understand passenger needs. 83% felt that LTAs should monitor performance of bus services.

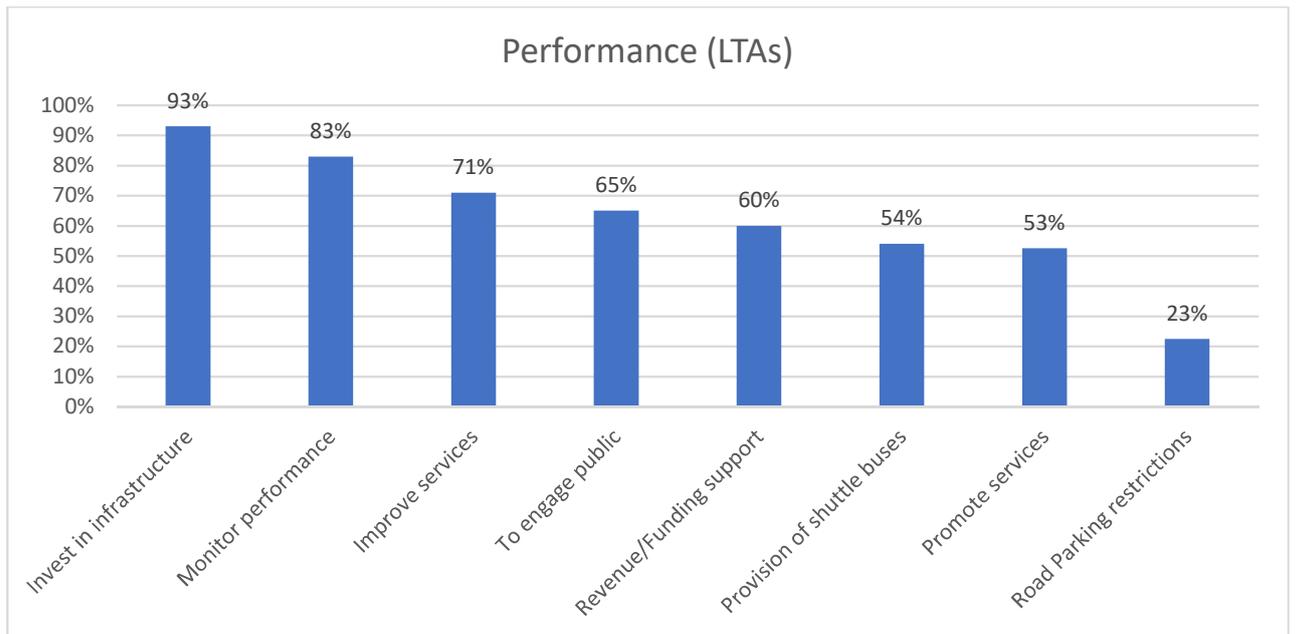


Fig. 6. Priorities for LTAS

Priorities for improvement

Overall priorities for improvement	
Improve service reliability	91%
Fares reduction	85%
More/quality bus shelters	78%
Climate considerations	78%
Increase frequency of services	76%
More public engagement	73%
Direct services to hospitals and health facilities	69%
More RTI displays	64%
Promote services	62%
Safety for school children	55%
Timetable posters at bus stops	55%
More evening and weekend services	36%
More funding for community transport	18%
Improve accessibility for disabled people	15%
Provision of new & improved P&R services	11%
Remove time restrictions on concessionary passes	10%

Table 1. Priorities captured from stakeholder consultation

This page is intentionally left blank



WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE

ITEM 13

15 October 2021

REPORT SUMMARY SHEET

SUPPORTED BUS SERVICES

Purpose

To seek approval to carry out the procurement of supported bus services across the region and delegated authority to award contracts. This report is required as the value of the contracts to be awarded will exceed the threshold of the current delegated decisions.

Summary

This report includes the following key information:

- This item seeks delegated approval to carry out the procurement of bus service contracts due to expire in August/September 2022 and for the Cribbs Patchway Metrobus Extension (CPME) and for new contracts that emerge from the BSIP/Enhanced Partnership process.
- Officer delegation relates to the financial value of the contracts. We are retendering all our contracted bus services next year which will have a total value above the financial delegation to officers in the constitution.
- The procurement process will result in options for decisions on which contracts to award and these decisions will be taken in full consultation with the Mayor and the other Transport Board members.
- Decisions need to be made around the end of April to award contracts in time for services to commence when the previous contracts expire. To wait for an appropriate Committee to do this would not work in practical terms, especially given the need to revert to the previous lead-in times for service changes so we can ensure timetables and Real Time Information are in place.
- The CPME metrobus service will only be tendered if no operator emerges with an interest in running the route commercially – all current metrobus services have been run commercially to date but the post-Covid market may not now sustain a similar arrangement for CPME.
- The BSIP will highlight possible bus routes and services that may not attract commercial operators and these can then be tendered to the market making

use of the Bus Transformation Fund to be allocated to the Combined Authority.

Impact of Covid-19 pandemic

The Combined Authority has actively reviewed its key activities and work programme to reflect changing priorities as a result of the Covid-19 pandemic. Specific issues relating to the Covid-19 situation that impact on or are addressed through this report are as follows:

- Maintenance and enhancement of a comprehensive network of local bus services and modification of it in line with the adopted Bus Strategy will contribute positively to economic recovery and growth, assist residents in seeking employment and support the principles of clean and inclusive growth

Recommendations

Members of the Combined Authority Committee are asked to approve:

1. That a procurement process be initiated for new local bus service contracts to replace those expiring in August/September 2022, and that authority be delegated to the Head of Strategic Transport Integration, in consultation with Members of the Transport Board, to award new local bus services contracts.
2. That permission for a procurement process be granted for a new local bus service operating on the Cribbs Patchway metrobus extension, if no commercial offer becomes available; and that authority be delegated to the Head of Strategic Transport Integration, in consultation with Members of the Transport Board, to award new a service.
3. That permission for a procurement process be granted for any new local bus services which may be required as a result of the Bus Service Improvement Plan/Enhanced Partnership Plan and that authority be delegated to the Head of Strategic Transport Integration, in consultation with Members of the Transport Board, to award any new local bus services.

Contact officer: Nicola Phillips

Position: Bus Services Manager

Email: Nicola.Phillips@westofengland-ca.gov.uk

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

DATE: 15 October 2021

REPORT TITLE: SUPPORTED BUS SERVICES

**DIRECTOR: KATHRYN VOWLES, INTERIM DIRECTOR OF
INFRASTRUCTURE**

AUTHOR: NICOLA PHILLIPS, BUS SERVICES MANAGER

Purpose of Report

- 1 To seek approval to carry out the procurement of supported bus services across the region and delegated authority to award contracts. This report is required as the value of the contracts to be awarded will exceed the threshold of the current delegated decisions.

Impact of Covid-19 pandemic

The Combined Authority has actively reviewed its key activities and work programme to reflect changing priorities as a result of the Covid-19 pandemic. Specific issues relating to the Covid-19 situation that impact on or are addressed through this report are as follows:

- Maintenance and enhancement of a comprehensive network of local bus services and modification of it in line with the adopted Bus Strategy will contribute positively to economic recovery and growth, assist residents in seeking employment and support the principles of clean and inclusive growth

Recommendation

1. That a procurement process be initiated for new local bus service contracts to replace those expiring in August/September 2022, and that authority be delegated to the Head of Strategic Transport Integration, in consultation with Members of the Transport Board, to award new local bus services contracts.
2. That permission for a procurement process be granted for a new local bus service operating on the Cribbs Patchway metrobus extension, if no commercial offer becomes available; and that authority be delegated to the

Head of Strategic Transport Integration, in consultation with Members of the Transport Board, to award new a service.

3. That permission for a procurement process be granted for any new local bus services which may be required as a result of the Bus Service Improvement Plan/Enhanced Partnership Plan and that authority be delegated to the Head of Strategic Transport Integration, in consultation with Members of the Transport Board, to award any new local bus services.

Background / Issues for Consideration

Current supported bus service contracts

- 2.1 The majority of bus services in the West of England region are provided on a commercial basis by private bus companies. As Local Transport Authority the West of England Combined Authority provides support to 80 bus services in the region that supplement the commercial network with services that it considers to be socially necessary, i.e. where they meet a social need but would not otherwise be operated commercially. These services are generally orbital/rural in nature or provide links between communities that are not connected by arterial routes. The cost of these services is approximately £4m per annum which is covered by the Transport Levy from its constituent councils. The services provided are a combination of fully supported where the full operation of the service is paid for, or partially supported services where only certain journeys or extensions to the route are funded.
- 2.2 The Combined Authority currently supports 80 bus service contracts including park and ride services that were not viable as commercial operations prior to the onset of the pandemic. The current contracts for these services are due to expire on 27th August 2022/3rd September 2022 and approval is sought to carry out a procurement process for new contracts to start on 28th August 2022.
- 2.3 The pandemic has had a dramatic effect on bus services due to the sudden and sustained loss of passengers. Even now, bus passenger numbers remain only at around 65% of pre-Covid levels in the region. It is anticipated that unless passenger figures recover significantly and swiftly a number of previously commercial services may not be commercially viable in the longer term.
- 2.4 To ensure that current contracts are still fit for purpose and will meet our Bus Service Improvement Plan network proposals, we will be carrying out a review of all our supported bus services alongside reviewing commercial service provision in the autumn of 2021 including a passenger consultation exercise on any services which may require support. The steps to be followed in the procurement process are set out in the flowchart at Appendix 2. The procurement process will result in options for decisions on which contracts to

award and these decisions will be taken in full consultation with the Mayor and the other Transport Board members.

metrobus

- 2.5 At present the 3 metrobus services operate on a commercial basis under a Quality Partnership Scheme. The extension to the metrobus network from Cribbs Causeway to Parkway Station is currently under construction and will require a new service to start on the new route from early 2023.
- 2.6 We have carried out engagement with bus operators who have expressed an interest in operating a service along the extension route and at present are working with them to see if such a service might operate commercially. However, due to the impact of the pandemic on the bus market with patronage currently only around 65% of pre-Covid levels, operators are cautious about committing to a commercial offer and it is likely that the service will require some funding in the short term.
- 2.7 If a commercial offer does not come forward this autumn and funding is therefore required to support the metrobus service, even in the short term, the Combined Authority would need to carry out a procurement exercise to ensure a service is in place in early 2023.

Bus Service Improvement Plan

- 2.8 As part of the National Bus Strategy we are currently in the process of developing a Bus Service Improvement Plan from April 2022. The BSIP will set out how services are expected to improve across the region over the coming years so that passengers have access to a clear and comprehensible bus network, with more frequent and better value bus services.
- 2.9 Any services that are identified through the Bus Service Improvement Plan which may start between April 2022 and December 2022 will need to be procured on an emergency basis due to the required timescales for completing the full procurement process. As such, approval is sought to start the procurement process for any services which we will need to tender both on an emergency basis and longer term to meet our requirements. These could include radial, orbital or feeder bus services, community bus services or Demand Responsive Transport.
- 2.10 The Combined Authority needs to secure value for money with any bus service that is tendered. As part of the West of England Bus Strategy work, officers developed a framework to evaluate the relative costs and societal benefits of bus services, which has been refined and approved by the Transport Board. We now have an evidence-based tool that will help us evaluate the tenders on principles enshrined in the Bus Strategy.

Consultation

- 3.1 As part of the review of supported bus services we will be carrying out a passenger consultation exercise, which will include consultation with local ward councillors and Transport Board members. This will take the form of an online and on-bus questionnaire inviting views on what bus services people see as a priority for them. As well as the passenger consultation exercise we will also keep members up to date with any bus service changes through direct communication from the Transport Operations Team.
- 3.2 Whilst this procurement exercise only relates to services within the Combined Authority area, consideration and liaison has and will continue to take place with North Somerset Council and other Local Transport Authorities to ensure cross-border issues are addressed.

Risk Management/Assessment

- 4.1 Should the current set of bus service contracts be allowed to expire without the Local Transport Authority seeking to procure their replacement, there is a risk that some communities will see a reduction in access to public transport or even lose it completely. Making best use of the available funding to support socially necessary services reduces this risk.
- 4.2 Given the challenges presented to bus operators by the Covid-19 pandemic, it is possible that tender prices for existing or new service contracts will be higher than previously. Final decisions on the award of bus service contracts will be taken in consultation with Transport Board members in the light of the available funding and alignment with the evaluation framework previously developed.

Public Sector Equality Duties

- 5.1 The public sector equality duty created under the Equality Act 2010 means that public authorities must have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the Act.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.
- 5.2 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.
- 5.3 The general equality duty therefore requires organisations to consider how they could positively contribute to the advancement of equality and good relations. It requires equality considerations to be reflected in the design of policies and the delivery of services, including policies, and for these issues to be kept under review.
- 5.4 A comprehensive, accessible and affordable bus network is vital to enabling people to access jobs, health, food, leisure and other services and opportunities. The measures proposed in this report aim to maintain and improve bus services across the region which will help meet the Combined Authorities obligations under the Equality Act.

Finance Implications, including economic impact assessment where appropriate:

- 6.1 Supported bus services are funded primarily through the Transport Levy from the constituent councils. This includes developer contributions that have been secured by the councils as Planning Authorities where these funds are suitable for use to support public transport.
- 6.2 It is envisaged that this procurement process will result in service delivery within the available budget. Any residual financial pressure would have to be met through either an amendment to the levy or drawdown against the Combined Authority Transport Smoothing Reserve.
- 6.3 The Government has announced a new £3bn Bus Transformation Fund available from April 2022 which is designed to support each BSIP. As yet it is unclear exactly how much funding from this source will come to the West of England Combined Authority.

Advice given by: Malcolm Coe. Director for Investment and Corporate Services

Legal Implications:

- 7.1 The Local Transport Authority has a responsibility to seek to secure any bus services which are deemed to be socially necessary where they are not provided commercially.
- 7.2 Financial delegations for operational decisions for securing bus services have a limit of £2m. The value of the contracts being tendered exceeds this limit. Committee therefore is asked to extend this delegation in order to meet the timescale for the contract start.

Advice given by: Shahzia Daya, Director of Legal Services

Climate Change Implications

- 8 On 19 July 2019, the West of England Combined Authority declared a climate emergency, recognising the huge significance of climate change and its impact on the health, safety and wellbeing of the region's residents. The Combined Authority is committed to taking climate change considerations fully into account as an integral part of its governance and decision making process.

Each report/proposal submitted for Combined Authority / Joint Committee approval is assessed in terms of the following:

Will the proposal impact positively or negatively on:

- * The emission of climate changing gases?
- * The region's resilience to the effects of climate change?
- * Consumption of non-renewable resources?
- * Pollution to land, water or air?

Particular projects will also be subject to more detailed environmental assessment/consideration as necessary as part of their detailed project-specific management arrangements

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

Land/property Implications

- 9 None

Human Resources Implications:

- 10 None

Appendices:

Appendix 1 – List of all supported bus services and contract end dates

Appendix 2 – Timescale flowchart

Background papers:

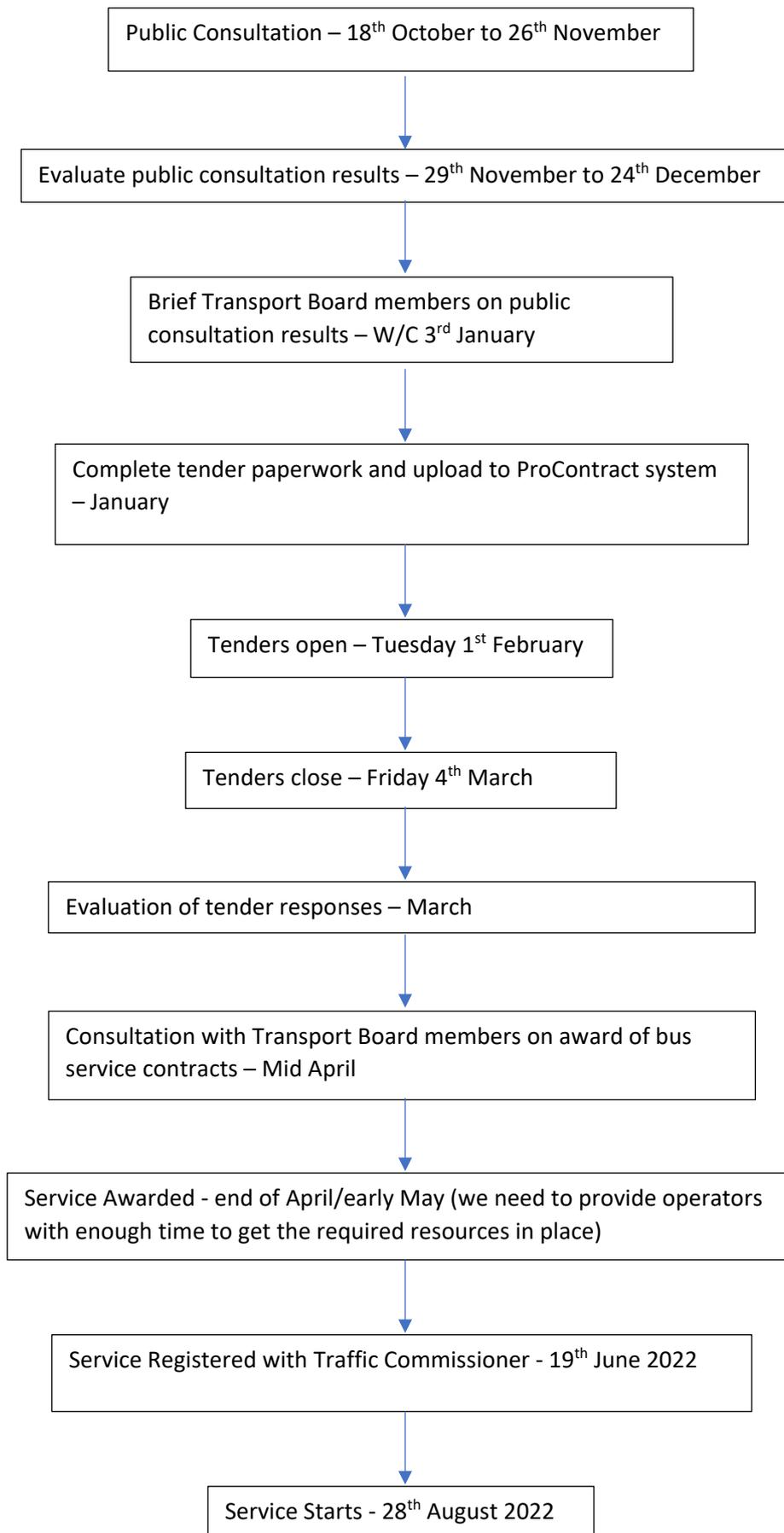
None.

West of England Combined Authority Contact:

Any person seeking background information relating to this item should seek the assistance of the contact officer for the meeting who is Ian Hird on 07436 600313; or by writing to West of England Combined Authority, 3 Rivergate, Temple Quay, Bristol BS1 6EW; email: democratic.services@westofengland-ca.gov.uk

Service	Route	Operating Days/Times	Type	Operator	Contract End Date
2	Bath City Centre -Mulberry Park	Mon-Sat Evening	Net	First	27/08/22
6A	Bath City Centre - Larkhall - Bath City Centre	Mon-Sat Evening	Net	First	27/08/22
8	Bath City Centre - Kingsway	Mon-Sat Evening	Net	First	27/08/22
10	Rock Street North and Hortham Village to Southmead Hospital	All Journeys	Net	Stagecoach	03/09/22
10/11	Southmead Hospital - Avonmouth	All Journeys	Net	Stagecoach	03/09/22
11	Bath City Centre - Bathampton	All Journeys	Net	First	27/08/22
12	Severn Beach - Bristol Parkway	Monday - Saturday	Net	Stagecoach	03/09/22
12	Severn Beach - Cribbs Causeway	Sundays / Public Holidays	Net	First	27/08/22
12	Bath City Centre - Haycombe Cemetery	All Journeys	Net	First	27/08/22
13	Bristol City Centre - Southmead Hospital	All Journeys	Net	Stagecoach	03/09/22
13	Southmead Hospital - Shirehampton	All Journeys	Net	Stagecoach	03/09/22
17	Southmead Hospital - Kingswood - Keynsham	All Journeys	Net	First	27/08/22
19	Bath - Cribbs Causeway via Bitton	Sun Daytime	Net	First	27/08/22
20	Bath - Twerton	Mon-Sat Daytime	Net	First	27/08/22
22	Twerton - Bath Uni	Monday to Friday University Holidays Only	Net	First	27/08/22
35	Marshfield - Bristol	All Journeys	Net	First	27/08/22
41	Malmesbury - Yate	Mon-Sat Off Peak	Net	Coachstyle	03/09/22
42	Odd Down Park & Ride - Royal United Hospital	Mon-Fri evenings	Net	First	27/08/22
52	Bristol City Centre - Hengrove	Mon - Fri extension to Hengrove Park only	Net	HCT Group	03/09/22
79	Marshfield - Bath Centre	Mon-Fri Peak	Net	Faresaver	03/09/22
82	Paulton - Radstock	All Journeys	Net	First	27/08/22
84	Yate - Wotton-under-Edge - Yate	All Journeys	Net	Stagecoach	27/08/22
85	Yate - Wotton-under-Edge - Yate	All Journeys	Net	Stagecoach	27/08/22
86	Yate - Kingswood	All Journeys	Net	Stagecoach	27/08/22
94	Trowbridge - Bath	Mon-Sat Evening	Net	Libra Travel	27/08/22
172	Bath - Paulton	Mon-Sun Evening	Net	First	27/08/22
179	Midsomer Norton -Bath	All Journeys	Gross	CT Coaches	27/08/22
185	Hallatrow - Trowbridge	All Journeys	Net	CT Coaches	27/08/22
202	Chipping Sodbury - Winterbourne	All Journeys	Net	Eurotaxis	03/09/22
228	Colerne - Ralph Allen School	School Days	Net	Faresaver	03/09/22
505	Long Ashton Park & Ride Site - Southmead Hospital	All Journeys	Net	HCT Group	03/09/22
506	Bristol City Centre - Southmead Hospital	All Journeys	Net	HCT Group	03/09/22
511	Bedminster - Hengrove	All Journeys	Gross	HCT Group	03/09/22
512	Totterdown - Bristol City Centre	All Journeys	Gross	HCT Group	03/09/22
513	Knowle - Brislington	All Journeys	Gross	Stagecoach	03/09/22
514	Knowle - Brislington	All Journeys	Gross	Stagecoach	03/09/22
515	Stockwood - Hartcliffe	All Journeys	Gross	HCT Group	03/09/22
620	Old Sodbury - Bath	All Journeys	Net	Stagecoach	27/08/22
622	Chipping Sodbury - Cribbs Causeway	Monday - Saturday	Net	Stagecoach	03/09/22
622	Thornbury - Cribbs Causeway	Sundays / Public Holidays	Net	First	27/08/22
623	Severn Beach - Bristol Centre	All Journeys	Net	Eurotaxis	03/09/22
626	Wotton-under-Edge - Bristol Centre	All Journeys	Net	Eurotaxis	03/09/22
634	Tormarton - Kingswood	All Journeys	Net	Eurotaxis	27/08/22
636	Hengrove - Keynsham	All Journeys	Net	CT Coaches	27/08/22
640	Bishop Sutton - Keynsham	All Journeys	Net	CT Coaches	27/08/22
663	Somerdale - Chandag Road	All Journeys	Net	Stagecoach	27/08/22
664	Keynsham (Somerdale) - Salford	All Journeys	Net	Stagecoach	27/08/22
665	Somerdale - Longmeadow Road	All Journeys	Net	Stagecoach	27/08/22
668	Peasedown St John - Bristol	All Journeys	Net	CT Coaches	27/08/22
672	Bristol - Blagdon	All Journeys	Net	Eurotaxis	27/08/22
680	North Yate - Filton College	All Journeys	Net	Stagecoach	03/09/22
683	Keynsham - Wells	All Journeys	Net	CT Coaches	27/08/22
684	Wick-Keynsham	All Journeys	Net	Eurotaxis	27/08/22
700	Bath City Centre - Sion Hill	All Journeys	Gross	CT Coaches	27/08/22
716	Bath City Centre - Newbridge	All Journeys	Gross	CT Coaches	27/08/22
734	Bath City Centre - Bathwick	All Journeys	Gross	CT Coaches	27/08/22
752	Hinton Blewett - Bath	All Journeys	Gross	BANES	27/08/22
754	Hinton Blewett - Radstock	All Journeys	Gross	BANES	27/08/22
757	Combe Hay - Midsomer Norton	All Journeys	Net	CT Coaches	27/08/22
768	Midsomer Norton - Bath	All Journeys	Net	CT Coaches	27/08/22
779	Bath City Centre - Gloucester Road	All Journeys	Gross	CT Coaches	27/08/22
948	Pucklechurch - Sir Bernard Lovell Academy	All Journeys	Net	Stagecoach	03/09/22
963	Patchway - Winterbourne Academy	All Journeys	Net	Stagecoach	03/09/22
967	South Yate - Chipping Sodbury School	All Journeys	Net	Stagecoach	03/09/22
Bris	Brislington P&R	All Journeys	Net	First	03/09/22
Port	Portway P&R	All Journeys	Net	First	03/09/22
D1	Trowbridge - Bath	Mon-Sat Evening	Net	First	27/08/22
T2	Thornbury - Bristol Centre	Mon-Sat Daytime Hortham Village only	Net	First	27/08/22
T2	Thornbury - Bristol Centre	Mon -Sat Late Eve	Net	First	27/08/22
Y4	Yate - Bristol Centre	Mon-Sat Evenings	Net	First	27/08/22
Y5	Yate - Bristol Centre	Mon-Sat Eves and Sun	Net	First	27/08/22
Y6	Yate - Southmead Hospital	Mon-Sun Daytime every other journey and evenings	Net	First	27/08/22

Appendix 2: Timescale Flowchart



This page is intentionally left blank

15 October 2021

REPORT SUMMARY SHEET

LOCAL ENTERPRISE PARTNERSHIP (LEP) & INVEST BRISTOL AND BATH FORECASTED BUDGET OUTTURN

Purpose

To present the forecasted revenue outturn for the West of England Joint Committee for the financial year 2021/22 based on data for the period April 2021 to 31 July 2021. The report covers the Local Enterprise Partnership (LEP) and Invest in Bristol and Bath (IBB) revenue budgets.

Summary

This report includes the following key information:

- Appendix 1 details the LEP forecasted revenue out-turn for the 2021/22 financial year based on information to the end of July 2021 which shows spend of £14.8m against an original budget of £6.0m. The difference of £8.8m is mainly due to the receipt of additional grant funding, (including Green Homes Grants), into the South West Energy Hub;
- Overall, the LEP and IBB revenue budgets are forecasted to balance at the end of the financial year;
- Total grants secured across the three-year period from 2021/22 – 2023/2024 is £19.2m. The authority has recently reviewed and updated the anticipated timing of spend against these grants and re-profiled the income accordingly as set out in Figure 1;
- The original 2021/22 budget for external grants was £4.7m. For the Growth Hub, (South West) Energy and Careers Hub, the authority has been successful, during the year, in significantly increasing the overall funding available. Estimated out-turn compared with the original budget for the 2021/22 financial year is set out in Figure 2;
- Accounting for approved committee drawdowns, the uncommitted balance of the LEP General Reserve currently stands at £723k;
- The West of England (Local Growth) Assurance Framework has been updated to incorporate updated government guidance and the inclusion of the forthcoming City Region Sustainable Transport Settlement;
- Principles for accessing the Revolving Infrastructure Fund have been developed and agreed amongst West of England Section 151 Officers as detailed in Appendix 2;
- Change requests for Local Growth Fund and Getting Building Fund projects are detailed for committee approval in Appendix 3 and change requests for Economic Development Fund projects are detailed in Appendix 4.

Impact of Covid-19 pandemic

The Combined Authority has actively reviewed its key activities and work programme to reflect changing priorities as a result of the Covid-19 pandemic. Specific issues relating to the Covid-19 situation that impact on or are addressed through this report are:

There is a potential impact on future year revenue budgets as activity is re-prioritised and focused on supporting economic recovery. Activity, and corresponding budgets, will be kept under regular review over the coming months.

Recommendations

Members of the Joint Committee are asked to:

- a) Note the LEP revenue outturn as set out in Appendix 1;
- b) Approve the updated Local Growth Assurance Framework;
- c) Approve the change requests for schemes within the Local Growth and Getting Building Fund programmes as set out in Appendix 3;
- d) Approve the change requests for schemes within the Economic Development Fund programme as set out in Appendix 4;
- e) Approve the treatment of the schemes within the RIF programme as set out in paragraph 2.11 and the RIF principles detailed in Appendix 2.

Contact officer: Malcolm Coe

Position: Director of Investment & Corporate Services

Email: Malcolm.Coe@westofengland-ca.gov.uk

REPORT TO: WEST OF ENGLAND JOINT COMMITTEE ITEM 14

DATE: 15 October 2021

REPORT TITLE: LEP & IBB BUDGET OUTTURN APRIL– JULY 2021

DIRECTOR: MALCOLM COE, DIRECTOR OF INVESTMENT AND CORPORATE SERVICES

AUTHOR: MALCOLM COE

Purpose of Report

- 1 This report presents the forecasted revenue outturn for the West of England Joint Committee for the financial year 2021/22 based on data for the period April 2021 to July 2021. The report covers the Local Enterprise Partnership (LEP) and Invest in Bristol and Bath (IBB) revenue budgets.

Impact of Covid-19 pandemic

- 2 The Combined Authority has actively reviewed its key activities and work programme to reflect changing priorities as a result of the Covid-19 pandemic. Specific issues relating to the Covid-19 situation that impact on, or are addressed through, this report are as follows:
 - (a) There is a potential impact on future year revenue budgets as activity is re-prioritised and focused on supporting economic recovery. Activity, and corresponding budgets, will be kept under regular review over the coming months.

RECOMMENDATIONS:

The voting on the following recommendations will be as follows:

The Joint Committee:

- a) **Notes the LEP revenue outturn as set out in Appendix 1;**
- b) **Approve the updated Local Growth Assurance Framework;**
- c) **Approve the change requests for schemes within the Local Growth and Getting Building Fund programmes as set out in Appendix 3;**
- d) **Approve the change requests for schemes within the Economic Development Fund programme as set out in Appendix 4;**
- e) **Approve the treatment of the schemes within the RIF programme as set out in paragraph 2.11 and the RIF principles detailed in Appendix 2.**

Background / Issues for Consideration

- 2 The West of England Combined Authority acts as the Accountable Body for a range of funding streams on behalf of the West of England Councils and LEP. The Combined Authority Financial Regulations require that it regularly reports on the financial monitoring position of these funds.

Local Enterprise Partnership Budget Out-turn

- 2.1 **Appendix 1** details the LEP revenue out-turn for the 2021/22 financial year based on actual information to the end of July 2021 which shows spend of £14.8m against an original budget of £5.98m. The difference of **£8.8m** is mainly due to the receipt and phasing of additional government grants in relation to the South West Energy Hub and associated Green Homes grant.
- 2.2 There is a forecast net underspend of £79k on core staffing due to greater costs allocated to specific projects which is partially offset by a shortfall in forecasted treasury income of £18k. The overall net revenue budget is forecasted to deliver a balanced position at year end.
- 2.3 Total grants attained across the three-year period is circa **£19.1m**. We continue to review and update the anticipated timing of spend against these grants and re-profile the income accordingly as detailed in *Figure 1*.

Figure 1: Analysis of LEP External Grants revised as @ July 2021

	2021/22 £000s	2022/23 £000s	2023/24 £000s	Total
Asylum Migration Integration Fund	120	0	0	120
Careers Hub	546	0	0	546
Creative Scale Up	471	145	0	616
EDF Business Case Review	61	61	62	184
(South West) Energy Hub	2,059	2,678	0	4,737
Green Homes grant	7,341	0	0	7,341
Growth Hub	850	0	0	850
Invest in Bristol and Bath	1,142	1,000	1,000	3,142
Infrastructure & Investment Plan	109	123	123	355
Low Carbon Challenge	273	380	0	653
LEADER	3	0	0	3
LEP Additional Capacity	185	145	0	330
One Public Estate	209	0	0	209
Skills Advisory Panel	75	0	0	75
Total	13,444	4,532	1,185	19,161

- 2.4 The original 2021/22 budget for external grants was £4.7m. For Growth Hub, Green Homes, (South West) Energy and Careers Hub, we have been successful, in significantly increasing the overall funding available as detailed in *Figure 2*.

Figure 2: Original 2020/21 Grant Budget compared to Year End Forecast.

	Budget 2021/22 £000s	Forecast 2021/22 £000s	Funding Difference £000s	Comments
Asylum Migration Integ. Fund	140	120	(20)	Re-phasing of expenditure
Careers Hub	178	546	368	Additional Funding
Creative Scale Up	473	471	(2)	Re-phasing of expenditure
EDF Business Case Review	61	61	0	
(South West) Energy Hub	902	2,059	1,157	Re-phasing of expenditure and additional funding
Green Homes grant	148	7,341	7,193	Additional Funding
Growth Hub	328	850	522	Additional Funding
Housing Advisers Programme	7	0	(7)	-
Invest in Bristol and Bath	1,000	1,142	142	Carried forward from 20/21
Infrastructure & Invest Plan	109	109	0	
Low Carbon Challenge	1,076	273	(803)	Funding transferred to capital expenditure
LEADER	0	3	3	-
LEP Additional Capacity	84	185	101	Carried forward from 20/21
One Public Estate	209	209	0	-
Skills Advisory Panel	0	75	75	Additional Funding
Totals	4,715	13,444	8,729	

- 2.5 In July 2020, the chancellor announced £2 billion of support through the Green Homes Grant, targeted at saving households money, cutting carbon and creating green jobs. The Combined Authority has received a total of £53.3m, (for the wider South West region), which comprises of £7.3m of revenue costs for delivering the scheme with the remainder being capital spend in terms of the grants provided. The terms of the government grant requires the spend to be fully incurred by the end of the 2021/22 financial year.

Drawdown from Reserves

- 2.6 The accumulated LEP Reserve, held by the Combined Authority as Accountable Body, was £1,002k at the beginning of the financial year. Accounting for drawdown and receipt of funds, as approved by the Joint Committee, the reserve balance is forecasted to be £723k. This is detailed in *Figure 3*:

Figure 3: LEP Reserve Balances £'000s

LEP Reserve balance b/fwd 1st April 2021	(1002)
Drawdown for Local Industrial Strategy – to deliver our region’s ambition to be a driving force for clean and inclusive growth.	77
Contributions towards LEP operating costs (to reduce the corresponding UA contribution for ‘match funding’ LEP Capacity Fund)	102
Drawdown for specialised work to develop an evidence based picture of current digital connectivity across the West of England	100
Forecasted LEP Reserve balance c/fwd 31st March 2022	(723)

Interest on Balance

2.7 Investment interest earned on LEP balances held relates entirely to cash holding of the Local Growth Fund, (LGF), and Getting Building Fund (GBF). LGF was fully exhausted, (as per the terms of the grant), by 31 March 2021, thereby LEP interest is now only calculated against a diminishing GBF balance along with any holding of general LEP reserves. As a result, forecasted interest at year end is £18k lower than the £50k income budget set. Forecasted income will continue to be reviewed regularly and updated in future budget monitoring reports to the Committee.

Local Growth Assurance Framework

2.8 A consistent approach has been developed for the identification, development, approval and change management for schemes seeking funding through the LEP Local Growth, Getting Building, Economic Development & Revolving Infrastructure Funds. This involves recommendations being made by the West of England Chief Executives, oversight by the LEP Board and formal decision making by the West of England Joint Committee. For schemes within the Economic Development Fund (EDF) advice is provided by the four Council S151 officers as part of the business case approval decision.

2.9 It is recognised that transparency, accountability and ensuring value for money must be central to these arrangements, and Government have set out their expectations in this regard in the ‘National Local Growth Assurance Framework’ guidance. The way that these requirements are met is set out in the [West of England Local Growth Assurance Framework](#) which has been updated to reflect updated guidance and the inclusion of the City Region Sustainable Transport Settlement.

Revolving Infrastructure Fund

2.10 Weston Business Quarter (WBQ)
An [Outline Business Case](#) was submitted by North Somerset Council for the Weston Business Quarter (WBQ) seeking funding through the Revolving Infrastructure Fund (RIF). The project will deliver the infrastructure and utilities required to service the remaining 30 acres of land which is yet to be developed and in the ownership of North Somerset Council in the WBQ, which is part of the J21 Enterprise Area. The project seeks to de-risk the site making it attractive for commercial development, enabling jobs and business rates growth and helping to facilitate future phases of The Food Works which was supported through the Local Growth Fund. In line with the delegation granted at the Committee meeting in June, the Outline Business Case was approved

by the Combined Authority Chief Executive in consultation with the West of England Chief Executives in July. Funding of £674k was awarded to progress the project to Full Business Case. There are RIF funds available to fund this initial award, and subject to the other repayments expected in 21/22 being made, full funding of an additional £10.4m could be accommodated within the RIF programme, (to be confirmed at Full Business Case). The RIF is a repayable fund and it is planned that funds would be returned from the land receipts over the period 24/25 to 28/29. The Assessment Summary Table is shown in Appendix 5.

- 2.11 A set of principles for the operation of the RIF have been produced, (in consultation with the region's Section 151 Officers), to maximise the opportunity to utilise funding on projects such as WBQ going forward. These principles are shown in Appendix 2. Three schemes have previously granted outline or conditional approval for RIF funding over recent years, namely the J21 Northbound Merge, J21 Queensway Junctions and Watershed Redevelopment. Given that these historic schemes have not been confirmed for funding, it is proposed that, if appropriate, they will need to re-enter the programme at some point in the future via the submission of a Business Case, should funding be available. Alternatively, these schemes may also progress through other funding opportunities.

Changes to Schemes within the LEP One Front Door Programme

- 2.12 The Joint Committee in October 2019 agreed to delegate approval of changes within stated tolerances for schemes within the approved programme to the Combined Authority Chief Executive in consultation with the Chief Executives of the constituent Councils. The changes to the LGF, EDF and RIF programmes which fall outside of these tolerances and require a Committee decision are set out in Appendix 3 and 4 respectively.

Consultation

- 3 Consultation has been carried out with the Chief Executives, West of England Section 151 Officers and the Combined Authority Monitoring Officer.

Other Options Considered

- 4 Value for Money and appropriate use of resources are constantly considered when allocating, monitoring and managing all revenue and capital budgets.

Risk Management/Assessment

- 5 This report forms a core part of the WECA's governance and risk management process. The forecast budgets presented in this report take account of known financial risks and their potential impact on the outturn financial position. The West of England Office agreement underpins the LEP; a Memorandum of Understanding between the four West of England UAs underpins the IBB service. These agreements deal with the risk sharing mechanisms between the four West of England councils. For all other WoE budgets administered by the WECA, it acts as "agent" with a straight pass through of funding and related costs.

Public Sector Equality Duties

- 6 The public sector equality duty created under the Equality Act 2010 means that public authorities must have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the Act.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.
- 6.1 The Act explains that having due regard for advancing equality involves:
- Removing or 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.
- 6.2 The general equality duty therefore requires organisations to consider how they could positively contribute to the advancement of equality and good relations. It requires equality considerations to be reflected in the design of policies and the delivery of services, including policies, and for these issues to be kept under review.
- 6.3 There are no specific 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

- 7 On 19 July 2019, the West of England Combined Authority declared a climate emergency, recognising the huge significance of climate change and its impact on the health, safety and wellbeing of the region's residents. The Combined Authority is committed to taking climate change considerations fully into account as an integral part of its governance and decision-making process.

Each report/proposal submitted for Combined Authority / Joint Committee approval is assessed in terms of the following:

Will the proposal impact positively or negatively on:

- * The emission of climate changing gases?
- * The region's resilience to the effects of climate change?
- * Consumption of non-renewable resources?
- * Pollution to land, water or air?

Particular projects will also be subject to more detailed environmental assessment/consideration as necessary as part of their detailed project-specific management arrangements

- 7.1 Several of the specific LEP workstreams have a strong focus on improving climate change especially the *South West Energy Hub*, *Green Homes Grant*, *Low Carbon Challenge Fund* and *One Public Estate*. Where funds are allocated as grants to local

businesses and organisations, the criteria used to prioritise funding allocations will incorporate climate improvement.

Finance Implications, including economic impact assessment where appropriate:

- 8 The financial implications are contained within the body of the report. The LEP and IBB functions support the economic growth and vitality of the region.

Advice given by: Malcolm Coe, Director of Investment & Corporate Services

Legal Implications:

- 9 This report monitors how the Local Enterprise Partnership (LEP), and Invest in Bristol and Bath (IBB) revenue budgets are performing against the financial targets as set in January 2021 through the Budget setting process.

Advice given by: Shahzia Daya, Director of Legal Services

Human Resources Implications:

- 10 Fixed term contracts are applied where staff are appointed against specific LEP grant funding streams that are time limited in nature.

Advice given by: Alex Holly, Head of Human Resources

Appendices

Appendix 1: LEP revenue Out-turn position

Appendix 2: Principles for the operation of the Revolving Infrastructure Fund

Appendix 3: Change Requests Recommended for Approval – LGF and GBF

Appendix 4: Change Requests Recommended for Approval – EDF and RIF

Appendix 5: Business Case Assessment Summary Table - Weston Business Quarter

Background papers:

LEP Revenue Budget Setting Report 2021/22 – Joint Committee 29 January 2021

West of England Combined Authority Contact:

Any person seeking background information relating to this item should seek the assistance of the contact officer for the meeting who is Ian Hird on 07436 600313; email:

democratic.services@westofengland-ca.gov.uk

LEP Budget Monitoring Out-turn as at July 2021

	2021/22 Budget £'000s	2021/22 Forecast £'000s	Variance £'000s
Core staff and related overheads	1,262	1,183	(79)
<u>Project Spend</u>			
Staff	1,791	3,021	1,230
Services and third-party payments	2,482	10,081	7,599
Overheads	442	522	80
Total Expenditure	5,977	14,807	8,830
Funded by:			
UA Contribution	440	440	0
Other Government Grants	4,715	13,444	(8,729)
RIF Admin Grant	112	112	0
DCLG Core & Capacity Grant	500	500	0
Interest on Balances	50	32	18
Use of Reserves	160	279	(119)
Total Income	6,977	14,807	(8,830)
Surplus	0	0	0

Principles for the operation of the Revolving Infrastructure Fund

- 1) The general presumption is that funding awarded through the RIF is:
 - a) For capital projects (including any repayable revenue associated with developing or promoting such projects)
 - b) Repayable in order to replenish the pot available to support future projects and retain this as a funding mechanism going forward.
- 2) Business Cases submitted seeking to access the RIF should clearly commit to repayment and set out the profile of this repayment which will be embodied in the grant offer letter. Such repayments should be made within 5 years of the completion of the project to maximise the opportunity for the fund to revolve, or exceptionally within 10 years. Such repayments will be underwritten by the relevant Council.
- 3) Funding for new projects will be:
 - a) Indicatively allocated to the programme at Outline Business Case stage as notional commitments, including expected payments and repayments. These will remain as commitments with funds held in abeyance unless the project is withdrawn, or the project does not progress to Full Business Case within a year of Outline Business Case approval.
 - b) Only be confirmed at Full Business Case where funds already held by the Combined Authority can accommodate this, without relying on future repayments, unless the risk is accepted by the Combined Authority and this is acknowledged as part of the decision at the Joint Committee.
- 4) All RIF applications need to be made by one of the constituent Councils or the Combined Authority, aside from where an application by another party is underwritten by one of the authorities.
- 5) Projects may exceptionally be considered for funding which is not repayable where there is West of England scale impact. These exceptional projects will be limited to £1m in any financial year. Such proposals will first be considered and agreed by the West of England Section 151 Officer group prior to any Committee decision.
- 6) Any wholly revenue proposals exceptionally submitted will have regard to the amount of RIF funding held which can be considered as revenue within the overall RIF balance. To date this has been considered that part of the RIF which is repaid from the Economic Development Fund
- 7) Aside from the circumstances in 8) below, all RIF repayments will be made in line with the profile agreed as part of the business case, and included in the offer letter, and these need to be underwritten by the Councils. Any exceptional request for reprofiling will need to be agreed by the Joint Committee in line with the terms of the grant offer letter.
- 8) Should the balance of EDF funding and commitments impact on the ability of the EDF to repay the RIF as profiled, the Business Rates Pooling Board may exceptionally request deferral of these repayments. The impact on the RIF and a refreshed summary table will be reported to the next Section 151 Officer meeting to provide transparency on the impact of the decision.
- 9) The Combined Authority will submit a request for the repayment for the given financial year in April, unless a request has been received to delay this to later in the year.

- 10) A six-monthly update on the RIF summary table including recent payments, repayments and balances, progress against milestones and outputs, and any issues or risks will be presented to the S151 Officer group. This will provide a regular forum to discuss headroom, emerging Business Cases and the opportunity for new propositions to be brought forward.

Change Requests Recommended for Approval

Local Growth Fund and Getting Building Fund

- **Portway Station**
Milestones: Delay of 3 months to signing of the offer letter, construction and operation and descopeing of amenity building.
Cost: Increase in match funding of £281k and overall total cost from £3.915m to £4.196m
- **Weston-Super-Mare Town Centre Transport Enhancement Scheme**
Cost: Increase to total project cost of £215k due to ground conditions to be met from other sources. Change to cost categories for Design and Supervision fees from £440k to £1.061m and Risk from £600k to £193k.
- **Umbrella**
Milestones: Delays of 3 – 5 months including completion of fibre build and network promotion.
Cost: Increase in cost of £400k due to delays and additional costs associated with power and fibre connectivity, restrictions from safe working and future proofing connectivity. Increase to be met from GBF to be spent in 21/22. £340k swop of EDF for GBF to be spent in 21/22. [Revised LGF/GBF profile £771k 19/20, £2.749m 20/21 and £552k 21/22, total £4.072m. Revised EDF profile £13k 21/22]
- **Emersons Green Local Transport Enhancements**
Milestones: Delays of 3 – 15 months for completion of various works including bridge refurbishments and sustainable transport.
Costs: Reprofiling £1.729m from 21/22 to 22/23. £592k of GBF swapped with EDF with £142k additional EDF [Revised GBF profile £1.378 to 20/21 and £1.022m 21/22, total £2.4m and revised EDF profile £767m 21/22 and £1.883m 22/23, total £2.65m]
- **A4018 Corridor Improvements**
Milestones: Delays of 5-7 months including procurement and construction,
Cost: Increase of overall cost by £517k and match funding increase to £4.38m.
- **South Gloucestershire Sustainable Transport Package**
Milestones: Delays of 5-8 months to delivery of transport and improvements schemes
Cost: Spend reprofile of £316k EDF from 21/22 to 22/23 [revised profile £235k 21/22, £316k 22/23, total £551k]
- **Institute for Advanced Automotive Propulsion Systems (IAAPS)**
Milestones: Delays of up to 12 months to advisory board, construction completion and operation.
- **Keynsham Town Centre** - £252k of EDF to be swapped for GBF [revised GBF profile £170k 19/20, £230k 20/21, £1.1m 21/22, total £1.5m]

Change Requests Recommended for Approval

Economic Development Fund

- **Avonmouth Severnside Ecology Mitigation & Flood Defences** – changes to profile including reprofiling £5.066m of EDF from 21/22 to 22/23 [revised EDF profile £11.776m pre 20/21, £7.869m 21/22, £22.139m, 22/23, £4.955m 23/24 and £17.162m 24/25+, total £63.9m]
- **Temple Quarter Enabling Works**
Scope: Significant changes to the project including descoping of Southern access improvement and new scope of £1.26m allowance for a construction haul road and river wall repairs.
Milestones: Delays of 6 months for project completion due to rework and changing scope of the project.
Cost: Change of cost categories and spend reprofile of £23m from 19/20, 20/21 and 21/22 into 22/23 [revised EDF profile £413k 19/20, £593k 20/21, £5.473m 21/22, £18.46m 22/23, £7.06m 23/24, total £32m]

Revolving Infrastructure Fund

No changes to report

Appendix 5 - Business Case Assessment Summary Table

Scheme Details		Appraisal Summary		Recommendation/ Conditions	
Project Name	Weston Business Quarter	Strategic Case	<p>The Weston Business Quarter (WBQ), and is an established commercial location, with most plots on neighbouring land built out and occupied and the recent opening of The Food Works, food and drink innovation centre, generating a spike in investor interest.</p> <p>The site is part of the J21 Enterprise Area, one of six Enterprise Zones and Areas agreed as priority locations for commercial growth across the West of England.</p> <p>Funding is sought to fund infrastructure and utilities to service the remaining some 30 acres of land which is yet undeveloped and in the ownership of North Somerset Council.</p> <p>The plots benefit from the previous public funded RIF flood protection scheme, but ground raising will still be required in line with the adopted flood protection strategy for the area.</p>	Funding Source(s)	Revolving Infrastructure Fund
Scheme Promoter	North Somerset Council	Subsidy Control	Advice has been provided which concludes that the Council will not be an economic actor when delivering the enabling scheme on the basis that it will be doing so in its capacity as a public authority discharging a statutory function. In addition, a significant proportion of the funding will be used to fund the construction or improvement of roads which will be adopted by the Council as highway authority as open access infrastructure. This is accepted by the Combined Authority, noting that the risk sits with the Council.	Approval Requested	Outline Business Case
Date of Submission	26/4/21	Economic Case and	The City Deal monitoring and forecasting refresh (2019) modelled that by 2036 the totality of WBQ would see the creation of 914,000 ft ² of commercial floor space, creating 1,700 direct jobs and GVA of £140m.	Grant Award	£674k to develop the

Funding Requested	£674k	Value for Money	<p>The Council's development land enabled by this proposal, comprises some 40% of the developable land within WBQ, proportionately equating to 760 jobs and £62.6m GVA across some 408,500 ft² of floor space. This equates to GVA per £ of investment of £5.65.</p> <p>A more detailed economic appraisal should be provided with the Full Business Case including the acceleration delivered by this proposal and the attribution of benefits between this and the previously funded flood relief proposal.</p> <p>Confirmation has been provided by NSC's s151 officer that the business case has been approved and endorsing the value for money statement.</p>		Full Business Case
Total Scheme Cost	£11.078m (£674k FBC Development; £10.404m Works, Fees and Risk; £150k Site Management, Marketing and Disposal)	Risk	<p>An allowance of £1.326m has been made for risk and contingency being some 13% of the capital cost.</p> <p>A risk register has been provided which identifies 12 key risks.</p> <p>RIF funding is repayable (including the funding to develop the Full Business Case) and repayment will need to be underwritten by the Council. The proposed profile of repayment is £1.88m 24/25, £2.924m 25/26, £1.796m 26/27, £1.284m 27/28 and £3.194m 28/29.</p>	Grant Recipient	NSC
Match Funding %	0% (but revolving)	Delivery	<p>All land for this project is in the freehold ownership of the Council. Planning consent for infrastructure and services will be required, anticipated to be secured in Dec 2021, with start on site in Apr 2022 and completion in Sep 2023.</p> <p>The procurement strategy for the works is to be developed further as part of the Full Business Case.</p> <p>On completion of roads and utilities, it is expected that the infrastructure will be adopted and maintained as a standard part of the Council's estate. Revenue funding is sought to cover the marketing and management costs until all plots are occupied.</p>	Payment Basis	Quarterly in arrears on defrayed expenditure

<i>Scheme Description</i>	<i>Recommendation to Chief Executives</i>	Approval of the Outline Business Case
<p>The project will provide the infrastructure and utilities to service the remaining as yet undeveloped land, enabling this to be split into smaller, more desirable plots through provision of the following:</p> <ul style="list-style-type: none"> • Utility servicing, • Upgrading the existing access road, • A new road to connect the access road to the existing access to other plots, • Road spurs to each plot, • Opening of existing rhyne (drainage channel), and relocation of a rhyne that subdivides one of the largest plots, • Realignment of services into combined utilities corridor (subject to feasibility studies), • Improve site security and management, • Surcharge ground level to mitigate future flood level. 	<i>Conditions of Approval</i>	None

Record of Approval

WECA S73 Officer		Chief Executives	
Name	Malcolm Coe	Date of Meeting	28 July 2021
Date	23 July 2021	Decision	Approval of the Outline Business Case
Signature			

This page is intentionally left blank



WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE

ITEM 15

15 October 2021

REPORT SUMMARY SHEET

WEST OF ENGLAND COMBINED AUTHORITY AND MAYORAL BUDGET OUTTURN REPORT

Purpose

To present the revenue budget forecasted outturn information for the West of England Combined Authority and the Mayoral budget for the financial year 2021/22 based on data for the period April 2021 to 31 July 2021.

Summary

This report includes the following key information:

- Appendix 1 sets out the Mayoral Fund's forecast revenue out-turn position for the 2021/22 financial year, which, overall, is balanced budget at year end.
- Appendix 2 sets out the Combined Authority's forecast revenue outturn position for the 2021/22 financial year which, overall, is projecting an end of year surplus of £133k. Main variations relate to underspending against transport operations funding and surplus income from investments offset by a significant shortfall against the Combined Authority's budgeted income for the West of England 100% Business Rates Retention pilot;
- Appendix 3 sets out the revised 3-year forecasted revenue spend on Investment Fund projects and Appendix 4 details the increase in approved project funding for 2021/22 compared to the budget that was set in January 2021.

Impact of Covid-19 pandemic

The Combined Authority has actively reviewed its key activities and work programme to reflect changing priorities as a result of the Covid-19 pandemic. Specific issues relating to the Covid-19 situation that impact on or are addressed through this report are as follows:

- The achievability of business rates growth targets will be kept under regular review as we move out of the pandemic. This has a direct impact on a proportion of WECA's core operating revenue budget.
- Concessionary fare payments to bus operators have been made in line with budgeted profile to maintain continuity of service, along with contract payments for supported bus services and payments to community transport providers.
- Payments to Adult Education providers have also been made in line with budgeted profile to maintain stability of the provider base.
- Activity, and corresponding budgets, will be kept under regular review over the coming months with government advice and guidance taken into consideration.

Recommendations

Members of the Combined Authority Committee are asked to:

- (a) Note the Mayoral Fund forecasted revenue outturn as detailed in Appendix 1.
- (b) Note the Combined Authority forecasted revenue outturn as detailed in Appendix 2.

Contact officer: Malcolm Coe

Position: Director of Investment & Corporate Services

Email: Malcolm.Coe@westofengland-ca.gov.uk

ITEM 15

REPORT TO: WECA COMMITTEE

DATE: 15 OCTOBER 2021

**REPORT TITLE: WEST OF ENGLAND COMBINED AUTHORITY &
MAYORAL BUDGET OUTTURN APRIL – JULY 21**

**DIRECTOR: MALCOLM COE, DIRECTOR OF INVESTMENT AND
CORPORATE SERVICES**

AUTHOR: MALCOLM COE

Purpose of Report

- 1 This report presents the revenue budget financial outturn information for the West of England Combined Authority and the Mayoral budget for the financial year 2021/22 based on data for the period April to July 2021.

Impact of Covid-19 pandemic

- 2 The Combined Authority has actively reviewed its key activities and work programme to reflect changing priorities as a result of the Covid-19 pandemic. Specific issues relating to the Covid-19 situation that impact on, or are addressed through, this report are as follows:
 - (a) The achievability of business rates growth targets will be kept under regular review as we move out of the pandemic. This has a direct impact on a proportion of the Combined Authority's core operating revenue budget;
 - (b) Concessionary fare payments to bus operators have been made in line with budgeted profile to maintain continuity of service, along with contract payments for supported bus services and payments to community transport providers.
 - (c) Payments to Adult Education providers have also been made in line with budgeted profile to maintain stability of the provider base.

Activity, and corresponding budgets, will be kept under regular review over the coming months with government advice and guidance taken into consideration.

Recommendations

The West of England Combined Authority Committee:

- (a) Notes the Mayoral Fund forecasted revenue outturn as detailed in Appendix 1;

(b) Notes the Combined Authority forecasted revenue outturn as detailed in Appendix 2;

3. Mayoral Fund Revenue Budgets

- 3.1 **Appendix 1** details the Mayoral Fund's forecast outturn revenue position for the 2021/22 financial year based on actual information to the end of July 2021, which, overall, is £3.5m lower than the original budget due to reduced DfT Highways Capital Maintenance funding (which is passported to the constituent authorities).
- 3.2 Since 2017/18 the funding source for Highways Capital Maintenance Grants has been the West of England Combined Authority's 100% Business Rates Retention pilot. This amount has been consistent at £17.5m for the last four financial years. The Combined Authority approved its 2021/22 budget on 29th January 2021 having received confirmation that the region's Business Rates Retention pilot would roll forward, (on a like for like basis), for one final year.
- 3.3 However, in early March 2021 the Department of Transport, (DfT), notified the Combined Authority that the region's Capital Highways maintenance funding would be reduced by 20% to £14.06m which was enacted through a negative adjustment of £3.5m to our Business Rates tariff charge for 2021/22. This reduction is in line with similar allocations across the country. The Mayoral budget for 2021/22 has therefore been amended to reflect this reduction in funding.
- 3.4 As budgeted, a transfer of £396k was made in year to the Election Reserve against which the full amount will be drawn down in 2021/22 following the May 2021 Combined Authority Mayoral election.

4. West of England Combined Authority Revenue Budgets

- 4.1 **Appendix 2** details the Combined Authority's estimated revenue outturn position for the 2021/22 financial year based on actual information to the end of July 2021, which, overall, is projecting an end of year surplus of **£133k**. The main points to note are:

Transport Levy and Operations

- 4.2 The Transport Levy for 2021/22 was approved by the WECA committee on 29 January 2021 at £21.455m. This revenue levy, funded by the Unitary Authorities, reflects a 'like for like' service based on known and estimated demand for the financial year. An uplift of 2% was added to the budget to reflect projected increases in service costs and demand.
- 4.3 Since the January committee, the total levy has reduced slightly by £64k to £21.391m which reflects £36k reduced concessionary fares and £28k reduced supported bus services capacity in relation to North Somerset Council's contribution to the regional operational transport budget (accounted for through an annual recharge).

Figure 1: Transport Levy for 2021/22

Authority	Original 2021/22 Levy £000s	Post Jan21 committee adj. £000s	Revised 2021/22 Levy £000s
B&NES	5,194	0	5,194
BCC	10,261	0	10,261
SGC	4,014	0	4,014
Total Levy	19,469	0	19,469
NSC	1,986	-64	1,922
Total	21,455	-64	21,391

- 4.4 Transport operations continue to be significantly impacted through reduced patronage and amended provider routes as a result of the Covid pandemic. Government grants for supporting bus operations have been received within year although such grants are uncertain in terms of their future value and duration. At this point in time, a net £450k underspend, (difference between Levy income, grants received and spend), is expected in 21/22 in the areas of Concessionary Fares and Community Transport.
- 4.5 However, this underspend does not fully account for anticipated financial pressures in Supported Bus Services for the second half of the financial year. The Levy funding has, to date, been topped up by the Government's Covid-19 Bus Services Support Grant (CBSSG). However, from September 21, this has been succeeded by the Bus Recovery Grant (BSG) at a significantly lower value. We are still working through the impact of this 'shift' in funding source, and level, and will report a more accurate overall forecast to the next committee cycle.
- 4.6 With continued uncertainty surrounding future bus patronage and costs associated with re-tendering existing bus routes unknown, it is important that a reasonable reserve is maintained to manage any peaks and troughs throughout 2021/22. Forecasted underspending and potential demands against the transport reserve will be regularly reviewed throughout the year with the Constituent Authority Section 151 Officers kept fully apprised.

Variations on Project Spend

- 4.7 Since the budget was set, various Investment Fund revenue schemes have been reviewed and rephased over financial years with a revised three-year revenue forecast for all investment fund projects detailed in **Appendix 3**.
- 4.8 In year spend on projects is forecasted to be **£19.6m** higher than originally budgeted with the main variations being various new approved projects which have been added since the budget was approved in January 2021 as detailed in **Appendix 4**.
- 4.9 £4.1m revenue has been awarded to the Combined Authority by DfT to prepare for the significant five-year City Region Sustainable Transport Settlement. The profile of spend for this funding is still being worked through and will be added to the revenue budget through the next WECA Committee cycle.

Adult Education Budget

- 4.10 Final figures for the Adult Education Budget for WECA were announced subsequent to setting the 2021/22 revenue budget with an extra £1.4m for the financial year which has been targeted, and fully deployed, against priority areas of adult education provision.

Interest on Balances

- 4.11 An income budget of £1.03m was set in relation to the interest that the Combined Authority earns from investing cash balances held. Whereas interest rates have dropped to record low levels over recent months, through a number of 'forward deal' investments and longer-term placements in property and equity funds, we continue to significantly out-perform this income target. The forecast position for 2021/22 is a treasury surplus of **£0.5m**.
- 4.12 As approved by the WECA Committee in January 2021, an earmarked £400k Treasury Management Reserve has been created to cover the risk of capital losses, volatility on future income returns and lower interest rates payable in 2021/22 and beyond.

Drawdown from Reserves

- 4.13 Drawdowns from earmarked reserves of **£1,006k** are included in the forecast income for 2021/22 as detailed in *Figure 2*.

Figure 2: Drawdown from Earmarked Reserves

Transfer from Reserves	£000s
Central overhead apportionment 20/21	191
Accommodation Project	221
Website Design and Delivery	98
Mayoral Capacity Funding 18/19 & 19/20	222
Brexit Funding	68
M(Mayoral)9 contributions	108
Capital Delivery Programme Management Office (PMO)	98
	1,006*

*Excludes £400k transfer from BRR reserves as approved by Committee in January 21

- 4.14 The Combined Authority General Reserve, as at 31 March 2022, is expected to be £1.195m which is less than 3% of the 2021/22 revenue budget. The future revenue position remains volatile whilst core operating costs are funded through temporary sources such as Mayoral Capacity Fund and Business Rates Retention pilot share.

- 4.15 Although there is no explicit guidance on the appropriate level of unearmarked financial reserves that an authority should retain, general practice suggests that these should be in the region of 5% of the annual net revenue budget. The Combined Authority's revenue budget for 2021/22, as approved by Committee on 29 January 2021, is £56.7m against which 5% would represent **£2.8m**. As such, our current reserve holding is proportionately low and we will continue to review opportunities for further contributions.
- 4.16 Business Rate Growth has slowed down in the region, even prior to the Covid situation, which will have a negative impact on future income projections. The Combined Authority's share of the business rates retention pilot is 5%, budgeted at £1.2m for 2021/22 which is unlikely to be achieved. Although the committee approved a drawdown of £400k against the Business Rates Retention Reserve in January 2021, the cumulative impact of actual rates received in the region along with government tariffs indicate that we could incur a shortfall of circa £979k by the end of the current financial year. The Combined Authority's business rates retention share is dependent on the actual returns of the individual constituent authorities which have been further complicated over the last 18 months due to various Covid related government grants received as compensation for business rate income losses. The Section 151 Officers have commissioned a short piece of analysis work, from industry specialists Pixel, to better understand how the Combined Authority's share of the retention pilot should be apportioned in 2021/22.

Specific Grants and Reserves

- 4.17 WECA continues to attract a variety of specific grants and funding through several different sources. The revenue budget for 2021/22 and Medium-Term Financial Forecast, as approved in January 2021, set out all revenue budgets and anticipated spend up to the period to March 2023.

Summary Revenue Budget position for WECA

- 4.18 The overall forecast position for the Combined Authority revenue budget for 2021/22 is a **£133k** surplus at year end which is mainly due to higher income received from investing cash balances and Integrated Transport Levy underspend. However, this forecast does rely on a drawdown of £400k against the business rates reserve to partially address specific income shortfalls in this area.
- 4.19 The year end forecast also assumes that any material losses attributable to the Combined Authority through the Business Rates Retention pilot will be partially offset through end of year transport savings through the levy (which, if materialised, would require future committee approval).

Consultation

- 5 Consultation has been carried out with the Monitoring Officer, Chief Executives, and S151 Officers across the three constituent authorities. Regular meetings are held with the Finance Directors across the region in terms of material financial matters.

Other Options Considered

- 6 Value for Money and appropriate use of resources are constantly considered when monitoring and managing all revenue and capital budgets.

Risk Management/Assessment

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

Public Sector Equality Duties

- 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 All key service delivery functions continue to be delivered by the relevant constituent councils and impact assessments for service delivery, particularly highways and transport are included as appropriate within their individual Budget reports.

Climate Change Implications

- 9 On 19 July 2019, the West of England Combined Authority declared a climate emergency, recognising the huge significance of climate change and its impact on the health, safety and wellbeing of the region's residents. The Combined Authority is committed to taking climate change considerations fully into account as an integral part of its governance and decision making process.

Each report/proposal submitted for Combined Authority / Joint Committee approval is assessed in terms of the following:

Will the proposal impact positively or negatively on:

- * The emission of climate changing gases?
- * The region's resilience to the effects of climate change?
- * Consumption of non-renewable resources?
- * Pollution to land, water or air?

Particular projects will also be subject to more detailed environmental assessment/ consideration as necessary as part of their detailed project-specific management arrangements

- 9.1 The criteria applied for the drawdown of investment funding incorporates the impact that any proposed project will have on climate change. Spend on infrastructure projects in particular has a strong focus on improving the availability, and coverage, of public transport whilst reducing congestion on the region's roads.

Finance Implications, including economic impact assessment where appropriate:

- 10 The financial implications are contained within the body of the report. There are no direct economic impacts arising as a result of this report (although capital investment will ultimately deliver significant economic benefit to the region).

Advice given by: Malcolm Coe, Director of Investment & Corporate Services

Legal Implications:

- 11 This report monitors how the Combined Authority and the Mayoral Fund are performing against the financial targets set in January 2020 through the Budget setting process in accordance with the WECA Order 2017 and the Combined Authorities Financial Order 2017.

Advice given by: Shahzia Daya, Director of Legal Services

Human Resources Implications:

- 12 All spend on staffing is within the budget and resources as approved by the WECA 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 Human Resources

Appendices & Background papers:

Appendix 1: Mayoral Fund Revenue Outturn

Appendix 2: WECA Revenue Outturn

Appendix 3: Revised 3-year forecasted revenue spend on Investment Fund projects

Appendix 4: Variations in spend on Projects

West of England Combined Authority Contact:

Any person seeking background information relating to this item should seek the assistance of the contact officer for the meeting who is Ian Hird on 07436 600313; or by email:

democratic.services@westofengland-ca.gov.uk

APPENDIX 1

Mayoral Fund April to March 2022			
	2021/22 Budget £'000s	2021/22 Outturn £'000s	Variance £'000s
Staff	211	211	0
Premises Services	13	13	0
Support Services	15	15	0
Supplies & Services	10	10	0
Project Spend	0	0	0
	249	249	0
Mayoral Election Costs	396	1,284	(888)
<u>Contribution to Highway Grants</u>			
Integrated Highway	5,183	5,224	41
Highway Maintenance Grants	10,254	7,071	(3,183)
Highway Incentive Grants	2,135	1,768	(367)
	17,572	14,063	(3,509)
Total Expenditure	18,217	15,596	(2,621)
<u>Income</u>			
Business Rates Retention Pilot	17,572	14,063	(3,509)
Election Reserve	0	888	888
Funding Contribution from WECA	645	645	0
Total Income	18,217	15,596	(2,621)
NET TOTAL - Under / (Over) Spent	0	0	0

APPENDIX 2

WECA Fund April to March 2022			
<u>Expenditure</u>	Budget £'000s	Outturn £'000s	Variance £'000s
Staff (WECA)	6,763	6,945	182
Staff (Projects)	1,335	1,320	-15
Staff Total	8,098	8,265	167
Supplies and Services (WECA)	1,374	2,807	1,433
Supplies and Services (Projects)	5,456	11,891	6,435
Supplies and Services Total	6,830	14,698	7,868
Third Party Payments (Projects and Levy)	43,824	58,702	14,878
Overhead	-464	-646	-182
Recharge Income	-1,727	-1,217	510
Reserve	151	151	0
Total Expenditure	56,712	79,953	23,241
<u>Income</u>			
Levy transport Function	21,455	21,392	-63
Business Rate Retention	1,200	221	-979
Government Grants	18,720	25,512	6,792
Investment fund	14,307	30,425	16,118
Interest on balances	1,030	1,530	500
Transfer from Reserves	0	1,006	1,006
Total Income	56,712	80,086	23,374
NET TOTAL	0	133	133

APPENDIX 3

3-year Revenue Forecast for Investment Funded Projects

	2021/22	2022/23	2023/24	Total
	<u>£000s</u>	<u>£000s</u>	<u>£000s</u>	<u>£000s</u>
Investment Fund managed by WECA				
BTQ JDT	55	0	0	55
Transport Integration – strategic capacity	273	273	0	546
Mass Transit	988	0	0	988
Integrated Smart Ticketing	205	0	0	205
Strategic Park & Ride Outline Business Case	150	0	0	150
Bus Strategy	200	600	0	800
Future Transport Zone	63	2,138	1,454	3655
Strategic Rail Investment	170	10	0	180
Local Walking and Cycling	80	0	0	80
Step Free Stations	97	0	0	97
10 Year Rail Delivery Plan	340	130	0	470
Bristol to Bath Strategic Corridor	320	0	0	320
SDS/LTP Shared Evidence Base	2,554	829	313	3,696
Strategic Master-Planning development	75	75	0	150
Strategic Master-planning North Fringe	90	0	0	90
Strategic Master-planning South West Fringe	225	0	0	225
Strategic Green Infrastructure	300	0	0	300
High Street Catalyst	690	120	0	810
Future Bright extension of project	1,200	1,200	1,100	3,500
Workforce for the Future (WTF)	1,102	1,485	915	3,502
WTF European Match funding	1,102	1,485	915	3,502
LIS Productivity Challenge	1,449	1,169	0	2,618
Cultural Strategy	4	0	0	4
Research & Innovation Challenge Fund	107	34	16	157
Small Business Resilience Grant Programme	947	3	0	950
West of England Talent Retention Platform	144	56	0	200
Post-16 Education & Skills Delivery Inf. Analysis	50	0	0	50
Innovation for Renewal and Opportunity	2,030	2,534	1,152	5,716
Digital Skills Investment Programme CQ	1,953	47	0	2,000
Culture and Creative Economic Fund CR	2,000	0	0	2,000
Careers Hub 2021-22	180	0	0	180
Community Recovery Fund	840	660	0	1,500
Mayoral Office & Elections	644	644	644	1,932
Sub Total:	20,627	13,492	6,509	40,628

	2021/22	2022/23	2023/24	Total
	£000s	£000s	£000s	£000s
Investment Fund managed through UAs				
South Glos by-pass feasibility	73	0	0	73
Yate Urban Living Master-Planning	225	0	0	225
B&NES High Streets - Pilot	148	0	0	148
SGC High Streets - Kingswood	64	0	0	64
Freezing Hill Lane: A420 to Bath	25	0	0	25
Temple Meads Masterplan	678	0	0	678
Realising Talent [NEET]	197	118	0	315
South Bristol Enterprise Support and Workspace	171	180	0	351
Working Well Institute	500	0	0	500
Manvers Street Regeneration	250	0	0	250
North Keynsham Master-planning	123	0	0	123
East Fringe Master Plan	300	50	0	350
Sevenside Master Plan	200	100	0	300
Parkway Station Master Plan	250	0	0	250
Frome Gateway & City Centre	800	0	0	800
Western Harbour	155	0	0	155
Charfield Station	334	0	0	334
Bath Riverline	122	0	0	122
WE Work for Everyone	491	381	17	888
WE Work for Everyone European Match	491	381	17	888
South Bristol Industrial Light Workspace	644	2,228	320	3,192
Reboot West	121	330	233	684
North Fringe Public Infrastructure Package	300	0	0	300
Milsom Quarter Masterplan	434	0	0	434
The Coach House BAME Enterprise & Social Enterprise Hub	40	57	0	97
SEND Careers Info. and Guidance Collaboration Pilot	20	0	0	20
Bristol City Centre & High Streets	865	1,837	23	2,725
Thornbury High Street Public Realm	200	0	0	200
Investment Fund managed through third parties				
South West Institute of Future Technologies	162	0	0	162
Centre for Digital Engineering Tech & Innovation	3,008	637	0	3,645
Sub Total:	11,391	6,299	610	18,298
TOTAL	32,018	19,791	7,119	58,926
Investment Fund	30,425	17,925	6,187	54,536
Match Funding	1,593	1,866	932	4,390
	32,018	19,791	7,119	58,926

APPENDIX 4

<u>Project</u>	<u>Budget</u> <u>£000</u>	<u>Forecast</u> <u>£000</u>	<u>Variation</u> <u>£000</u>
Innovation for Renewal and Opportunity	0	2,030	2,030
Culture and Creative Economic Recovery Fund	0	1,983	1,983
Digital Skills	0	1,880	1,880
Small Business Resilience Grant Programme	0	947	947
Business Growth Grants	0	900	900
Bristol City Centre & High Streets	0	865	865
Community Recovery Fund	0	818	818
Feasibility: Frome Gateway & City Centre	0	800	800
Productivity Challenge	221	1,021	800
Mass Transit Options	0	796	796
Feasibility: High Streets Renewal Catalyst Fund	0	690	690
Feasibility: Temple Meads Masterplan	0	678	678
South Bristol Industrial Light Workspace	0	644	644
Feasibility: Working Well Institute	0	500	500
Milsom Quarter Masterplan	0	434	434
Western Gateway Sub-National Transport Body	159	584	425
Feasibility: Strategic Development Strategy	1,278	1,639	362
10 Year Rail Delivery Plan	0	340	340
Future Bright	0	329	329
Bristol to Bath Strategic Corridor	0	320	320
Feasibility: East Fringe Master Plan	0	300	300
North Fringe Public Infrastructure Package	0	300	300
Centre for Digital Engineering Technology & Innovation	2,720	3,008	288
Feasibility: Charfield Station	72	334	262
Feasibility: Manvers Street Regeneration	0	250	250
Feasibility: Parkway Station Master Plan	0	250	250
E-Cycle Extension	0	248	248
Feasibility: Severnside Master Plan	0	200	200
Thornbury High Street Public Realm	0	200	200
Careers Hub 2021-22	0	180	180
Feasibility: Yate Urban Living Opportunity Area	60	225	165
Made Smarter/Supply Chain	0	160	160
Feasibility: SDS - Transport Evidence Base	549	704	155
Feasibility: Western Harbour	0	155	155
BIF (non-ERDF)	0	150	150
Feasibility: B&NES High Streets - Pilot	0	148	148
Talent Retention Platform	0	144	144
Feasibility: Bath Riverline	0	122	122
Reboot West	121	121	0
Future Bright Plus	1,031	1,143	112
SME Grant and Talent Retention	0	103	103
Bus Services Improvements	0	100	100
Feasibility: Strategic Green Infrastructure	104	184	80
Feasibility: Coalpit Heath/Westerleigh Bypass and Frampton Cotterell/Winterbourne Bypass	0	73	73
Commercialising IP	0	72	72

Climate Change	130	201	71
Angel Research and Investment	0	70	70
Strategic Rail Investment Plan - 10 Plan	100	170	70
Feasibility: SGC High Streets - Kingswood	0	64	64
Post-16 Education & Skills Delivery Inf. Analysis	0	50	50
Mission Maker and Innovation Champion	0	40	40
Professional Innovation Zone	0	40	40
The Coach House BAME and Social Enterprise Hub	0	40	40
Local Cycling & Walking	0	33	33
Cultural Strategy	0	28	28
Emerging Sector	0	25	25
Feasibility: Freezing Hill Lane: A420 to Bath	0	25	25
Smart Alliance	0	25	25
SEND Careers Info & Guidance Collaboration Pilot	0	20	20
Digital Hyper Hubs	0	15	15
Integrated Ticketing	104	118	14
Bus Strategy	89	89	0
Business Innovation Challenge Fund - Investment Fund	2	2	0
Emergency Active Travel	368	368	0
Housing Capacity Fund	1,043	1,043	0
ITA Investment Fund	273	273	0
Strategic Master North Fringe	70	70	0
Strategic Master Planning	75	75	0
Strategic Master South West Fringe	205	205	0
Strategic Park & Ride	150	150	0
Feasibility: Realising Talent [NEET]	197	197	0
Feasibility: West of England Institute of Technology	162	162	0
Feasibility: South Bristol Enterprise Support/ Workspace	171	171	0
M9 Costs	2	0	-2
Feasibility: Access for All - Step Free Stations	76	74	-2
Feasibility: Strategic Master Planning - North Keynsham	150	123	-27
Business Innovation Challenge Fund - ERDF	375	170	-205
Future Transport Zones	311	49	-261
Housing Infrastructure Fund Bid	320	0	-320
Workforce for the Future	2,318	1,883	-435
Feasibility WE Work for Everyone	982	491	-491
	13,988	33,632	19,644

This page is intentionally left blank



WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE

ITEM 16

15 October 2021

REPORT SUMMARY SHEET

REPORT OF THE INDEPENDENT REMUNERATION PANEL

Purpose

To receive and consider the recommendations of the Independent Remuneration Panel in relation to the role of Deputy Mayor.

Summary

This report includes the following key information:

The full report of the Independent Remuneration Panel, which is set out at Appendix 1. The Panel was invited to convene in order to give early consideration to the allowance paid for the Deputy Mayor role.

Recommendations

Members of the **Combined Authority Committee** are asked to consider the recommendations of the Independent Remuneration Panel, which are as follows:

Recommendation 1: That no allowance be awarded to the role of the Deputy Mayor, and that the Scheme of Allowances be amended to reflect this.

Recommendation 2: That this matter be kept under review by the Independent Remuneration Panel and taken into account in its imminent full review of allowances for the Combined Authority.

Contact officer: Shahzia Daya

Position: Director of Legal

Email: Shahzia.Daya@westofengland-ca.gov.uk

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

DATE: 15 OCTOBER 2021

REPORT TITLE:

REPORT OF THE INDEPENDENT REMUNERATION PANEL

DIRECTOR: SHAHZIA DAYA, DIRECTOR OF LEGAL SERVICES

AUTHOR: SHAHZIA DAYA, DIRECTOR OF LEGAL SERVICES

Purpose of Report

- 1 To receive and consider the recommendations of the Independent Remuneration Panel in relation to the role of Deputy Mayor.

Recommendation

That the committee consider the recommendations of the Independent Remuneration Panel, which are as follows:

Recommendation 1: That no allowance be awarded to the role of the Deputy Mayor, and that the Scheme of Allowances be amended to reflect this.

Recommendation 2: That this matter be kept under review by the Independent Remuneration Panel and taken into account in its imminent full review of allowances for the Combined Authority.

Background / Issues for Consideration

2. The full report of the Independent Remuneration Panel is set out at Appendix 1.
3. The Independent Remuneration Panel met to discuss Special Responsibility Allowances payable by the Combined Authority. The Panel is the Panel appointed by Bath & North East Somerset Council and is used by the Combined Authority under those arrangements by virtue of Reg 20(1) of the Local Authorities (Members' Allowances) (England) Regulations 2003.

The purpose of the meeting was to give early consideration to the allowance paid for the Deputy Mayor role.

4. The Panel took account of the following issues:

a. Under the provisions of s107 (c) of the Local Democracy, Economic Development and Construction Act 2009, the Metro Mayor is required to appoint one of the members of the Combined Authority as a Deputy Mayor.

b. The Deputy Mayor is only required to act in place of the Metro Mayor, if the Mayor is unable to act or the office is vacant. The Deputy Mayor will therefore only chair meetings of the Combined Authority in the Metro Mayor's absence. Under the Act, no other member of the authority is authorised to act in the absence of the Mayor.

c. Apart from the above statutory provisions, the Metro Mayor may choose to delegate other Mayoral functions to the Deputy Mayor.

d. In considering this matter, the Panel was informed that the newly elected Metro Mayor (elected in May 2021) recognises the statutory provisions and does not intend at this time to delegate any other specific or general Mayoral responsibilities to the Deputy Mayor role as he wishes to undertake all of the duties of the Mayor personally. The Panel noted that the present situation contrasts with evidence offered previously to the Panel during the former administration where the former Mayor saw the deputy role as playing a significant part in developing Combined Authority projects and in driving service delivery. Based on that evidence, the Deputy Mayor role at that time was allocated an allowance of 20% of that of the Mayor – equivalent to a commitment of 1 working day per week.

e. In the context of the Combined Authority's Scheme of Allowances, the Panel needs to be satisfied that there are significant duties, over and above those expected of a member of the Authority, in order for an allowance to be recommended.

f. It was noted that the Deputy Mayor role would usually be allocated to one of the constituent local authority Leaders, each of whom already receive an allowance from their respective authorities. Leaders will be fully briefed on all relevant key policy issues in any event.

g. Given the current evidence, the Panel felt that there was no justification, at this time, for an allowance to be recommended for the Deputy Mayor role. However, the Panel will wish to monitor this position as appropriate.

Consultation

5. The Panel took account of the views of the newly elected Metro Mayor who determines the duties of the Deputy Mayor if they are to extend further than the bare minimum as set out in the legislation.

Public Sector Equality Duties

6. The public sector equality duty created under the Equality Act 2010 means that

public authorities must have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

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

- Removing or 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.

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

6.3 There are no specific implications in relation to this report.

Finance Implications:

7 Members allowances are funded through an approved drawdown of the Investment Fund each year as part of the Mayoral budget setting. The withdrawal of the Deputy Mayor allowance will reduce this drawdown by £15,200 per annum.

Advice given by: Malcolm Coe.

Legal Implications:

8 The Panel has undertaken its work in line with the Local Government (Members Allowances) Regulations 2003 and Article 8 of the West of England Combined Authority Order 2017

Advice given by: Shahzia Daya, Director of Legal Services

Land/property implications

9 None.

Human Resources Implications:

10 There are no direct impact on human resources in relation to the contents of this report.

Advice given by Alex Holly, Head of People and Assets

Appendices:

Appendix 1 – Report of the Independent Remuneration Panel

Background papers:

None

West of England Combined Authority Contact:

Any person seeking background information relating to this item should seek the assistance of the contact officer for the meeting who is Ian Hird on 07436 600313; email: democratic.services@westofengland-ca.gov.uk

REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR THE WEST OF ENGLAND COMBINED AUTHORITY

Introduction

1. The Independent Remuneration Panel for Bath & North East Somerset Council was invited to convene as a Panel for the Combined Authority, in order to give early consideration to the allowance paid for the Deputy Mayor role.
2. A meeting was convened on 10th September, 2021 to consider this matter.

The Deputy Mayor

3. Under the provisions of s107 (c) of the Local Democracy Economic Development and Construction Act 2009, the Mayor is required to appoint one of the members of the Combined Authority as a Deputy Mayor. This states that
The Deputy Mayor must act in place of the Mayor if for any reason—
(a)the Mayor is unable to act, or
(b)the office of Mayor is vacant.
If for any reason—
(a)the Mayor is unable to act or the office of Mayor is vacant, and
(b)the Deputy Mayor is unable to act or the office of Deputy Mayor is vacant,
the other members of the combined authority must act together in place of the Mayor, taking decisions by a simple majority.
4. The Deputy Mayor is only required to act in place of the Mayor, if the Mayor is unable to act or the office is vacant. The Deputy Mayor will therefore only chair meetings of the Combined Authority in the Mayor's absence- there are 4 ordinary meetings of the Combined Authority scheduled for this municipal year. Under the Act, no other member of the Authority is authorised to act in the absence of the Mayor.
5. Apart from the above statutory provisions, the Mayor may choose to delegate other Mayoral functions to the Deputy Mayor.
6. The Panel has been informed that the newly elected Mayor (May, 2021) recognises the statutory provisions but does not intend at this time to delegate any other specific or general Mayoral responsibilities to the Deputy Mayor role as he wishes to undertake all of the duties of the Mayor personally.

7. This contrasts with evidence offered previously to the Panel that the then Mayor saw the deputy role as playing a significant part in developing Combined Authority projects and in driving service delivery. Based on that evidence, the Deputy Mayor role was allocated an allowance of 20% of that of the Mayor – equivalent to a commitment of 1 x day per week.

The Panel's considerations

8. The Panel was concerned about the extent to which the present Mayor would have the capacity to undertake the full duties of the office, given the robust support given previously by the Deputy Mayor role.
9. It has noted that the Mayor wishes to have a more personal focus on developing key policy issues with a heavier reliance on the Senior Officers in the Authority to address the practical delivery of Combined Authority objectives.
10. In the context of the Combined Authority's Scheme of Allowances, the Panel needs to be satisfied that there are significant duties, over and above those expected of a member of the Authority, in order for an allowance to be recommended.
11. It has noted that the Deputy Mayor role would usually be allocated to one of the constituent local authority Leaders, each of whom already receive an allowance from their respective authorities. Leaders will be fully briefed on all relevant key policy issues in any event.
12. Given the evidence, the Panel feels that there is no justification, at this time, for an allowance to be recommended for the Deputy Mayor role.
13. However, the Panel will wish to monitor this position. It would be willing to reconsider the matter if, in the light of operational experience, it was felt that a change was necessary.
14. The Panel will embark shortly on a full review of the Combined Authority's Scheme of Allowances. For completeness, this review will have regard to the issues raised in this report and any impacts this may have on other aspects of the Scheme.
15. **RECOMMENDATION 1: That no allowance be awarded to the role of the Deputy Mayor, and that the Scheme of Allowances be amended to reflect this;**

- 16. RECOMMENDATION 2: That this matter be kept under review by the Independent Remuneration Panel and taken into account in its imminent full review of allowances for the Combined Authority.**

Graham Russell, Chair



WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE

ITEM 17

15 October 2021

REPORT SUMMARY SHEET

OVERVIEW & SCRUTINY AND AUDIT COMMITTEE ARRANGEMENTS

Purpose

To confirm the 2021/22 arrangements for the Overview & Scrutiny Committee and Audit Committee.

Summary

This report includes the following key information:

- Committee membership details.
- Committee terms of reference.

Recommendations

Members of the **Combined Authority Committee** are asked to confirm the arrangements as set out in the report for

- a. the West of England Combined Authority Overview & Scrutiny Committee;
- b. the West of England Combined Authority Audit Committee.

Contact officer: Shahzia Daya

Position: Director of Legal

Email: Shahzia.Daya@westofengland-ca.gov.uk

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

DATE: 15 OCTOBER 2021

**REPORT TITLE: OVERVIEW & SCRUTINY AND AUDIT COMMITTEE
ARRANGEMENTS**

DIRECTOR: SHAHZIA DAYA, DIRECTOR OF LEGAL

AUTHOR: SHAHZIA DAYA, DIRECTOR OF LEGAL

Purpose of Report

1. To confirm the 2021/22 arrangements for the Overview & Scrutiny Committee and Audit Committee.

Recommendations

The committee is asked to confirm the arrangements as set out in the report for

- a. the West of England Combined Authority Overview & Scrutiny Committee;**
- b. the West of England Combined Authority Audit Committee.**

Background / Issues for consideration:

2. In accordance with The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017, the Combined Authority operates two statutory committees:

- a. Overview and Scrutiny Committee**

Terms of reference:

The functions of the Overview and Scrutiny committee primarily relate to scrutinising the work of the West of England Combined Authority and the West of England Joint Committee (“Joint Committee”) and making appropriate recommendations as to the discharge of its function.

The Overview and Scrutiny Committee shall have the power to:

- (i) Review or scrutinise decisions made, or other actions taken, in connection with the discharge of any functions which are the responsibility of the Combined Authority or the Joint Committee;
- (ii) Provide advice and challenge on policy and programme delivery to help ensure the region meets its climate commitments, including monitoring the delivery of the authority's Climate Emergency Action Plan.
- (iii) make reports or recommendations to the Combined Authority or the Joint Committee (as appropriate) on matters that affect the Combined Authority area or the inhabitants of the area;
- (iv) make reports or recommendations to the Combined Authority or the Joint Committee (as appropriate) with respect to the discharge of any functions which are the responsibility of the Combined Authority or the Joint Committee;
- (v) In so far as the business of the Local Enterprise Partnership Business Board (LEP) relates to the discharge of functions of the Combined Authority or the Joint Committee, the Overview and Scrutiny Committee shall have the power to scrutinise the LEP as set out in (i) –(iii) above.

b. Audit Committee

Terms of reference:

The functions of the Audit Committee shall include:

- (i) reviewing and scrutinising the authority's financial affairs;
- (ii) reviewing and assessing the authority's risk management, internal control and corporate governance arrangements;
- (iii) reviewing and assessing the economy, efficiency and effectiveness with which resources have been used in discharging the authority's functions; and
- (iv) making reports and recommendations to the Combined Authority in relation to the reviews they have conducted.
- (v) To consider and approve the Annual Statutory Accounts.

c. There is a requirement to appoint such a number of members of each of the constituent councils to an overview and scrutiny committee / audit committee 'so that the members of the committee taken as a whole reflect so far as reasonably practicable the balance of political parties for the time being prevailing among members of the constituent councils when taken together'.

When the political balance taken across the region is applied to an 11 member committee, the seats are allocated as follows:

Seat Number	Council		Nomination
1	Bristol	1 st nomination	Lib Dem
2	SGC	1 st nomination	Lib Dem
3	B&NES	1 st nomination	Lib Dem
4	Bristol	2 nd nomination	Conservative
5	SGC	2 nd nomination	Conservative
6	B&NES	2 nd nomination	Lib Dem
7	Bristol	3 rd nomination	Labour
8	SGC	3 rd nomination	Conservative
9	Bristol	4 th nomination	Labour
10	Bristol	5 th nomination	Green
11	Bristol	6 th nomination	Lib Dem

The constituent councils have submitted their nominations on the above basis.

In line with previous years, it is also recommended that the voluntary arrangement with North Somerset Council continues and that they appoint 3 councillors to attend Overview and Scrutiny for “Joint Committee” matters, made up of 1 Conservative, 1 Liberal Democrat and 1 Independent councillor to attend.

The Overview & Scrutiny Committee is also permitted to nominate one member to have observer status at each of the Combined Authority Board meetings.

Consultation

3. Monitoring Officers of the Combined Authority’s constituent councils.

Risk Management/Assessment

4. The Annual Governance Statement requires decision making processes to be set out in the Combined Authority’s constitution.

Public Sector Equality Duties

5. 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.

- 5.1 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.
- 5.2 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.
- 5.3 Equalities implications in relation to this report:

The obligations in relation to the public sector equalities duty under section 149 of the Equality Act 2010 (PSED) have been assessed at each stage of the development process. It has been concluded that the immediate decision primarily relates to the arrangements that are required to be in place to enable the West of England Combined Authority Order to be lawfully implemented rather than decisions that could be deemed to impact on the rights of groups or individuals with a protected characteristic or others protected under the PSED.

As a body exercising public functions, the Combined Authority is under an obligation to have regard to the PSED when exercising its functions. The Combined Authority understands its Public Sector Equality Duty (PSEC) obligations under section 149 of the Equality Act 2010 and will ensure that it complies with its PSED obligations.

Finance Implications

6. No specific financial implications arising directly from this report
- Advice given by: Malcolm Coe, Director of Investment and Corporate Services

Legal Implications

7. The constitution forms the basis of sound and robust decision making by the Combined Authority and must be reviewed regularly in order to ensure that it is fit for purpose.

Advice given by: Shahzia Daya, Director of Legal

Human Resources Implications:

8. None specific to this report
- Advice given by: Alex Holly, Head of People & Assets

Appendices: None

Background papers:

West of England Combined Authority Constitution

West of England Combined Authority Contact:

Any person seeking background information relating to this item should seek the assistance of the contact officer for the meeting who is Ian Hird tel. 07436 600313; email: democratic.services@westofengland-ca.gov.uk



WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE

ITEM 18

15 October 2021

REPORT SUMMARY SHEET

PROPOSED FUTURE LEADERSHIP STRUCTURE

Purpose

To propose a future leadership structure for the Combined Authority.

Recommendations

1. It is recommended that the West of England Combined Authority Committee endorse the proposed structure and work collaboratively with the Combined Authority on the implementation of this new structure.
2. There are one-off implementation costs associated with the staffing reductions, which would range from £230k to £253k. It is recommended that the Committee approve the implementation costs, of between £230k and £253k, to be funded from the Combined Authority General Reserve (should these costs be approved then the figure will be added to the budget monitoring report at item 15 on this agenda).

Contact officer: Patricia Greer

Position: Chief Executive

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

DATE: 15 October 2021

REPORT TITLE: PROPOSED FUTURE LEADERSHIP STRUCTURE

DIRECTOR: CHIEF EXECUTIVE

AUTHOR: PATRICIA GREER

1. Purpose of Report

1.1 Following the Metro Mayor elections in May 2021, Dan Norris was elected as Mayor of the West of England. This has naturally resulted in a change of leadership and direction for the Combined Authority. The Mayor was elected with a clear manifesto, that has been translated into five clear priorities that set out the focus of the organisation over the next 4 years and beyond:

- Create West of England Transport
- Tackle the climate and ecological emergency
- Secure decent jobs and training
- Affordable places to call home
- Put the West of England on the map for national and global success

1.2 Further, the impact of Covid-19 on the region has been significant, and the Combined Authority has been at the forefront of leading the regional economic recovery, with the support of our Council partners and other key stakeholders, bringing people together to ensure our region remains a thriving, successful and innovative place to live and work.

1.3 It is incumbent on the Mayor and the Chief Executive to equip the Combined Authority to deliver against this ambitious agenda. This means making sure that the leadership roles are aligned to the Mayor's priorities and have the requisite skills, knowledge and experience. The Combined Authority also recognises the importance of the need for leadership in the Environment space following the discussion at the previous Committee meeting and has positively reflected on this to seek efficiencies in the leadership structure to enable this to be funded while making an overall saving to the Authority's staffing budget. The purpose of this paper is therefore to present a proposed new leadership structure for the Combined Authority for Committee approval.

2 Summary of proposed changes

2.1 In summary, this paper proposes the following changes:

- The recruitment and appointment of a permanent Strategic Director of Environment (set out separately in a further paper to this Committee but included here for completeness).
 - The recruitment and appointment of a permanent Strategic Director of Transport and Delivery, to replace the Director of Infrastructure
 - The creation of a permanent Director of Strategy and Innovation, replacing the existing Head of Policy and Strategy
 - The deletion of the Director of Legal Services (Monitoring Officer), and the creation of a Head of Legal and Compliance (Monitoring Officer) reporting to the Director of Investment and Corporate Services
 - The deletion of the Head of Capital Delivery and the creation of a Director of Delivery and Housing, with the Housing and Planning service moving into this new Directorate
- 2.2 As a result of these changes, there will be some further realignment of staff at lower levels of the organisation into the new leadership structure, however these are not set out in detail in this paper.

3. Organisational restructure and realignment - The case for change

- 3.1 The Mayor's priorities set the Authority on a new path when compared with the previous four years. In particular, the Mayor has a clear focus on sustainability, climate change and the environment, as well as the creation West of England Transport.
- 3.2 The focus on climate change, and the Combined Authority's clear role in leading the Climate Emergency Action Plan as we seek to achieve net zero by 2030, has necessitated the creation of a Director of Environment. The case for this role is set out in greater detail in the further paper being presented to this Committee. Following the feedback at the previous Committee when this role was discussed, the Authority has reflected on its structure and is proposing changes to enable this to be funded while making an overall saving.
- 3.3 Similarly, the Mayor's focus on the creation of West of England Transport, coupled with the Combined Authority's recent bid for CRSTS funding of up to £850m and upcoming BSIP bid, underscores the need for a Director focusing entirely on the region's ambitious plans for Transport strategy and delivery. It is also proposed that the Head of Capital Delivery role is replaced by a Director, which will also have responsibility for Housing and Planning. This will ensure that there is strategic focus on the delivery of the Authority's Capital Programme on behalf of the region.
- 3.4 The Legal Services directorate, which also focuses on the delivery of Democratic Services, also requires review, as set out in the structure proposed in this paper. It is proposed that this function is led by a Head of Service reporting into the Corporate Services Directorate but retains the Monitoring Officer responsibility.
- 3.5 The work of the Strategy and Policy function has grown considerably over recent times, and it is proposed that this work, alongside the innovation work currently within the Business and Skills area, is headed up by a Director.
- 3.6 In addition, the Combined Authority has grown at pace over the last 18 months, with headcount increasing from 132 employees in April 2020 to 250 employees in September 2021. This growth shows little sign of abating as the Combined Authority continues to be successful in securing Government funding to deliver against its

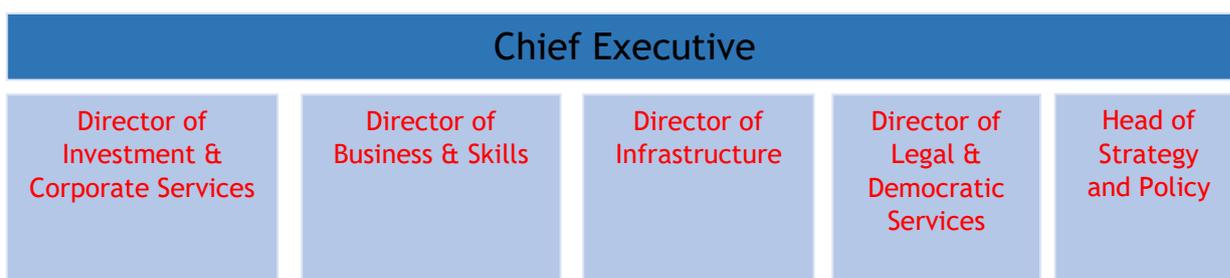
ambitious agenda. Some areas of the organisation have grown more quickly than others and priorities have changed, so there is a need to ensure our structure allows for expertise to be aligned efficiently and effectively in order to deliver our organisational and political agenda.

3.7 The organisational structure has not been reviewed since the Combined Authority formed in 2017, and while the structure has served its purpose well, there is a need to review the structure in light of the new mayoral priorities and on account of the rapid expansion of growth within the organisation to ensure resources are utilised in the most cost-effective and efficient way.

3.8 The objectives for the proposed restructure and re-alignment of SMT are:

- To align the organisational leadership structure with the Mayor's priorities and needs of the organisation
- To ensure that the services (taking into account technical expertise and requirements of the services) which fall under the directorates meet the mission and purpose of The Combined Authority's political and organisational agenda
- To ensure, as far as possible, that the span of control of each of the Directorates is comparable within the Combined Authority
- To ensure that all directorates have consistent strategic leadership
- To ensure that the current services are aligned to the most appropriate directorate
- To enable strategic commissioning opportunities across the organisation
- To encourage and re-enforce a culture of strong leadership
- To allow for internal processes and communication lines to be more streamlined and efficient
- To enact a new structure while creating overall efficiency savings

4. Organisational restructure and realignment – Current Leadership Structure

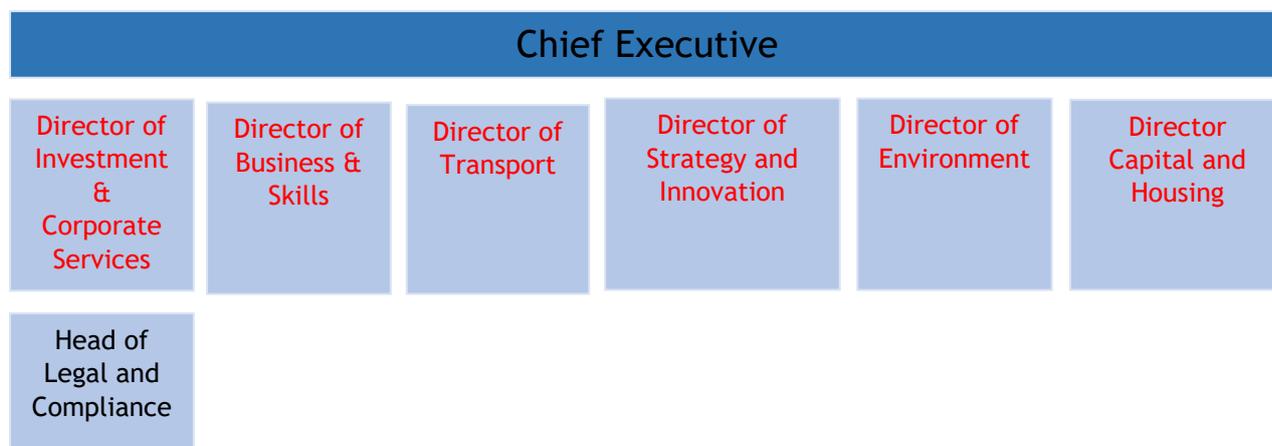


4.1 The Statutory Monitoring Officer role is currently incorporated within the Director of Legal & Democratic Services role.

4.2 The role of Statutory Chief Financial Officer held by the Director of Investment and Corporate Services.

5. Organisational restructure and realignment – Proposed Leadership Structure

SMT Members in red:



5.1 Further detail on proposed structure:

- I. All changes detailed in this paper will be subject to full consultation with affected individuals subject to Committee approval.
- II. All Director roles to be called Strategic Directors and are aligned to a Strategic Director job description. Appendix 1 highlights the proposed generic elements to the Strategic Director role which would be applicable to all Strategic Director post holders, with the intention that specifics relating to the Directorate focus are then specified in addition.
- III. The current Head of Strategy and Policy role becomes a permanent Strategic Director level role to reflect the expected level of the role compared to equivalent peers, as well as taking on the responsibility for Innovation. The suggested new role title is “Director of Strategy and Innovation”
- IV. A new Environment Directorate is created, led by a new permanent Strategic Director of Environment. This new directorate will allow the Combined Authority to take forward the Joint Green Infrastructure Strategy action plans in an effective and logical way where all the ‘green’ projects that are currently spread across the organisation can be brought together to achieve the green infrastructure requirements of the Government’s 25-year Environment plan and Environment Bill (2019/21)
- V. A new Transport Directorate is created to take forward the Authority’s ambitious transport plans for the region. This would replace the vacant Director of Infrastructure role.
- VI. The current Statutory Monitoring Officer role, which is pursuant to section 5 of the Local Government and Housing Act 1989, is currently incorporated within the Director of Legal & Democratic Services role. The Combined Authority proposes a ‘Head of Legal & Compliance’ (HoS 3 level) where the legal expertise of the post holder is maintained, but is line managed by the Strategic Director of Corporate Services. Appendix 2 highlights the proposed new Head of Legal & Compliance job description and the structure within which the role sits.

6. Recruitment of new Strategic Directors – proposed process

- 6.1 The Combined Authority recognises the importance of working collaboratively on external Director level recruitment, while acknowledging that the process needs to be lean to ensure a swift appointment.
- 6.2 It is proposed that the roles are advertised externally, with specialist support to ensure that the fields are strong. As per previous Director level roles, an initial shortlisting process will be completed, with those candidates who are potentially appointable participating in a final interview including political representation from WECA and the Councils, which would constitute the “Appointments Committee”. A joint decision would then be made by the Appointments Committee on appointment.
- 6.3 It is proposed that both ‘new’ roles (Director of Environment and Director of Transport) are advertised simultaneously.
- 6.4 The process is likely to take 7-8 weeks from the point of agreement, to allow for advertisement, shortlisting and interviews. In addition, there will likely be up to an additional 3 months once an offer is made to allow for the notice period of the successful candidate. A start date of March-April 2022 is therefore the earliest that can be reasonably anticipated.

7. Recommendation

- 7.1 It is recommended that the West of England Combined Authority Committee endorse the proposed structure and work collaboratively with the Combined Authority on the implementation of this new structure.
- 7.2 There are one-off implementation costs associated with the staffing reductions, which would range from £230k to £253k. It is recommended that the Committee approve the implementation costs, of between £230k and £253k, to be funded from the Combined Authority General Reserve (should these costs be approved then the figure will be added to the budget monitoring report at item 15 on this agenda).

8. Consultation

- 8.1 Informal discussions have been held with affected directors and heads of service.
- 8.2 Engagement of UNISON representatives both informally and via Joint Negotiating and Consultation Committee (JNCC)

9. Public Sector Equality Duties

- 9.1 The public sector equality duty created under the Equality Act 2010 means that public authorities must have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the Act.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and

those who do not.

9.2 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.

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

9.4 There are no equalities implications in relation to this report.

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

10.1 The changes proposed in this report are affordable within the base budget and will deliver ongoing savings of circa £48,500. There will be a one-off cost of circa £230K to £253K to implement the required changes which can be funded from the Combined Authority General reserve upon Committee approval.

Advice given by: Malcolm Coe, Director of Investment and Corporate Services

11 Legal Implications:

11.1 The constitution (Employment and Appeals Committee) oversees the appointment of Directors and all statutory requirements should be met.

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

12 Climate Change Implications

12.1 On 19 July 2019, the West of England Combined Authority declared a climate emergency, recognizing the huge significance of climate change and its impact on the health, safety and wellbeing of the region's residents. The Combined Authority is committed to taking climate change considerations fully into account as an integral part of its governance and decision-making process.

Each report/proposal submitted for Combined Authority / Joint Committee approval is assessed in terms of the following:

Will the proposal impact positively or negatively on:

- * The emission of climate changing gases?
- * The region's resilience to the effects of climate change?
- * Consumption of non-renewable resources?

* Pollution to land, water or air?

Particular projects will also be subject to more detailed environmental assessment/consideration as necessary as part of their detailed project-specific management arrangements

12.2 Not applicable to this specific report

13 Land/property Implications

13.1 Not applicable.

14 Human Resources Implications:

14.1 Full consultation process will take place for affected, including redundancy and redeployment process for employees in roles that are being deleted but replaced with alternatives.

14.2 Advice given by: Alex Holly, Head of People & Assets, and Monica Ogborne, HR Business Partner

15 Appendices: listed below

Exempt Appendix circulated separately to committee members

Appendix 1 - Strategic Director job description

Reporting to the Chief Executive

Generic Job purpose

To lead the corporate direction of WECA on delivering efficient, effective, professional services that are aligned to the organisation and political objectives.

As a member of the Senior Management Team (SMT) to contribute to the strategic leadership of WECA, assisting and deputising for the Chief Executive in contributing to the effective and efficient management of the organisation to meet organisational objectives within agreed budgets.

Building and maintaining strong partnerships locally and nationally to support the new West of England Transport Authority, the post holder will be expected to lead on the development and delivery of key strategies, including the Local Industrial Strategy, Business Plan and Operating framework

Key Objectives

Effective strategic leadership

- Take full responsibility for leading and overseeing the strategic planning activity of the Directorate
- Drive strategic initiatives and support the development of long-term growth plans
- Support and advice the CEO, representing the views of the CEO internally and externally

Shape and deliver the Organisational and Political agenda

- Shape and guide the development of the services within the Directorate, ensuring that they integrate with WECA's strategic plans
- Develop, contribute to and deliver key WECA priority strategies, initiatives and action plans
- Work closely with all the Strategic Directors in the organisation, and across the region, to create a joined-up approach to achieving organisational and political objectives.

Finance and resource management

- Drive the quality of the services within the Directorate and ensure effective deployment of resources
- Lead and motivate the directorate to deliver strategic excellence
- Ensure that financial objectives within area of responsibility are achieved and secure value for money
- Address and report adverse variances as appropriate
- Ensure commitment of partners to ongoing funded activity
- Secure and report on new funding streams as and when appropriate opportunities emerge

Partnership working

- Represent and promote WECA within the region, working with others to achieve common goals
- Foster direct relations with key internal and external stakeholders

Team Management

- Foster effective communication, consultation and working relationships with employees and their representatives, particularly in the areas of work for which the post holder is directly accountable.
- Contribute directly to relevant WECA meetings, Committees and other Members groups.
- Ensure that policies and processes are agreed and implemented to support delivery and that all legal and statutory obligations are met in relation to the relevant services and functions within the Directorate.
- Create high performing teams, demonstrating WECA values
- Manage the development of staff in the core team.
- Recruit new staff as appropriate
- Manage any issues around attendance and poor performance, as necessary.
- Champion the WECA mission and values

Core qualifications and knowledge

- Degree level or equivalent standard of general education
- Strategic understanding of the directorate specialism
- Knowledge of relevant legislation, regulations, national policies and professional best practice
- Knowledge of public sector funding sources, finance procedures and budget management
- Experience of key local government politics, political structures and culture
- (D) Management qualification eg DMS, MBA, NVQ level 5
- (D) Member of relevant professional body
- (D) Relevant post-graduate qualification

Core skills and competences

- Excellent communication, influencing and negotiation skills in a range of environments
- Ability to give appropriate, timely, targeted advice to support strategic decision making and ensure strong governance
- Ability to build partnerships internally and externally
- Ability to manage relationships and partnerships with a focus on the long-term, openly sharing to build trust, manage conflict and enable an understanding of the common ground.
- Ability to take a strategic approach, building coalitions or relationships to gain support over the long-term
- Demonstrable track record of leading and inspiring teams, motivating staff and developing a positive organisational culture
- Excellent interpersonal skills to command the confidence of colleagues, Members and external partners.
- Ability to balance logical and analytical approach to decision making whilst bringing innovative solutions to complex problems

Appendix 2: Proposed Head of Legal & Compliance job description

Job title	Head of Legal and Compliance (Statutory Monitoring Officer)
Managed by:	Director of Corporate Services
Grade:	HOS 3
Purpose of the job	
<p>To lead the strategic legal support required by the Combined Authority, providing monitoring and assurance to the Senior Leadership Team and the Regional Mayor, ensuring transparency and legality of decision making;</p> <p>To act as Statutory Monitoring Officer and Chief Legal Officer to the Regional Mayor, Chief Executive Officer and the Senior Leadership Team in accordance with section 5 of the Local Government and Housing Act 1989.</p> <p>To provide service leadership to ensure the delivery of high-quality decision making, scrutiny, electoral, civic and councillor support functions in accordance with all legal and constitutional requirements.</p> <p>To lead the Democratic Services service within agreed budgets, and in accordance with all Combined Authority policies and priorities, and ensure that they are efficient, focused, customer facing and accountable.</p> <p>To be the board-level lead for all Democratic Services across the Authority</p>	
Key responsibilities	
<p>Legal responsibilities</p> <ul style="list-style-type: none"> • Act as the Combined Authority’s chief legal adviser on all matters, including employment law matters where appropriate, to provide and providing legal counsel to the board of directors, chairman of the board, chief executive officer and other senior management • Arrange representation of the Authority in legal proceedings in Courts, Tribunals and Enquiries, legal advice to the Authority, Members and Officers to ensure that the Authority’s policies and objectives are achieved lawfully and without challenge • Lead all Legal Services and legal provision to the Authority • Responsible for working to maintain an organization’s legal and ethical integrity. <p>Democratic services & Monitoring officer</p> <ul style="list-style-type: none"> • Act as the responsible officer for all Democratic Services provision across the Authority, leading a small team to ensure the service is run in accordance with all legal requirements • Ensure that the Combined Authority is operating and behaving within the legal and constitutional frameworks as required by the Combined Authority Order • Ensure the maintenance and yearly review of the West of England Combined Authority Constitution to ensure that it meets current legislative and best practice requirements, and the operational policies that support this, developing a programme to ensure Members and staff are aware of their responsibilities and legal framework in which they operate • Be responsible for the conduct of councillors and officer, providing advice and guidance to ensure conduct is in line with the combined authority constitution and the law • Attend all public meetings of the West of England Combined Authority to provide advice and 	

- guidance to the Regional Mayor on all matters relating to the conduct of these committees
- Investigate and report on any matters brought to the Monitoring Officer attention that may be illegal or amount to maladministration
- Ensure the management and maintenance of the Combined Authority's Strategic Risk Register and risk management policy in conjunction with the Chief Executive, Director of Corporate Services and the Chair of the Audit Committee
- Monitor complaints and advise the Mayor, the Chief Executive and Members of any emerging areas of concern and potential actions to remedy
- Obtain internal and external legal advice to support the Governance function as appropriate
- Build effective, trusting relationships with councillors, the public and key stakeholders.

PERSON SPECIFICATION

Essential (must have)

Qualifications and Knowledge

- LLB or equivalent legal qualification/Qualified Solicitor or Barrister
- Understanding of key local government politics, political structures and culture
- In-depth knowledge and understanding to the link between constitution, governance, policy and strategy

Experience

- Proven experience of leading a legal service at a senior level
- Significant experience of working as a Statutory Monitoring Officer
- Successful track record of providing legal advice and assurance to multi-disciplinary services within a large complex service-led organization, over a significant period of time
- Demonstrable experience of ~~operating at Board level~~, providing advice, guidance, governance and assurance to a strategic leadership team, where such advice could have significant implications for the organisation and beyond
- Proven experience within a complex political environment
- Comprehensive, up to date knowledge of legislation, practice and developments relating to the management of professional services in Local Government
- Strong track record of managing resources – both financial and people – to achieve key strategic outcomes

Skills and Competencies

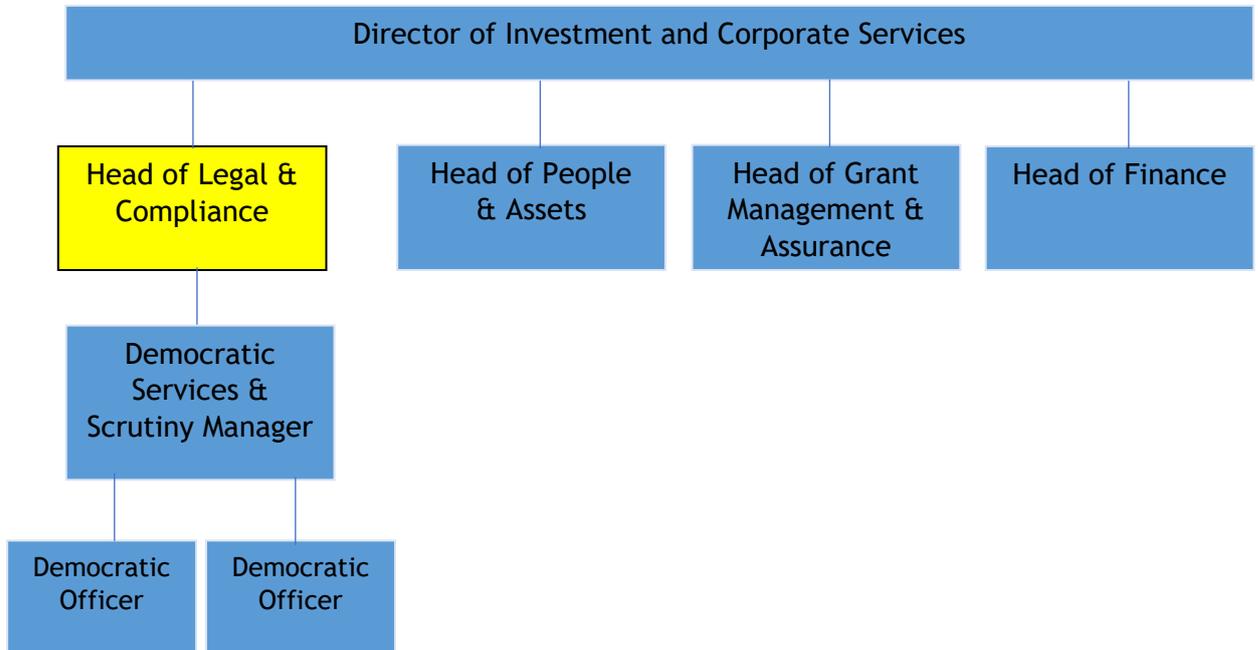
- Excellent organizational skills, thorough knowledge on recent regulation changes, and good leadership skills
- Excellent communication, influencing and negotiation skills in a range of environments
- Ability to give appropriate, timely, targeted advice to support strategic decision making and ensure strong governance
- Ability to build partnerships internally and externally
- Ability to manage relationships and partnerships with a focus on the long-term, openly sharing to build trust, manage conflict and enable an understanding of the common ground.
- Ability to take a strategic approach, building coalitions or relationships to gain support over the long-term

Desirable

- Member of professional Management body

- Demonstrable experience of working within a local authority setting with Elected Members
- Employment Law specialism

Structure where this post sits:



Background papers:

Not applicable

West of England Combined Authority Contact:

Any person seeking background information relating to this item should seek the assistance of the contact officer for the meeting who is Ian Hird on 07436 600313; or by writing to West of England Combined Authority, 3 Rivergate, Temple Quay, Bristol BS1 6EW; email: democratic.services@westofengland-ca.gov.uk