

TRANSPORT COMMITTEE

**MEETING TO BE HELD AT 11.00 AM ON FRIDAY 13 JUNE 2014
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS

Members are reminded of their responsibility, in accordance with the Members' Code of Conduct, to declare any disclosable pecuniary interests in any matter under consideration at this meeting. Should you have a disclosable pecuniary interest in an item on the agenda you should not participate in any discussion on the matter, vote on the matter or remain in the meeting during discussion and voting on the matter subject to Part 4 (paragraphs 19 and 20) of the Code of Conduct.

If a member is unsure of the correct course of action to take, they should seek advice from the Secretary and Solicitor **prior** to the meeting.

Members should complete the appropriate form, attached herewith, and hand it to the Clerk before leaving the meeting. A blank form can be obtained from the Clerk at the meeting.

3. EXCLUSION OF THE PRESS AND PUBLIC

To identify items where resolutions may be moved to exclude the press and public.

**4. MINUTES OF THE MEETING OF THE TRANSPORT COMMITTEE HELD ON
25 APRIL 2014
(pages 7 to 12)**

Copy attached.

5. LTP PROGRAMME
(pages 13 to 17)

To consider the attached report.

6. SINGLE TRANSPORT PLAN
(pages 18 to 22)

To consider the attached report.

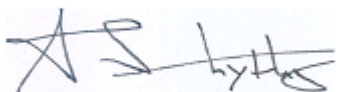
7. TRANSPORT COMMITTEE ARRANGEMENTS
(pages 23 to 34)

To consider the attached report.

***8. DISPOSAL OF PART OF BRIGHOUSE BUS STATION**
(pages 35 to 37)

To consider the attached report.

Signed:

A handwritten signature in blue ink, appearing to read 'AS by the'.

Head of Paid Service WYCA

WEST YORKSHIRE COMBINED AUTHORITY
DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

NAME OF MEMBER:

COMMITTEE: **TRANSPORT COMMITTEE**

DATE: **13 JUNE 2014**

AGENDA ITEM NO	NATURE OF INTEREST

Signed

You should complete this form only if you have a disclosable pecuniary interest in any particular item on this agenda. (See attached appendix for schedule of disclosable pecuniary interests.) Completed forms should be handed in to the Secretary and Solicitor **before** leaving the meeting.

NOTE: Should you have a disclosable pecuniary interest in an item on the agenda you should not participate in any discussion on the matter, vote on the matter or remain in the meeting during discussion and voting on the matter subject to paragraph 24 of the Code of Conduct.

If you are unsure of the correct course of action to take, you should seek advice from the Secretary and Solicitor prior to the meeting.

**SCHEDULE OF DISCLOSABLE PECUNIARY INTERESTS UNDER THE LOCALISM ACT 2011 AND THE
CODE OF CONDUCT OF THE COMBINED AUTHORITY 2014**

Disclosable Interest	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant Authority) made or provided within the relevant period in respect of any expenses incurred by a Member in carrying out duties as a member, or towards the election expenses of the Member.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the Authority -</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the Authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to the member's knowledge) -</p> <p>(a) the landlord is the Authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>

Securities

Any beneficial interest in securities of a body where -

- (a) that body (to the Member's knowledge) has a place of business or land in the area of the Authority; and
- (b) either -
 - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

If a Member has a disclosable pecuniary interest in a matter under discussion, the Member may not:-

- (a) participate, or participate further, in any discussion of the matter at the meeting;
- (b) participate in any vote, or further vote, taken on the matter at the meeting (unless the Member has requested and been granted a relevant dispensation by the Standards Committee), or
- (c) remain in the room during the discussion or vote on the matter.

Where Members have a disclosable pecuniary interest in a matter to be considered at a meeting, they may attend the meeting but only for the purposes of making representations, answering questions or giving evidence relating to the matter, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. Once Members have finished, or the meeting decides they have finished, Members must leave the room and may not remain in the room during the discussion or vote on the matter.

Note: If a close family member has a Disclosable Pecuniary Interest, this is deemed to be a Disclosable Pecuniary Interest of the Member of the Authority.

PUBLIC INSPECTION OF DOCUMENTS AND ACCESS TO MEETINGS OF THE WEST YORKSHIRE COMBINED AUTHORITY

Inspection of Documents

- (a) Files containing correspondence etc, relating to items to be discussed at the meeting may be inspected by contacting the originating department - please see below. Certain information may be confidential and not open to inspection.

Exempt Information

- (b) Agenda Item 8 contains exempt information as defined in paragraph 3 of Schedule 12A, Local Government Act 1972 (*Information relating to the financial or business affairs of any particular person (including the authority holding that information)*).

The Authority may exclude the press and public from the meeting during the consideration of these items if it is satisfied that the public interest in being present is outweighed by the public interest in maintaining the exemption.

It is recommended that because disclosure of Item 8 would reveal valuation advice and the terms of the offer made to the Authority and to Calderdale Metropolitan Borough Council, this would be prejudicial to the negotiating position of the Authority and the Council. Therefore, the public interest would be better served by maintaining the exemption and the press and public should be excluded from the meeting.

	LEGAL & DEMOCRATIC SERVICES	ACTING DIRECTOR OF TRANSPORT
CONTACT OFFICERS IN ORIGINATING DEPARTMENTS	DAVID BURRELL Tel: 251 7216	JOHN HENKEL Tel: 251 7286
Compilation of Agenda by: Angie Shearon		
Telephone No: Leeds (0113) 251 7220		
Date: 5 June 2014		

**MINUTES OF THE MEETING OF THE
TRANSPORT COMMITTEE
HELD ON FRIDAY 25 APRIL 2014 IN WELLINGTON HOUSE, LEEDS**

Present: Councillor James Lewis (Chair)

Councillors R Billheimer, A Carter, Y Crewe, K Dredge, E Firth, K Groves,
D Hardy, I Khan, G Lowe, M Lyons, G Miller, D Sutherland and L Smaje

In attendance: Councillors V Slater (Bradford), B Collins (Calderdale),
R Lewis (Leeds) and D Levene (York)

1. Welcome

The Chair welcomed all members to the first meeting of the Combined Authority's Transport Committee.

2. Apologies for Absence

Apologies for absence were received from Councillors C Loughran and G Lowe.

3. Declarations of Disclosable Pecuniary Interests

There were no pecuniary interests declared by Members at the meeting.

4. Deputy Chairs and District Engagement Sub-Committees of the Transport Committee

The Transport Committee considered a report of the Secretary and Solicitor on the appointment of Deputy Chairs of the Transport Committee and the establishment of District Engagement Sub-Committees of the Transport Committee.

Resolved:

- (a) That Councillors E Firth and L Smaje be appointed Deputy Chairs of the Transport Committee.
- (b) That the establishment of 5 District Engagement Committees be approved.

- (c) That the following appointments to the District Engagement Committees be approved:

Bradford	(i) Councillor R Billheimer (ii) Councillor Dr K Dredge	(iii) Councillor I Khan (iv) Councillor G Miller
Calderdale	(i) Councillor D Hardy	(ii) Councillor D Sutherland
Kirklees	(i) Councillor E Firth (ii) Councillor G Lowe	(iii) Councillor L Smaje
Leeds	(i) Councillor A Carter (ii) Councillor K Groves	(iii) Councillor J Lewis (iv) Councillor M Lyons
Wakefield	(i) Councillor Y Crewe	(ii) Councillor C Loughran

- (d) That the following Members be appointed as Chairs of the respective District Engagement Sub-Committees:

Bradford	-	Councillor I Khan
Calderdale	-	Councillor D Sutherland
Kirklees	-	Councillor G Lowe
Leeds	-	Councillor M Lyons
Wakefield	-	Councillor Y Crewe

- (e) That the former public representatives of the Passenger Consultative Committees be invited to be members of the District Engagement Sub-Committees.
- (f) That prior to nominations being sought for further public membership to fill any vacancies on the District Engagement Sub-Committees, consideration be given to widen the remit to encourage representation from minority groups.
- (g) That, pending a review of the format, the Draft Terms of Reference for the District Engagement Sub-Committees be approved on an interim basis.
- (h) That a report be brought to the next meeting outlining the format, Terms of Reference and quorum for the District Engagement Sub-Committees.

5. Minutes of the Meeting of the WYITA Executive Board held on 28 March 2014

Resolved: That the minutes of the WYITA Executive Board held on 28 March 2014 be approved and signed by the Chair.

6. Minutes of the Meetings of the Passenger Consultative Committees

Resolved:

- (a) That the minutes of the meeting of the Leeds Passenger Consultative Committee held on 7 April 2014 be approved.
- (b) That the minutes of the meeting of the Calderdale Passenger Consultative Committee held on 8 April 2014 be approved.
- (c) That the minutes of the meeting of the Kirklees Passenger Consultative Committee held on 9 April 2014 be approved.
- (d) That the minutes of the meeting of the Wakefield Passenger Consultative Committee held on 11 April 2014 be approved.
- (e) That the minutes of the meeting of the Bradford Passenger Consultative Committee held on 14 April 2014 be approved.

7. 2014/15 Business Plan (Transport)

The Transport Committee considered a report seeking endorsement of the 2014/15 Business Plan (Transport).

It was reported that the Business Plan, which was attached at Appendix 1 of the submitted report, was intended to provide a narrative on key planned initiatives for 2014/15.

With reference to the Introduction on page 3 of the Business Plan, the Transport Committee requested that the wording with regard to the Combined Authority's Bus Strategy be amended to avoid ambiguity regarding the position of the former WYITA.

Resolved: That subject to the proposed amendment to the wording, the 2014/15 Business Plan (Transport) be endorsed for consideration by the West Yorkshire Combined Authority.

8. LTP Approvals

The Transport Committee considered a report seeking funding approval for previously approved programmes and schemes and new opportunities for utilising external funding:

- LTP Integrated Transport and Highways Maintenance Quarter 1 2014/15
- Wi-Fi on Trains
- Cycle City Ambition Grant (CCAG)
- Elland Road Park and Ride, Leeds
- Local Sustainable Transport Fund

Resolved:

- (a) That the quarterly payments set out in Table 1 of the submitted report be approved.
- (b) That the expenditure as set out in Section 2 of the submitted report be approved as follows:
- £750,000 to install Wi-Fi on Class 333 and 321/2 trains to be funded by Broadband Delivery UK (BDUK) grant.
 - £170,000 additional expenditure on the CCAG CityConnect project to be funded by Leeds City Council. £100,000 will be a contribution towards the overall programme and £70,000 will be a specific contribution towards the Best Foot Forward Project.
 - £120,000 for the provision of passenger shelters, totems and the promotion and information campaign for the Elland Road Park and Ride project to be funded through the Local Transport Plan.
 - £590,000 to extend the JobCentre Plus and go:cycling projects, funded through the DfT's Local Sustainable Transport Fund award to WYCA.
- (c) That the legal agreements with Leeds City Council, BDUK, Northern Rail and DfT necessary to effect the Wi-Fi installation be entered into by the Authority on the terms approved by the Secretary and Solicitor.

9. West Yorkshire Plus Transport Fund

The Transport Committee considered a report which provided an update on the West Yorkshire Plus Transport Fund (WY+TF).

It was reported that good progress had been made on the development of an approved set of schemes for implementation using £2.7m which had been previously allocated.

Members were advised that it was necessary to maintain progress with the development of schemes in order to ensure that they were ready to be delivered from 2015/16 onwards whilst the funding arrangements were being put in place. Comment was made that an initial £2.7m for early win projects had been previously approved and an additional budget allocation of £4.587m was now being sought to continue the work in 2014/15.

Approval was also being sought to progress the Aire Valley Park and Ride Scheme through Gateway 1 in line with the West Yorkshire and York Local Transport Body LTB Interim Assurance Framework.

The Transport Committee stressed the need for a fully robust and transparent procedure to be adopted which ensured that all schemes progressing through the Gateway(s) stages, including their business cases, were fully considered by the Transport Committee.

Resolved:

- (a) That the progression of the Aire Valley Park and Ride project through Gateway 1 be approved.
- (b)
 - (i) That the allocation of £4.587m of capital funding to enable further development of the 'early win' West Yorkshire Plus Transport Fund schemes be endorsed for consideration by the Combined Authority.
 - (ii) That agreement to this approach be sought from the West Yorkshire & York Investment Committee.
- (c) That a meeting be arranged between the Chair and Deputy Chairs to consider future procedures in respect of the information to be provided in such reports.

(Councillors Carter, Miller and Smaje abstained from resolution (b) above).

10. Exclusion of Press and Public

The Transport Committee considered a recommendation to exclude the press and public from Agenda Item 10, which contained exempt information defined in Paragraph 3 of Schedule 12A Local Government Act 1972.

RESOLVED: It was agreed that because disclosure of Item 10 (Low Moor Rail Station – Ancillary Land Purchase) would reveal details of the proposed valuation advice and available budget in relation to land required to be purchased to build the scheme, this would impact adversely on the business affairs of the Authority and the City of Bradford Metropolitan District Council (CBMDC), the public interest would be better served by maintaining the exemption and, therefore, the press and public were excluded from the meeting.

11. Low Moor Rail Station – Ancillary Land Purchase

The Committee considered a report seeking further capital expenditure to be provided by the City of Bradford MDC (CBMDC) in order to fund the purchase of additional land associated with the new rail station scheme.

It was reported that CBMDC had been working in partnership with the Combined Authority to determine a strategy for the procurement of the additional land and the most appropriate mechanism to facilitate CBMDC's capital contribution towards the

cost of the land. Members were advised that terms had now been agreed in principle with CBMDC. This allowed the anticipated value of the land to be grant funded to the Combined Authority by CBMDC and would permit the Combined Authority to make the land purchase that reflected the agreed mechanism.

Resolved: That the terms outlined in the submitted report be approved.

Originator: Jeff English
Assistant Director
Integrated Transport



ITEM 5

Report to: Transport Committee

Date: 13 June 2014

Subject: LTP Programme

1. Purpose

1.1. To seek approval for expenditure on the following schemes:-

- Bus Shelter Replacement Programme;
- Rail Development Programme Phase 3;
- Heckmondwike Transport Hub.

1.2. To provide a progress update on:-

- Kirkstall Forge/Apperley Bridge new rail stations;
- Wakefield Eastern Relief Road, Pontefract Northern Link Road and Aire Valley Park and Ride;
- New Generation Transport.

2. Approvals

2.1. The Local Enterprise Partnership's Strategic Economic Plan 2015-21 (SEP) has been adopted by West Yorkshire Combined Authority (WYCA). The SEP includes an ambitious transport proposition to substantially increase transport investment to promote economic growth. The West Yorkshire Local Transport Plan (LTP) interim Implementation Plan (IP2) for the period 2014-17 supports the SEP strategy and will be reviewed once the outcome of the SEP is known in July 2014.

2.2. Expenditure approvals, in line with the allocations made in IP2 (2014-17), are sought for the following three schemes:-

Bus Shelter Replacement Programme

2.3. Passenger waiting facilities are an important part of the public transport infrastructure. Passenger satisfaction with WYCA's facilities is showing a steady increase year on year. The WYCA's shelter programme involves replacing life-expired shelters at sites which meet the Authority's criteria. Good progress has been made

and there are only a small number of WYCA owned shelters that do not meet current modern standards.

- 2.4. It is estimated that there are around 100 shelters that will need to be replaced in IP2 (2014-2017) to ensure they meet current expectations of amenity, passenger comfort, safety and security, and weather protection.
- 2.5. IP2 identifies £735,000 for the shelter replacement programme. Approval is sought for expenditure of £250,000, to be funded from the LTP, to allow the replacement of approximately 30 life expired shelters in 2014/15.
- 2.6. A programme to extend the life of modern style shelters installed over 10 years ago is being developed and will be the subject of a further report.
- 2.7. The future maintenance and cleaning costs of this shelter programme can be accommodated within approved budgets. Revenue from shelter advertising continues to make a significant contribution towards maintenance and cleaning costs.

Rail Development Programme Phase 3

- 2.8. Phases 1 and 2 of Rail Development Programme have been undertaken in support of the delivery of WYCA's rail strategy (Railplan 7). These earlier phases included the completion of HS2 development work, Harrogate Line Electrification Outline Business Case work and a step –free access feasibility study.
- 2.9. The results of this work have been used to influence the Department for Transport (DfT), the rail industry, stakeholders and HS2 to promote further investment in Yorkshire. For example, the completion of step free access works led to the successful inclusion of Garforth and Hebden Bridge stations as part of the national 'Access for All' programme funded by the DfT. Step free access valued at £3.7m at these stations will be implemented by Network Rail between 2015 and 2019.
- 2.10. To ensure that West Yorkshire and the wider Leeds City Region are well placed to benefit from rail industry and government funding, it is proposed that a further phase of rail development works is progressed.
- 2.11. The proposed Rail Development Programme Phase 3 would include the following strands of work:-
 - **HS2 Connectivity Study and East /West Connectivity (£150,000)** - to develop a coherent connectivity plan and a priority list of transport interventions to maximise the economic benefits across the City Region when HS2 is implemented. Following Sir David Higgins report, this includes funding to develop proposals, with partners across the north, to enhance east and west connectivity to maximise the benefits of HS2;
 - **Rail Feasibility (£20,000)** – to carry out site surveys and feasibility work for the rail related schemes as identified in the interim IP2 for implementation by March 2016;

- **Calder Valley Line electrification** (£50,000) - to carry out feasibility work with partners to establish the costs of electrification on the line to input to the Electrification Task Force;
 - **ECML development** (£10,000) – to carry out further works with other eastern authorities to attract further investment on East Coast Main Line routes.
- 2.12. These works will be procured by WYCA or, where better value would be achieved, by other appropriate authorities with financial contribution from WYCA.
- 2.13. IP2 identifies £600,000 for rail development work over a three year period. Approval is sought for expenditure of £230,000, funded through the LTP, for the Rail Development Programme Phase 3.

Heckmondwike Hub

- 2.14. IP2 includes a small programme of transport hub schemes to improve interchange and integration. The programme includes a transport hub in Heckmondwike Town Centre, incorporating the following features:-
- Illuminated shelters fitted with real time display units;
 - Hub Totem;
 - island hub facility, incorporating 4 drive through bus stands;
 - cycle stands; and
 - traffic light priority for buses.
- 2.15. Kirklees Council are contributing £380,000 towards the scheme. Approval is sought for a further £300,000 LTP contribution (identified in the interim IP2) for the transport aspects of the scheme, split as follows:-
- Kirklees Council for highways works - £230k;
 - WYCA for shelters and totem elements - £70k.
- 2.16. It is anticipated that work will commence on-site in autumn 2014 with completion expected by March 2015. The on-going costs of the WYCA components will be accommodated within existing budgets.

3. Updates

Kirkstall Forge/Apperley Bridge new rail stations

- 3.1. WYCA, in partnership with Network Rail, Northern Rail and Commercial Estates Group (CEG), is planning to build two new rail stations (at Kirkstall Forge, Leeds and Apperley Bridge, Bradford) on the Airedale and Wharfedale rail lines between Leeds and Shipley.
- 3.2. The new station at Kirkstall Forge is located adjacent to a former industrial site off the A65, 3 miles northwest of Leeds City Centre. The station will support the delivery of jobs and housing on the site and has a substantial developer contribution attached. The new station site at Apperley Bridge is located off the A658, Apperley Lane and is ideally situated to serve the communities on the outskirts of Bradford and will also have significant park and ride facilities.

- 3.3. On 28 May 2014, the DfT confirmed that Major Scheme Full Approval had been granted for the construction of both new stations. The DfT will contribute £9.573m towards the £15.790m scheme, with the balance provided by CEG and the LTP.
- 3.4. Construction work is expected to start in September 2014. Both stations are programmed to open in August 2015.

Wakefield Eastern Relief Road, Aire Valley Park and Ride and Pontefract Northern Link Road

- 3.5. The following three schemes are 'early win' priorities within the West Yorkshire Plus Transport Fund:-
- **Wakefield Eastern Relief Road** - a new orbital highway from Doncaster Road to Aberford Road around the east side of Wakefield. It will open up significant housing and employment growth in the strategically important City Fields development area;
 - **Aire Valley (Leeds) Park and Ride** - a 1000 space bus based park and ride on the East Leeds link road just to the west of M1 junction 46 and in the Aire Valley development zone.
 - **Pontefract Northern Link Road** – a new road to open up the Prince of Wales housing development site between Pontefract and the M62, providing congestion relief on the existing route along the A639.
- 3.6. The WYCA has approved the progression of the Wakefield Eastern Relief Road and the Aire Valley Park and Ride through Gateway 1. This means that funds have been allocated to allow detailed design to take place on a single option. Once detailed design has been completed and planning permissions have been secured, the Gateway 2 submission will seek approval to go out to tender. Both schemes are due to start on site during 2015/16.
- 3.7. The WYCA has also approved progression of the Pontefract Northern Relief Road through Gateway 3 (full approval) to allow construction to start on site during June 2014.

New Generation Transport

- 3.8. The Public inquiry for the New Generation Transport Scheme is on-going. The inquiry was originally scheduled for 8 weeks and was due to conclude at the end of June. However progress in the cross examination of witnesses has been slower than anticipated and it is now envisaged that the Public Inquiry will sit for around 15 weeks and, allowing for a summer recess, is likely to conclude at the end of September/early October.
- 3.9. A further update on the Public Inquiry and scheme development will be provided at a future meeting.

4. Financial Implications

- 4.1. The financial implications are set out in Section 2 of the report. LTP funding is capital grant provided by the Department for Transport.

5. Legal Implications

5.1. None as a result of this report.

6. Staffing Implications

6.1. Schemes will be developed and delivered within existing staff resources.

7. Recommendations

7.1. That the Rail Development Programme Phase 3 as detailed in 2.11 above is approved.

7.2. That the Transport Committee approves the expenditure set out in section 2, as follows:-

- £230,000, to be funded from the LTP, for the Rail Development Programme Phase 3;
- £250,000, to be funded from the LTP, to allow the replacement of approximately 30 life expired shelters in 2014/15.
- £300,000 (Kirklees £230,000, WYCA £70,000), to be funded from the LTP, to contribute to the Heckmondwike Hub scheme.

7.3. That the Transport Committee note the updates provided for:-

- Kirkstall Forge/Apperley Bridge new rail stations;
- Wakefield Eastern Relief Road, Pontefract Northern Link Road and Aire Valley Park and Ride;
- New Generation Transport.

Originator: David Hoggarth
Director, Development



ITEM 6

Report to: Transport Committee

Date: 13 June 2014

Subject: Single Transport Plan

1. Purpose

1.1. The process for a review of current transport plans with a view to developing a single transport plan for the West Yorkshire Combined Authority (WYCA).

2. Information

2.1. There are a number of strategic plans and programmes that set out transport's contribution to the economic well-being of West Yorkshire and York, as well as impacts on the environment and people's quality of life. These plans and programmes include:-

- Strategic Economic Plan (SEP);
- Local Transport Plans (the statutory plans for transport in West Yorkshire and York);
- West Yorkshire plus York Transport Fund;
- Leeds City Region Transport Strategy.

2.2. The SEP has been adopted by WYCA. In conjunction with the Leeds City Region Local Enterprise Partnership (LEP), an ambitious transport proposition has been developed to substantially increase transport investment in the area to promote economic growth. The SEP bid to the Local Growth Fund was submitted in March and is currently being assessed by government.

2.3. The WYCA is the Local Transport Authority (LTA) for West Yorkshire, whilst City of York Council is the LTA for York. There is a statutory duty that LTAs prepare, and keep under review, a Local Transport Plan (LTP) for their area. LTAs may prepare joint plans with adjoining areas. At this stage, it is not possible to join the LTPs for West Yorkshire and York because boundaries are non-contiguous.

- 2.4. Through the West Yorkshire plus York Transport Fund, West Yorkshire partners, with City of York Council, have developed an ambitious plan to create 22,000 jobs and economic growth across the area. The West Yorkshire plus Transport Fund is a 10 year investment plan worth £1.6bn to deliver a priority core programme of transport interventions, specifically targeted at creating new jobs and unlocking growth.
- 2.5. The Leeds City Region Transport Strategy was developed in 2009 and sets out a framework for a period of 20-25 years. It aims to improve transport across the area by meeting existing demand for travel, tackling current problems of congestion, supporting future development and prosperity, and progressing towards a lower carbon economy.

West Yorkshire Local Transport Plan

- 2.6. For West Yorkshire, the third Local Transport Plan (2011-26) was developed through extensive public and stakeholder engagement by the Integrated Transport Authority, working with the five constituent District Councils. The 15 year Plan was adopted by all the partners in March 2011. It includes a Vision Statement and high level transport objectives, as set out below:-

Working together to ensure that West Yorkshire's transport system connects people and places in ways that supports the economy, the environment and their quality of life.

- *Objective 1 - To improve connectivity to support **economic activity and growth***
- *Objective 2 – To progress towards a **low carbon transport system** for West Yorkshire*
- *Objective 3 – To enhance the **quality of life** of people in West Yorkshire*

- 2.7. The plan is implemented through three year implementation plans, with the current plan (IP2) for 2014-17 adopted in January 2014 utilising capital and revenue resources, such as:-

- Department for Transport capital Block Allocations - Highway Maintenance and Integrated Transport LTP Blocks;
- Revenue from the WYCA's annual transport levy and from District Council annual revenue budgets.
- Funding gained through bidding, such as Cycle City Ambition Grant, Local Pinch Point Fund, Cycle Safety Fund, Electric Vehicle Rapid Charging Points and the Local Sustainable Transport Fund.

- 2.8. The Local Transport Plan implementation plan is an interim plan pending a review in summer 2014 once the outcome of the SEP is known.

- 2.9. Achievements through the Local Transport Plan include:-

- Highway and Bridge maintenance;
- DfT Major scheme progress – NGT, Leeds Station Southern Entrance, Leeds Inner Ring Road, Kirkstall Forge and Apperley Bridge;

- Started on site with Castleford Bus station;
- Good progress on developing Low Moor Rail Station;
- Traffic Light Priority at 243 sites across West Yorkshire;
- Bus Network Reviews;
- Smartcards - new retail network launched;
- Safer Roads;
- Delivery of cycle and walking schemes.

Need for a Review

2.10. There has been some significant development since the West Yorkshire LTP 2011 – 2026 was adopted in 2011. The most significant of these developments are: -

- The establishment of the WYCA on 1 April 2014;
- West Yorkshire plus York Transport Fund 2014-24 – a £1.6bn programme of transport interventions;
- The development of the Strategic Economic Plan (SEP) 2015-21 as a bid to the Local Growth Fund. IP2 will need to be reviewed following the outcome of the SEP bid in July 2014;
- Development of High Speed 2 proposals and the need to ensure that benefits are spread across the wider city region area.

2.11. The WYCA has, in view of these developments, approved a review to develop a single transport plan that reflects the ambition of the WYCA, the evolution of the Transport Fund, the role of the SEP, the need to prepare for HS2 and work streams on bus strategy and rail devolution.

2.12. At its meeting on 29 May 2014, the WYCA noted that a single plan for transport needs to include for:-

- Strong links with the agreed SEP and economic growth;
- Longer term vision with greater ambition;
- Focus on national connectivity as well as internal connectivity;
- Focus on east-west connectivity across the north to maximise the benefits of HS2;
- Better integration between transport modes;
- Consultation with stakeholders.

2.13. The WYCA agreed to delegate the detailed work on the review to the Transport Committee, working closely with the Investment Committee.

2.14. The Transport Committee are invited to consider the following issues:-

- Further input from the WYCA, including resource assumptions following the SEP funding announcement and Transport Fund resolution;
- How best to work with the Investment Committee and the LEP;
- How to involve other transport suppliers (eg Network Rail, Highways Agency, operators);
- How to involve other transport bodies, including the relationship with City of York Council and neighbouring authorities;
- How to involve stakeholders/interest groups;
- What devolution of transport powers from Government might be desirable?
- What might be the major, transformational investment projects?

2.15. A provisional draft work programme, reflecting the scale of work for a comprehensive review and consultation requirements, resource availability, is attached at Appendix A for discussion.

3. Financial Implications

3.1. The review will be undertaken within existing approved budgets.

4. Legal Implications

4.1. There is a statutory duty for Local Transport Authorities to keep Local Transport Plans under review.

5. Staffing Implications

5.1. The review will be undertaken utilising existing staff resource within the WYCA and local partners.

6. Recommendations

6.1. That the Transport Committee notes the proposed development of a Single Transport Plan.

6.2. That the work programme and approach detailed in 2.14 are considered.

Developing a Single Transport Plan

STAGE	ACTIVITY	INDICATIVE TIMESCALE
Stage 1	SEEK FURTHER GUIDANCE FROM WYCA	June/July 2014
Stage 2	DEVELOPMENT WORK with: <ul style="list-style-type: none"> • Transport Committee; • Investment Committee; • Transport Portfolio Advisory Group; • LEP (through Chair). 	Summer/ Autumn 2014
Stage 3	WYCA CONSIDERS DRAFT PLAN	Winter/ Spring 2015
Stage 4	CONSULTATION	Spring 2015
Stage 5	REVIEW OF PLAN	Summer 2015
Stage 6	WYCA CONSIDERS PLAN FOR APPROVAL AND PUBLICATION	Summer 2015

ITEM 7

Report to: Transport Committee

Date: 13 June 2014

Subject: Transport Committee Arrangements

1. Purpose

1.1 To consider working arrangements of the Transport Committee.

2. Information

- 2.1. The Transport Committee terms of reference, as approved by the West Yorkshire Combined Authority (WYCA) on 1 April 2014, are attached as Appendix 1.
- 2.2. This report considers the Transport Committee's working arrangements, including the relationship between the Transport Committee and West Yorkshire and York Investment Committee.

Relationship to West Yorkshire and York Investment Committee

- 2.3. The Terms of Reference for both the Investment and Transport Committees require liaison to promote the strategic alignment of regional transport funding investment.
- 2.4. Insofar as transport investment is concerned, there is a clear interaction between the Combined Authority and the two Committees. For example, the Transport Committee has powers to make capital expenditure grants and the Investment Committee is required to provide advice on investments to the Combined Authority. A matrix setting out the types of decision and advice likely to be made by the Committees is included as Appendix 2.
- 2.5. Figure 1 below illustrates the flow of advice and decision making within the new Combined Authority structure. Typically the Transport Committee would develop a pipeline of transport schemes or programmes (overseeing the initial development work and alignment with capital and revenue budgets). New proposals would be passed to the Investment Committee which will use tools such as the Single Appraisal Framework to assess the proposed investment alongside other non-transport investments to make a value for money recommendation to the Combined Authority.

- 2.6. Once approved, new projects and programmes would pass to the Transport Committee to oversee delivery and release funding within the delegated authority of the Combined Authority. Any significant changes or exceptions would have to go back to the Investment Committee for a further value for money recommendation. Approved non transport investment would be overseen by the Investment Committee and progress reported to the Combined Authority.

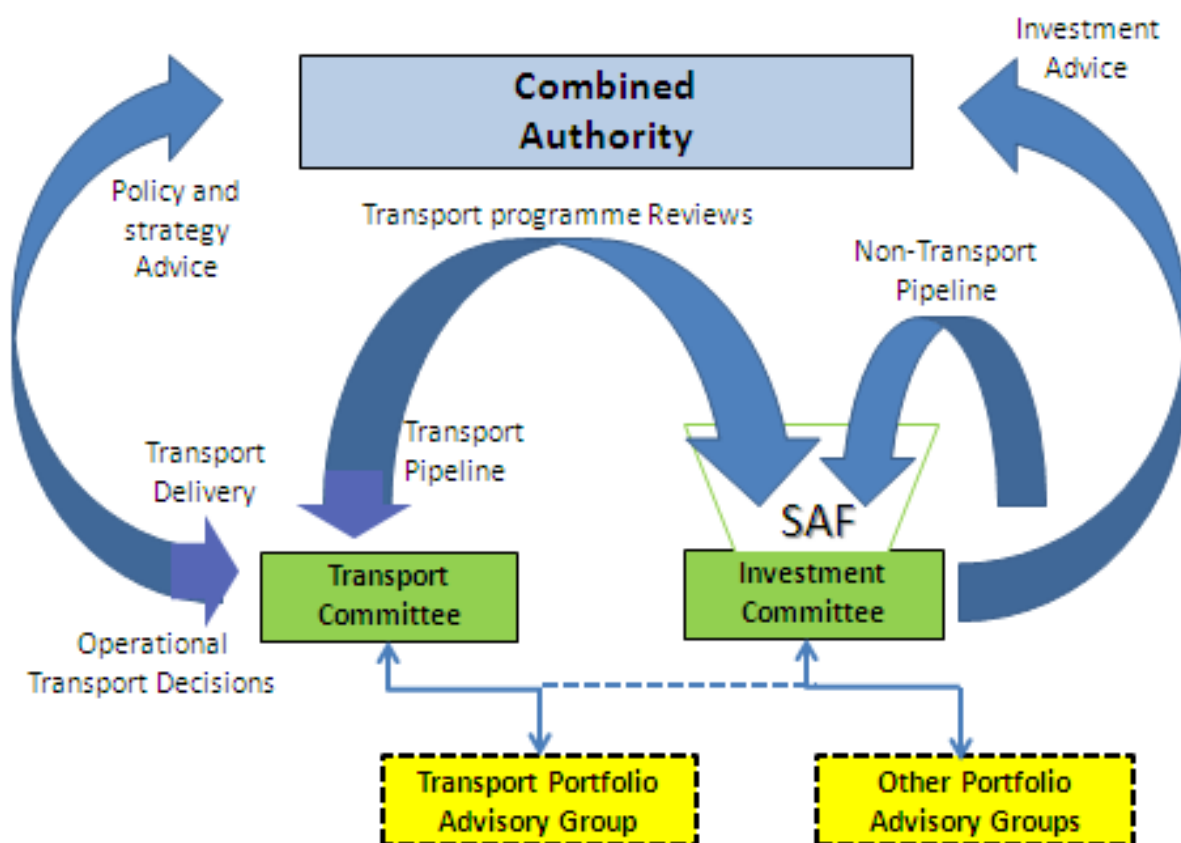


Figure 1: Flow Diagram of Transport decisions and advice

- 2.7. Whilst formal decisions and advice will be made and provided by the two Committees, the terms of reference require liaison between the two on transport investment. There is also a significant volume of technical work that needs to be undertaken in developing transport schemes and programmes for subsequent approval. It is therefore proposed to establish an informal Transport Portfolio Advisory Group which includes Portfolio Holders and the Chair of the Transport Committee.
- 2.8. This advisory group would oversee the initial scheme development work and also provide input on Local Transport Plan matters. In due course, it may be prudent to set up other portfolio advisory groups (providing advice to the Investment Committee) to cover some of the non-transport aspects of investment and to link in pre-existing Local Enterprise Partnership (LEP) level groups such as:
- the LEP Investment Panel (currently recommending Growing Places Fund/Business Growth Fund loans and grants to the Leaders Board);

- the Homes and Community Agency Board;
- the City Region Planning Portfolio Group.

Supported Local Bus Services

- 2.9. The Transport Committee has a role in setting criteria for the supported local bus services (e.g. services to meet social needs not provided on a commercial basis). The application of these criteria was overseen by the WYITA Bus Scrutiny Committee prior to the establishment of WYCA on 1 April 2014.
- 2.10. It is suggested that the Transport Committee retains responsibility for the criteria for supported bus services but establish a Working Group (drawn from the membership of the Transport Committee and with 'political balance') to provide oversight of the application of these criteria. The Working Group would not have decision making powers but could make recommendations to the Transport Committee as well as providing input to the process of procuring tendered services.
- 2.11. The supported bus service contract review process is geographic in nature and it is expected that participation in meetings of the Working Group would reflect the desirability of local input to any particular review process. It is suggested that membership of the Working Group could be extended to relevant District Council portfolio holders in order to strengthen collaboration between WYCA and constituent District Councils.
- 2.12. The draft Terms of Reference of the Bus Services Working Group are attached as Appendix 3.

District Engagement Committees

- 2.13. The Transport Committee meeting of 25 April considered the membership and role of the District Engagement Sub Committees and resolved to give these matters further consideration. This report reflects subsequent discussion with the Chair and Deputy Chairs of the Transport Committees.
- 2.14. As a result of these discussions it is suggested that:
- the Terms of Reference of the District Engagement Sub Committees (Appendix 4) are adopted;
 - that the Chair of the Transport Committee liaises with District Council portfolio holders regarding any requirement for joint member meetings regarding transport issues in that District;
 - Efforts are made to widen the membership of the District Engagement Sub Committees, particularly in respect of representation from disability groups
 - That the Acting Director Transport be requested to report to a future meeting the potential of a 'virtual' District Engagement Sub Committees to further widen representation;
 - that the District Engagement Committees be renamed as District Consultation Sub Committees;

Budget Working Group

- 2.15. At its meeting on 29 May 2014 the West Yorkshire Combined Authority approved the creation of a Budget Working Group to assist in ensuring the 2015/16 budget is aligned with the WYCA priorities. Membership of this Group will be drawn from all parties and include representation from the WYCA and the Transport Committee. Terms of reference are being prepared.

3. Financial implications

- 3.1. None as a result of this report.

4. Legal Implications

- 4.1. None as a result of this report

5. Staffing Implications

- 5.1. None as a result of this report

6. Recommendations

- 6.1. That the proposed method of working with the Investment Committee is adopted and reviewed periodically.
- 6.2. That the Transport Committee approves the establishment of a Bus Services Working Group to provide oversight of the procurement of supported bus services and that the terms of reference in Appendix 3 are adopted.
- 6.3. That the Transport Committee approves the terms of reference (Appendix 4) and the proposed approach to extending the membership of the District Engagement Sub – Committees.
- 6.4. That the Transport Committee requests the Acting Director Transport to report to a future meeting the potential of a ‘ virtual’ District Engagement Sub Committees to further widen representation.
- 6.5. That the Chair of the Transport Committee liaises with District Council portfolio holders regarding any requirement for joint member meetings regarding transport issues in that District.
- 6.6. That the District Engagement Committees be renamed as District Consultation Sub Committees.
- 6.7. That the Transport Committee notes the creation of a Budget Working Group.

Transport Committee

In accordance with the policies and strategies set by the Authority, the Transport Committee is authorised:

1. To monitor and manage the delivery of the Local Transport Plan across the combined area.
2. To determine which public passenger transport services the Authority should secure to meet public transport requirements which would not otherwise be met.¹
3. To formulate general policies about promoting:
 - a) the availability and operation of public passenger transport services to meet the public passenger transport requirements the Authority consider appropriate to be met; or
 - b) the convenience of the public in using all such available services.
4. To approve²:
 - a) agreements in connection with rail network, station or light maintenance depots
 - b) arrangements for services with any person providing passenger transport services by air
 - c) agreements with the owner of any locomotive or other rolling stock
 - d) arrangements to transfer any part of an undertaking or property of the Authority
 - e) acquiring land³, developing land⁴ and, disposing of any property or, save to the extent delegated to the Executive Director of Transport, any interest in land⁵, and

¹ In accordance with S9A Transport Act 1968

² In accordance with S10 Transport Act 1968

³ under S10(1)(xx)(b) Transport Act 1968

⁴ under S10(1)(xxii) Transport Act 1968

- f) submitting a request to the Minister to authorise the compulsory purchase of land.
5. To approve⁶:
- a) changes in the general level of charges for transport services or facilities provided by the Authority⁷; and
- b) reductions in or waiving of such charges.⁸
6. To make grants for transport facilities and services⁹
7. To make payments towards capital expenditure on public transport facilities¹⁰.
8. To establish or vary a local travel concession scheme and adopt arrangements for the operation, scope and application of such a scheme.¹¹
9. To make, vary, revoke or postpone a quality partnership scheme.¹²
10. To make, continue, revoke or vary a quality contracts scheme.¹³
11. To make, vary or revoke a ticketing scheme.¹⁴
12. To consult on and determine the availability of local bus information and ascertain if it is being made available.¹⁵

⁵ under S10(1)(xxiii) , with the exception of any disposals delegated to the Executive Director of Transport

⁶ S15(2)a Transport Act 1968

⁷ In accordance with S6 Transport Act 1983

⁸ S15 Transport Act 1968, subject to S104(2) Transport Act 1985

⁹ S106 Transport Act 1985

¹⁰ S56 Transport Act 1968

¹¹ Transport Act 1985

¹² or postpone facilities or standards of service under a scheme

¹³ Part II Transport Act 2000

¹⁴ Part II Transport Act 2000

¹⁵ S139 Transport Act 2000

13. To enter into a voluntary partnership agreement relating to buses.¹⁶
14. To direct the Executive Director of Transport to invite tenders for specified activities or descriptions of activities of the Authority¹⁷.
15. To consider and determine any matter within the delegated authority of the Executive Director of Transport, which is referred to the Committee by the Executive Director.¹⁸
16. To respond to reports and recommendations from an overview and scrutiny committee¹⁹.
17. To advise the Authority in relation to any of its transport or transport-related functions.
18. To liaise with the West Yorkshire and York Investment Committee to promote the strategic alignment of regional transport funding investment²⁰.

¹⁶ S153(2) Transport Act 2000

¹⁷ In accordance with S8 Transport Act 1983

¹⁸ Such as New Generation Transport and Bus Quality Contracts

¹⁹ Of the Authority or any Constituent Council

²⁰ This may be through holding joint meetings with the West Yorkshire and York Investment Committee

Appendix 2

Possible Roles: CA, Transport Committee and Investment Committee

Funding and Policies	Combined Authority	Transport Committee	Investment Committee
Set a levy, reflecting City Deal, Growth and other commitments	X		
Approve annual business plan, including revenue budget and capital programme	X		
Approve, amend withdraw or revoke any plan or strategy for the control of the WYCA's borrowing, investments or capital expenditure	X		
Review and develop transport policies		X	
Approve economic investment strategy (linked to LEP)	X		
Single Transport Plan, including West Yorkshire Transport Fund, LTP, LSTF and other funding streams	Combined Authority	Transport Committee	Investment Committee
Set high level objectives for updated Single Plan	X		
Strategy and programme development		X	
Revise IP2 Programme in light of SEP outcomes		X	X
Approval to single Transport Plan and revised IP2 programme	X		
Advise on changes to the WYTF (major schemes) programme, eg new schemes and funding applications		X	X
To ensure WYTF major scheme investment proposals are aligned with the LTP		X	X
To support the delivery of the LTP / WYTF, eg formulating policies to promote public transport and operational arrangements, eg CPO requests, making grants,		X	

Bus Strategy (summary)	Combined Authority	Transport Committee	Investment Committee
Provide guidance on risk appetite and future resources	X		
Evaluation of Bus QCS and partnership options		X	
Decisions to consult, give notice and make a scheme	X		
Approval to procurement		X	
Award of contracts		X	
OR – oversight of partnership implementation		X	

Rail Development	Combined Authority	Transport Committee	Investment Committee
Set broad expectations for outcomes of Rail North, including HS2 Connectivity	X		
Oversee development of RailNorth proposition	X	X	
Approval to RailNorth proposition	X		
Oversee development of HS2 Connectivity strategy		X	X

Operational Matters	Combined Authority	Transport Committee	Investment Committee
Approval to Concessionary Travel Scheme re-imbusement arrangements		X	
Variation to Rail Franchise		X	
Criteria for bus service procurement		X	
Funding bid approvals		X	

Economic Investment Decisions	Combined Authority	Transport Committee	Investment Committee
Economic Investment decisions advised by Investment Committee	X		
Consideration and development of economic investment strategies			X
Approval of economic investment bids	X		
Consideration of economic investment bids			X
Monitoring of economic investment plans and programmes			X

Appendix 3

Draft Terms of Reference: Local Bus Services Working Group

- 1 The Working Group is advisory only and will have the following functions:-
 - a. To advise the Transport Committee on the practical application of the Authority's criteria for supported services.
 - b. To consider proposals for supported services or to review supported services that have been procured by the Authority.
 - c. To consider and review the tender evaluation and award procedures.
 - d. To advise and make recommendations to the Transport Committee and the Director of Passenger Services in relation to any matter concerning the provision of supported bus services and the delivery of the policies of the Authority in relation to public passenger transport services.

The intention is for the business and attendance at meetings to be flexible to meet the requirements of the Transport Committee and therefore a formal committee structure is not appropriate.

The Working Group is not intended to replace or conflict with the Authority's Overview and Scrutiny Committee and any matter reviewed by the Group remains subject to the remit of that Committee and the Procedure Standing Orders relating to scrutiny.

- 2 The Working Group may comprise any number of members of the Transport Committee from time to time but with the intention that attendees of Working Group meetings will always include a member from the Districts where the supported services in issue are or would be provided, in the interests of providing local insight.
- 3 The Working Group will meet not fewer than four times annually, but may meet at any time, if appropriate, in view of the business of the Authority and the letting of supported services contracts and network reviews.
- 4 The Legal and Democratic Services office will at the request of the Director of Passenger Services or their Assistant Director, give notice of any meeting not in the calendar of meetings.
- 5 An agenda for business to be considered by a meeting of the Working Group will be provided in good time for any meeting.
- 6 At least 5 working days' notice of meetings will be given and any members that wish to attend should notify the deputy Monitoring Officer or other officer within the Legal and Democratic Services team.

- 7 There is no fixed quorum for meetings of the Working Group but it is advisable that:-
- a. at least 3 members shall attend any meetings; and
 - b. At least one member from each affected district should attend any meeting.
- If fewer than 3 members indicate they will attend, or if no member from an affected district will attend then the meeting need not be held. If a meeting is not going to be held, then members may make written representations on the papers to the Director of Passenger Services if they wish.
- 8 So far as possible, representatives of more than one political group should attend in the interest of balance. There is no legal requirement for political balance to be achieved on working groups.
- 9 The Working Group is not a sub-committee. At any meeting, the members attending may if they wish select one of their number to act as a chair for the purpose of conducting the business on the agenda. Where a decision is required, such as the terms of any recommendation, then the attendees may vote if there is not clear unanimity. Each attendee shall have one vote and any chair shall not have a casting vote. The views of all members present should be recorded if there is any dispute.
- 10 If at any meeting there is no member present from a district affected by bus service issues or proposals then a recommendation may not be made if it might impact on that district.
- 11 Officers may be called on to attend meetings and provide information, documents and advice to members, if requested, given reasonable notice.
- 12 Any recommendations of the Group will be brought before the next convenient meeting of the Transport Committee, or in the case of urgent matters, be notified to the Chair of the Transport Committee and the Director of Passenger Services as soon as possible.
- 13 As the information discussed at meetings may contain commercial or confidential information relating to bus operators and tenders, proceedings of the Working Group shall be kept private and confidential.
- 14 The Code of Conduct of the Authority will apply to the members in so far as standards of conduct at Group meetings are concerned. Whilst there is no legal requirement to declare interests within working groups, the members will declare interests as if the group meetings were formal committee meetings and will notify the Monitoring Officer accordingly.

Draft Terms of Reference for proposed District Engagement Sub-Committees

In relation to:

- the area of the constituent council and
- local public transport functions,

Each District Engagement Sub-committee is authorised:-

1. To consult with and consider representations from users¹ of local public transport services and facilities.
2. To advise the Transport Committee in relation to:
 - a) the views of users of local public transport
 - b) service delivery objectives and performance²
 - c) improving co-ordination between the constituent council and the WYCA
 - d) the progress of planned projects and programmes, and
 - e) any proposal referred to it by the Transport Committee.

¹ Or on behalf of users

² including performance indicators relating to local bus and rail services, congestion, mode share, air quality, safety and other outcomes identified in relevant Plans and Strategies.