

TRANSPORT COMMITTEE

**MEETING TO BE HELD AT 10.00 AM ON FRIDAY, 7 JULY 2023
IN COMMITTEE ROOM 1, WELLINGTON HOUSE, 40-50 WELLINGTON
STREET, LEEDS**

A G E N D A

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS**
- 3. EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC**
- 4. MINUTES OF THE MEETING OF THE TRANSPORT COMMITTEE HELD ON 26 MAY 2023**
Copy attached.
(Pages 1 - 10)
- 5. BUS SERVICE IMPROVEMENT PLAN UPDATE**
(Pages 11 - 20)
- 6. EAST LEEDS FLEXIBUS TRIAL REVIEW**
(Pages 21 - 56)
- 7. TRANSPORT POLICY UPDATE**
(Pages 57 - 62)
- 8. PROJECT APPROVALS**
(Pages 63 - 96)
- 9. GOVERNANCE ARRANGEMENTS**
(Pages 97 - 114)

Signed:



**Chief Executive
West Yorkshire Combined Authority**



**MINUTES OF THE MEETING OF THE
TRANSPORT COMMITTEE
HELD ON FRIDAY, 26 MAY 2023 AT COMMITTEE ROOM 1,
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

Present:

Councillor Susan Hinchcliffe (Chair)	Bradford Council
Councillor Manisha Roma Kaushik (Deputy Chair)	Kirklees Council
Councillor Peter Carlill (Deputy Chair)	Leeds City Council
Councillor Peter Clarke	Bradford Council
Councillor Hassan Khan	Bradford Council
Councillor Taj Salam (Transport Engagement Lead)	Bradford Council
Councillor Peter Caffrey	Calderdale Council
Councillor Aafaq Butt (Transport Engagement Lead)	Kirklees Council
Councillor Martyn Bolt	Kirklees Council
Councillor Eric Firth	Kirklees Council
Councillor Matthew McLoughlin	Kirklees Council
Councillor Neil Buckley	Leeds City Council
Councillor Helen Hayden	Leeds City Council
Councillor Annie Maloney	Leeds City Council
Councillor Eleanor Thomson	Leeds City Council

In attendance:

Dave Pearson	West Yorkshire Combined Authority
Dave Haskins	West Yorkshire Combined Authority
Mick Bunting	West Yorkshire Combined Authority
Rachel Jones	West Yorkshire Combined Authority
Mark Auger	West Yorkshire Combined Authority
Alexandra Carpenter	West Yorkshire Combined Authority
Vicky Dumbrell	West Yorkshire Combined Authority
David Gill	West Yorkshire Combined Authority
Ian Parr	West Yorkshire Combined Authority

65. Apologies for absence

Apologies for absence were received from Cllr Hutchinson, Cllr Jones, Cllr Ross-Shaw, Cllr Scullion, Cllr Wilson, and Amir Hussain.

66. Declarations of disclosable pecuniary interests

8. Bus Service Improvement Plan Update.
Councillor Taj Salam, Disclosable Pecuniary Interest, Cllr Taj Salam disclosed his employment with First Bus.

67. Exempt information - possible exclusion of the press and public

There were no items that required the exclusion of the press and public.

68. Minutes of the meeting of the Transport Committee held on 10 March 2023

Resolved: That the minutes of the meeting of the Transport Committee held on 10 March 2023 be approved and signed by the Chair.

69. Rail Strategy Consultation

Transport Committee members received a report from the Rail Development Manager which sought approval to commence the public consultation of the emerging Rail Strategy in summer 2023.

Officers noted that investment in the rail network was vital to meet the challenges faced by passengers and to achieve a net-zero carbon economy. Transport Committee members had provided feedback on the strategy through dedicated workshops, and external partners and stakeholders were also consulted. The strategy would feed into the Local Transport Plan and inform future developments alongside other strategies up to 2040. If approved, consultation was proposed to begin with statutory consultees, industry members, and rail user groups in June 2023. Members of the public would be able to participate in the consultation via the 'Your Voice' platform.

Members queried if biodiversity was taken into consideration, officers responded that it is assessed within the Combined Authority appraisal process, as well as by the processes of industry partners.

Members requested in-person sessions to consult those who may not be online, officers agreed to take the matter into consideration. Members suggested the local transport forums would be a suitable opportunity to discuss the rail strategy.

Members asked if freight transport was covered by the strategy, officers confirmed a separate freight strategy was in development, a key element of which being rail. The freight strategy was slightly further behind in the development process and should be ready towards 2024.

Members questioned if there could be a more user-friendly version of the rail strategy as part of the consultation, officers agreed to feed the suggestion back to the rail policy team.

Resolved: That the consultation of the emerging Rail strategy in June be approved and agreed.

70. Local Transport Forum Arrangements 2023/24

Transport Committee members received a report from the Director of Transport Operations and Passenger Experience to establish arrangements for the Local Transport Forums in 2023/24.

Officers noted the role of Transport Engagement Lead was created and approved in 2022, with the aim of leading on engagement in their district with the transport portfolio holder, facilitating joint working with district partners, and leading two public forums per municipal year to discuss local transport matters. A senior officer will be allocated to support each forum and work with local councils. Forums would not have a set agenda or receive formal support from the Combined Authority, in favour of a more flexible format where relevant issues could be raised by the Engagement Lead or attendees.

Members requested that a minimum of two meetings be held, with the potential for more should circumstances dictate. Members also queried if items such as active travel could be a standing item to ensure some discussion takes place at each meeting. Members responded that there was no restriction on the number of meetings or the discussion topics, as long as the Engagement Leads and portfolio holders were in agreement and the appropriate resources were available. Members noted the value that WYCA and district council officers bring to a meeting in their ability to respond to local issues. Members further highlighted the need for an open and inclusive forum to accommodate the widest range of potential attendees.

Resolved: That the arrangements for Local Transport Forums in 2023/24 be approved as set out in the submitted report.

71. Transport Policy Update

Transport Committee members received a report from the Director of Transport Policy and Delivery to provide a quarterly update on relevant transport policy developments.

Officers noted some of the key updates since the Transport Committee previously met. The Transport for the North board met in March, and agreed the draft Strategic Transport Plan to enter into public consultation. The consultation would take place over summer 2023 with the finalisation at the end of the year. A public consultation session was scheduled to be held at the Queen's hotel, Leeds, on 5 July 2023.

The Rail north committee met in February and discussed ongoing frustrations with TransPennine Express. Other topics included the Manchester taskforce, east coast main line, connectivity between Leeds and Sheffield, and a strategic rail report. The next meeting of the Rail North Committee was scheduled to take place on 7 June 2023.

Following the publication of the UK Electric Vehicle Strategy in March 2022, the government announced £450 million of funding to facilitate the installation of charging infrastructure for residential areas with no off-street parking. The Combined Authority was working closely with districts to

identify suitable locations. Approximately £17 million of funding was awarded, which may be increased subject to successful private sector investment. The full business case was expected to be completed by November 2023, and subsequently brought for approval by the Transport Committee.

West Yorkshire received an air quality grant as part of the Public Particulate Improvement Program, the purpose of which was to improve the understanding and awareness of air particulates, enhance monitoring, create a dashboard for public information, and improve knowledge of particulate sources and their impact. Engagement will be undertaken with the West Yorkshire Low Emission Strategy Group and public health professionals.

Officers provided a verbal update regarding the Active Travel Fund 4 scheme, previously discussed by Transport Committee members in February 2022. The Combined Authority has been allocated approximately £17.5 million to deliver new cycle lanes, walkways, and towpaths. The bid was assessed by Active Travel England, and when combined with additional existing funds would total over £21 million for active travel in West Yorkshire. The Chair noted that she had held a meeting with the Chief Executive of Active Travel England to discuss the needs of districts to decide their own local priorities.

Members questioned how many charging points could be delivered with the awarded funding, officers clarified between 500 and 1,000 were possible, subject to the total available funding and suitable charging options. Members raised concerns that some EV charging points have created further issues with taxi-only parking and vandalism of infrastructure. Members responded there was still much to learn on the matter as local areas present different issues.

Resolved: That the updates provided in the submitted report be noted.

72. Bus Service Improvement Plan Update

Transport Committee members received a report from the Interim Head of Transport Policy to provide and update on the state of the local bus network, ongoing delivery of the Bus Service Improvement Plan revenue programme, and request the approval of further funding to support transport programmes.

Officers noted that following the pandemic, passenger levels had stabilised at around 85% compared to pre-pandemic figures. There was a desire to increase patronage using the available BSIP funding by prioritising cheaper fares, increasing service frequencies, and introducing new services. The Mayor's Fares scheme has supported up to half a million journeys each week, and saved 20% per journey on average in comparison with fares before the implementation of the scheme.

The Combined Authority was working with operators to identify improvements to services through the creation of a shortlist of ten routes.

Progress was made more difficult due to potential cuts from operators who still require further funding to continue to run services at the current standard. Three enhanced services were planned for introduction including in Keighley, Shipley, and Halifax, with more routes potentially introduced with future funding.

Officers noted the decision of the West Yorkshire Combined Authority on 25 May regarding bus reform, which concluded that bus franchising was the preferred option subject to audit and consultation. A final decision on bus reform will be made in March 2024.

Officers noted that government support provided bus operators at pre-pandemic rates was due to expire at the end of June 2023, with the uncertainty surrounding an extension causing concern among operators. The government has agreed to provide funding to support the £2 fare cap outside of London, though this does not apply to West Yorkshire since the Mayor's Fares initiative was already in place. £160 million has been provided to local transport authorities to improve services and infrastructure, with a further £140 million given directly to operators to protect against potential service cuts. Operators have welcomed the funding, however, it was still less than anticipated, resulting in the need for further service reductions. Officers suggested a workshop of Transport Committee members to take place in early June to discuss the ramifications of the announcement and potential next steps.

Members noted that despite the efforts of the Combined Authority and bus operators, the enhanced partnership model has not delivered the required network improvements and added that some operators were unwilling to cooperate at all and franchising would help to remove potential barriers. The Chair responded there has been a long history of partnership working but the issues raised by members showed that in any case, improved cooperation is required to meet the ambitions for the bus network.

Members queried the passenger numbers implied by the 85% figure compared to pre-pandemic levels, and if a previous 10% growth target had been abandoned. Officers responded that the data suggested growth in passenger numbers, but the pandemic made meeting the target set in 2019 challenging. Direct comparisons could not be reliably made due to the differences in commuting trends both pre and post pandemic. Members added that the pandemic was a detrimental factor, however growth has increased over the longer term and the focus should remain on long-term sustainability and attracting new passengers to buses. Officers noted that Transport Focus had been conducting research into new passenger trends which could be brought to a future meeting.

Members noted that the tap-on tap-off system was not supported by all operators, leading to confusion among passengers and a hesitancy to use bus services. Members also highlighted the system was not always clear to those who are neurodivergent

Members questioned if BSIP funding was being used to subsidise bus services when members were previously advised the funding was separate.

Officers noted that recent updates to legislation had made it possible to use BSIP funding to support services, and officers were working through the potential implications.

Members queried if the issue of 'ghost buses' which appear on real-time display systems but do not arrive was ongoing. Officers clarified that work was being undertaken to address the issue, though it was difficult to address since the information system relies upon updates from operators if services were cancelled.

Resolved: That the BSIP programme update and funding approval request (covered as part of Item 11) be noted.

73. Passenger Experience Update

Transport Committee members received a report from the Interim Director of Transport Operations and Passenger Experience to provide an update on the performance of the transport network in West Yorkshire, and on passenger-facing activity.

Officers noted that TransPennine Express had recently been taken under the control of the government's operator of last resort due to continued cancellations of services. At the time of the meeting, the figures did not show any improvement but it was hoped that improvements would become apparent with time. Members responded that despite the change of control, the same staff were still in place and commuters had already lost confidence in the rail service.

Resolved: That updates provided on the Passenger Experience in West Yorkshire provided in the submitted report be noted.

74. Review of MyBus Primary School Services

The Chair noted that the Combined Authority had sustained funding for several years, however, the current financial position has made it difficult to continue to provide support. Officers noted that funding was previously agreed in 2019, and set out the guidelines for services and how value for money was assessed. Though most secondary school services were full, some primary school services were relatively empty, and therefore did not provide good value for money. Underused services were identified, and consultations undertaken with schools to identify the available options.

Members raised concerns about the number of affected services, particularly those serving rural areas, and queried if a more pragmatic approach could be taken. Officers responded the services did not represent value for money and there was not enough funding to continue operation, and added that services had been adapted wherever possible but in most cases alternative travel methods were accessible.

Resolved: That the actions being taken to ensure the provision of MyBus primary school services remains within the policy guidelines set by the Committee in 2019 be noted.

75. Project Approvals

Bus Network Plan and Enhanced Bus Services

The Transport Committee considered the scheme which aimed to expand the core network of bus services in West Yorkshire.

Combined Services and Assets Database (CoSA) Replacement

The Transport Committee considered a scheme to procure and implement a replacement for the Combined Services and Assets (CoSA) system. Officers explained the new system would replace the current outdated system, and facilitate better management of the network. The new system would be fit for purpose, more efficient, and provide better value for money.

Members questioned if the scheme would improve the real-time information screens. Officers responded the real-time information system was different, but that it would link in to the CoSA replacement which would be beneficial if implemented.

Leeds City Bikes

The Transport Committee considered a scheme to introduce an electric bike (e-bikes) share/hire scheme in Leeds city centre and surrounding areas.

Officers explained the scheme had been given approval by the Combined Authority at an earlier stage. The e-bikes would be electric, making them more viable for shorter journeys and accessible to people. Approximately 650 e-bikes and 10 tricycles would be available, with 140 docking stations around the city centre, the locations of which was to be confirmed. The full fleet was targeted to be in place by March 2024. The equipment would be owned by Leeds, with the operator receiving 25% of profits to reinvest into the scheme. The operator has multiple similar schemes around the country, giving a high confidence the scheme will be a success.

Members suggested that further development of this scheme to other West Yorkshire areas would be beneficial for the region. Members agreed that they have found them useful and it would be a good incentive for members and officers to set a positive example.

Members queried the boundaries of the scheme and how users could monitor the battery levels of the e-bike. Members responded that the boundary extends for some distance outside of the city centre, but does not reach the outskirts of Leeds. Users may monitor the battery levels of e-bikes through the companion app in which has been available for use by service users in other authorities.

Members questioned if the e-bikes would be allowed in pedestrianised areas, members responded that the cycle restrictions already in place would also apply to the e-bikes. Officers added that training and guidance was

accessible within the companion app, and wider cycle training remains available from several avenues.

Bus Service Improvement Plan - Mayor's Fares

The Transport Committee considered a scheme to provide a further £11.2 million of funding to continue the Mayor's Fares scheme through to the end of March 2024, subject to further decisions by government.

Thorpe Park Rail Station

The Transport Committee considered a scheme to deliver a new rail station at Thorpe Park on the Leeds to York section of the Trans-Pennine railway.

Members questioned if there was any section 106 funding contributing towards the scheme, officers clarified that contributions have already been captured in the development of the scheme, however conversations were ongoing about further potential funding.

TCF Halifax Bus Station

The Transport Committee considered a scheme to redevelop Halifax bus station into a more modern, fit for purpose, and environmentally friendly station through several avenues of improvement. Work on the station began on site in September 2021, with a new completion date set in October 2023. Several factors including inflation had increased the required cost to complete the project, and a variety of barriers were encountered which slowed the progress of the work.

Resolved:

With respect to Bus Network Plan and Enhanced Bus Services the Transport Committee, subject to the conditions set by the Programme Appraisal Team, approved that:

(i) The Bus Network Plan & Enhanced Bus Services (previously Superbus) scheme proceed through Decision Point 2 (Strategic Outline Case) and work commence on Activity 3 (Outline Business Case).

(ii) An indicative approval to the Combined Authority costs of up to £29,700,000 be given. The total scheme cost is £29,700,000.

(iii) Approval to the development and initial delivery costs of up to £6,228,434 be given, subject to discharge of Condition 3, taking the total approval to £7,998,434. This comprises up to £770,000 for development costs, £3,000,000 for Tranche 1: 'Network Protection and Quick Win Enhancements and up to £4,228,434 for Enhanced Bus Services (Year 1).

(iv) The Combined Authority provide funding to bus operators for Network Protection, Quick Win Enhancements and for Enhanced Bus Services (Year 1), by using existing compensation arrangements, subject to the discharge

of Condition 3. The amount of funding allocated to each bus operator be delegated to the Director of Transport Policy and Delivery.

(v) The discharge of Condition 3 be delegated to the chair of the Transport Committee, in consultation with portfolio holders.

(vi) Future approvals be made in accordance with the assurance pathway and approval route outlined in this report. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

Conditions

The following conditions have been set by PAT to gain approval to commence activity 3 (Outline Business Case):

(i) Evidence the key stakeholder engagement carried out as part of identifying and agreeing routes.

(ii) Update logic map with clearer and quantified outputs.

(iii) Details, including provision and costs, of the services to be protected and enhanced is provided to clarify what the funding allocation is to be used for, for Tranche 1 (Network Protection and Quick Win Enhancements) and Tranche 4 (Enhanced Bus Services).

(iv) A robust cost assessment for the different options is undertaken.

With respect to Combined Services and Assets Database (CoSA) Replacement the Transport Committee, subject to the conditions set by the Programme Appraisal Team, approved that:

(i) The Combined Services and Assets Database replacement scheme proceed through decision point 2 to 4 (Business Justification Case) and work commence on activity 5 (Delivery).

(ii) Approval to the Combined Authority's delivery costs of £615,000. The total scheme value is £615,000.

(iii) Future approvals be made in accordance with the assurance pathway and approval route outlined in the submitted report. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

With respect to Leeds City Bikes the Transport Committee, subject to the conditions set by the Programme Appraisal Team, approved that:

(i) The Leeds City Bikes scheme proceed through decision point 4 (full business case) and work commence on activity 5 (delivery).

(ii) Approval to the Combined Authority's contribution of £1,700,000 be given, taking the total approval to £2,000,000. The total scheme cost is £2,861,369.

(iii) The Combined Authority enter into an addendum to the existing funding agreement with Leeds City Council for expenditure of up to £2,000,000.

(iv) Future approvals be made in accordance with the assurance pathway and approval route outlined in this report subject to the scheme remaining within the tolerances outlined in the submitted report.

With respect to Bus Service Improvement Plan - Mayor's Fares, the Transport committee approved:

(i) The change request to the BSIP Mayors Fares scheme to increase the funding allocation to continue the scheme until the end of March 2024 be approved.

(ii) £11,728,590 of additional funding be allocated from BSIP to the Mayor's Fares scheme, taking the total scheme approval to £23,621,766.

(iii) Future approvals be made in accordance with the assurance pathway and approval route outlined in this report. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

With respect to Thorpe Park Rail Station the Transport Committee approved:

(i) The change request for the Thorpe Park Rail Station scheme to:

o Indicatively approve the increase of the Combined Authority's contribution to £20,900,000, an increase of £7,000,000.

o The release of additional development funding of £7,000,000 to continue to progress the scheme and carry out early works, bringing the total approved development costs to £12,236,000.

o The delivery timescale (decision point 5) be extended to 30 July 2025.

(ii) The Combined Authority enter into a Funding Agreement with Network Rail for expenditure up to £7,000,000.

(iii) Future approvals be made in accordance with the assurance pathway and approval route outlined in the submitted report.

With respect to TCF Halifax Bus Station the Transport Committee approved that:

(i) The change request for the Halifax Bus Station scheme to increase the funding approval by £2,800,000 to £20,500,000 and to extend the delivery timescale to October 2023, be approved.

(ii) Future approvals be made in accordance with the assurance pathway and approval route outlined in the submitted report.



Report to: Transport Committee

Date: 7 July 2023

Subject: **Bus Service Improvement Plan and Network update**

Director: Melanie Corcoran, Director of Transport Policy and Delivery

Author: Thomas Lock, Bus Policy Manager

Is this a key decision?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information or appendices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1:	
Are there implications for equality and diversity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1. Purpose of this Report

- 1.1 The purpose of this paper is to update Transport Committee on the state of West Yorkshire’s Bus Network and the proposed approach to using Bus Service Improvement Plan (BSIP) and other funding to manage this, including to seek approval to the delegation for the approval of £3,875,221 BSIP+ funding to the Interim Director of Transport Operations and Passenger Experience (Mobility Services and Transformation) to respond to immediate challenges, including service protection, as they arise over the current financial year.

2. Information

Background

Recap on what the BSIP said and funding approvals to date.

- 2.1 The Combined Authority published its [Bus Service Improvement Plan](#) (BSIP) in October 2022. This set out a strategic vision and delivery priorities to transform the West Yorkshire bus system, including the ambition for a ‘a radically enhanced, fully inclusive and more cohesive bus and public transport network which takes people where they need to go, when they need to go, and caters for the complexity of modern travel patterns.’

- 2.2 The BSIP set out that to improve the bus system, essentially, we are looking to expand the ‘high frequency’ core network – delivering more frequent services on more routes and across service hours – and make the secondary less frequent networks more regular and consistent. Primarily this will:
- Expand the number of services and routes so that more people can access a bus that runs every 15 minutes or quicker.
 - Ensure buses running on less frequent routes are more consistent and regular so they can still be relied upon for travel.
 - Ensure service frequencies extend throughout the day from early morning until evening and are designed to serve the particular needs of families with children, shift workers and those working in the night-time economy.
- 2.3 This will support us to meet this BSIP’s ambitious Key Performance Indicators and targets, based on 2019 figures, including those to:
- Increase bus’s weekday mode share on radial routes into district centres by 5% by 2025 and by 10% by 2030.
 - Improve housing accessibility via the core bus network to 55% by 2025 and to 65% by 2030.
 - Improve employment accessibility via the core bus network to 60% by 2025 and to 70% by 2030.
 - Increase service provision (in bus miles) for those travelling in the early morning and evening by 2.5% by 2025 and by 5% by 2030.
- 2.4 Fundamental to the BSIP’s strategic principles was that this action is necessary to not just improve connectivity for existing bus passengers but also to transform the bus network, so it is a viable alternative to the private car, better connects communities, supports inclusive economic growth and helps the region respond to the climate crisis.
- 2.5 In April 2022, the Combined Authority was notified by the Department for Transport that it had been indicatively awarded £69,974,070 in revenue funding, over three financial years, to support delivery of its BSIP. Following full confirmation of this funding, £30,950,000 of the total funding programme was assigned to ‘New and Improved Services’.
- 2.6 [In May 2023](#), Transport Committee gave approval to the development and initial delivery costs of up to £6,228,434, subject to discharge of specific conditions, taking the total approval to date to £7,998,434. This comprised up to £770,000 for development costs, £3,000,000 for Tranche 1 ‘Network Protection and Quick Win Enhancements’ and up to £4,228,434 for ‘Enhanced Bus Services’.

Network instability and service changes

- 2.7 Since publication of the BSIP in 2021, the bus network – which is primarily run on a commercial basis by operators and supported with services contracted by the Combined Authority on non-profitable routes – has faced ongoing challenges which threaten the full realisation of the BSIP vision.

- 2.8 These challenges include, primarily, suppressed patronage. The number of people travelling has never fully recovered from the impact of the Covid-19 lockdown, and with many travel patterns permanently altered, patronage has steadied at around 85% of pre-pandemic levels. This has meant revenue has been affected and the commercial make-up of the network severely impacted.
- 2.9 Compounding patronage challenges, there has been a 30% increase in cost of running bus services – due to the cost-of-living crisis, fuel price increases and driver shortages. Four operators entered into administration or ceased trading.
- 2.10 As a result, there have been widespread negative commercial service changes, across all West Yorkshire districts, including:
- 22 full-service withdrawals
 - 18 part-service withdrawals
 - 20 frequency reductions
 - 10 reduced span of hours
 - And many more minor changes
- 2.11 These changes have affected all parts of the network, including areas already underserved.
- 2.12 These factors have resulted in an increase of up to 25% in tendered service spend for the Combined Authority (based on 2021/22 vs 2018/19 budgets). This adds to business-as-usual spend on tendered ‘socially necessary’ services, whereby the Combined Authority invests approx. £17m annually in contracting non-commercial services in areas where there would not otherwise be a bus services, as well as additional early morning, evening and weekend journeys on routes which otherwise operate on a commercial basis at times when demand is higher.

BSIP + funding and implications

- 2.13 Through the pandemic and beyond, the bus network has been financially supported by central Government, first by Covid Bus Service Support Grant (CBSSG) and then the Bus Recovery Grant (BRG). These short-term funding settlements have helped protect the network to some extent, but a review conducted by the Combined Authority and operators in 2022 found that up to 11% of the network (measured by mileage) was not generating sufficient revenue to continue to operate on a commercial basis when funding ended.
- 2.14 On 18 May 2023, Government announced replacement of Bus Recovery Grant through a different funding method – grants to operators and authorities across two financial years. £3,875,221 has been awarded to the Combined Authority to protect some services this financial year – further support, of similar value, is expected next year.
- 2.15 The direct-to-operators element of this funding is estimated as approximately 50-60% of the previous levels of support, and therefore further service changes are expected in July and September 2023.

- 2.16 The Combined Authority is currently seeking confirmation as to the full extent of changes anticipated however, the total value of these is likely to be more than funding granted to the Combined Authority to offset these changes.
- 2.17 The Combined Authority has been pushing operators to defer any cuts until September 2023 on the basis of mobilisation time required to (a) establish requirements and (b) procure replacement services.
- 2.18 To protect connectivity for the passenger, the deployment of BSIP+ funding will have to be agile and responsive to the networks needs as challenges arise. Therefore, approval is sought to delegate this spend to the Director of Transport Operations and Passenger Experience to deploy as required.

Bus Network Plan update

Funding availability

- 2.19 Overall, the result of these challenges means that across West Yorkshire, as part of its Bus Network Plan, the Combined Authority must act to:
 - Continue to provide socially necessary connectivity, on a non-commercial basis, for communities which would otherwise not have a bus service.
 - Restore, stabilise and protect the network from further cuts, to prevent further losses to the existing standards of connectivity.
 - Enhance and grow the network, to support transformation of the bus network and wider social, economic and environmental ambitions for the region.
- 2.20 This will be possible through the use of four different funding pots, as set out in the table below. These comprise a mix of one-off grants, multi-year funding settlements and annually available budgets, totalling approximately £87m over the next three years.
- 2.21 Nevertheless, the funding available will not be sufficient to fully realise the Combined Authority’s ambitions for the local bus network and investment will need to be prioritised.

Table 1 – Funding available to the Combined Authority to support the Bus Network

Budget	Funding available	Objectives
BSIP – new and enhanced	£18.5m over 3 years	To contract new and enhanced services that improve the bus network, in line with BSIP ambitions.
BSIP+ - protect and restore	£3.9m (2023/24) £TBC (2024/25)	To contract services that stabilise the network, protect existing connectivity and restore links lost by historic cuts.

BSIP – Enhanced Bus Services (Superbus)	£10.1m over 3 years	To work in partnership with operators to support the growth of commercial services.
‘Socially necessary’ tendered services	£17m p/a.	To provide commercially unviable but socially necessary services, and other strategic links, to communities that would otherwise be without a bus service, as part of business-as-usual activity.

Transport Committee workshop outcomes

- 2.22 Further to previous updates on development of the Bus Network Plan, a workshop was held with Transport Committee members in June 2023 to discuss the strategic approach to supporting the bus network over the coming years considering recent funding announcements and current challenges. Members made clear the:
- Need to ensure basic standards of connectivity, as well as transformation of the network in the longer term.
 - The varying needs of different districts council areas in terms of the state of their local bus network and travel demands.
 - The need to address historic as well as upcoming services changes and cuts to the bus network.
 - The importance of early morning and evening services to support travel to work and for other purposes.
 - The role of bus reform in ensuring longer-term sustainability of the network.

Network support and network transformation criteria

- 2.23 Recognising both the need to balance transformation with support for the existing network and prioritise interventions due to the limited funding available, the Combined Authority will use different criteria to assess whether it invests to support/protect or enhance/provide a new service.
- 2.24 Table 2 sets out the proposed criteria that interventions in the network will be assessed against, which builds upon the existing tendered services criteria for ‘socially necessary’ bus services.
- 2.25 The use of this criteria recognises that the Combined Authority cannot afford to invest in all aspirations for the network, and that interventions should be based on evidence and principles that work towards achieving the vision set out in the BSIP, whilst continuing to ensure ‘socially necessary’ tendered services can still be provided.

Table 2: Criteria for assessing investment in the Bus Network

Network transformation criteria	Network support criteria
<p>Budget: BSIP Objectives: Grow, improve and transform the standard of bus connectivity for communities across West Yorkshire, providing <u>new and enhanced services</u> to build on what the commercial network provides.</p> <p>Criteria: <u>Outputs</u></p> <ul style="list-style-type: none"> • Classified as new or enhanced • Enhances a service to meet BSIP frequency targets within that time period. • Grows the core network – 15 mins or higher. • Extends service provision into the early morning and evenings. <p><u>Indicators</u></p> <ul style="list-style-type: none"> • Patronage levels • Deprivation levels • Population living within 400m • Employment areas served with 400m • Areas of leisure, cultural and tourist interest • Connections to major conurbations and towns • Connections to rural towns and villages • Interchanges to other connecting services and other modes. • Public services connected – health, education, etc. • Extent to which routes are supported with existing and/or planned bus priority measures 	<p>Budget: Tendered services, BSIP+ Objectives: ensure a basic, socially necessary, standard of bus connectivity for communities across West Yorkshire, <u>providing, protecting and reinstating services</u> where the commercial network fails to deliver.</p> <p>Criteria: <u>Outputs</u></p> <ul style="list-style-type: none"> • Classified as protection or reinstatement • Would not otherwise be a bus service within that time period. • Meets BSIP frequency and service regularity targets within that time period. • Provides provision at core times of the day. <p><u>Indicators</u></p> <ul style="list-style-type: none"> • Number of communities left without bus service following changes • Patronage levels • Deprivation levels • Population living within 400m • Employment areas served with 400m • Connections to major conurbations and towns • Connections to rural towns and villages • Interchanges to other connecting services and other modes • Public services connected – health, education, etc.

Next steps including service procurement and delivery.

- 2.26 Subject to endorsement of the strategic principles set out and delegation of funding as proposed, the next steps in development and delivery of the Bus Network Plan are as set out below.
- 2.27 The Combined Authority will work with bus operators to understand the full implications of upcoming service changes and deploy the £3.8m BSIP+ funding to stabilise and protect the existing network as necessary.
- 2.28 Following indicative approval at May's Transport Committee, agree with the Combined Authority Chief Executive in consultation with The Mayor and Transport Committee the specific services that are to be contracted for with the first £3m tranche of BSIP funding for new and enhanced services. These will then be procured, with the aim of them being operational from October onwards.
- 2.29 Work will also commence on developing the business case and securing approval for a second tranche of this funding, with a view to having further new and enhanced services operational from quarter one 2024 onwards. Additionally, further work will be conducted to develop the evidence base and criteria for evolving the bus network, in line with the strategy set out in the BSIP.
- 2.30 Finally, the Combined Authority is now in the process of working with operators First West Yorkshire and Transdev Blazefield to establish three Enhanced Bus Service schemes across Bradford, Leeds, Calderdale and Kirklees (totalling approx. £4.3m over three financial years). Made up of a combination of new routes, improved frequencies and fare offers, the aim of these schemes is to promote bus travel and support these schemes to be commercially sustainable over time. These services are set to be operational from September onwards. Furthermore, the Combined Authority will work with Wakefield Council and local operators to explore an Enhanced Bus Service Scheme for the area, drawing from the remaining £5.8m within this budget.

Delivery of the wider BSIP programme

- 2.31 Alongside development of the Network Plan, work is ongoing to deliver the wider £69m BSIP revenue programme.
- 2.32 Following last month's approval by Transport Committee of a further £11,728,590 to support the delivery of Mayor's Fares until at least March 2024, work is continuing to monitor and evaluate the impact of this scheme on local patronage numbers and customer satisfaction.
- 2.33 The Enhanced Safer Travel Partnership with West Yorkshire Police continues, with recruitment of BSIP-funded Police Community Support Officers

underway. These will be deployed at West Yorkshire Bus Stations from October to support safer travel.

- 2.34 Internal recruitment is also continuing to ensure the Combined Authority has the skills and capacity to enable BSIP delivery. This includes additional posts in the Travel Plan Network team who will liaise and partner with employers to promote bus and other sustainable transport options.
- 2.35 The BSIP strategic vision for better buses in West Yorkshire is also supported by capital investment in bus priority measures and other initiatives via the City Region Sustainable Transport Settlement Programme (CRSTS) and Levelling Up Fund (LUF), amongst others.
- 2.36 An annual update of the BSIP is due for submission to the Department for Transport in October.

3. Tackling the Climate Emergency Implications

- 3.1 There are no climate emergency implications directly arising from this report.
- 3.2 A key aim of the West Yorkshire Bus Service Improvement Plan is to support the decarbonisation of the local bus network, including delivery of a carbon zero bus fleet by 2036, as well as encourage more travel by bus and other sustainable modes in order to tackle the climate emergency.

4. Inclusive Growth Implications

- 4.1 There are no inclusive growth implications directly arising from this report.
- 4.2 The key aims of the West Yorkshire Bus Service Improvement Plan are to create a more inclusive, accessible bus service and to better connect communities, particularly those area of high deprivation, in order to support the region's inclusive growth ambitions.

5. Equality and Diversity Implications

- 5.1 There are no Equality and Diversity Implications directly arising from this report.
- 5.2 Supporting Equality and Diversity through ensuring the bus service is attractive, inclusive and accessible for all is a key aim of the West Yorkshire Bus Service Improvement Plan.
- 5.3 The Mayors Big Bus Chat public engagement prioritised engaging with seldom heard groups and, where possible, obtaining data on protected characteristics from participants, in order to strengthen the insights it provides to support Equality and Diversity within the BSIP.
- 5.4 An Equality Impact Assessment has been completed and will be reviewed regularly throughout the programme's delivery

6. Financial Implications

- 6.1 There report sets out a funding strategy for investment in the local bus network and proposes to delegate spending approval of the £3,875,221 BSIP+ budget to the Director of Transport Operations and Property Services.

7. Legal Implications

- 7.1 There are no legal implications directly arising from this report.

8. Staffing Implications

- 8.1 Further internal capacity will be sought to support delivery of the interventions within the BSIP revenue funding programme and other business-as-usual activity.

9. External Consultees

- 9.1 No external consultations have been undertaken.

10. Recommendations

- 10.1 That the Transport Committee endorses the approach to further developing the Bus Network Plan, including the use of criteria to prioritise Combined-Authority funded interventions in the bus network in order to:
- Continue to provide socially necessary connectivity.
 - Restore, stabilise and protect the network from further cuts
 - Enhance and grow the network
- 10.2 That the Transport Committee approves delegation on the £3,875,221 BSIP+ budget to the Interim Director of Transport Operations and Passenger Experience (Mobility Services and Transformation) in consultation with the partner councils, for the 2023/24 financial year.
- 10.3 That the Transport Committee notes the next steps for delivery of the Bus Network Plan and wider BSIP programme updates.

11. Background Documents

There are no background documents referenced in this report.

12. Appendices

None.

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Report to: Transport Committee

Date: 7 July 2023

Subject: **East Leeds Flexibus Trial Review**

Director: Mick Bunting, Interim Director of Transport Operations and Passenger Experience

Author: Sharon Chapman Personalised Transport Manager

Is this a key decision?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information or appendices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1:	
Are there implications for equality and diversity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1. Purpose of this Report

- 1.1 To update the Transport Committee following a recent internal review of the trial Demand Responsive Transport Service (DRT) in East Leeds.
- 1.2 To advise the Transport Committee of the proposed early termination of the trial East Leeds Flexibus service in accordance with the terms of the trial.

2. Information

- 2.1 DRT offers flexible and agile bus services based on demand rather than traditional fixed routes and scheduled bus services. They provide an easy-to-use service that is adaptable and flexible to customer needs.
- 2.2 The FlexiBus East Leeds scheme is a trial of a digitally enabled DRT service in East Leeds aiming to introduce an agile and dynamic public transport service accessed through a smart phone app.
- 2.3 The aim of the pilot was to provide a new bus service model that would improve people's access to jobs and opportunities, provide connection to rail and Park and Ride services and contribute to reducing air pollution and carbon emissions through reducing car use across the zone.
- 2.4 In May 2020, a contract to operate the scheme was awarded to First West Yorkshire at a total cost of £1,499,265.00 over three years. Revenue funding for the service came from various sources including Better Bus Fund and

developer funding. Seven electric Orion E accessible minibuses buses were purchased by the CA at a cost of £1,543,432, using Leeds Public Transport Investment Programme (LPTIP) and Local Transport Fund capital funding, and loaned to First WY for the operation of the service as part of the contract.

- 2.5 The trial of this scheme is for an initial period of three years subject to a break clause after 18 months at the discretion of the CA. The trial commenced on the 26 September 2021 with six 12-seat plus one wheelchair space capacity minibuses. They are available for booking between 07:00 & 19:00 Monday to Saturday (planned 432 hours of operation weekly) to and from any of the 249 pick-up/drop-off points within the operational zone. The fare is £2.00 per passenger trip and one of the seven vehicles is maintained as a spare.
- 2.6 Six months into the trial, an independent review was conducted by Go Travel Solutions, the full findings of which can be found in Appendix 1. The recommendations from the report, along with the actions taken in response to the recommendations, can be found in Appendix 2. Fortnightly review meetings are held with First in order to monitor passenger numbers, review journey data and passenger trends and ultimately to inform whether objectives are being met and to identify potential service improvements.
- 2.7 The FlexiBus service is currently used by around 242 passengers per week, taking an average of 627 trips. The most trips taken in one week was 793 during October 2022. At the current monthly cost of the service this works out at £16.03 per passenger trip on average and £12.89 at its peak. An average recovery rate from fares revenue was calculated as 12% - this being the average number of trips taken each month multiplied by the maximum fare per passenger and then divided by the monthly service cost. As the service is recovering only 12% of operating costs from fares revenue, it is not meeting the target of 15% that was set in the Full Business Case.
- 2.8 The following summarises whether the service has been meeting the connectivity objectives of FlexiBus:
- **Access to employment** –the largest number of journeys made were to employment, with St James’s Hospital being the most popular destination (~22% of trips). Whilst the service did not link to the city centre, some passengers utilised the service to travel to a point within a short walking distance. Changes were made to the service to discourage this as these trips resulted in delays for other bookings due to city centre congestion; the vehicles being unavailable for other bookings to be made due to the time taken to travel to/from the city centre/pick up points within the zone; and a reduction in vehicle power due to the length of the journeys into the city centre. Only a small number of journeys were made to Leeds Enterprise Zone which was a target location for employment in the OBC.
 - **Interchange**- Despite through ticketing arrangements with bus services, very little use was made of the service for this purpose. Only 2% of booked trips connected to Cross Gates Rail station and there have been zero trips to connect with Park & Ride sites. Although Seacroft Bus Station is one of the top ten destinations for the service, these trips were more likely to be related to access to the Tesco Extra store and other amenities, rather than linking trips for onward bus travel. Linking new housing in east Leeds to the network has been slower than envisaged due to a slower build out.

- **Modal shift-** the GTS survey conducted in March 2022 revealed that 59% of services users had previously walked or used public transport to take the trips that they have subsequently booked using FlexiBus, with only 9% having previously used cars for these trips.
- **Affordability** - The introduction of the Mayor's Fares in September 2022 negated any impact the FlexiBus scheme may have had on improving affordable transport in the area with the reduced fare for FlexiBus users now being matched throughout the region on all network services.

2.9 In relation to the BSIP criteria for investing in network transformation, there is some crossover with objectives set out for the FlexiBus service in terms of serving areas of deprivation, increasing access to employment, connecting to health care and education and investing in an enhanced service. However, as demonstrated above, while the service does achieve some of these objectives in principle, it has done so in small measure, at a cost per passenger trip of £16 on average; and has often competed with rather than complimented existing network services.

In general, the FlexiBus scheme does not meet the BSIP criteria for supporting network services owing to the operational zone already being well served by public transport; limited availability for passenger trips to be booked, and the inability of FlexiBus to provide a reliable service during core times of the day, largely due to the operational challenges set out in point 2.10.

A mapping exercise was undertaken by the CA's Research and Intelligence team demonstrating that almost all the trips that had been booked on the FlexiBus could have been undertaken using the existing network of bus services, albeit with some requiring two-leg journeys (notably to St James's).

2.10 The FlexiBus service has experienced a number of operational challenges;

- **Vehicles-** the operating range of the EV vehicles is significantly less than the 100mile range quoted in the vehicle specification and has necessitated vehicles returning to the depot for charging during the middle of the day to ensure their availability for the afternoon peak. This, together with some mechanical and technical issues, has impacted on service delivery. Whilst some of these issues have been addressed under warranty, vehicle availability has had a significant impact on service provision.
- **Customer app / scheduling software-** it was decided to adapt the existing software used to manage bookings on AccessBus and school transport to manage the bookings for FlexiBus and to develop a customer app to enable self-service bookings. Whilst the system enabled the operation of the service, there are limitations when compared with bespoke DRT software systems in use elsewhere. In particular the scheduling algorithm had limited success in combining customer journey requests (trip aggregation) together to maximise vehicle utilisation. An average peak utilisation of 1.8 passengers was achieved.
- **Customer Service Staffing** – shortcomings in the software and app have necessitated a higher level of manual intervention than was anticipated. The AccessBus team have had to monitor and adjust bookings in the software, make regular contact with the bus drivers and to deal with a

higher number of customer enquiry calls from people unsure of how to use the app and the service offer. This has necessitated additional staff resource to be deployed to the team to support.

- **Driver availability** – the service commenced during a period of well reported bus driver shortages the service commenced with 373 hours per week achieving the revised 408 operating hours per week during 2022 (due to factoring in driver breaks and reduced Saturday service).

- 2.11 To date, the revenue cost of the service has been funded by external sources (Better Bus Fund and developer funding) with 12% of the costs met by fares. The external revenue funding sources have now been spent and an anticipated £225k section 106 funding from a housing development in the area has been delayed due to a later start on site. Continuation of the service would therefore need to be funded from the CA revenue budget for tendered bus services.
- 2.12 The operating contractor First has also indicated that the fixed price submitted for the service underestimated the supervision resource element of their original bid together with higher vehicle parts and maintenance costs due to the vehicle issues identified earlier in the report. They have also identified significant inflationary increases in the cost of labour, energy and vehicle parts on a contract with no provision for year-on-year inflation adjustment. The company are seeking a significant increase in the base annual cost of the service which, if the current level of patronage was to be maintained, would result in an average cost per passenger trip of approximately £40.00.
- 2.13 In summary the FlexiBus service is not meeting its cost recovery target and has had limited success in generating journeys which cannot be undertaken on established bus services. New housing has not developed as quickly as envisaged giving both funding and demand issues. Operational challenges have impacted on service delivery and cost escalation is an issue influencing options from this point. Subsequently, early termination of the trial was agreed by the CA's Internal Leadership Board on 6 June 2023.
- 2.14 In arriving at this recommendation, the following options were considered.
- **Reduce the size and scale of the service for the final year-** whilst reducing the number of buses in operation and/or the hours of operation would match supply and demand more effectively, this would necessitate agreement of new costs with the operator which, given the cost issues summarised in this report, would result in a higher cost per passenger journey than the current operation.
 - **Continue the service in its current form** – at £16 per passenger trip, the service is significantly higher than the average cost per trip for tendered bus services of around £3/trip. The net monthly cost after fares revenue of the current service is £38k (£456k pa). This could further increase if the operator's claim for a cost review is met. To date the pilot has been funded from external sources however the CA revenue budget would need to fund this going forward.

2.15 Consideration will need to be given to the following next steps following termination of the trial.

- **Future DRT services** – a full lessons learned from this service will be developed in association with Leeds City Council. This will inform a further report to Transport Committee on the strategy for future DRT operations.
- **East Leeds** – a slower than anticipated build out of new housing and the release of developer funding has been a factor in the decision to terminate. It may be appropriate to re-establish a much more limited DRT service to serve these locations.
- **Vehicles** – as detailed in this report, operational challenges have been experienced with the vehicles. They may be suited to a more localised DRT service with a reduced operating area should this be developed. In the meantime, arrangements would be made to utilise them as spare vehicles within the AccessBus service. A report on the redeployment of CA owned buses is to be submitted to ILB and is on the agenda for 1 August 2023.

3. Tackling the Climate Emergency Implications

3.1 The service has been a trial of the use of zero emission buses for demand responsive transport services and the learnings taken from this will inform future actions in this regard.

4. Inclusive Growth Implications

4.1 The objective to improve access from areas of deprivation to nearby employment opportunities has not been realised as intended and a more detailed analysis of the issues affecting this is needed.

5. Equality and Diversity Implications

5.1 An Equality Impact Assessment has been carried out to understand the impact of service withdrawal on passengers with protected characteristics. Whilst service withdrawal is undesirable from a customer perspective, analysis indicates that most of the journeys made using Flexibus could be made on the established bus network in the area.

6. Financial Implications

6.1 The net annual cost of the current operation after fares revenue is £450k. Costs to date have been met by DfT Better Bus Fund and developer funding. This has now been utilised and continued operation of the service would need to be funded directly by the CA revenue budget.

6.2 As detailed elsewhere in the report, continued operation would be subject to a claim for a higher contract payment by the contracting operator which could give rise to a significant further increase in costs.

7. Legal Implications

7.1 The operating contract provided for early termination after expiry of 18 months and is therefore permissible under the Combined Authority terms and conditions.

7.2 An Equality Impact Assessment has been carried out in respect of the service withdrawal in accordance with the requirements of the Equalities Act.

8. Staffing Implications

8.1 There are no staffing implications directly arising from this report.

9. External Consultees

9.1 The recommendations have been developed in consultation with Leeds City Council.

10. Recommendations

10.1 That the Transport Committee notes the proposed early termination of the trial East Leeds Flexibus service in accordance with the terms of the trial.

11. Background Documents

Equality Impact Assessment

12. Appendices

Appendix 1 – Go Travel Solutions report into the East Leeds Flexibus 2022

Appendix 2 – Action plan following the 2022 review

FlexiBus East Leeds

wymetro.com

Linking people to places

Download the FlexiBus WY App or call MetroLine on 0113 245 7676

Travel from anywhere to anywhere inside the zone along with the key locations marked outside.



West
Yorkshire
Combined
Authority

Produced by Robin Pointon, Cliff Jones and Becky Watson

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1 Executive Summary

1.1 Context

- 1.1.1 FlexiBus East Leeds (FBEL) is a project to trial a digitally enabled Demand Responsive Transport (DRT) service in East Leeds. It is led by West Yorkshire Combined Authority (WYCA). The three-year pilot launched on 27th September 2021 saw the introduction of a flexible bus service based on demand rather than traditional fixed line bus services.
- 1.1.2 WYCA have commissioned Go Travel Solutions (GTS) to undertake a review of the service based on the first three months of operation. The consultancy has experience in developing and coordinating a DRT in Leicester and have had input into FBEL pre-launch.
- 1.1.3 FBEL has generated significant public interest and political support since its launch. Through the [Bus Service Improvement Plan \(BSIP\)](#), there is scope for future schemes to be developed across West Yorkshire. This Review will help to inform the future design and deployment of these schemes. The cost of operating DRT schemes is significant. Future such services will need their own business case and ensure they are contributing to the vision and objectives of WYCA, as specified in the BSIP.

1.2 Overview

1.2.1 There is much positive feedback on the service from existing customers. The quality of service delivered by First, and particularly the customer care shown by its drivers, are consistently praised. This is evidenced from the customer surveys and travelling on the service.

1.2.2 Here are some of the key current operational stats per week:



600 customers per week (and rising).



On-bus revenue of c. £400-£450/week: This excludes concession reimbursement and an allowance for M Card transactions.



1,500 miles operated per week.



Operational cost of c. £9,500/week paid to First. This excludes the cost of the seven electric buses purchased from Mellors and the software costs paid to Data Images.

1.2.3 The service is operating significantly below where it needs to be for viability and acceptability. In addition, it is not yet fulfilling the ambition of attracting significant proportions of new customers to using the bus and there is limited multi-occupancy of the minibuses. Here are some key findings:

- The **full costs of operation** (including all fixed costs) are c. £18,000 per week. This is based on aggregating all the three-year project costs and dividing by 156. If you assumed that the average ticket yield was £1.50/customer, then the current financial performance can be summarised as follows:
 - 9.5% of *operational costs* are being covered. For operational costs to be fully covered, it would require a growth in customers from the current 600/week to 6,333/week, a growth of 955%
 - 5% of *full costs* are being covered. For full costs to be covered., it would require a growth of customers from the current 600/week to 12,000/week, a growth of 1,900%

The above levels of growth are not achievable because there is not the capacity in the service to accommodate this uplift.

The other means of closing the deficit is by increasing the ticket yield. The current cost of travel is very inexpensive. If the average ticket yield increased by 33%, from £1.50 to £2, then it would increase the coverage of operational costs to around 12% and to over 6% of full costs.

12% cost recovery has been discussed with the Senior Leadership team at WYCA as the critical benchmark for continuation of the service beyond the eighteen-month trial. Going forward, it will require a combination of increasing the ticket yield and customer levels, to reduce the budget deficit to acceptable levels.

- The **average number of customers per trip** is currently 1.38. Over the last two months, it has ranged from 1.24 to 1.38. This means most current trips only have one person on them from start to finish. Aggregation is being constrained because of several factors: The most notable being that the configuration of the current software allows customers to book a weekly journey for 52 weeks (without payment) and set a 'drop-off' time at the destination. Once that journey is booked, aggregation of journeys on that same vehicle is only possible if another journey is requested that is +/- 5 minute and has an almost identical route. There are now many journeys (and in turn buses) block booked with single journeys at peak time. Until the parameters are changed, and customers reallocated, no greater aggregation will be possible.

- The **ability to book a journey is becoming more difficult**. In a recent sample of 100 attempted trip bookings on the app by Go Travel Solutions, across a range of times and days, 16% of the requests were not able to be provided with a journey option. This is particularly the case at peak time Monday to Friday (07:00 – 9:00 and 15:00 – 17:00) when there are many pre-booked commuter journeys in the system. This will have a knock-on impact on customer confidence in the service and repeat business. Not being offered a request has a negative impact on customer retention, especially for new users. In Transport for London research on Slide Ealing, 10 per cent of people who did not receive an offer on their first try did not try to book again (see [Demand responsive bus trials May 2021 \(tfl.gov.uk\)](#))
- The **growing lack of service availability** is reflected by the current level of vehicle utilisation. There is around half of bus service hours left for accommodating new trips. This in part is being constrained by how the service operates with driver breaks taken within the service hours and the need for vehicles to go back to the First garage for recharging part way through the day. In theory, there are 432 service hours per week available for carrying customers. This is based on 6 buses x 6 days/week x 12 hrs per day. However, this is reduced by 48 hours/week because of driver breaks and further reduced by the regular need for buses to go out of service because of recharging requirements. It means there are restrictions on the service being supplied. Service availability is also being constrained a little by the location of one of the strategic stops. The Duke Street is a stop that is very popular because it provides proximity to the city centre and bus station. However, it's location on the road network makes it difficult to serve and often means the FlexiBus service is being caught in congestion.
- Based on the responses from the FBEL Customer Survey (NB. Sample size of 54) there is **currently limited mode shift taking place**.



39% of current FBEL journeys were previously undertaken on other local bus services.



20% on foot/cycling



9% were being made by car

Consequently, currently FBEL is not making a significant positive impact on reducing carbon emissions, nor on improving health and wellbeing. As a counterbalance it is being well received by existing users and it is helping local people accessing employment.

- The lack of confidence in service availability is having a knock-on impact on the ability to undertake additional promotional activity and grow the service. There is **currently limited promotional activity** taking place. Project partners, such as the Travel Plan Network, are not currently promoting the service with their members because of increasing negative reaction from customers unable to access the service, particularly around the peak times, Monday to Friday.

1.3 Recommendations and Action Plan

- 1.3.1 Whilst scheme viability is an objective, this should not be at the expense of testing out different service designs in East Leeds for the longer-term benefit of potential future schemes in other parts of West Yorkshire.
- 1.3.2 The recommendations are summarised in the FBEL Action Plan. The rationale behind the actions is contained in the body of the report. The actions have been prioritised. This is based on the need to improve service availability prior to undertaking promotion and business development.

For more details behind the recommendations, see section 4.

Focus	Reference	Action
4.1. Project management and governance	4.1.1	Logging customer enquiries to identify volume, concern and how to resolve. Relocating customer enquiries to MetroLine. Reinstating booking via phone.
	4.1.2	Setting and managing new KPIs.
	4.1.3	Developing new Project Board with First, Data Images, Mellors, and WYCA focused on addressing operational issues and business development with new Terms of Reference.
4.2 Operation	4.2.1	Addressing the vehicle recharging issue with buses unable to undertake a full days' work on one charge.
	4.2.2	Review of driver rotas to increase bus hours 'in service'.
	4.2.3	Review of virtual stops and the strategic stop at Duke Street
4.3 Marketing and Communication	4.3.1	Deliver co-ordinated sustainable travel campaign with Travel Plan Network to engage employers in East Leeds. To be directed through existing TPN members and used to attract new members. Promotion of total transport offer not just FlexiBus.
	4.3.2	Create FlexiBus social media accounts.
	4.3.3	Customer retention strategy.
	4.3.4	Direct mail to households within operational area.
	4.3.5	Lamp column markers for virtual bus stops.
4.4 Pricing and ticketing	4.4.1	Introducing a fare of +£1 for an additional customer making the same journey.
	4.4.2	Inclusion of payment module on app.
	4.4.3	'Green Trip' discount.
	4.4.4	Review adult bus fare from £2 to £2.50.
4.5. App	4.5.1	Update app so that customers can select to receive notifications and provide greater user feedback. (Push and SMS).
	4.5.2	Accessibility audit.
	4.5.3	'Live' guided customer app demo.
	4.5.4	Real time tracking of vehicles.
	4.5.5	Review of all pre-booked journeys in systems. Recommendation of all journeys being recast with wider trip time parameters to allow for greater aggregation. Intro of maximum 12 week booking window.
	4.5.6	Push customers towards relevant trips for aggregation.
	4.5.7	Adjust 'Arrival within time' parameter.
	4.5.8	Increase maximum journey time parameter.
	4.5.9	'Feeder Service' module.
	4.5.10	Link stop details to Google maps for guided route.
4.6. Service development and integration	4.6.1	Integrate FlexiBus as part of East Leeds public transport offer.
	4.6.2	Engage with Leeds Teaching Hospitals NHS Trust to identify scope for St James's Hospital to Seacroft Hospital shuttle.

Priority

	Immediate
	Medium term – next 3 months
	Longer term – next 6 months

2 The Review

2.1 Objectives of Review

- 2.1.1 Provide recommendations on addressing current operational barriers to improve the customer experience and ability of WYCA to deliver the service:
- Review of the App, being fit for purpose and recommend changes.
 - Assess the messaging to customers and how this may need to change to improve the customer experience.
 - Recommend how customer support can be more effectively delivered.
 - Gathering of feedback from First drivers, customers, and project partners.
- 2.1.2 Give direction on how to grow FlexiBus East Leeds patronage. To promote the viability of the service into the longer-term; more shared use trips are required, and a strategy needs to be developed to evolve the offering to be able to capture more of these trips. This project will review measures to increase the number of trips taken on the service from their current levels at c.500 trips to nearer 1,000 trips per week.
- 2.1.3 Support the effective design and deployment of future potential FlexiBus services in West Yorkshire using lessons learnt from East Leeds

2.2 Approach adopted to review

- 2.2.2 **FBEL Customer Survey:** several collectors were created to enable customer data collection from the following sources:
- On-bus
 - Via the FBEL app
 - Via the Travel Plan Network
- 2.2.3 **One to one sessions with key project partners.** These were the key ones:
- First including driver feedback
 - Data Images – the developers and operators of the FBEL app
 - WYCA Communication
 - Travel Plan Network
 - Councillor Groves via the fortnightly meetings
- 2.2.4 During January 2022, Go Travel Solutions were regular attendees at the First and WYCA **project meetings**, to hear first-hand current service feedback and priorities going forward.
- 2.2.5 Some **research was undertaken on other DRT schemes** in the UK and Europe. In addition, Go Travel Solutions knowledge of DRT schemes and UK operators, was used to help inform the review.
- 2.2.6 The project lead for the review **travelled on bus** on two days, to gain first-hand experience of FBEL.

2.3 Overview on FlexiBus East Leeds

2.3.1 FBEL has the following key operational features:



Operates Monday to Saturday 07:00 – 19:00.



Operated by Mellor Orion electric minibuses with 6 in service and 1 spare. All buses are fully accessible and can accommodate one occupied wheelchair. The vehicles have 12 seats.

2.3.2 Fares are:

- £2 flat fare – pay by contactless payment card/app when you board the bus.
- Under 19s pay £1.20.
- All MCard products are accepted - smartcards and MCard Mobile.
- Holders of Senior and Disabled Person's bus pass travel free after 09.30am on weekdays and all day on Saturdays, Blind person's pass holders travel free all day on weekdays and on Saturdays.
- All current bookings are via the FBEL app. Up until the 30th November there was a phone call option for booking journeys. This was withdrawn because the Access team did not have sufficient resource to manage the demand. Customer enquiries are still coming through to the Access team because of past information.

2.3.3 Operating area is as below.



For more information:

www.wymetro.com/buses/flexibus-east-leeds

2.3.4 This project is funded through the fares revenue, Dept for Transport Better Deal for Bus Users, Leeds Public Transport Investment Programme, the Local Transport Plan Integrated Block Programme, and Section 106 contributions. The total scheme cost is c. £2.9 million.

2.3.5 Here is a summary of the project costs over three years:

Organisation	Provision	Implementation	Monthly	Annual		3 YEAR TOTALS
First	Operations	£26,865	£40,900			£1,499,265
Data Images	Customer and driver app	£9,500		£12,000		£45,500
Mellors	Electric minibuses	£1,294,041				£1,294,041
Magpie	Marketing communication	£24,750				£24,750
3 YEAR TOTALS		£1,355,156	£1,472,400	£36,000		£2,863,556

2.3.6 The **delivery of a new DRT service during 2021 has been an exceptional achievement** by the team at WYCA and the key project partners (namely Data Images and First). The challenge has been all the greater because of:

- Using electric minibuses for the first time on such a service in the UK.
- The planning and launch of the service took place during a pandemic.
- The Flexiroute software used for the FBEL service was its first ever application.
- Delivering a new concept bus service for the residents of East Leeds.

2.3.7 Magpie Marketing agency delivered a comprehensive marketing programme for the launch of the FlexiBus service. It included a range of online and offline marketing methods and community/business engagement. A separate review of launch activity has been undertaken by Magpie Marketing.

3 Performance of the service to date

3.1 Operational data from First

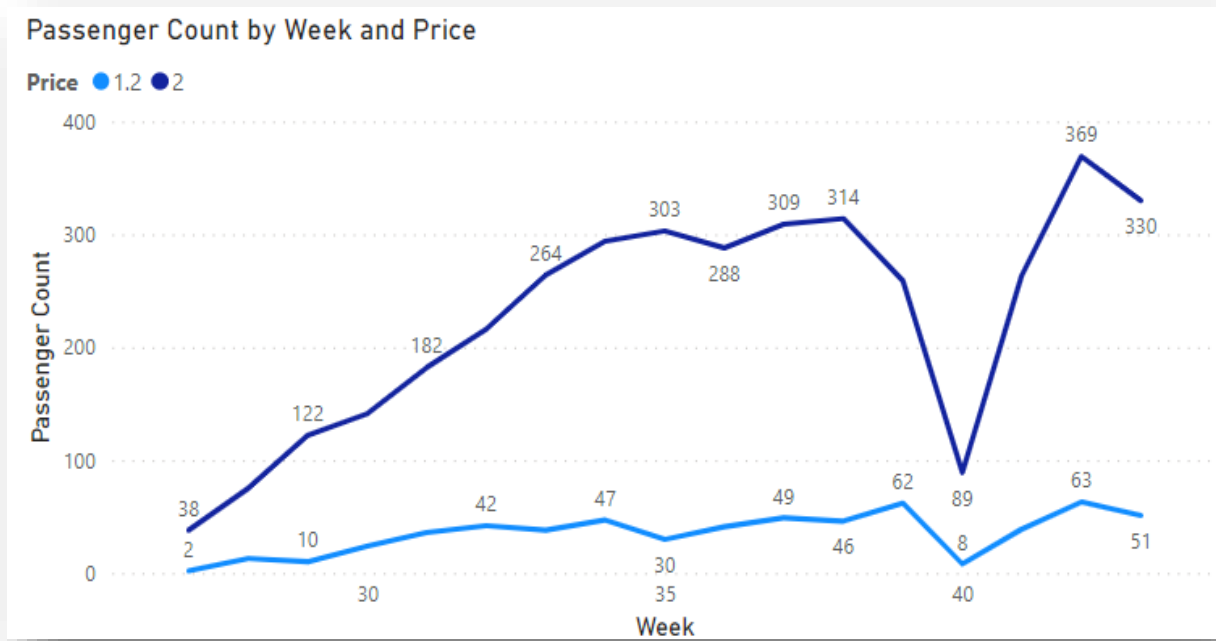
Here is a summary of operational data from First. For reference Week 27 is w/c 26th September and Week 34 is w/c 15th November 2021. Many of the graphs show a dip in week 40. This was w/c 26th December.



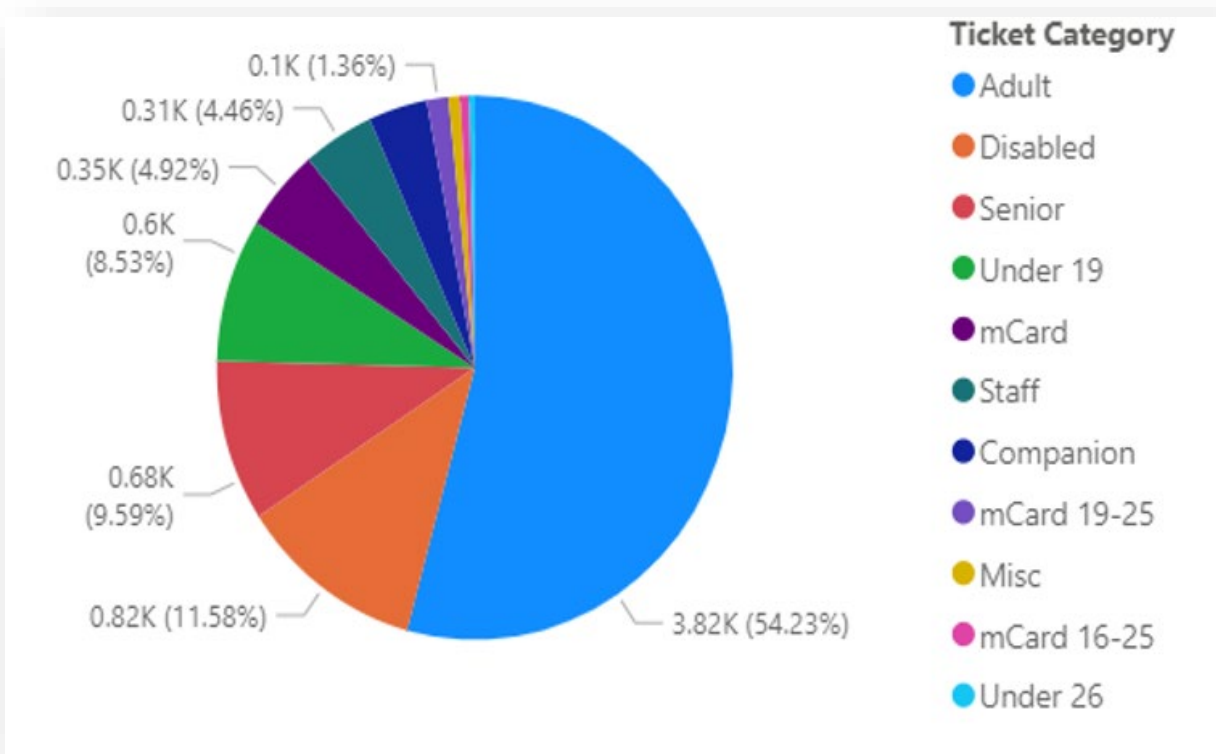
The above shows the increase in service mileage, broken down for the six service vehicles. This reflects the growth in service take-up (see below).



The above shows the weekly number of passengers carried on the service. In the early weeks there was strong growth. In more recent weeks, growth has plateaued with the exception of the Christmas week.



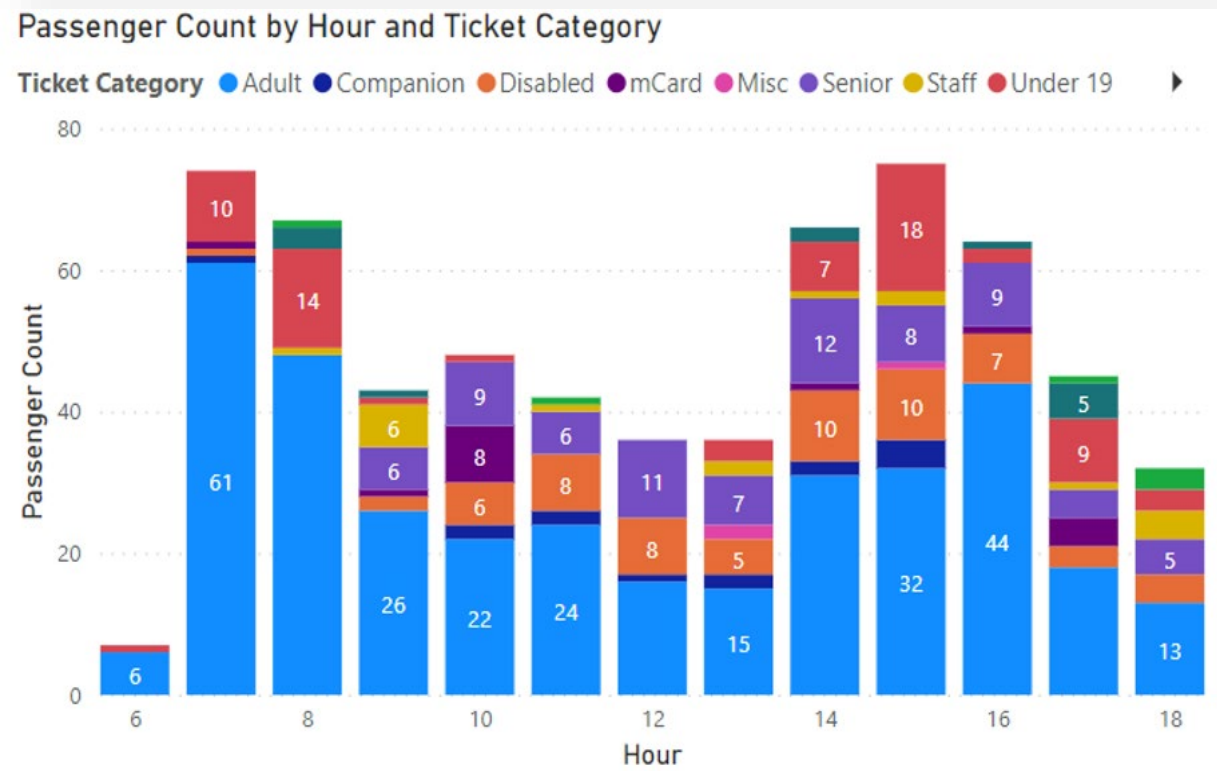
The above graph identifies the number of passengers paying the full fare of £2 and £1.20 (under 19s).



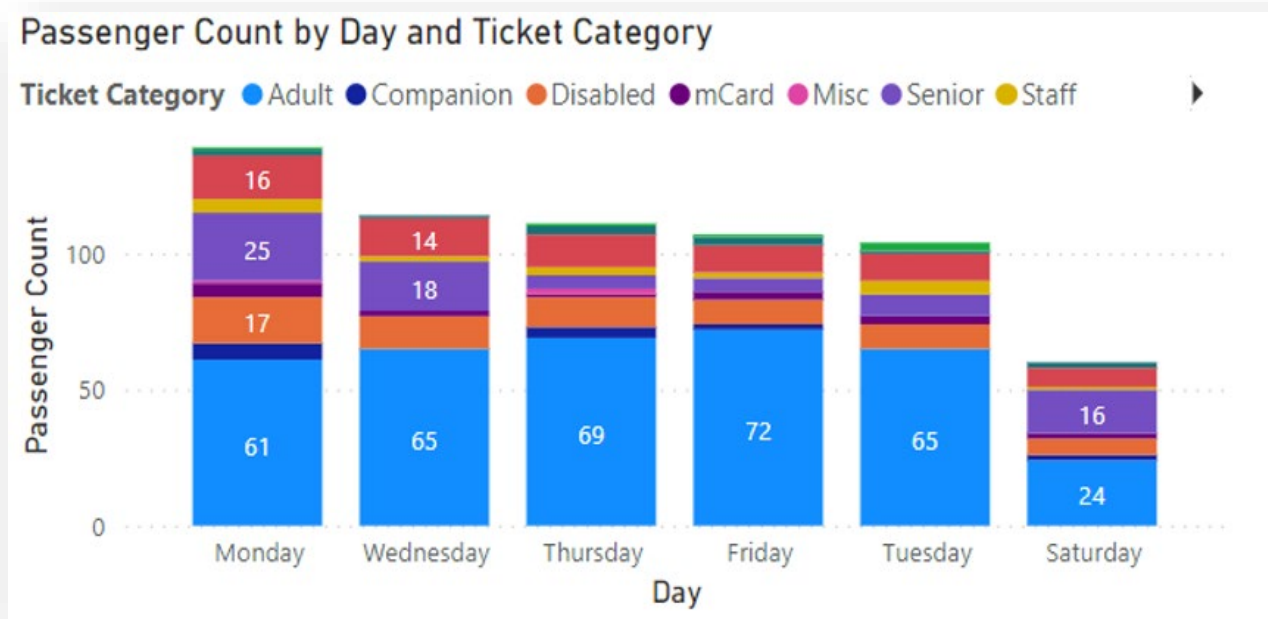
The above pie chart provides a breakout of the different ticket categories using FBEL. Those paying fares on board make-up 63% of customers, with 54% adults and 9% under 19s.



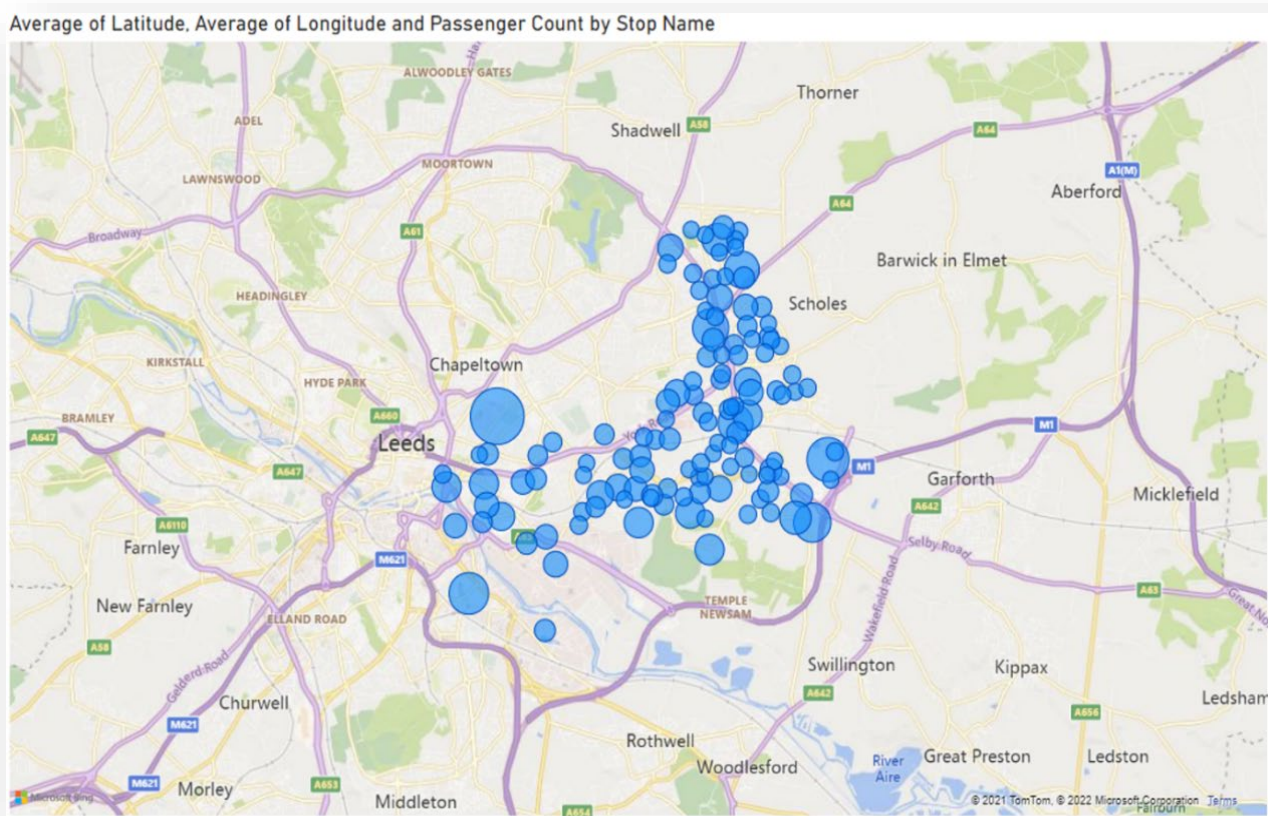
Though customer numbers have grown over the weeks, there has been little change in average trip occupancy. For most trips, there is only one passenger on FBEL.



The above is a snapshot of boarding data by hour and ticket category for the 17th to 22nd January 2022. It reflects the difference in demand between the peak and off-peak, reflecting high levels of use for commuting.

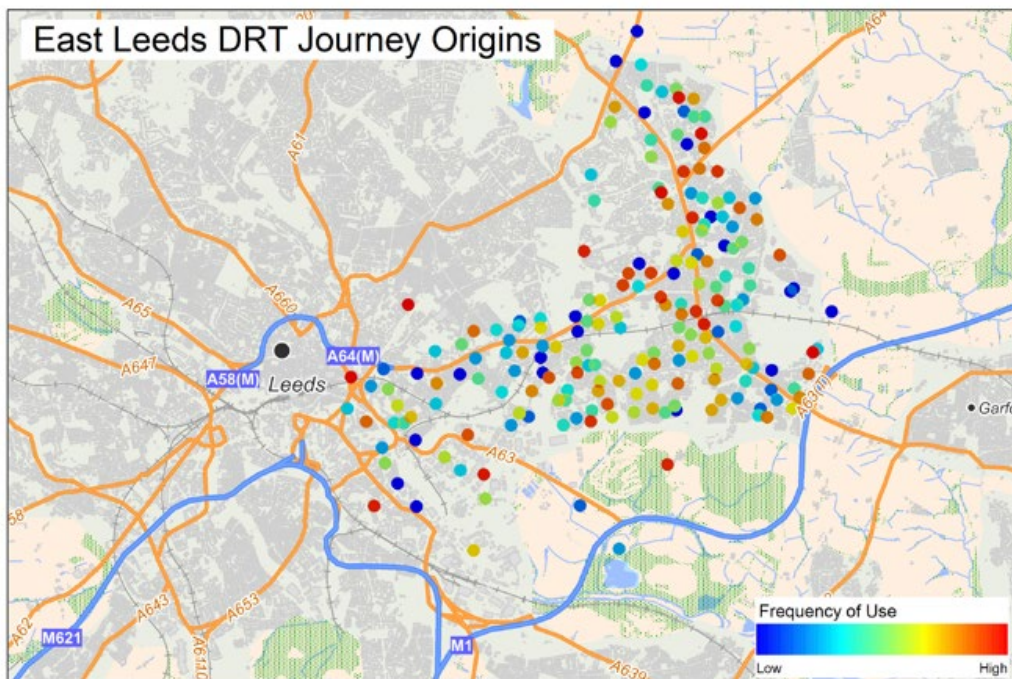


The above is a snapshot of data by day for the same week (17th to 22nd January 2022), reflecting the far greater use of the service Mondays to Fridays. This is now an established pattern each week.

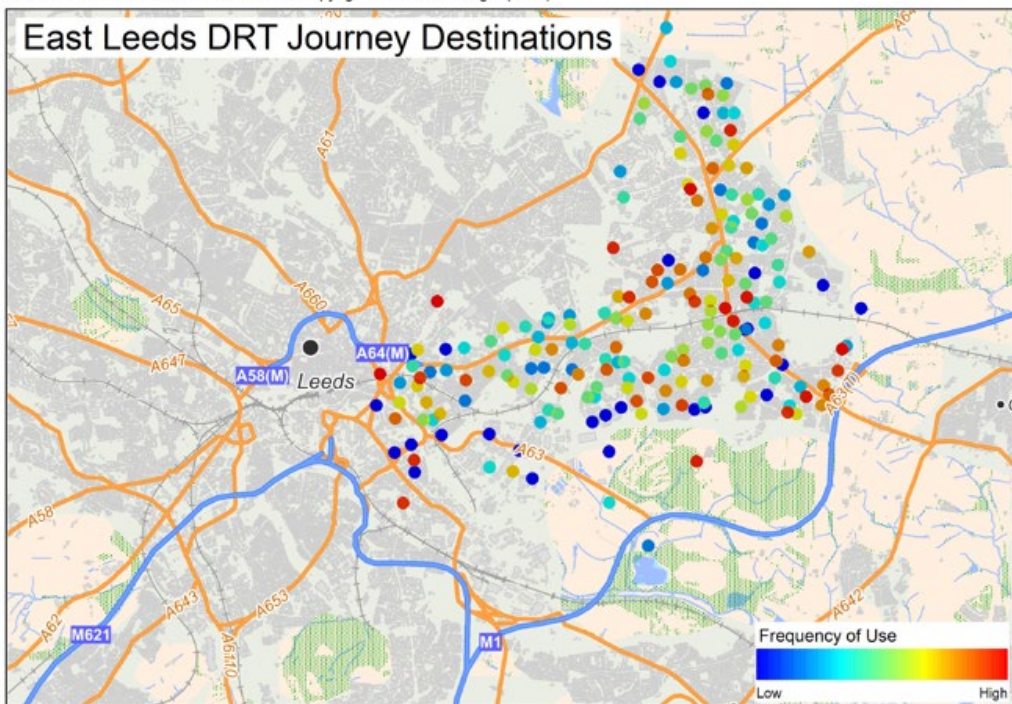


The above plot from First is based on boarding data gathered by First. The larger the circle, the greater the volume of trip making from this location. The largest of all the circles is St James's Hospital.

3.2 Data from the FBEL app



Contains OS data © Crown copyright and database right (2022)
Contains Royal Mail data © Royal Mail copyright and Database right (2022)
Contains National Statistics data © Crown copyright and database right (2022)



The above is a plot based on the origin and destination of journeys based on the virtual bus stops within the operating area. The colour represents the frequency of that location being selected by customers. Unsurprisingly the above plots correlate closely with the First boarding data. There is also a close correlation between origins and destinations, reflecting customers making return journeys on FBEL.

3.3 Feedback from customers

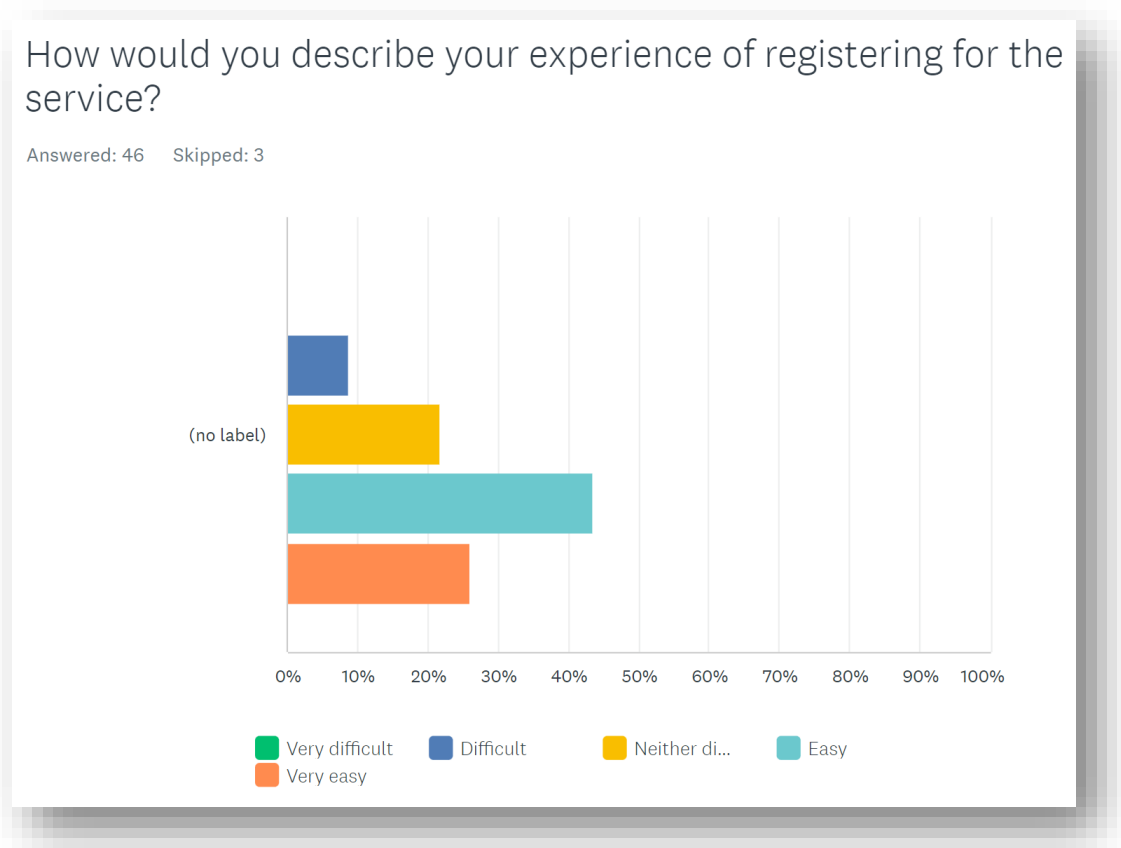
3.2.1 A survey of 54 customers took place during January 2022. There were three channels used:

- On-bus: Customers were handed a leaflet for them with a QR code and web link to undertake the survey.
- Via the FBEL app: A message was posted via the Alert function on the app to invite app users to undertake the online survey.
- Via the Travel Plan Network: A link to the FBEL customer survey was included in the newsletter that went to employers in the Winter 2022 update.

The survey link was not circulated to registered app customers because this did not comply with GDPR requirements. A priority is for permissions to be included in the app to enable improved future data collection.

3.2.2 In terms of demographics for those that took part in the survey, here is a summary:

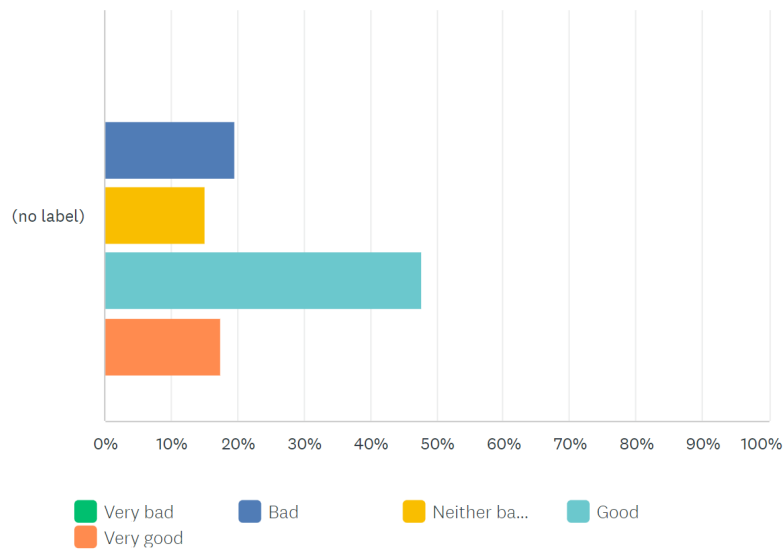
- Age: 40% Under 35, 30% 35 – 54 and 30% 55+
- Gender 60% Female, 38% Male and 2% Not specified
- Ethnicity: 93% White British, 2% White Other and 5% Other Mixed



Overall positive feedback on the experience of registering with 70% describing it as easy or very easy. What needs to be remembered that this is a survey of those that have registered. There could be several people who tried to register but were unable to do so, who could provide a different response to this question.

How do you rate the user experience of the app?

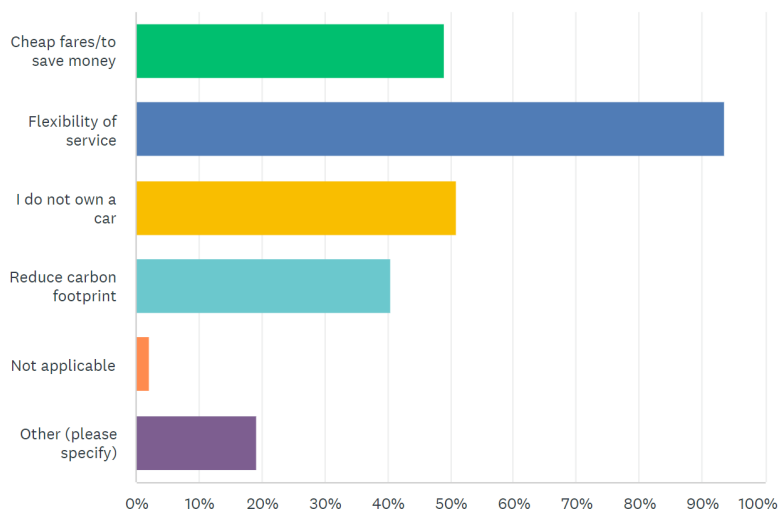
Answered: 46 Skipped: 3



The feedback on the app user experience is more mixed. Though 64% said it was either good or very good, 22% said it was bad.

What were your motivations for registering for the FlexiBus service? (choose all that apply)

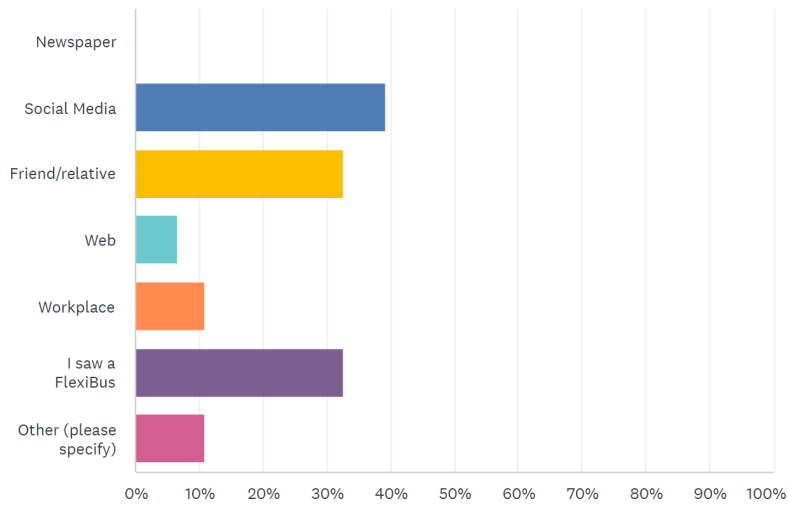
Answered: 47 Skipped: 2



Customer motivations for registering for FlexiBus were many and varied. Flexibility was the most popular with 94% of customers selecting this.

How did you hear about the FlexiBus service? (choose all that apply)

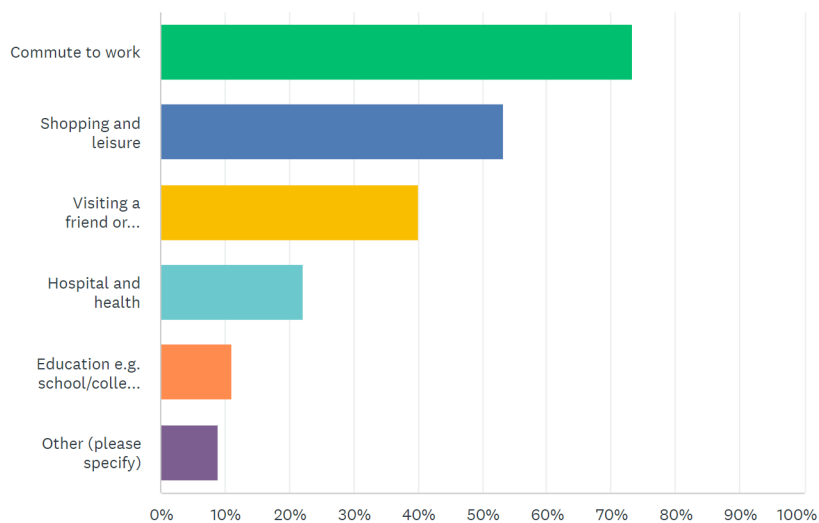
Answered: 46 Skipped: 3



There was no single place customers heard about the service. Social media, which was a focus of the launch activity, was the most popular response (39%), closely followed by friend/relative (35%) and people that saw the FlexiBus (33%).

What journey(s) have you made using the service? (choose all that apply)

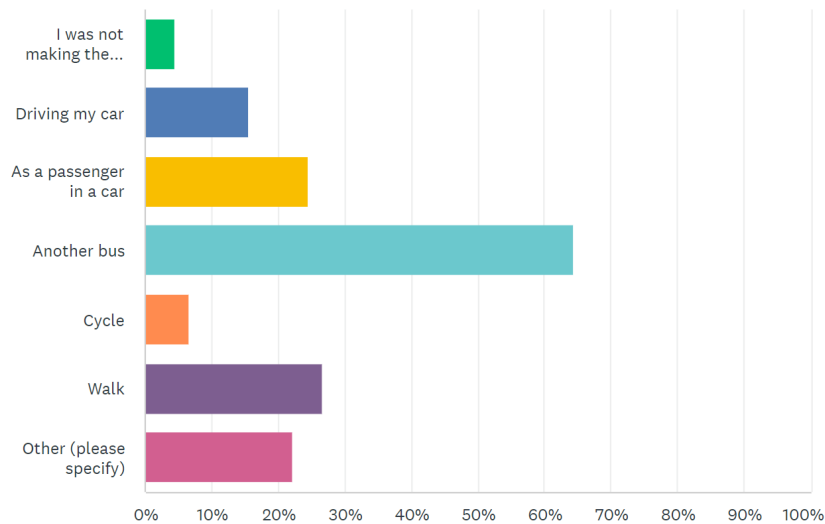
Answered: 45 Skipped: 4



An initial ambition of the project was to be supporting access to employment. The most popular use of the buses is for commuting with 72% of survey respondents saying they used it for this purpose.

For the journey(s) you have made on the FlexiBus service: how did you usually make these journey(s) before the service existed? (choose all that apply)

Answered: 45 Skipped: 4



A key consideration in evaluating the benefit of the FlexiBus service will be whether it is helping to achieve mode shift from cars, and in so doing reduce the carbon impact of local travel. Based on this relatively small survey, then currently the service is not attracting existing car drivers in significant numbers. There was 16% of respondents who stated this. Most respondents (66%) now using FlexiBus, were previously using fixed line bus services in East Leeds. Taxi featured as a response in 'Other', with around 10% stating this as their previous mode of travel.

Here is a summary of other findings from the FBEL Customer Survey

- On a scale of 1 to 10, how likely are you to recommend the FlexiBus service?
 - 64% 10 out of 10
 - 95% 7 or more out of 10
- How could the FlexiBus service be improved?
 - 68% stated operating beyond 7am – 7pm Monday to Saturday
 - 54% stated reducing the 1 hour booking window
 - 54% stated other reasons e.g. app development/improved customer contact

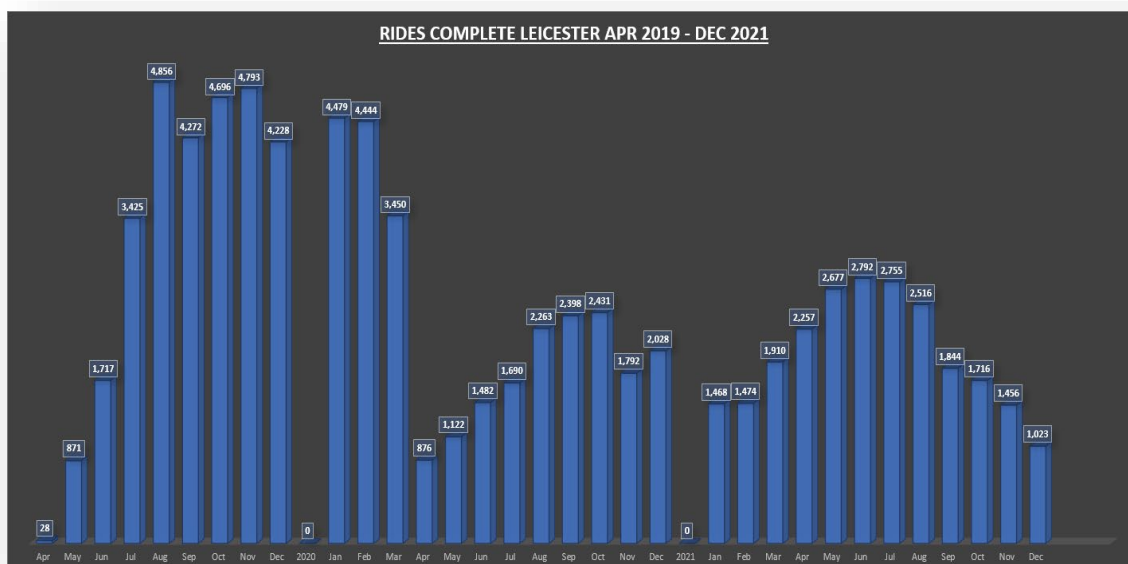
3.4 Impact of Covid on current demand

3.4.1 The current suppression of demand due to COVID-19 is difficult to fully quantify. Anecdotally however, demand of 70% against pre-pandemic levels is widely reported in the UK bus industry. What is certain is that due to a combination of official guidance, government restrictions, and general reticence, patronage can be expected to increase as society and the economy become less curtailed by the pandemic.

3.4.2 According to official UK Gov statistics ([Official Statistics](#) -Transport use during the coronavirus (COVID-19) pandemic) nationwide bus patronage fell from a pre-pandemic high of 103% utilisation to a low of 4% at the peak of national lockdown. Currently (as of 17th January 2022), a utilisation of 72% has been recorded.

As the country exits ‘Plan B’ it should be expected that patronage potential will increase as wider service utilisation increases. However, this could take some considerable time to re-establish pre-pandemic levels and is subject to a wide range of unknowns.

3.4.3 To reflect the impact of the pandemic on another urban DRT service, below is a graph of rides (bookings) and passenger numbers for the ArrivaClick Leicester service. The service started on 29th April 2019. In April 2020 was when lockdown restrictions were being fully applied in Leicester. In the last six months, demand on this service has been suppressed due to driver shortages.



ArrivaClick Leicester bus patronage figures graphed over time.

3.4.4 There is no doubt that all things been equal, demand for FlexiBus will rise as the impact of the pandemic recedes. What is unknown is the scale of this increase in demand, its timing and crucially, whether FBEL has the service capacity to accommodate. The latter is being constrained by the current app aggregation settings and restrictions of vehicle availability due to driver breaks and recharging requirements.

4 Addressing operational barriers and growing business

4.1 Project management and governance

4.1.1 **Revision to customer enquiry management** is a priority. There is not sufficient resource in the Access Team to accommodate the number of enquiries being generated. Discussions have already started with MetroLine to be the customer contact point. This is the recommended route as they are open during the hours the service operates and offer a 'one-stop' facility for all West Yorkshire public transport enquiries. In parallel with this change, the following are recommended:

- Creation of customer enquiry log to identify reason for contact and to assist with identifying resolution.
- Develop closer liaison with First customer contact and a common approach, given First are likely to increasingly receive enquiries.
- Soon after the reallocation of customer enquiries to MetroLine has taken place, it is recommended the ability to book via telephone is reinstated. This is important to widen access to all local people in East Leeds, irrespective of whether they own/wish to use a smartphone. Metroline will need to use the Flexiroute back-office system as the AccessBus team have done. For operational reasons for the AccessBus team, the FlexiBus service is not segregated from the AccessBus service. In order for Metroline to use either the back-office system or the online, portal development will be required to either deploy a new instance of Flexiroute to be used solely as the back-office system for FlexiBus or to develop the online portal to allow booking by a third-party.

4.1.2 **Setting and managing new KPIs.** Here are the recommendations:

- Total number of app downloads and number of apps activated for trip bookings.
- Total customers booked (via the app) and boarding FBEL (via data from First).
- Average number of customers carried per driver hour.
- Average number of customers per bus journey.
- No seat availability (based on the % of times when a booking is requested, and a trip is not offered).
- % of journeys when a customer is offered a journey, but it is not booked.
- % of journeys where there is 'no show' by the customer.
- % of bus service hours left for accommodating new trips.
- % of journeys previously undertaken by car.

The work now started by First in creating a dashboard is a significant step forward. This can be used as the place for data from First, Data Images, and any other sources, to be gathered and then reported against the KPIs. It is recommended this is undertaken monthly for the Project Board (see 4.1.3)

4.1.3 Creating a **Project Board** would help accelerate resolution of current issues and focus on service development. The existing delivery groups have enabled the launch of FlexiBus East Leeds to happen in a very short time frame, with the multiple challenges of the pandemic and new technology being applied (in respect of the minibuses and app). Here are some of the recommended key features of the Project Board:

- New terms of reference, to reflect its role and reporting lines.
- Major contractors for FBEL to be part of Steering Group (e.g. First, Data Images and Mellors).
- Initially meeting monthly because of the urgency there is to resolve outstanding issues.
- KPIs to be reported monthly into the group.

4.2 Operation

4.2.1 **Addressing the vehicle recharging issue** is a priority for the FlexiBus service. First are currently using an ad hoc system, to enable a swap and recharge and to ensure booked trips are fulfilled. In the early months of the service, the impact has not been great because of greater vehicle availability. However, it is now starting to become a constraining factor on customer growth because it is reducing the available vehicle service hours and in turn available time for new bookings to be made.

One potential solution would be to switch to diesel vehicles. This is not seen as acceptable because of the significant adverse reaction this would generate.

Here are some suggested steps to be investigated:

- Establish with Mellors whether there are any short-term and longer-term measures that could enable an increase in miles per bus on a single charge.
- Identify whether there is any potential location in the zone, particularly to the east (given that the First garage is just to the west of the operating zone), where electric vehicle recharging and driver breaks could take place. This would help to increase service availability.

4.2.2 As reflected earlier in the review, one of the significant findings is that customers are increasingly finding that they are unable to book a journey. Go Travel Solutions undertook an exercise and sought to book 100 journeys on the app over different days and times. 16% of these were not offered a journey option. One way to improve the availability of the service is by **reviewing driver shifts**. Currently drivers stay with their vehicles when on break. There are some advantages to this e.g. undertake vehicle recharging/swap. However, one significant disadvantage is that this reduces service availability significantly. Of the maximum 432 service hours/week (based on 6 buses x 6 days x 12 hrs/day), currently 48 hours/week are 'lost' because of driver breaks. This represents 11% of total service hours. As demand for the service is expected to grow and there is a clear business need for service growth, every opportunity to help increase bus availability is to be sought.

It is understood there will potentially be a cost to this because driver hours will need to increase. Any potential additional cost will need to be considered in the light of the benefits it would bring.

4.2.3 One of the consistent pieces of feedback from First and its drivers, are the inefficiencies created by using the Duke Street stop. This is location is close to the bus station on the edge of the city centre. The road layout in the area makes serving Duke Street problematic often meaning that the FlexiBus service is being caught in congestion. This then has the knock-on effect on service reliability and reduces vehicle utilisation. What is recommended is a **review of all key strategic virtual stops for FlexiBus with Duke Street being prioritised**.

4.3 Marketing and communication

4.3.1 Develop and deliver targeted marketing campaigns

- Deliver a co-ordinated sustainable travel campaign with the Travel Plan Network (TPN) to engage employers in East Leeds. To be directed through existing TPN members and used to attract new members. Promotion to be of the total transport offer not just FlexiBus. This would provide a good opportunity to engage with non-users to understand their awareness of FlexiBus and their perception of whether it is a service they potentially would use. The engagement directly with non-users has not been part of this review and is recommended as a future priority.
- A case study campaign of real-life service users and the benefits they are seeing from using the service. Case studies are valuable in providing social proof of the benefits service users receive and gives consumers confidence in trusting the brand.
- Peer-to-peer marketing campaign. Recommendations from colleagues, friends and family can influence decision makers to a large extent.
- B2B campaign to market the service to businesses within the operational area. Utilise the Travel Plan Network as a platform of communication to businesses. Businesses then to be incentivised to raise awareness of the service internally. The commuter market is to be a priority because of the levels of repeat business, However the operation needs adjusting to ensure trip aggregation is possible.

4.3.2 **Create and develop FlexiBus Social Media accounts** and consider paid advertising for targeting postcodes within the operational area. A strong online presence increases social exposure. Social Media ads can target specific locations and can be used to target residents within the operational area.

4.3.3 Development and implementation of a **customer retention strategy**. Consider a customer loyalty scheme. Implement a Voice of Customer (VoC) program to enable a feedback loop with customers, inclusive of customer service analytics and satisfaction surveys to capture customer feedback. Consider and implement a 'Refer a friend' incentive. These are recommended to retain existing customers.

4.3.4 **Direct mail** to households within the operational area or a maildrop to households next to key operational locations as per the data from First/Data Images. This is recommended as you will be delivering information about the service directly to potential customers.

4.3.5 **Consider placards on lamp columns at the location of virtual bus stops**. This would help customers to locate stops and would also act as some promotion for the service. QR codes could be included to lead people to online resources.

4.3.6 The above marketing suggestions are recommended to be implemented after the app and service updates. The service must be able to accommodate a higher demand before further marketing activity takes place.

4.4 Pricing and ticketing

- 4.4.1 Introducing of **+£1 fare** for an additional customer making the same journey (free for concessions). This would automatically help to incentivise trip aggregation without requiring any additional bus resource.
- 4.4.2 Inclusion of **payment module on app** with payment to be taken at point of booking and refunded automatically if the trip is cancelled. No refund should be available if cancelled (for example) 30 mins before the trip is due to be taken. Ensure this is applied to all prebooked trips. The in-app payment is on the Data Images roadmap for future development. The current pre-payment system in Flexiroute could be used such that cancelled trips (subject to configured cancellation charges in the fare template) would not be charged and the credit would remain in the customer's account for future trips.

Currently trips can be booked as much as 12 months ahead with no commitment from the customer. Reduction in the number of pre-bookings going forward will increase the flexibility of the current fleet to match and aggregate journeys.

- 4.4.3 Consider the **introduction of a 'Green Trip' discount**. I.e. at trip booking, offer a 50p fare discount *if* the customer is prepared to wait longer to be booked into a bus with more than two people already on it (offering therefore greater aggregation for that journey and therefore a more sustainable trip) in a different slot.
- 4.4.4 Assess opportunity to **increase adult bus fare from £2 to £2.50**. FBEL provides a more personalised service than a standard bus service. A higher fare should be achievable without any significant customer loss. The perception is the cost is too low. A higher fare would assist with cost recovery and detract from some customers using the service where lower cost alternatives exist.

4.5 App development and adjusting the aggregation parameters

- 4.5.1 Update app so that customers can select to **receive notifications and provide greater user feedback**. This should allow for SMS notifications/push notifications to be sent to customers giving details of delays, reduction in service/cancellation due to unforeseen operational circumstances, as well as promotional and feedback opportunities and aid in the delivery of these things in a seamless manner. SMS notifications can be done using 'GOV.UK Notify' which is possibly being implemented for the Home to School service. There may be a charge associated with this service that WYCA would need to budget for. Push notifications would require use of a third-party service for which there would be an additional charge (as yet unknown).
- 4.5.2 Conduct **accessibility audit** on the public facing booking app to inform inclusion and usability improvements to user interface. The current app is WCAG Level 2.1 AA accessibility compliant.
- 4.5.3 Produce **'live' guided demo** for first time app users demonstrating the apps full functionality and 'how to'.
- 4.5.4 Make improvements to **real time tracking of vehicles** on the customer app. Link to push notifications/SMS e.g. 'Your Bus is 15 mins away'.
- 4.5.5 **Review of all pre-booked journeys** in systems. Recommendation of all journeys being recast with wider trip time parameters to allow for greater aggregation. Introduction of a maximum 12 week booking window. Charging at point of booking will naturally drive down the overall number of far-off pre-bookings which are 'regular weekly' trips, due to the financial commitment associated with block booking.
- 4.5.6 **Push customers at booking stage towards any relevant trips** which already have more than one passenger on them – use this in combination with 'green trip discount' where applicable to better promote aggregated trips.
- 4.5.7 **Adjustment of 'Drop-off' time parameter** from 5mins to 10-15mins to allow greater flex in booked journeys to allow greater opportunity for trip aggregation.
- 4.5.8 **Increase maximum journey time parameter** from 30 mins (Data Images would recommend 45 mins) to allow greater flex in overall journey time by 'Gamma' factor - 1 Gamma = 100% more time than point to point time (suggested default). Longer journeys should have a reduced gamma proportionate to trip length. This will reduce overall extra time allowed as journey length increases to reduce long trip times for longer distance trips.
- 4.5.9 Consider dedicating some/a vehicle(s) to **'feeder service' model**. E.g. dedicated drop of at (for example) St James's Hospital, Bus station, Railway Station. Allowing trip booking and boarding in the usual way, but only alighting at the dedicated destination. This will allow other vehicles to still operate in the 'free flow' model but would prevent multiple vehicles being 'out of the mix' due to being booked for longer out of zone trips.
- 4.5.10 Implement (as part of live journey updates) a **link to Google Maps** to guide customers to their pickup point.
- 4.5.11 Any changes to live service parameters (e.g., drop-off window, overall trip length) should be tested in a dummy 'sandbox' environment to ensure technical viability ahead of real-world implementation.
- 4.5.12 As part of this review, Go Travel Solutions have compared the input of Data Images on this project with knowledge of other DRT technology providers. The FlexiRoute product is less developed than other DRT platforms (e.g. Padam, Via) etc and reflects being new to market (although FlexiRoute has been used by the AccessBus service for over 10 years). However, the indications are that Data Images have a commitment and growing capability to address the areas of shortfall. What is key to maximise Data Images investment in FlexiBus is for WYCA to have clear communication and a live log of issues, and for them to form part of the proposed Project Board going forward, so they have even greater ownership and understanding of the issues to be addressed.

4.6 Service development and integration

4.6.1 **Integration of FlexiBus as part of East Leeds public transport offer** is a major long-term recommendation. There are several reasons why this needs to be a priority:

- Average vehicle occupancy of 1.38 reflects that the current service is not working as desired. Even if there was 100% growth in the service, it would still probably fall short of what is required to justify FBEL.
- There are some locations in the operating area that could act as transport interchanges e.g. Seacroft Green Shopping Centre or Cross Gates train station, where the DRT could help to act as a feeder to existing fixed line services, be they bus or rail.
- Based on the small customer survey, most FlexiBus journeys were previously undertaken by bus, walking, and car sharing. Journeys previously taken by car accounted for only 16%.

When you review other well established DRT schemes, particularly in Europe, integrated transport is a given. In the situation for East Leeds, the FlexiBus service is independent of the fixed line public transport network. Whether it's De Lijn in the Netherlands, or the Padam Mobility schemes in and around Paris or the Orleans scheme in France, transport integration between bus + bus and bus + rail and bus with other modes is a central theme.

The current FlexiBus service needs to be repositioned from being standalone to an integrated part of the local public transport network in East Leeds. In its current format it will fail to achieve both viability and the aim of reducing car dependency. A repackaged service, focused on being integrated with the existing bus and rail network, both in terms of ticketing and timetabling, could ultimately be successful in reducing car dependency.

Though there are a number of different bus operators that operate in East Leeds, First are the primary operator. When it comes to potential integration, this could prove very helpful given their commercial interest in the area with fixed line services. In addition, First already have a relationship with Prospective Labs. They provide input into bus network planning and have experience of working with DRT integration. The question has been asked of First whether they have interest in discussing this opportunity.

4.6.2 **Engage with Leeds Teaching Hospitals NHS Trust** to identify scope for St James's Hospital to Seacroft Hospital shuttle and a more dedicated facility as part of the FlexiBus service. Leeds Teaching Hospitals have expressed interest in a direct bus service between St James's Hospital and Seacroft Hospital. This is an opportunity that needs to be reviewed urgently because in March 2022 the Trust introduces a change to their parking policy. This will impose greater restrictions and cost on staff parking. A conversation with the Trust now may prove beneficial. It could help to support NHS staff switching from driving their cars to using the bus. Potentially there could be financial support from the Trust to support FlexiBus. To progress this opportunity, then the route to the Trust is via the Travel Plan Network.

In addition to the potential of the Trust having a partnership with FBEL, there are other opportunities going forward, which could help to provide funding for FBEL. The East Leeds Extension with c. 5,000 new homes, has an estimated £4.2 million of funding for bus enhancements over the whole allocation. Whilst it is premature to position FBEL as the total answer to the public transport requirements of the East Leeds Extension, a phased approach of allocating some funding in future years is worthy of consideration.

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APPENDIX 2 – GTS RECOMMENDATIONS & ACTIONS

Focus	Reference	Action	Actions taken
<p>53</p> <p>4.1. Project management and governance</p>	<p>4.1.1</p>	<p>Logging customer enquiries to identify volume, concern and how to resolve. Relocating customer enquiries to MetroLine. Reinstating booking via phone.</p>	<p>FlexiBus email address set up for customer feedback Rate my journey enabled on FlexiBus app for immediate feedback – any one star ratings investigated and responded to Metroline not equipped to deal with customer enquiries hence the FlexiBus email and circulation of Manager rota to AccessBus and Metroline teams on a weekly basis. Insufficient resource for telephone bookings and no plan to increase staffing level in AccessBus team although Emma Dinnell was upgraded to provide 12 hours per week administrative support from June 2022</p>
	<p>4.1.2</p>	<p>Setting and managing new KPIs.</p>	<p>Vehicle reliability issues prevent the setting of any operational KPIs</p>
	<p>4.1.3</p>	<p>Developing new Project Board with First, Data Images, Mellors, and WYCA focused on addressing operational issues and business development with new Terms of Reference.</p>	<p>Project Board was not developed due to several factors not least, Data Images were bought out by 365 Response and subsequently by RLDatrix and development work suffered as a result of these changes. Regular meetings (generally fortnightly) are held with First. Mellors have discontinued the manufacture of the Orion E and after-sales support has been poor. Most recently Mellors carried out 100 point checks on the vehicles in an attempt to improve reliability. However, battery charge remains a major issue.</p>
<p>4.2 Operation</p>	<p>4.2.1</p>	<p>Addressing the vehicle recharging issue with buses unable to undertake a full days’ work on one charge.</p>	<p>This situation became significantly worse in October 2022 when regular use of heaters, light and demisters greatly reduced the battery life and mid-day charging breaks had to be introduced in order for afternoon peak journeys to be operated</p>
	<p>4.2.2</p>	<p>Review of driver rotas to increase bus hours ‘in service’.</p>	<p>Full complement of drivers was achieved from 5 September 2022 – driver breaks were removed which increase availability by 34 hours per week</p>
	<p>4.2.3</p>	<p>Review of virtual stops and in the strategic stop at Duke Street</p>	<p>After consultation with passengers the Duke St stop was withdrawn from 5 September 2022. Although this change was intended to prevent long distance journeys into the city centre it has had minimal impact</p>

Focus	Reference	Action	Actions taken
4.3 Marketing and Communication	4.3.1	Deliver co-ordinated sustainable travel campaign with Travel Plan Network to engage employers in East Leeds. To be directed through existing TPN members and used to attract new members. Promotion of total transport offer not just FlexiBus.	Colleagues from the TPN Team attended FlexiBus meetings with First and assisted with the 12 month anniversary event at the Springs to raise awareness of the service. The team also liaised with LTHT at St James's and Seacroft hospitals.
	4.3.2	Create FlexiBus social media accounts.	No resource available to administer such accounts – FlexiBus email and trip feedback function implemented as a compromise
	4.3.3	Customer retention strategy.	Passenger complaints are dealt with within 5 working days. One star trip ratings are investigated where possible within the resource available.
	4.3.4	Direct mail to households within operational area.	Demand had already exceeded availability with the lack of trip aggregation it was unwise to promote the service
4.4 Pricing and ticketing	4.4.1	Introducing a fare of +£1 for an additional customer making the same journey.	Issues with trip aggregation hamper the booking of multi passenger journeys so this idea was never implemented
	4.4.2	Inclusion of payment module on app.	There has been little demand from passengers for a pre-pay service and development costs and lack of reliability with vehicles has made this impractical
	4.4.3	'Green Trip' discount.	Not implemented due to low % of modal shift from car
4.5. App	4.5.1	Update app so that customers can select to receive notifications and provide greater user feedback. (Push and SMS).	Customers are satisfied with email notifications. Prohibitive development cost and lack of resource at 365 Response
	4.5.2	Accessibility audit.	Lack of resource to undertake audit
	4.5.3	'Live' guided customer app demo.	Consideration was given to uploading this onto the website but developments are still being made to the app.
	4.5.4	Real time tracking of vehicles.	This is already available within the software
	4.5.5	Review of all pre-booked journeys in systems. Recommendation of all journeys being recast with wider trip time parameters to allow for greater aggregation. Intro of maximum 12 week booking window.	The advance booking window was reduced to 12 weeks from March 2022. Parameters have been amended but no real improvement has been achieved with auto-aggregation. Emma has spent much of her time manually aggregating trips.
	4.5.6	Push customers towards relevant trips for aggregation.	The parameters have been amended to present fewer trip options
	4.5.7	Adjust 'Arrival within time' parameter.	Done

Focus	Reference	Action	Actions taken
	4.5.8	Increase maximum journey time parameter.	Done
	4.5.9	'Feeder Service' module.	As part of the Duke St stop withdrawal, interchange points along York Road were introduced and posters were displayed in the buses advising passengers of connections into/out of the city centre along with through ticketing to/from these interchange points. To date no-one has used these connections.
	4.5.10	Link stop details to Google maps for guided route.	The stop details are displayed within the app once a booking has been made. The system automatically selects the closes pick up point to the point of origin/destination and provides walking directions to the pick up point.
4.6. Service development and integration	4.6.1	Integrate FlexiBus as part of East Leeds public transport offer.	Development costs of c£13,000 were quoted however significant development work and subsequent testing estimated lead time of 6-9 months. Priority of resource was directed to the trip aggregation work instead.
	4.6.2	Engage with Leeds Teaching Hospitals NHS Trust to identify scope for St James's Hospital to Seacroft Hospital shuttle.	The TPN Team have spoken with LTHT with regards to off peak availability however this was greatly reduced by the introduction of mid-day charging breaks due to limited battery life.

Priority

	Immediate
	Medium term – next 3 months
	Longer term – next 6 months

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Report to: Transport Committee

Date: 7 July 2023

Subject: **Transport Policy Update**

Director: Melanie Corcoran, Director, Transport Policy & Delivery

Author: Rachel Jones, Head of Transport Policy (Interim)

Is this a key decision?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information or appendices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1:	
Are there implications for equality and diversity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1. Purpose of this Report

- 1.1 To provide Transport Committee with an update on relevant transport policy developments not covered elsewhere on the agenda.

2. Information

Active Travel Fund 4 (ATF4)

- 2.1 West Yorkshire has previously been successful in receiving funding for active travel scheme delivery through three previous tranches of Active Travel Funding from the Department for Transport (and now Active Travel England). Table 1 outlines the total amounts received through previous active travel funding and some examples of the schemes funded.

Table 1 – Details of previous Active Travel Funding received

Funding round	Amount awarded (West Yorkshire)	Examples of projects funded
Emergency Active Travel fund	£2,513,000	Safe Streets for Walking and Cycling; Protected cycle routes; Footway widening and increasing pedestrian space; secure cycle parking; Enabling more walking and cycling to schools; Maintenance of existing cycle routes to bring back into use

ATF2	£10,053,000	Active travel neighbourhoods linking to new cycle routes; cycle parking/storage; cycle route improvements including segregated cycle provision and junction improvements; school streets; walking accessibility improvements; behaviour change projects.
ATF3	£6,931,250	A660 Otley Road; Bradford and Calderdale Active Travel Neighbourhoods; School Streets fund (25 school streets); Darley Street (Bradford)

- 2.2 On 10th January 2023 the Combined Authority was invited to submit a bid for Active Travel Fund 4 (ATF4) on behalf of the West Yorkshire Districts. The bidding process for ATF4 was compressed and the Combined Authority facilitated discussions with each District to understand priority schemes for inclusion in the bid. West Yorkshire have been identified as a 'Tier three' authority and as such was provided with an indicative allocation of funding to guide our bid development. A guidance document around design quality criteria and expectations on scheme eligibility for funding was provided by ATE to all bidding authorities.
- 2.3 The ATF4 bid was submitted to Active Travel England on 24th February 2023 with the successful bidders being notified on 22 March 2023.
- 2.4 West Yorkshire was successful in receiving £17.43m which is one of the highest allocations made by ATE in this round of bids.
- 2.5 The ATF4 bids were assessed against several key objectives including compliance with LTN 1/20 (design quality standards); value for money and ability to provide safe route options for all groups in society including women and girls. Bids were assessed by ATE on an Authority-wide basis and not by individual Districts.
- 2.6 Table 2 provides details of the funding received by District, including schemes that were not successful.

Table 2 – ATF4 package by District

District	Successful Scheme	Description	Development /Delivery	Value	Schemes not funded
Wakefield	Fitzwilliam - Ackworth	Traffic-free path to station	Delivery	£2,555,735	
	Grandstand Road Ph1	Traffic-free path to station	Delivery	£224,171	
	Grandstand Road Ph2	Low traffic onward connection	Development	£40,430	
Calderdale	Hebble Trail Development Work	Identify Hebble Trail Solution	Development	£150,000	Ling Bob / Rycroft LTN
	Access to Schools	Enhanced walking routes	Delivery	£698,969	
	Mini-Holland Phase 1	Trial Elements of MH Programme	Delivery	£2,353,617	

District	Successful Scheme	Description	Development /Delivery	Value	Schemes not funded
Kirklees	Huddersfield Narrow Canal	4.41km of towpath upgrade - Marsden to Slaithwaite	Delivery	£957,625	Snelsons Bridge, Activating Spen Valley Greenway, Access to Schools, Brunswick Street Path.
	Huddersfield Broad Canal	5.75km of towpath upgrade (Aspley Marina to Cooper Bridge)	Delivery	£1,374,648	
WYCA	School Streets Fund	12 School Streets in WY	Delivery	£240,000	New Pedestrian Crossing Fund
Bradford	Access to Hospitals	St Luke's & Airedale Hospital	Delivery	£475,000	Silsden - Kildwick Towpath, Thornton Road Phase 2, Active Travel Neighbourhoods, Access to Greenspace, Great Northern Rail Trail.
	Access to Schools	Package of Walking Improvements	Delivery	£570,282	
Leeds	Eastern Gateway	Segregated cycle provision	Delivery	£400,000	Elland Road Extension, Footway Widening Package, Roseville Road + local enhancements.
	Whitehall Road (Holbeck Connector)	Bi-directional cycle provision	Delivery	£2,300,000	
	Bentleys Residential Streets	Modal filter residential streets	Delivery	£350,000	
	Westgate Connector (Headrow to Marlborough Street)	Segregated cycle provision	Delivery	£1,800,000	
	Armley Town Street	Town centre enhancement and walkable neighbourhood	Delivery	£2,940,191	

- 2.7 A change request for the A660 Otley Road corridor scheme (funded through ATF3) was also approved which provides an additional £5.69m funding for the scheme.
- 2.8 Subsequent discussions have been held with ATE to understand the rationale behind the decisions to fund individual schemes. ATE are keen to work with individual Districts to assist in improving the standard of schemes to ensure that they meet the funding criteria set for future rounds of active travel funding. In the case of Bradford Thornton Road (which was the largest scheme included in the bid), the remit for Phase 1 of this project has subsequently been expanded to include feasibility work for Phase 2 to ensure that this can proceed through the design process with a view to gaining funding in the future.
- 2.9 ATE have indicated it is likely that a further round of Active Travel Funding (currently referred to as ATF5) will be available in Autumn 2024, however recently announced reductions to ATE's overall budget suggest that this will be a more limited funding opportunity. (Written Transport Update statement, 9 March 2023).
- 2.10 Alongside the ATF4 bid which provides capital funding for schemes, West Yorkshire has also received £2.53m in January 2023 through the Capability Fund (previously Capability and Ambition Fund) which provides revenue and

support for scheme development and officer training to support scheme development and delivery.

- 2.11 These funds can be targeted to help support scheme development both for schemes within the ATF4 package require further work before being delivered and also schemes that were unsuccessful that form part of the future pipeline of schemes for development.
- 2.12 The Combined Authority has submitted a package level Strategic Outline Case that includes both the ATF4 and CAF funding allocations. We are also working closely with the partner councils to ensure that sufficient internal resources are in place to deliver the schemes outlined within ATF4.
- 2.13 The Combined Authority and partner councils have requested detailed feedback from ATE on the unsuccessful schemes from the ATF4 submission. Meetings have recently taken place with ATE and Bradford Council, Leeds City Council and the Combined Authority respectively, the latter forming the first annual review meeting with ATE, resulting in a successful review (with a formal outcome to follow).

Transport for the North Updates

Strategic Transport Plan 2 (STP2)

- 2.14 Transport for the North (TfN) is currently undertaking public consultation of its draft Strategic Transport Plan (STP2). The STP2 provides the opportunity to speak with one voice on behalf of the north by providing statutory advice on our strategic transport priorities to ensure a transport network fit for the future.
- 2.15 It sets out the unique opportunities and challenges facing the North's economy, people and communities, showing how transport investment can enable regional economic growth, support decarbonisation and reduce social exclusion. It is built on three core strategies:
 - Northern Powerhouse Independent Economic Review
 - Transport Decarbonisation Strategy
 - Socially Inclusive Transport Strategy
- 2.16 The STP2 vision is that by 2050 the North of England will have become a thriving, socially inclusive region. Our communities, businesses and places will all benefit from sustainable economic growth, improved health and wellbeing, and access to opportunities for all. This will be achieved through a transformed zero emission, integrated, safe and sustainable transport system, that will enhance connectivity, resilience, and journey times for all users.
- 2.17 The 12 week public consultation period ends in August, and TfN are using a variety of means of conducting the consultation. For further information, please visit [Our Strategic Transport Plan \(virtual-engage.com\)](https://virtual-engage.com)

Rail North Committee

2.18 Rail North Committee met on 7 July 2023, and considered the following substantive items:

- **Appointment of Chair and Vice Chairs of Rail North Committee**, where Mayor Burnham was appointed Chair and Cllr Hinchcliffe appointed as Majority Vice Chair. The Minority Vice Chair was deferred to the next meeting.
- **Operators Business Plans**, where Members received an update on the position of business planning, and views were sought on the priorities that should be reflected in the 2024/25 business plans for Northern and Trans Pennine Express.
- **Infrastructure and Future Services Development**, the Committee received an update on activity linked to the ongoing work of the Manchester Taskforce, which has covered both recent timetable changes and work on the 'Blueprint' for infrastructure interventions and service development. It also considers these themes across the North more widely, including the general approach to infrastructure planning.
- **RNP Operational Update**, where Members received an update report for noting, plus there were representatives in attendance from the main rail operators, to provide updates on activity and future plans, in particular on Trans Pennine from DfT OLR Holdings Ltd, in terms of plans to improve Trans Pennine Express services.

2.19 The next meeting of Rail North Committee is due to take place in September 2023.

3. Tackling the Climate Emergency Implications

3.1 The updates covered in this report all have a positive impact on tackling the climate emergency, through the development of appropriate strategies and plans, and securing funding to deliver initiatives against these.

4. Inclusive Growth Implications

4.1 Developing a safe, stable and effective transport network across West Yorkshire through activity included in this report is crucial to ensuring inclusive growth ambitions are realised for all communities.

5. Equality and Diversity Implications

5.1 Ensuring due consideration of equality and diversity implications is central to all the activity set out in this report.

6. Financial Implications

6.1. There are no financial implications directly arising from this report.

7. Legal Implications

7.1 There are no legal implications directly arising from this report.

8. Staffing Implications

8.1 There are no staffing implications directly arising from this report.

9. External Consultees

9.1 No external consultations have been undertaken.

10. Recommendations

10.1 That the Committee notes the updates provided in this report.

11. Background Documents

Agendas, papers and webcasts of meetings of the Transport for the North Board and Rail North Committee are available via this link:

<https://transportfornorth.com/about-transport-for-the-north/meetings/>

12. Appendices

None

Report to: Transport Committee

Date: 7 July 2023

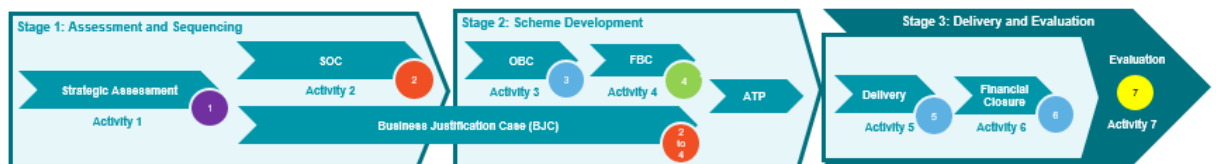
Subject: Project Approvals

Director: Melanie Corcoran, Director of Transport Policy & Delivery

Author: Craig Taylor, Head of Portfolio Management and Appraisal

1. Purpose of this report

- 1.1 To report on proposals for the progression of, and funding for projects under Investment Priority 5 – Delivering Sustainable, Inclusive and Affordable Transport, within the West Yorkshire Investment Strategy (WYIS), that have been considered at stages 1, 2 and 3 of the Combined Authority’s assurance process.



- 1.2 The Transport Committee has delegated decision making authority approved by the Combined Authority on 23 June 2022. Where the Transport Committee is asked to make an approval decision this will be highlighted in the summary table and made clear in the recommendations.

- 1.3 The recommendations can be found in Section 12 of this report.

2. Report

- 2.1 This report presents proposals for the progression of schemes through the Combined Authority’s assurance process in line with the Combined Authority’s Assurance Framework. Further details on the schemes summarised below can be found as part of this report.

- 2.2 As reported to the Combined Authority at their meeting on 22 June 2023, a peer review of the Assurance Framework is currently being undertaken and to date:

- The Assurance Frameworks from the other eight MCAs have been reviewed and compared against the West Yorkshire Combined Authority's.
- Meetings have been held with Greater Manchester (transport and non-transport), West Midlands, South Yorkshire and Liverpool to discuss how well their Assurance Framework is working and to learn lessons from them for the peer review.
- Engagement with users of the Assurance Framework to determine from their perspective what is working well, what issues they have and what changes they would like to see. This has included a survey sent to approximately 1,000 individuals and a number of meetings / workshops within the Combined Authority and with partners.
- Proposed amendments to the Assurance Framework have been drafted and are being further reviewed in line with the revised Combined Authority directorate structure and operating model, approved in June 2023, to enable us to be more outcome focussed and deliver for the people of West Yorkshire.

2.3 Once the further review noted above has been concluded the proposed revisions to the Assurance Framework will be presented to the Combined Authority for approval. In the meantime we are continuing to work with our partners to ensure the Assurance Framework is as flexible and proportionate as possible.

3. Investment Priority 5 (IP5) - Delivering Sustainable, Inclusive and Affordable Transport

3.1 The West Yorkshire Investment Strategy (WYIS) sets out the Investment Priorities for the period 1 April 2021 to 31 March 2024 across six areas. In each, a number of priority project / programme areas have been identified that are the focus for intervention.

3.2 Investment Priority 5 will deliver a range of programmes and schemes which focus on:

- Creating an affordable, simple, integrated, and accessible system for people to travel anywhere by public transport
- Increasing passenger numbers on bus, rail, and future transport networks
- Improving air quality and reduction in car dominance
- Ensuring that people are enabled to make sustainable travel choices from housing and employment sites
- Transforming access for communities of persistent poverty, where households have prolonged experiences of poverty, to employment opportunities and skills centres
- Enhancements in ticketing and travel information
- Buses being an effective and affordable mode of transport
- Enhancing customer satisfaction with public transport.

Scheme summaries

<p>Active Travel Tranche 4 and Capability Fund 2023</p> <p>West Yorkshire</p>	<p><u>Scheme description</u></p> <p>The Active Travel Fund tranche 4 (ATF4) programme builds on the Emergency Active Travel Fund (EATF), and Active Travel Fund tranches 2 and 3 to deliver further improved and safe walking, wheeling, and cycling infrastructure.</p> <p>The Capability Fund programme will undertake behaviour change interventions across West Yorkshire at both a district and region-led level to encourage and enable cycling, wheeling and walking and will also assist in developing a pipeline of schemes for future active travel funded works by carrying out appropriate feasibility studies.</p> <p>The ATF4 programme will be funded through the Active Travel England (ATE) ATF4 funding award and the Capability Fund programme will be funded through the Active Travel England Capability funding award.</p> <p><u>Impact</u></p> <p>Delivery of these active travel infrastructure enhancement schemes will make it easier for more people to travel to work, education, and training more sustainably and by more affordable means when compared to private car ownership.</p> <p>The Capability Fund programme will support in developing Policy initiatives and the development of feasibility for a pipeline of schemes ready to respond to future funding calls. The Capability Fund will also contribute and expand the Combined Authority's existing behaviour change programme to encourage and enable wider use of cycling, wheeling and walking.</p> <p>For ATF4 schemes the Benefit Cost Ratio's (BCR) ranges from 1.61 to 9.52, classifying schemes as Medium to Very High Value for Money (VfM). Further appraisal will be carried out through the respective project business cases.</p> <p><u>Decision sought</u></p> <p>The Active Travel Fund 4 Programme proceeds through decision point 2 (strategic outline case) and work commences on development of the relevant business case for each individual scheme.</p> <p>Total value of the scheme - £19,961,635</p> <p>Total value of Combined Authority funding - £19,961,635</p> <p>Funding recommendation sought: £6,024,276.</p> <p>A decision by the Transport Committee using the delegated authority from the Combined Authority is sought as part of this report</p>
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<p>Dewsbury Cleckheaton Sustainable Travel Corridor A638</p> <p>Kirklees</p>	<p><u>Scheme description</u></p> <p>The scheme will provide sustainable transport improvements including sections of new bus lane, new segregated cycle lanes, upgrades to off-carriageway cycle routes and junction improvements along the A638 corridor between Oakenshaw and Dewsbury.</p> <p>The scheme is funded through the Transforming Cities Fund (TCF) with a contribution from the Active Travel Fund.</p> <p><u>Impact</u></p> <p>The scheme will support active and public transport choices for communities along the A638 and encourage modal shift away from private car to reduce carbon emissions and improve local air quality. It will also improve connectivity to education, employment, and housing for sustainable transport options as well as improving health and wellbeing for users of the walking and cycling facilities.</p> <p>Although the value for money assessment for the scheme reflects a benefit cost ratio (BCR) of 0.97:1, the scheme has a strong strategic fit, in that it will increase sustainable travel by improving connectivity along a heavily congested east to west corridor.</p> <p><u>Decision sought</u></p> <p>The change request to the A638 Dewsbury Cleckheaton Sustainable Travel Corridor scheme to increase the Combined Authority contribution funding to £15,269,915, release £560,200 funding to support business case development and to update the outputs as detailed in this report is approved. The total scheme value will increase from £12,884,315 to £15,799,977.</p> <p>Total value of the scheme - £15,799,977</p> <p>Total value of Combined Authority funding - £15,269,915</p> <p>Funding recommendation sought - £560,200</p> <p>A decision by the Transport Committee using the delegated authority from the Combined Authority is sought as part of this report</p>
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Other decisions relevant to the Transport Committee

Decisions made by the Combined Authority on 22 June 2023

- 3.3 The following schemes have recently been assessed in line with the Combined Authority's assurance process and approved by the Combined Authority.
- 3.4 The full agenda and papers for the meeting can be found on the [Combined Authority website here](#).

<p>West Yorkshire Rail Accessibility Package West Yorkshire</p>	<p>Approval to proceed through decision point 2 (strategic outline case) and work commences on activity 4 (full business case)</p> <p>Total value of the scheme - £20,042,450</p> <p>Total value of Combined Authority funding - £5,000,000</p> <p>Funding recommendation sought – £337,100</p>
<p>Mobility Hubs West Yorkshire</p>	<p>Approval to proceed through decision point 2 (strategic outline case) and work commences on activity 4 (full business case).</p> <p>Total value of the scheme - £3,312,811</p> <p>Total value of Combined Authority funding - £3,312,811</p> <p>Funding recommendation sought - £200,000</p>
<p>Leeds City Centre Active Travel Links (North and South) Leeds</p>	<p>Approval to proceed through decision point 2 (strategic outline case) and work commences on activity 4 (full business case).</p> <p>Total value of the scheme - £3,815,488</p> <p>Total value of Combined Authority funding - £3,304,000</p> <p>Funding recommendation sought - £400,000</p>
<p>Levelling Up - Bus Enhancement Package West Yorkshire</p>	<p>Approval for the Levelling Up - Bus Enhancement Package to proceed through decision point 2 (strategic outline case) and work commences on individual scheme business cases.</p> <p>Total value of the scheme - £47,628,832</p> <p>Total value of Combined Authority funding - £47,628,832</p> <p>Funding recommendation sought – £5,450,000</p>

- 3.5 Since the Transport Committee's meeting on 26 May 2023, the following decision points and change requests have been assessed in line with the Combined Authority's assurance process and approved through the agreed delegations to:

Combined Authority's Chief Executive

<p>TCF Bradford City Centre Cycling and Walking Improvements - Phase 1 Bradford</p>	<p>Approval of the full business case and for work to commence on delivery of phase 1</p> <p>Funding approved - £17,631,371 (phase 1)</p> <p>Total indicative value of the scheme - £43,266,000 – full scheme</p> <p>Total indicative value of Combined Authority funding - £43,166,000 – full scheme</p>
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TCF Bradford City Centre Cycling and Walking Improvements - Phase 2 Bradford	Approval of the full business case and for work to commence on delivery of phase 2 subject to approval to proceed Funding approved - £19,641,629 (phase 2) Total indicative value of the scheme - £43,266,000 – full scheme Total indicative value of Combined Authority funding - £43,166,000 – full scheme
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Combined Authority's Chief Operating Officer

A629 (Phase 2) Halifax Town centre Calderdale	Approval of change request to release an additional £485,000 development costs, taking the total approval to £6,329,000, Funding approved - £485,000 Total indicative value of the scheme - £53,340,000 Total indicative value of Combined Authority funding - £53,340,000
West Yorkshire Public Particulate Information Improvement Project Region-wide	Approval of the business justification case (DP2-4) and for work to commence on delivery Funding approved - £220,457 Total indicative value of the scheme - £279,120 Total indicative value of Combined Authority funding - £279,120
Rail Parking Package – Outwood Wakefield	Approval of change request to increase the Combined Authority funding by £16,683, taking the total funding contribution to £302,683, is approved. Funding approved - £16,683 Total indicative value of the scheme - £2,731,000 Total indicative value of Combined Authority funding - £2,731,000

4. Information

4.1 The Combined Authority's assurance framework requires that formal approval is given to the following elements of a scheme as part of its development:

- The progression of a scheme through a decision point to the next activity.
- Indicative or full approval to the total value of the scheme funding requested.
- The Combined Authority's entry into a funding agreement with the scheme's promoter.
- The assurance pathway and approval route for future decision points.
- The scheme's approval tolerances.

4.2 This report provides information required to enable the Combined Authority to approve each of the above elements.

Projects in Stage 1: Assessment and Sequencing

Project Title	Active Travel Tranche 4 and Capability Fund 2023
Stage	1 (assessment and sequencing)
Decision Point	2 (strategic outline case)

Is this a key decision?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information or appendices?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1:		
Are there implications for equality and diversity?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Background

Active Travel Fund Tranche 4 (ATF4)

- 4.3 On 22 March 2023, Active Travel England awarded the Combined Authority £17,430,668 to deliver its Active Travel Tranche 4 (ATF4) programme across 2023/24.
- 4.4 Active Travel England is the government’s executive agency responsible for making walking, wheeling, and cycling the preferred choice for everyone to get around in England.
- 4.5 The ATF4 programme builds on the Emergency Active Travel Fund (EATF, announced on 23 May 2020) which installed temporary walking and cycling projects to combat the impacts of the Covid19 pandemic, and subsequent tranches 2 and 3 for the delivery of longer term, permanent walking and cycling infrastructure.
- 4.6 The investment objectives of Active Travel England include:
- For 50% of short urban trips in England to be walked, wheeled, or cycled by 2030,
 - To increase active travel (walking, wheeling, cycling) from 41% in 2018 to 46% of short urban trips by 2025,
 - For 55% of primary aged school children walk to school by 2025.
 - Schemes which enable women and girls to feel safer and more confident in choosing active travel modes.
- 4.7 The ATF4 programme also aligns to the Government’s Gear Change policy (2020), and its decarbonisation and Levelling Up objectives.

4.8 The Combined Authority's ATF4 bid was jointly developed with partner councils, with 16 schemes successfully allocated funding. They are:

- Fitzwilliam – Ackworth, Traffic-free path to station, Wakefield
- Grandstand Road Phase 1, Traffic-free path to station, Wakefield
- Grandstand Road Phase 2, Low traffic onward connection, Wakefield
- Hebble Trail Development Work, Identify Hebble Trail Solution, Calderdale
- Access to Schools, Enhanced walking routes, Calderdale
- Mini-Holland Phase 1, Trial Elements of Mini Holland Programme, Calderdale
- Huddersfield Narrow Canal, 4.41km of towpath upgrade - Marsden to Slaithwaite, Kirklees
- Huddersfield Broad Canal, 5.75km of towpath upgrade (Aspley Marina to Cooper Bridge), Kirklees
- School Streets Fund, 12 School Streets in West Yorkshire, Combined Authority
- Access to Hospitals, St Lukes & Airedale Hospital, Bradford
- Access to Schools, Package of Walking Improvements, Bradford
- Eastern Gateway, Segregated cycle provision, Leeds
- Whitehall Road (Holbeck Connector), Bi-directional cycle provision, Leeds
- Bentleys Residential Streets, Modal filter residential streets, Leeds
- Westgate Connector (Headrow to Marlborough Street), Segregated cycle provision, Leeds
- Armley Town Street, Town centre enhancement and walkable neighbourhood, Leeds

4.9 Delivering the ATF4 programme will build on the EATF and ATF tranches 2 and 3 and complement and build on the active travel schemes delivered through other programmes and projects, such as CityConnect. This will enable even more cycling, wheeling, and walking trips to be gained through a shift from car use but also from new journeys.

Capability Fund 2023

4.10 The strategic outline case (SOC) also brings forward the Combined Authority's Capability Fund programme. On 25 January 2023, Active Travel England awarded the Combined Authority £2,530,967 for its Capability Fund programme. The Capability Fund programme will assist in developing a pipeline of schemes for future Active Travel tranches by carrying out appropriate feasibility studies and evidence planning, included in this is the programme costs for Active Travel Fund Tranche 4. It will also undertake behaviour change interventions across West Yorkshire at both a district and region-led level, building on and expanding the Combined Authority's

behaviour change activity to encourage and enable wider use of active travel modes. The Capability Fund programme includes:

4.11 Capability Activities:

- Development of Local Cycling, Walking Infrastructure Plans (LCWIP)
- Network Design
- Scheme planning and design to support ATF4/ATF5
- Public consultation and engagement
- Data and evidence collection
- Monitoring and supporting ATF4 schemes development and delivery through the programme team
- Training for Local Authority officers and members.

4.12 Behaviour Change Activities:

- Recruitment of a sustainable travel planning officer (Bradford) and a behaviour change officer (Kirklees)
- Cycle training initiatives
- Cycle loan and share schemes
- Cycle maintenance training
- Cycle security measures
- Active travel comms and marketing
- Street audits, which look to assess how accessible locations are for walking, cycling and wheeling.

4.13 A summary of the scheme's business case is included in Appendix 1.

Tackling the Climate Emergency Implications

4.14 The ATF4 programme has carried out a stage 1 qualitative Carbon Impact Assessment (CIA). The assessment records how the ATF4 schemes will support the various environmental and social categories. The long-term impact of the schemes should positively contribute to transport greenhouse gas emissions by encouraging a reduction in private vehicles on roads, both directly and through linking with public transport interchanges (bus, rail). The re-allocating of road space, on some larger schemes, to walking and cycling presents an opportunity to design in green and blue infrastructure such as sustainable drainage, street trees and planting, supporting biodiversity (the natural ecosystem for plants and wildlife).

4.15 The Capability Fund will contribute towards addressing the Climate Emergency through feasibility studies, data collection and learning that will support the development of a future pipeline of active travel schemes. These schemes will seek to support a reduction in carbon emissions from transport and improve the local air quality, whilst the behaviour change activities will complement this by raising awareness of access to cycling e.g. cycle loan and

share scheme, and enabling and encouraging additional cycling, wheeling and walking trips.

- 4.16 A stage 2 quantitative CIA will be carried out as part of each of the individual project business cases to determine whole life carbon impacts (construction and operational impacts). An exercise will also be undertaken to look at the programme-level carbon impact, which will inform the post scheme evaluation stage.

Outputs and Benefits

- 4.17 The ATF4 programme outputs and benefits include:
- 1.52 miles of new segregated cycle infrastructure.
 - 22 new junction treatments (to provide dedicated cycle facilities at junctions and improve cycle safety).
 - 0.28 miles of new permanent footways.
 - 7.63 miles of new shared walking and cycling provision both on carriageway and off carriageway.
 - 24.82 miles of road benefitting from improvements to make existing walking and cycling routes safer, including speed limit reduction (sign changes and reduced traffic flow).
 - 402 hectares benefitting from traffic management improvements including new permanent and temporary traffic regulation orders.
 - 1.8 miles of bus priority measures that also enable active travel, e.g., bus gates.
 - New cycle parking facilities in 12 locations.
 - 25 new shared pedestrian and cycle road crossings.
 - Improvement to streets around 16 school to support safe walking, wheeling and cycling trips streets improvements.
 - Increase in walking trips (to be developed in coordination with Evaluation Team)
 - Increase in cycling trips (to be developed in coordination with Evaluation Team)
 - Increase in modal shift to walking and cycling from the car.
 - Improved health and lower workplace absenteeism due to physical activity.
- 4.18 Further work on determining the forecast programme outcomes and project level outputs and benefits will be carried out through the respective ATF4 project business cases.
- 4.19 For ATF4 schemes with a capital cost estimate above £750,000, an indicative value for money (VfM) assessment has been carried out. The assessment reflects Benefit Cost Ratio's (BCR) ranging from 1.61 to 9.52, classifying schemes as Medium to Very High VfM when assessed against the DfT's value

for money criteria. A more robust appraisal will be carried out as part of individual project business cases, when a better understanding of all intended and unintended impacts will be understood.

Inclusive Growth Implications

- 4.20 The ATF4 programme will improve links to the transport network across West Yorkshire, making it easier for more people to travel to work, education, and training more sustainably and by more affordable means when compared to private car ownership. Additionally, by encouraging uptake of local trips by cycling and walking, it will reduce the pressure on owning and running a private vehicle.
- 4.21 Further detail on how each project at a local level will support the principles of inclusive growth will be provided through the individual project business cases.

Equality and Diversity Implications

- 4.22 The ATF4 programme has carried out an Equality Impact Assessment (EqIA), giving due consideration to the impact of the programme on protected groups. For instance, it has considered delivering adequate infrastructure that enables people of all ages (young and elderly) to undertake more journeys by cycling, wheeling and walking especially for short, local trips, and to ensure provision of safe, segregated facilities that will benefit all users, especially those with a disability.
- 4.23 An EqIA for each of the respective projects will be carried out and submitted as part of the project business case submissions.

Risks

- 4.24 The key ATF4 risks and mitigations are:
- That project costs increase above that estimated. This has been mitigated by the programme building in allowance for inflation, risks, and contingency, and has an established Active Travel Board where it can take any additional funding requests to.
 - Risk of public objection to proposed schemes, risking delay and additional costs. This will be mitigated by carrying out robust public consultation exercises supported by targeted comms on the importance of active travel and collecting pre-scheme data as evidence base to respond with.
- 4.25 The key Capability Fund programme risks and mitigations are:
- Changes to policy relating to active travel. This is mitigated through regular liaison with regional and district policy colleagues to ensure all work undertaken is consistent with any updated or emerging policies.
 - Lack of public engagement, meaning the behaviour change activities are not successful. This will be mitigated through expanding existing community engagement across the region, with community advocates

shaping the way activity is delivered to ensure a high take up of the service offers.

Costs

- 4.26 The ATF4 total programme cost is £17,430,668. The Combined Authority's contribution is £17,430,668 from the Active Travel Fund 4 award.
- 4.27 The funding has been provisionally allocated to the 16 schemes as per the following table:

Scheme Name	Funding Amount (£)
Fitzwilliam – Ackworth, Traffic-free path to station, Wakefield	2,555,735
Grandstand Road Phase 1, Traffic-free path to station, Wakefield	224,171
Grandstand Road Phase 2, Low traffic onward connection, Wakefield	40,430
Hebble Trail Development Work, Identify Hebble Trail Solution, Calderdale	150,000
Access to Schools, Enhanced walking routes, Calderdale	698,969
Mini-Holland Phase 1, Trial Elements of Mini Holland Programme, Calderdale	2,353,617
Huddersfield Narrow Canal, 4.41km of towpath upgrade - Marsden to Slaithwaite, Kirklees	957,625
Huddersfield Broad Canal, 5.75km of towpath upgrade (Aspley Marina to Cooper Bridge), Kirklees	1,374,648
School Streets Fund, 12 School Streets in West Yorkshire, Combined Authority	240,000
Access to Hospitals, St Lukes & Airedale Hospital, Bradford	475,000
Access to Schools, Package of Walking Improvements, Bradford	570,282
Eastern Gateway, Segregated cycle provision, Leeds	400,000
Whitehall Road (Holbeck Connector), Bi-directional cycle provision, Leeds	2,300,000
Bentleys Residential Streets, Modal filter residential streets, Leeds	350,000
Westgate Connector (Headrow to Marlborough Street), Segregated cycle provision, Leeds	1,800,000
Armley Town Street, Town centre enhancement and walkable neighbourhood, Leeds	2,940,191

TOTAL	£17,430,668
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- 4.28 Delivery of the Capability Fund programme will cost £2,530,967, of which £1,518,580 has been allocated to fund active travel fund programme development and feasibility activities and £1,012,387 to deliver behaviour change interventions. The Combined Authority's contribution is £2,530,967 from the Capability Fund award.
- 4.29 As part of this programme level SOC (decision point 2), approval is sought for the following:
- Total scheme development costs of £2,353,309 to progress ATF4 schemes to activity point 4 (BJC or FBC).
 - Approval of £150,000 to progress the Hebble Trail Development Works scheme to activity 5 (Delivery).
 - Approval of £240,000 to progress the School Streets Fund (Combined Authority) scheme to activity 5 (Delivery) subject to an Approval to Proceed.
 - Approval of £400,000 to progress the Eastern Gateway (Leeds) scheme to activity 5 (Delivery) subject to an Approval to Proceed.
 - Approval of £350,000 to progress the Bentleys Residential Streets (Leeds) scheme to activity 5 (Delivery) subject to an Approval to Proceed.
 - Approval of £2,530,967 for the Capability Fund programme subject to an Approval to Proceed:
 - Total development costs of £1,518,580 for programme development and feasibility.
 - Total delivery costs of £1,012,387 to deliver behaviour change interventions.
- 4.30 The Combined Authority will enter into the following funding agreements for with each partner council:
- For expenditure up to £436,477 with Kirklees Council.
 - For expenditure up to £1,370,000 with Calderdale Council.
 - For expenditure up to £719,390 with Bradford Council.
 - For expenditure up to £488,056 with Wakefield Council.
 - For expenditure up to £1,444,823 with Leeds City Council.

Assurance Pathway and Approval Route

ATF4 Programme

Assurance pathway	Approval route	Forecast approval date
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1 (strategic assessment)	Recommendation: Strategic Assessment Priority (SAP) Group Decision: Director of Strategy, Communications and Intelligence and Director of Transport Policy & Delivery	05/05/2023
2 (strategic outline case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Transport Committee	07/07/2023
7 (evaluation)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority Director	29/03/2030

Each individual scheme will have its own pathway through the assurance process. These are provided below.

Fitzwilliam to Ackworth Station, Wakefield

Assurance pathway	Approval route	Forecast approval date
4 (full business case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Executive	22/12/2023
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Operating Officer	01/03/2025

Grandstand Road Ph1 and 2, Wakefield

Assurance pathway	Approval route	Forecast approval date
2-4 (business justification case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Executive	22/12/2023
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Operating Officer	01/03/2025

Hebble Trail Development Work, Calderdale

Assurance pathway	Approval route	Forecast approval date
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Programme SOC to delivery	Recommendation: Combined Authority's Programme Appraisal Team Decision: Transport Committee	07/07/2023
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Operating Officer	01/02/2025

Access to Schools, Calderdale

Assurance pathway	Approval route	Forecast approval date
2-4 (business justification case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Executive	29/03/2024
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Operating Officer	27/06/2025

Mini-Holland Phase 1, Calderdale

Assurance pathway	Approval route	Forecast approval date
4 (full business case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Executive	29/12/2023
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Operating Officer	30/06/2024

Huddersfield Narrow Canal, Kirklees

Note: May be joined with Huddersfield Broad Canal below as a single submission

Assurance pathway	Approval route	Forecast approval date
2-4 (business justification case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Executive	29/09/2023
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Operating Officer	29/02/2024

Huddersfield Broad Canal, Kirklees

Assurance pathway	Approval route	Forecast approval date
2-4 (business justification case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Executive	29/09/2023
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Operating Officer	29/02/2024

School Streets Fund, West Yorkshire Combined Authority

Assurance pathway	Approval route	Forecast approval date
Approval to Proceed	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Executive	31/10/2023
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Operating Officer	30/06/2024

Access to Hospitals, Bradford

Assurance pathway	Approval route	Forecast approval date
2-4 (business justification case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Executive	31/01/2024
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Operating Officer	01/02/2025

Access to Schools, Bradford

Assurance pathway	Approval route	Forecast approval date
2-4 (business justification case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Executive	31/01/2024

5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Operating Officer	01/04/2025
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Eastern Gateway, Leeds

Assurance pathway	Approval route	Forecast approval date
Approval to Proceed	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Executive	29/02/2024
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Operating Officer	01/12/2024

Whitehall Road (Holbeck Connector), Leeds

Assurance pathway	Approval route	Forecast approval date
4 (full business case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Executive	31/10/2023
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Operating Officer	01/10/2024

Bentleys Residential Streets, Leeds

Assurance pathway	Approval route	Forecast approval date
Approval to Proceed	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Operating Officer	31/12/2023
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Operating Officer	31/08/2024

Westgate Connector (Headrow to Marlborough Street), Leeds

Assurance pathway	Approval route	Forecast approval date
2-4 (business justification case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Executive	13/10/2023
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Operating Officer	01/09/2024

Armley Town Street, Leeds

Assurance pathway	Approval route	Forecast approval date
4 (full business case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Executive	22/12/2023
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Operating Officer	01/03/2025

Capability Fund Programme

Assurance pathway	Approval route	Forecast approval date
1 (strategic assessment)	Recommendation: Strategic Assessment Priority (SAP) Group Decision: Director of Strategy, Communications and Intelligence and Director of Transport Policy & Delivery	05/05/2023
2 (strategic outline case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Transport Committee	07/07/2023
Approval to Proceed	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Director of Delivery	12/07/2023
7 (evaluation)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority Director	29/03/2030

Assurance Tolerances

Assurance tolerances for the Programme
Cost: Combined Authority costs remain within +10% of those outlined in this report Programme: Delivery (DP5) timescales remain within 6 months of those outlined in this report. Outputs: Remain within -10% of those outlined in this report
Assurance tolerances for projects progressing to activity 4 (BJC / FBC) or Approval to Proceed
Cost: Combined Authority costs remain within +10% of those outlined in this report Programme: Delivery (DP5) timescales remain within 6 months of those outlined in this report. Outputs: Remain within -10% of those outlined in this report

Appraisal Summary

- 4.31 The strategic outline case for the Active Travel Fund tranche 4 programme and the Capability Fund scheme suitably establishes how the schemes will support local, regional, and national strategic objectives and policies, notably around sustainable transport and clean growth. They build on the temporary walking and cycling provisions delivered through the EATF programme and subsequent permanent infrastructure through ATF tranches 2 and 3, as well as other active travel programmes and projects. The development of a capability and behaviour change programme to assist learning and the development of a future pipeline of active travel schemes will further support the regions strategic aims.
- 4.32 Across the five cases of the business case, a reasonable level of detail has been submitted for the Active Travel Fund Tranche 4 programme, however, it is accepted that more work is required to strengthen the submission as project business cases progress through the assurance process. This requires further detail to support the affordability, deliverability, and value for money of the respective schemes.

Recommendations

- 4.33 The Transport Committee, subject to the conditions set by the Programme Appraisal Team, approves that:
 - (i) The Active Travel Tranche 4 programme proceeds through decision point 2 (strategic outline case) and work commences on development of individual project business cases as outlined in this report.
 - (ii) The Capability Fund programme proceeds through decision point 2 (strategic outline case) to activity 5 (Delivery) subject to approval to proceed.
 - (iii) An indicative approval to the Combined Authority’s contribution of £19,961,635 is given. The total scheme value is £19,961,635.
 - (iv) Delivery costs of £990,000, are approved in order to progress into activity 5 (Delivery) subject to approval to proceed. Grant funding agreements

are to be entered into with the respective partner councils for the following projects:

- £240,000 for the School Streets Fund scheme (West Yorkshire Combined Authority),
 - £400,000 for the Eastern Gateway scheme (Leeds City Council)
 - £350,000 for the Bentley's Residential Streets scheme (Leeds City Council)
- (v) Development costs of £2,353,309 are approved in order to progress Active Travel Tranche 4 schemes to decision point 4 (via business justification case or full business case) and £150,000 for the Hebble Trail Development Works (Calderdale).
- (vi) Delivery costs of £2,530,967 for the Capability Fund programme are approved in order to progress to activity 5 (Delivery) subject to an approval to proceed.
- (vii) Taking the total scheme approval to £6,024,276.
- (viii) The Combined Authority enters into a funding agreement with each partner council for the following amounts:
- Kirklees Council up to £436,477.
 - Calderdale Council up to £1,370,000.
 - Wakefield Council up to £719,390.
 - Bradford Council up to £488,056.
 - Leeds City Council up to £1,444,823.
- (ix) Delegations to the Director of Transport Policy and Delivery to amend allocated funding amounts released as part of this decision as required.
- (x) Future approvals are made in accordance with the assurance pathways and approval routes outlined in this report, subject to remaining within tolerances. Where further approval is required, the respective programme or schemes will return to the Transport Committee.

Projects in Stage 2: Scheme development

Project Title	A638 Dewsbury Cleckheaton Sustainable Travel Corridor
Stage	2 (scheme development)
Decision Point	Change request (activity 3)

Is this a key decision?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information or appendices?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1:		
Are there implications for equality and diversity?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Background

- 4.34 The A638 Dewsbury Cleckheaton Sustainable Travel Corridor scheme will be funded through the Department for Transport's Transforming Cities Fund (TCF) with a contribution from the Active Travel Fund.
- 4.35 As part of the Government's Industrial Strategy and the National Productivity Investment Fund, TCF aims to drive up productivity through improved connections between urban centres and suburbs. To do this TCF provides a significant opportunity to invest in infrastructure to improve public and sustainable transport connectivity in some of England's largest cities. This scheme will be funded through Tranche 2 of the fund, which received Department for Transport's approval in March 2020. A contribution is also coming from the Active Travel Fund Tranche 2.
- 4.36 The TCF Dewsbury Cleckheaton Sustainable Travel Corridor scheme focuses on the A638 corridor which extends approximately 8.4 kilometres between Oakenshaw in the north, through Cleckheaton, Littleton and Heckmondwike to Dewsbury in the south at the junction with Dewsbury Ring Road.
- 4.37 The A638 comprises a key route for the district, as it provides an important east-west link between Dewsbury and Bradford, as well as enabling onward connectivity across the wider region via the M62 Chain Bar.
- 4.38 It is a popular commuting route linking residential areas with employment, light industry sites and several town centres along the route. Dewsbury Hospital, Heckmondwike Grammar School and Kirklees College are key destinations along the corridor that generate a high volume of car and walking trips. Cleckheaton Bus Station and Heckmondwike Bus Hub are also located on the A638 within the extent of the proposed scheme.

- 4.39 The A638 corridor also runs parallel to a section of the Spen Valley Greenway (SVG), a popular walking and cycling path that forms part of the National Cycle Network Route (NCN) 66 and the Spen Ringway (SR), an off-road walking and cycling route along the disused railway line from Ravensthorpe to Leeds.
- 4.40 High traffic volumes on the A638 Dewsbury – Cleckheaton corridor, due to increased reliance on car travel and lack of viable travel alternatives, cause congestion issues contributing to poor local air quality and increased transport-related carbon emissions. Although many bus services travel along or across the A638, there are only two small sections of bus lanes and limited bus priority along the route. Long queues and significant delays are experienced by bus users during peak periods on the southbound approach to Chain Bar roundabout.
- 4.41 Current on-road cycling provision is limited to advisory cycle lanes of approximately one kilometre in length to the south of Cleckheaton. These are parallel to on-street parking and not segregated from the highway causing safety concerns. Existing footway provision and pedestrian infrastructure along the corridor are also below standard with very narrow pavements and a lack of safe crossing facilities at several key junctions.
- 4.42 The scheme proposes several interventions along the A638 route as well as the parallel off-road routes of Spen Valley Greenway and Spen Ringway, focusing on providing better connected, enhanced cycling infrastructure and pedestrian facilities, as well as introducing bus priority measures to encourage higher uptake of cycling and walking for local communities, improve current bus journey times and enhance safety for pedestrians, cyclists and bus users.
- 4.43 The core package of improvements includes the following interventions:
- 0.72km bus lane on the southbound approach of M62 Chain Bar roundabout alongside four junction improvements for buses.
 - 1.3km cycle lane between Cleckheaton and Heckmondwike town centres.
 - Twelve improved formal pedestrian crossing points.
 - Eight junctions with improved pedestrian crossing facilities
 - Seven new signalised pedestrian crossings.
 - Thirteen new or improved cycle crossing facilities.
 - Upgrade of five bus stops to smart bus stops, between Chain Bar roundabout and Leeds Road.
 - 2.1km of widening, resurfacing & lighting of the Spen Valley Greenway.
 - Ten access improvements between the Spen Valley Greenway.
- 4.44 The scheme will support improved accessibility for 15 development sites, identified in Kirklees' Local Plan, comprising 1,035 new homes, four employment sites and nine priority employment areas to be developed.

- 4.45 The scheme aligns with the priorities of the Strategic Economic Framework (SEF), in particular the priority to deliver 21st century transport. This will be contributed to by provision of safer, enhanced, better-connected cycling and walking routes alongside improved bus priority and upgraded bus stop facilities that will encourage walking, cycling and bus travel as travel alternatives to the private car. This will also contribute to the reduction in transport-related emissions, improve air quality and tackle the climate emergency.
- 4.46 The outline business case (OBC) for the scheme was submitted for approval in December 2021. It was recommended that the scheme should proceed through decision point 3 (outline business case) and work should commence on activity 4 (full business case) but was subject to several conditions.
- 4.47 The A638 Corridor Improvement project currently has an allocation of £12,530,062 of which £12,000,000 is from TCF funding (held by the Combined Authority) and £530,062 comes from the Active Travel Fund 2 (which is held by Kirklees Council).
- 4.48 Following approval of the OBC the cost of the “core” scheme scope, as set out in the OBC, has increased by around £7,100,000. The total cost is now estimated at £19,600,000. The key factors that have resulted in the cost increases include:
- Inflationary pressures on construction rates
 - Greater cost accuracy through the requirement to undertake Early Contractor Involvement (cost benchmarking)
 - Improvements (following stakeholder engagement) to the 1.3km bidirectional cycle lane
 - Significant design changes to incorporate a retaining structure to avoid 3rd Party Land Purchase
- 4.49 This change request is seeking to proceed with the Preferred Option; which involves a change in scope along with a request for an increase in funding of £3,269,915 taking the total Combined Authority cost from the previously approved £12,530,062 to £15,269,915. The total scheme cost will be £15,799,977 with the remaining amount, of £530,062, being provided by Kirklees via the Active Travel Fund.
- 4.50 The increase to funding is required due to the following items:
- Design changes to reflect recommendations provided by TCF’s Quality Panel, these will increase the quality of the cycle infrastructure
 - Greater cost accuracy due to early contractor involvement
 - Design alterations to incorporate a retaining structure and avoid the need to purchase 3rd party land
 - The impact of inflationary pressure.
- 4.51 To enable the delivery of the wider scheme an improvement to a signalised cross at the junction of Wakefield Road and Leeds Road has been removed.

There has also been a reduction to the widening along 5.5km of the Spen Valley Greenway between the M62 and Walkley Lane.

- 4.52 Additionally, the scheme requests to increase the scheme development costs by £560,200, taking the total scheme development costs from £1,367,470 to £1,927,670.
- 4.53 The additional cost will be funded from the TCF Programme Risk and Contingency Fund.

Tackling the Climate Emergency Implications

- 4.54 The scheme aims to contribute to tackling the climate emergency by creating improved provision for sustainable transport options for those wishing to travel along the A638 corridor. The proposals are anticipated to facilitate a switch from car trips to walking and cycling trips as well as encourage the use of public transport to help reduce carbon emissions.
- 4.55 The carbon impact of the scheme is being reassessed as part of the development of the full business case.

Outputs and Benefits

- 4.56 The scheme outputs and benefits include:
- 2,042m of new cycle lanes
 - 729m of new shared surface
 - 7 new formal pedestrian crossing (signals)
 - 1 new formal pedestrian crossing points (d-islands etc)
 - 11 improved formal pedestrian crossing points (any)
 - 8 of junctions with improved pedestrian facilities
 - 10 new formal cycle crossings
 - 3 improved formal cycle crossings
 - 22 junctions with improved cycle facilities
 - 2,100m of improved cycle track along the Spen Valley Greenway / Spen Ringway
 - 2,100m of new lighting on the Spen Valley Greenway
 - 10 improved access points on the Spen Valley Greenway / Spen Ringway
 - 720m of new bus lane
 - 83m of improved bus lane to 24 hours protection
 - 4 junction improvements for buses
 - 5 bus stops upgraded
 - 2 new bus stop clearways

- Increase bus patronage on routes using the A638 by improving bus journey times along the corridor and making bus more attractive.
- Reduce journey time variability along the A638 bus route ensuring that an increased percentage of buses run in time (arriving not more than 1-minute earlier time or 5 minutes later than scheduled time) making bus a more reliable transport alternative.
- Increase number of trips undertaken on foot and improve users' satisfaction from pedestrian infrastructure along the A638 corridor, the Spen Valley Greenway/ Spen Ringway through provision of improved pedestrian facilities and safety enhancements.
- Increase number of trips undertaken by cycle and users' satisfaction from cycling infrastructure along the A638 corridor, the Spen Valley Greenway/ Spen Ringway through provision of improved cycling facilities and safety enhancements.
- Reduce Nitrogen Dioxide (NO₂) levels in the scheme area to be under the UK air quality objectives thresholds of 40µg/m³ through reducing vehicle kms travelled by car on the local network and encouraging a switch to bus, walking and cycling

4.57 Although the value for money assessment for the scheme reflects a benefit cost ratio (BCR) of 0.97:1, the scheme has a strong strategic fit, in that it will increase sustainable travel by improving connectivity along a heavily congested east to west corridor.

Inclusive Growth Implications

4.58 The TCF A638 scheme will support inclusive growth by playing a key role in connecting those Not in Employment, Education or Training (NEETs) to opportunities in Cleckheaton, Heckmondwike and Dewsbury as well as to key employment centres across the wider Leeds City Region by providing better connectivity to Cleckheaton and Heckmondwike Bus Stations.

4.59 The proposed improvements on the A638 corridor aim to make bus, cycle and walking travel a more attractive, convenient, and accessible option for people. This will help people overcome existing transport barriers and connect areas of deprivation to employment, education, and training opportunities; particularly given that these areas typically experience lower levels of car ownership and are more reliant on public transport.

4.60 The change request is not anticipated to significantly affect the potential inclusive growth benefits of the scheme, when compared with the original scheme as set out in the OBC. This is because the proposed improvements continue to span the full A638 corridor. Delivery of the Less Ambitious option however, would adversely impact those living in or travelling to/from the southern half of the A638 corridor.

Equality and Diversity Implications

4.61 An Equality Impact Assessment (EqIA) has been undertaken for the scheme and this highlighted that the scheme does not have an adverse impact on any of the protected characteristics identified in the Equalities Act 2010. It was

noted that, in particular, the scheme will enhance accessibility for people with disabilities by improving surfaces, reducing obstacles, and reducing conflicts with other road users.

- 4.62 Impacts relating to equality and diversity are to continue to be taken account of as part of the continued development of the scheme and an update to the EqIA will be undertaken at full business case stage.

Risks

- 4.63 The scheme risks include:

- Risk of encountering difficulties in securing required materials and significant cost escalation occurring due to inflation impact on costs of materials and/or limited availability because of Brexit and COVID-19. Partially mitigated through undertaking robust costing including contingency and bench marking costs, whilst also ensuring continuous review of scheme costs. Ongoing discussions have also informed knowledge on potential supply issues.
- Risk of significant disruption to travelling public occurring during the construction period with adverse temporary impacts on noise, vibration and air pollution causing further public objections and increases to traffic management costs. To be mitigated through early constructor involvement, development of construction management plans and network management with other local schemes that have similar construction timescales.
- Risk of significant reputational impacts for the scheme promoter and the Combined Authority alongside impacts on costs and programme if inadequate support is received from the public and the local groups/businesses on the proposed scheme interventions. This is mitigated through undertaking early engagement with stakeholders and by modifying designs to address concerns and objections raised at the previous round of public consultation.
- Conflicts with other work programmes for construction work / road space is to be mitigated by ensuring network management teams are informed of the schemes progress. In addition, Kirklees Council will ensure a coordinated approach across its various projects and programmes.
- Risk of programme slippage and cost increases if delays are encountered in appointing sufficient resource as well as a construction contractor due to increased demand and limited availability within the construction market and/or in house construction body. Partially mitigated through early engagement with suppliers. Recruitment of term contractor or consortium is also being considered and recruitment of personnel at Kirklees Council.

Costs

- 4.64 The total scheme costs are £15,799,977.
- 4.65 The Combined Authority's contribution is £15,269,915 from the Transforming Cities Fund.

- 4.66 The remaining funding is £530,062 from the Active Travel Fund (held by Kirklees Council).
- 4.67 At decision point 2 (strategic outline case) and decision point 3 (outline business case) cumulative development costs of £1,367,470 were approved. Additional approval of £560,200 are now sought through this change request to progress the scheme to decision point 4 (full business case), taking the total approval to £1,927,670 from the TCF Fund.
- 4.68 The Combined Authority will need to enter into an addendum to the existing funding agreement with Kirklees Council for expenditure of up to £1,927,670 from the Transforming Cities Fund.

Assurance Pathway and Approval Route

Assurance pathway	Approval route	Forecast approval date
Change request (activity 3)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Transport Committee	07/07/2023
4 (full business case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Executive	05/01/2024
Approval to Proceed	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Operating Officer	01/03/2024
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Operating Officer	30/03/2025

Other Key Timescales

- 4.69 Other key timescales are:
- January 2024 – Contractor procurement award
 - January 2024 – FBC Approved
 - March 2024 – Approval-to-Proceed granted
 - March 2024 – Construction starts
 - March 2025 – Construction finish
 - Monitoring and Evaluation anticipated 2026 and 2030

Assurance Tolerances

Assurance tolerances
Combined Authority costs remain within 10% of those outlined in this report.
Delivery (DP5) timescales remain within 6 months of those outlined in this report.

Appraisal Summary

- 4.70 This change request involves a change in the scope and further release of development funds for the A638 Corridor Improvement project because of cost increases due to inflation and scheme quality and design improvements.
- 4.71 Three options were put forward including:
- Less Ambitious – reduced provision that can be provided within existing budget (total cost of £12,495,955).
 - Preferred – relatively minimal scope reduction but with cost increase of around £3,300,000 (total cost of £15,799,977).
 - More ambitious – the original scheme, as per the OBC, but with cost increase of around £7,100,000 (total cost of £19,613,669)
- 4.72 The appraisal between the three options that were considered was relatively high level. Impact on general traffic and feasibility were considered neutral for all options whilst the Less Ambitious option would score highest for affordability but lowest for stakeholder acceptability.
- 4.73 Overall, there is a minor change to the Strategic Case, due to the reduction in scope. This slightly limits the extent to which the scheme will provide its strategic benefits. It is anticipated that the scheme will continue to provide more reliable and faster bus services, modal shift from private vehicles to sustainable modes of travel, and improved air quality and reduced transport related emissions.
- 4.74 Work has been effectively undertaken to continue the progression of the Commercial Case with further work to the Procurement Strategy, early contractor involvement, and confirmation of a delivery partner for the Spen Valley Greenway improvements.

Recommendations

- 4.75 The Transport Committee, approves that:
- (i) The change request to the A638 Dewsbury Cleckheaton Sustainable Travel Corridor scheme to increase the Combined Authority contribution funding to £15,269,915, release £560,200 funding to support business case development and to reduce the outputs as detailed in this report is approved. The total scheme value will increase from £12,884,315 to £15,799,977.

- (ii) Approval to the development costs of £560,200 is given to progress the scheme to Activity 4 (full business case), taking the total approval to £1,927,670.
- (iii) The Combined Authority enters into an addendum to the existing funding agreement with Kirklees Council for expenditure of up to £1,927,670.
- (iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report.

Projects in Stage 3: Delivery and Evaluation

4.76 There are no schemes to review at this stage.

5. Tackling the Climate Emergency implications

5.1 The Climate Emergency implications have been considered on all projects included in this report as part of their business case development.

6. Inclusive Growth implications

6.1 The inclusive growth implications have been considered on all projects included in this report as part of their business case development.

7. Equality and Diversity implications

7.1 Equality Impact Assessments (EqIA) have been undertaken on all projects included in this report as part of their business case development.

8. Financial implications

8.1 The report seeks endorsement to expenditure from the available Combined Authority funding as set out in this report.

9. Legal implications

9.1 The payment of funding to any recipient will be subject to a funding agreement being in place between the Combined Authority and the organisation in question.

10. Staffing implications

10.1 A combination of Combined Authority and local partner council project, programme and portfolio management resources are, or are in the process of, being identified and costed for within the scheme in this report.

11. External consultees

11.1 Where applicable scheme promoters have been consulted on the content of this report.

12. Recommendations (Summary)

Active Travel Tranche 4 and Capability Fund 2023

12.1 The Transport Committee approves that:

- (i) The Active Travel Tranche 4 programme proceeds through decision point 2 (strategic outline case) and work commences on development of individual project business cases as outlined in this report.
- (ii) The Capability Fund programme proceeds through decision point 2 (strategic outline case) to activity 5 (Delivery) subject to approval to proceed.

- (iii) An indicative approval to the Combined Authority's contribution of £19,961,635 is given. The total scheme value is £19,961,635.
- (iv) Delivery costs of £990,000, are approved in order to progress into activity 5 (Delivery) subject to approval to proceed. Grant funding agreements are to be entered into with the respective partner councils for the following projects:
 - £240,000 for the School Streets Fund scheme (West Yorkshire Combined Authority),
 - £400,000 for the Eastern Gateway scheme (Leeds City Council)
 - £350,000 for the Bentley's Residential Streets scheme (Leeds City Council)
- (v) Development costs of £2,353,309 are approved in order to progress Active Travel Tranche 4 schemes to decision point 4 (via business justification case or full business case) and £150,000 for the Hebble Trail Development Works (Calderdale).
- (vi) Delivery costs of £2,530,967 for the Capability Fund programme are approved in order to progress to activity 5 (Delivery) subject to an approval to proceed.
- (vii) Taking the total scheme approval to £6,024,276.
- (viii) The Combined Authority enters into a funding agreement with each partner council for the following amounts:
 - Kirklees Council up to £436,477.
 - Calderdale Council up to £1,370,000.
 - Wakefield Council up to £719,390.
 - Bradford Council up to £488,056.
 - Leeds City Council up to £1,444,823.
- (ix) Delegations to the Director of Transport Policy and Delivery to amend allocated funding amounts released as part of this decision as required.
- (x) Future approvals are made in accordance with the assurance pathways and approval routes outlined in this report, subject to remaining within tolerances. Where further approval is required, the respective programme or schemes will return to the Transport Committee.

A638 Dewsbury Cleckheaton Sustainable Travel Corridor

12.2 The Transport Committee approves that:

- (i) The change request to the A638 Dewsbury Cleckheaton Sustainable Travel Corridor scheme to increase the Combined Authority contribution funding to £15,269,915, release £560,200 funding to support business case development and to reduce the outputs as detailed in this report is

approved. The total scheme value will increase from £12,884,315 to £15,799,977.

- (ii) Approval to the development costs of £560,200 is given to progress the scheme to Activity 4 (full business case), taking the total approval to £1,927,670.
- (iii) The Combined Authority enters into an addendum to the existing funding agreement with Kirklees Council for expenditure of up to £1,927,670.
- (iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report.

13. Background Documents

13.1 None as part of this report.

14. Appendices

Appendix 1 – Active Travel Fund 4 and Capability Fund – Business Case Summary

Project Overview

Project Title	Active Trave Fund Tranche 4 and Capability Fund
Main Funding Programme	Active Travel England's Active Travel Fund and Active Travel England's Capability Fund
Current Forecast Project cost	Active Travel Fund Tranche 4 – £17,430,668 Capability Fund - £2,530,967
Funding Applied for from the Combined Authority now	Active Travel Fund Tranche 4 – £17,430,668 Capability Fund - £2,530,967
Other public sector funding amounts and sources	£0
Private sector funding amounts and sources	£0

Scheme Description

The Active Travel Fund tranche 4 (ATF4) programme builds on the Emergency Active Travel Fund (EATF), and Active Travel Fund tranches 2 and 3 to deliver further improved and safe walking, wheeling, and cycling infrastructure.

The Capability Fund programme will undertake behaviour change interventions across West Yorkshire at both a district and region-led level to encourage and enable cycling, wheeling and walking and will also assist in developing a pipeline of schemes for future active travel funded works by carrying out appropriate feasibility studies.

Business Case Summary

Strategic Case

The Active Travel Fund tranche 4 (AT4) programme for 2023/24 has been developed in partnership with West Yorkshire partner councils. Tranche 4 builds on the Emergency Active Travel Fund which installed temporary measures in response to the covid pandemic in 2020, and subsequent tranches 2 and 3 for more permanent infrastructure, to deliver further improved walking and cycling infrastructure to better support safe walking and cycling.

Delivering the ATF4 programme will enable even more walking and cycling trips to be gained through modal shift from the car and from new journeys. This will further help to achieve a range of targets at a local, regional, and national level, including those set out within the Combined Authority's Connectivity Infrastructure Plan, the Department for Transport's (DfT) Gear Change Policy (2020), the West Yorkshire Mayor's tackle climate emergency pledge, and Investment Priority 4: 'Tackling climate emergency and environmental sustainability' and Investment Priority 5: 'Future Transport' of the West Yorkshire Investment Strategy (2021-24).

The Capability Fund will assist in developing a pipeline of schemes for future Active Travel tranches by carrying out appropriate feasibility studies and evidence planning, and by undertaking behaviour change interventions across West Yorkshire at both a district and region-led level to encourage and enable wider use of active travel modes.

Economic Case

For the Active Travel Tranche 4 programme (AT4), each district sent to the West Yorkshire Active Travel Lead a list of potential schemes which were in their pipeline either strategically or by local demand. As a result of this, a Longlist of 47 schemes was produced. 16 of these schemes were successfully awarded funding.

The Benefit Cost Ratio's (BCR) for the successful schemes range from 1.61 to 9.52, classifying schemes as Medium to Very High VfM when assessed against the DfT's value for money criteria. Further appraisal will be undertaken at the next stage of business case development.

For the Capability Fund programme, Officers and Members were consulted in steering the prioritisation of activities to take forward within the respective Capability and Behaviour Change programmes.

Commercial Case

Taking experience and learning from the Active Travel Fund tranches 2 & 3, the Combined Authority and partner councils now have a good understanding of what is feasible to be delivered by their in-house design and construction teams for the Active Travel Tranche 4 (AT4) programme. Where works will need to be procured externally available options are understood.

For the Capability Fund programme there are a number of frameworks already established which can provide expertise and support as required.

Financial Case

Active Travel England (ATE) has awarded the Combined Authority £17,430,668 to deliver its Active Travel Tranche 4 (AT4) programme. The programme includes 16 schemes. The ATE funding award expects all funding to be committed by March 2024 (i.e., all schemes to be in contract to deliver works).

The Combined Authority has also secured £2,530,967 to deliver its Capability Ambition Fund (CAF) programme across 2023/24.

Management Case

The Active Travel Tranche 4 (ATF4) programme will be delivered by the West Yorkshire partner councils in collaboration with the Combined Authority. An Active Travel Programme Board is well established, with monthly meetings and attendance from all district partners.

An indicative programme for AT4 schemes sets out construction start and end dates across 2023 and 2024. The timescales will be revisited through the individual project business cases.

The Capability Ambition Fund (CAF) will also be delivered by the West Yorkshire partner councils in collaboration with the Combined Authority. It will report to a Behaviour Change Board, with activities across its Capability and Behaviour Change programmes to be delivered across 2023 and 2024.



Report to: Transport Committee

Date: 7 July 2023

Subject: **Governance Arrangements**

Director: Alan Reiss, Chief Operating Officer

Author: Caroline Allen, Head of Legal & Governance

Is this a key decision?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information or appendices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1:	
Are there implications for equality and diversity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1. Purpose of this report

- 1.1 To advise the Transport Committee of the governance arrangements approved by the West Yorkshire Combined Authority (the Combined Authority) at the Annual Meeting on 22 June 2023 in respect of the Committee.
- 1.2 To establish an Active Travel Working Group.

2. Information

- 2.1 At the Annual Meeting on 22 June 2023, the Combined Authority resolved to appoint the Transport Committee on the **terms of reference** attached at **Appendix 1** to this report.
- 2.2 The **quorum** of the Committee is four voting members to include one Local Authority Co-optee from three different Constituent Councils.
- 2.3 The Combined Authority appointed Councillor Susan Hinchcliffe as Chair of the Committee and Councillors Manisha Kaushik and Peter Carlill as the two Deputy Chairs.

2.4 The Combined Authority also appointed a Transport Engagement Lead from each of the Constituent Councils as follows:

Constituent Council	Transport Engagement Lead
Bradford	Councillor Taj Salam
Calderdale	Councillor Colin Hutchinson
Kirklees	Councillor Ammar Anwar
Leeds	Councillor Annie Maloney
Wakefield	Councillor Jakob Williamson

2.5 In accordance with the agreed membership framework, the relevant Transport Portfolio holder from each Constituent Council was also co-opted onto the Transport Committee as a voting member, as follows:

Constituent Council	Transport Portfolio Holder
Bradford	Councillor Alex Ross-Shaw
Calderdale	Councillor Scott Patient
Kirklees	Councillor Eric Firth
Leeds	Councillor Helen Hayden
Wakefield	Councillor Matthew Morley

2.6 A table showing the full Committee membership and roles and responsibilities is attached as **Appendix 2**, the table also sets out the voting arrangements across the different sectors of membership. The role profiles for the Deputy Chairs and the Transport Engagement Leads are attached as **Appendices 3 and 4** for completeness.

2.7 The Combined Authority agreed meeting dates for the Committee, as follows:

- 7 July 2023
- 19 September 2023
- 16 November 2023
- 29 January 2024
- 26 March 2024
- 24 May 2024

Active Travel Working Group

2.8 It is proposed that the Active Travel Working Group be re-established for the 23/24 municipal year. The Group has provided helpful input into policy development and will be consulted going forwards on the development of the Active Travel Strategy as part of the new Local Transport Plan. **Appendix 5** to this report sets out the proposed arrangements including the **terms of reference** for the Working Group.

3. Tackling the Climate Emergency Implications

- 3.1 The terms of reference require this, and all committees, to promote tackling the climate emergency implications in its actions.

4. Inclusive Growth Implications

- 4.1 The terms of reference require this, and all committees, to promote inclusive growth in its actions.
- 4.2 It is proposed that each decision-making committee continues to designate an Inclusivity Lead. This will ensure that equality, diversity and inclusion is fully embedded in the objectives of the committees.

5. Equality and Diversity Implications

- 5.1 The terms of reference require this, and all other committees, to consider equality and diversity in its actions and decision making.
- 5.2 The diversity of the committee will be kept under review and steps will be taken, in future recruitment campaigns, to ensure as far as possible that the membership is representative of the population we serve.

6. Financial Implications

- 6.1 The positions of Ordinary member, Transport Engagement Lead and Deputy Chair attract an allowance under the Combined Authority's Members' Allowances Scheme which was approved by the Combined Authority at its Annual Meeting on 22 June 2023.

7. Legal Implications

- 7.1 The Combined Authority's Procedure Standing Orders (including statutory access to information provisions), do not apply to Working Groups.

8. Staffing Implications

- 8.1 There are no staffing implications directly arising from this report.

9. External Consultees

- 9.1 No external consultations have been undertaken.

10. Recommendations

That the Transport Committee:

- 10.1 Notes the governance arrangements approved by the Combined Authority at the Annual Meeting on 22 June 2023.

10.2 Establishes an **Active Travel Working Group** for the municipal year 2023/24, with the terms of reference and arrangements as set out in **Appendix 5** to this report.

11. **Background Documents**

11.1 There are no background documents referenced in this report

12. **Appendices**

Appendix 1 – Terms of Reference for the Transport Committee

Appendix 2 – Membership table

Appendix 3 – Role Profile for the Deputy Chair of Transport Committee

Appendix 4 – Role Profile for the role of Transport Engagement Lead

Appendix 5 – Terms of Reference and arrangements for the Active Travel Working Group

Part 3

Section 2.3 - Terms of Reference

Transport Committee

The Transport Committee is authorised:

1. To carry out any Non-Mayoral transport function¹ of the Combined Authority or any other Non-Mayoral function² related to transport, including:
 - a) progressing the elements of the vision and policy framework of the Combined Authority that fall within the remit of this committee, by
 - approving, amending or revoking any policy, investment priorities, strategy or plan³
 - delivering, monitoring and reviewing the outcomes and impact of any policy, investment priorities, strategy or plan,
 - b) progressing those elements of the Mayor's pledges that fall within the remit of this committee, ensuring alignment with the vision and policy framework of the Combined Authority where appropriate,
 - c) submitting bids for devolved and other funding,
 - d) working with key partners to develop and promote a shared understanding, approach and coherent strategies and policies, and
 - e) delivering and overseeing any project or programme in accordance with the Leeds City Region Assurance Framework⁴, including the

¹ Functions in this context include any function of the Combined Authority in its role as local transport authority, travel concession authority or transport authority and are to be construed in a broad and inclusive fashion, and as including the exercise of the ancillary powers under Section 113A Local Democracy, Economic Development and Construction Act 2009

² Including those conferred on the Combined Authority by the West Yorkshire Combined Authority (election of Mayor and Functions) Order 2021

³ With the exception of any major policy, investment priorities, strategy or plan reserved to the Combined Authority - see further Section 2.2 of Part 3 of the Constitution - and subject to any direction by the Mayor that any decision on a policy, investment priorities, strategy or plan be referred to the Combined Authority for determination

⁴ Or otherwise, where the project or programme does not fall to be considered under the Assurance Framework

following where authorised by a bespoke approval pathway and approval route for a scheme (after decision-point 2 only):

- making a decision to progress the scheme⁵ ⁶or
- making any recommendation to the Combined Authority⁷ or the Mayor⁸ about progressing the scheme, and
- reviewing the scheme's impact,

with the **exception** of

- any function which requires a Statutory Consent⁹ where that consent has yet to be given¹⁰,
 - any matter related to a Non-Mayoral Function conferred by the 2021 Order, which the Mayor has directed should be referred to the Combined Authority for determination¹¹, or
 - any function which is reserved to the Combined Authority¹².
2. To advise the Combined Authority in respect of any Non-Mayoral Function which is a transport function or function related to transport.
 3. To advise the Mayor in respect of any Mayoral General Function¹³ which is a transport function or other function related to transport, including the

⁵ Including determining change requests

⁶ With the exception of any decision which would result in a revised financial approval which exceeds the cumulative total of the financial approval and tolerance threshold agreed by the Combined Authority at decision point 2 (or decision point 3) by more than 25%, in which case the decision must be referred to the Combined Authority.

⁷ Or to any other committee or relevant officer with delegated authority to make the decision

⁸ The Mayor will determine any aspect of a scheme which is a Mayoral Function

⁹ These are specified functions conferred by the West Yorkshire Combined Authority (Election of Mayor and Functions) Order 2021 - see further the Access to Information Rules in Part 4 of the Constitution

¹⁰ In relation to any function in respect of which a Statutory Consent has been given, the Committee must exercise their authority in accordance with the terms of any Statutory Consent

¹¹ The 2021 Order provides that these matters require the support of the Mayor

¹² The functions reserved to the Combined Authority are set out in Section 2.2 of Part 3 of the Constitution, and include the approval of any major policy, investment priorities, strategy or plan

¹³ Mayoral General Functions are the functions of the Combined Authority which are exercisable only by the Mayor, other than PCC Functions. These are conferred by the 2021 Order (see further Table D in Section 3.1.1 of Part 3 of the Constitution), or other legislation

preparation of the Local Transport Plan and related strategies, and bus franchising functions.

4. To liaise with the Climate, Energy and Environment Committee and the Place, Regeneration and Housing Committee to secure the decarbonisation of transport infrastructure including planning for sustainable development and flood risk management.
5. To promote, in collaboration with other committees,
 - equality and diversity,
 - inclusive growth,
 - tackling the climate emergency, and
 - the strategic alignment of the Combined Authority's policies, investment priorities, strategies and plans.
6. To respond to any report or recommendation from an overview and scrutiny committee¹⁴.

Document version control	
Municipal Year:	2023-24
Version:	1 – 23/24
Document approved by:	The Combined Authority
Date:	22 June 2023
To be of effect from:	22 June 2023

¹⁴ That is, any overview and scrutiny committee of the Combined Authority (in accordance with Scrutiny Standing Orders in Part 4 of the Constitution) or of any Constituent Council

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Transport Committee Appointments 2023-24

Transport Committee	CA Members (Voting)	Bradford Co-optees (Voting)	Calderdale Co-optees (Voting)	Kirklees Co-optees (Voting)	Leeds Co-optees (Voting)	Wakefield Co-optees (Voting)	York Co-optee (Non-Voting)	Other Co-optees (Non-Voting)
Chair: Susan Hinchcliffe (L)	Susan Hinchcliffe (L)							LEP member to be confirmed (voting) LEP member to be confirmed (non-voting)
Deputy Chair: Manisha Kaushik				Manisha Kaushik (L)				
Deputy Chair: Peter Carlill					Peter Carlill (L)			
Transport Portfolio Holder		Alex Ross-Shaw (L)	Scott Patient (L)	Eric Firth (L)	Helen Hayden (L)	Matthew Morley (L)	Peter Kilbane (L) (Non-Voting)	
Transport Engagement Lead		Taj Salam (L)	Colin Hutchinson (L)	Ammar Anwar (L)	Annie Maloney (L)	Jakob Williamson (L)		
Ordinary Member		Peter Clarke (C) Chris Hayden (L) Liz Rowe (L)	Peter Caffrey (C)	Martyn Bolt (C) Matthew McLoughlin (L)	Neil Buckley (C) Oliver Edwards (L) Abdul Hannan (L)	Armaan Khan (L)		

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West Yorkshire Combined Authority Transport Committee

Role Profile: Deputy Chair

Two roles.

This role profile is in addition to the Ordinary Member role profile, as appropriate.

On an annual basis a thematic role for each Deputy Chair will be agreed, and the duties and responsibilities listed below shared as appropriate, with the objective of securing a balanced and manageable workload for each.

Purpose

The main purpose of the Deputy Chairs is to:

- Support the leadership role of the Mayor on local transport matters in West Yorkshire, with a particular focus on the Combined Authority's transport related delivery roles.
- Support the leadership role of the Chair and Combined Authority Portfolio Lead for Transport, including to facilitate effective decision making on transport matters through consensus building across partners in West Yorkshire.
- Act as a member lead for the Combined Authority's day-to-day relationships with transport operators and other key partner organisations as relevant.

Key duties and responsibilities

The main duties and responsibilities of the Deputy Chairs are to:

- Correspond regularly with the Transport Engagement Leads and Transport Portfolio Holders to maintain a good working knowledge of local transport matters across West Yorkshire, as relevant.
- Maintain a close and effective relationship with the Mayor in respect of local transport matters to actively support the Mayor's transport role, including to facilitate consensus building on transport objectives and priorities across West Yorkshire.
- On behalf of the Mayor and Combined Authority Portfolio Lead for Transport, develop, maintain, and lead strong working relationships with transport providers and partner organisations. This will include attendance at and offering political input into multi-operator meetings with a West Yorkshire focus, including from time-to-time chairing these sessions at the request of the Mayor or Combined Authority Portfolio Lead for Transport. At present these meetings include:
 - West Yorkshire Bus Alliance
 - Bus Expert Panel
 - Train Operators' Forum
 - Rail Expert Panel
 - West Yorkshire Strategic Rail Partnership

- Attending and leading political input to transport related forums and working groups as might exist from time to time, including regular contact with Combined Authority Officers. At present this includes:
 - Decarbonisation and Emissions Working Group
 - Active Travel Working Group
 - Local Bus Working Group
 - Mass Transit Working Group
 - TransPennine Route Upgrade Working Group
- Act as Chair of the Transport Committee when the Chair is unavailable.
- Together with the Chair, liaise with Officers to influence the agenda of Transport Committee meetings.
- In advance of meetings, establish personal familiarity with and understanding of matters and documents to be considered by Transport Committee.

Key skills and knowledge

Key skills and knowledge required of the Deputy Chairs are:

- Excellent leadership skills.
- The ability to identify challenges and to build consensus amongst partners to secure effective decision-making.
- Specific knowledge and understanding of the different transport roles and functions of the Mayor, Combined Authority, and the Constituent Councils.

Role Profile approved by Combined Authority 17 March 2020, to be of effect from the Annual Meeting 23 June 2022.

West Yorkshire Combined Authority Transport Committee

Role Profile: Transport Engagement Lead

Five roles, one per Constituent Council area.

This role profile is in addition to the Ordinary Member role profile, as appropriate.

Purpose

The main purpose of the Transport Engagement Lead is to:

- Act as a representative of the Combined Authority and the Mayor on local transport matters in the respective Constituent Council area.
- Act as a local engagement lead on local transport matters in the respective Constituent Council area, to ensure local engagement in the Combined Authority's transport activity.
- Facilitate effective joint working between the Combined Authority and the respective Constituent Council on transport matters, in partnership with the respective Portfolio Holder.

Key duties and responsibilities

Key duties and responsibilities

The main duties and responsibilities of the Transport Engagement Lead are to:

- Attend meetings of the West Yorkshire Transport Committee.
- Maintain effective working relationships with Officers of the Combined Authority including attendance at meetings outside the cycle of Transport Committee.
- Hold and lead a minimum of two regular open local transport forums in the respective Constituency Council area to secure engagement in the local transport activity of the Combined Authority, including amongst local elected representatives, respective members of the Transport Scrutiny Committee and other local stakeholders and community groups.
- Report back to Transport Committee a summary of the main finding of local transport forums.
- Correspond regularly with the Deputy Chair to ensure that the Deputy Chair maintains a good working knowledge of local transport matters across West Yorkshire.
- Maintain an effective working relationship with the respective Portfolio Holder for the Constituent Council.

Key skills and knowledge

Key skills and knowledge required of the Transport Engagement Lead are:

- Good leadership skills.

- Good listening and questioning skills.
- The ability to build effective relationships within and outside the Combined Authority.
- Knowledge of the Combined Authority Constitution, Members Code of Conduct and Terms of Reference of the Transport Committee.

Role Profile approved by the Combined Authority 17 March 2020, to be of effect from the Annual Meeting 23 June 2022.

Terms of Reference

Active Travel Working Group

1. Terms of Reference

1.1 The Working Group is advisory only and with the following functions:

- a) To review current progress on development of cycling and walking policy and strategy, in particular:
 - progress against West Yorkshire Transport Strategy targets relating to cycling and walking,
 - development of a West Yorkshire Local Cycling and Walking Infrastructure Plan (LCWIP), to identify future investment requirements for cycling and walking infrastructure,
 - development of more detailed policy on cycling and walking as part of the emerging West Yorkshire Local Transport Plan, and
 - facilitating members being champions and promoting all Combined Authority schemes within their Constituent Council in conjunction with the relevant Deputy Chair of Transport Committee.
- b) To discuss emerging issues affecting cycling and walking policy and delivery at a local, regional and national level.
- c) To advise and make recommendations to Transport Committee (and other relevant working groups where appropriate) on policy and delivery relating to cycling and walking.

2. Role

- 2.1 The Working Group is not intended to replace or conflict with oversight and review provided by any decision-making committee of the Combined Authority, including the Transport Committee, the Place, Regeneration and Housing Committee and the Climate, Energy and Environment Committee.
- 2.2 The Working Group is not intended to replace or conflict with the Combined Authority's overview and scrutiny arrangements, and any matter reviewed by the Working Group remains within the remit of those arrangements and the Scrutiny Standing Orders in Part 4 of the Constitution.
- 2.3 Oversight of cycling and walking delivery within individual projects and programmes across the Combined Authority's investment portfolio continues to be undertaken through established processes in accordance with the Combined Authority's Assurance Framework.

- 2.4 The Working Group is not intended to act replace or conflict with consultation processes on individual projects and programmes led by Constituent Councils responsible for delivery.

3. Membership

- 3.1 The Working Group comprises **any number of members of the Transport Committee from time to time** but with the intention that as far as possible, membership reflects all Constituent Councils and interest in both cycling and walking as individual modes of travel.
- 3.2 The **Chair** for the Working Group will be one of the Transport Committee members.

4. Meeting arrangements

- 4.1 The Working Group will meet quarterly or as otherwise determined by its Chair.
- 4.2 An **agenda** for business to be considered by a meeting of the Working Group will be provided in good time for any meeting.
- 4.3 At least **5 working days' notice** of meetings should be given and any members that wish to attend should notify the relevant officer.
- 4.4 There is no fixed **quorum** for meetings of the Working Group, but it is advisable that at least 3 members shall attend any meetings.
- 4.5 If fewer than 3 members indicate they 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 relevant Director if they wish.
- 4.6 The Working Group is **not a sub-committee**, to facilitate flexible business.
- 4.7 At any meeting, if the Chair is not present, the members attending may if they wish select one of their number to act as 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 the Chair shall not have a casting vote. The views of all members present should be recorded if there is any dispute.
- 4.8 **Officers** may attend meetings to provide information, documents and advice to the Working Group. Officers are not members of the Working Group.
- 4.9 Any **recommendations** of or updates from the Working Group will be brought before the Transport Committee or in the case of urgent

matters, be notified to the Chair of the Transport Committee and the relevant Director as soon as possible.

- 4.10 Any proceedings of the Working Group shall be kept private and confidential; meetings are not open to the public.

5. Conflicts of Interest

- 5.1 **The Members' Code of Conduct** of the Combined Authority applies to any Combined Authority Member, and to any voting Co-optee on Transport Committee attending this Working Group.
- 5.2 However, the Code does not explicitly extend its requirements in respect of declaring interests to meetings of any Working Group. The Head of Legal and Governance Services therefore advises that members of the Working Group should treat meetings of the Working Group as if they are a formal committee meeting for the purposes of disclosing interests and not participating in discussion where members have an interest in a matter. This will help members avoid breaching the principles of conduct set out in the Code relating to selflessness, and honesty and integrity.
- 5.3 Any declaration or non-participation by a member should be recorded in the minutes for the meeting of the Working Group.

2023/24 Municipal Year

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