



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

TRANSPORT & INFRASTRUCTURE COMMITTEE

Date: Wednesday, 13 September 2023

Democratic Services

Edwina Adefehinti
Interim Chief Officer Legal and Governance
Monitoring Officer

10:00 AM

2nd floor, Pathfinder House
St Mary's Street
Huntingdon
Cambs
PE29 3TN72

**Civic Suite, Pathfinder House, St Mary's Street, Huntingdon
PE29 3TN**

AGENDA

Open to Public and Press

1 Apologies for Absence and Declarations of Interest

At this point members must declare whether they have a disclosable pecuniary interest, or other interest, in any items on the agenda, unless it is already entered in the register of members' interests.

2 Minutes of the Previous Meeting and Action Log

To approve the minutes of the meeting held on 12 July 2023 and to note the Action Log.

Draft Minutes -12 July 2023

4 - 9

3	Public Questions	
	Arrangements for asking a public question can be viewed here - Public Questions - Cambridgeshire & Peterborough Combined Authority (cambridgeshirepeterborough-ca.gov.uk)	
4	Combined Authority Forward Plan	
	To note the Combined Authority Forward Plan	
5	Place & Connectivity Directorate Monthly Highlight Report - August 2023	10 - 14
6	Electric Vehicles (EV)	15 - 19
7	Connecting Cambridgeshire Digital Connectivity Progress Update	20 - 29
8	Bus Network Review - Initial Recommendations	30 - 38
9	Bus Reform	39 - 45
10	Depot for Electric Buses - Peterborough	46 - 49
11	Budget and Performance Report - Sept 23	50 - 55
12	ITSO Approved Contracts for English National Concessionary Travel Scheme (ENCTS)	56 - 63
13	Transport & Infrastructure Committee Agenda Plan	64 - 70
14	Date of next meeting: Wednesday, 15 November 2023 at 10.00am	

COVID-19

The legal provision for virtual meetings no longer exists and meetings of the Combined Authority therefore take place physically and are open to the public. Public access to meetings is managed in accordance with current COVID-19 regulations and therefore if you wish to attend a meeting of the Combined Authority, please contact the Committee Clerk who will be able to advise you further.

The Transport & Infrastructure Committee comprises the following members:

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact

Rebecca Stephens

Dr Andy Williams

Mayor Dr Nik Johnson

Councillor Peter McDonald

Councillor Chris Seaton

Councillor Neil Shailer

Councillor Alan Sharp

Cllr Nigel Simons

Councillor Sam Wakeford

Clerk Name:	Joanna Morley
Clerk Telephone:	
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Transport & Infrastructure Committee Draft Minutes

Wednesday 12 July 2023

Venue:	Civic Suite, Pathfinder House, Huntingdon PE29 3TN	
Time:	10.00 to 12.00	
Present:	Councillor Anna Smith Mayor Dr Nik Johnson Councillor Alan Sharp Councillor Nigel Simons Councillor Neil Shailer Councillor Sam Wakeford Councillor Chris Seaton	Chair and Member for Cambridge City Council CPCA Mayor East Cambridgeshire District Council Peterborough City Council Cambridgeshire County Council Huntingdonshire District Council Fenland District Council
Apologies	Councillor Peter McDonald Ms Rebecca Stevens Mr Andy Williams	South Cambridgeshire District Council Business Board Representative Business Board Representative

Minutes:

1	Announcements, Apologies for Absence and Declarations of Interest
1.1	Apologies were received from the Business Board representatives Ms Rebecca Stevens and Mr Andy Williams, and also from Councillor McDonald.
1.2	Cllr Seaton declared an interest in item 4 on the agenda as he was a trustee of FACT Community Transport which was a charity that provided transport services to people who had difficulty using conventional modes of transport.
2	Draft Minutes and Action Log
2.1	The minutes of the meeting on 14 June 2023 were approved as an accurate record subject to the following amendment: <ul style="list-style-type: none">That Cllr Seaton be added to the list of attendees as he was present for the meeting.
2.2	The Action Log was noted.
3	Public Questions
3.1	No public questions had been received.

4 Place & Connectivity Monthly Highlight Report –June 2023

4.1 Steve Cox, Executive Director – Place and Connectivity, introduced the report which provided the Committee with a general update on the key activities of the Place and Connectivity Directorate in relation to Transport and Infrastructure, which were not covered in other reports to this meeting. It also provided information on some key developments, risks and opportunities that had emerged.

4.2 The following points were raised in discussion:

- a) The Chair thanked the Transport team for all their hard work on the projects outlined in the report, and in particular highlighted the Active Travel England visit which had received very positive feedback.
- b) Following on from the Rail Summit that had been held on 7 July, Members were urged to sign the letter that was being sent to the Government to further press the case for investment into Ely Junction.
- c) The Mayor referred to the recent announcement regarding the proposed closure of rail ticket offices and asked how the CPCA could express its concerns about the effect it would have on the area. The following points were made:
 - Fenland District Council had already drafted their own response to all members of the Community Rail Partnership (CRP) expressing their dismay about the proposed ticket office closures, especially in light of the recent work done by the CPCA on the refurbishment of March station.
 - The proposals were seen as a backward step as it was coming ahead of changes to the online ticketing system and advance tickets, and at a time when the focus should be on doing everything possible to expand access to rail services.
 - It was imperative that staff were physically present on site, even if not in a dedicated ticket office, not only to help people and answer their questions but also from a safety perspective for passengers.
 - The three-week consultation seemed too short a period in which to gather views especially as it was coming into the summer when many people were away.
 - Many passengers were digitally excluded and therefore needed to use a ticket office in order to travel.
 - Key points from the discussion with Members and also from officers at all the constituent councils would be collated in order to develop a formal CPCA response to the issue.
- d) Over the last few months there had been separate meetings about rail services and about bus services but these had not been combined. Members felt that there was logic in bringing the whole transport network together as it was critical in underpinning the wider work of the CPCA, for example, the work in the skills area and getting students to educational venues. Reference had been made at the Rail Summit about the integration of rail services with the bus network but officers agreed that there needed to be a more co-ordinated approach going forward.
- e) Officers were now able to confirm that the 56 and 66 bus routes in East Cambridgeshire would continue under a new operator, details of which would be announced shortly.
- f) In response to Stagecoach announcing its intention to withdraw the 36 Bus route by 31 July, officers had considered whether an alternative service could be used to plug the gap, listened to feedback from users about the loss of access to medical services, contacted Community Link to see whether they could provide service between Thorney and Eye, contacted First Bus to see if they could amend the XL service, and also liaised with Stagecoach to understand the costs involved in maintaining the service. As these options were either not feasible or attractive to the provider the Authority was now going through an accelerated procurement process with the aim that the service, under a new operator, would be up and running by the 31 July deadline. CPCA Officers were confident that that this goal could be achieved provided agreement could be reached between themselves and PCC officers, and the budget had been identified,
- g) The CPCA had an overarching responsibility to deliver an improved public transport system and the Mayor had been liaising with operators and challenging them to be responsive to the vision for Bus Reform. Officers had also been challenged to build up capacity within the team and gain the expertise needed to undergo effective Bus reform.
- h) Councillor Simons asked that his thanks to the Mayor and officers for their work on Bus Reform be put on record.

- i) The Mayor spoke about his recent Six District Challenge stating that the reality was that public transport for day-to-day use was a challenge for most of the CPCA's residents. Where it worked well it was great but often he had had to adapt plans because of delays and had he been under strict time pressure then the experience would have been much more stressful.
- j) The community of Queen Adelaide and the impact that the Ely junction enhancement work would have on residents there would be referenced in the letter sent to Government.
- k) The Cambs Area Bus User Forum had expressed concerns about the works being done on the A1307 and the changes this would mean for bus routes. Officers had immediately liaised with GCP and Stagecoach to find a solution that meant that all the main settlements along the A1307 would get a bus service at the weekend. More of this type of intervention was to be encouraged so that when road works were scheduled residents found out about changes to bus routes in good time.
- l) There was a role for the CPCA's Active Travel England lead officer to convene with members to understand the particular concerns that rural communities faced and how these got fed into the process. Active Travel England was very interested in the rural connectivity of the CPCA area as it was unique in having 47% of its population classified as rural compared to a national average of 17%.

RESOLVED

- 1. That the Transport and Infrastructure Committee note the report.

ACTIONS:

- 1. The Active Travel Lead Officer to engage with Members over the next three months to understand the key concerns around rural connectivity and for these to then be fed back to Active Travel England.

5 The Combined Authority's proposed response to National Highways (NH) Strategic Road Network Initial Report (RIS3) Consultation

5.1 Tim Bellamy, Interim Head of Transport, introduced the report which outlined the key strategic points that the Combined Authority would be responding with to National Highways' RIS3 consultation.

5.2 The following points were raised in discussion:

- a) Officers were happy to include reference to the A428 in their response as an example of where active travel was needed.
- b) In the local Transport and Connectivity Plan the option to have a dual carriageway on the A47 from the A16 to east of Wisbech was still being explored and had not been ruled out.
- c) Under improved environmental outcomes, one of the six RIS3 strategic objectives, there should be a specific mention of action on litter which was a real problem on all of the main routes.
- d) PCC Highways department would be submitting their own response to NH on the A47 and the A1 Wittering flyover.
- e) Given the inherently integrated network of transport, members asked whether greater emphasis should be placed on the fact that the most strategic investment in roads could be in areas other than roads, for example the Ely rail junction, in order to free up capacity on the road network.
- f) Officers were referred to an excellent paper on littering which had been presented at a recent meeting of the PATROL (Parking and Traffic Regulations Outside London) Committee.
- g) NH was not responsible for littering along the highways; instead that fell to the different authority areas along particular stretches of road. The CPCA had a role in making sure that all authorities were aware of these current responsibilities but could also advocate that it should instead be a NH responsibility so that it could be co-ordinated and properly funded.
- h) There was a space for the CPCA to be a trailblazer in respect to litter and offer itself up as an exemplar in its work with constituent authorities in tackling this problem.

RESOLVED:

That the Transport and Infrastructure Committee:

	<ol style="list-style-type: none"> 1. Having provided feedback, approve the Combined Authority's proposed strategic response to Government consultation on National Highways' Strategic Road Network initial report which includes future priorities for the next road period – Roads Investment Strategy 3 (RIS3). 2. Delegate authority to the Interim Head of Transport, in consultation with the Chair of the Transport and Infrastructure Committee to refine and finalise the Combined Authority's response (as at Appendix 1) following feedback from the Committee and submit a response to National Highways. <p><u>ACTIONS:</u></p> <ol style="list-style-type: none"> 1. The Interim Head of Transport would seek feedback from National Highways on the A428 corridor and the public rights of way and report back to Members.
<p>6</p> <p>6.1</p> <p>6.2</p>	<p>ITSO approved Contracts for English National Concessionary Travel Scheme (ENCTS)</p> <p>Tim Bellamy, Interim Head of Transport, introduced the report which outlined the options proposed for the delivery of the contracts for Host Operated Processing System (HOPS) and Smartcard Services</p> <p>The following points were raised in discussion:</p> <ol style="list-style-type: none"> a) Outsourced contracts could often prove, in the long run, to be of worse value for the tax-payer so exploration of delivery in-house was welcomed. b) Having sought the views of the Committee on the options, and undertaking a wide-ranging view to look at the costs and the expertise needed to meet the statutory obligations, officers would come back to the meeting in September with their recommendation. This would not preclude other options going forward that may be required as part of the Bus Review. <p><u>RESOLVED:</u></p> <p>The Transport and Infrastructure Committee resolved to:</p> <ol style="list-style-type: none"> 1. Note the content of the paper and offer feedback on the options proposed for the delivery of the contracts for HOPS and Smartcard Services.
<p>7</p> <p>7.1</p>	<p>Transport & Infrastructure Committee Agenda Plan</p> <p>The Agenda Plan would be updated to reflect discussion at the meeting and would include items on the following:</p> <ul style="list-style-type: none"> • Demand Responsive Transport and TING • The development of the Bus Network Review • Peterborough Bus Depot <p><u>RESOLVED:</u></p> <ol style="list-style-type: none"> 1. That the Transport & Infrastructure Committee Agenda Plan be noted.
<p>10</p> <p>10.1</p>	<p>Date of Next Meeting</p> <p>The date of the next meeting was confirmed as Wednesday 13 September 2023. The venue was yet to be confirmed.</p>

Transport & Infrastructure Committee Action Log

The action log records actions recorded in the minutes of Transport & Infrastructure Committee meetings and provides an update on officer response.

Minutes of the meeting on 12 July 2023

Item	Report Title	Lead Officer	Action	Response	Status
4.	Place & Connectivity Directorate Monthly Highlight Report – June 2023	Steve Cox	The Active Travel Lead Officer to engage with Members over the next three months to understand the key concerns around rural connectivity and for these to then be fed back to Active Travel England.	The Head of Transport and the Active Travel Lead will be engaging with Leaders and Members during the autumn period to understand their concerns around rural connectivity. Some of this information has been gained from meetings with Leaders over the course of the past 2 months alongside the session held with ATE.	In progress
4.	Place & Connectivity Directorate Monthly Highlight Report – June 2023	Steve Cox	Officers to note Members' deep concerns regarding the proposed closure of the rail ticket offices and include reference to them in the CPCA response to the consultation.	Draft response circulated to members on 24.07 and feedback and comments requested. Response submitted on 26.07	Closed
5.	The Combined Authority's proposed response to National Highways (NH) Strategic Road Network Initial Report (RIS3) Consultation	Tim Bellamy	The Interim Head of Transport would seek feedback from National Highways on the A428 corridor and the public rights of way and report back to Members.	The mayor and the Interim Head of Transport met with the CEO for National Highways highlighting the concerns around the post bypass measures on the A428 corridor. National Highways said that they would engage proactively with the County Council to ensure that the A428 scheme provides solutions on the current alignment to allow for improvements to active travel and sustainable travel.	Closed

Minutes of the meeting on 14 June 2023

Item	Report Title	Lead Officer	Action	Response	Status
5.	Place & Connectivity Directorate Monthly Highlight Report – May 2023	Steve Cox	Officers to circulate to the Committee a simple comparison of indicators showing Soham Station Usage; looking at what the bid had indicated, what the tickets entered were, what the ORR reported, and what the differences between these were.	Simple graph showing the comparison between the two datasets will be circulated on receipt of the next update (6 months point). This should be available for future TIC meeting, depending on the release of the data.	Open

5.	Place & Connectivity Directorate Monthly Highlight Report – May 2023	Steve Cox	The Interim Head of Transport to report back to the Committee on the timeframe for a report into the options for the Wisbech to March Rail Scheme.	Specific item on Wisbech to March Rail Scheme to be presented at the November TIC meeting to align with the project timelines and engagement with Network Rail	Open
5.	Place & Connectivity Directorate Monthly Highlight Report – May 2023	Steve Cox	Officers to ask Stagecoach to investigate design strategies that would allow for two wheelchair spaces with alternative space offered for storage of prams and push-chairs.	Officers liaising with Stagecoach at a technical level to consider what can practically be done to assist. Officers will report back to the TIC in due course.	In progress
6.	E-Scooter Update	Anna Graham	A paper on e-bikes as part of a fully integrated active travel system and how they would link in with buses and trains to be presented to the Committee at a future meeting.	Specific item on integrated usage to be presented at future TIC meeting following the acceptance of the LTCP.	Open



Transport & Infrastructure Committee	Agenda Item
13 September 2023	5

Title:	Place & Connectivity Directorate Monthly Highlight Report: August 2023
Report of:	Steve Cox, Interim Executive Director – Place & Connectivity
Lead Member:	Cllr Anna Smith, Chair of Transport and Infrastructure Committee
Public Report:	Yes
Key Decision:	No
Voting Arrangements:	No vote required

Recommendations:

A	Note the content of this report.
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Strategic Objective(s):

The proposals within this report fit under the following strategic objective(s):	
X	Achieving good growth
X	Increased connectivity
X	Enabling resilient communities

1. Purpose

1.1	This report provides a general update on the key activities of the Place and Connectivity Directorate in relation to Transport and Infrastructure, which are not covered in other reports to this meeting. It also provides information on some key developments, risks and opportunities that have emerged.
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2. Recent and Forthcoming Events

2.1	<p>East of England All Party Parliamentary Group Meeting on Levelling Up Digital and Physical (Roads) Connectivity</p> <p>Cllr Anna Smith and the Head of Transport will be attending the East of England All Party Parliamentary Group Meeting on Levelling Up Digital and Physical (Roads) Connectivity on 12th September to discuss how can better road infrastructure help level up the East of England as well as power up the East of England's economy and how better connectivity can provide levelling up opportunities and power the region to growth. Following this meeting the Head of Transport will report to the Committee on the key outcomes and the role the Combined Authority will play in promoting the needs of the area.</p>
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2.2	<p style="text-align: right;">Item 5</p> <p>Meeting with National Highways Chief Executive</p> <p>The Mayor and senior Combined Authority officers met with National Highways' (NH) Chief Executive, Neil Harris. The Mayor discussed the Combined Authority's transport priorities for Cambridgeshire and Peterborough, reflecting on the importance of the emerging Local Transport and Connectivity Plan in shaping strategic direction and securing future funding, as well as seeking reassurance that NH's plans to replant 160,000 trees on the A14 are on schedule in response to the concerns expressed by many residents and councillors about the high failure rate of initial planting.</p> <p>In addition, the Combined Authority also outlined issues and concerns around the A47, A1(M), A428 and M11 projects. NH stated that they would actively engage with partners and the Combined Authority as these were developed further.</p> <p>Other issues covered include:</p> <ul style="list-style-type: none"> • Littering – the Combined Authority offered to help with the facilitation of these conversations with District Councils to improve the environment for those travelling on the SRN through Cambridgeshire and Peterborough. • NH committed to assisting the Combined Authority in the development of this strategy and its implementation would be welcomed. • NH outlined that due consideration would be given to further use of bats' bridge such as seen on A11 and Norwich Northern Distributor Road. This is something that could be integrated into the design for A428 due this road cutting across significant amount of grasslands and fields (with animals and habitats).
2.3	<p>Wittering, Castor and Wansford</p> <p>Mayor Dr Nik Johnson and the Head of Transport visited the area of Wittering, Castor and Wansford on 17 August to discuss and understand the concerns of local residents, businesses, and interest groups in relation to the lack of a bus service and active travel provision. Following the meeting, the transport team are working with the local community to come forward with viable solutions to their concerns that can be fed into the appropriate funding and governance processes over the course of the next 6-12 months.</p>

3. Combined Authority scheme updates

3.1	<p>City Region Sustainable Transport Settlement</p> <p>As part of the early discussions on deeper devolution a proposal is being prepared to make the case for CPCA to benefit from a Sustainable Transport Settlement (CRSTS) from Government. Outside London CPCA is the only MCA not to be given the opportunity of CRSTS which, for other MCAs, has provided a five-year funding settlement for investment in local transport networks. CRSTS consolidates the Highways Maintenance Block, Potholes Fund, and Integrated Transport Block. It would create the ability for Cambs County Council and Peterborough City Council, as Highway Authorities, to work with CPCA and other partners to design and deliver ambitious investments in the local highway network.</p> <p>The case will be prepared and pursued as part of the 'levelling out' of MCA responsibilities through devolution discussions and also form a key part of our submissions ahead of the Autumn Statement.</p>
3.2	<p>Other Executive Director meetings</p> <p>The Executive Director is due to meet the region's Traffic Commissioner on 5 Sept to discuss the work being carried out by CPCA on Bus Reform and Network Review and explore opportunities for closer working going forward. Traffic Commissioners are responsible for the licensing and regulation of those who operate heavy goods vehicles, buses and coaches, and the regulation of local bus services.</p> <p>The Executive Director is also meeting senior DfT officials on 5 Sept. The agenda will include updates on progress with the LTCP and bus reform, as well as issues and opportunities relating to DfT led funding channels and to continue to press the case for CPCA priority projects, including Ely Area Capacity Enhancement, Peterborough bus depot and further Zebra bus funding.</p>

3.3	<p>Active Travel</p> <p style="text-align: right;">Item 5</p> <p>Bidding Defra have released an Air Quality Grant which aims to reduce air pollution in areas with an Air Quality Management Area (AQMA). CPCA are hoping to put in a joint bid with CCC, however as PCC does not have an AQMA they have opted to not participate in the bid. Discussions are underway on the structure of the bid which needs to be submitted by the 29 September.</p> <p>Active Travel Specialist Advisory Board The Active Travel Specialist Advisory Board (AT SAB), formerly known as the Scrutiny Group, will oversee major active travel projects for both infrastructure and behavioral change work undertaken by the Combined Authority. Their role is to share the voice of the communities that CPCA represent and provide technical advice. The AT SAB's first meeting is in September and will discuss the group's aims and objectives as well as starting the process of recruiting an Active Travel Advocate.</p> <p>Active Travel Strategy Preliminary works have started on the process of creating an Active Travel Strategy for the CPCA. The strategy will set out the CPCA's approach to active travel for the next 5 years. It will outline aims and objectives, layout how the CPCA priorities funding active travel schemes, and signpost other strategy documents.</p>
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4. Strategic Partner scheme updates

4.1	<p>Cambridge South Station</p> <p>The Network Rail development of the new Station infrastructure and non-station building works (platforms and ancillary works) are progressing on site. Following the successful Transport and Works Acts Order a detailed planning application for the station buildings has been submitted. Once approved the construction of the station buildings may progress. There remain track works planned over the 2023 and 2024 Christmas periods to make the rail connections into the existing systems. The planned opening date remains 2025.</p> <p>The Mayor Dr Nik Johnson met with CEO of East West Rail Ltd on 28 July to discuss the project's latest developments and the consultation events. The eastern route proposal continues to call at the new Cambridge South station, job and housing opportunities will extend far beyond the cities of Oxford and Cambridge, spreading growth opportunities across the whole area.</p>
4.2	<p>Ticket Office Consultation</p> <p>It is the CPCA's mission is to make life better, healthier, and fairer for all by driving growth that is evenly spread and sustainable. This includes supporting and promoting fair and equal access to transport within our region for all of our communities and railway users.</p> <p>In regard to the consultations around train station ticket office closure, CPCA has expressed its deep concerns around the proposals to each of the train operating companies that have a presence in our region as well as to Transport Focus who are collating responses on behalf of the rail industry.</p> <p>Whilst recognising that rail usage and consumer expectations are constantly evolving, we hold a firm view that there should always be a minimum level of service that all passengers and other end-users should expect. We are concerned that the proposed plan, including the removal of ticket offices, will adversely affect some of our communities who deserve safety, security, and accessibility at all railway stations at all times.</p> <p>Sufficient time and information have not been provided to the consultees in such a manner to be able to understand the process and what is being proposed. It is inherent in a fair consultation that consultees are provided with sufficient information to enable an intelligent, meaningful response and that information is provided in a way that is accessible for those who wish to respond to the consultation.</p>

	<p>Without this it is difficult to develop an informed response on how the proposed changes will impact on different groups, including those with protected characteristics. Availability of staff at stations can be important in assisting a wide range of passengers who find using ticket machines difficult and require extra support whilst travelling, and those that do not have access to the internet or do not own a smartphone. Access to rail can be vital in allowing independence and providing access to key services and leisure. The CPCA would like to understand the rationale behind proposed changes at each station, informed by data which it is assumed is available. We would also like to see changes in numbers of staff at each station quantified, as it is difficult to assess whether the changes might be positive or negative for passengers without this.</p>
4.3	<p>Peterborough Station Quarter</p> <p>Peterborough City Council appointed Arup to undertake the Masterplan Framework and develop the Outline Business Case for the Peterborough Station Quarter. Already a Masterplan Framework options Workshop has taken place with a further workshop taking place at the end of August. Peterborough Station Quarter is key to transforming connectivity, access and development opportunities for this area of Peterborough. The Masterplan considers the layout of the existing station entrance and the proposed new western entrance. Active travel, public transport, public realm and development are all key elements of this work with options being developed.</p> <p>The Combined Authority and Peterborough City Council met representatives of the Department for Levelling Up, Housing and Communities, Department for Transport and Active Travel England to provide an update on progress and discuss the next stages of the work, including progressing with the Outline Business Case.</p>

5. Monthly Transport Statistics

5.1										
		Jan 23	Feb 23	Mar 23	Apr 23	May 23	June 23	July 23	YTD	
	Passenger numbers on subsidised routes	90,593	97,960	112,011	<i>NB. passenger numbers provided by 4 week period by all but one operator.</i> <i>Period 1 (2 – 29 April) = 80,525 (updated 22/8/23)</i> <i>April ridership separately recorded = 22,051.</i> <i>NB. Period 1 total is missing data from 2 small operators.</i>	<i>Period 2 (30 April to 2 May) passenger numbers = 83,616</i> <i>May ridership separately recorded = 23,695</i> <i>NB. Period 2 total is missing data from 3 operators</i>	<i>Period 3 (28 May to 24 June) passenger numbers = 150,065</i> <i>(Total is missing data from 4 operators)</i> <i>June ridership separately recorded = 27,034</i>	<i>Period 4 (2 June to 22 July) passenger numbers = 163,408</i> <i>(Total is missing data from 6 small operators)</i> <i>July ridership separately recorded not available yet</i>	<i>Periods 1 to 4 (with missing data) total = 477,614</i> <i>April to June ridership separately recorded = 72,780</i>	
	Real time passenger information	Total signs	439	439	439	439	439	439	441	
		Faults reported and fixed	11	5	8	3	6	2	11	
	Taxi cards – customers in, in 2023/24 to date									39
	Bus passes issued	1,706	-	-	1,873	578 (to 12 th May)	1,862	1,916		
	Love to ride miles									639,267m
Rides on e-scooters	75.5k	85.2k	89.8k	85.6k	97.8k	111.5k	101.8k		647.2k	

	Bus Pass call centre update:	Item 5
	<ul style="list-style-type: none"> • Performance for bus passes calls answered was excellent in June, finishing the month at 97.40% (SLA target is 85%). • Calls have increased from 799 in April to 869 in June. • The average wait time for calls is 00.36 minutes. • Non-phone contacts were 3,721 in June, a decrease from 3,751 in April. 	

6. Implications	
Financial Implications	
6.1	None
Legal Implications	
7.1	None
Public Health Implications	
8.1	None
Environmental & Climate Change Implications	
9.1	Neutral
Other Significant Implications	
10.1	None
Background Papers	
11.1	None



Transport & Infrastructure Committee		Agenda Item
13 September 2023		6
Title:	Electric Vehicles (EV)	
Report of:	Emma White, Transport Programme Manager	
Lead Member:	Cllr Anna Smith, Chair of Transport and Infrastructure Committee	
Public Report:	Yes	
Key Decision:	No	
Voting Arrangements:	A vote in favour by at least two thirds of all Members (or their Substitute Members) appointed by the Constituent Councils, to include the Members appointed by Cambridgeshire County Council and Peterborough City Council, or their Substitute Members;	

Recommendations:	
A	Note progress on the delivery of the Electric Vehicles and Local Vehicle Infrastructure (LEVI) fund
B	Recommend to the CPCA Board, (subject to confirmation of receipt of funding) to approve the drawdown of £403,440 of the LEVI Capability Fund to be spent in Financial Years 2023/2024 and 2024/2025.
C	Recommend to the Combined Authority to delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council and Peterborough City Council.
D	Recommend to the Combined Authority to delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into one or more contracts with a consultant as needed to continue the development of the overarching programme.

Strategic Objective(s):	
The proposals within this report fit under the following strategic objective(s):	
X	Increased connectivity
X	Enabling resilient communities
Cambridgeshire and Peterborough Combined Authority Strategy and Business Plan 2023 / 24 The Electric Vehicles (EV) scope fits under all the strategic objectives as it aims to <ul style="list-style-type: none"> • Sustainable transport is a key priority for improving connectivity and enabling resilient communities; • EV uptake will contribute towards reduction in emissions and contribute towards decarbonising transport; and • Journey towards developing charging infrastructure accessible for all (remove barrier for adoption of EVs). 	

1. Purpose

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| 1.1 | This paper seeks to provide an update on the work on Electric Vehicles and drawdown £403,440 of the LEVI Capability Fund. |
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2. Proposal

- | | |
|-----|--|
| 2.1 | <p>This paper provides an update on the work undertaken to date on Electric Vehicles and LEVI fund. The paper also proposes to seek the drawdown of the allocated £403,440 funds to the Combined Authority from the LEVI fund.</p> <p>Information on the LEVI fund is available via the following links - Apply for Local Electric Vehicle Infrastructure (LEVI) funding - GOV.UK (www.gov.uk) and Local electric vehicle infrastructure fund - Energy Saving Trust.</p> |
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3. Background

- | | |
|-----|---|
| 3.1 | <p>In March 2023, the Transport and Infrastructure Committee and CPCA Board took note and comment on the draft Electric Vehicle Implementation Strategy, approved the East Anglian Alternative Fuel Strategy, and approved the drawdown of the £88,560 from the Local Electric Vehicle Infrastructure (LEVI) Capability Fund.</p> |
| 3.2 | <p>Currently, the EV strategy focuses on five key areas for delivery including: Charging Infrastructure, Charge Point Accessibility, Communication, Advocacy and Outreach, Public and Shared Transport and Planning, Regulation, and Guidance.</p> |
| 3.3 | <p>On 21 February 2023, Government launched the £8 million Local Electric Vehicle Infrastructure (LEVI) Capability Fund for Local Authorities across England. In addition, they are expanding the pilot scheme which will equip Local Authorities with the skills and ambition to scale up their plans when it comes to their charging strategy. The funding will help Local Authorities to work in tandem with private business and charge-point operators to drive the sustainable growth of local networks, building and utilising their collective knowledge and expertise to deliver the most ambitious charge-point plans for their area.</p> <p>The LEVI Fund has 2 main objectives:</p> <ul style="list-style-type: none"> • Deliver a step-change in the deployment of local, primarily low power, on-street charging infrastructure across England; and • Accelerate the commercialisation of, and investment in, the local charging infrastructure sector. <p>In March 2023, the Combined Authority were successful in securing funding from Government, equating to £88,560. Discussions with Peterborough City Council (PCC) and Cambridgeshire County Council (CCC) resulted in this funding being earmarked for an EV Officer post for a year for both Highways Authorities. Recruitment for these posts is ongoing.</p> |
| 3.4 | <p>In March 2023, an indicative allocation to the Combined Authority was made of up to £5,437,000 capital and £403,440 capability funding under the Local Electric Vehicle Infrastructure (LEVI) Fund.</p> <p>The allocation would require that funding be used to support charge-point delivery across the region, and that there should be collaboration with any constituent local authorities on proposals to use it. This funding will be available across the next two financial years (FY), between 2023/24 and 2024/25, and is dependent on suitable plans agreed by the Department for Transport (DfT).</p> <p>The proforma and Expression of Interest for both pots of money were submitted and in August the Combined Authority was successful for the bid for the £403,440 Capability Fund. The £5,437,000 Capital Fund tranche two was entered and in 2024/2025 a detailed application for this funding will need to be undertaken.</p> |

3.5 It has been made clear as part of the funding that collaboration drives scale and can increase the amount of private investment leveraged into projects. Collaboration between certain local authorities is a requirement of the LEVI fund. Therefore, the Combined Authority are looking to lead on this work working as one team with the Highway Authorities.

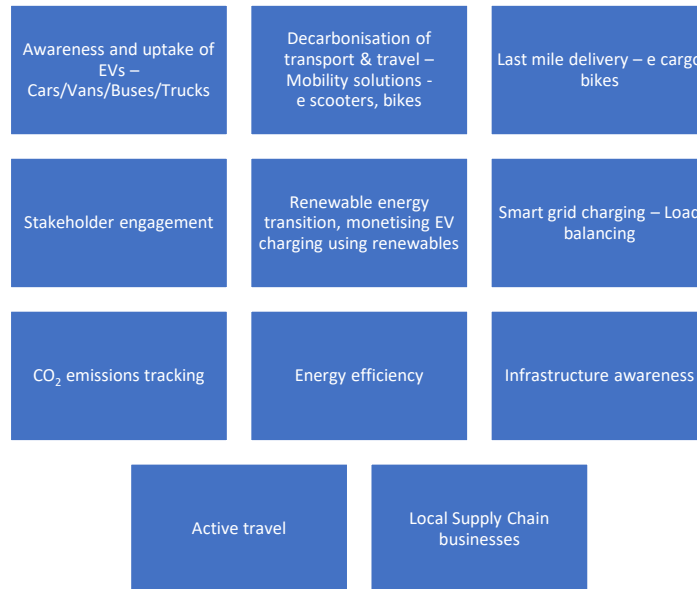
3.6 The Capability Fund looks to achieve the following:

- Finalise EV Strategy;
- Establish EV Infrastructure Governance;
- LEVI capital fund business case;
- Training;
- Engagement – constituent councils, members, public and other key stakeholders;
- Market testing;
- Consultancy work – mapping / site selection / branding;
- Procurement – CPCA wide;
- Development of 5-year Delivery Plan;
- Staff capacity to deliver installed and commissioned charging infrastructure; and
- Work towards application for Capital Fund (£5,437,000).

The split of funds is earmarked as below but as the project progresses these may need refining and the committee will be kept updated.

	22/23	23/24	24/25	Total
CCC - EV Officer	£54,000	£54,000	£54,000	£162,000
CCC - EV Support officer		£35,000	£35,000	£70,000
PCC- EV Officer	£34,560	£44,700	£44,700	£123,960
PCC - EV Procurement		£15,000	£15,000	£30,000
CPCA - EV officer		£25,000	£25,000	£50,000
Consultancy		£11,354	£11,354	£22,708
Training		£3,500	£3,500	£7,000
Engagement & Consultation		£7,166	£7,166	£14,332
Legal		£3,000	£3,000	£6,000
Travel & Subsistence		£3,000	£3,000	£6,000
			Total	£492,000

- EV Working Group established with constituent council officers - last meeting 28th June 2023.
- Engagement with England’s Economic Heartland and other Local Authorities on strategies, lessons learned and way forward.
- Working through tasks as per the Capability Fund particular focus on EV strategy, consultancy work and Procurement.
- Progressing joint procurement – LEVI have stated “to drive scale and increase the amount of private investment leveraged into projects, collaboration between local authorities is a requirement of the LEVI Fund (between constituent authorities within a Combined Authority, between County and District authorities and between London boroughs). To realise the economies of scale, where suitable we anticipate this collaboration should result in joint procurement exercises conducted by the collaborating authorities”.
- Started engagement with distribution network operator (DNO)
- Co-ordinating Go Electric Events for both Peterborough and Cambridge for end of this year / beginning of next year. The events are arranged by [Welcome to Lets Experience Electric \(lets-experience-electric.co.uk\)](https://lets-experience-electric.co.uk). The basic concept is pop-up events, utilising council premises, bringing together a wide range of local and regional stakeholders, all to promote the following:



4. Appendices

4.1	None.
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5. Implications

Financial Implications

5.1	Drawdown of £403,440 of the LEVI Capability Fund to be spent in Financial Years 2023/2024 and 2024/2025. This expenditure is all funded from specific grant.
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Legal Implications

6.1	<p>The Combined Authority will enter into a Grant Funding Agreement for the EV work with CCC and PCC.</p> <p>The Combined Authority will enter into a contract or contracts with a consultant for the EV work as needed and specified. Any contracts will be procured in accordance with the Combined Authority’s Contract Procedure Rules.</p>
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Public Health Implications		Item 6
7.1	The report recommendations have a positive implication for public health. Electric Vehicles are a core part of reducing emissions and aiding in improving air quality which has a significant health impact.	
Environmental & Climate Change Implications		
8.1	The report recommendations have a positive implication for the environment and climate change. This work aims to mitigate and adapt to climate change.	
Other Significant Implications		
9.1	N/A.	
Background Papers		
10.1	Combined Authority Board report 22 March 2023	



Transport & Infrastructure Committee		Agenda Item
13 September 2023		7
Title:	Connecting Cambridgeshire Digital Connectivity Progress Update	
Report of:	Ceren Clulow, Programme Director – Connecting Cambridgeshire	
Lead Member:	Cllr Anna Smith, Chair of Transport and Infrastructure Committee	
Public Report:	Yes	
Key Decision:	No	
Voting Arrangements:	No vote required	

Recommendations:	
A	Note the content of this report and Appendix A.

Strategic Objective(s):	
The proposals within this report fit under the following strategic objective(s):	
	Achieving ambitious skills and employment opportunities
	Achieving good growth
X	Increased connectivity
	Enabling resilient communities
	Achieving best value and high performance
Digital-Connectivity-Infrastructure-Strategy-2021-2025-Nov-2021.pdf (connectingcambridgeshire.co.uk)	

1. Purpose	
1.1	This report gives a summary of progress on the delivery of the Cambridgeshire and Peterborough Digital Connectivity Strategy for 2022-23 and sets out future priorities for digital connectivity in our area.

2. Proposal	
2.1	To note current progress on the Digital Connectivity Strategy delivery.

3. Background

3.1	The delivery of the Digital Connectivity Strategy 2021- 2025 is a key contributor to the Combined Authority's sustainable growth ambitions for Cambridgeshire and Peterborough, helping to ensure that a high speed, accessible digital connectivity infrastructure is available to all – supporting effective public service delivery, thriving communities and sustainable business growth.
3.2	This report provides an update on all four workstreams and progress on the identified targets.

4. Appendices

4.1	Appendix A - Connecting Cambridgeshire Digital Connectivity Progress Update.
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5. Implications

Financial Implications

5.1	None
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Legal Implications

6.1	None
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Public Health Implications

7.1	None
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Environmental & Climate Change Implications

8.1	None
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Other Significant Implications

9.1	None
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Background Papers

10.1	None
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Appendix A

Connecting Cambridgeshire Digital Connectivity Progress Update September 2023

1. Purpose

- 1.1. This report gives a summary of progress in the delivery of the Cambridgeshire and Peterborough Digital Connectivity Strategy for 2022-23 and sets out future priorities for digital connectivity in our area.

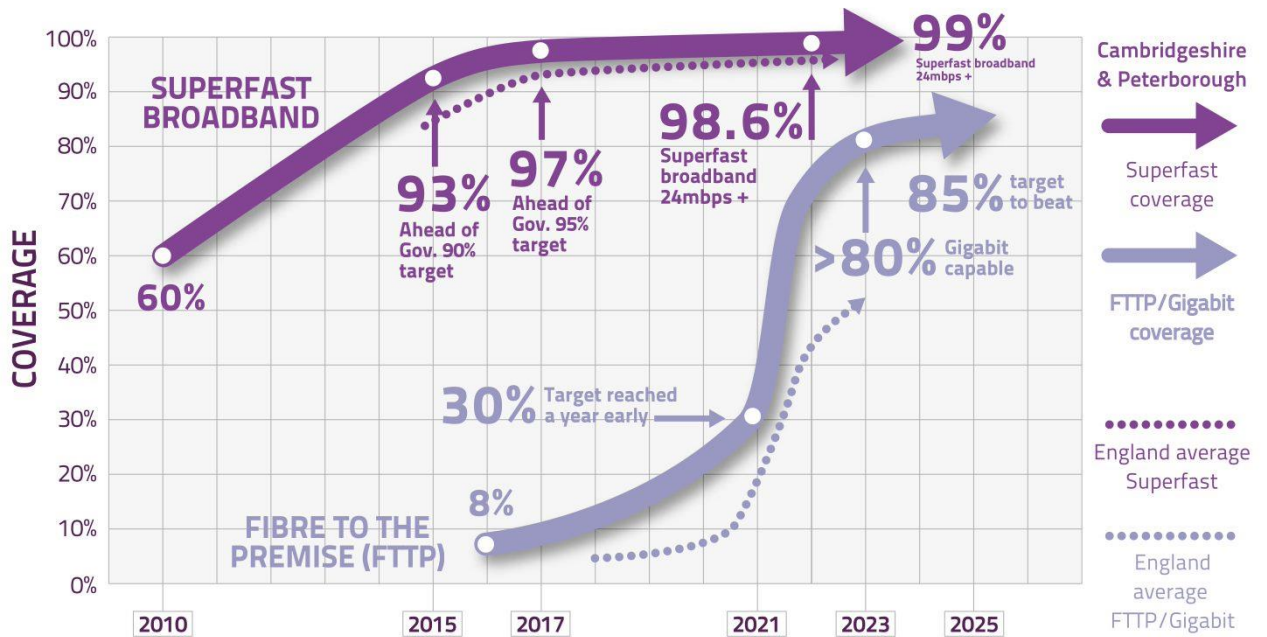
2. Background

- 2.1. The Digital Connectivity Strategy has set challenging targets to help ensure that the Cambridgeshire and Peterborough Combined Authority area is well positioned to take full advantage of current and emerging technology advances.
- 2.2. The delivery of the Digital Connectivity Strategy 2021- 2025 is a key contributor to the Combined Authority's sustainable growth ambitions for Cambridgeshire and Peterborough, helping to ensure that a high speed, accessible digital connectivity infrastructure is available to all – supporting effective public service delivery, thriving communities and sustainable business growth.
- 2.3. Set against the backdrop of the cost-of-living crisis and increasing reliance on digital connectivity in everyday life, together with a rapidly changing commercial telecoms market and unprecedented digital delivery, it is important to identify those who are at risk of being left behind and provide them with the tools they need to thrive.
- 2.4. This progress update reports on the Connecting Cambridgeshire programme driving next-generation broadband connectivity and mobile coverage, using Smart technologies to improve the environment, and extending free public access Wi-Fi, while supporting digital inclusion.
- 2.5. It also highlights how the programme's collaborative work with multiple partners underpins wider ambitions for the region including greater use of sustainable transport, reducing health inequality, progress towards net zero and mitigating climate change.

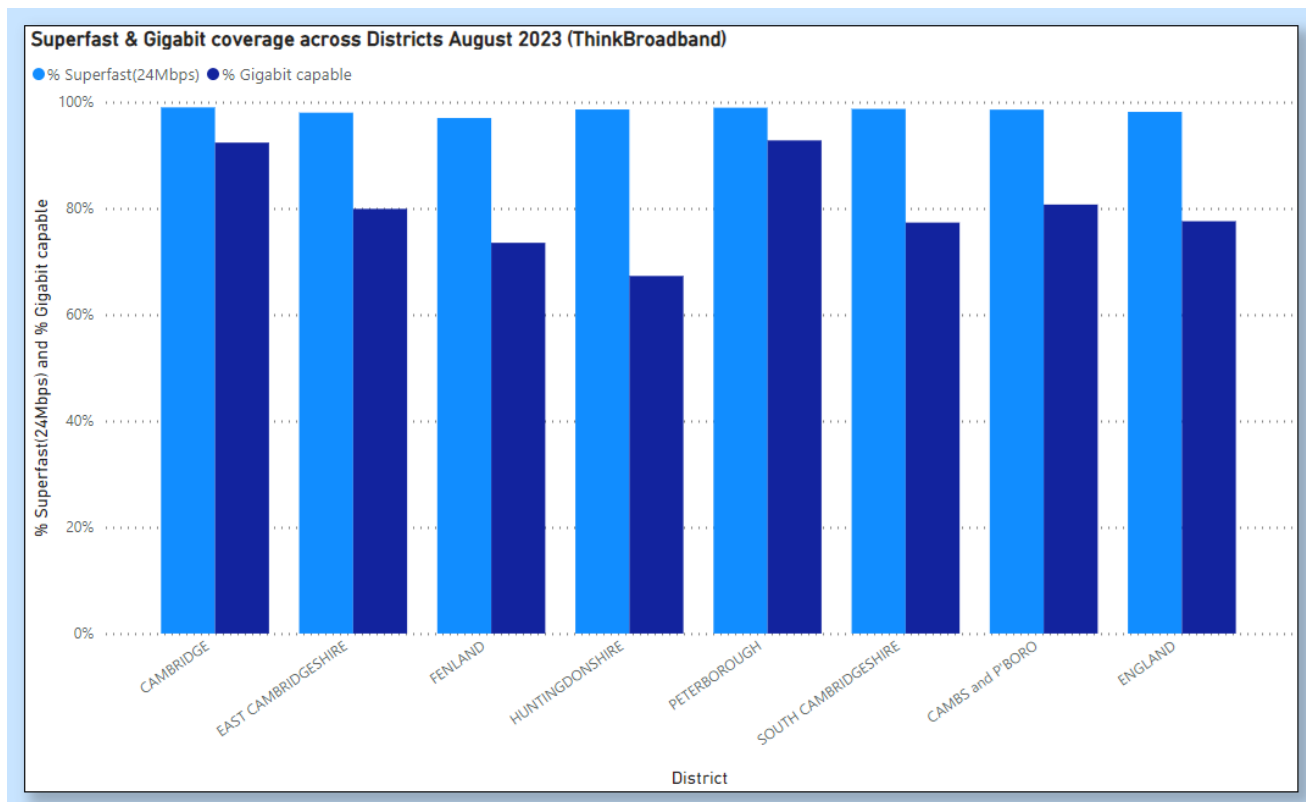
3. Broadband coverage

- 3.1. Superfast and Full Fibre Broadband coverage in Cambridgeshire and Peterborough remains above the national average and ahead of Government targets. Coverage is increasing at pace through direct intervention and commercial deployment with the prospect of future proof connectivity for many more homes and businesses. However, there is more to do to tackle remaining connectivity challenges, which are reducing in number but increasing in complexity.

- Close to 99% of premises can access partial/full fibre ‘superfast’ broadband
- Over 80% of premises can access gigabit-capable full fibre broadband coverage with download speeds of at least 1000Mbps. This puts the programme ahead of projections to achieve the target of 85% gigabit capable coverage by 2025.



- 3.2. The Government’s Project Gigabit £69million contract to extend gigabit-capable full fibre coverage to around 45,000 harder-to-reach premises in Cambridgeshire and Peterborough was awarded to CityFibre in March 2023. CityFibre is investing a further £53m and plans to start the rollout in September 2023, with the first connections expected in early 2024.
- 3.3. The superfast broadband intervention programmes for Cambridgeshire and Peterborough have completed, however Connecting Cambridgeshire’s proactive approach to ‘barrier busting’ continues to be instrumental in encouraging and facilitating commercial delivery of gigabit capable full fibre and improved mobile coverage by leading telecoms providers.
- 3.4. Connecting Cambridgeshire continues to work with communities and suppliers where no Project Gigabit or commercial coverage is planned to ensure residents do not miss out on the opportunity to apply as groups of premises for Rural Gigabit Vouchers to install full fibre connections (£4,500 per premise plus £1,500 top up if eligible) when the Government makes them available in autumn 2023.



- 3.5. Connecting Cambridgeshire works closely with city/district councils to keep Members and officers updated on the progress of the digital infrastructure strategy and the digital connectivity issues for their area. District Digital Overviews have been developed to provide a one-page summary of digital coverage data for each area to support local digital strategies and help to define digital priorities. The latest versions are available to view on the Connecting Cambridgeshire [website](#).

4. Use of Assets for digital connectivity

- 4.1. Innovative plans to make Cambridgeshire County Council-owned street lighting columns available to the telecoms market to host a range of devices including small cells to improve mobile coverage, environmental sensor networks, public access Wi-Fi and potentially electric vehicle charging are progressing and will be advertised once the necessary legal agreements are in place.
- 4.2. A funding bid to deploy 'Smart Poles' has also been submitted to the Smart Infrastructure Pilot Programme (SIPP) for up to £250k of Department for Science Innovation and Technology (DSIT) funding that must be match funded by industry partners.
- 4.3. The pioneering 'Dig Once' policy to include fibre ducting in new transport infrastructure schemes to be made available on a commercial basis is bringing measurable benefits for the economy, local communities, and the environment. Case studies have been developed with telecoms' operators, who have been able to avoid costly, disruptive retrofitting and encouraged to extend gigabit capable broadband networks to businesses and communities that are

challenging to reach areas including Whittlesey, Cambridge and Hinxton. Fibre ducting is also being installed in several new transport schemes including Cambridge to Cambourne Busway and Addenbrooke's roundabout in Cambridge.

- 4.4. To date, over 21km of additional fibre ducting has been installed or is planned during the construction of new road and cycleway schemes by 2025. Using the Highways England calculator, it is estimated the 'Dig once' policy has already resulted in savings of over 20 tonnes of CO2 emissions in relation to materials use alone over two years, which is equivalent to the carbon emission of close to half a million miles driven by an average car.

5. Mobile connectivity

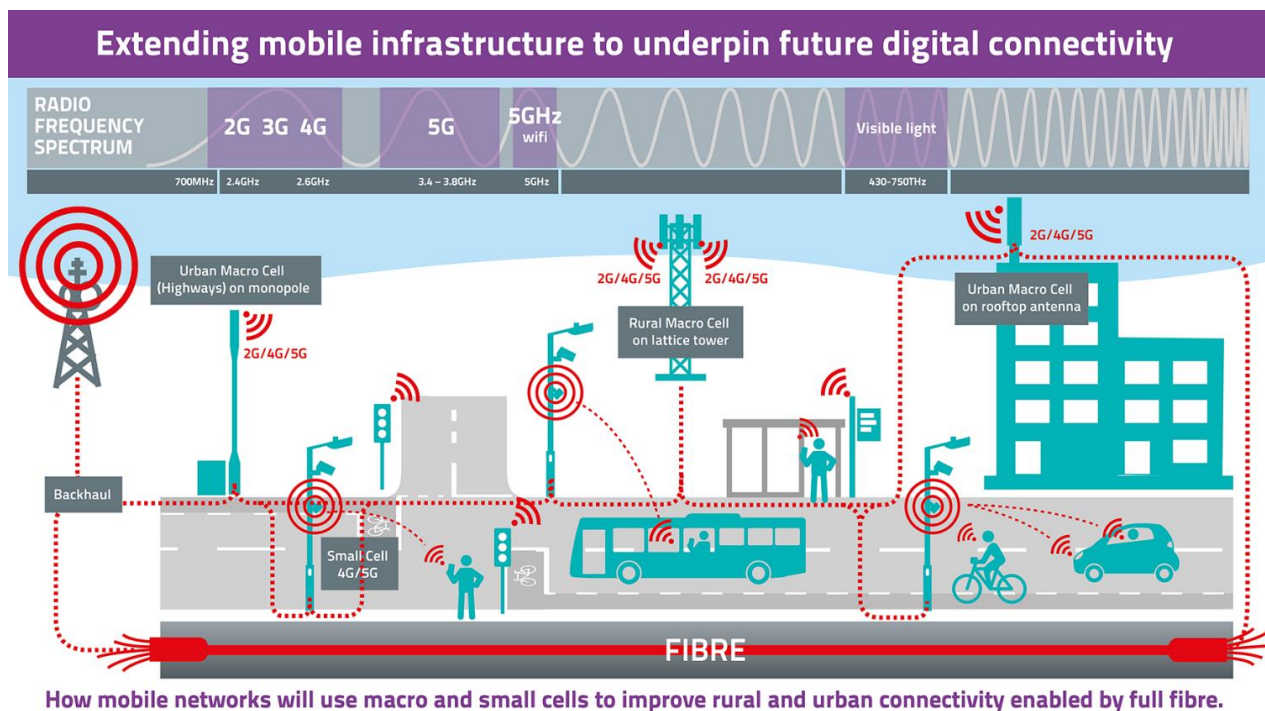
- 5.1. Connecting Cambridgeshire is working with local authorities and mobile network operators (MNOs) looking to invest in 4G and 5G networks to improve coverage and capacity, which will have a long-term economic and social benefit for the area.

- 5.2. Detailed drive and walk mobile coverage testing surveys commissioned by Connecting Cambridgeshire were carried out across the region in March 2023 focussing on known 'partial notspots' in market town centres, business parks, major roads and train stations. The results of coverage by the leading mobile phone providers (EE, O2, Three and Vodafone) have been mapped and analysed in comparison to previous surveys in 2019 to provide an updated baseline for 4G and 5G coverage. This data will be used to highlight poor coverage spots which require further investigation and liaison with operators and Ofcom/DSIT to instigate improvements.

- 5.3. In summary, the survey data shows:

- an overall improvement of 2% in combined network 4G coverage since 2019, with increasing 5G coverage by leading providers
- 4G coverage has improved in several key areas including Cambridge Genome Campus, Chatteris town centre, roads around Hardwick, Whittlesey Station and town centre, and Alconbury Enterprise Zone
- Mixed improvements but still variable coverage requiring improvement in some key areas including Ely town centre and Lancaster Business Park, Granta Park (Great Abington), Littleport, Soham and St Ives.

- 5.4. A telecoms planning legislation training session, led by the programme's dedicated digital connectivity planning resource, has been held to update local council planning, highways, conservation and tree officers and discuss how we can work with Mobile Network Operators to support their rollout plans while monitoring planning applications. Planning applications for new mobile infrastructure have been increasing year on year since 2020/21. In 2022/23 82 planning applications were received across the region of which 31 (36%) were granted permission.



6. 5G

- 6.1. Connecting Cambridgeshire has secured £76k funding to trial Open RAN (Radio Area Network) technology in the region working with AWTG as part of their Future RAN competition—to show how it can be used to improve mobile connectivity.
- 6.2. The result of the programme's bid for Government funding through the Dept. for Science, Innovation and Technology (DSIT) Open Networks Ecosystem (ONE) Competition to improve mobile capacity for high demand density places and events will be announced in September 2023.
- 6.3. Building on the work that Connecting Cambridgeshire's Smart team has undertaken to support the Greater Cambridge Partnership (GCP) and its research into autonomous vehicles, plans are underway to trial up to 13 autonomous, electric vehicles. The trials will be run in two areas: between Babraham Park and Ride and Trumpington Park and Ride via the Cambridge BioMedical Campus; and at the University of Cambridge's West Cambridge Campus. Trials are currently expected to start in April 2024 and will be supported by a private 5G network.

7. Smart sensors

- 7.1. The continuing development of "Internet of Things" (IoT) technology is allowing the collection and analysis of a range of data which can be used support the area's Net Zero and climate change mitigation strategies, including the collation of environmental, flooding and traffic indicators from sensors.

- 7.2. A number of our IoT solutions makes use of the low power sensor network called LoRaWAN. The LoRaWAN coverage has been expanded to support the deployment of sensors by installing gateways in Ely, Soham, St Neots, Kimbolton and Alconbury, with potential for further coverage in Peterborough, at New Shire Hall and other EastNet locations.
- 7.3. Following successful trials, a total of 32 flood sensors are scheduled to be installed in a range of locations during 2023 to monitor water levels and collect data which can be used to give flood teams and local communities early warning of flooding events.
- 7.4. Up to 24 low-cost Air Quality (AQ) sensors will be installed in a growing number of locations with additional devices set to be deployed on street lighting columns in conjunction with local councils once permissions are agreed. AQ sensors are already being used in March to monitor the impact of the Broad Street works on air quality and will help to provide useful evidence to support transport and environmental improvement schemes in Wisbech, St Neots and other market towns.
- 7.5. Work is also underway to investigate sensor usecases with Cambridgeshire Police and to potentially support the roll-out of bin level sensors in Eddington.

8. Access and Inclusion

- 8.1. The current unprecedented cost of living crisis is creating new challenges and further exacerbating the digital divide, with many more people struggling to access broadband and mobile connectivity. Cuts to service provision also mean it is more difficult for some to access suitable devices (e.g., PCs, laptops, tablets, or smart phones) and access digital skills and confidence support to engage online effectively and safely. It is also anticipated that the planned national digital switchover of copper phonelines from 2026 could affect the most vulnerable in our communities as well as small businesses unprepared for the change.
- 8.2. Connecting Cambridgeshire has responded by expanding signposting and coordination activities in relation to both digital inclusion generally and the digital switchover, including:
- Appointing an experienced Digital Inclusion lead officer, who joined the Connecting Cambridgeshire team in June and is working with the County Library Service and other key partners to ensure residents can become digitally included across the three main pillars of connectivity, devices, and skills and confidence.
 - Liaising with social housing and network providers to encourage improvements in digital connectivity for tenants, which has seen fibre broadband provision increase from 67% in June 2022 to 82% in March 2023. In addition, helping these organisations deliver the corporate social responsibility/social value ambitions through digital inclusion initiatives.

- Working with Libraries, Cambridgeshire Skills and CPCA Skills colleagues to identify complementary digital support and skills needs and interventions.
- Working with MobileUK, the organisation representing national mobile operators, to champion digital inclusion and raise awareness of social tariffs and additional customer support for the financially vulnerable. A Social Tariff awareness campaign was launched in late May 2023 in libraries and schools, alongside social media posts, to highlight cheaper broadband and mobile deals available for people on low incomes or claiming government benefits. To complement this, working with libraries to deliver free SIM cards through the National Data Bank to those most in need.
- Collaborating with local councils and our partners to raise awareness of the digital switchover and to implement the solutions required to support residents and businesses, minimising impact on their day-to-day lives and trading.
- Expanding the reach of free CambWifi across Cambridgeshire market towns helping to improve digital inclusion and support local economies. The secure public access Wi-Fi network is now live in Ely, Huntingdon, March, Oxmoor, Ramsey, St Ives, St Neots, Peterborough, and Whittlesey town centres. It is also widely available in public buildings, libraries, and leisure centres across the county, plus Cambridge Park and Ride sites with plans to extend on street public Wi-Fi to Northstowe and Cambourne.
- Delivering a 'State of Digital Inclusion' report to analyse the past and present digital inclusion work across the county, which will help determine recommendations for a long-term, sustainable digital inclusion strategy and programme, to consolidate and complement the work being delivered by partners, and work to minimise any gaps in provision, reaching those who are acutely digitally excluded and have complex and/or additional needs.

9. Focus for coming year and beyond

- 9.1. Connecting Cambridgeshire is committed to achieve Digital Connectivity Strategy targets and aims to ensure Cambridgeshire and Peterborough maintains its vanguard position as the leader of technological innovation.
- 9.2. Mindful that Cambridgeshire and Peterborough do not yet have ubiquitous full fibre coverage, therefore Connecting Cambridgeshire continues to seek all additional funding opportunities to extend the reach of fibre. This is in areas where the telecommunications infrastructure providers have no plans to cover and is typically in the most remote and rurally isolated areas.

- 9.3. The programme is continuing to extend digital connectivity further to the remaining 1% of community that are unable to get superfast broadband, by tackling some of the hardest to reach areas of Cambridgeshire and Peterborough through a range of solutions including full fibre, wireless connectivity including satellite, mobile, Wi-Fi.
- 9.4. Place-based infrastructure is critical to delivering growth and productivity now and, in the future, and directly benefits local businesses and residents by providing access to new jobs and improved services. Connecting Cambridgeshire will be looking into identifying new business models and applications suitable for commercial development of 5G, boosting the skills and employment opportunities for residents and encouraging the creation of new tourism business opportunities across the region.
- 9.5. Connecting Cambridgeshire will develop a long term sustainable Digital Inclusion Strategy to help more people to go online and also help tackle wider social issues, support economic growth and close equality gaps.

10. Useful links

[District Digital Overviews on Connecting Cambridgeshire website](#)

Mobile UK [Digital Inclusion Infographic](#)

MobileUK 5G [Local Authority Toolkit](#)

DCF Report: Local Authorities as Connectivity Enablers

[Local-Authorities-as-Connectivity-Enablers-Report.pdf \(connectivityuk.org\)](#)



Transport & Infrastructure Committee	Agenda Item
13 September 2023	8

Title:	Bus Network Review – initial recommendations
Report of:	Neal Byers
Lead Member:	Cllr Anna Smith, Chair of Transport and Infrastructure Committee
Public Report:	Yes
Key Decision:	Yes
Voting Arrangements:	A vote in favour by at least two thirds of all members (or their substitute members) appointed by the Constituent Councils, to include the members appointed by Cambridgeshire County Council and Peterborough City Council, or their substitute members

Recommendations:

A	To recommend to the CPCA Board the extension of 51 Bus Service contracts to March 2025.
B	To recommend 18 services are reviewed and that discussions with relevant local communities take place to help identify options for improvements (noting that 7 services have yet to be assessed). Also to request that further recommendations are brought back to TIC and the CPCA Board on these services alongside any new service or enhanced service proposals.
C	To recommend to the CPCA Board the extension of the Ting contract to March 2024 and for CPCA officers to undertake a review of the Ting service.
D	To present options and recommendations for investing BSIP+ funding to TIC and CPCA Board in November 2023.
E	To instruct the Executive Director of Place and Connectivity to report progress against these recommendations back through to the TIC and CPCA Board at appropriate intervals during the municipal year 2023/24.

Strategic Objective(s):

The proposals within this report fit under the following strategic objective(s):	
	Achieving ambitious skills and employment opportunities
	Achieving good growth
X	Increased connectivity
	Enabling resilient communities

The proposal sets out three important workstreams to improve the bus network in the Combined Authority area. Buses are an essential part of providing connectivity to our communities.

1. Purpose

1.1	The Combined Authority and its partners are seeking an approach to provide the 'best possible' tendered bus network within the funding available. The previous approach was limited as decision makers did not have a clear process and sufficient data. The Bus Network Review is required to enable the CPCA Board to make future decisions on a more structured and balanced basis.
1.2	This paper sets out the initial findings of the Bus Network Review and sets out recommendations for services to be retained and further work required to complete the review.

2. Proposal

2.1	There is a medium-term vision to explore the best delivery model to recast the network and people's experience of it through Bus Reform i.e., Enhanced Partnership or Franchising. An immediate decision was taken to secure the existing network and retender services during 22/23 and 23/24. Over the 23/24 financial year, the Bus Network Review workstream was established. The approach will enable Leaders to make decisions for the 24/25 financial year for tendered services on a more structured and balanced basis. The Bus Network Review focuses on the tendered bus services. Bus Reform will provide a more strategic and ambitious response to the challenges faced by the bus system.
2.2	Members had previously considered the Local Bus Service Assessment Framework which sets out the approach to be followed for the bus network review. This approach set out five stages to assess the network and provide recommendations. The framework had been updated to reflect the new Bus Strategy and recent feedback on the approach. This feedback included that the framework needs to consider both the need and affordability of service to establish value for money. The framework also needed to account for differences between urban and rural services. A key first step in the assessment framework is to understand if there is a need for intervention. This requirement remains to help ensure the limited budget is focused on supporting communities which would otherwise have no alternative bus service.
2.3	All existing tendered bus services will be assessed against the framework. The outcome of the analysis provides a ranking of each service against the objectives set out in the Local Bus Service Assessment Framework. This assessment has considered the need and affordability of each service. It has also considered the distance travelled for each service to help establish the value for money of more rural services.
2.4	<p>Budget for Tendered Services</p> <p>The total budget available to support bus services in 2023/24 is £7,598,432. The current budget is funded through the Levy, Mayoral Precept, Bus Operator Service Grant and Bus Recovery Grant. The Bus Recovery Grant is not expected to be available in 2024/25. This fund represented £174,835 of the total budget. Subject to decisions yet to be taken on the 2024/25 budget, the budget for the next financial year would be £7,563,889.</p>
2.5	Subject to other Board decisions, this budget could be further supplemented with funding from the CPCA's BSIP+ allocation, of up to £2.3m per annum over the financial years 2023/24 and 2024/25 (£4.6m in total). A decision on the allocation of this resource will be made at the same time as the final recommendations of the bus review. This will enable the CPCA Board to consider how many services could be supported. Broadly speaking, the more money available, the more services we can support.
2.6	<p>Undertaking the Bus Network Review</p> <p>The bus network review is being undertaken in two phases. This report presents the findings of the first stage which sets out those services which are performing well, those which need to be reviewed and the next steps to review any newly proposed services. The focus of the next part of the report is on the assessment of the existing services. Recommendations are made to make the decision to retain many of the services as they are, with the next phase of work to focus on the remaining services and any new service proposals. The assessment of existing services considers the catchment of services, the performance of services and the impact of distance on the value for money of services.</p>

2.7	<p style="text-align: right;">Item 8</p> <p>Assessment of the Need for bus service</p> <p>This assessment identifies whether the services are connecting people to key centres and amenities (work, training, healthcare and leisure):</p> <ul style="list-style-type: none"> • 41 of the routes provide services to a catchment of over 10,000 people within 400m of a bus stop. <ul style="list-style-type: none"> - 40 of these serve 4 or more different types of amenity (Hospital, GP, pharmacy, education, work, shops or market town) - 1 of these serves 3 different types of amenity • 11 of the routes provide services to a catchment of between 9,999 and 5,000 people within 400m of a bus stop. <ul style="list-style-type: none"> - All 11 serve 4 or more different types of amenity (Hospital, GP, pharmacy, education, work, shops or market town) • 17 of the routes provide services to a catchment of between 4,999 and 1000 people within 400m of a bus stop. <ul style="list-style-type: none"> - 12 of these serve 4 or more different types of amenity - 4 of these: serve 3 different types of amenity, 1 serves 2 different types of amenity - These services tend to support the rural communities. 7 connect to places outside of the CPCA area. • 6 of the routes provide services to a catchment of under 1,000 people within 400m of a bus stop. <ul style="list-style-type: none"> - These services tend to support the rural communities and all also connect to places outside of the CPCA area.
2.8	<p>Assessment of performance of bus services</p> <p>This assessment identifies whether we are achieving value for money against the £12 per passenger journey benchmark, including when we consider the distance covered by the service. The assessment is based on a single trip, it covers all passengers, which includes concessionary travel. It includes any revenue which is returned from the contracts to the CPCA to provide a net cost.</p> <ul style="list-style-type: none"> • 49 services are below the £12 benchmark • 2 services are between £12 and £13 • 11 services are between £13 and £24 per passenger journey • 8 services above £24 per passenger journey <p>The assessment also considers the distance travelled by each service, by assessing the cost per passenger per km. This assessment shows that when distance is factored in:</p> <ul style="list-style-type: none"> • 60 services are below a £1 per passenger journey per km benchmark • 6 services are between £1 and £2 per passenger journey per km • 4 services are above £2 per passenger journey per km <p>Decisions to continue services are informed by all of the metrics, alongside input from local councillors and community groups to provide a balanced view across the need for and performance of bus services.</p>
2.9	<p>Initial recommendations for scheduled services</p> <p>51 services are performing well in terms of the need and performance. Two of those are marginally above the £12 per passenger journey. These services should be retained and promoted to ensure continued viability. CPCA will work with operators and communities to further improve the use of these services.</p> <p>Eight need to be reviewed to identify options to meet the community need, whilst using public funds prudently. The relevant local authority leaders and members of the community will be engaged to explore alternative proposals, including an option to link with home to school services. For six of the eight services the cost passenger journey per km benchmark is above two. Two of the eight are below</p>

the £1 per passenger journey per km, showing a difference when the distance of the service is considered.

Eleven are above the £12 per passenger journey benchmark but are meeting a community need. Of these eleven, nine are below the £1 per passenger journey per km. One service is between £1 and £2 and one service is above £2. These services should be further examined to identify changes which could improve the performance. A recommendation for each service should be developed with input from relevant local authority leaders and communities.

Seven of the services still require data to be provided on passenger numbers to enable the analysis to be complete for all services.

Using the baseline assessment, the opportunity to improve contracted service or to introduce new services can be undertaken.

2.10 The following table summarises the first phase of service which are proposed to be continued and the phase 2 services which are to be reviewed.

Phase 1 services recommended to be confirmed continued with no further investigation needed:

Service route	Service no
Cambridge - Dry Drayton - Papworth Everard	8
St Ives - Bar Hill	1A
Cambridge City Centre - Grafton - Beehive - Addenbrookes	114
Ely - Chatteris	Ely Zipper 2
Ely - Little Downham	125
Ely City Circular	9A
March - Manea/Benwick	56
Gt Thurlow - Cambridge	16A
Newmarket - Dullingham - Linton	46A
St Ives - Chatteris - March	302
Huntingdon - Spaldwick - Kimbolton - Huntingdon	400
Haslingfield - Bassingbourn - Royston	15
Huntingdon - Leighton Bromswold - Huntingdon	401
Whittlesford - Duxford - Saffron Walden	101
Cambridge - Burwell - Newmarket	11
Landbeach - Cambridge	19
Ely - Upware	117
Cambridge - Newnham	199
St Neots - Longstowe - Orwell - Arrington - Croydon - The Hatleys	C2
Horse Fair - Tesco	68
Brinkley - Dullingham - Newmarket	47
Longstanton - Swavsey	5A
Ely - Brandon Creek	129
Huntingdon - Papworth Everard - Cambridge Biomedical Campus	X2
Peterborough City Centre - Maxey	62
Newmarket - Soham - Ely	112
Wisbech - Manea	56
Cambridge - Royston	26
St Ives - Somersham - Ramsey	21
Peterborough - Ramsey	31
Wisbech - Long Sutton	50
Peterborough - Keys Park	63
Cambridge - Cambourne - St Neots	18
Ely - Witcham	Ely Zipper

Newmarket - Kirtling - Cheveley - Newmarket	902
Cambridge City Centre - Madingley Road park&ride	PR1
Isleham - Snailwell - Newmarket	204
Newmarket - Dullingham - Brinkley - Newmarket	904
Wisbech - March	46
Parnwell - City Hospital	4
Peterborough City Centre - Newark Sainsbury's	61
Cambridge - Papworth Everard - Huntingdon	X3
Dullingham - Newmarket	903
Ashley - Cheveley - Newmarket	901
St Ives - Fenstanton - Boxworth	V4
Paston - Bretton	2
Bretton - Park Farm	3
Welland - Yaxley	5
Peterborough - Hampton	6
Orton - Werrington	1
Huntingdon - St Neots	66/X3

Phase 2 services where further review is recommended:

Service route	Service no
Duxford - Whittlesford - Sawston - Whittlesford - Duxford	7A
Cottenham - Chatteris - March	8A
Peterborough: City Hospital - Hampton	29
Over - St Ives	15
Cambridge - Fowlmere - Barley	31
Newmarket - Fulbourn - Teversham - Newmarket Road Park & Ride	18
St Ives - Somersham - Ramsey	301
St Ives - Somersham - Woodhurst	22A
Peterborough - Upwood	415
Cambridge - Orwell - Wrestlingworth	75
St Neots - The Offords - Buckden	65
March Town Service	33A
Royston - Bassingbourn - Guilden Morden	17
St Neots - Kimbolton - Tilbrook	150
Newmarket - Fordham - Soham - Stuntney - Ely	12
Haverhill - Linton - Burrough Green	19
Eynesbury - St Neots - Eaton Ford/Eaton Socon - St Neots - Eynesbury	61
Huntingdon - Ramsey - Chatteris	305
West Huntingdonshire Demand Responsive Transport	Ting

Service requiring further information before assessment can be completed:

Service route	Service no
Cambridge - Cambourne	Citi4
St Ives - Pidley - Warboys	22
Peterborough: Queensgate - Lynch Wood	23
Ely - Cottenham - Impington	110
Newmarket - Isleham	203
St Ives - Pidley	22X
Peterborough: Queensgate - Lynch Wood	23A

2.11	<p>Identifying changes to the bus network</p> <p>There are two ways for new services or changes to services to be proposed.</p> <p>Commercial services</p> <p>Under the current system, where the service is an existing commercial service, the request should be directed to the relevant operator and the CPCA bus team notified. CPCA can support the request but cannot require it of the operator. Operators are keen to understand opportunities to enhance the network, where there is evidence of demand and is likely to be commercially viable.</p> <p>Tendered services</p> <p>Where CPCA tenders the service, the request should be made to CPCA. CPCA officers will consider the request as part of the bus network review. If the change provides an overall benefit and is likely to provide value for money, the CPCA can put forward the service alongside other services for consideration. It should be noted that, under the current system, CPCA cannot tender services which could abstract significant patronage from commercial services. This constraint leads to the tendered network focusing on filling the gaps in the commercial network. To support the review CPCA will engage with education, business and representative community groups.</p> <p>Those existing tendered services which are to be reviewed will be further examined by the bus team to identify opportunities for efficiency and alterations to provide better value for money. Under the current system, the CPCA cannot use any profits from one route to subsidise another. This examination includes opportunities to link with home to school services.</p>	Item 8
2.12	<p>DRT within the bus network review</p> <p>In parallel to the Bus Network Review, a review of Demand Response Transport (DRT), as a way to complement scheduled bus services, has been undertaken. The review of DRT highlights that the DRT approach can be suitable for providing connections to some communities and that there is scope to trial a further four pilots in the CPCA area. The suggested pilot areas are: Wittering area, Wisbech area, East Cambridgeshire and Longstanton.</p> <p>Each of the four trial areas have been estimated to cost £300k per trial per year, based on using two vehicles. The option to introduce a new subsidised service, whether that be scheduled or demand responsive should be taken as part of the bus network review.</p>	
2.13	<p>To support decision on the pilot DRT services, each will be assessed against the metrics used for the bus network review. This assessment will be undertaken ahead of the final recommendations on the bus review and presented to members of the Committee and CPCA Board in November for consideration.</p>	
2.14	<p>This paper is also seeking agreement to extend the existing Ting DRT service contract to March 2024. This short-term extension is requested to enable officers to undertake and report on a review of the Ting service. The review is intended to provide members with a more detailed assessment of the service and inform a future recommendation on the next steps for the service. This report will be prepared and brought back to members in November as part of the Bus Network Review.</p>	
2.15	<p>Alongside the existing service, CPCA has undertaken research to examine the Future Role of DRT in Cambridgeshire and Peterborough. The research was commissioned to examine the application of Demand Responsive Transport across the UK and provide an understanding of applicability to the Combined Authority area within the short (less than two years), medium (two to five years) and long term (10 to 20 years).</p>	
2.16	<p>The report sets out recommendations that would enable the delivery of a new mode of public transport in Demand Responsive. Moreover the recommendations create the foundation from which to create a one-system approach to public transport. This would be achieved through integrating area-wide transport modes through ticketing and MaaS (Mobility as a Service)</p> <p>Benefits of this approach include:</p> <ul style="list-style-type: none"> • Improved access to employment and education/training centres. • Improved economic growth of peri-urban areas through a reliable Public Transport offering. • Reduced Isolation in rural communities through increasing connectivity • A means by which residents can make a modal shift to less polluting alternatives to the car. 	

	<p>The Future role of DRT in Cambridgeshire and Peterborough report makes the following recommendations to take place within the short (less than two years), medium (two to five years) and long term (10 to 20 years). The medium and long-term recommendations are relevant for consideration as part of Bus Reform. For the purpose of the Bus Network Review the focus is on the short term.</p>
2.17	<p>Potential for DRT within two to three years:</p> <p>Implementation of up to four new pilot schemes to test different models of DRT. The addition of these Pilots will result in a DRT pilot taking place in four constituent local authority districts. An evaluation of the success of the pilots will take place at the end of year three. Options that are currently being considered are:</p> <ul style="list-style-type: none"> • Wittering area - Wittering, Wansford, Ailsworth, Castor and Long Thorpe are poorly served by public transport. There is an opportunity to trial a DRT service where previous timetabled services have proved unviable and current provision by Lincolnshire's Call Connect does not meet needs. If patterns emerged then next step would be to introduce timetabled or semi-scheduled elements. • Wisbech area - Wisbech and villages north of A47 between Wisbech and Guyhirn are served by limited fixed bus route services. DRT could improve levels of availability and choice of destinations, connecting with other bus services so to reach more distant destinations, including March, Peterborough or King's Lynn. • East Cambridgeshire – Ely and nearby villages have had previous successes such as the previous pilot and initiatives such as the Ely Zipper service. A DRT service could provide more flexible travel options and integration with other types of service such as buses and trains to more distant destinations. • Longstanton area – While Longstanton benefits from Park & Ride Facility on the Busway between St Ives and Cambridge, much of the surrounding area is poorly served by transport links. A DRT zone that encompasses Over, Swavesey, Boxworth, Dry Drayton, Madingley, Bar Hill, Oakington and Longstanton could demonstrate the principle of connecting peri-urban populations to the busway. This service could be branded as an extension of the busway itself. <p>Procure an areawide DDRT back office.</p> <ul style="list-style-type: none"> • The Combined Authority taking responsibility for the back-office system would allow consistency in interactions with users. A change in transport operator would not require a different application. Such a unified approach would create a seamless experience for the users, with the familiarity of one app aiding re-usability. <p>Design and implement integrated ticketing between DRT and scheduled buses.</p> <ul style="list-style-type: none"> • Integrated ticketing is seen as a key ingredient of success in an evaluation of 6 Local Link DRT services in Greater Manchester. Integration aids ease of use, promoting the mode of travel through being hassle-free, affordable and legitimises viability through being seeing as synonymous with scheduled buses. <p>Undertake a feasibility study into the scope of a potential MaaS application for CPCA area.</p> <ul style="list-style-type: none"> • Integration with other transport modes within a single platform will provide users with an easier and more intuitive experience. MaaS may help raise awareness of DRT services and how it can complement planned fixed-route transport.
2.18	<p>Review of the existing Ting Service</p> <p>CPCA officers have undertaken an initial review of the Ting service which is operating in Huntingdonshire. The review was undertaken to identify any improvements which could be made to enhance the performance of the service. The recommendations of the initial review highlight a mix of operational and technical improvements. These improvements include: reducing trips which abstract from schedules bus services and trips which are wholly within St Neots. Review the pricing of the service. Improve the data provision to CPCA to enable more effective monitoring of performance.</p> <p>The improvements identified will be discussed with the operator and CPCA officers will review the performance of the service and the operator's response to the proposed improvement to inform a further recommendation on the Ting service.</p>

2.19	<p style="text-align: right;">Item 8</p> <p>Engagement on Bus Network Review and opportunities</p> <p>CPCA officers will work with Leaders and local authorities to undertake engagement on the services which are to be reviewed and to identify opportunities to enhance the network. CPCA officers will undertake the engagement ahead of the recommendations which are planned to be brought back to CPCA Board in November. The review and engagement will be developed to support feedback from communities, education establishments and businesses. Inputs from this engagement will help to inform both the review of the current network and what changes might be possible, within the available budget.</p>
2.20	<p>BSIP+ Options</p> <p>CPCA and partners have been working to develop a draft BSIP. Ahead of the competition of the BSIP, the Department for Transport confirmed a revenue allocation for CPCA for this and next financial year. The total allocation was £4.6m. DfT has defined the types of interventions the funding is intended to be used for, as follows:</p> <ul style="list-style-type: none"> • The funding must be spent on bus measures. • Funding decisions should be based on local circumstances and need. • The Authority can enhance the frequency of existing services, expand routes or provide new services using this funding. • Ensuring existing connections are maintained. • Ambitious new fares initiatives • The funding should not be used to support generic marketing or advertising
2.21	<p>In developing the draft BSIP the following priorities emerged:</p> <ul style="list-style-type: none"> • Enhancing the bus network so people can depend on it to get to important places such as healthcare facilities, educational institutions, and employment centres • Providing bus priority to improve the reliability of existing services • Providing a multi-operator ticket which is available across CPCA (including support for young people) • Transforming the quality of stops and shelters, with reliable real-time information on-street and online • Expanding the Electric Bus fleet <p>Of these priorities, enhancing the network and providing a multi operator ticket provide the ‘best fit’ to the requirements of the BSIP+ funding. The analysis will be further developed and a recommendation on the use of BSIP+ will be proposed alongside the final recommendation for the Bus Network Review.</p>
2.22	<p>Supporting actions Bus Network Review</p> <p>The bus network review is yet to be complete, but the following further actions have been identified through the work to date:</p> <ul style="list-style-type: none"> • Investment is needed by CPCA in Marketing and Promotion to increase patronage. This should align with activities proposed by operators to encourage use of the services. There is also an important role for local councillors to support and promote bus services. • Investment into monitoring and evaluation officer/contract is needed to increase rigour in the data available to support network planning. By working more closely with operators, CPCA will be able to identify concerns and promote successful services. • CPCA should undertake a review of tendered service contracts to support cooperation and enforcement. <p>These actions will be further developed, and recommendations brought back to the TIC and CPCA Board to summarise next steps for the bus network review.</p>

3. Background

3.1	<p>Bus Network Review</p> <p>The Bus Network Review is being undertaken to support decisions on the future network. To inform the development of the approach, officers have reviewed the approach of other transport authorities, including Liverpool City Region, South Yorkshire Mayoral Combined Authority, Hertfordshire, and Oxfordshire. All authorities consider the need for a service and the affordability of the service. Walking distance to a bus</p>
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	is the most common metric to establish need. Cost per passenger journey is also the most widely used metric for measuring the performance on contract.
3.2	All of these authorities shared the common challenges of managing the affordability of the network in the face of increasing pressures on local budgets. The approach undertaken for the Bus Network Review is largely consistent with the approach adopted by others.

4. Appendices

4.1	None
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5. Implications

Financial Implications

5.1	The recommendation for extending 51 of the bus service contracts for 12 months from April 2024 and to extend the Ting contract until March is within the agreed MTFS.
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Legal Implications

6.1	The extension of contracts has already been provided for within the contracts agreed with bus service providers. Some of the existing contracts under consideration include annual break point and the option to extend for a further year. Where services need to be retendered, this will be undertaken to enable services to continue.
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Public Health Implications

7.1	There is no significant Public Health Implications of the recommendations in this paper.
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Environmental & Climate Change Implications

8.1	Bus services play a pivotal role in mitigating environmental and climate change. When effectively utilised, buses reduce the number of single-occupancy vehicles on the roads, leading to decreased traffic congestion and, consequently, reduced greenhouse gas emissions. Buses present a more sustainable mode of transportation, emitting fewer pollutants per passenger compared to cars. Encouraging the use of public buses can significantly contribute to our efforts to combat climate change, improve air quality, and reduce the carbon footprint of transport.
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Other Significant Implications

9.1	There are no other significant implications associate to the recommendations in this paper. Future implications of decisions on bus reform will be presented to the TIC as required.
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Background Papers

10.1	Bus Update, including Framework, 18 January 2023 TIC Paper
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Transport & Infrastructure Committee	Agenda Item
13 September 2023	9

Title:	Bus Reform – Draft Outline Business Case
Report of:	Neal Byers
Lead Member:	Cllr Anna Smith, Chair of Transport and Infrastructure Committee
Public Report:	Yes (with exempt appendix A)
Key Decision:	No
Voting Arrangements:	A vote in favour by at least two thirds of all members (or their substitute members) appointed by the Constituent Councils, to include the members appointed by Cambridgeshire County Council and Peterborough City Council, or their substitute members

Recommendations:

A	Receive and consider the Bus Franchising Scheme assessment ("Assessment") as presented in the exempt Appendix A to this report. Note that the Assessment recommends the introduction of a franchising scheme as the proposed scheme, which assumes the medium level of investment as described in the Assessment having compared that to alternative realistic options, subject to review by an independent auditor and statutory consultation pursuant to the Bus Services Act ("Act").
B	If the CPCA wishes to proceed with the proposed franchising scheme, recommend to the CPCA Board to delegate authority to the Executive Director of Place and Connectivity to commission a review from an independent auditor of the Assessment in accordance with the provisions of the Act.
C	Request that the findings of the auditor's report are brought back to the TIC and CPCA Board.
D	Note that the assessment of Bus Reform options remains subject to further development and refinement.
E	Instruct the Executive Director of Place and Connectivity to report progress against these recommendations back through to the TIC and CPCA Board at appropriate intervals during the municipal year 2023/24.

Strategic Objective(s):

The proposals within this report fit under the following strategic objective(s):	
	Achieving ambitious skills and employment opportunities
	Achieving good growth
X	Increased connectivity
	Enabling resilient communities
<i>The proposal sets out three important workstreams to improve the bus network in the Combined Authority area. Buses are an essential part of providing connectivity to our communities.</i>	

1. Purpose

1.1	The purpose of this report is to update on the approach of the Cambridge and Peterborough Combined Authority (CPCA) to the next stages in Bus Reform within the region under the requirements of the Act.
1.2	In January 2019, recognising the challenges faced by the local bus market, the CPCA Board approved the development of a business case assessment of the benefits of operational models open to the Combined Authority including Enhanced Partnerships and franchising opportunities in line with the Franchising Scheme Guidance issued by the DfT ("Guidance") and as set out in the Act. The decision required further, and more detailed work being undertaken in relation to the bus franchising scheme by way of an assessment pursuant to the Act, to the level of detail set out in an Outline Business Case (OBC), and that the process prescribed by the Department for Transport (DfT) was adhered to in relation to the Assessment.
1.3	Due to significant events impacting the bus market, including the Covid-19 pandemic and the publication of Bus Back Better in 2021, the Combined Authority paused work on the Assessment in 2020 to assess the medium and longer-term impacts of Covid on the bus market and possible futures that could be considered in the Assessment. The work was restarted in early 2023. The impact of the pandemic on the bus market within Cambridgeshire and Peterborough, in common with the rest of the UK, has been pronounced and is reported in the Assessment.
1.4	The [Draft] Assessment sets out the considerations for the introduction of franchising against an enhanced partnership and three levels of investment in each case i.e., low, medium, and high. If the CPCA desires the recommendation in the Assessment to make the franchising scheme, then the next step is to ask an independent auditor to review the Assessment giving its opinion on the specific areas set out in the Act and Guidance and then bring back the auditor's report to the CPCA Board. The CPCA Board could then take a decision on whether or not to proceed to consult the public on a franchised model, or to adopt an enhanced partnership.

2. Proposal

2.1	<p>Bus Reform Overview</p> <p>The Combined Authority is considering making changes to how bus services are governed and managed in Cambridgeshire and Peterborough Combined Authority area. To enable a decision on a preferred way forward the CPCA Board has asked the CPCA to undertake an assessment of the options as part of an Assessment. The main options being considered are an enhanced partnership model and bus franchising.</p>
2.2	Currently, the public sector provides over £18 million per year to support bus operations, half of which is funded locally through the transport levy and Mayoral precept. Further support is provided by local authorities for home to school travel and central government through Bus Services Operational Grant payments, Bus Recovery Grants and the £2 fare scheme.
2.3	Despite the high level of support and subsidy provided to the bus services by the Cambridgeshire and Peterborough Combined Authority, the authority currently has very limited control over important aspects such as network coverage and pricing strategies. The impact of Covid-19 has seen a significant reduction in patronage and reduced services provided by bus operators. This has required further intervention by the CPCA to support the current network.
2.4	A franchising scheme would see the current deregulated bus market replaced with a system where the Combined Authority both specifies and procures the network which is operated by bus operators under contract. This would provide the greatest degree of public sector influence over the bus offer, allowing the Combined Authority to specify the network, set the fares and control the fare policy.
2.5	An Enhanced Partnership (EP) is an alternative approach which represents a collaborative framework between CPCA and bus operators. Through this partnership, both parties come together to agree on improvements in services, infrastructure, and standards, aiming for a more integrated and efficient bus network. The enhanced partnership proposal has been developed with meaningful and constructive dialogue with bus operators, consistent with their engagement with the Combined Authority.

2.6	The draft assessment evaluates the bus franchising model against an enhanced partnership, using the HM Treasury Green Book methodology, including strategic, economic, financial, management, and commercial case assessments. The evaluation indicates which model is the most favourable option for achieving the ambitions of the Combined Authority's Bus Strategy.
2.7	<p>Summary of the Draft OBC Assessment</p> <p>The assessment emphasises the need for a regulatory reform of bus service delivery in the region. CPCA has clear ambitions to significantly increase bus patronage by 2030. The goals of bus reform are aimed at amplifying the reach and efficiency of the bus network, furthering economic, social, and environmental goals, and improving user experience. While both Enhanced Partnership and Franchising can provide enhanced networks, Franchising offers the region more control, especially in integrated fares and ticketing, ensuring a more unified and accessible network. The Enhanced Partnership is a more deliverable solution but is less likely to deliver the strategic outcomes leaving key decisions around the service network in the hands of bus operators.</p>
2.8	The results of the economic assessment show that investing in bus services across the region could represent high value for money, with potential for a return on investment and a positive benefit: cost ratio above 2. The economic evaluation considers the broader societal impacts, such as economic, social, and environmental benefits. The data indicates that Franchising (with medium investment) offers a net present value (NPV) of £100 million, compared to £70 million for EP. Both options present uncertainties, especially during transition periods, though Franchising allows for more definite control over changes in the medium term.
2.9	Comparing the delivery options suggests that at each level of investment, the franchising case performs slightly better in terms of economic benefits. The medium investment scenario suggests this level of investment is likely to provide the best value for money, compared to the low and high investment scenarios.
2.10	The financial case considers the cost and revenue implications of the assessed options for CPCA, as well as identification of potential funding sources to support long term delivery. The total value of the bus market in the region is approximately £44million. The fare revenues account for about £26million of this, with the public sector already providing funding of approximately £18m from a range of funding streams. It is important for the financial security of CPCA (beyond the transport discipline) that a long-term sustainable solution is sought; balancing appropriate levels of risk exposure and sufficient control to effectively realise benefits. The analysis suggests that any of the options pursued would require substantial financial support through the first 14-17 years after implementation. The low and medium investment Franchising scenarios, as currently envisaged, would need initial financial support, but in later years would increasingly generate revenues. The assessment set out a range of funding sources which could be used to meet the funding gap, this includes both local and national funding sources. For a decision to be taken to introduce a franchise scheme the funding to meet the gap will need to be identified. This task will be part of the further development of the business case.
2.11	The high investment option would deliver a transformed network. However, the initial investment, coupled with the significant on-going costs of operating a comprehensive high frequency network would continue to require financial backing to maintain in the long term or further policy intervention which encourages further increases in patronage. Therefore, the high investment scenarios could be discounted in the current form as options at this stage.
2.12	<p>The commercial case sets out the commercial proposition for the delivery options, delivering against the requirements of the Franchising Scheme or Enhanced Partnership Guidance. It presents the commercial objectives, assessing bus service delivery options against them and identifies associated commercial risks.</p> <p>Whilst the Franchising proposition provides for a competitive market in which CPCA would have much greater control and influence to achieve its objectives than the current position, it would come with a range of risks and delivery requirements. In contrast, an Enhanced Partnership would not provide the same level of risk and delivery challenges, but neither would it provide the same level of control and influence as Franchising.</p> <p>Reflecting the expected increase in resourcing and risk, with no additional public sector investment there is less justification for Franchising. Therefore, the low investment franchising option could be discounted in its current form.</p>

2.13	<p>Based on the draft OBC, if additional public funding is to be used to deliver bus improvements the preferred option is to proceed towards franchising. If no additional public funding is to be used to deliver bus improvements, then the preferred option would be an Enhanced Partnership.</p> <p>The draft OBC includes a non-exhaustive list of potential funding sources which could be considered to support the case for franchising, including both locally controlled sources, e.g., Transport Levy, Mayoral Precept, farebox supplements and access charging, as well as wider options the Combined Authority could pursue e.g. business rate supplement, increased local tax retention.</p>
2.14	<p>The OBC does not require a certain funding solution to be identified, and many of these options are outside the CPCA's control. As part of the development of the franchising consultation, should the OBC successfully proceed through audit, a defined funding package will need to be developed which will involve further discussions around any funding solutions including those outside the CPCA's control.</p>
2.15	<p>These findings reflect that if the public sector invest further to improve bus services, then increased control and oversight of the bus system through franchising will provide better value for money and is the most likely way to achieve the strategic outcomes. The findings also reflect that without further investment CPCA should introduce an Enhanced Partnership. The Enhanced Partnership provides a lower risk option but also lower rewards at each investment level. These findings are draft and the business case remains subject to the external audit.</p>
2.16	<p>Next Steps</p> <p>Any decision to make a franchising scheme are conditional on an independent audit of the assessment of the proposed franchising scheme and conclusion of a statutory consultation. As such, there are a number of steps to take before a final decision can be reached. Following completion of the Assessment, if the CPCA wishes to proceed with the franchising scheme in principle, it must obtain a report from an independent auditor to proceed with the franchising scheme (Section 123D).</p>
2.17	<p>The independent auditor's report must state whether (in its opinion):</p> <ul style="list-style-type: none"> (a) the information relied on by the Combined Authority in producing the economic (value for money) and financial (affordability) cases of the Assessment is of sufficient quality; (b) the analysis of that information is of sufficient quality; and (c) the Combined Authority has had due regard to guidance issued by the Secretary of State under section 123B of the Act in preparing the Assessment.
2.18	<p>It is envisaged that the independent audit will commence immediately. The process itself may take several months to complete, depending on the independent auditor's assessment of the work undertaken so far.</p>
2.19	<p>Following the completion of the independent auditor's review, and provided that the elements as set out in paragraph 2.16 above are met satisfactorily, the next step required to progress a franchising model would involve a decision to commence statutory consultation. The consultation would be expected to run for a minimum of 12 weeks with involvement from key stakeholders, businesses, passengers and members of the general public.</p>
2.20	<p>Only on completion of these formal processes, having had due regard to the outcomes of the consultation process, can the Mayor make a final decision on whether to implement a franchising scheme.</p>

3. Background

3.1 **Bus Reform**

The purpose of this report is to determine the approach of the Combined Authority to the next stages in Bus Reform within Cambridgeshire and Peterborough under the requirements of the Bus Services Act 2017 (the "Act"). The Government's Bus Back Better strategy effectively outlines two delivery options for Mayoral Combined Authorities, such as the Cambridgeshire and Peterborough Combined Authority: a franchise model or an enhanced partnership model.

3.2 **Summary of the franchising and enhanced partnership models** Item 9

The following table summarises the key differences between bus franchising and an enhanced partnership for the CPCA:

Enhanced Partnership	Franchising
Control supported services only; some influence over wider network (e.g., regulating headways)	Control all services – routes, frequencies, route numbers
Set fares on supported services only and opportunities for targeted discounts	Set fares across all services and general fares discounts
Multi-operator ticketing	Multi-operator ticketing and single product range
No cross-subsidy between services	Profitable services can cross-subsidise others
Agree standards for services/vehicles	Set standards for services/vehicles
Network branding negotiated, continued recognition of individual operators	Network branding mandated. Common livery/branding
Hold operators to account for not meeting requirements	Hold operators to account for not meeting requirements
Partnership/negotiated approach to management of network	Centralised approach to planning and management of network
Shared responsibilities and resourcing	Increased responsibility and resourcing for Local Transport Authority

3.3 **Summary of scenarios assessed in the Bus Reform Assessment**

The following summarises the scenarios which have been assessed in the outline business case. These compare the models of enhanced partnership and franchising under three investment scenarios.

Regime	Investment	Elements included
Enhanced Partnership	Business as usual	Bus services remain largely unchanged; limited investment in infrastructure; multi-operator ticketing
Enhanced Partnership	Mid-level investment	Bus services enhancements; increased investment in infrastructure; multi-operator ticketing
Enhanced Partnership	High-level investment	Significant bus service enhancements; investment in infrastructure, bus priority, information and bus stops; multi-operator ticketing, including targeted fares discounts
Franchising	Business as usual	Replanned bus services; limited investment in infrastructure; network ticketing
Franchising	Mid-level investment	Bus service enhancements; increased investment in infrastructure; network ticketing and fares capped
Franchising	High-level investment	Significant bus service enhancements; investment in infrastructure, bus priority, information and bus stops; network ticketing and fares capped

3.4 **On-going engagement with Bus Operators**

The role of bus operators will remain vital to the success of the local economy and communities and also as an important employer in the region. The Bus Operator Forum remains an important part of the work between the Combined Authority and Bus Operators. The forum provides an opportunity for all stakeholders to contribute to improve bus services. Operators have already positively contributed to the Bus Strategy, development of the draft Bus Service Improvement Plan and input to Bus Reform.

3.5	The recent Bus Operator Forums have been focused on the development of the Bus Service Improvement Plan and how this plan feeds into the considerations for bus reform. The Combined Authority and operators will continue to explore how improvements can be made to the service regardless of changes to the governance model, with local authorities and operators each coming together to set out how services could be made convenient, attractive and easy to use.
3.6	The engagement by bus operators is highlighted in this report to acknowledge the positive approach they have taken to work with the Combined Authority and partners in developing the Bus Strategy, BSIP and to explore bus reform. Officers at the Combined Authority and partner local authorities will continue to develop this relationship to enhance the bus network.

4. Appendices

4.1	EXEMPT Appendix A: Draft Bus Reform Outline Business Case
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5. Implications

Financial Implications

5.1	<p>The recommendations of this paper are to consider the OBC and delegate the undertaking of an external audit. The budget for the development of the business case and undertaken of an audit has already been agreed as part of the budget setting for 2023/24 and is part of the agreed MTFs so there are no wider direct financial implications of the decision whether to proceed.</p> <p>The topic of Bus Reform will have significant financial implications as decisions are taken on the future governance model for buses.</p> <p>Initial analysis of the outline business case suggests that there may be some mechanisms that would meet the longer term funding requirements of the business as usual/low investment model for either franchising or enhanced partnership, using existing public subsidy mechanisms available to the Combined Authority, albeit that there would be some short term funding gaps that would require some novel funding approaches (such as those laid out in the table of potential funding sources within the OBC) and which are unlikely to be within the full control of the Combined Authority.</p> <p>The OBC has been reviewed from a financial perspective and is considered sufficiently robust to proceed to audit.</p>
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Legal Implications

6.1	<p>In accordance with the requirements of the Act and the Department for Transport's Franchising Scheme Guidance (2017), the next stages are to complete the assessment and commission a report to be prepared by an independent auditor. The CPCA Board report sets out the draft assessment and seeks to proceed to the next stage of the bus reform process.</p> <p>The topic of Bus Reform will continue to have significant legal implications as decisions are taken on the future governance model for buses.</p>
6.2	Section 123 of the Transport Act 2000 refers to a "proposed scheme", including assessment of a proposed scheme (s. 123B), the obtaining of an auditor's report (s. 123D). It is therefore a statutory requirement that a franchising authority or authorities, such as the CPCA that propose to make a franchising scheme covering the whole or any part of their area, or combined area, must prepare an assessment of the proposed scheme."

Public Health Implications

7.1	There is no significant Public Health Implications of the recommendations in this paper. Future implications of decisions on bus reform will be presented to the TIC as required.
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Environmental & Climate Change Implications

8.1	Whilst there are no environmental or climate change implications associated to this paper, the topic of Bus Reform will have implications as decisions are taken on the future governance model for buses.
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	The ability to mandate fleet requirements as part of the franchise contracts could accelerate the progress to low-emission vehicles. Equally, an Enhanced Partnership would be expected to include an agreed commitment to accelerate progress to low-emission vehicles.
Other Significant Implications	
9.1	There are no other significant implications associate to the recommendations in this paper. Future implications of decisions on bus reform will be presented to the TIC as required.
Background Papers	
10.1	Previous decision on Bus Reform, CPCA TIC paper, 29/04/2020



Transport & Infrastructure Committee		Agenda Item
13 September 2023		10
Title:	Depot for Electric Buses, Peterborough	
Report of:	Steve Cox, Executive Director of Place and Connectivity	
Lead Member:	Cllr Anna Smith, Chair of Transport and Infrastructure Committee	
Public Report:	Yes	
Key Decision:	No	
Voting Arrangements:	A simple majority of all Members present and voting	

Recommendations:	
A	Members of the Transport & Infrastructure Committee are asked to note arrangements to progress delivery of a depot facility to accommodate electric buses in Peterborough.
B	To authorise the Executive Director of Place and Connectivity to commit funding of up to £200k to meet expenses yet to be incurred by Peterborough City Council (PCC) to commission further feasibility work, investigate governance and funding models, establish site infrastructure requirements, and formulate a site specification.

Strategic Objective(s):	
The proposals within this report fit under the following strategic objective(s):	
✓	Increased connectivity – the proposal will increase transport accessibility and reform the bus network (including assessing bus franchising options) and improve bus sustainability.
✓	Enabling resilient communities – the proposal will provide infrastructure to alleviate environmental and climate concerns and delivers an alternative fuel strategy.

1. Purpose	
1.1	To update Members on proposals to utilise funding secured from DLUHC (Department for Levelling Up, Housing and Communities) to provide a depot for electric buses in Peterborough.
1.2	To notify Members of arrangements for project planning and delivery.

2. Proposal

2.1	It is proposed that Peterborough City Council (PCC) is to lead a project to deliver an operational depot for electric buses in Peterborough. PCC has procured the services of a consultant to act as a designated Project Manager to lead and deliver the project.
2.2	The Combined Authority shall contribute limited funding and Officer support when required.

3. Background

3.1	In December 2022, the Combined Authority's (CA) Transport Team secured £4m of funding from DLUHC to provide a depot for electric buses in Peterborough. The funding was to be committed within the 2022/23 financial year, but it then became clear that the funding was insufficient to deliver an operational facility.
3.2	<p>On 22 March 2023, the CPCA Board identified that a site at Nursery Lane, Peterborough had potential to serve as a joint depot for electric buses and other vehicles providing services for PCC. The CPCA Board authorised the acquisition of an option to acquire the freehold of the site as this would demonstrate an ability to commit the funding whilst preliminary feasibility investigations were undertaken.</p> <p>While this was not delivered in the originally envisioned timescales, the expectation for the Combined Authority and/or its partners to deliver a depot facility remains. The option agreement authorised by the CPCA Board to acquire the site at Nursery Lane was not completed or exercised because constraints were identified that would adversely affect viability of development at that site.</p>
3.3	Officers from the Combined Authority and PCC have been working jointly to explore potential solutions to generate additional capital investment and to deliver a facility. Options that require further shaping and exploration include joint venture with private sector bus operator(s) and any potential opportunities that may arise through franchising should a decision be taken to pursue that.
3.4	PCC officers have discussed proposals with a bus operator and private sector funding could be made available to bridge the funding gap; but this would be subject to feasibility investigations and detailed negotiation.

4. Appendices

4.1	<p>Appendix A - Indicative project milestones and timeline</p> <p>Appendix B – Internet link to PIRI initiative: https://pirienergy.co.uk/</p>
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5. Implications

Financial Implications

5.1	In order to draw down £200k from the grant funding to facilitate feasibility work undertaken by PCC the Combined Authority can enter into a grant funding agreement with Peterborough City Council. PCC officers estimate the approximate cost of acquiring a site and constructing a depot facility to be £15m, but only £4m has been secured by the Combined Authority to date.
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	<p>Detailed requirements and costs associated with providing electricity infrastructure to provide sufficient capacity to serve the site have yet to be identified and this cost could exceed £2m.</p> <p>An additional cost of approximately £15m has been identified to provide 30 electric buses, and it may be possible for the Combined Authority to work with private bus operator(s) to secure Government Zero Emissions Bus Regional Areas (ZEBRA) funding towards this cost.</p> <p>An approximate project deficit of £11m plus associated infrastructure costs has yet to be secured. Officers plan to engage with private bus operators to investigate raising further capital through delivery options including joint venture and franchising, subject to future decisions.</p>
Legal Implications	
6.1	The project will require effective joint working. The Combined Authority can enter into a capital Grant Funding Agreement for the feasibility work with PCC. A suitable governance model will need to be formulated to protect the interests of the parties.
Public Health Implications	
7.1	There are no significant implications for Public Health.
Environmental & Climate Change Implications	
8.1	The proposal will provide infrastructure to alleviate environmental and climate concerns and deliver an alternative and renewable fuel strategy.
Other Significant Implications	
9.1	<p>PCC officers expect electricity for the site to be provided by the emerging Peterborough Integrated Renewables Infrastructure (PIRI) innovation project detailed from the internet link at Appendix B.</p> <p>A sufficient capacity of electricity infrastructure could be dependent upon the successful implementation of PIRI and identifying and securing a site that is located within the PIRI catchment area. PCC Officers expect the first phase of PIRI to be implemented and operational by Winter 2025/26.</p> <p>If the PIRI project is not delivered then the appropriate utility provider can specify requirements to serve the facility, and this aspect can be investigated as part of the proposed feasibility work.</p>
9.2	The success of the bus depot project is explicitly linked with the approval of the Local Transport and Connectivity Plan (LTCP) as this document provides the strategic policy position and commitment from the Combined Authority and partners to continue to develop alternative fuelled vehicles, including buses. In addition, the LTCP and the Bus Strategy (child document of the Plan) strengthens the Authority's position around improving the delivery framework and operating environment for buses across Cambridgeshire and Peterborough. LTCP will also significantly strengthen the case to Government for additional funding required to deliver the depot.
Background Papers	
10.1	CA Board 22 March 2023



Transport & Infrastructure Committee	Agenda Item: 10
13 September 2023	Appendix A

Estimated Timeline and Milestones for Peterborough Bus Electric Bus Depot

Produced by Peterborough City Council Officers

<u>Date</u>	<u>Event</u>
September 2023	CPCA approves feasibility funding to PCC
October 2023	Commission feasibility team (technical - design, M&E engineer, bus depot operational advisor etc; finance & legal)
	Initial feasibility team meeting
November 2023	Technical aspects of work underway (including PIRI meeting)
	Obtain initial legal advice (procurement, subsidy control etc)
December 2023	Progress review of technical aspects
January 2024	Complete technical report
	Explore commercial/funding discussions with potential operators
	Confirm site requirements
February 2024	Legal review of governance and operational options
	Identify preferred site
	Prepare draft feasibility report
March 2024	Complete feasibility report
	Report progress to Members



Transport & Infrastructure		Agenda Item
13 September 2023		11
Title:	Budget and Performance Report	
Report of:	Tim Greenwood, Finance Manager	
Lead Member:	Cllr Anna Smith, Chair of Transport and Infrastructure Committee	
Public Report:	Yes	
Key Decision:	No	
Voting Arrangements:	No vote required.	

Recommendations:

A	Note the financial position of the Transport Division for the financial year 23/24 to July 2023.
B	Review and comment on the current Transport budgets within the Combined Authority's Medium-Term Financial Plan and Capital Programme.

Strategic Objective(s):

The proposals within this report fit under the following strategic objective(s):

x	Achieving ambitious skills and employment opportunities
x	Achieving good growth
x	Achieving best value and high performance

1. Purpose

1.1	To provide an update of the financial position for 2023/24 and to provide analysis against the 2023/24 budgets, up to the period ending July 2023.
1.2	To provide the Committee an opportunity to review the multi-year budgets within their remit and provide a steer to be considered as part of the development of the 2024-25 Medium Term Financial Plan.

2. Background

2.1	This report provides an update of the performance against budget up to the period ending July 2023.
2.2	The Combined Authority annually approves a budget for the forthcoming year as part of a 4-year Medium-Term financial plan. Development of the plan occurs between September and January each year and the Thematic Committees are engaged throughout to provide the opportunity to shape the development of the budget.

3. Revenue Income and Expenditure

3.1 A breakdown of the Transport income for the period to 31 July 2023 is set out in Table 1 below.

Table 1

Transport Income	23/24 Actual YTD £k	23/24 Budget YTD £k	23/24 Variance YTD £k	23/24 Budget FY £k	23/24 FO FY £k	23/24 Variance FY £k	23/24 Deferral £k
Highways Maintenance and Pothole Fund	-27,343	-27,695	352	-27,695	-27,695	0	-
Public Transport - Bus Service Operators Grant (BSOG) CCC	-	-	-	-411	-411	0	-
Transport Levy	-4,048	-	-4048	-13,494	-13,494	-	-
Total Transport Income	-31,391	-27,695	-3,696	-41,600	-41,600	0	0

3.2 The income received in the year is £31m. The variance compared to budget to date is due to timing difference.

3.3 The forecast outturn is in line with the expected budget

3.4 A breakdown of the Transport Revenue Expenditure for the period to 31 July 2023 is set out in Table 2 below.

Table 2

Transport Revenue Expenditure	23/24 Actual YTD £k	23/24 Budget YTD £k	23/24 Variance YTD £k	23/24 Budget FY £k	23/24 FO FY £k	23/24 Variance FY £k	23/24 Deferral £k
"Lifebelt" city portrait to inform Cambridge's sustainable & inclusive growth & recovery	40	40	0	40	40	0	-
Active Travel 4	0	0	0	176	176	0	-
Bus Reform Programme	215	170	45	517	517	0	-
Development of Bus Franchising	0	100	-100	900	900	0	-
Public Transport - Bus Service Operators Grant (BSOG) CCC	0	0	0	411	411	0	-
Public Transport - Bus Services CCC	1248	1651	-403	5597	5597	0	-
Public Transport - Bus Services PCC	282	741	-459	1275	1275	0	-
Public Transport - Community Transport CCC	105	95	10	247	247	0	-
Public Transport - Concessionary Fares CCC	805	1909	-1104	6204	4988	-1216	-
Public Transport - Concessionary Fares PCC	639	953	-314	2711	2382	-329	-
Public Transport - Contact Centre CCC	7	155	-148	197	197	0	-
Public Transport - Contact Centre PCC	0	20	-20	95	95	0	-
Public Transport - Overheads PCC	42	162	-120	572	572	0	-
Public Transport - RTPI, Infrastructure & Information CCC	115	24	91	325	325	0	-
Public Transport - RTPI, Infrastructure & Information PCC	48	0	48	0	0	0	-
Public Transport - Supported bus costs s106 CCC	117	0	117	0	0	0	-
Public Transport - Team and Overheads CCC	0	0	0	0	0	0	-
Total Transport Revenue Expenditure	3,663	6,020	-2,357	19,267	17,722	-1,545	-

3.5	Expenditure to date is £2.3m lower than budget to date. Concessionary fares (£1.4m) mainly due to passenger numbers not returning to pre covid levels, expected to underspend at year end. Supported Bus Services (£0.8m) due to timing differences.	Item 11
3.6	Forecast outturn shows an underspend to budget for the year of £1.5m. The variance is due to an estimated reduction in the cost of concessionary fares. This underspend will be held within the transport levy reserve and taken into account when setting the levy for 2024-25.	

4. Capital Expenditure

4.1 A breakdown of the Transport Capital Expenditure for the period to 31 July 2023 is set out in the table below.

Table 3

Transport Capital Expenditure	23/24 Actual YTD £k	23/24 Budget YTD £k	23/24 Variance YTD £k	23/24 Budget FY £k	23/24 FO FY £k	23/24 Variance FY £k	23/24 Deferral £k
A10 Upgrade Capital	54	951	-897	3,577	3,064	-513	513
A1260 Nene Parkway J15	0	1419	-1419	1,628	1,628	0	-
A1260 Nene Parkway Junction 32-3	0	2393	-2393	9492	9492	0	-
A141 SOBC	228	1330	-1102	7001	7001	0	-
A16 Norwood Dualling	0	325	-325	2421	2421	0	-
A505 Corridor	2	0	2	135	135	0	-
A603 Barton Road	0	0	0	400	400	0	-
Active Travel 4	0	0	0	3720	3720	0	-
Addenbrookes Roundabout	0	0	0	200	200	0	-
Brook Crossing - Sutton	0	0	0	225	225	0	-
Centre For Green Technology	0	0	0	2500	2500	0	-
Countywide Speed Reduction	0	0	0	800	800	0	-
East Park Street Crossings	0	0	0	260	260	0	-
Ely Area Capacity Enhancements	0	0	0	124	124	0	-
Fengate Access Phase 1	6	2161	-2155	7563	7563	0	-
Fletton Quays Footbridge	0	116	-116	1407	465	-942	942
Highways Maintenance and Pothole Fund	27557	27557	0	27557	27557	0	-
March junction improvements	441	535	-94	1604	1604	0	-
Northstow P&R Link	0	0	0	500	500	0	-
Peterborough Green Wheel	0	129	-129	631	631	0	-
School Streets	0	0	0	10	10	0	-
Smaller Road Safety Measures	0	0	0	100	100	0	-
Snailwell Loop	0	30	-30	150	150	0	-
Soham Station	0	31	-31	153	153	0	-
Thorpe Wood Cycle Way	0	0	0	625	625	0	-
University Access - Fengate Phase 2	0	363	-363	821	821	0	-
Wisbech Access Strategy	6	0	6	523	523	0	-
Wisbech Rail	0	0	0	310	310	0	-
ZEBRA (buses)	0	3264	-3264	6,258	6,258	0	-
Total Transport Capital Expenditure	28,294	40,604	-12,310	80,695	79,240	-1,455	1455

4.2	Expenditure to date is significantly lower than budget, £12.3m. This is mainly due to billing issues, first quarter invoices have yet to be received for some projects.
4.3	Forecast outturn shows an underspend against budget of £1.5m. This is due to delays in 2 schemes, the A10 and Flettons Quays Footbridge, which are expected to slip into 2024/25.

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5. Development of the Medium-Term Financial Plan

5.1	The Combined Authority annually approves a budget for the forthcoming year as part of a 4-year Medium-Term Financial Plan (MTFP). Development of the plan occurs between September and January each year, and the Thematic Committees are encouraged to engage throughout to provide the opportunity to shape the development of the budget.
5.2	The first stage in the update of the MTFP is for officers to review the existing MTFP and highlight areas where there are unavoidable changes which need to be updated to reflect current market conditions – items such as inflation in contracts which need to be updated for current forecasts. Alongside this Members are engaged to highlight areas where there may be investment or saving opportunities within service or thematic areas.
5.3	Appendix 1 sets out the current revenue and capital budgets within the Committee's remit for 2023-24 to 2026-27, as approved by the CPCA Board in January 2023, and updated for subsequent Board decisions and funding announcements.
5.4	The Committee are asked to review their current programme and provide a view on whether they are content that this will enable the delivery of their strategic objectives over the medium-term and if there are any areas of concern or opportunity which should be considered by Officers and the CPCA Board during the development of the 24-25 budget and MTFP.

6. Appendices

6.1	Appendix 1 – Current budget and MTFP.
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7. Implications

Financial Implications

7.1	There are no financial implications other than those included in the main body of the report.
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Legal Implications

8.1	The Combined Authority is required to prepare a balanced budget in accordance with statutory requirements.
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Public Health Implications

9.1	N/A
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Environmental & Climate Change Implications

10.1	N/A
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Other Significant Implications

11.1	N/A
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Background Papers

12.1	None
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Appendix 1 – Transport and Infrastructure Budget and MTFP

The table below sets out the budgets within the Transport and Infrastructure Committee’s remit based on the Medium-Term Financial Plan approved in January 2023 and updated for subsequent Committee, Board and Officer decisions.

All figures are in thousands of pounds (£’000).

Cap/Rev	Project	23-24 Budget	24-25 Budget	25-26 Budget	26-27 Budget
Capital	A10 Dualling	3,576			
Capital	A1260 Nene Parkway Junction 15	1,628			
Capital	A1260 Nene Parkway Junction 32-3	9,492			
Capital	A141 & St Ives	7,001			
Capital	A16 Norwood Dualling	2,421			
Capital	A505 Corridor	135			
Capital	A603 Barton Road	400			
Capital	Active Travel 4	3,720			
Capital	Active Travel Funding (cap)	1,500	1,779	850	
Capital	Addenbrookes Roundabout	200			
Capital	Brook Crossing - Sutton	225			
Capital	Carlyle Road Crossing	225			
Capital	Centre for Green Technology	2,500			
Capital	County-wide speed reduction	800			
Capital	Digital Connectivity Infrastructure Programme	1,719	1,500		
Capital	East Park Street Crossings	260			
Capital	Ely Area Capacity Enhancements	124			
Capital	Fengate Access Studies Phase 1	7,531			
Capital	Fengate Access Studies Phase 2 (University Access)	448	250		
Capital	Fengate Access Study - Eastern Industries Access - Phase 1	32			
Capital	Fengate Access Study - Eastern Industries Access - Phase 2	373			
Capital	Fletton Quays Footbridge	1,407	2,021		
Capital	Highways Maintenance and Pothole funding (with PCC and CCC)	27,695	27,695	27,695	27,695
Capital	LEVI	5,437			
Capital	March Junction Improvements	5,573			
Capital	Northstowe P&R Link	500			
Capital	Peterborough Green Wheel	631			

Capital	Regeneration of Fenland Railway Stations	267			
Capital	School Streets	10			
Capital	Smaller Road Safety Measures	100			
Capital	Snailwell Loop	500			
Capital	Soham Station	153			
Capital	Thorpe Wood Cycle Way	625			
Capital	Transport Modelling	1,204	215	215	
Capital	Wisbech Access Strategy	523			
Capital	Wisbech Rail	5,390			
Capital	ZEBRA	6,258			
Capital	Peterborough Station Quarter	659	47,170		
Capital Total		101,244	80,630	28,760	27,695
Revenue	Active Travel 4	176			
Revenue	Active Travel Capability Funding	617			
Revenue	Active Travel Funding (rev)	33			
Revenue	Bus Review Implementation	517			
Revenue	Development of Bus Franchising	900			
Revenue	LEVI	492			
Revenue	Living Streets Walk to School	12			
Revenue	Love to Ride	55			
Revenue	Public Transport: Bus Service Operator Grant	411	411	411	411
Revenue	Contribution to Passenger Transport services from Mayoral budget	-3,624	-3,691	-3,760	-3,835
Revenue	Public Transport: Concessionary fares	8,915	9,093	9,275	9,460
Revenue	Public Transport: Contact Centre	292	298	304	310
Revenue	Public Transport: RTPi, Infrastructure & Information	325	332	339	345
Revenue	Public Transport: Supported Bus Services	7,015	7,155	7,298	7,444
Revenue	Public Transport: Team and Overheads	572	584	595	607
Revenue Total		16,708	14,181	14,462	14,743
Grand Total		117,952	94,811	43,222	42,438



Transport & Infrastructure Committee		Agenda Item
13th September 2023		14
Title:	ITSO approved Contracts for English National Concessionary Travel Scheme (ENCTS)	
Report of:	Bess Sayers, Public Transport Business Manager	
Lead Member:	Cllr Anna Smith, Chair of Transport and Infrastructure Committee	
Public Report:	Yes	
Key Decision:	KD2023/027	
Voting Arrangements:	A simple majority of voting Members	

Recommendations:	
A	To note the evaluation in the appendix to this report and recommend to the CPCA Board that the HOPS (Host Operator Processing System) and Smartcard Services continue to be outsourced; and
B	<p>To recommend to the Combined Authority Board to delegate authority to the Interim Head of Transport, or any subsequent permanent postholder, in consultation with the Chief Finance Officer and Monitoring Officer, to:</p> <ul style="list-style-type: none"> a) approve the procurement of replacement HOPS and Smartcard services through an Integrated Transport Smartcard Organisation (ITSO) approved framework for a period of 5 years to commence on 1 April 2024; b) award a contract or contracts for HOPS and Smartcard Services following the procurement via a framework; and c) enter into and execute the contract or contracts for HOPS and Smartcard Services.
C	To note that officers will continue to investigate ticketing schemes for non-ENCTS residents as a separate project in 2024/25.

Strategic Objective(s):	
The proposals within this report fit under the following strategic objective(s):	
1	Increased connectivity: The ENCTS encourages the use of public transport and so contributes to ridership, making routes more viable and supports the connectivity agenda. The Combined Authority Public Transport is currently supporting the Department for Transport (DfT) initiative to encourage passholders back onto buses post covid, which saw ridership amongst this group fall.
2	Enabling resilient communities: The purpose of the ENCTS is to provide eligible residents with a bus pass enabling people who are often in the more vulnerable and disadvantaged groups to access essential services such as medical appointments and shopping and social and leisure activities and so avoid social isolation. Passholders are given independence and so may be less reliant on other social and support services.

1. Purpose

1.1	<p>The Combined Authority is the Travel Concession Authority (TCA) acting on behalf of the Department for Transport (DfT) for the purposes of administering the Statutory English National Concessionary Travel Scheme (ENCTS) for Cambridgeshire and Peterborough residents. This scheme provides concessionary travel passes (bus pass) to eligible older and disabled residents allowing them off-peak travel on scheduled bus services. The rules for eligibility and guidance relating to how TCAs operate the scheme are set by the DfT.</p> <p>TCAs are prohibited by DfT legislation from extending the ENCTS scheme to offer benefits to people who do not qualify under one of the DfT criteria. Any other travel initiatives must be developed separately under different schemes and branding as the TCA's own scheme.</p> <p>Within the DfT's rules is a requirement for a HOPS and a card bureau to print smart enabled passes and specifies that all TCAs and suppliers of support services to them for the purposes of the ENCTS must be accredited by its appointed standards body, Integrated Transport Smartcard Organisation (ITSO). The ITSO oversees the development of the specification for smart ticketing including how the data is used and stored.</p> <p>The HOPS registers card usage using a POST (smartcard reader system) on the bus. The purpose of this smart tracking system is primarily to prevent fraudulent use of the scheme and to enable auditing of operator reimbursement claims. It also enables TCAs to track vulnerable individuals in cooperation with police should the situation arise. The HOPS must be provided by an organisation that has ITSO accreditation: as of authoring this paper, only three suppliers are accredited due to the onerous nature of meeting the standards and technical requirements.</p> <p>The design and technical specification of the cards is set by the DfT, which includes that of the chip programming being of tamper-proof quality and the inclusion of the scheme's rose logo and hologram. Cards must be stored and processed in a secure environment.</p>
1.2	<p>The budget for HOPS and Smartcard provision transferred to the Combined Authority upon TUPE of the services. This is a statutory function, and these services are required by DfT legislation. Based on the current 12-month framework agreement a 5-year contract is estimated to cost £550k considering price increases in raw materials such as silicon chips and plastic.</p> <p>The current budget for 23/24 is £106,441. With the current budgeted 2% increase in the Levy funded budget each year the total budget over 5 years is £554k so it is anticipated to cover the costs. The budget is part of the concessionary fares budget approved in the current MTFP.</p> <p>There are several proposed changes to the scheme that are worth noting that are likely to impact on the ENCTS budget going forward. The UTG (Urban Transport Group) has confirmed that as part of the national scheme policy review it is likely that the reimbursement formula will be changed with more funding going to the operator and a reduction in that received by the Local Transport Authority. In addition, the scheme is likely to be changed to remove the 0930hrs limit (start time). This could create significant issues with a number of pass users (non-paying) using the peak services to access work and education and taking the place of paying customers.</p>
1.3	<p>A paper was submitted to the Transport and Infrastructure Committee in July for noting and a request was made to evaluate whether the ENCTS service could be bought in-house, and whether the scheme could be extended to other groups outside of the ENCTS criteria set by DfT.</p>

2. Proposal

2.1	<p>To replace the current ITSO accredited contracts that underpin the ENCTS service. The usual period of contract for this type of service is up to 5 years due to the development to integrate supplier services with the application and customer relations management systems and comply with DfT requirements to provide an efficient, seamless and General Data Protection Regulation (GDPR) compliant process.</p> <p>The budget is part of the concessionary fares budget approved in the current MTFP.</p>
2.2	<p>The ENCTS is statutory and enables the Combined Authority to fulfil its role as a TCA by providing eligible residents with a bus pass. This enables people who are often in the more vulnerable and disadvantaged groups to access essential services such as medical appointments and shopping and social and leisure activities and so avoid social isolation. Passholders are given independence and so may be less reliant on other social and support services. This is the purpose of the ENCTS scheme.</p> <p>When the ENCTS was centralised from districts in 2011, Peterborough City Council (PCC) and Cambridgeshire County Council (CCC) obtained a budget to procure the required support services. This budget was increased when a new contract was obtained and transferred to the Combined Authority as part of the TUPE of the two separate services.</p> <p>The ENCTS encourages the use of public transport and so contributes to ridership making routes more viable and supports the connectivity agenda.</p>

3. Background

3.1	<p>Prior to April 2021 the running of the ENCTS was delegated to the Public Transport Services at CCC and PCC who ran the scheme in the respective areas.</p> <p>In 2011 when most TCAs chose to contract out the CRM, customer support and application services, CCC's Public Transport Service chose to develop these in-house, thus benefitting from economies of shared corporate systems and ICT support. This facilitated the development of a compliant and responsive system that could be modified as required due to changes in legislation or in response to stakeholder feedback.</p> <p>In 2019, CCC's Public Transport Service took the lead for the second time, in procuring a framework agreement that included Peterborough and Northamptonshire for HOPS and Smartcard services that complied with DfT and ITSO requirements. The volume of ENCTS cards was small and to obtain best value and economies of scale, the framework was opened to include ENCTS and Home to School Services at Peterborough and Northamptonshire and Home to School, Community Transport Driver Data and Barring Service ID badges and staff ID badges at Cambridgeshire County.</p> <p>Since this framework was procured several larger ITSO approved, tendered frameworks have become available that Local Authorities and TCAs can join. These achieved the economies of scale that the <i>County Framework</i> endeavoured to achieve and have already been competitively tendered.</p> <p>In 2021 the executive function for the ENCTS transferred to the Combined Authority along with other public transport functions when staff from the two councils were TUPEd across. The Executive function includes setting policy, ensuring that all systems meet legislative requirements, monitoring of customer service levels, reviewing and redesigning the service in response to stakeholder feedback and changes to legislation, assessing difficult applications, appeals, complaints, review of reimbursement arrangements in line with DfT guidance, reimbursement setting and reimbursing operators and contract management of support services. The Combined Authority is one of the few TCAs who have retained the reimbursement setting process in-house as the majority use consultants.</p>
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ENCTS services for Cambridgeshire and Peterborough were TUPEd to the Combined Authority in 2021 along with other parts of public transport including Community Transport. A project began on 2022 to combine the two separate ENCTS processes under the existing process and service level agreement with CCC.

This was considered appropriate because the volume of Peterborough passholders is around a third of the volume of that of Cambridgeshire ones and Peterborough application and CRM functions were being provided by a commercial company. The Cambridgeshire ENCTS processes were considered more compliant with both DfT rules and with General Data Protection Regulations and wider services such as telephone and library applications could be offered to Peterborough residents for the first time.

Being part of CCC's Call Centre that has links to Adult and Children's support services, advisors are also trained to provide welfare information and support. Due to automation and links established between Cambridgeshire's internal systems and the HOPS and Smartcard providers the time waited by successful applicants to receive their pass has reduced to within 5 days of applying depending on the postal system.

This project delivered in February 2023 and the current combined volumes are shown below:

- 160k passholder records are held on CRM.
- 39k applications (new, renewal and replacement) per year.
- 1,000 phone contacts of various types including phone applications per month.
- 5,000 other contacts such as emailed evidence.
- 100 pieces of incoming post a month via County Council post room, usually proof documents, or photographs (scanned and entered into the CRM record).
- 2,000 passes (average as every 4 years there is a higher renewal volume for 18-months coinciding with the start of the scheme) produced a month.
- 6% of applications are under disability and are evaluated by a trained advisor. Intervention is required in age related application only where incorrect evidence is provided.
- 60% of Cambridgeshire applications were made online either as self-serve or assisted in a library or by a volunteer scheme.
- 40% of applicants are unable to apply online or in a library and are assisted by a telephone advisors assist applicants who also answer queries about the scheme and provide quality control of photographs.
- This ratio is likely to change as it has been found in the first few months that proportionally more Peterborough residents apply under learning and other disabilities and are also less likely to be IT literate or have access to ICT equipment. This has led to more phone assisted and library assisted applications. This will be reviewed later in the year when more data is available, to evaluate the impact.

The Data and Barring Service for Community Transport volunteer drivers also transferred to the Combined Authority. Each pass is valid for a period of 3 years, and the annual volume is negligible.

CCC are currently leading a project with the Combined Authority's Public Transport team to upgrade to an even more flexible and up to date platform for the ENCTS service. They have recommended that the Combined Authority maintain the same suppliers of ITSO Services as the extra development of new integrations introduces unnecessary risk and delays into the project. This project is expected to deliver in 2024/25.

The *County Framework* contract expired on 31 March 2023 and to ensure service continuity, with Transport and Infrastructure Committee agreement the Combined Authority obtained a 12-month contract with the existing suppliers through one of these for the ENCTS and DBS schemes, The West Midland 'Swiftcard' framework which ends on 31 March 2024. Under the existing contract the arrangements can be extended for a further 12 months from 1 April 2024. It is preferred not to extend

	<p>the contract if possible due to ongoing price increases in the market for raw materials such as silicon chips and plastic.</p> <p>Northamptonshire has now split into two Unitary Authorities that have separately utilised the same framework for its services. Cambridgeshire County Council has moved to in-house printing of staff passes and Home to School Services for Cambridgeshire and Peterborough and the two Northamptonshire Unitaries have obtained their own contract through the same framework as the Combined Authority.</p>
3.2	<p>DfT legislation and guidance to TCAs in relation to how to deliver the ENCTS has been used in developing this proposal and it has been done in conjunction with the Interim Head of Transport, with advice from the Legal and Procurement Teams.</p>
3.3	<p>Alternative options would be to:</p> <p><u>Deliver the services in-house</u></p> <p>An evaluation was carried out during July and August 2023 and is outlined within the appendices to this report.</p> <p>A request for information about the practices of other TCAs identified only one that prints and posts cards on site, but the service is not truly in-house as equipment, software and the hardware and software support is provided by a third-party accredited contractor.</p> <p>ITSO have confirmed that no TCA is accredited to provide its own HOPS.</p> <p>Some TCAs such as the Northamptonshire Unitary Authorities, use a third-party contractor to provide online application and CRM services, some use their own CRM with a contracted application service, and a few provide both in-house.</p> <p>It was not possible to fully cost all elements related to purchasing equipment and machinery, software, and software development for a HOPS, CRM, secure Smartcard bureau set up, production and maintenance costs without doing a full soft market testing exercise. This was not carried out as it became clear from estimated costings for known items that to offer the same quality of service as at present would require significant monetary and time investment and extensive ICT development.</p> <p>To provide the services in-house the TCA would require such functions as an operational, staffed, and equipped call centre and a staffed post room both with premises. Smartermail or similar software to automatically generate and post letters and MDF and franking equipment, with link to CRM would be required. In addition, the Combined Authority does not have an in-house Information and Communication Technology service, therefore all software development and accreditation would be via the current external contractor who could not support and maintain any hardware obtained.</p> <p>Software development requirements are not limited to ITSO services to provide the same level of service and quality of customer journey. The current system has a linked GIS reducing the need for applicants to provide identity and proof of address documentation, and an online payments system to reduce cheque processing of payments for lost and broken cards (under the scheme the first card is provided free and subsequent cards unless stolen or faulty are charged at cost).</p> <p>Links would also be needed between the HOPS, Smartcard production, the CRM, and a system that could automatically generate and post standard letters.</p> <p>In-house costings have been compared with the total current costs to run ENCTS which includes ICT support provided by CCC that is part of a Service Level Agreement for services to the whole of Public Transport and does not come from the ENCTS budget. Only the support costs from this SLA relevant to ENCTS has been included.</p>

	<p><u>Tender</u></p> <p>The Combined Authority's requirement for ENCTS and DBS volume-wise is low. This was the reason that Cambridgeshire led the procurement of its own wider framework during 2018/19 to include partners and other services to obtain better value. This cannot be repeated with previous partners who have now made other long arrangements.</p> <p>Most TCAs and other services with ITSO requirements now utilise existing frameworks. This is partly because of best value, partly because the list of ITSO accredited suppliers is limited. Based on previous experience, procuring to the DfT/ITSO technical specifications is a long, complex, and costly process that requires input from several other services.</p> <p>The market is limited. There were four accredited suppliers of HOPS when the paper was submitted in June. Two of these have now merged under the Combined Authority's current supplier.</p> <p>The current suppliers have previously been awarded twice on open tender based on 60%-40% cost/quality criteria.</p> <p>Going forward, as a matter of course and where appropriate, the Combined Authority will undertake an options appraisal regarding the delivery of services across directorates including the potential to deliver some services in-house.</p>
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4. Appendices

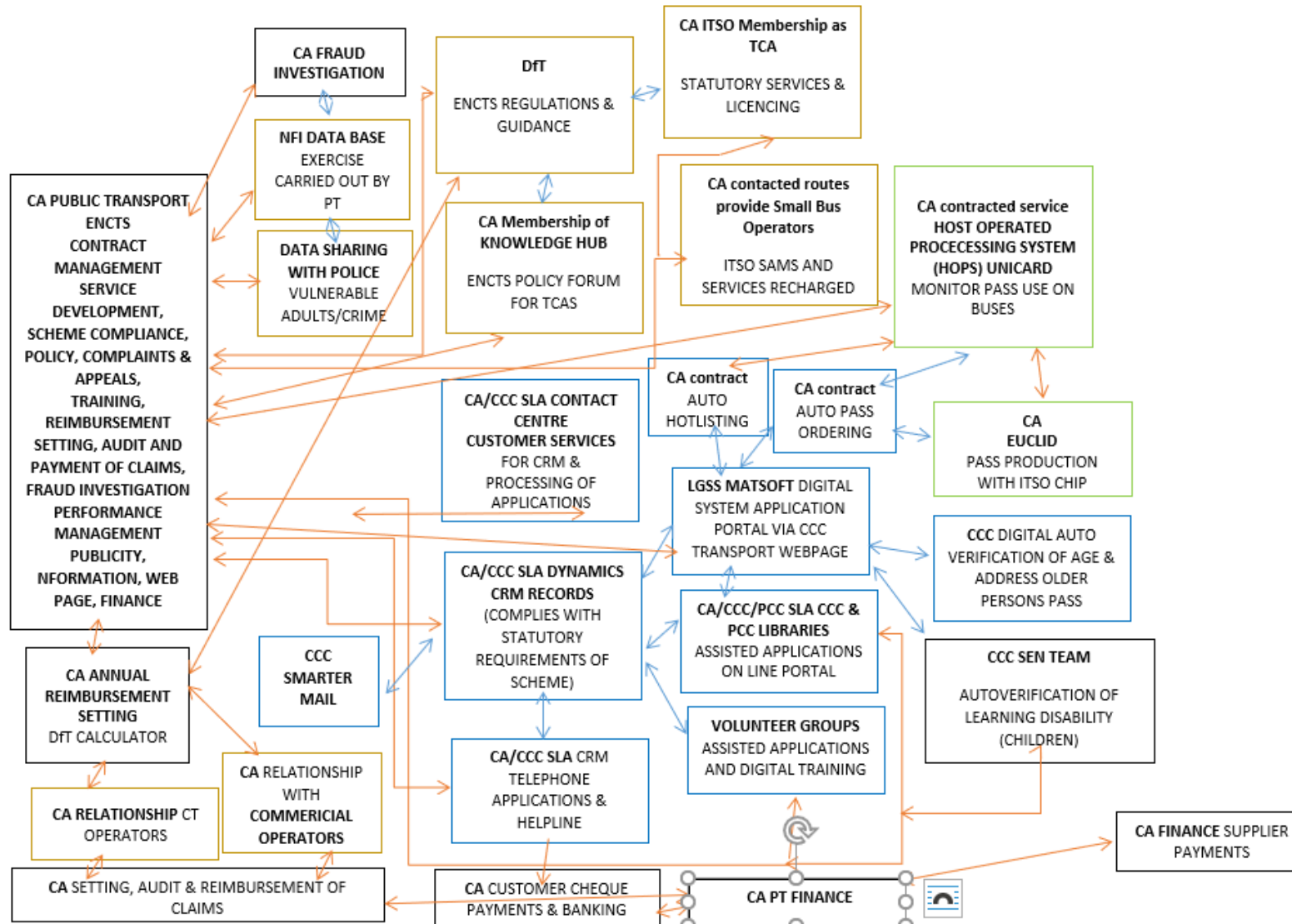
4.1	<p>Appendix 1: Relationship map of current service.</p> <p>EXEMPT Appendix 2: Cost benefit analysis of in-house vs. current provision (commercially sensitive).</p>
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5. Implications

Financial Implications	
5.1	<p>In-house costings have been compared with the total current costs to run ENCTS which includes ICT support provided by CCC that is part of a Service Level Agreement for services to the whole of Public Transport and does not come from the ENCTS budget. Only the support costs from this SLA relevant to ENCTS has been included.</p> <p>The budget for HOPS and Smartcard provision transferred to the Combined Authority upon TUPE of the services. This is a statutory function, and these services are required by DfT legislation. The budget for the provision of these services is part of the concessionary fares' allocation in the MTFP, and assuming continuation of the current 2% increase into the 5-year budget for the 5-year period would be £554k.</p> <p>Based on the current 12-month framework agreement a 5-year contract is estimated to cost in the region of £550k considering price increases in raw materials such as silicon chips and plastic.</p> <p>Because of ongoing increases in price of raw materials it is preferred to enter a longer contract rather than use the extension available in the current contract.</p> <p>It is worth noting that as part of the national scheme policy review it is likely that the reimbursement formula will be changed with more funding going to the operator and a reduction in that received by the Local Transport Authority. In addition, the scheme is likely to be changed to remove the 0930hrs</p>

	limit (start time). This could create significant issues with a number of pass users (non-paying) using the peak services to access work and education and taking the place of paying customers.
Legal Implications	
6.1	The estimated value of the proposed contract(s) is in excess of the procurement threshold for services under the Public Contracts Regulations 2015 (PCR 2015). The PCR 2015 permits the use of framework agreements to procure services. The specific framework selected by officers will need to be checked for suitability and compliance and to ensure that it is permissible for the Combined Authority to use it. The Combined Authority will need to comply with the call-off procedures set out in the framework.
Public Health Implications	
7.1	N/A
Environmental & Climate Change Implications	
8.1	N/A
Other Significant Implications	
9.1	N/A
Background Papers	
10.1	N/A

Appendix 1: Relationship Map of ENCTS current service interactions





**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

TRANSPORT & INFRASTRUCTURE COMMITTEE AGENDA PLAN

Updated 09 July 2023

Notes

Committee dates shown in bold are confirmed.

Committee dates shown in italics are TBC.

The definition of a key decision is set out in the Combined Authorities Constitution in Chapter 6 – Transparency Rules, Forward Plan and Key Decisions, Point 11 <http://cambridgeshirepeterborough-ca.gov.uk/assets/Uploads/CPCA-Constitution-.pdf>

* indicates items expected to be recommended for determination by Combined Authority Board

+ indicates items expected to be confidential, which would exclude the press and public.

The agenda dispatch date is five clear working days before the meeting.

Standing items are shaded blue and are considered at every Committee meeting:

Committee date	Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
14/06/23	Minutes of previous meeting		Jo Morley	No	n/a	06.06.23
	Public Questions (if received)		Jo Morley	No	n/a	
	Directorate Highlight Report		Steve Cox	No	n/a	
	E-scooters	Update on DfT licensing legislation and future procurement	Tim Bellamy Interim Head of Transport	No		
	Active Travel Update	Update on recent bid outcomes and next steps	Tim Bellamy Interim Head of Transport	Yes		
	Regional Transport Model	Update on Regional Transport Model and approval of spend by Peterborough City Council	Tim Bellamy Interim Head of Transport	Yes	KD2023/016	
	TIC Agenda Plan		Jo Morley	N/A		
12/07/23	Minutes of previous meeting and Action Log		Jo Morley	N/A		04.07.23
	Public questions (if received)		Jo Morley	N/A		
	Directorate Highlight Report		Steve Cox	No		

Committee date	Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
	Strategic Road Network Initial Report Consultation	To approve CPCA response to Government consultation on National Highways' Strategic Road Network initial report which includes future priorities for the next road period – Roads Investment Strategy 3	Robert Jones	No	Key Decision KD2023/025	
	ITSO Approved Support Contracts for ENCTS	To request delegation to the Interim Head of Transport to procure support services essential to the running of the local, statutory English National Concessionary Travel Scheme for a period of 4 years from 1st April 2024, through existing Local Authority Frameworks.	Tim Bellamy	Yes	Key Decision KD2023/027	
	TIC Agenda Plan		Jo Morley	N/A		
13/09/23	Minutes of previous meeting and Action Log		Jo Morley	N/A		05.09.23
	Public questions (if received)		Jo Morley	N/A		
	Directorate Highlight Report		Steve Cox	N/A		

Committee date	Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
	Electric Vehicles	Note progress and way forward on Electric Vehicles and LEVI funding	Emma White	Yes		
	Connecting Cambridgeshire Progress Report	To note progress on the programme delivery	Ceren Clulow (County)	No		
	Bus Network Review	To present the initial findings of the Bus Network Review and consider approval to continue tendered bus services which are providing good value for money.	Tim Bellamy	Yes	KD2023/039	
	Bus Reform Outline Business Case	To present the Outline Business Case for Bus Reform in Cambridgeshire and Peterborough.	Tim Bellamy		KD2023/026	
	Peterborough Bus Depot	To present an update on joint proposals with PCC for funding secured to provide a bus depot in Peterborough	Steve Cox Tim Bellamy	Yes		
	ITSO Approved Support Contracts for ENCTS	To recommend to the Combined Authority Board to delegate authority to the Interim Head of Transport to approve procurement, award and enter into contract(s) for HOPS and Smartcard Services	Steve Cox Tim Bellamy	Yes	KD2023/027	

Committee date	Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
	Budget and Performance Paper		Tim Greenwood			
	TIC Agenda Plan		Jo Morley	N/A		
15/11/23	Minutes of previous meeting and Action Log		Jo Morley	N/A		07.11.23
	Public questions (if received)		Jo Morley	N/A		
	Directorate Highlight Report		Steve Cox	N/A		
	A10 Update	To present an update on progress regarding the A10 scheme, including work on the business case	Tim Bellamy Matthew Lutz Jeremy Smith			
	Budget and Performance Paper		Tim Greenwood			
	TIC Agenda Plan		Jo Morley	N/A		
17/01/24	Minutes of previous meeting and Action Log		Jo Morley	N/A		09.01.24

Committee date	Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
	Public questions (if received)		Jo Morley	N/A		
	Directorate Highlight Report		Steve Cox	N/A		
	Budget and Performance Paper		Tim Greenwood			
	TIC Agenda Plan		Jo Morley	N/A		
13/03/24	Minutes of previous meeting and Action Log		Jo Morley	N/A		05.03.24
	Public questions (if received)		Jo Morley	N/A		
	Directorate Highlight Report		Steve Cox	N/A		
	Budget and Performance Paper		Tim Greenwood			
	TIC Agenda Plan		Jo Morley	N/A		

Committee date	Agenda item	Report Purpose	Lead officer	Report to CA Board for decision	Reference if key decision	Agenda despatch date
19/06/24	Minutes of previous meeting and Action Log		Jo Morley	N/A		11.06.24
	Public questions (if received)		Jo Morley	N/A		
	Directorate Highlight Report		Steve Cox	N/A		
	TIC Agenda Plan		Jo Morley	N/A		

An accessible version of this information is available on request from democratic.services@cambridgeshirepeterborough-ca.gov.uk