



Transport Delivery Committee

Date: Monday 16 July 2018

Time: 1.00 pm **Public meeting** Yes

Venue: Room 116, 16 Summer Lane, Birmingham B19 3SD

Membership

Councillor Pervez Akhtar	Coventry City Council
Councillor Robert Alden	Birmingham City Council
Councillor Keith Allcock	Sandwell Metropolitan Borough Council
Councillor Adrian Andrew	Walsall Metropolitan Borough Council
Councillor Phil Davis	Birmingham City Council
Councillor Allah Ditta	Walsall Metropolitan Borough Council
Councillor Mohammed Fazal	Birmingham City Council
Councillor Kath Hartley	Birmingham City Council
Councillor Celia Hibbert	City of Wolverhampton Council
Councillor Diana Holl-Allen	Solihull Metropolitan Borough Council
Councillor Roger Horton	Sandwell Metropolitan Borough Council
Councillor Timothy Huxtable	Birmingham City Council
Councillor Les Jones	Dudley Metropolitan Borough Council
Councillor Chaman Lal	Birmingham City Council
Councillor Keith Linnecor	Birmingham City Council
Councillor Ted Richards	Solihull Metropolitan Borough Council
Councillor John Rowley	City of Wolverhampton Council
Councillor David Stanley	Dudley Metropolitan Borough Council
Councillor David Welsh	Coventry City Council

The quorum for this meeting is seven members

If you have any queries about this meeting, please contact:

Contact Wendy Slater, Senior Governance Services Officer
Telephone 0121 214 7016
Email wendy.slater@wmca.org.uk

AGENDA

No.	Item	Presenting	Pages	Time
Meeting business item				
1.	To agree a Chair for this meeting (The Chair and Vice-Chairs will be formally agreed at the WMCA Board on 20 July)		None	
2.	Apologies for absence	Chair	None	
3.	Declarations of Interest Members are reminded of the need to declare any disclosable pecuniary interests they have in an item being discussed during the course of the meeting. In addition, the receipt of any gift or hospitality should be declared where the value of it was thought to have exceeded £25 (gifts) or £40 (hospitality).	Chair	None	
4.	Chair's Remarks (if any)	Chair	None	
5.	Minutes of the last meeting	Chair	1 - 8	
6.	Matters Arising	Chair	None	
7.	Correspondence/ Petitions	Chair	None	
8.	To note the schedule of meetings for 2018/19 <ul style="list-style-type: none"> • 10 September 2018 • 5 November 2018 • 7 January 2019 • 4 February 2019 • 4 March 2019 • 20 May 2019 • 24 June 2019 <p style="text-align: center;">All meetings scheduled from 1.00pm -3.00pm</p>	Chair	None	
9.	Appointments 2018/19	Chair	9 - 10	
10.	Presentation : Dudley Interchange	Andy Thrupp	None	
11.	Financial Monitoring Report	Linda Horne	11 - 18	
12.	Capital Programme Delivery Monitoring Report	Sandeep Shingadia	19 - 26	
13.	Wolverhampton Advanced Quality Partnership Scheme - approval to make the scheme	Edmund Salt	27 - 86	

14.	WMCA Board Transport Reports (For Information Only)	Laura Shoaf	None	
15.	Forward Plan	Chair	87 - 88	
16.	Date of Next Meeting -10 September 2018		None	
17.	<p>Exclusion of the public and press Resolved:</p> <p>That in accordance with Section 100A4 of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of the following items of business as they involve the likely disclosure of exempt information relating to the business affairs of any particular person (Including the authority holding that information).</p>	Chair	None	
18.	Bus Operator Recharging Proposal	Edmund Salt	89 - 92	

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WEST MIDLANDS COMBINED AUTHORITY

Transport Delivery Committee

Monday 11 June 2018 at 1.15 pm

Minutes

Present

Councillor Richard Worrall (Chair)	Walsall Metropolitan Borough Council
Councillor Phil Davis (Vice-Chair)	Birmingham City Council
Councillor Timothy Huxtable (Vice-Chair)	Birmingham City Council
Councillor Pervez Akhtar	Coventry City Council
Councillor Robert Alden	Birmingham City Council
Councillor Mohammed Fazal	Birmingham City Council
Councillor Mohammed Hanif	Dudley Metropolitan Borough Council
Councillor Kath Hartley	Birmingham City Council
Councillor Diana Holl-Allen	Solihull Metropolitan Borough Council
Councillor Roger Horton	Sandwell Metropolitan Borough Council
Councillor Chaman Lal	Birmingham City Council
Councillor Keith Linnecor	Birmingham City Council
Councillor Ted Richards	Solihull Metropolitan Borough Council
Councillor David Stanley	Dudley Metropolitan Borough Council
Councillor David Welsh	Coventry City Council

In Attendance

Item Title

No.

151. Apologies for absence

Apologies for absence were received from Councillors Andrew and Linnecor.

152. Chair's Remarks

The Chair welcomed Councillors Keith Allcock (Sandwell MBC) and Celia Hibbert (City of Wolverhampton Council) as observers to the meeting; both councillors would formally be joining the committee from the next meeting.

The Chair, Councillor Worrall, reported that this was his last meeting as he would be replaced by Councillor Ditta as the Labour Group representative for Walsall MBC on Transport Delivery Committee for the new municipal year.

Councillor Worrall expressed his appreciation to colleagues, officers and all parties who had supported him during his two years as Chair. He also expressed his sadness that Councillor Hanif would not be returning to the committee as Dudley MBC had decided not to appoint in accordance with a proportional system of governance.

The Majority Vice-Chair, Councillor Davis, thanked Councillor Worrall for his leadership, good humour, support and for chairing the committee. He added that it was a personal pleasure working with Councillor Worrall, noting that he was a great campaigner and thanked him on behalf of all the committee for his work.

The Opposition Vice-Chair, Councillor Huxtable, endorsed the comments made by Councillor Davis, thanked Councillor Worrall for his impartiality in chairing the meetings and for introducing a proportional system of governance which he hoped would continue so the committee could work together for better transport across the West Midlands.

The Managing Director of TfWM, Laura Shoaf thanked Councillor Worrall on behalf of the WMCA and team at TfWM for all his work and conveyed her thanks to all councillors who would not be returning to TDC for the new municipal year and added that the Mayor would also like to say thank you to the Chair.

The Mayor of the West Midlands, Andy Street, joined the meeting at this point in the proceedings to convey his thanks to Councillor Worrall and expressed his appreciation on behalf of the WMCA for Councillor Worrall's hard work.

153. Minutes of the last meeting

The minutes of the meeting held on 14 May were agreed and signed by the Chair as a correct record.

154. Matters Arising

(i) Matters Arising (*Minute no.137 refers*)

In relation to finding a better location for service 89 in Balsall Common, Jon Hayes, Head of Network Delivery advised Councillor Richards that the matter was still on-going and he would continue to keep Councillor Richards updated on the matter.

(ii) Bus Alliance Update (*Minute no. 144 refers*)

In relation to Councillor Lal's enquiry as to whether an area bus ticket for Birmingham could be introduced, it was agreed that that the Head of Network Delivery would explore the matter with National Express.

(iii) Rail Business Report (*Minute no. 145 refers*)

In relation to the Virgin Partnership Agreement, Councillor Horton, Lead Member for Rail and Metro, advised the committee that dates are still to be agreed for partnership meetings.

(iv) Bus Rationalisation – Next Steps (*Minute no. 146 refers*)

In relation to a review being undertaken of the Pershore Road and a request from Councillor Huxtable to receive a briefing note on the matter following the outcome of the review, Councillor Hartley, Lead Member for Putting Passengers First, asked that the briefing note be considered by the Lead Member Reference Group for Putting Passengers First in the first instance as she had raised the

issue.

155. Clarification of National Express West Midlands' consultation process on network reviews

The committee considered a report from National Express that was submitted to provide clarification of the company's consultation process on network reviews.

Ali Bell, Head of Communications, National Express, presented the report and explained the reasons why National Express would not accept petitions from the public or councillors that are subject to a live National Express West Midlands (NXWM) consultation process.

Councillors Horton and Welsh reported that they are obliged to pass on a petition to the company that relates to National Express bus services if received from members of the public and reported of the need for National Express to explain the consultation process they are undertaking to councillors.

The Director of Integrated Transport Services, Pete Bond, reported that the process outlined was a National Express petitions process and did not affect TfWM's process on petitions as TfWM would continue to liaise with bus operators and seek their response as part of the process.

Councillor Richards considered that questions asked as part of consultation process should be clear and should not mislead the public in anyway.

In relation to a comment from Councillor Huxtable regarding the need for TfWM to take into account the accessibility of a service and have advance knowledge of the issues concerned, the Director of Integrated Transport Services advised that when a network review is undertaken, TfWM does take into account the service provision around the network.

In relation to the petitions process, Councillor Alden enquired as to the most accessible way for members to have their say on a review and also considered consultations need to be more accessible for people.

Ali Bell, National Express, concurred with Councillor Alden and the comments made that general reviews produce vague/general responses and there needs to be clear and agreed channels of communications that are accessible to people. Additionally, she considered the company would need to talk to those individuals who are struggling to submit a response.

The Chair reported that this was topic that required further discussion and proposed that National Express attend a pre-TDC policy briefing session.

Ali Bell, National Express, agreed to the proposal.

Resolved: That National Express be invited to attend a pre-TDC policy briefing to discuss their policy regarding the petitions and consultation process on network reviews.

156. Metro Operations Business Update Report

The committee considered a report from the Metro Operations Manager that provided an update in relation to performance, operation and delivery of Metro services in the West Midlands.

The Metro Operations Manager, Sophie Allison, introduced Anthony Stanley from National Express Midland Metro and reported that it was the lasting meeting the company would be attending as Metro would be operated by Midland Metro Limited from 24 June 2018. The Metro Operations Manager expressed her appreciation to Anthony Stanley and National Express Midland Metro for their work and support over the years on behalf of TfWM.

The Lead Member for Rail and Metro, Councillor Horton conveyed his thanks to all Metro staff at National Express on behalf of TDC members.

In relation to an enquiry from Councillor Davis regarding driver availability and whether TfWM envisaged there would be any issues as the network expanded, the Metro Operations Manager advised that recent staffing difficulties related to long-term sickness but following a recent recruitment exercise undertaken jointly with National Express Midland Metro, it was expected the posts would be filled shortly.

In relation to the recent delays caused to Metro due to the delay in repairing the overhead lines, Anthony Stanley, National Express reported that consideration was being given to putting service level agreements in place with contractors moving forward.

With regards to a comment from the Chair regarding the work being undertaken by rail operators on suicide prevention and whether Midland Metro would also focus on this area, the Metro Operations Manager reported that Midland Metro could work with the WMCA's Mental Health Implementation Director and undertook to look into the matter.

Councillor Horton, Lead Member for Rail and Metro, thanked Anthony Stanley and Sophie Allison for presenting the report.

Resolved: That the contents of the report be noted.

157. Midland Metro Conditions of Carriage

The committee considered a report of the Metro Operations Manager that sought approval of the proposed Conditions of Carriage for Midland Metro Limited.

It was noted that on 24 June 2018 Midland Metro Limited would commence the operation of Midland Metro tram service, under the terms of the public service contract awarded by the West Midlands Combined Authority and new Condition of Carriage would come into effect on this date to reflect the change of operator.

The Metro Programme Director, Phil Hewitt reported that there no material changes to the Conditions of Carriage ; approval was required in advance of the operator Midland Metro Limited commencing operation.

Resolved:

1. That the contents of the report be noted and
2. That the proposed Conditions of Carriage for Midland Metro Limited be approved

158. Presentation : Metro Public Service Contract

The Metro Programme Director, Phil Hewitt presented an overview of the public service contract for Midland Metro Limited.

The presentation outlined how Midland Metro Limited would operate, the public service contact, the PSC contractual structure and its key features including specifications, performance, payments and network development.

In relation to an enquiry from Councillor Stanley as to when Midland Metro Limited could expect to be in a profit position, the Metro Programme Director advised that he envisaged profits would be realised within 2-3 years but this could be earlier dependent on front end costs. He added that he hoped Metro would be carrying around 30 million people when the network is fully expanded and is up and running.

The Chair thanked Phil Hewitt for his informative presentation.

159. Midland Metro Wednesbury to Brierley Hill Extension Update

The committee considered a report of the Metro Programme Director that provided and update on progress with the Wednesbury to Brierley Hill Extension.

The Metro Programme Director, Phil Hewitt, outlined the key aspects of the report.

In relation to the remaining 18 objections to the draft Transport and Works Act Order which are being negotiated with the relevant parties, Councillor Stanley reported that he would be happy to help in this matter so that the objections could be progressed as quickly as possible.

The Metro Programme Director thanked Councillor Stanley for his offer of assistance and undertook to contact him if required.

In relation to the project risk that relates to Network Rail, notably the level of passive provision required for future rail use and the request for more information on the matter, the Chair proposed that the matter be discussed in detail at a Rail and Lead Member Reference Group meeting.

The Metro Programme Director confirmed that he was happy to attend such a meeting to report on this item.

Resolved: That the contents of the report be noted.

160. Customer Services Performance Report

The committee considered a report of the Head of Customer Services that updated them on matters relating to the performance of the Customer Relations and Ticketing Teams which included changes to the Customer Services delivery arrangements, Customer Contact performance, ticketing performance and future developments.

The Head of Customer Services, Sarah Jones, outlined the report and referred to the creation of two new teams; the Ticketing Services Team that brings together all activities related to the customer's 'ticketing journey' and the new Customer Relations Team to deal with all non-ticketing related customer contact so that the teams could provide dedicated and specialist support in these areas

Councillor Hartley, Lead Member for Putting Passengers First, added that the teams have moved into a new office suite on 4th Floor in 16 Summer Lane and it would be good for a small group of members to see the new teams in action.

Resolved: That the report be noted.

161. West Midlands Cycling Charter Progress

The committee considered a report of the Cycling and Walking Development Manager that provided an update on progress with the West Midlands Cycling Charter Action Plan.

The Cycling Charter Coordinator, Hannah Dayan, outlined the report focusing on the Cycling Charter Action Plan.

Councillor Akhtar reported of the need to work more with schools to encourage children to use bicycles more in order to embed cycling as mode of transport for future generations.

Councillor Richards reported that he supported increasing cycling and walking but considered work was needed to get the balance right on cycling measures as ill- conceived cycle routes could create congestion and cause an increase in air pollution resulting in poor public perceptions of cycle routes.

Councillor Alden noted the issue of safety for cyclists and the need to use canal tow paths more.

The Chair considered that a connected cycle network was required across the West Midlands in order to get people to change their travel habits.

The Cycling Charter Coordinator thanked members for their comments and reported that an integrated approach was being undertaken to link cycling with other transport modes, to Metro and Sprint schemes for example, where consideration is being given to the planning of journeys around routes and

the infrastructure that would be needed.

Resolved: That progress to date with the West Midlands Cycling Charter Action Plan be noted.

162. West Midlands Stations Alliance Update

The committee considered a report of the Strategic Lead, Rail Policy Manager, West Midlands Rail that provided an update on recent progress with developing the West Midlands Stations Alliance concept between Network Rail, West Midlands Railway and the West Midlands Rail partnership of local authorities (which includes WMCA and its constituent authorities).

The Strategic Lead, Rail Policy Manager, Toby Rackliff, outlined the report which included the issues the West Midlands Stations Alliance (WMSA) concept was seeking to address, the reasons for the concept of WMSA and the WMSA Station Master Planning Pilot.

Councillor Davis reported that he welcomed the report but sought assurances that Network Rail had named individuals committed to taking forward the West Midlands Stations Alliance.

The Strategic Lead, Rail Policy Manager confirmed that Network Rail has shown commitment to WMSA and undertook to provide Councillor Davis with the names of Network Rail Officers involved outside of the meeting.

Resolved:

1. That the recent progress with developing the West Midlands Stations Alliance concept between Network Rail, West Midlands Railway and the West Midlands Rail partnership of local authorities be noted;
2. That progress with the pilot stations master planning work which has been undertaken at local stations on the Stour Valley and Chase Lines be noted and
3. That the proposed next steps of the West Midlands Stations Alliance and Station Master Planning workstreams be noted.

163. Park and Ride Update

The committee considered a report of the Head of Park and Ride that provided an update relating to the delivery and development of park and ride sites in the TfWM area since the committee considered the previous report on 9 October 2017.

The Head of Park and Ride, Babs Spooner, outlined the report and informed the committee that she was part of a new specific Park and Ride Team of two which also included the Park and Ride Development Manager, Guy Craddock, supported by the wider TfWM Team to take forward the various workstreams.

Councillor Huxtable reported that he welcomed the setting up of the Park and Ride Team but would have liked to have seen more progress on some of the park and ride projects.

In relation to the funding approach to park and ride, Councillor Huxtable noted that the management and operation of car parks is partially funded by West Midlands tax payers via the levy and proposed that contributions are sought from other district authorities such as Warwickshire and Worcestershire councils towards the operational costs and enquired whether the Swift card could be considered as means of charging non-West Midlands residents for parking at TfWM park and ride sites.

Councillor Stanley commented that the report did not refer to park and ride for Coseley Station and reported that research has been undertaken locally on possible sites for expanding park and ride in the area and undertook to provide the Head of Park and Ride with further details on the matter.

The Head of Park and Ride undertook to meet with Councillor Alden regarding park and ride for Erdington.

Resolved:

1. That the current status of development for Park and Ride expansion schemes be noted;
2. That the significant amount of activity that is underway on how Park and Ride is developed and delivered be noted and
3. That progress with Longbridge Park and Ride where charging will be introduced on opening from next Spring be noted.

164. Notices of Motion

None submitted.

165. Questions

None submitted.

166. Forward Plan

The committee considered a report on agenda items to be submitted to future meetings.

Resolved : That the report be noted.

The meeting ended at 3.50 pm.



West Midlands
Combined Authority

Transport Delivery Committee

Date	16 July 2018
Report title	Appointments 2018/19
Accountable Director	Sean Pearce, Finance Director Tel 0121 214 7936 Email sean.pearce@wmca.org.uk
Accountable Employee	Tim Martin, Head of Governance Email tim.martin@wmca.org.uk Tel 0121 214 7435
Report to be/has been considered by	

Recommendation(s) for action or decision:

The Transport Delivery Committee to:

1. That members be appointed to the Lead Member positions and to committees/outside bodies in accordance with the nominations made by each political group (to be circulated at the meeting).

1.0 Purpose

- 1.1 To agree the appointment of Lead Members and members to sit on other bodies for 2018/19.

2.0 Background

- 2.1 The Transport Delivery Committee for 2017/18 had three 'Lead Members' (in addition to the Chair and two Vice-Chairs) that have responsibility to provide leadership within their portfolio areas by keeping other members informed of relevant issues, liaising with officers in the delivery of policies and programmes and to provide a focal point for other councillors to direct enquiries relating to Transport for the West Midlands.

For 2017/18, the Transport Delivery Committee, agreed the following Lead Member Groups and Lead Member positions:

- Air Quality, Congestion and Environmental Impact – Cllr. Davis ;
- Finance and Performance – Cllr. Worrall;
- Rail and Metro – Cllr. Horton ;
- Putting Passengers First – Cllr. Hartley;
- Safe and Sustainable Travel – Cllr. Holl-Allen and
- Sprint – Cllr Huxtable

- 2.2 The committee also appoints a number of members to sit on other committees/outside bodies. These appointments and the members who were appointed to sit on these last year are set out below:

West Midlands Bus Alliance Board

- Councillor Kath Hartley (Lab) substitute for the TDC Chair
- Councillor Tim Huxtable (Con) substitute for the West Midlands Mayor
- Councillor Richard Worrall (Lab) substitute for WMCA Transport Portfolio holder.

West Midlands Special Needs Transport Management Committee

- Councillor Kath Hartley (Lab)
- Councillor Diana Holl-Allen (Con)
- Councillor Richard Worrall (Lab)

West Coast 250 Campaign

- Councillor Roger Horton (Lab)



**West Midlands
Combined Authority**

Transport Delivery Committee

Date	16 July 2018
Report title	Financial Monitoring Report
Accountable Director	Sean Pearce Director of Finance Tel 0121 214 7936 Email - Sean.Pearce@wmca.org.uk
Accountable employee(s)	Linda Horne, Head of Finance & Business Planning Tel 0121 214 7508 Email Linda.Horne@wmca.org.uk
Report to be/has been considered by	

Recommendation(s) for action or decision:

The Transport Delivery Committee is recommended to:

1. Note that the year to date net revenue expenditure outturn for 2018/19 shows a favourable variance of £136,000 compared to budget. There is no change in the full year position to date.
2. Note that total capital expenditure to the end of May 2018 for the overall transport programme is £10.3 million, within the year to date budget.
3. Note that the treasury indicators are within expected range and there are no issues to highlight.

1.0 Purpose

1.1 This report sets out the financial position as at 31 May and is the first report for the 2018/19 financial year. The content relates to the financial position of the Combined Authority's Transport Delivery Revenue and Capital Budgets. The report consists of the following Sections:

Section A Summary TFWM Revenue Budget

Section B Summary TFWM Capital Budget

Section C Treasury Management Indicators

SECTION A

2.0 Summary Revenue Position

2.1 Overall there is a favourable variance against budget of £136,000 as at end of May 2018.

2.2 The only in-year variances of note against budget to date are:-

- £40,000 favourable on Network Resilience which is due to vacant posts that have now been recruited to and some phasing on Marketing and External Advice activity.
- £38,000 favourable on Metro Services which is mostly due to performance deductions as a result of underperformance against the Metro Concessions Altram contract and some minor rescheduling of other costs and activity.
- £35,000 favourable on Tendering/Monitoring due to phasing of monitoring activity with less activity taking place year to date than anticipated in the budget profile.

2.3 The first forecast review of the year will be undertaken following June month end and will be included in July's financial position.

	May 2018 Year to Date			Full Year 2018/19		
	Actual £000	Budget £000	Variance £000	Forecast £000	Budget £000	Variance £000
INCOME						
Transport Levy	19,120	19,120	(0)	114,720	114,720	
Total Income	19,120	19,120	(0)	114,720	114,720	
EXPENDITURE						
Concessions						
National Bus Concession	8,708	8,720	12	52,241	52,241	
Metro / Rail	755	758	3	4,588	4,588	
Child Concession	1,607	1,608	1	9,581	9,581	
	11,070	11,086	16	66,410	66,410	
Bus Services						
Bus Stations / Infrastructure	564	579	15	3,306	3,306	
Subsidised Network	1,397	1,403	6	8,498	8,498	
Tendering / Monitoring	77	112	35	683	683	
Accessible Transport	1,209	1,210	1	7,261	7,261	
	3,247	3,304	57	19,748	19,748	
Rail Services						
Metro	217	255	38	1,561	1,561	
Rail Services	327	334	8	2,253	2,253	
	543	590	46	3,814	3,814	
Integration						
Safety and Security	135	131	(5)	819	819	
Passenger Information	832	836	4	5,123	5,123	
Sustainable Travel	39	40	2	253	253	
	1,006	1,007	1	6,195	6,195	
Network Resilience	94	134	40	831	831	
Business Support Costs	556	544	(12)	3,281	3,281	
Strategic Development	389	372	(17)	2,240	2,240	
Elected Members	44	46	1	271	271	
Capital Finance Charges	2,152	2,155	3	11,931	11,931	
Total Expenditure	19,102	19,238	136	114,720	114,720	
Net	18	(118)	136			

SECTION B

3.0 Summary Position TFWM Capital Budget

3.1 The overall TfWM Capital Programme expenditure was £7.5m (42%) below the Budget of £17.7m at the end of May 2018, primarily contained within the Investment Programme portfolio. There were only minor variations across the other Programmes. The Annual Forecast has been reduced by £4.2m (3%), the majority being within the Investment Programme

	ACTUAL VS BUDGET			ACTUAL VS FORECAST		
	ACTUAL £000	BUDGET £000	VARIANCE £000	BUDGET £000	FORECAST £000	VARIANCE £000
TfWM Delivered Investment Programme Schemes	9,576	17,011	7,435 44%	124,558	120,388	(4,170) 3%
TfWM Other Major Schemes	42	87	45 52%	4,657	4,657	0 0%
TFWM Minor Works Programme	636	642	6 1%	10,531	10,532	1 0%
TFWM Administered Programme	27	30	3 10%	4,762	4,777	15 0%
TOTAL	10,281	17,770	7,489 42%	144,508	140,354	(4,154) 3%

3.2 The TfWM Delivered Investment Programme portfolio contains schemes which feature in the WMCA Devolution Deal Investment Programme to be delivered by TfWM. These schemes are all, to some extent, funded from the West Midlands Combined Authority Devolution Deal funding arrangements.

3.3 Investment Programme scheme expenditure at the end of May totalled £9.6m which was below the year to date budget. The variance was spread evenly across the Metro schemes, the most significant being Metro Edgbaston Extension (£1.9m) where the Programme of Highway works has slipped to July 2018 owing to delays in obtaining Statutory orders. Early year Programme slippages have also occurred on the Metro Wednesbury to Brierley Hill Extension (£1.4m) owing to a slippage in completion of survey works, and delays in Design submissions at Metro Wolverhampton City Centre Extension (£1.3m) have contributed to a rescheduling of Construction works until November 2018. The Metro East Birmingham to Solihull Extension (£1.2m) has endured delays in completion of Survey and modelling works, which has delayed commencement of preliminary Design works.

3.4 The Investment Programme Forecast was reduced by £4.2m in May 2018, primarily due to Metro Edgbaston Extension following a rescheduling of the Programme.

3.5 Spend against the TfWM Other Major Scheme programme totalled £42k, which was marginally behind the budget of £87k to the end of May 2018.

3.6 Spend against the TfWM Minor Works Programme was marginally below budget (£6k).

3.7 The TfWM Administered Programme was marginally below budget (£3k)

TfWM Delivered Investment Programme Schemes

TfWM Delivered Investment Programme Schemes	ACTUAL VS BUDGET			FULL YEAR 2018/19		
	ACTUAL £000	BUDGET £000	VARIANCE £000	BUDGET £000	FORECAST £000	VARIANCE £000
<u>HS2 Connectivity Programme:</u>						
Bilston Road Track Replacement Phase 2	14	0	(14)	250	262	12
Rail Investment	135	135	0	135	135	0
Sprint Network	156	562	406	5,227	4,994	(233)
Metro Centenary Square Extension	2,354	3,013	659	17,422	17,422	0
Metro Wolverhampton City Centre Extension	1,588	2,858	1,270	13,593	13,196	(397)
Metro Edgbaston Extension	1,481	3,385	1,904	17,289	13,737	(3,552)
Metro Catenary Free	0	0	0	0	0	0
<u>Other TfWM Investment Programme Schemes</u>						
Metro Birmingham Eastside Extension	864	1,425	561	22,859	22,859	0
Metro East Birmingham to Solihull Extension	1,513	2,730	1,217	13,273	13,273	0
Metro Wednesbury to Brierley Hill Extension	1,471	2,903	1,432	34,510	34,510	0
TOTAL	9,576	17,011	7,435 ^{44%}	124,558	120,388	(4,170) ^{8%}

3.8 Expenditure against TfWM delivered Investment Programme schemes totalled £9.576m at the end of May 2018 which was £7.435m below the budget of £17.011m. The main contributors to the variance were as follows:

- Edgbaston Metro Extension (£1.904m) due to delays in obtaining Statutory orders which has pushed back the commencement of complimentary Highway works until July 2018.
- Wednesbury to Brierley Hill Metro Extension (£1.432m) due to slippage in completion of Survey and site investigation works, delaying the commencement of preliminary design.
- Wolverhampton Metro Extension (£1.270m) primarily due to protracted legal negotiations relating to the purchase of the NCP Car Park which will not complete until later in the year
- East Birmingham to Solihull Metro Extension (£1.217m), due to Survey and modelling works taking longer than anticipated.

3.9 The Investment Programme Forecast has been reduced by £4.170m in May 2018. The main contributors to the variance were as follows:

- Edgbaston Metro Extension (£3.552m) reflecting current delays to the Programme.
- Wolverhampton Metro Extension (£0.397m) due to the rescheduling of the main construction works owing to delays in completion of detailed design.

Other Major Works

TFWM Other Major Schemes	ACTUAL VS BUDGET			FULL YEAR 2018/19		
	ACTUAL £000	BUDGET £000	VARIANCE £000	BUDGET £000	FORECAST £000	VARIANCE £000
Longbridge Connectivity Package	15	20	5	3,557	3,557	0
Connected and Autonomous Vehicles	27	67	40	1,100	1,100	0
TOTAL	42	87	45 52%	4,657	4,657	0 0%

- 3.10 Spend against the Other Major Works Programme to the end of March was £45k below budget. The main variance relates to Connected and Autonomous Vehicles, and is due to the delay in the launch of the project. It started in March 2018, one month later than scheduled,

Minor Schemes Programme

TFWM Minor Works Programme	ACTUAL VS BUDGET			FULL YEAR 2018/19		
	ACTUAL £000	BUDGET £000	VARIANCE £000	BUDGET £000	FORECAST £000	VARIANCE £000
On Street Infrastructure	94	99	5	221	221	0
Bus Stations & Interchange	6	11	5	1,013	1,013	0
Bus / Rail Park & Ride	19	18	(1)	457	457	0
Total Asset Renewal / Replacement	119	128	9	1,691	1,691	0
Park and Ride	3	2	(1)	114	114	0
Total Metro Minor Works	3	2	(1)	114	114	0
Other	1	3	2	322	322	0
Rail Stations	35	16	(19)	254	254	0
Bus Stations & Interchange	13	16	3	211	211	0
Sustainable Travel	2	0	(2)	0	0	0
Total Project Development	51	35	(16)	787	787	0
Cycling & Walking	3	13	10	2,300	2,300	0
LSTF Programme	0	4	4	24	24	0
MST Programme	298	298	0	2,431	2,431	0
Total Sustainable Travel	301	315	14	4,755	4,755	0
ICT Programme	0	5	5	15	15	0
Other Corporate Systems	1	3	2	100	100	0
Total Systems	1	8	7	115	115	0
Swift	1	2	1	40	40	0
Total Ticketing	1	2	1	40	40	0
Highway & Reliability Improvements	109	117	8	2,170	2,170	0
On Street Infrastructure	44	28	(16)	805	806	1
Total Transforming Bus Travel	153	145	(8)	2,975	2,976	1
Park & Ride	5	6	(1)	30	30	0
Total Transforming Rail Travel	5	6	(1)	30	30	0
Interchange Signage	2	1	(1)	24	24	0
Total Wayfinding / Signage / Public Realm	2	1	(1)	24	24	0
GRAND TOTAL	636	642	6 1%	10,531	10,532	1 0%

- 3.11 The Minor Scheme Programme spend to the end of May was marginally (£6k) below the budget of £642k. As expected at this early stage of the year, the variances are only minor.

. Administered Schemes Programme

TFWM Administered Programme	ACTUAL VS BUDGET			FULL YEAR 2018/19		
	ACTUAL £000	BUDGET £000	VARIANCE £000	BUDGET £000	FORECAST £000	VARIANCE £000
TFWM Administered Programme	27	30	3 10%	4,762	4,777	15 %

3.12 The TfWM Administered Programme consists mainly of the phase two National Productivity Investment Fund (NPIF) DfT funded programme. At this early stage of the year, there are only minor variances.

SECTION C

4.0 Summary Treasury Indicators

4.1 Appendix 1 below details the Treasury Management out-turn highlights and sets out the forecast for the coming years as per the agreed Treasury Management Strategy. It should be noted that overall borrowings and investments are within the expected ranges.

Appendix 1 : Summary Prudential Indicators

Measure					Notes
	Revised Forecast 2018/19 Forecast	Original Forecast 2018/19 Forecast	2019/20 Forecast	2020/21 Forecast	
Affordability					
Ratio of financing costs to net revenue stream:					Financing costs are at lower than expected levels due to effective cash management enabling WMCA to avoid additional borrowing requirements. Increases in financing costs are driven by the need to fund the Investment Programme and the receipt of borrowing powers from Government. Net revenue streams include assumptions for Business Rates income.
(a) financing costs	8,258	13,100	19,200	24,800	
(b) net revenue stream	159,320	172,900	178,000	177,500	
Percentage	5.18%	7.58%	10.79%	13.97%	
Prudence					
Gross borrowing and the capital financing requirement:					As detailed above, gross borrowing is currently lower than budgeted but is expected to increase as the Investment Programme delivery intensifies. The Capital Financing Requirement remains within expected tolerances.
Gross Borrowing	325,539	460,220	636,340	856,444	
Capital Financing Requirement (Gross borrowing in year 2018/19 must not exceed year CFR in 2020/21)	507,000	507,000	683,400	903,900	
Capital Expenditure, External Debt and Treasury Management					
Capital Expenditure	140,356	298,400	302,800	397,100	Capital expenditure is expected to increase as the Investment Programme delivery intensifies.
Operational boundary for external debt					The Operational and Authorised limits set parameters around WMCA borrowing ceiling. These levels are within the boundaries of the agreement WMCA have agreed with HM Treasury in relation to the debt cap.
Operational boundary for borrowing	460,200	460,200	636,300	856,400	
Authorised limit for external debt					
Authorised limit for borrowing	547,000	547,000	783,300	1,042,000	
Interest rate exposures					The upper limits detailed exist to protect WMCA from over exposure to variable rate limits and long term secure investments. The upper limit on investments over 364 days has been increased to allow more flexibility in Treasury Management practices as the scope of the WMCA Treasury function increases following the first devolution deal.
Upper limit on fixed rate exposures	100%	100%	100%	100%	
Upper limit on variable rate exposures	30%	30%	30%	30%	
Investments longer than 364 days					
Upper limit	10,000	10,000	10,000	10,000	



Transport Delivery Committee

Date	16 July 2018
Report title	Capital Programme Delivery Monitoring Report
Accountable Chief Executive	Laura Shoaf, Managing Director, TfWM 0121 214 7444 laura.shoaf@tfwm.org.uk
Accountable Employee	Sandeep Shingadia, Director of Development & Delivery, TfWM 0121 214 7169 sandeep.shingadia@tfwm.org.uk
Report has been considered by	TfWM Leadership Team

Recommendation(s) for action or decision:

Transport Delivery Committee is requested to:

1. To note achievements since the May 2018 meeting of the Transport Delivery Committee.
2. To note the progress of deliverables under the 2018/2019 Capital Programme.
3. To note, where indicated, any variations from the baseline programme.

1.0 Purpose

- 1.1 To provide this committee with a progress monitoring update on the approved TfWM led 2018 / 2019 programmes and projects.
- 1.2 The financial aspects of the TfWM Capital Programme are reported separately under the Financial Monitoring Reports to this committee.

2.0 Background

- 2.1 The 2018/2019 Capital Programme was approved by WMCA Board as part of the wider Transport Plan on 9th February 2018
- 2.2 The ITB allocation for 2018/2019 has been fully utilised on continuing committed schemes and in attempting to manage the existing asset base with respect to replacement and or renewal of life expired/obsolete equipment, in order to endeavour to maintain a steady state of asset condition across the estate.
- 2.3 Attached to this report (Appendix 1) is the detailed monitoring report for the June 2018 TfWM Capital programme outlining deliverables, indicating the baseline date with an indication of the current forecast date with a RAG indicator.

3.0 Achievements

- 3.1 The following elements within the 2018/19 Capital Programme have been completed during April-June 2018.
 - Installation of New Street Totems commenced on April 9th 2018 and was completed on June 28th 2018.
 - Network Wide P&R Resurfacing Programme: Resurfacing works were completed in Dorridge, beginning on May 29th and completed on June 2nd on track with the original programme produced by Forkers.
 - Birmingham City Centre Shelter Design Optimisation:
 - All of the bus shelters in the city centre have been upgraded to improve the safety of the shelter roofs.
 - Seating has also been implemented at a small number of sites to improve passenger comfort.
 - New shelters and improved passenger information have also been installed at locations on Moor Street and High Street.

5.0 Variations to Baseline Programme

- 5.1 There are no variations to the baseline programme in this reporting period.

6.0 Financial implications

- 6.1 The detailed financial aspects of the TfWM 2018/2019 Capital Programme are reported separately under the Financial Monitoring Report to this Committee. A summary of the position in financial terms is, however, attached to this report as Appendix 3.

7.0 Legal implications

7.1 There are no direct legal implications arising from the recommendations set out in this report. However, legal and procurement will support, as necessary, any deliverables that may arise throughout 2018/2019.

8.0 Equalities implications

8.1 There are no equality implications arising from the recommendations set out in this report. However, Anna Sirmoglou will support as project requires any deliverables within the 2018/2019 capital programme

9.0 Appendices

APPENDIX 1 – Progress of Deliverables against 2018/19 Baseline Programme

10.0 Glossary of Terms

BCC = Birmingham City Council
BCCI = Birmingham City Centre Interchange
CA = Combined Authority
CC = City Council
CCTV = Closed Circuit Television
DfT = Department for Transport
HIL = Highway Improvement Line
HOPS = Host Operator or Processing System
HoT = Heads of Terms
HS2 = High Speed 2
ICT = Information and Communications Technology
IT = Information Technology
ITB = Integrated Transport Block
LED = Light Emitting Diode
NR = Network Rail
OBC = Outline Business Case
OJEU = Official Journal of the European Union
P & R = Park and Ride
RTI = Real Time Information
TBT = Transforming Bus Travel
TWA = Transport and Works Act
WMCA = West Midlands Combined Authority

Transport Delivery Committee Dashboard

June 2018

Exec Summary accurate to 31 May 2018

Capital Projects Delivery Status

2018/19 Programme Summary

	Project Name	Status	Baseline Comp Date	Forecast Date	DCA	DCA Trend	Exec Summary
Strategic Economic Plan							
1	BCC One Station	On Hold					Project currently on hold while consideration is given to wider connectivity improvements that are being developed for Curzon Street and Moor St as part of HS2. Discussions are ongoing with BCC and HS2 Ltd.
Transforming Bus Travel							
2	TBT Wolverhampton City Centre Shelters	Delivery		20/08/2018			There have been difficulties obtaining section 50 through NRSWA to commence the highway aspect of the installations due to a current developer working in the highway with a lane closure in Cleveland Street. TfWM have been refused access because of the impact the works will have on the traffic flow through the city centre and have been required to apply for the section 50 once the current developer leaves the site. The programme date is highway works commencing 16 July 2018 followed by shelter installations from 20 August 2018
3	TBT Birmingham City Centre Shelter Design Optimisation	Complete					All City centre bus shelters have been upgraded to improve the safety of the shelter roofs. We have also implemented seating at a small number of sites to improve passenger comfort. New shelters and improved passenger information have also been installed at locations on Moor Street and High Street.
4	Digital Advertising Panel rollout	Rolling programme	June 2019	June 2019	Green		16 new shelters have been installed since 1st April 2018 to accommodate digital advertising, 2 have been delayed due to Birmingham Cycle Revolution works. 50 digital advertising units are to be installed by Clear Channel in contract year 3 July 18 to June 19 we are awaiting confirmation of these sites from Clear Channel to determine how many new shelters we need to purchase and to organise an installation programme
5	TBT Platinum Route RTI Equipment Upgrades	Rolling programme	March 2019	March 2019	Green		Awaiting confirmation from National Express as to which routes they will be upgrading their buses, at which point TfWM will put together a programme of works to refurbish our infrastructure along those routes with the allocated budget (the programme start may be delayed depending on rebranding decisions).
6	Network Wide P&R Lighting Enhancements	GW 5 Delivery and Handover	08/08/2018	08/08/2018	Green	Same	Landlords consent will be submitted during June 2018 pending WMT design review. This scheme has a Green/ Amber DCA because dates for Landlords Consent review has not yet been confirmed.
7	Transforming Bus Travel	Rolling programme	March 2019	March 2019	Green		Programme will need to align with rebranding exercise across TfWM.
8	Positively Reviewing Bus Lanes	Development	July 2019	December 2019	Green	Same	Delay due to consensus with BCC on which bus lanes to review. Procurement of consultant support in Summer 2018 with project completed Q4 2018.
Information & Mapping							
9	New Street Station Totems	GW 5 Delivery and Handover	18/05/2018	15/07/2018	Green	Improved	Installation commenced on 9/4/18 and works completed by 29/06/18.
Asset Management							
10	Network Wide Bus Station Refurbishment Phase 1	Design & Delivery	March 2019	March 2019	Green	Same	£500k- Walsall St Pauls MLR. Project still on hold pending return of report being undertaken by Atkins. However, all background work is ongoing such as agreeing designs specifications, preparing tender documentation etc.
11	Network Wide CCTV Infrastructure Upgrade	GW 5 Delivery and Handover	13/07/2018	13/07/2018	Green	Same	16 sites out of the remaining 22 sites have been delivered to date. The scheme is currently being delivered to schedule.
12	Network Wide P&R Resurfacing Programme	Rolling Programme	31/03/2019	31/03/2019	Green	Same	Resurfacing works on track with original programme produced by Forkers. (29th May Start - 02 June Finish) – Dorridge.

	Project Name	Status	Baseline Comp Date	Forecast Date	DCA	DCA Trend	Exec Summary
13	Network Wide P&R upgrades (cycle facilities and height restrictions)	Rolling Programme			Green	Same	To date Sutton tree planters have been replaced with further replacement works being quoted for and prioritised.
Project Development Programme							
14	CCTV Shared Services Development	GW -1 Sponsors Remit			Green	Same	Project currently is on hold as this piece of work is now under consideration of the wider Regional Integrated Command Centre Project
15	Dudley Interchange	GW -1 Sponsors Remit	Summer 2022	Summer 2022	Amber	Same	Scheme remains on target for delivery in early 2022; MMA vertical design received and Atkins reviewing; DMBC progressing with land acquisition enquiries - critical path activity; Outline planning application to be submitted mid July 2018 but concerns remains over funding shortfall of, c£18 million.
16	Walsall Town Centre Interchange Feasibility Study	GW -2 Options			Amber	Same	Scheme remains on hold until instruction given from Walsall MBC if they wish the scheme to proceed
17	Bradley Lane P&R	GW 4 Procurement	22/02/2019	06/05/2019	Green/Amber	Improved	TfWM Leadership Team endorsed the project delivery phase on 21st May 2018. Change control form approved by Transport Operations Board on 16th May 2018 and funding accelerated from 2020/21 financial year allocation.
18	Network wide Park & Ride Expansion Developments	Development / feasibility		31/06/2018	Green	Same	TfWM have received some initial feedback from Solihull MBC, which requires further survey work to be updated and additional highway impact/junction investigation to be undertaken. Discussions are continuing with LA partners in relation to Sandwell and Dudley and Tame Bridge car parks. Park and Ride expansion is being influenced by the Park and Ride strategy in development by Director of Policy, Strategy and Innovation team.
19	Tipton Park & Ride	GW 1 Project Brief		14/10/2020	Green	Same	DCA status is Green; Detailed design phase ongoing as per schedule.
20	Perry Barr Station	In development	01/05/2022	01/05/2022	Amber/Red	Same	Atkins have been appointed to progress with design development of Grip 2 – 4 on a stage basis and subject to satisfactory performance. The intention is that the station works will be a two phase approach, i.e. pre and post CWG, in order to allow for required delivery timescales. BCC are leading with the land acquisition required on the basis of a private treaty arrangement or CPO as worst case scenario. A visioning workshop is to be convened to agree scope of the scheme and deliverables with all key stakeholders. Construction funding is to be confirmed and BCC are leading on this aspect of the scheme. It is estimated that the scheme costs will be in the order of £15M - £20M.
21	Snow Hill 3 rd Access	Tendering for Design & Build	31/12/2018	31/12/2018	Green		The project is currently out for tender to find a supplier to design and build the scheme. Tenders closed on the 20th June and the Project aims to enter into contract negotiations with the preferred supplier by 06th July 2018 (subject to clarification questions). Discussions are on-going with Network Rail and Birmingham City Council in terms of design assurance and the final public realm works, once the new entrance is complete. Stakeholders are being communicated with in terms of the scheme and an update will be provided to the Snow Hill Growth Strategy Board in July.
22	Network Wide Cycling Programme	Development/ Feasibility					NWCP 3A is going through sponsor remit and will be completed by the end of this month. This covers, Solihull rail station, new street and Wolverhampton bus station and Coventry pool meadow. As part of NWCP 3A - Birmingham New Street has been assessed for a site. Costings and details of number of parking spaces are being scoped out. As part of NWCP 3A- Solihull Rail station is being scoped out for quotes on number of spaces. A meeting has been set up with West Midlands Trains to understand what they will be delivering with Rail Delivery Group. This will then help the Cycling Team understand if the second package of NWCP is to be delivered by WMT or TfWM.
23	Making the Key Route Network Safer for all users and managing the congestion on the KRN	In progress	March 2019	March 2019	Green		WMCA board approved a fund of £750,000, to proactively mobilise highway intervention in short timeframes, manage disruption and safety as part of the resilience agenda. Local Authorities have submitted bids, to which they will match fund 50%. All funds will be spent.

Project Delivery Confidence Assessment (DCA) Definitions

G	Successful delivery of the project/programme to time, cost and quality appears highly likely and there are no major outstanding issues that at this stage appear to threaten delivery significantly
G/A	Successful delivery appears probable however constant attention will be needed to ensure risks do not materialise into major issues threatening delivery

A	Successful delivery appears feasible but significant issues already exist requiring management attention. These appear resolvable at this stage and if addressed promptly, should not present a cost/schedule overrun
A/R	Successful delivery of the project/programme is in doubt with major risks or issues apparent in a number of key areas. Urgent action is needed to ensure these are addressed, and whether resolution is feasible
R	Successful delivery of the project/programme appears to be unachievable. There are major issues on project/programme definition, schedule, budget required quality or benefits delivery, which at this stage do not appear to be manageable or resolvable. The project/programme may need re-base lining and/or overall viability re-assessed

Appendix 3 Financial Summary

TfWM Integrated Transport Block Programme Out-turn

TfWM Minor Works Programme	VARIANCE TO BUDGET			VARIANCE TO FORECAST		
	ACTUAL £000	BUDGET £000	VARIANCE £000	ACTUAL £000	FORECAST £000	VARIANCE £000
Metro Wolverhampton City Centre Extension	0	586	586	0	586	586
Total TfWM Delivered Investment Programme Schemes	0	586	586	0	586	586
Network Wide P and R Resurfacing Programme	343	379	36	343	350	7
Network Wide Bus Station Refurbishment Phase 1	290	253	(37)	290	255	(35)
Network Wide P and R Lighting Enhancement	29	0	(29)	29	36	7
Network Wide Park and Ride Upgrades (Cycle Facilities Height Restrictors)	42	150	108	42	50	8
North Walsall Cutting and Stourbridge Junction Structural Improvements	4	94	90	4	4	0
Network Wide CCTV Refresh and Installation (inc APNR)	771	774	3	771	774	3
Network Wide Rail RTI- Life Expired Replacements	29	27	(2)	29	29	0
Network Wide Park and Ride Expansion Developments -Phase 2	47	240	193	47	48	1
North Walsall Cutting	142	0	(142)	142	140	(2)
Total Asset Renewal / Replacement	1,697	1,917	220	1,697	1,686	(11)
Metro Line One Upgrade	89	148	59	89	148	59
Metro Line One CCTV Replacement	0	2	2	0	0	0
Bradley Lane Park and Ride	87	201	114	87	86	(1)
Tram Wifi Ground Infrastructure Improvements	(32)	62	94	(32)	(32)	0
Total Metro Minor Works	144	413	269	144	202	58
Dudley Bus Station Development	245	256	11	245	208	(37)
Walsall Town Centre Interchange Feasibility Study	5	3	(2)	5	6	1
CCTV Shared Services Development	32	50	18	32	32	0
Total Project Development	282	309	27	282	246	(36)
ICT Rolling Programme	32	40	8	32	46	14
WMCA Asset Management System	(9)	108	117	(9)	(12)	(3)
ICT Service Desk	70	70	0	70	70	0
ICT Cyber Security Project	3	10	7	3	3	0
Total Systems	96	228	132	96	107	11
Network Wide Swift Procurement	29	57	28	29	33	4
Network Wide Swift Vending	7	20	13	7	20	13
Total Ticketing	36	77	41	36	53	17
TBT Wolverhampton City Centre Shelters	0	42	42	0	48	48
TBT Birmingham City Centre Shelter Design Optimisation	120	131	11	120	131	11
TBT Platinum Route RTI Equipment Upgrades	412	512	100	412	456	44
TBT Highway Scheme Development (Bus reliability and punctuality)	200	208	8	200	182	(18)
Solihull Traffic Signal Technology	0	5	5	0	0	0
Digital Advertising Panel Rollout	105	402	297	105	292	187
Total Transforming Bus Travel	837	1,300	463	837	1,109	272
Tipton Park & Ride	160	154	6	160	158	(2)
Snow Hill 3rd Access	15	50	35	15	0	(15)
Snow Hill Public Realm	0	50	50	0	0	0
Perry Barr Station and Interchange Development	131	0	(131)	131	122	(9)
University Station Improvement Project	25	0	(25)	25	12	(13)
Total Transforming Rail Travel	331	254	(65)	331	292	(39)
New Street Station Totems	21	45	24	21	19	(2)
Interconnect development	54	60	6	54	60	6
Total Wayfinding / Signage / Public Realm	75	105	30	75	79	4
Other Minor Schemes & Retentions	26	0	(26)	26	0	(26)
Total Other	26	0	(26)	26	0	(26)
GRAND TOTAL	3,524	5,189	1,677	3,524	4,360	836

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West Midlands
Combined Authority

Transport Delivery Committee

Date	16 July 2018
Report Title	Wolverhampton Advanced Quality Partnership Scheme (AQPS) – approval to make the scheme
Accountable Director	Pete Bond, Director of Integrated Network Services Email: pete.bond@tfwm.org.uk Tel: 0121 214 7388
Accountable employee(s)	Edmund Salt, Network Development Manager Email: Edmund.salt@tfwm.org.uk Tel: 0121 214 7305
Report Considered by	Putting Passengers First

Recommendation(s) for action or decision:

The Transport Delivery Board is recommended to:

1. Approve the making of the Wolverhampton City Centre Advanced Quality Partnership Scheme, jointly with the City of Wolverhampton council, by 20th August 2018.

1.0 Purpose

- 1.1 To seek the approval of the WMCA Transport Delivery Committee to make the Wolverhampton City Centre Advanced Quality Partnership Scheme, following the period of formal consultation.

2.0 Background

- 2.1 As part of the powers within the Transport Act 2000 that were refined by the Local Transport Act 2008 and Bus Services Act 2017, transport authorities, such as the West Midlands Combined Authority (WMCA), have the ability to create an Advanced Quality Partnerships Scheme (AQPS) to improve bus standards. The transport authority can then impose minimum standards on bus operator(s) for service delivery in an area through an AQPS.
- 2.2 In July 2012 the transport authority jointly created an AQPS for Birmingham city centre in partnership with Birmingham City Council. This has proved to be an effective way of managing the use of bus stops within the city centre and has, through setting minimum standards for buses, helped to drive up the quality and

most notably imposed minimum emission standards for buses entering the scheme area.

- 2.3 With the recent improvements to the public realm in Solihull town centre both TfWM and Solihull Metropolitan Borough Council (SMBC) were keen to establish a set of principles through a new AQPS to manage the 'on street' operation of buses in Solihull town centre and further drive up air quality improvements through higher emission standards, as well as protecting the significant levels of bus investment put into the centre by TfWM and SMBC. This scheme went live on Sunday 26th November 2017.
- 2.4 To further strengthen delivery through the West Midlands Bus Alliance to improve bus standards, we are keen to expand the AQPS models and implement further AQPS in key areas across the West Midlands in partnership with the local authorities and bus operators.
- 2.5 With significant investment currently going into Wolverhampton city centre with a rejuvenation of the retail offer, improvements in public realm and the start of the construction of the Midland Metro extension to the city centre rail station, as part of the Wolverhampton Interchange, there is a need to use the powers of an AQPS in a similar way to the other two schemes in the region, to further improve air quality through minimum emission standards, as well as protecting the significant levels of bus investment put into the city centre by the City of Wolverhampton Council and TfWM in recent years.

3.0 The Proposed Scheme

- 3.1 The proposed scheme will cover all 71 bus stops/stands (including the stands that are in the WMCA owned Wolverhampton Bus Station) that are located within the city centre ring road
- 3.2 All bus stops in the scheme will have a slot booking system, similar to the type of operation undertaken across TfWM bus stations (including Wolverhampton bus station) and other AQPS in the region. This process looks to maximise safety at stops, prevent double parking of buses and make a more attractive environment for customers.
- 3.3 The phasing of minimum emission standards for the scheme, will implement Euro VI emission standards, to improve air quality in the area as soon as practically possible. There will be Euro III minimum standards for all bus services from the scheme start date. This will be followed by graduated Euro VI emission standards for bus services each year, until Euro VI for all local bus services by July 2022.
- 3.4 In addition to the slot booking system and bus engine emission standards, the AQPS will help with the following:
- Protect the improved bus facilities in Wolverhampton city centre.
 - Introduce enforceable bus stops and stands within the AQPS with new Traffic Regulation Orders (TROs).
 - Require the City of Wolverhampton council to enforce bus stands and other TROs.

- Require operators to provide RTI data feed to improve passenger information.
- Improve driving standards and driver training.

4.0 Establishing the AQPS

- 4.1 Prior to the statutory consultation prescribed in the 2000 Transport Act, and at an early stage of planning the AQPS, TfWM and the City of Wolverhampton council (CWC) worked with the local bus operators to develop and informally discuss the scheme.
- 4.2 Approval to under the statutory consultation on the scheme was given by the Transport Delivery Committee on the 8 January 2018.
- 4.3 On the 22 January 2018, WMCA gave notice of the proposed AQPS on the TfWM website and the start of the formal consultation for a 13 week period.
- 4.4 After giving notice of the scheme consultation, TfWM notified via email all stakeholders we are obliged to consult as part of the formal statutory consultation:
- Bus operators who currently operate within the proposed scheme area:
 - National Express West Midlands (West Midlands Travel Ltd)
 - Diamond Bus
 - Igo buses
 - Arriva
 - Banga Buses
 - Travel Express (Let's Go)
 - Select Buses
 - National Express Coaches Ltd
 - Members of the WMCA Transport Delivery Committee
 - City of Wolverhampton councillors
 - Board members of the West Midlands Bus Alliance
 - Mayor of the West Midlands Combined Authority, Andy Street
 - Deputy Leader of the West Midlands Combined Authority, Cllr Bob Sleigh
 - Member of Parliament for Wolverhampton South East, Pat McFadden
 - Member of Parliament for Wolverhampton North East, Emma Reynolds
 - Member of Parliament for Wolverhampton South West, Eleanor Smith
 - Transport Focus
 - Competitions and Market Authority (CMA)
 - Black Country Local Enterprise Partnership
 - Office of the Traffic Commissioner
 - West Midlands Chief Constable and West Midlands Police Commissioner
- 4.5 The consultation was promoted to local groups who represent the needs of passengers with disabilities and other particular transport needs, including OneVoice, Age UK, Independent Age, Sense, Scope and Royal National Institute of Blind People.

- 4.6 The consultation was promoted via the TfWM website, TfWM social media to all stakeholders and the public. The scheme is not required to be the subject of a full public consultation on the scheme, although anyone could make comments through the QPS@tfwm.org.uk email address.
- 4.7 The consultation closed on the 23 April 2018. During the consultation, seven responses were received, Select Buses, Travel Express (Let's Go), National Express West Midlands, Arriva, Confederation of Passenger Transport UK, Campaign for Better Transport and the CMA.
- 4.8 An admissible objection relating to the vehicle requirements for emission standards was received from Select Buses during the consultation. This was discussed with Select Buses and the admissible objection removed, following agreement to amend the scheme for local bus services operating between the scheme area and a non WMCA constituent authority.
- 4.9 Arriva made an objection to all facilities listed in the scheme, which are existing and over 5 years old from being specified in the proposed scheme.
- 4.10 To fully take account of views expressed in response to the consultation, further modifications were made to the scheme. The modifications changed the requirements relating to vehicle standards, stops/stands, driver training standards, excluded services and measures provided by the CWC and TfWM.
- 4.11 The AQPS guidance advises that where changes are made to the scheme, the authority re-consults at least those parties who would be specially affected by the changes. Re-consultation though is not a statutory requirement under the 2000 Act.
- 4.12 To ensure the local bus operators are aware of the changes, and had a further opportunity to provide comments on the scheme following the changes, a second consultation exercise was undertaken with all affected bus operators for a 42 day period. This ran from the 16 May 2018 to 27 June 2018.
- 4.13 During this re-consultation with affected bus operators, a further two responses were received; Select Buses and National Express West Midlands. The objection from Arriva to the proposed scheme was removed following the further period of consultation and discussion.

5.0 Competition Test in Part 1 of Schedule 10 to the Transport Act 2000

- 5.1 A transport authority can only make an AQPS if it satisfies the requirements of the Competition Test in Part 1 of Schedule 10 to the Transport Act 2000. The test is satisfied if:
- the scheme does not have or is not likely to have a significantly adverse effect on competition, or
 - the effect it has on competition is proportionate to the achievement of one or more of the following purposes:
 - improving the quality of vehicles or facilities covered by the scheme;

- securing other improvements to local services of benefit to their users;
- reducing or limiting traffic congestion, noise or air pollution.

5.2 The AQPS is subject to the test in Part 1 of Schedule 10 to the Transport Act 2000. This test has three stages.

Part 1 Test – 3 Stages	West Midlands Combined Authority assessment
<p>a) Is there or is there likely to be a significantly adverse effect on competition?</p>	<p>We do not think that there is likely to be a significantly adverse impact on competition. We have reached this conclusion on the basis of our interpretation of Competition Law.</p> <p>In terms of fairness, we have fully completed the assessment to demonstrate why we think there is no significant adverse effect on competition.</p>
<p>b) If Yes, is the LTA’s involvement with a view to securing one or more of the three purposes specified (known as ‘bus improvement objectives’), either:</p> <ul style="list-style-type: none"> • to secure improvements in the quality of vehicles or facilities used to provide local services, • to secure other improvements in local services, or • to reduce or limit traffic congestion, noise or air pollution. 	<p>The implementation of the AQPS for Wolverhampton City Centre is aimed at reducing air pollution from bus vehicles operating in this area, and across the wider city and region.</p>
<p>c) Is the effect on competition proportionate or likely to be proportionate to the achievement of that purpose?</p>	<p>We conclude that the effect on competition is proportionate to the achievement of the purposes set out in the Second Stage and, therefore, the ‘Part 1’ test is met.</p>

5.3 Seven operators of local bus services will be affected by the scheme, however, all will be able to comply with the service standards on the proposed date of the scheme going live. These service standards are: vehicle standards including a minimum Euro III for all vehicles operating local bus services in the scheme area from the scheme commencement date; driver standards; customer care standards; network performance and information standards.

5.4 All operators will be affected by future vehicles standards that apply in the scheme, without improvements being made to their fleets.

- 5.5 It is deemed reasonable that the future vehicle emission standards specified in the AQPS on operators, to achieve reduced air pollution, is proportionate to achieving this aim and acceptable.

6.0 Making and introducing the Scheme

- 6.1 Following the re-consultation, it is proposed to make the AQPS with modifications. The modifications take account the views expressed in response to the consultation and external circumstances that have changed since the AQPS was originally proposed. To comply with the legal procedure following the formal consultation, the following timescales are proposed.

- Approval to make the scheme at the WMCA Transport Delivery Committee meeting on **16 July 2018**.
- CWC approval to make the scheme with the WMCA.
- Scheme is made on or before **20 August 2018**.
- We will then give the legal minimum of 13 weeks' notice of the scheme start date.
- Scheme starts on **25 November 2018**.

- 6.2 The City of Wolverhampton council cabinet meeting on 29 June 2016 authorised the Director of Governance to sign the AQPS with the WMCA.

- 6.3 CWC will make changes to the Traffic Regulation Order (TRO) for all of the bus stops/stands within the city centre and the physical works required on-street before the scheme start date.

- 6.4 All bus operators who wish to operate any local bus service in the scheme area once it has started will have to sign a declaration to both the WMCA and the Traffic Commissioner, before the scheme start date that they will fully comply with the AQPS.

7.0 Monitoring and enforcement of the Scheme

- 7.1 With the decriminalised parking enforcement powers in Wolverhampton, the enforcement of stationary parking offences including buses either parked where they should not or for too long on bus stops and stands will continue to be the responsibility of the parking enforcement officers employed by the CWC. Moving traffic offences will continue to be the responsibility of West Midlands Police.

- 7.2 TfWM staff will undertake monitoring of service performance and adherence to the scheme requirements. The scheme provides for procedures to follow for operators who do not comply with the scheme. Ultimately this could result in action being taken by the Traffic Commissioner for the West Midlands.

- 7.3 The implementation of any AQPS should aim to strengthen the working relationship between TfWM and the Traffic Commissioner for the West Midlands (TC). The TC takes his role of ultimate enforcer of the AQPS very seriously and through the local

office for the TC they have taken a keen interest in helping to ensure the bus operators all meet the required standards set out in the AQPS effective in the region and will continue to support this scheme.

8.0 Financial Implications

8.1 There are no direct financial implications as a result of this report with all on-going related TfWM activities funded within existing budgets. However, any future proposed enhancements in relation to delivery of the AQPS where additional TfWM input/support is required will need to be considered and evaluated so any one-off and on-going financial implications can be quantified to inform proposals.

9.0 Legal Implications

9.1 The legal process required to be followed to make the AQPS are set out in the body of this report. There are no additional legal comments arising from the contents of this report.

10.0 Equality Implications

10.1 There are no new equality implications as a result of this report.

11.0 Appendices

- A copy of the draft scheme (version 3 dated 25 November 2018)

Appendix – draft scheme

West Midlands

BUS ALLIANCE

Wolverhampton City Centre
Advanced Quality Bus Partnership



Wolverhampton City Centre Advanced Quality Partnership Scheme

Contents

		Page
The Scheme		
Schedule A	The Scheme	3
Schedule B	Service standards	13
Appendix B1	Bus Operators Undertaking	22
Appendix B2	Ticketing Schemes	24
Schedule C	Facilities provided by West Midlands Combined Authority and City of Wolverhampton Council	26
Appendix C1	Bus Stop Specification	32
Appendix C2	Passenger Information Specification	34
Appendix C3	Maintenance of Facilities	36
Schedule D	Slot Booking System	40
Appendix D1	Service Change and Slot Booking Dates	46

SCHEDULE A – THE SCHEME

WOLVERHAMPTON CITY CENTRE ADVANCED QUALITY PARTNERSHIP
SCHEME IS MADE IN ACCORDANCE WITH SECTIONS 114 – 123 OF THE
TRANSPORT ACT 2000, AS AMENDED BY THE LOCAL TRANSPORT ACT 2008 AND BUS
SERVICES ACT 2017 (THE SCHEME), BY:

- (1) The **West Midlands Combined Authority** of 16 Summer Lane, Birmingham, B19 3SD; (“WMCA”) and
- (2) **City of Wolverhampton Council** of Civic Centre, St Peter’s Square, Wolverhampton, WS1 1SH (“the Council”, “CWC”)

1. DEFINITIONS AND INTERPRETATION

Articulated Bus Stand	means a Bus Stand that can be used by local buses over 15m in length;
Bus Alliance Area Partnership meeting	means the regular meetings held between the West Midlands Combined Authority, City of Wolverhampton Council and the bus operators;
Bus Stand	means a bus stopping location within the Scheme Area associated to a Bus Stand Clearway, allowing a local bus of no more than 15m in length to stand for a period of more than 2 minutes as determined by specific TRO for the facility and the on street signing at the facility;
Bus Stand Clearway	shall mean a bus stop clearway as defined in accordance with paragraph 1(a) of Part 1 to Schedule 19 of The Traffic Signs Regulations and General Directions 2002 but which will permit a local bus to stand within the clearway for as long as maybe necessary up to a maximum period of 10 minutes;
Bus Stop	means a bus stop within the Scheme Area with a bus stop clearway;
Bus Stop Clearway	shall have the meaning given to it as detailed in paragraph 1(a) of Part 1 to Schedule 19 of the Traffic Signs Regulations and General Directions 2002 (SI3113/2002);
Bus Stop Clearway (regulated)	shall mean a bus stop clearway as defined in Schedule D to the Scheme;

Bus Stop Clearway (non-regulated)	shall mean any bus stop clearway other than a bus stop clearway (regulated);
Commencement Date	means the date of commencement of the Scheme pursuant to clause 2.1, or such later date as the Scheme may commence following any postponement of the Scheme under section 117 of the Transport Act 2000 (as amended by Section 16 of the Local Transport Act 2008);
Equality Legislation	means The Equality Act 2010 and the Disability Equality Duty under the Disability Discrimination Act 2005 (as amended);
Excluded Services	shall mean the category of Local Services listed in Schedule B;
Facilities	means those facilities listed in Schedule C;
Incident Planning Group	means a West Midlands Combined Authority co-ordinated group that responds to external issues on the public transport network, working with operators and other agencies to ensure the best possible service is delivered to the passenger during any major disruption.
Information Recharging Scheme	means the scheme between West Midlands Combined Authority and bus operators covering standards of information for passengers, the quality of data passed from bus operators to West Midlands Combined Authority and West Midlands Combined Authority's charges for maintaining information provision to passengers, as established under the provisions of the Transport Act 2000;
Local Service	has the meaning set out in Section 2 of the Transport Act 1985, (but excluding any Excluded Services);
Low Floor Bus	means a vehicle whether double or single deck that fully meets the functional requirements of the Public Service Vehicle Accessibility Regulations 2000.
Metro or Midland Metro	means the Midland Metro system;
Non-Regulated stop	shall mean a Non-Regulated bus stop as defined in Schedule D;
PSVAR	means current Public Service Vehicle Accessibility Regulations;
Regulated Stop	shall mean a Regulated bus stop as defined in Schedule D;
Scheme Area	means the area marked as shown on the map at Schedule A;
Scheduled Coach Service	means a service that has more than five departures per week which operates outside the requirements to register as a local bus service as defined in the Transport Act 1985

Scheduled Coach Stand	means a coach stopping location in the Scheme Area associated with a Bus Stand Clearway, allowing a Scheduled Coach Service (that operates outside of the requirements of the Transport Act 1985) to stand for as long as necessary up to a maximum period of 10 minutes
Service Change Dates	means dates each year agreed between West Midlands Combined Authority and bus operators on which network changes are preferably concentrated unless agreed in advance with West Midlands Combined Authority;
Slot Booking	means the Slot Booking System with which operators pursuant to the Scheme are required to comply, as detailed in Schedule D to the Scheme;
AQPS	means an Advanced Quality Partnership Scheme made pursuant to section 114(1) of the Transport Act 2000 [as amended by the Local Transport Act 2008 and the Bus Services Act 2017];
Standards of Service	means the standards of service set out in Schedule B (<i>Standards</i>);
Traffic Commissioner	has the meaning set out in Section 82(1) of the Public Passenger Vehicles Act 1981;
TfWM	means Transport for West Midlands, part of the West Midlands Combined Authority;
TRO	means a Traffic Regulation Order, made under the Road Traffic Regulation Act 1984 or any other enactment regulating the use of roads or other places; and
WMCA	means the West Midlands Combined Authority.

Words importing the singular include the plural and vice versa and words implying any one gender include all genders;

Headings and references to headings shall be disregarded in construing this Scheme;

A reference to a statute, a statutory instrument, code of practice or statutory guidance is a reference to it as amended, extended, re-enacted or replaced from time to time.

2. DATE AND PERIOD OF OPERATION

- 2.1 It is proposed the Scheme will be made no later than **4th August 2018** and will come into operation on **25th November 2018** (giving more than the legally required 13 weeks' notice of implementation).
- 2.2 The Scheme will operate for a period of 10 years from the Commencement Date and will end at 23:59hrs on **25th November 2028** notwithstanding any postponement of the Scheme under section 117 of the Transport Act 2000 (Postponement of provision of particular facilities or standards of service) and subject to variation or revocation in accordance with Section 120 of the Transport Act 2000 (Variation or revocation of schemes).

3. SCHEME AREA

- 3.1 The Scheme Area covers **71 bus stops/stands and shelters (including the Stands that are in the West Midlands Combined Authority owned Wolverhampton Bus Station)** within Wolverhampton city centre ring road, as shown in Schedule A.
- 3.2 The Scheme shall apply to ALL operators of Local Bus Services running within the Scheme Area.
- 3.3 The West Midlands Combined Authority will maintain a summary of affected services when required for every service change date and the West Midlands Combined Authority will make copies available to the Traffic Commissioner and all operators of affected Local Services. For the avoidance of doubt, such list of Scheduled Services will be an indicative list only of those Local Services which West Midlands Combined Authority believes to fall within the terms of the Scheme. An omission from the list of Affected Services shall not exempt a service from the Scheme, which would otherwise fall within the terms of the Scheme.

4. FACILITIES

- 4.1 Subject to clause 6 (Conditions of Use), the West Midlands Combined Authority and the Council will make the Facilities available (as detailed in Schedule C) to Local Services from the Commencement Date, until the date the Scheme ceases to have effect.
- 4.2 Clause 4.1 shall not apply in relation to any Local Service using a Facility for any period during which the West Midlands Combined Authority or the Council is temporarily unable to fulfil its obligations, in respect of that Facility, due to circumstances beyond its control. In such circumstances the West Midlands Combined Authority shall notify any operator affected by the non-provision of such Facility, confirming the reason for

such non provision and the anticipated period during that the Facility will not be available.

4.3 The Facilities are to be maintained for the duration of the Scheme in accordance with Appendix C3 (Maintenance of Facilities).

4.4 The West Midlands Combined Authority and the Council will provide bus stop infrastructure at all Bus Stops and Stands within the Scheme area.

5. STANDARDS OF SERVICES TO BE PROVIDED BY BUS OPERATORS

5.1 The operators of Local Services who wish to use the Facilities will undertake to provide such Services in accordance with the Standards (listed in Schedule B) from the Effective Date until the Scheme ceases to have effect.

5.2 The Scheme shall not restrict any Operator from providing any services in excess of the specified Standards.

6. CONDITIONS OF USE

6.1 An operator may only use the Facilities in the Scheme Area if:

a) a written undertaking from the operator (under the specific Operator Licence or Community Bus Permit the service is or will be registered under) using the template form attached at Appendix B1 is provided to PSV Operator Licensing at their office in Leeds and a copy delivered to the West Midlands Combined Authority; and

b) each Local Bus Service will at all times be provided to the Standards in accordance with that undertaking except for any period during which such operator is temporarily unable to do so owing to circumstances beyond their control, provided that the West Midlands Combined Authority is notified in writing (as outlined in Section E – Communications Protocol) as soon as practicably possible as to the reasons and period of such non-compliance.

6.2 Any operator of a Service who fails to comply with paragraph 6.1 may be subject to action by the Traffic Commissioner in accordance with section 17 (Revocation, suspension etc. of licences) The Public Passenger Vehicles Act 1981, section 26 (Conditions attached to PSV operator's licence) Transport Act 1985 and section 155 (Penalties) Transport Act 2000.

6.3 Conditions for use of the bus station are set out in the WMCA Bus Station User Agreement. These conditions supersede any conditions set out in the scheme for bus operation in the bus station, or not specified.

7. REVIEW AND MONITORING

- 7.1 The West Midlands Combined Authority, the Council and bus operators will review the operation of the Scheme at each relevant West Midlands Bus Alliance Area Partnership Meeting, which will include an assessment of the Scheme's benefits in order to determine if any action is required to maintain the Facilities and/or Standards of Service.
- 7.2 The West Midlands Combined Authority and/or the Council reserves the right to monitor compliance with the Standards of Services in respect of a Local Service which is using any of the Facilities and operators of such services will allow the West Midlands Combined Authority and the Council (including its officers and employees) reasonable access to any such Local Service for this purpose and provide any reasonable assistance required for this purpose.
- 7.3 From time to time, the scheme document will be updated and refreshed as deemed appropriate by the scheme makers. Changes to the AQPS document can be proposed by the scheme makers and bus operators and all parties will be consulted on proposed amendments to the AQPS document. After agreement is reached on any changes, the alterations will be published in a revised document showing the tracked changes. At most the document will be revised once a year, or if otherwise agreed by all parties through the quarterly meetings.

8. ENFORCEMENT AND APPEALS PROCESS

For matters relating to The Scheme and day to day management of the Scheme

- 8.1 In the event that any Bus operator, the West Midlands Combined Authority and/or the Council considers that any other party under this Scheme are not meeting their obligations there under then the issues shall be put in writing to the party not meeting their obligations. This will give that party the right of explanation within ten working days why the issues are happening and or any actions being implemented to allow that party to comply with the scheme.
- 8.2 If necessary, following the actions in 8.1 meeting(s) will take place within ten working days with the parties involved to resolve the issues.
- 8.3 As a result of the any actions taken under 8.1 and 8.2 the West Midlands Combined Authority reserves the right to advise the Office of the Traffic Commissioner of any operational issues with scheme.

- 8.4 If the matter regarding the operation of the scheme cannot be resolved through the meeting process, the matter will be determined if appropriate by the appointment of an independent arbiter (as agreed between the two parties) to investigate the issue(s) to report on their findings and to propose remedial measures. The arbiter may be a Director at a local authority with an AQPS in operation.
- 8.5 As part of the process outlined in 8.1, 8.2 and 8.4 the actions of a bus operator (s) may be referred to the Traffic Commissioner for the West Midlands so that if considered necessary action can be taken against the operator in accordance with section 17 (Revocation, suspension etc. of licenses) The Public Passenger Vehicles Act 1981, section 26 (Conditions attached to PSV Operator's Licence) Transport Act 1981, section 26 (Conditions attached to PSV Operator's Licence) Transport Act 1985 and section 155 (Penalties) Transport Act 2000.

For matters relating to the Slot Booking System

- 8.6 In the event that any bus operator, the West Midlands Combined Authority and/or the Council considers that any other party under this Scheme are not meeting their obligations there under, or that an issue has been identified with the allocation of slots, the matter shall firstly be put into writing within five working days to the party not complying giving them the right of explanation within five working days why the issues are happening and or any actions that are or could be implemented to allow compliance with the scheme.
- 8.7 If necessary following the actions in 8.6, meeting(s) will take place within five working days with the parties involved to resolve the issues
- 8.8 If the matter regarding slot booking cannot be resolved through the meeting process, in the first instance the matter will be determined by a West Midlands Combined Authority Director not directly involved with the operation of the Scheme.
- 8.9 As part of the process outlined 8.6 to 8.8 the actions of a bus operator(s) may be referred to the Traffic Commissioner for the West Midlands so that if considered necessary action can be taken against the operator in accordance with section 17 (Revocation, suspension etc. Of licences) The Public Passenger Vehicles Act 1981, section 26 (Conditions attached to PSV operator's licence) Transport Act 1985 and section 155 (Penalties) Transport Act 2000.

9. CONTACT ADDRESSES

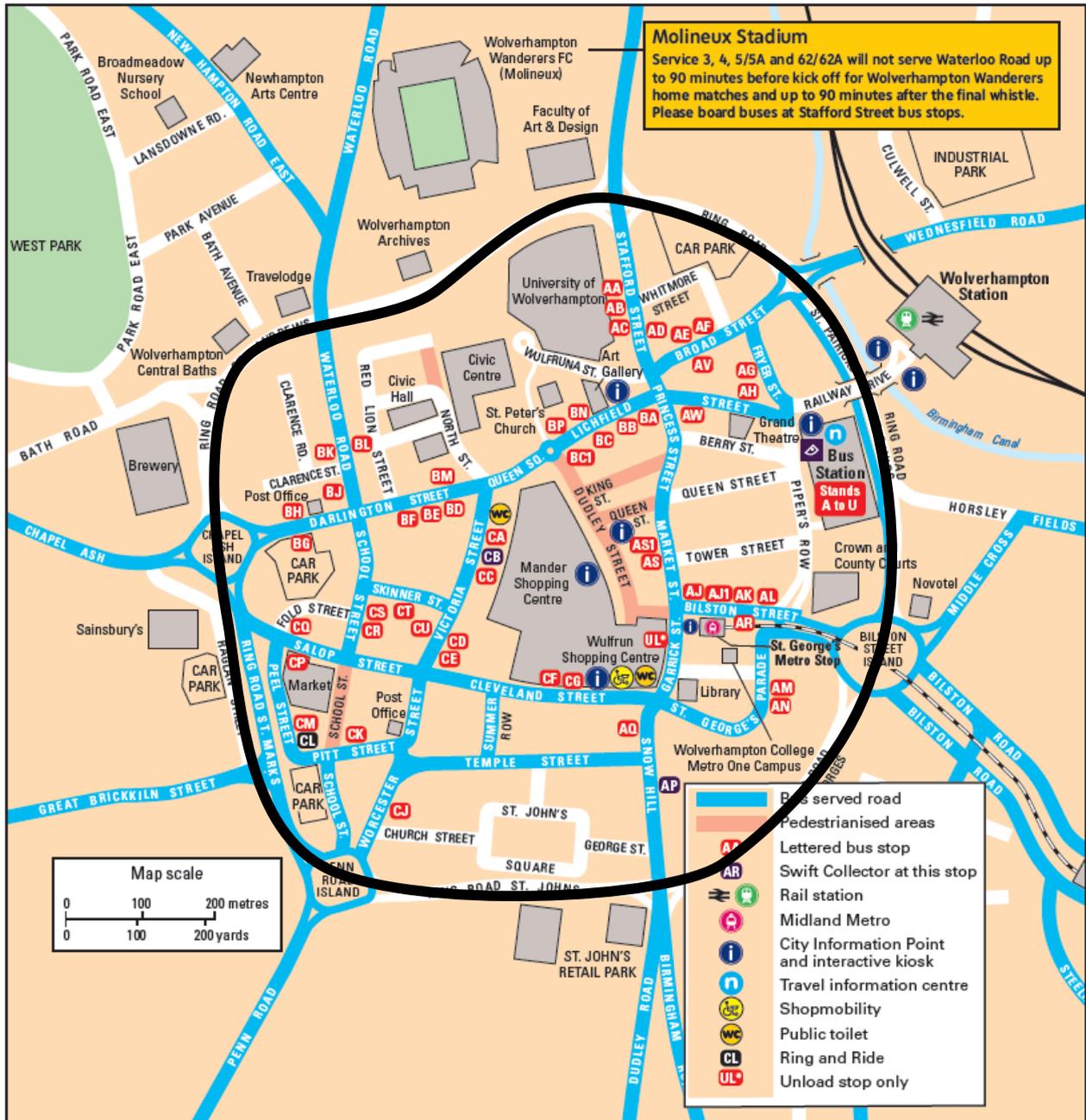
- 9.1 Any notification required to be sent to West Midlands Combined Authority should be addressed to:

Network Delivery Team (Wolverhampton City Centre AQPS), Transport for West Midlands, 16 Summer Lane, Birmingham, B19 3SD. Email QPS@TfWM.org.uk

- 9.2 Any notification required to be sent to City of Wolverhampton Council may be addressed to:

Wolverhampton City Centre AQPS, City of Wolverhampton Council, Civic Centre, St. Peter's Square, Wolverhampton, WV1 1SH

Map of Scheme Area & Bus Stop Infrastructure



Stop Code	Location	Type	Colour	Stand or Stop	RTI	Date Installed
AA	Stafford Street, University	Shelter	Silver	Stop	Y	15/07/2015
AB	Stafford Street, University	Shelter	Silver	Stop	Y	15/07/2015
AC	Stafford Street, University	Shelter	Silver	Stop	Y	16/07/2015
AD	Stafford Street, University	Pole	N/A	Stop	N	10/09/2007
AE	Broad Street, Thornley Street	Shelter	Black	Stop	N	01/01/2000
AF	Broad Street, Thornley Street	Shelter	Black	Stop	N	01/04/2002
AG	Fryer Street, Broad Street	Shelter	Black	Stop	N	01/01/2003
AH	Lichfield Street, Pipers Row	Pole	N/A	Stop	N	21/03/2015
AJ	Bilston Street, Police Station	Shelter	Silver	Stand	N	14/04/2013
AJ1	Bilston Street, Police Station	Shelter	Silver	Stand	N	18/07/2015
AK	Bilston Street, Police Station	Shelter	Silver	Stand	N	01/05/2015
AL	Bilston Street, Police Station	Shelter	Silver	Stand	N	02/05/2015
AM	St Georges Parade, Old Hall Street	Pole	N/A	Stop	N	16/08/2007
AN	St Georges Parade, Old Hall Street	Pole	N/A	Stand	N	01/03/2010
AP	Snow Hill, Temple Street	Shelter	Black	Stop	Y	01/12/2003
AQ	Snow Hill, Temple Street	Pole	N/A	Stop	N	30/03/2010
AR	Bilston Street, Coach Stand, opp Police Station	Shelter	Silver	Stand	N	01/06/2016
AS	Market Street, Tower Street	Shelter	Silver	Stop	N	08/04/2015
AS1	Market Street, Tower Street	Shelter	Silver	Stand	N	07/04/2015
AV	Broad Street, Thornley Street	Pole	N/A	Stop	N	22/05/2009
AW	Lichfield Street, Princess Street	Pole	N/A	Stop	N	20/03/2015
BA	Lichfield Street, Art Gallery	Shelter	Silver	Stand	N	01/04/2015
BB	Lichfield Street, Art Gallery	Shelter	Silver	Stop	N	01/04/2015
BC	Lichfield Street, Art Gallery	Shelter	Silver	Stop	N	05/04/2015
BC1	Lichfield Street, Art Gallery	Shelter	Silver	Stop	N	01/04/2015
BD	Darlington Street, Beatties	Pole	N/A	Stop	N	30/03/2010
BE	Darlington Street, Beatties	Shelter	Black	Stop	N	01/12/2003
BF	Darlington Street, Beatties	Shelter	Black	Stop	N	01/12/2003
BG	Darlington Street, School Street	Shelter	Black	Stop	N	10/10/2000
BH	Darlington Street, Ring Road	Pole	N/A	Stop	N	25/01/2008
BJ	Waterloo Road, Clarence Street	Shelter	Silver	Stop	N	28/02/2018
BK	Waterloo Road	Shelter	-	Stop	N	31/05/2018
BL	Waterloo Road, Clarence Street	Pole	-	Stop	N	05/05/2006
BM	Darlington Street, Beatties	Pole	N/A	Stop	N	30/03/2010
BN	Lichfield Street, Art Gallery	Pole	Silver	Stop	Y	06/04/2015
BP	Lichfield Street, Art Gallery	Pole	Silver	Stop	Y	17/07/2015
CA	Victoria Street, Beatties	Shelter	Blue	Stop	Y	01/04/2002
CB	Victoria Street, Beatties	Shelter	Blue	Stop	Y	01/03/2002
CC	Victoria Street, Mander Centre	Shelter	Blue	Stand	Y	01/07/2002
CD	Victoria Street, Salop Street	Shelter	Blue	Stand	Y	01/05/2001

CE	Victoria Street, Salop Street	Shelter	Blue	Stand	Y	01/05/2001
CF	Cleveland Street, Wulfrun Centre	Shelter	Blue	Stand	Y	31/05/2018
CG	Cleveland Street, Wulfrun Centre	Shelter	Blue	Stand	N	31/05/2018
CJ	Worcester Street, Ring Road	Shelter	Blue	Stop	Y	26/09/2008
CK	Pitt Street, School Street	Shelter	Black	Stop	Y	16/01/2005
CM	Peel Street, School Street	Shelter	Black	Stop	N	09/08/2010
CP	Salop Street, Ring Road	Shelter	Black	Stop	N	10/10/2000
CQ	Salop Street , Ring Road	Shelter	Black	Stop	N	10/10/2000
CR	School Street, Salop Street	Shelter	Black	Stand	N	11/08/2010
CS	School Street, Skinner Street	Shelter	Black	Stand	N	16/01/2005
CT	Skinner Street, Victoria Street (Mecca Bingo)	Pole	N/A	Stand	N	25/01/2008
CU	Victoria Street, Salop Street	Pole	N/A	Stop	N	24/11/2006
Stands A-U	Wolverhampton Bus Station	<p>This facility is within the West Midlands Combined Authority owned Wolverhampton Bus Station.</p> <p>Provision of these facilities and allocation of departure stands are covered by the West Midlands Combined Authority Bus Station User Agreement.</p> <p>Any operator of a bus or coach service that is registered as a local bus service which uses Wolverhampton Bus Station must be both signed up to the Wolverhampton City Centre Advanced Partnership and the West Midlands Combined Authority Bus Station User Agreement.</p> <p>In line with all West Midlands Combined Authority owned bus stations there is a charge levied on any bus or coach operator for use of this facility.</p>				

[PUBLIC]

SCHEDULE B

Service standards

10. SERVICE STANDARDS

10.1 **ALL** registered local bus services operating within the Scheme Area are required to participate in the scheme, unless excluded due to being:

- i. services which operate for the primary purpose of carrying schoolchildren or students between their home and a school or Further Education College at the start or finish of the day; or
- ii. Community Transport or Ring and Ride services which are restricted to use by pre-registered passengers only; or
- iii. an excursion, tour service, inter-urban or other agreed non-scheduled service with the exception of any Scheduled Coach Service which operates outside the requirements to register as a local bus service under the requirements contained in the Transport Act 1985; or
- iv. any National Rail (whether procured directly by them or via a Train Operating Company) which are not registered as a Local Service in accordance with Section 6 of the Transport Act 1985. However any operator of such a service **MUST** gain the permission from the West Midlands Combined Authority to use any of facilities specifically provided for this agreement; or
- v. any Midland Metro bus replacement service (whether procured directly by Midland Metro Ltd or the West Midlands Combine Authority) which are not registered as a Local Service in accordance with Section 6 of the Transport Act 1985. However any operator of such a service **MUST** gain the permission from the West Midlands Combined Authority to use any of facilities specifically provided for this agreement; or
- vi. any Local Services operating within the Scheme Area but which do not stop at any bus stop within the Scheme Area; or
- vii. exempt from the requirements of Part II, Regulation 3 of the Public Service Vehicle Accessibility Regulations 2000 (SI 1970 of 2000), by virtue of according with Part II, Regulation 4(1)(f) of those Regulations (vehicle being over 20 years old and not used to provide a local service or a scheduled service for more than 20 days in any calendar year, hereafter referred to as a "heritage vehicle"). However any operator of such a service **MUST** gain the permission from West Midlands Combined Authority to use any of facilities specifically provided for this agreement;
- viii. any service that has an allocated stop within the scheme area but also does not have any registered stops within a two Kilometre straight line distance outside

of the scheme boundary and is operated using a vehicle that meets the legal requirements of a coach.

- 10.2 Heritage vehicles will be exempt from the requirements of sections 10.5; 10.6; 10.7; 11; 11.2; 11.4; 11.9; 11.10; 12.3 and 12.5.2 of this Schedule B.
- 10.3 Any operators providing services that would be excluded from the scheme (as specified under paragraph 10.1) but wish to use the facilities provided by the Scheme may only use a bus stop (not a terminal stand, as specified in Schedule A) and would also be required to comply with the Slot Booking System in accordance with Schedule D.
- 10.4 Any other scheduled service using one or more bus stops within the Scheme Area will be required to participate in the Scheme and will be subject to the Slot Booking System, in accordance with Schedule D of the Scheme. Bus operators will not be able to register services with the Traffic Commissioner where the Traffic Commissioner Registration documentation for a service has a 'Hail and Ride' stopping arrangement within the Wolverhampton Town Centre Scheme Area.
- 10.5 All operators in the Scheme Area shall offer ticketing product(s) that permit passengers travelling into the Scheme Area to interchange between services within the Scheme Area to reach a final destination within a WMCA constituent authority without the payment of a separate fare; with the exception of local services operating a frequency of 2 buses per hour or less that cross the boundary between the City of Wolverhampton local authority and a non WMCA constituent authority.
- 10.6 In line with the West Midlands Combined Authority's Integrated Passenger Information Strategy, by the first anniversary of the Scheme all vehicles operating within the Scheme Area must be fitted with equipment to provide locational data to West Midlands Combined Authority's Real Time Information system; such equipment must be maintained in working order and correctly configured at the start of each journey by the vehicle operated.
- 10.7 Each bus operator providing services in the Wolverhampton scheme area shall put in place a facility with the West Midlands Combined Authority for sharing real-time information data, in the form of a Data Sharing Agreement.
- 10.8 In the event of an emergency or serious disruption in the scheme area, which results in Police intervention to temporarily close roads, all operators agree to provide services to revised terminal points as guided by the Emergency Planning Group. The West Midlands Combined Authority will communicate such decisions and actions in accordance with the Communication Protocol (Schedule E) and coordinate the communication of any revised arrangements to passengers via appropriate media outlets, where possible including the Real Time Information displays.

11. VEHICLE STANDARDS

- 11.1 From the Commencement date, Local Services shall use fully accessible low floor buses with wheelchair ramps (fixed or portable), meeting the functional requirements of the Public Service Vehicle Accessibility Regulations 2000.
- 11.2 National monitoring of air quality that includes the wider West Midlands shows that diesel powered vehicles are currently one of the greatest contributors of nitrogen dioxide emissions. The European Union have imposed a duty on Member States under the EU Ambient Air Quality Directive to comply with limit values for various pollutants including nitrogen dioxide (NO₂). The introduction of cleaner engine vehicles will provide a positive contribution towards efforts to improve air quality in the scheme area and also along the corridors along which the services operate and will provide an evidence base for the UK Government to demonstrate longer term, sustained compliance.
- 11.3 The following vehicle emission standards will apply to all services operating in the scheme area, with the exception of services that cross the boundary between the City of Wolverhampton local authority and a non WMCA constituent authority operating a frequency of 2 buses per hour or less:

	Local Bus Services Emission Standards
Sunday 25th November 2018	Minimum Euro III on all journeys
Sunday 28th April 2019	Minimum Euro VI on 10 per cent of journeys
Sunday 26th April 2020	Minimum Euro VI on 50 per cent of journeys
Sunday 25th April 2021	Minimum Euro VI on 75 per cent of journeys
Sunday 24th April 2022	Minimum Euro VI on all journeys

- 11.4 Services in the scheme area that cross the boundary between the City of Wolverhampton local authority and a non WMCA constituent authority operating a frequency of 2 buses per hour or less, will have the following vehicle emission standards apply:

	Local Bus Services Emissions Standards
Sunday 25th November 2018	Minimum Euro III on all journeys
Sunday 26th April 2026	Minimum Euro VI on all journeys

- 11.5 All operators must provide the West Midlands Combined Authority and the Council, in an approved Excel spreadsheet format clearly identifying the operator, with a quarterly

statement listing each bus operating in the Scheme Area by registration plate, fleet number, Euro emission standard, accessibility status (low floor to functional Equality legislation compliance), real-time enabled, next-stop audio-visual announcement, contactless ticketing enabled and the local service route(s) running. This is primarily to assist with the enforcement of bus priority facilities and the Scheme. It is the responsibility of the operator to ensure the statement is up to date.

- 11.6 Where a vehicle operating within the Scheme Area has had a Clean Vehicle Retrofit Accreditation Scheme (CVRAS) engine or exhaust modification system fitted to achieve an improved emission standard, then West Midlands Combined Authority will require copies of the test certification that proves the vehicle is achieving an improved emission standard, as well as access to the remote monitoring data and equipment details of the CVRAS technology fitted to ensure the vehicle continues to achieve the up rated emission standard.
- 11.7 All services operating within the Scheme must comply with full Equality legislation and PSVAR accessibility as a minimum, unless mandated or exempted earlier by legislation. For vehicles operating on services defined in paragraph 10.1 (iii) these will not be required to meet requirements for fully accessible vehicles until 1st January 2020, but are subject to the Vehicle Emission Standards as defined in paragraph 11.3.
- 11.8 All vehicles operating within the Scheme Area must use daytime running lights at all times.

11.9 Route and Destination Displays

- 11.9.1 In line with the requirements of The Public Service Vehicles (Conduct of Drivers, Inspectors, Conductors and Passengers) (Amendment) Regulations 2002 (SI 2002, 1724), as amended, all Local Services must display an accurate route number and/or route name and ultimate destination indicators at all times.
- 11.9.2 All displays must comply with the legal standards set out in Schedule 2, Section 8 of the PSV Accessibility Regulations 2000, unless using temporary destination equipment, as set out in Section 11.9.3 below. All vehicles are to be fitted with electronic number and destination displays.
- 11.9.3 All temporary destination and number displays to comply with Sections 8(3)(a) and (b) of Schedule 2 of the PSV Accessibility Regulations 2000 and only be used as substitute for normal destination equipment in the event of an emergency.

11.10 Presentation

- 11.10.1 Vehicles must be well presented in good order, clean externally and internally without unpleasant odours, in appropriate finished livery, which clearly identifies either the bus operator or branded route. Internally, the operator must also provide their own contact details for bus users.
- 11.10.2 No vehicles are to be used which remain in a livery belonging to a previous operator under any circumstances or bear any previous operator's branding or other information.

11.11 Parked vehicles

- 11.11.1 No vehicle must be left unattended. Drivers must switch off engines at all times unless departure is imminent. Quitting (vehicles left unattended with the engine running) is strictly prohibited.

12. DRIVER STANDARDS

- 12.1 Operators shall ensure bus drivers at all times drive in a safe, courteous and professional manner undertaking a duty of care to all bus passengers and other road users.
- 12.2 To ensure safety of passengers, drivers must not use hand-held mobile phones, consume food or drink or otherwise be distracted whilst driving.
- 12.3 All drivers must be provided with an appropriate uniform and operators shall use reasonable endeavours to ensure that this is worn on duty and maintained in a clean and tidy condition to promote a professional appearance.

12.4 Driver Training

- 12.4.1 Drivers operating Local Services within the Scheme Area should be fully briefed on the terms and objectives of the Scheme, be route trained and conversant and proficient in the use of ticketing equipment and all fares options when operating Local Services in the Scheme Area.
- 12.4.2 Operators shall ensure that all drivers at each of their operating centres that serve the Scheme Area on Local Services have completed in the last rolling 5 years, or are working towards the following Driver Certificate of Professional Competence (CPC) subject areas:
- i. Customer Service / Disability Awareness (PCV);
 - ii. Personal Health and Wellbeing;

- iii. Physical/Mental Health and Wellbeing;
- iv. Health, Safety and Emergencies; and
- v. Safe and Fuel Efficient Driving,

unless otherwise superseded or agreed by the West Midlands Bus Operator's Panel and West Midlands Combined Authority.

- 12.4.3 To provide the West Midlands Combined Authority with an annual statement in the first month of each calendar year, of the number and proportion of drivers qualified or receiving training (as specified in 12.4.2) operating on Local Services covered by the Scheme.

12.5 Passenger Assistance

- 12.5.1 Operators shall ensure drivers provide assistance to passengers when requested, for boarding or alighting and if so requested for them to remain stationary until such passengers are seated.
- 12.5.2 Drivers to assist passengers by lifting or deploying ramp and if requested offer assistance in accordance with the PSV (Conduct of Drivers, Inspectors, Conductors and Passengers) (Amendment) Regulations 2002.
- 12.5.3 If requested, drivers should enable sitting passengers who require assistance to remain seated until the bus has come to a stop before alighting.
- 12.6 Operators must ensure drivers do not smoke at any time on board a bus and to use reasonable endeavours to enforce a smoking prohibition for all passengers on Local Services.

13. CUSTOMER CARE STANDARDS

13.1 Customer Care

- 13.1.1 Operators shall ensure that passengers on a bus which has become immobilised are transferred safely on to a replacement vehicle or alternative local service within 60 minutes of breakdown occurrence.
- 13.1.2 Operators shall be in attendance of broken down buses and use reasonable endeavours to remove any obstacle from the highway within 60 minutes of any breakdown occurrence.

- 13.1.3 All operators operating Local Services within the Scheme Area to have an established complaints procedure and to respond to customer correspondence within 10 working days of receipt.

14. NETWORK PERFORMANCE

- 14.1 With the exception of Scheduled Coach Services, changes to routes and timetables shall only be made on the agreed Service Change Dates, in order to maintain network stability, unless there are exceptional circumstances which have been agreed in advance with the West Midlands Combined Authority. Reference should be made to Appendix D1 of the Slot Booking System.
- 14.2 All Local Bus Service Registrations, whether new or variations, must be undertaken in line with the process set out in Schedule D, Slot Booking System.
- 14.3 The West Midlands Combined Authority and the Council will continue to work with operators to improve punctuality and reliability through voluntary multi-lateral agreements outside the town centre.

15. INFORMATION STANDARDS

- 15.1 No temporary notices of any description are to be fixed to any bus stop or information pole, without the prior approval of the West Midlands Combined Authority. The real-time displays can be used to display service disruption details if required.

16. ENFORCEMENT

- 16.1 Any enforcement will follow the protocol as set out in Section 8 of The Scheme.

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Appendix B1

Bus Operators Undertaking

WOLVERHAMPTON CITY CENTRE
ADVANCED QUALITY PARTNERSHIP SCHEME

**UNDERTAKING IN ACCORDANCE WITH SECTION 118(4) OF THE TRANSPORT
ACT 2000**

TO: PRIVATE & CONFIDENTIAL

Senior Team Leader, PSV Operator Licensing

Hillcrest House
386 Harehills Lane
Leeds
LS9 6NF

FROM: **{Operator Legal Name}**

PD **{Operator Licence Number}**

{Address}

The above named operator hereby undertakes to provide Local Services to the standards and requirements specified in the Scheme when using the Facilities. The traffic commissioner can impose a penalty or sanction for any failure to meet the standards. Currently the penalty can be up to £550 for every vehicle the operator has licenced and/or the traffic commissioner can place a condition on the licence prohibiting the operator from running certain local services or local services of any description.

All terms used in this undertaking have the same meaning as those set out in the Wolverhampton Advanced Quality Partnership Scheme as made on **1st August 2018** and that will come into operation on **Sunday 25th November 2018**.

SIGNED

{Company Officer Signature}

{Company Officer Name}

{Date Signed}

COPY OF COMPLETED FORM MUST AT THE SAME TIME BE SUBMITTED TO:

Wolverhampton City Centre Advanced Quality Partnership Scheme – Version 3 dated
25th November 2018

[PUBLIC]

Network Delivery Team (Wolverhampton City Centre AQPS)
West Midlands Combined Authority, 16 Summer Lane, Birmingham, B19 3SD

APPENDIX B2

Ticketing Schemes

APPENDIX B2 – TICKETING SCHEMES

The West Midlands Combined Authority is working in partnership with operators to develop and introduce Smartcard multi operator ticketing products to create an integrated public transport offer between the bus, rail and metro modes. The West Midlands Combined Authority will work with operators to create where possible such ticketing products that do not create a financial penalty to the user who has to change buses within the AQPS area to access their final destination.

SCHEDULE C

Facilities provided by West Midlands Combined Authority and City of Wolverhampton Council

17. BUS PRIORITY

17.1 Slot Booking System

17.1.1 The West Midlands Combined Authority will manage the Slot Booking System in accordance with Schedule D to the scheme.

17.1.2 City of Wolverhampton Council will implement new Traffic Regulation Orders for all bus stops and stands in the scheme before the scheme commencement date and maintain the relevant Traffic Regulation Orders within the scheme area for the duration of the scheme. This will both facilitate the operation and enforcement of the scheme.

17.2 Bus Lanes/Gates

17.2.1 The scheme includes the following bus lanes within the scheme area, and bus lanes on the approach to/from the scheme area.

Location	Operational
Cleveland Street, City Centre (TRO 4146)	24 Hour Bus Lane
Victoria Square (from Lichfield Street to Berry Street), City Centre (4731)	24 Hour Bus Gate
Market Street, City Centre (4387)	24 Hour Bus Lane
Peel Street, City Centre (4473)	24 Hour Bus Lane
Ring Road St David's (Bilston St into Bus Station), City Centre (4523)	24 Hour Bus Lane
Ring Road St David's (contraflow Broad Street into Bus Station), City Centre (4523)	Contraflow 24 Hour Bus Lane
Ring Road St David's (between the two carriageways), City Centre (4523)	24 Hour Bus Lane
Ring Road St David's (bus station towards Broad Street to Railway Drive), City Centre (4523)	24 Hour Bus Lane
Darlington Street near Red Lion Street, City Centre (4187)	24 Hour Bus Gate
Princess Square, City Centre (4745)	24 Hour Bus Lane

17.2.2 City of Wolverhampton Council will maintain the relevant bus lanes Traffic Regulation Orders and bus lane enforcement scheme for the duration of the scheme. This will both facilitate the operation and enforcement of the scheme to improve bus journey reliability and journey times.

17.3 Bus Stands and Bus Stop Clearways

17.3.1 At the Commencement Date, within the Scheme Area there will be 72 bus stops, including 19 bus stands at Wolverhampton Bus Station. As part of the Slot Booking

System (pursuant to Schedule D of the Scheme), all bus stops within the Scheme Area will be designated into an appropriate category and will be defined as either:-

- a. "Bus Stand Clearway"
- b. "Bus Stop Clearway"
- c. "Bus Stop Clearway (Non-Regulated)"

on the basis set out in the Slot Booking System.

- 17.3.2 Bus Stop Clearways and Bus Stand Clearways will be provided at all stops, save to the extent that this is not possible due to loading and unloading requirements for local businesses, as specified in Schedule A (Infrastructure) to this Schedule C.
- 17.3.3 Where a Bus Stop Clearway or Bus Stand Clearway has been provided these will only permit use by Local Services, unless otherwise authorised by the Council.
- 17.3.4 In accordance with Schedule 19 of the Traffic Signs Regulations and General Directions 2002 (SI 2002/3113) including any relevant subsequent updates to these Regulations, all Bus Stand Clearways and Bus Stop Clearways will be defined on the following basis:-
- a. all "Bus Stand Clearways" will be designated with a maximum layover of either 5 or 10 minutes, as specified in Schedule A to this Schedule C.
 - b. all "Bus Stop Clearways" will be designated with a maximum layover of 2 minutes, as specified in Appendix Schedule A to this Schedule C in accordance with regulation 3 (a) of The Traffic Signs Regulations and General Directions 2002/3113.

18. MEASURES

18.1 Connected Places, City of Wolverhampton

- 18.1.1 The City of Wolverhampton will deliver the Connected Places Strategy. The Connected Places Strategy, outlines the City of Wolverhampton's vision, strategy and priorities for a people centred approach to improving Wolverhampton's city centre's streets and public spaces.
- 18.1.2 The City of Wolverhampton will deliver Connected Places through a range of mechanisms, demonstrating the commitment to sustainable access for the city centre, including continued promotion of, and investment in public transport, and bus in the city centre.

- 18.1.3 Way-finding: re-inforce the city's identity and image through a co-ordinated approach to improve wayfinding signage. This will include important gateway projects, such as the Interchange, for those travelling by bus.
- 18.1.4 City Centre car parking: currently the city centre is over supplied with poor quality, surfaced level car parks and a significant amount of on-street parking. This will change with the development and refurbishment of a select number of premium city centre multi-storeys within the ring road and further opportunities on the periphery. This will reduce vehicle movements in the core of the city centre and enable the City of Wolverhampton to transform unnecessary road space.
- 18.1.5 The City of Wolverhampton recognise the limitations of the Connected Places Strategy. It is impossible to bring about transformational change of any scale without the simplifications of traffic management within the city centre. As well as the delivery of the Wolverhampton Interchange project, further work with partners including TfWM and local bus operators, will need to determine the best approach about changes to traffic management and vehicle access.

18.2 City Centre Area Action Plan (AAP) 2015 – 2026

- 18.2.1 The city centre AAP will guide the regeneration of the city centre up to 2026.
- 18.2.2 Policy CC6 Transport aims to provide an effective, efficient transport network making the city centre accessible to all, thus encouraging investment and regeneration to create a more prosperous city centre.
- 18.2.3 This includes working with TfWM and bus operators to ensure that bus flows are fully considered in development proposals.

18.3 Wolverhampton and Walsall Network Development Plan (NDP)

- 18.3.1 Having a plan in place to improve the bus network as populations grow, land uses change and new development are planned and built will be crucial.
- 18.3.2 Delivering the NDP will support positive change so that bus continues to play a crucial role for the local people and in the growth of the area and city centre. Working together, the Bus Alliance will deliver local bus improvements in the NDP that ensure the current and future travel needs of the local population and businesses are met and bus travel is truly transformed in the area.
- 18.3.3 This area-based NDP will be adopted, and then reviewed annually, to ensure that the bus network continues to meet local needs and is able to adapt to future growth opportunities and challenges.

18.4 Free city centre bus

- 18.4.1 The free city centre bus service number 500 travels around the city centre on market days (Tuesday, Wednesday, Friday and Saturday) giving easy access to shopping in the city centre. It is provided by the City of Wolverhampton.
- 18.4.2 The first bus leaves the Bus Station at Pipers Row (Stand G) at 9.40am and runs every 30 minutes. The last return service from stop CK at the markets (Pitt Street) will leave at 2.30pm.

19. INFRASTRUCTURE

19.1 Bus Shelters, Shelter cases and Seating

- 19.1.1 Appendix C1 sets out the specification for bus stops in the Scheme Area. Subject to site and usage limitations, a bus shelter will be provided at bus stops within the Scheme Area, as detailed in Schedule A.

20. PASSENGER INFORMATION

- 20.1 The specification for the provision of passenger information at each stop is set out in Appendix C2, covering items such as the display of service numbers, provision of timetable information and display of other public transport-related information.

20.2 Real-Time Electronic Displays

- 20.2.1 The electronic display will show either "real time" or chronological scheduled information for all Local Services using the relevant bus stand or bus stop.
- 20.2.2 The West Midlands Combined Authority can add messages to the electronic displays within the Scheme Area, which can provide useful travel information relating to various one-off network changes – stops, services, fares, roadworks, delays etc. The facility for bus operators to contact the West Midlands Combined Authority to add planned messages is available.

21. OTHER FACILITIES

21.1 Bus Passenger Surveys

- 21.1.1 The West Midlands Combined Authority will undertake regular studies to monitor customer satisfaction with bus services in Wolverhampton.

- 21.1.2 The information will be presented to operators at the relevant Bus Alliance Area Partnership meetings.

22. MONITORING, ENFORCEMENT AND MAINTENANCE

22.1 Enforcement of Bus Stands and Bus Stop Clearways

- 22.1.1 The Council is responsible for civil parking enforcement and the enforcement of bus lane contraventions. With effect from the Commencement Date, all of the bus stands and bus stop clearways will be enforced by the Civil Enforcement Officers, who are deployed on behalf of the Council.
- 22.1.2 The Civil Enforcement Officers may issue a Penalty Charge Notice if the restrictions detailed in 17.3.4 are contravened. The Penalty Charge Notice is £50.00, which is discounted to £25.00 if it is paid within 14 days from the date of issue of the Penalty Charge Notice.
- 22.1.3 Any problems experienced by operators of persistent problems with contraventions by other vehicles to bus stand and bus stop clearways can be notified to the West Midlands Combined Authority. The West Midlands Combined Authority will liaise with the Council regarding persistent problems with contraventions by other vehicles of bus stand and bus stop clearways for increased monitoring.
- 22.2 The West Midlands Combined Authority will monitor the operation of bus services in the Wolverhampton scheme area, which will include monitoring vehicles and services operating within scheme area for their compliance with the terms of the AQPS. Non-compliance will be dealt with as set out in section 8 of The Scheme.

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APPENDIX C1

Bus stop specification

Appendix C1 - Bus Stop Specification

Information pole	<p>As detailed in Schedule A:</p> <ul style="list-style-type: none"> Alighting-only bus stops will be provided with a bus stop pole and flag, with wording indicating that services cannot be boarded at that location. Boarding bus stops will be provided with a bus stop flag incorporating service numbers, timetable information and, if applicable, real-time information and mapping.
Shelter	<ul style="list-style-type: none"> Provided at Bus Stops and Bus Stands as detailed in Schedule A. Size and orientation of shelter provided dependent on site conditions. All shelters will be illuminated. All shelters will include seating provision (subject to site conditions).
Real-time	<ul style="list-style-type: none"> Electronic Display provided at Bus Stops and Bus Stands as specified in Schedule A, incorporated within the bus stop totem. Real-time or scheduled information displayed
Raised kerbs	<ul style="list-style-type: none"> Minimum standard kerb height provided at Bus Stops and Bus Stands within the Scheme Area will be 120mm, with an acceptable height of 140mm, and a maximum height of 160mm
Maintenance	<ul style="list-style-type: none"> As detailed in Appendix C3.
Bus Stand Clearway/Bus Stop Clearway	<ul style="list-style-type: none"> Provided at Bus Stops and Bus Stands as detailed in Schedule A. If provided, will be in accordance with The Traffic Signs Regulations and General Directions 2002.

[PUBLIC]

APPENDIX C2

Passenger information specification

Appendix C2 – Passenger information specification

Bus Stop Plate	The West Midlands Combined Authority shall display at any bus stand or bus stop a service name/number for each Local Service that uses such bus stand or bus stop, and this will be maintained under West Midlands Combined Authority’s Information Recharging Scheme.
Timetable Information	The West Midlands Combined Authority shall display their “service information” in the timetable cases, with the services shown displayed in the format “times departing from that stop” together with a route summary which details the main areas served by the service.
Real Time Information (RTI)	<p>Where an RTI display is provided, this will display either “real time” or chronological scheduled information for all Local Services using the relevant bus stand or bus stop.</p> <p>The availability of real-time bus apps will be published at stops, with the written agreement of the West Midlands Combined Authority.</p>

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APPENDIX C3

Maintenance of Facilities

Appendix C3 – Maintenance of facilities

23. Bus Shelters, Information Panels and Seating, Bus Stop Totems and Poles/flags

Responsibility: West Midlands Combined Authority's Shelter Maintenance Contractor

- 23.1 All shelters and totems within the Scheme Area will be inspected and cleaned at least once a week. Totems are additionally inspected whenever a service needs to be added, removed or amended.
- 23.2 Graffiti and flyposters are removed within three working days of notification to West Midlands Combined Authority.
- 23.3 Routine repairs, including the replacement of lamps and fluorescent tubes are conducted within 2 working days following notification to West Midlands Combined Authority. Non routine repairs are conducted within 5 working days of notification.
- 23.4 Where damage has occurred that requires urgent attention due to a danger to traffic, pedestrians or property the West Midlands Combined Authority will respond within 4 working hours for faults reported to and received between 0730 and 1800 hours on working days and by noon on the next working day for faults reported to and received by the company between 1800 and 0730 hours on non-working days.

24. Real Time Information Electronic Displays

Responsibility: The West Midlands Combined Authority's Digital Information team

- 24.1 Electronic real-time displays will be visually checked and cleaned at least once a week, as part of the shelter and totem cleaning regime
- 24.2 Routine repairs are conducted within 5 working days following notification to the West Midlands Combined Authority.
- 24.3 Where the display maintenance contractor cannot identify a fault, the display will be replaced.
- 24.4 Where damage has occurred that requires urgent attention due to a danger to traffic, pedestrians or property, the West Midlands Combined Authority will respond within 4 working hours for faults reported to and received between 0730 and 1800 hours on working days and by noon on the next working day for faults reported to and received between 1800 and 0730 hours on non-working days.

25. CCTV Equipment in Shelters

Responsibility: The West Midlands Combined Authority

- 25.1 CCTV cameras will be visually checked at least once a week and will be cleaned at least once a month. Each camera will be given a maintenance inspection every three months, with a full service twice a year to coincide with the changing of clocks between winter and summer times.
- 25.2 All repairs are conducted within five working days following notification to West Midlands Combined Authority.

26. Electrical Supplies to Infrastructure

Responsibility: Nominated Electricity Supplier

- 26.1 If for any reason a fault lies with the electricity supply to any of the infrastructure, then the fault will be reported to the nominated electricity supplier. The responsibility in these circumstances is therefore out of the control of the West Midlands Combined Authority.

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SCHEDULE D

Slot booking system

Schedule D - Slot Booking System

DEFINITION OF THE SLOT BOOKING SYSTEM FOR BUS STOPS IN WOLVERHAMPTON CITY CENTRE

27. DEFINITIONS & INTERPRETATION

These provisions relate to Regulated Bus Stops within Wolverhampton City Centre, as covered by the AQPS. For the purposes of this schedule the following words shall have the following meanings (words previously defined retain those meanings but may have further specific additional meanings below):-

"Bus Stand Clearway"	means a Regulated Bus Stop used for terminating services as detailed in Schedule D;
"Bus Stop"	means each bus stopping point within the AQPS area that is marked by a bus stop flag sign and listed in Schedule A;
"Bus Stop (Not Clearway)"	means a Bus Stop that is not regulated and is intended for bus services operating through the stop rather than terminating at it, as specified in Schedule A.
"Bus Stop Cage"	means the marked area on the carriageway to accommodate buses standing at a Bus Stop Clearway or Bus Stand Clearway;
"Bus Stop Clearway"	(Regulated or Non-Regulated) means a Bus Stop intended for use by services operating through the stop rather than terminating at it;
"Departure"	means either a) a scheduled in-service departure from a Bus Stop or b) any out of service movement away from a bus stop in those instances where there is no scheduled in-service departure but there has been a scheduled in-service arrival at the bus stop and that journey has terminated there;
"Departure Slot"	means an allotted period of time in which a bus operator can occupy a bus stand in order to take up a scheduled departure, as more specifically set out in paragraphs 29 and 30;
"Non-Regulated Bus Stops"	normally function as stops on the final inbound approach to the city centre, at which the

	overwhelming majority of passengers will be alighting from rather than boarding the buses serving the stop. Any other Bus Stop that is not specifically defined as a Regulated Bus Stop or as a Bus Stand is defined as a "Non-Regulated Bus Stop" in Schedule A and has no limit on the number of departures permitted from that stop in any operating period. Layover is not permitted at any Non- Regulated Bus Stop.
"Regulated Bus Stop"	means any Bus Stop within the AQPS area specified as a Regulated Stop in Schedule A at which the number of departures in each hour is limited. Layover is not permitted at any Regulated Bus Stop.
"Service"	means a service provided along the same route by one operator and denoted by a single service number or service name. This will include any minor variations of the same service as denoted by a prefix or suffix attached to the basic service number or service name.
"Slot Booking Area"	Is the specific area within the wider scheme area where West Midlands Combined Authority allocate departure slots
"Stop Code"	means the alpha-numeric reference code applied to each bus stop within Wolverhampton City Centre.
"Stop Group"	means a group of bus stands or bus stops, usually along the same side of the same street that share the same alphabetic character of their stop code.
"Terminus Stand"	means a bus stand designated or recognised as the main timing point in the Scheme area for a service or group of services.

28. GENERAL PRINCIPLES

28.1 There will be 4 basic types of stop within the Scheme Area:

28.1.1 Bus Stands for terminating services;

- 28.1.2 Regulated Bus Stops for through services (with a maximum 60 departures in each hour);
- 28.1.3 Non-regulated Bus Stops for through services, where operators must comply with the terms of any Bus Stop Clearway and shall, in any event, not layover at a Non-Regulated Bus Stop for longer than 2 minutes.
- 28.1.4 A departure slot allocated and agreed with the WMCA Bus Station Manager at Wolverhampton Bus Station
- 28.1.5 All departures on the same service, provided by the same operator, must observe the same Bus Stop for all departures and cannot be split over 2 or more stops within the same Stop Group.
- 28.1.6 Each service, provided by the same operator, must only observe up to one Bus Stand within the AQPS area other than the West Midlands Combined Authority controlled bus station.
- 28.1.7 Each service, provided by the same operator, may observe only one Regulated Bus Stop per direction on any road.

29. DEFINITION OF A DEPARTURE SLOT AT A REGULATED BUS STOP

- 29.1 At Regulated Bus Stops there will be no specifically defined start and end time for a departure slot but the number of departures in any hour should be kept at or below the stated limit of 60 departures.
- 29.2 Operators should recognise it as in their operational interest to distribute departures evenly with buses leaving the stop at no less than a one-minute scheduled interval.

30. DEFINITION OF A DEPARTURE SLOT AT A BUS STAND

- 30.1 Each single Bus Stand has up to 15 Departure Slots available in any hour and a double Bus Stand up to 30 Departure Slots per hour. WMCA may consider requests from one or more operators to provide a higher number of departures per hour from a Bus Stand if it is deemed by WMCA to be in the passengers' interest; such requests will only be considered on the basis that the group of stands (as set out in Schedule A) would not exceed its total capacity and WMCA reserves the right to reject the request (subject to the prescribed appeals process).
- 30.2 A departure slot will be allocated for a 4-minute period thus giving 15 departures on a single stand and 30 departures on a double stand. Operators can schedule their service to depart at any time within the 4 minute departure slot. Operators should recognise it as in their operational interest to distribute departures evenly with buses

leaving the stop at no less than a 3-minute scheduled interval for a single terminal stop or a 2-minute scheduled interval for a double terminal stop but within the overall limit on the number of departures per stop per hour.

- 30.3 Buses may leave the Bus Stand at any time within a Departure Slot, so long as the waiting time prior to that departure does not overlap into a preceding 4-minute Departure Slot (where it was booked by another service).
- 30.4 Engines should be switched off (within reason) where waiting time exceeds 2 minutes.
- 30.5 Vehicles should not be left unattended on a bus stand without a driver at any time.

31. ALTERNATIVES

- 31.1 It may not always be possible to accommodate a new service at the operator's preferred stop and other stopping points may need to be considered in such a situation.

- 31.2** As well as Bus Stands, Bus Stops may be available for new services to use (within the stated departure criteria that apply there)

31.3 REGISTRATION WITH TRAFFIC COMMISSIONER AND MAKING A SLOT BOOKING WITH WMCA

- 31.4 Operators are required to register changes to bus services with the Traffic Commissioner with 42 days' notice, as defined by the Transport Act 1985.

- 31.5 Before submitting an Application to Register a Bus Service (PSV350) or an Application to Change a Local Service Registration (PSV355) or by way of the electronic alternative, for a service change effective within the Scheme area, with the Traffic Commissioner, the bus operator **must provide WMCA with a draft full working timetable**, including which Bus Stops or Bus Stands (using the stop reference code as detailed in Schedule A) are wished to be used, the route, and a completed pro-forma to allow WMCA to confirm receipt of the application, a minimum 28 days before **submitting such an application to the Traffic Commissioner**. Appendix D1 provides details of Service Change Dates.

- 31.6 For any Scheduled Coach Service, operators will need to provide WMCA with a draft timetable which will include the required stopping points, giving a minimum of 28 working days notice to WMCA, in advance of the introduction or change to service.

- 31.7 WMCA will then confirm if, in accordance with the Slot Booking System, the proposed slots are available for the operator to use and, if not, which alternative slots are available for the operator to register.
- 31.8 All applications to register or change a Local Service Registration which are submitted to WMCA must include a full working timetable and route, showing the times of all departures from each particular stop for the proposed service, even if the service is operated at frequent intervals of 10 minutes or better.
- 31.9 For Regulated Bus Stops, WMCA will ensure that each new service will not exceed the departure limit of that stop.
- 31.10 Where an incumbent service is present at a Bus Stand or Regulated Bus Stop it will take precedent over a new service that is seeking to take up a slot at the Bus Stand or regulated Bus Stop.
- 31.11 To determine, for the purposes of paragraph 31.10, incumbency at a Bus Stand or Regulated Bus Stop, services will be ranked in terms of the first date of registration for that service with the Traffic Commissioner at its current headway (with earlier registrations taking priority over more recent registrations). Temporary registrations for minor amendments of durations of eight weeks or less shall not count towards the incumbency consideration.
- 31.12 If a service is to introduce more departures from a Bus Stand or Regulated Bus Stop then it can do this until all available slots on that Bus Stand are taken. Once no vacant slots remain, it is up to the service that is being increased to either: - (a) locate to an alternative bus stand where the required slots are available for use; or (b) for another service from the existing stand to be located to an alternative stand (this could only be done with the agreement of any other operator using the same Stand). Written evidence of agreement to relocate the other service will be required before this option can be considered by WMCA.
- 31.13 Where prior to the commencement of the Scheme two or more services have registered the same scheduled Departure Slot from a Bus Stand within the Scheme Area, all operators other than the first operator to have registered their service at such Bus Stand with such departure time shall, as soon as reasonably practicable, re-register their service either with an alternative Departure time or at an alternative Bus Stop.
- 31.14 Information supplied in applying for departure slots will be treated as confidential and will not be made available to third parties unless required to do so by law.

32. SLOT BOOKING MONITORING

- 32.1 WMCA and the Council will monitor adherence by operators to their booked slots at all stops. Systematic contraventions will be raised with the operator in line with the agreed enforcement process, and subject to the stated Appeals Process.
- 32.2 Monitoring may take from the form of personal observations, surveys commissioned by WMCA and/or the Council, or through the use of CCTV or Real Time Information systems.

33. APPEALS PROCESS

- 33.1 An appeal may be made against any decision regarding the Slot Booking System, in accordance with the Appeals Process as set out in The Scheme.

[PUBLIC]

APPENDIX D1

Service Change and Slot Booking Dates

Appendix D1 – Service Change and Slot Booking Dates

Service change dates for 2018 & 2019, with associated cut-off dates for requests for amended departure slots.

NSP No.	MONTH	REGISTRATION DATE (70 days)	DATE OF IMPLEMENTATION	TARGET POSITION DATE	COMMENTS
NSP 119	Nov-18	16-Sep-18	25-Nov-19	02-Dec-18	
NSP 120	Jan-19	28-Oct-18	06-Jan-19	13-Jan-19	School term starts
NSP 121	Feb-19	16-Dec-18	24-Feb-19	03-Mar-19	End of half term holiday
NSP 122	Apr-19	17-Feb-19	28-Apr-19	05-May-19	TfWM contract change date
NSP 123	May-19	21-Apr-19	30-Jun-19	07-Jul-19	Rail Timetable Change Weekend
NSP 124	Jul-19	19-May-19	28-Jul-19	04-Aug-19	School term finishes
NSP 125	Sep-19	23-Jun-19	01-Sep-19	08-Sep-19	School term starts

Service Change Dates are yet to be agreed.

Any request for revised departure slots must be made to TfWM at least 28 days before submission of registrations to the Traffic Commissioner. Registrations without signed-off slot requests are likely to be refused.

[PUBLIC]

SCHEDULE E

Communications protocol

Schedule E – Communications protocol

DEFINITION OF A PROTOCOL FOR THE DISSEMINATION TO OPERATORS OF CRITICAL INFORMATION RELATING TO WOLVERHAMPTON

34. Aim

- 34.1 This protocol aims to clearly set out the preferred method of communication between West Midlands Combined Authority, City of Wolverhampton Council and bus operators covered by the Scheme, in relation to incidents in the Wolverhampton Scheme Area that may impact on the operation of bus services.
- 34.2 It does not replace or overrule any other established communication plans, but sets out the communication methods used for specific events.

35. Events covered

- 35.1 The protocol is anticipated to be used in cases of events such as:
- i. emergency road closures
 - ii. unavailability of bus stops
 - iii. need for service diversions
 - iv. future planned unavailability of facilities

36. Methods of communication

- 36.1 If it is necessary to pass information quickly to all operators, the West Midlands Combined Authority will co-ordinate the dissemination of notices by email. Notifications provided by City of Wolverhampton Council will also be channelled through the West Midlands Combined Authority, to ensure that all parties are aware of the communication and that a co-ordinated response and support can be provided.
- 36.2 All operators must provide the West Midlands Combined Authority with an email address that is working and regularly checked by the operator.
- 36.3 Emails can be sent to the West Midlands Combined Authority at QPS@TfWM.org.uk. Emails relating to the Scheme or city centre issues should not be sent to a specific individual.

- 36.4** Written communications to the West Midlands Combined Authority or City of Wolverhampton Council should be sent to the addresses stated in Section 8 of The Scheme.



West Midlands Combined Authority
16 Summer Lane
Birmingham
B19 3SD



City of Wolverhampton Council
Civic Centre
St. Peter's Square
Wolverhampton
WV1 1SH

TRANSPORT DELIVERY COMMITTEE

COMMITTEE MEETING		REPORT AND AUTHOR	AGENDA SETTING MEETING	
<i>Date of Meeting</i>	<i>Date Final Reports to be submitted to Governance Services</i>		<i>Date of Meeting</i>	<i>Date Reports to be submitted to Governance Services</i>
10 September 2018	30 August	<ul style="list-style-type: none"> • Metro Investment Programme (Phil Hewitt) • Presentation : Midlands Connect – Motorway Hub (Maria Machancoses) • Financial Monitoring Report (Linda Horne) • Capital Programme Delivery Monitoring Report (Sandeep Shingadia) • Commonwealth Games Update on Schemes (Anne Shaw) 	TBC	
5 November 2018	25 October		TBC	
7 January 2019	20 December	<ul style="list-style-type: none"> • Customer Services Performance Report • (Sarah Jones) 	TBC	
4 February 2019	24 January		TBC	
4 March 2019	21 February		TBC	
20 May 2019	9 May	<ul style="list-style-type: none"> • Commonwealth Games Update on Schemes (Anne Shaw) 	TBC	
24 June 2019	13 June	<ul style="list-style-type: none"> • Customer Services Performance Report (Sarah Jones) 	TBC	

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

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