



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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Delegated Decisions

Delegated Executive/Officer Decisions

Delegated Executive and Officer decisions are published every Wednesday and are available at the following link - <https://tinyurl.com/ms6umor>

Cabinet decisions subject to call-in are published at the following link - <http://tinyurl.com/yddrql6>

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30 pm on Wednesday 11 October 2023. Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

- on the Council's Intranet Site at <https://modgov/mgDelegatedDecisions.aspx>
- on the Council's website at <https://tinyurl.com/jhnax4e>

The decisions detailed below may be implemented on Thursday 12 October 2023 if they are not called-in.

Delegated Decisions

I. Councillor Mark Coker, Cabinet Member for Strategic Planning and Transport:

- I.1. SPT08 23/24 - Bikeability Procurement **(Pages 1 - 20)**
- I.2. SPT09 23/24 - Plymouth Bus Service Improvement Plan Plus Programme (BSIP+) **(Pages 21 - 58)**


EXECUTIVE DECISION**made by a Cabinet Member****REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER****Executive Decision Reference Number – SPT08 23/24**

Decision			
1	Title of decision: Bikeability Procurement		
2	Decision maker: Councillor Mark Coker (Cabinet Member for Strategic Planning and Transport)		
3	Report author and contact details: Simon Pickstone (simon.pickstone@plymouth.gov.uk)		
4	Decision to be taken: 1. Approves the Business Case; 2. Authorises the commencement of the procurement process; 3. Delegates authority to award the contracts to the Service Director for Strategic Planning and Infrastructure, where they do not already have the authority to do so.		
5	Reasons for decision: 1. If we wish to continue to deliver Bikeability cycle training in schools through a partnership approach with a Training Provider we have to tender for a new contract. 2. Given the value of the contract, and the fact there are potential alternative providers in the market, we have an obligation to go out to tender.		
6	Alternative options considered and rejected: 1. Do nothing: This option would prevent the delivery of Bikeability cycle training in schools. This is because the funding provided for the programme must be paid to a Local Transport Authority and without undertaking a competitive tender a delivery partner would not be in place. This option would also be likely to significantly undermine our relationship with Active Travel England and the DfT who are important funding partners. 2. Bring Training Service Delivery in-house. This would require significant resources (Plymouth School Sports Partnership, for example, currently train and employ C. 47 instructors across Plymouth and Devon as well as staff providing programme management and administration). PCC employed staff would need to obtain qualifications, DBS checks etc. and register with the Bikeability Trust. Recruitment, training and induction would be a significant undertaking and would risk delaying the delivery programme. Building confidence and relationships with schools for this programme would take time.		
7	Financial implications and risks: The programme is 100% revenue grant funded by Active Travel England. Any underspend would be returned to the funder at the end of the financial year. Any overspend would be the responsibility of the contractor.		
8	Is the decision a Key Decision?	Yes	No
			Per the Constitution, a key decision is one which:

	<p>(please contact Democratic Support for further advice)</p> <p>Please type an X into the relevant boxes</p>	x	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
		x	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million
		x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	<p>If yes, date of publication of the notice in the Forward Plan of Key Decisions</p>		
9	<p>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</p>	<p>The delivery of cycle training in schools is considered to make an important contribution to the target to increase levels of cycling in Plymouth. Levels of cycling in Plymouth, as measured by annual DfT counts, is a target within the Joint Local Plan and increasing levels of cycling helps meet the following objectives:</p> <ul style="list-style-type: none"> • Climate Emergency: Road transport accounts for 28% of the city's carbon emissions, a proportion that is set to increase due to the challenges of decarbonising transport. Even with the most optimistic scenarios for EV take up, the city cannot expect to meet its climate emergency targets without significantly reducing car trips. Cycle training can help support this by enabling a transfer of trips from private vehicles (cars) to walking, cycling and public transport. • Health: by providing the skills to help cycle safely in Plymouth, cycle training helps provide a safer and affordable means of getting around Plymouth so supporting policy HEA1 & HEA6 • Economy: helping improve affordable access to jobs and training opportunities so supporting policy GR04 - using transport investment to drive growth and supporting equalities objectives. • Environment: Supporting INT6 enhancing Plymouth's "green city" credentials. 	
10	<p>Please specify any direct environmental implications of the decision (carbon impact)</p>	<p>Approving the programme will have direct positive environmental implications by helping to reduce carbon emissions from travel. Enabling more people to travel safely by bicycle will reduce the need for motorised vehicle trips to be made locally; thus contributing to reductions in carbon emissions, vehicle noise, particulate and NOx emissions etc. It will also potentially contribute to reducing congestion on our networks, contributing to a more efficient flow of essential trips and again delivering environmental benefits through emissions savings.</p>	

Urgent decisions

11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	X	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	x	
		No		(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Sally Cresswell (Cabinet member for Education, Skills and Apprenticeships)		
13c	Date Cabinet member consulted	26/09/2023		
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	x	
15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne	
		Job title	Strategic Director for Place	
		Date consulted	06 September 2023	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS 42 23/24	
		Finance (mandatory)	DJN.23.24.93	
		Legal (mandatory)	LS/02300/JP/120923	
		Human Resources (if applicable)		
		Corporate property (if applicable)		
		Procurement (if applicable)	KK/PS/696/ED/0923	

Appendices									
17	Ref	Title of appendix							
	A	Briefing Note							
	B	Business Case							
	C	EIA							
Confidential/exempt information									
18a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)					
		No	x						
			Exemption Paragraph Number						
			I	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:								
Background Papers									
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.								
Title of background paper(s)			Exemption Paragraph Number						
			I	2	3	4	5	6	7
Plymouth 2023-24 Bikeability Agreement									
Cabinet Member Signature									
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act (2010) and those who do not. For further details please see the EIA attached.								
Signature			Date of decision	26/09/2023					
Print Name	Councillor Mark Coker (Cabinet Member for Strategic Planning and Transport)								

Bikeability Contract Procurement – Briefing note



1.0 Introduction

Bikeability is the Department for Transport's (DfT's) flagship national cycle training programme for schoolchildren in England, and is a key component of Gear Change (The walking and cycling plan for England). Bikeability cycle training is a practical training programme, which provides schoolchildren with a life skill and enables them to cycle confidently and competently on today's roads.

The programme itself is based on the [National Standard for Cycle Training](#). This is a UK Government standard created by the Department for Transport and approved by the Cycle Training Standards Board. The national standard for cycle training is there as a statement of competent cycling and cycling instruction. The National Standard sets out the skills and understanding needed to cycle safely and responsibly and to enable others to cycle. The standard provides the basis for Bikeability and a range of adult cycle training schemes.

Since 2008 Plymouth's local School Games Organisers (SGOs), Plymouth School Sports Partnership (PSSP) (part of Sir John Hunt Community Sports College) and Plymstock School Sport Partnership have, with PCC's approval, received annual funding allocations direct from the DfT to deliver school cycle training. This represents over £1m of investment and approximately 38,000 training places provided in Plymouth since 2008. The current operational SGO, Plymouth School Sports Partnership, is one of the most successful providers of Bikeability cycle training in schools in the country delivering 5006 places in 2022/23 (£234,156 worth of investment). This is 85% of the potential places available which puts them in top place nationally for performance and delivery.

From April 2023 the funding has had to be channelled through Local Highway Authorities, the 'Grant Recipients', rather than going direct to the local Training Provider – i.e. PSSP. A contract for ongoing delivery of school cycle training was awarded to PSSP in April 2023 and ends on the 31 March 2024. A competitive procurement therefore needs to be completed in order to secure a Bikeability delivery partner for the period post the 31 March 2024.

There is a risk of losing current allocated funding, and securing less funding in future allocation rounds, if we do not secure a new contract in a timely fashion as this revenue grant funding is linked to delivery performance and any underspend must be returned to the fund holder, Active Travel England, at the end of the financial year.

2.0 Decision to be taken

1. Approves the Business Case;
2. Authorises the commencement of the procurement process;
3. Delegates authority to award the contracts to the Service Director for Strategic Planning and Infrastructure, where they do not already have the authority to do so.

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BUSINESS CASE

Bikeability schools cycle training



EXECUTIVE SUMMARY

The Executive Summary is a short summary of the Business Case and should be the last section you complete, this will enable you to extract or only the key facts from relevant sections i.e. 'project on a page'. The summary is a 'snapshot' of the business case which will need to tell the story and sell the proposal.

This is a Business Case to secure a new contract for ongoing delivery of Bikeability schools cycle training which is revenue funded by Active Travel England (ATE).

Since 2008 Plymouth's local School Games Organisers (SGOs), Plymouth School Sports Partnership (PSSP) (part of Sir John Hunt Community Sports College) and Plymstock School Sport Partnership have, with PCC approval, received annual funding allocations direct from the DfT to deliver school cycle training. This represents over £1m of investment and approximately 38,000 training places provided in Plymouth since 2008. The current lead SGO, PSSP, is one of the most successful providers of Bikeability cycle training in schools in the country delivering 5006 places in 2022/23 (£234,156 worth of investment). This is 85% of the potential places available which puts them (and Plymouth City Council) in **top place nationally** for performance and delivery in 2022/23.

From April 2023 the funding has to be channeled through Local Highway Authorities, the 'Grant Recipients', rather than going direct to the local Training Provider – i.e. PSSP. The council needs to procure a new contract for the anticipated¹ ongoing delivery of school cycle training in Plymouth from 1 April 2024. This will require going out to full tender.

The key risks here are that if we fail to secure a contract in time to deliver the anticipated 2024/25 grant award allocation there will be reputational and financial implications, as well as direct impacts on school children in terms of ongoing access to cycle training services. Award of funding is directly impacted by delivery performance. Any under delivery will impact on the probability and amount of potential funding awarded in the future years.

SECTION I: PROJECT DETAIL

Project Value (indicate capital or revenue)	Estimated at £234,156 revenue.	Contingency (show as £ and % of project value)	0%
Programme	Bikeability	Directorate	Place - SP&I
Portfolio Holder	Cllr Coker	Service Director	Paul Barnard
Senior Responsible Officer (client)	Richard Banner	Project Manager	Simon Pickstone
Address and Post Code	Strategic Planning and Infrastructure, Plymouth City Council, Ballard	Ward	Citywide

¹ Awards of grant funding take place as a minimum on an annual basis and must be spent within the year it is awarded or returned.

	House, West Hoe Road, Plymouth, PL1 3BJ		
<p>Current Situation: <i>(Provide a brief, concise paragraph outlining the current situation and explain the current business need, problem, opportunity or change of circumstances that needs to be resolved)</i></p>			
<p>Due to a change in the conditions attached to the revenue grant funding for Bikeability, administered by ATE and the Bikeability Trust since April 2023, funding has to be routed through the Local Authority. The current contract with the training provider ends of the 31 March 2024 and a new provider needs to be procured for the period post 1 April 2024.</p> <p>A brief options appraisal has been undertaken as follows:</p> <p>Option 1: Competitive tender exercise to procure a Training Provider. Given the value of the contract, and the fact there are potential alternative providers in the market, we have an obligation to go out to full tender.</p> <p>Option 2: Do nothing: This option would prevent the delivery of Bikeability cycle training in schools. This is because the funding provided for the programme must be paid to a Local Transport Authority and without undertaking a competitive tender a delivery partner would not be in place. This option would also be likely to significantly undermine our relationship with Active Travel England and the DfT who are important funding partners.</p> <p>Option 3: Bring Training Service Delivery in-house. This would require significant resources (Plymouth School Sports Partnership, for example, currently train and employ c. 47 instructors across Plymouth and Devon as well as staff providing programme management and administration). PCC employed staff would need to obtain qualifications, DBS checks etc. and register with the Bikeability Trust. Recruitment, training and induction would be a significant undertaking and would risk delaying the delivery programme. Building confidence and relationships with schools for this programme would take time.</p> <p>The preferred option is option 1, the completion of a competitive tendering exercise to procure a Training Provider.</p>			
<p>Proposal: <i>(Provide a brief, concise paragraph outlining your scheme and explain how the business proposal will address the current situation above or take advantage of the business opportunity) and (What would happen if we didn't proceed with this scheme?)</i></p>			

The proposal is to tender for a Bikeability training provider for the period from 1 April 2024 to allow the continued delivery of Bikeability cycle training in Plymouth after the 31st March 2024.

PCC has secured funding from ATE Bikeability Schools Cycle Training to the value of £234,156 for 2023/24, this was confirmed on 12th January 2023. The total amount estimated to be secured over the next 5 years (based on the 2023/24 allocation and the assumption that funding will be ongoing) is: £1,170,780.

The Bikeability Trust is a Charitable Incorporated Organisation with the vision to ensure everyone has the confidence to cycle and enjoy this skill for life. The Trust manages, develops and promotes the Bikeability programme on behalf of the Department for Transport (now administered by Active Travel England – ATE).

Bikeability is the Department for Transport’s flagship national cycle training programme for schoolchildren in England, and is a key component of [Gear Change](#) (The walking and cycling plan for England). “Bikeability cycle training is a practical training programme, which provides schoolchildren with a life skill and enables them to cycle confidently and competently on today’s roads. More than four million children have received Bikeability cycle training since the programme’s inception in 2007”². “Primarily for children and young people, it is a progressive programme where riders will first master cycle handling skills in motor-traffic-free environments (Level 1), then develop their skills and confidence to cycle on single-lane roads and simple junctions with mostly moderate motor traffic flows (Level 2), before tackling busier/ or faster roads, and complex junctions (Level 3). After completing the training, Bikeability cyclists receive a booklet, a badge and a certificate to recognise training completion. The certificate also identifies areas for further practice as noted by the instructor. The programme itself is based on the [National Standard for Cycle Training](#). This is a UK Government standard created by the Department for Transport and approved by the Cycle Training Standards Board. The national standard for cycle training is there as a statement of competent cycling and cycling instruction. The National Standard sets out the skills and understanding needed to cycle safely and responsibly and to enable others to cycle. The standard provides the basis for Bikeability and a range of adult cycle training schemes”³.

The delivery of cycle training in schools is considered to make an important contribution to the target to increase levels of cycling in Plymouth. Levels of cycling in Plymouth, as measured by annual DfT counts, is a target within the Joint Local Plan and increasing levels of cycling helps meet the following objectives:

- **Climate Emergency:** Road transport accounts for 28% of the city’s carbon emissions, a proportion that is set to increase due to the challenges of decarbonising transport. Even with the most optimistic scenarios for EV take up, the city cannot expect to meet its climate emergency targets without significantly reducing car trips. Cycle training can help support this by enabling a transfer of trips from private vehicles (cars) to walking, cycling and public transport.
- **Health:** by providing the skills to help cycle safely in Plymouth, cycle training helps provide a safer and affordable means of getting around Plymouth so supporting policies HEA1 & HEA6
- **Economy:** helping improve affordable access to jobs and training opportunities so supporting policy GR04 - using transport investment to drive growth and supporting equalities objectives.
- **Environment:** Supporting INT6 enhancing Plymouth’s “green city” credentials.

Not delivering Bikeability cycle training would make school children in Plymouth worse off. We would also risk being accused of failing to deliver against the wider Walking and Cycling Plan for England which could come with additional funding penalties and fail to capitalise on the opportunity to help meet the objectives set out in our Corporate Plan.

² [About Us - The Bikeability Trust Organisation | Bikeability](#)

Milestones and Date:		
Contract Award Date	Start On Site Date	Completion Date
22 March 2024	1 April 2024	31 March 2025 (with the option to extend in 1 year increments for a further four years)

SECTION 2: PROJECT RISK, OUTCOMES AND BENEFITS

Risk Register: *The Risk Register/Risk Log is a master document created during the early stages of a project. It includes information about each identified risk, level of risk, who owns it and what measures are in place to mitigate the risks (cut and paste more boxes if required).*

Potential Risks Identified		Likelihood	Impact	Overall Rating
Risk	Failure to secure a contract by 1 April 2024.	Low	Low	Low

³ [Bikeability - Wikipedia](#)

Mitigation	Timely procurement of a delivery partner for the period post 31 March 2024.	Low	Low	Low
Risk	Failure to secure a Training Provider.	Low	Low	Low
Mitigation	Reconsider delivering services in-house.	Low	Low	Low
Calculated risk value in £ (Extent of financial risk)	£1,170,780 although this is not a direct financial risk. It is a risk of forgoing an opportunity to secure revenue grant funding.	Although the in-year committed, within contract, amount is much less at around £234,156. A five year estimate is given because funding allocation is impacted by delivery performance in the previous year. If year 1 delivery is poor it will have a knock-on effect for subsequent years.		

Outcomes and Benefits	
<p>List the outcomes and benefits expected from this project. (An outcome is the result of the change derived from using the project's deliverables. This section should describe the anticipated outcome) (A benefit is the measurable improvement resulting from an outcome that is perceived as an advantage. Benefits are the expected value to be delivered by the project, measurable whenever possible)</p>	
Financial outcomes and benefits:	Non-financial outcomes and benefits:
Investment in the local economy by the cycle delivery trainers delivering the Plymouth programme.	Improvements to active and sustainable travel and uptake of sustainable modes by young people in Plymouth with knock-on benefits in terms of improved self-confidence, independence, reduced absenteeism, improved concentration and wellbeing; leading to improved academic results. Reduced road traffic incidents due to better trained, more confident cyclists. Reduced traffic congestion. Improved health outcomes. More people able to access services and employment.

Low Carbon	
What is the anticipated impact of the proposal on carbon emissions	Positive impact. By enabling and encouraging more people to make trips by bicycle we will reduce the need for trips on our network by motorised vehicles. This will reduce the amount of carbon emissions from trips which would otherwise be made using motorised vehicles. It will also contribute to reducing congestion on our network which will also lead to efficiency improvements and carbon emissions reductions.
How does it contribute to the Council becoming Carbon neutral by 2030	It will facilitate and enable more people to travel using sustainable modes in Plymouth which would otherwise involve using an internal combustion engine in most cases.
Have you engaged with Procurement Service?	Yes
Procurement route options considered for goods, services or works	Procurement route options will be fully explored and discussed to determine which route will represent best value for the Council.
Procurements Recommended route.	Formal sign off will be sought for the recommended route which will be in accordance with PCC Contract Standing Orders and Public Contract Regulations 2015.

Who is your Procurement Lead?	Kim Kingdom
Is this business case a purchase of a commercial property	No
If yes then provide evidence to show that it is not 'primarily for yield'	
Which Members have you engaged with and how have they been consulted (<i>including the Leader, Portfolio Holders and Ward Members</i>)	Cllr Coker (Cabinet Member for Strategic Planning and Transport); Cllr Stephens (Walking and Cycling Champion); briefing note provided. Cllr Cresswell (Cabinet member for Education, Skills and Apprenticeships) sent a briefing email.

SECTION 4: FINANCIAL ASSESSMENT

FINANCIAL ASSESSMENT: *In this section the robustness of the proposals should be set out in financial terms. The Project Manager will need to work closely with the capital and revenue finance teams to ensure that these sections demonstrate the affordability of the proposals to the Council as a whole. Exact amounts only throughout the paper - not to be rounded.*

CAPITAL COSTS AND FINANCING

Breakdown of project costs including fees surveys and contingency	Prev. Yr. £	23/24 £	24/25 £	25/26 £	26/27 £	27/28 £	Future Yrs. £	Total £
Total revenue spend			£234,156	£234,156	£234,156	£234,156	£234,156	£1,170,780

Provide details of proposed funding: *Funding to match with Project Value*

Breakdown of proposed funding	Prev. Yr. £	23/24 £	24/25 £	25/26 £	26/27 £	27/28 £	Future Yrs. £	Total £
Total funding			£234,156	£234,156	£234,156	£234,156	£234,156	£1,170,780

Which external funding sources been explored	This is a 100% revenue grant funded programme.
Are there any bidding constraints and/or any restrictions or conditions	Yes. There are no bidding constraints but there are conditions and restrictions attached to the funding as set out in the 'Plymouth 2023/24 Bikeability Agreement'.

attached to your funding	
Tax and VAT implications	Since the training is provided free of charge, the project will not generate any VAT-exempt income for the Council. Any VAT incurred in the delivery of the programme, therefore, will be fully recoverable by the Council and there will be no adverse impact on its partial exemption position.
Tax and VAT reviewed by	Sarah Scott

REVENUE COSTS AND IMPLICATIONS

Cost of Developing the Capital Project (To be incurred at risk to Service area)

Total Cost of developing the project	N/A
Revenue cost code for the development costs	N/A
Revenue costs incurred for developing the project are to be included in the capital total, some of the expenditure could be capitalised if it meets the criteria	N/A
Budget Managers Name	Richard Banner

Ongoing Revenue Implications for Service Area

	Prev. Yr. £	23/24 £	24/25 £	25/26 £	26/27 £	27/28 £	Future Yrs. £
Service area revenue cost							
Other (eg: maintenance, utilities, etc)							
Loan repayment (terms agreed with Treasury Management)							
Total Revenue Cost (A)							
Service area revenue benefits/savings							
Annual revenue income (eg: rents, etc)							
Total Revenue Income (B)							
Service area net (benefit) cost (B-A)							
Has the revenue cost been budgeted for or would this make a revenue pressure							
Which cost centre would the revenue pressure be shown						Has this been reviewed by the budget manager	Y/N
Name of budget manager							
Loan value	£	Interest Rate	%	Term Years		Annual Repayment	£
Revenue code for annual repayments							

Service area or corporate borrowing	
Revenue implications reviewed by	Much of the above revenue implications of capital section above, is not applicable to this revenue grant award. The value of the revenue project spend is expected to be met 100% from the ring-fenced revenue grant award. Given this assumption, this will not result in a revenue budget pressure for SP&I. Sharon Gillett Lead Accountancy Manager

Version Control: (The version control table must be updated and signed off each time a change is made to the document to provide an audit trail for the revision and update of draft and final versions)



Author of Business Case	Date	Document Version	Reviewed By	Date
Simon Pickstone	31/08/2023	v 1.0	Rosie Starr	28/09/2023
	00/00/2023	v 2.0		00/00/2023

SECTION 6: RECOMMENDATION AND ENDORSEMENT

Recommended Decision


It is recommended that the Portfolio Holder:

- Approves the Business Case;
- Authorises the commencement of the procurement process;
- Delegates the award of the contract to the Service Director for Strategic Planning and Infrastructure, where they do not already have the authority to do so.

Cabinet Member – Councillor Mark Coker, Cabinet Member for Strategic Planning and Transport		Service Director	
Either email dated:	<i>date</i>	Either email dated:	<i>Date</i> 12/09/2023
Or signed:		Or signed:	
Date:	27 September 2023	Date:	13/09/2023

EQUALITY IMPACT ASSESSMENT – BIKEABILITY

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): This is the person completing the EIA template.	Simon Pickstone, Transport Planner	Department and service:	Strategic Planning & Infrastructure, Place	Date of assessment:	05/09/2023
Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Philip Heseltine	Signature:		Approval date:	06/09/2023
Overview:	Bikeability is the Department for Transport's flagship national cycle training programme for schoolchildren in England, and is a key component of Gear Change (The walking and cycling plan for England). Bikeability cycle training is a practical training programme, which provides schoolchildren with a life skill and enables them to cycle confidently and competently on today's roads. Bikeability is a 100% revenue grant funded programme and is currently contracted out to an external delivery partner.				
Decision required:	Decision to be taken: <ol style="list-style-type: none"> 1. Approves the Business Case. 2. Authorises the commencement of the procurement process; 3. Delegates the authority to award the contracts to the Service Director for Strategic Planning and Infrastructure, where they do not already have the authority to do so. 				

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

Potential external impacts: Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	Yes		No	X
Potential internal impacts: Does the proposal have the potential to negatively impact Plymouth City Council employees?	Yes		No	X

<p>Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)</p>	<p>Yes</p>		<p>No</p>	<p>X</p>
<p>If you do not agree that a full equality impact assessment is required, please set out your justification for why not.</p>	<p>Plymouth City Council will not deliver the training directly, but acts as the grant recipient for Active Travel England. It is expected that the Training Provider will carry out their own direct Equality Impact Assessment, as well as adhere to all relevant actions as a result of their risk assessments. Bikeability training is available to all schools in Plymouth and training is tailored to meet the needs of all school age children.</p>			

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

<p>Protected characteristics (Equality Act, 2010)</p>	<p>Evidence and information (e.g. data and consultation feedback)</p>	<p>Adverse impact</p>	<p>Mitigation activities</p>	<p>Timescale and responsible department</p>
<p>Age</p>	<p>Plymouth</p> <ul style="list-style-type: none"> • 16.4 per cent of people in Plymouth are children aged under 15. • 65.1 per cent are adults aged 15 to 64. • 18.5 percent are adults aged 65 and over. • 2.4 percent of the resident population are 85 and over. <p>South West</p>	<p>No adverse impacts anticipated</p>	<p>None</p>	<p>N/A</p>

	<ul style="list-style-type: none"> • 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64. • 22.3 per cent are aged 65 and over. <p>England</p> <ul style="list-style-type: none"> • 17.4 per cent of people are aged 0 to 14. • 64.2 per cent of people are aged 15 to 64. • 18.4 per cent of people are aged 65 and over. <p>(2021 Census)</p>			
<p>Care experienced individuals (Note that as per the Independent Review of Children’s Social Care recommendations, Plymouth City Council is treating care experience as though it is a protected characteristic).</p>	<p>It is estimated that 26 per cent of the homeless population in the UK have care experience. In Plymouth there are currently 7 per cent of care leavers open to the service (6 per cent aged 18-20 and 12 per cent of those aged 21+) who are in unsuitable accommodation.</p> <p>The Care Review reported that 41 per cent of 19-21 year old care leavers are not in education, employment or training (NEET) compared to 12 per cent of all other young people in the same age group.</p> <p>In Plymouth there are currently 50 per cent of care leavers aged 18-21 Not in Education Training or Employment (54 per cent of all those care leavers aged 18-24 who are open to the service).</p> <p>There are currently 195 care leavers aged 18 to 20 (statutory service) and 58 aged 21 to 24 (extended offer). There are more care leavers</p>	<p>No adverse impacts anticipated</p>	<p>None</p>	<p>N/A</p>

	aged 21 to 24 who could return for support from services if they wished to.			
Disability	9.4 per cent of residents in Plymouth have their activities limited 'a lot' because of a physical or mental health problem. 12.2 per cent of residents in Plymouth have their activities limited 'a little' because of a physical or mental health problem (2021 Census)	No adverse impacts anticipated	None	N/A
Gender reassignment	0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary and, 0.1 per cent identify as a trans women (2021 Census).	No adverse impacts anticipated	None	N/A
Marriage and civil partnership	40.1 per cent of residents have never married and never registered a civil partnership. 10 per cent are divorced, 6 percent are widowed, with 2.5 per cent are separated but still married. 0.49 per cent of residents are, or were, married or in a civil partnerships of the same sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).	No adverse impacts anticipated	None	N/A
Pregnancy and maternity	The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5.	No adverse impacts anticipated	None	N/A

<p>Race</p>	<p>In 2021, 94.9 per cent of Plymouth’s population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census)</p> <p>People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census)</p> <p>92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).</p>	<p>No adverse impacts anticipated</p>	<p>None</p>	<p>N/A</p>
<p>Religion or belief</p>	<p>48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census).</p> <p>Those who identified as Muslim account for 1.3 per cent of Plymouth’s population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).</p>	<p>No adverse impacts anticipated</p>	<p>None</p>	<p>N/A</p>
<p>Sex</p>	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>	<p>No adverse impacts anticipated</p>	<p>None</p>	<p>N/A</p>
<p>Sexual orientation</p>	<p>88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).</p>	<p>No adverse impacts anticipated</p>	<p>None</p>	<p>N/A</p>

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

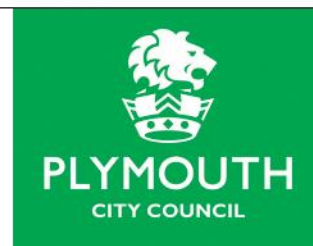
Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	No adverse impacts are anticipated.	N/A	N/A

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
Celebrate diversity and ensure that Plymouth is a welcoming city.	No adverse impacts are anticipated.	N/A	N/A
Pay equality for women, and staff with disabilities in our workforce.	No adverse impacts are anticipated.	N/A	N/A
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024	No adverse impacts are anticipated.	N/A	N/A
Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.	No adverse impacts are anticipated.	N/A	N/A
Plymouth is a city where people from different backgrounds get along well.	No adverse impacts are anticipated.	N/A	N/A

EXECUTIVE DECISION

made by a **Cabinet Member**



REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – SPT09 23/24

Decision	
1	Title of decision: Plymouth Bus Service Improvement Plan Plus Programme (BSIP+)
2	Decision maker: Councillor Mark Coker (Cabinet Member for Strategic Planning and Transport)
3	Report author and contact details: Rosemary Starr (Sustainable Transport Manager) (T) 01752 305514 (E) rosemary.starr@plymouth.gov.uk
4	<p>Decision to be taken: It is recommended that the Cabinet Member for Strategic Planning and Transport:</p> <ol style="list-style-type: none"> 1. Approves the Plymouth Bus Service Improvement Plan Plus Programme Business Case; 2. Authorise the commencement of the procurement processes required to deliver the Bus Service Improvement Plan Plus programme; 3. Delegates the authority to award the contracts to the Service Director for Strategic Planning and Infrastructure, where they do not already have the authority to do so. 4. Delegates the authority to dynamically manage the programme, in consultation with the Cabinet Member for Strategic Planning and Transport, where necessary and within financial approval thresholds to the Service Director for Strategic Planning and Infrastructure.
5	<p>Reasons for decision:</p> <ol style="list-style-type: none"> 1. Approves the Business Case; <p>Approval of the Business Case is required in order to allow the Plymouth Bus Service Improvement Plan Plus (BSIP+) programme to be delivered. The Memorandum of Understanding (MoU) for the Fund between the Department for Transport (DfT) and the Council includes the expectation from the DfT that 'the grant funding [is] spent within a reasonable timeframe and outputs delivered within 12 months of funding receipt'. Approval of the programme is therefore required to allow this condition to be satisfied.</p> <ol style="list-style-type: none"> 2. Authorise the commencement of the procurement processes required to deliver the Bus Service Improvement Plan Plus programme;

The Plymouth BSIP+ programme is a multi-faceted two year programme which will require multiple procurements at various times throughout the duration of the programme. Approval to commence the required procurement processes is therefore sought now, again to allow the timely delivery of the programme.

The completion of the necessary procurement processes will also satisfy the condition of the Fund, as set out in the Memorandum of Understanding between the Department for Transport and the Council, to ensure that ‘the value for money of all individual investments should be considered through the Authority’s governance frameworks in the usual way.’

3. *Delegates the authority to award, and manage, the contracts to the Service Director for Strategic Planning and Infrastructure, where they do not already have the authority to do so.*

Delegation of authority to the Service Director for Strategic Planning and Infrastructure will help support the timely delivery of the programme thereby meeting the requirement that the grant funding is spent within a reasonable timeframe and outputs delivered within 12 months of funding receipt alongside the requirement that ‘the Authority will comply with all applicable procurement laws when procuring goods and services in connection [with the Fund].’

4. *Delegates the authority to dynamically manage the programme, in consultation with the Cabinet Member for Strategic Planning and Transport, where necessary and within financial approval thresholds to the Service Director for Strategic Planning and Infrastructure.*

Delegation of authority to the Service Director for Strategic Planning and Infrastructure will help support the timely delivery of the programme thereby meeting the requirement that the grant funding is spent within a reasonable timeframe and outputs delivered within 12 months of funding.

6 **Alternative options considered and rejected:**

The use of the Bus Service Improvement Plan Plus funding is governed by the conditions of the grant. These are that:

- ‘The funding must be spent on bus measures. It cannot be used for measures that primarily benefit other modes of transport, with secondary benefits for buses (e.g. road maintenance).
- We expect you to use the funding to maintain existing service levels or on measures that are consistent with Departmental guidance on Bus Service Improvement Plans (BSIPs)...’

Therefore, all options considered for the BSIP+ programme relate to the delivery of Plymouth’s Bus Service Improvement Plan. The alternative options considered and rejected were therefore:-

Option One: Development of an alternative BSIP+ programme, where projects are delivered citywide, rather than a focus on a flagship corridor.

The Fund allows the Council to ‘use the funding to target it on the actions that they – and local operators through their Enhanced Partnership (where relevant)- believe will deliver the best overall outcomes in growing long term patronage, revenues and thus maintaining service levels, whilst maintaining essential social and economic connectivity for local communities’. Whilst a citywide programme of measures was considered this was rejected, in favour of a demonstration corridor, with accompanying, complementary ancillary measures, in order to maximise the impact of the funding. By concentrating delivery on a defined area it allows the programme to test the impact of as many as possible of the Plymouth Bus Service Improvement Plan revenue measures and assess their combined effectiveness in boosting bus patronage and


	<p>increasing passenger satisfaction, two of the four Bus Service Improvement Plan targets. This will help inform the roll out of the BSIP interventions citywide when further funding becomes available.</p> <p>Option Two: Development of an alternative BSIP+ programme, which includes ticketing and fares initiatives.</p> <p>The Fund does allow the delivery of fares initiatives. However, this was rejected due to the ongoing, national, fare cap programme which is expected to continue until November 2024. It was considered that the funds could be better used to support other aspects of the Plymouth Bus Service Improvement Plan, whilst a nationally funded fares initiative was being delivered.</p>			
<p>7</p>	<p>Financial implications and risk:</p> <p>The Plymouth Bus Service Improvement Plan Plus programme will be funded, in its entirety, from the Department for Transport’s Bus Service Improvement Plan Plus (BSIP+) funding which has been awarded to the Council.</p> <p>£1,633,126 has been allocated from the Fund to Plymouth City Council. Of which £816,563 will be paid in 2023/24 and £816,563 will be paid in 2024/25. The funding is revenue funding and the 2023/24 funding is due to be received by the Council at the end of September 2023.</p> <p>It is assumed that the 2024/25 BSIP+ payment is paid 12 months after the 2023/24 BSIP payment, rather than in April 2024 and hence Year 1 of the programme runs from September 2023 to August 2024 and Year 2 of the programme runs from September 2024 to August 2025. Were this not to be the case and 2024/25 funds to be received in April 2024 the programme would still be deliverable as the majority of expenditure is proposed to be on services with contracts ending in March 2025.</p> <p>In accepting the BSIP+ grant Plymouth City Council accepts responsibility for meeting any costs over and above the Department’s contribution, including potential cost overruns. However, the financial risk to the Council is minimal because the programme developed includes a contingency and all procurements undertaken in relation to this programme will only be awarded if affordable within the programme budget.</p> <p>However, there are additional financial implications of accepting the Department for Transport BSIP+ fund as set out on the Memorandum of Understanding between the DfT and Council for the Fund. These are:-</p> <ul style="list-style-type: none"> • The Authority must maintain their bus budgets from all sources. This must demonstrate that BSIP+ funding is additional to previously agreed council budgets. • To be eligible for future funding including 2024/25 BSIP+ funding, the overall authority bus budget must be maintained at least at the same level. If concessionary travel reimbursements are reduced, the corresponding budget must be reinvested into other bus measures (e.g. tendered services). 			
<p>8</p>	<p>Is the decision a Key Decision? (Please contact Democratic Support for further advice)</p>	<p>Yes</p>	<p>No</p>	<p>Per the Constitution, a key decision is one which:</p> <p>X</p> <p>in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total</p> <p>X</p> <p>in the case of revenue projects when the decision involves entering into new</p>

			commitments and/or making new savings in excess of £1 million
		X	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	If yes, date of publication of the notice in the Forward Plan of Key Decisions	Not applicable	
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	<p>The delivery of the Plymouth Bus Service Improvement Plan Plus (BSIP+) programme directly supports both the Corporate Plan and Plymouth Plan.</p> <p>Links to the Corporate Plan:-</p> <p>The delivery of the BSIP+ programme directly supports the city's mission to '[make] Plymouth a fairer, greener city where everyone does their bit.'</p> <p>As lead for the development of the Plymouth Bus Service Improvement Plan, which this funding helps, in part, to deliver, we are taking responsibility for the improvement of Plymouth's bus services. However, the development of the BSIP is co-operative. We are, and will continue, to work closely with Plymouth's public transport providers, to deliver a bus network which helps to make Plymouth a great place to grow up and grow old and helps to minimise the cost of living crisis by providing a good value transport option which connects communities with employment, education, health and leisure opportunities.</p> <p>Links to the Plymouth Plan:-</p> <p>Provision of a comprehensive bus network, as set out in the Plymouth Bus Service Improvement Plan, which this funding helps, in part, to deliver, supports the delivery of the strategy set out within the Plymouth Plan and in particular policies HEA6 (Delivering a safe, accessible, sustainable and health enabling transport system) and GRO4 (Using transport investment to drive growth, and commitment to facilitate the use of sustainable transport modes).</p> <p>The Plymouth Plan seeks to help deliver a transport system that enables and encourages sustainable and active travel choices, provides good accessibility for the city's population to jobs and services, and supports a healthy environment. Through the BSIP+ programme we will actively support the Plymouth Plan policy commitments to:-</p> <ul style="list-style-type: none"> • HEA6(5) [Deliver] a public transport system that everyone can use, including working with 	

		<p>the bus companies to provide clear journey planning and timetable information.</p> <ul style="list-style-type: none"> • HEA6(9) [Work] with our partners, including the charitable sector, to provide community transport to enable people who cannot use conventional public transport to access health, leisure, shopping and social opportunities within the city and surrounding area. <p>The BSIP+ programme will also positively support the delivery of the commitments within the Plan to help deliver targeted integrated transport measures to help support the sustainable growth of Plymouth, in accordance with the vision, objectives and policies of the Plymouth and South West Devon Joint Local Plan. Specifically:-</p> <ul style="list-style-type: none"> • GRO4 (1) Continuing to support the High Quality Public Transport Network and improve public and sustainable transport services through, where appropriate, subsidies and new infrastructure. • GRO4 (2) Maintaining, improving and expanding the network of Park & Ride facilities and services. • GRO4 (7) Continuing to support and where feasible expand Community Transport schemes. • GRO4 (13) Use of smarter choices and travel planning to provide and promote travel choice, through the planning process and <p>The BSIP also supports the following policies of the Plymouth and South West Devon Joint Local Plan:- SPT9 (5)5, where it states that the local Planning and Highway Authorities with key stakeholders will deliver: “realistic sustainable transport choices and increasing the integration of transport modes so that people have genuine alternative ways to travel,.” SPT9 (6), which seeks to get the most out of our existing network and encourage behavioural change, and SPT9(9) (delivering transport projects which provide a safe and effective transport system).</p> <p>The BSIP+ programme allows the delivery of elements of the Plymouth Bus Service Improvement Plan which is a delivery plan of the Plymouth Plan.</p>
<p>10</p>	<p>Please specify any direct environmental implications of the decision (carbon impact)</p>	<p>Cutting emissions from travel is a top priority for the city. Transport accounted for the largest part of our city’s CO₂e emissions in 2019 (29%) and transport as a</p>

		<p>sector is not decarbonising at the necessary pace to make Plymouth carbon neutral by 2030.</p> <p>Public transport, particularly buses, plays a key role in the net zero transition. The successful delivery of our ambitious Bus Service Improvement Plan is therefore a cornerstone of our city's net zero strategy. The delivery of an enhanced bus network offering cheaper fares, enhanced frequencies, improved reliability and greater convenience will encourage modal shift away from the private car, thereby reducing carbon emissions.</p> <p>The BSIP+ programme allows the delivery of elements of the Plymouth Bus Service Improvement Plan and hence helps to achieve the anticipated, positive, environmental elements of the Bus Service Improvement Plan.</p>		
Urgent decisions				
I 1	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	X	(If no, go to section I 3a)
I 2a	Reason for urgency:			
I 2b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
I 3a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	X	(If no go to section I 4)
I 3b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Mark Coker, Cabinet Member for Strategic Planning and Transport		
I 3c	Date Cabinet member consulted	19.09.23		
I 4	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	X	

15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne							
		Job title	Strategic Director for Place							
		Date consulted	Paul Barnard, on behalf of Anthony Payne 19/09/23							
Sign-off										
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS50 23/24							
		Finance (mandatory)	CH 21.09.23 0942							
		Legal (mandatory)	LS/02348/JP/200 923							
		Human Resources (if applicable)	N/A							
		Corporate property (if applicable)	DW/2324/09/07							
		Procurement (if applicable)	PW/PS/698/ED/0 923							
Appendices										
17	Ref.	Title of appendix								
	A	Bus Service Improvement Plan Plus Briefing report for publication								
	B	Equalities Impact Assessment								
	C	Bus Service Improvement Plan Plus Business Case								
Confidential/exempt information										
18a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)						
		No	X							
		Exemption Paragraph Number								
		1	2	3	4	5	6	7		
18b	Confidential/exempt briefing report title:									

Background Papers								
19	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Draft 2023 Plymouth Bus Service Improvement Plan – October 2023								
Bus Service Improvement Plan + Memorandum of Understanding between the Department for Transport and Plymouth City Council								
Cabinet Member Signature								
20	<p>I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.</p>							
Signature				Date of decision	27 September 2023			
Print Name	Councillor Mark Coker (Cabinet member for Strategic Planning and Infrastructure)							

PLYMOUTH BUS SERVICE IMPROVEMENT PLAN PROGRAMME

Briefing Report for Publication



1. Executive Summary

Plymouth City Council have secured £1,633,126 funding from the Department for Transport's Bus Service Improvement Plan+ (BSIP+) Fund. This is a new fund being made available to *'help support and improve bus services for passengers'*. It is revenue funding split equally between the 2023/24 and 2024/25 financial years.

In order to maximise the impact of the grant funding and achieve the principle objective of the grant, i.e to drive passenger growth, a programme has been developed which allows the implementation of the majority of the revenue measures set out in the draft 2023 Plymouth Bus Service Improvement Plan, in order to test the effectiveness of the measures to generate a sustained growth in bus patronage and an increase in bus passenger satisfaction. Through doing so the programme helps to deliver against the Vision of the 2023 BSIP and the nine passenger priorities which underpin the Plan.

The proposal is to deliver a flagship east-west demonstration corridor supported by complementary ancillary activities with all activities fully funded by the BSIP+ grant.

2. Background

Plymouth City Council have secured £1,633,126 funding from the Department for Transport's Bus Service Improvement Plan+ (BSIP+) Fund. This is a new fund being made available to *'help support and improve bus services for passengers'*. It is revenue funding split equally between the 2023/24 and 2024/25 financial years.

The Department for Transport (DfT) have advised that the funding has been allocated on a needs basis (including metrics such as tendered mileage and population) to provide support for services in the areas that need it most.

The funding is being provided in recognition of the fact that buses are the most widely used form of public transport in the UK and the importance of local bus networks in enabling people to get to work, to education, and access services such as healthcare as well as accessing leisure and hospitality.

Utilisation of the grant funding is governed by the terms of conditions of the Fund. These include:-

- The funding should be used on actions that the Council – and local operators through [our] Enhanced Partnership – believe will deliver the best overall outcomes in growing long term patronage, revenues and thus maintaining service levels, whilst maintaining essential social and economic connectivity for local communities
- Funded measures funded need to be consistent with Departmental guidance on Bus Service Improvement Plans (BSIPs)
- Funding decisions should be based on local circumstances and need.
- Details of how the BSIP+ funding will be spent should be included in the Plymouth Enhanced Partnership

- PCC must also prominently acknowledge the role played by HMG funding in initiatives which are delivered and
- PCC will commit (including in their Enhanced Partnership where relevant) to work with operators to promote the England National Travel Concessionary Scheme (ENCTS) and to proactively inform local residents when they become aware that they are eligible for such a concession.

The Plymouth Bus Service Improvement Plan Plus Programme has been developed in accordance with these grant conditions.

3. Plymouth Bus Service Improvement Plan Plus Programme

The Plymouth Bus Service Improvement Plan Plus Programme has been developed following a detailed review of the draft 2023 Plymouth Bus Service Improvement Plan, with the ambition being to deliver as many as possible of the revenue funded measures set out within the Plymouth BSIP.

The programme therefore proposes to introduce a flagship scheme and complementary, ancillary activities, in order to achieve the objectives of the Fund i.e. growing long term patronage, revenues and thus maintaining service levels, whilst maintaining essential social and economic connectivity.

3.1 Flagship Proposal:

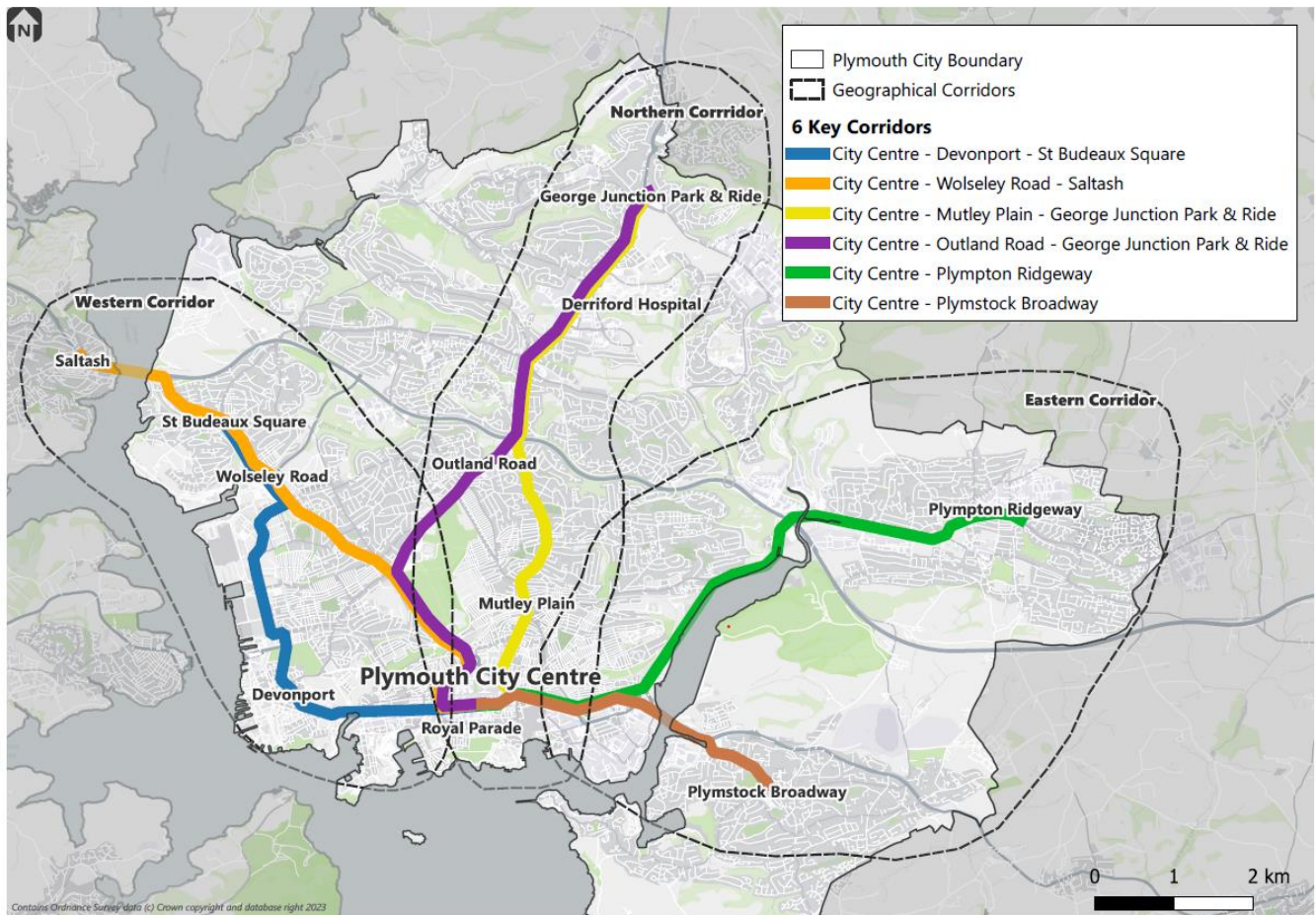
- Introduction of a BSIP+ demonstration corridor in Plymouth

The proposal is to deliver an east-west demonstration corridor in which we use the BSIP+ funding to deliver the following measures set out within the draft BSIP.

- Service enhancements
 - Addressing
 - Weekday daytimes and evenings
 - Saturday daytimes and evenings
 - Sunday daytimes and evenings
 - Providing new direct links to employment, healthcare and leisure opportunities
- Improved passenger information
 - Combined timetables
 - Passenger information
- Bus stop improvements
- Bus stop clearways
- Site improvements at Coypool Park and Ride

The demonstration corridor will span four of the six core corridors set out within the Bus Service Improvement Plan (Figure One);

- City Centre – Devonport (via Union Street) – St Budeaux Square
- City Centre – Plympton Ridgeway
- City Centre – Plymstock Broadway
- City Centre – Wolseley Road - Saltash

Figure One: Plymouth Bus Service Improvement Plan Core Corridors

The rationale for the delivery of demonstration corridor is to maximise the impact of the funding. By concentrating delivery on a defined area it allows the programme to test the impact of as many as possible of the BSIP revenue measures and assess their combined effectiveness in boosting bus patronage and increasing passenger satisfaction, two of the four BSIP targets. This will help inform the roll out of the BSIP interventions citywide when further funding becomes available.

An east-west demonstration corridor is proposed because:-

- (1) The City Centre – Devonport – St Budeaux Square corridor is one of the strongest bus corridors in Plymouth. It is therefore expected that improvements to bus services in this area will lead to a larger and quicker increase in bus patronage than if delivered elsewhere, supporting a virtuous cycle of growth and increasing the likelihood that service enhancements kick-started by the BSIP+ funding become commercially viable post the funding period.
- (2) The wards to the west and south west of the city, in general, have higher population densities and hence the potential demand for bus services is higher than elsewhere
- (3) The wards to the west and south west of the city are those where travel to work by bus is highest – again providing an established demand for high quality bus services
- (4) As part of the Active Travel Social Prescribing programme the Plymotion travel advisors are working in the west of the city and hence will be able to promote and advise residents of the bus service improvements
- (5) By improving services in the east of the city (the Plympton and Plymstock corridors), where car use is higher, it affords the opportunity to deliver modal shift and support the Council's climate emergency actions.

In addition to the delivery of the demonstration corridor it is also proposed to deliver the following measures as part of the BSIP+ programme.

3.2 Ancillary proposals:

- Expansion of Plymouth's non-commercial routes network to include a dedicated leisure service to Bovisand and the reinstatement of a bus service to the communities of Mannamead, Hartley Vale and Peverell which lost their bus in January this year¹.
- Retention of Plymouth's existing non-commercial routes network until , at least, March 2025
- Support for Access Plymouth; allowing access to key services by residents unable to use traditional public transport
- Continuing to staff the George Junction P&R travel centre
- Funding an apprentice within Public Transport to support the delivery of the expanded programme of works being managed by the team
- Monitoring and evaluation of the impact of the BSIP programme; with particular emphasis on the demonstration corridor

3.3 Alignment with the Plymouth Bus Service Improvement Plan

The vision of the draft Plymouth 2023 Bus Service Improvement Plan (BSIP) is to create a thriving bus network where everyone can be connected to important people and places, by services that are frequent, reliable, fast, affordable, and safe and clean, which will also help Plymouth to achieve its net zero goals by 2030.

The draft 2023 Plymouth BSIP is underpinned by nine passenger priorities. These are:

1. More **frequent** services, more buses in the evenings and at weekends and more services (on major routes) where you can 'turn up and go' without needing to refer to a timetable
2. More **reliable** services, with **faster** journey times (using bus priority measures such as bus lanes and bus gates)
3. **Affordable** fares that are competitive with travelling by car, cheap multi-operator tickets and contactless payment options on every bus
4. More measures to help people feel **safe**, such as CCTV on buses, emergency help points in bus shelters and improved lighting. Also a commitment to make better use of real time passenger information, QR codes and apps to notify passengers about service disruptions and cancellations while they wait at stops
5. **Cleaner** buses and more enjoyable bus stop environments
6. **Simple** and accurate information at bus stops, online and on smart phone apps, which is easy to read and **understand**
7. New and extended **direct** routes to key areas and locations (such as major employers and leisure destinations); a limit of two timetable changes a year (so passengers can get to know routes and timings better); buses that are **connected** with other sustainable transport (such as trains, ferries and e-bikes); and dial-a-ride vehicles that better support communities on the outskirts of Plymouth
8. **Accessible** services, with more bus stop clearways, adequate space for a wheelchair and audio-visual 'next stop' information on buses and a commitment to customer service training to better support elderly and disabled passengers on all services

¹ These proposals are the subject of a separate Executive Decision

9. **Modern** buses that tackle climate change and are attractive, spacious, comfortable and suited to the needs of all passengers, with more buses providing child and family-friendly features such as additional space or fold-up seats to accommodate multiple pushchairs

The Plymouth Bus Service Improvement Plan Plus programme responds to these priorities and delivers, in part, seven of the BSIP revenue measures (Table One).

Table One: Revenue BSIP measures

Main theme	BSIP measure	Timescales			Inclusion within the BSIP+ Programme
		Short	Medium	Long	
Accessible	Bus stop clearways	✓			Yes
Frequent	Enhanced frequencies	✓			Yes
Simple and understandable	Co-ordinated timetable information	✓			Yes
Frequent	Restored, enhanced and expanded park and ride network	✓			Yes
Safe	The George Park and Ride Travel Centre	✓			Yes
Direct and connected	Cross-city urban loop service	✓			No
Clean	Bus stop improvements	✓			Yes
Team resource	Ongoing BSIP resource for delivery and monitoring	✓	✓	✓	Yes
Direct and Connected	Market research to include researching the demand for night buses and DRT on core corridors	✓			No
Affordable	Skipper ticket: for multi-operator and multi-modal journeys	✓			No
Simple and understandable	Permanent route and destination based Personalised Travel Planning	✓			No
Simple and understandable	Community Transport Travel Centre		✓		No

Through delivering seven of the revenue measures set out in the BSIP the BSIP+ programme supports the delivery of the strategy set out within the Plymouth Plan, in particular policies HEA6 (Delivering a safe, accessible, sustainable and health enabling transport system) and GRO4 (Using transport investment to drive growth, and commitment to facilitate the use of sustainable transport modes).

This is because, through the BSIP+ programme, the following commitments are achieved:-

- [Deliver] a public transport system that everyone can use, including working with the bus companies to provide, clear journey planning and timetable information HEA6(5)
- [Work] with public transport providers to ensure that each neighbourhood is well connected to the city's High Quality Public Transport Network offering good accessibility to key destinations. HEA6(6)
- [Work] with our partners, including the charitable sector, to provide community transport to enable people who cannot use conventional public transport to access health, leisure, shopping and social opportunities within the city and surrounding area. HEA6(9)
- [Continue] to support the High Quality Public Transport Network and improve public and sustainable transport services through, where appropriate, subsidies and new infrastructure. GRO4 (1)
- [Maintain, improve and expand] the network of Park & Ride facilities and services GRO4 (2)
- [Continue] to support and where feasible expand Community Transport schemes. GRO4 (7)
- Use smarter choices and travel planning to provide and promote travel choice, through the planning process GRO4 (13) and

The BSIP also supports the following policies of the Plymouth and South West Devon Joint Local Plan:- SPT9 (5)5, where it states that the local Planning and Highway Authorities with key stakeholders will deliver: “realistic sustainable transport choices and increasing the integration of transport modes so that people have genuine alternative ways to travel.,” SPT9 (6), which seeks to get the most out of our existing network and encourage behavioural change, SPT9(9) (delivering transport projects which provide a safe and effective transport system) and SPT (10) ‘taking local control of our transport future, embracing localism, generating independent resources to transform transport investment, and embracing changes in travel technology.’

4. ALTERNATIVE OPTIONS

The use of the Bus Service Improvement Plan Plus funding is governed by the conditions of the grant. These are that:

- ‘The funding must be spent on bus measures. It cannot be used for measures that primarily benefit other modes of transport, with secondary benefits for buses (e.g. road maintenance).
- We expect you to use the funding to maintain existing service levels or on measures that are consistent with Departmental guidance on Bus Service Improvement Plans (BSIPs)...’

Therefore, all options considered for the BSIP+ programme relate to the delivery of Plymouth’s Bus Service Improvement Plan. The alternative options considered and rejected were therefore:-

4.1 Option One: Development of an alternative BSIP+ programme, where projects are delivered citywide, rather than a focus on a flagship corridor.

The Fund allows the Council to 'use the funding to target it on the actions that they – and local operators through their Enhanced Partnership (where relevant)- believe will deliver the best overall outcomes in growing long term patronage, revenues and thus maintaining service levels, whilst maintaining essential social and economic connectivity for local communities'. Whilst a citywide programme of measures was considered this was rejected, in favour of a demonstration corridor, with accompanying, complementary ancillary measures, in order to maximise the impact of the funding. By concentrating delivery on a defined area it allows the programme to test the impact of as many as possible of the Plymouth Bus Service Improvement Plan revenue measures and assess their combined effectiveness in boosting bus patronage and increasing passenger satisfaction, two of the four Bus Service Improvement Plan targets. This will help inform the roll out of the BSIP interventions citywide when further funding becomes available.

4.2 Option Two: Development of an alternative BSIP+ programme, which includes ticketing and fares initiatives.

The Fund does allow the delivery of fares initiatives. However, this was rejected due to the ongoing, national, fare cap programme which is expected to continue until November 2024. It was considered that the funds could be better used to support other aspects of the Plymouth Bus Service Improvement Plan, whilst a nationally funded fares initiative was being delivered.

5. FINANCIAL IMPLICATIONS AND RISK

The Plymouth Bus Service Improvement Plan Plus programme will be funded, in its entirety, from the Department for Transport's Bus Service Improvement Plan Plus (BSIP+) funding which has been awarded to the Council.

£1,633,126 has been allocated from the Fund to Plymouth City Council. Of which £816,563 will be paid in 2023/24 and £816,563 will be paid in 2024/25. The funding is revenue funding and the 2023/24 funding is due to be received by the Council at the end of September 2023.

It is assumed that the 2024/25 BSIP+ payment is paid 12 months after the 2023/24 BSIP payment, rather than in April 2024 and hence Year 1 of the programme runs from September 2023 to August 2024 and Year 2 of the programme runs from September 2024 to August 2025. Were this not to be the case and 2024/25 funds to be received in April 2024 the programme would still be deliverable as the majority of expenditure is proposed to be on services with contracts ending in March 2025.

In accepting the BSIP+ grant Plymouth City Council accepts responsibility for meeting any costs over and above the Department's contribution, including potential cost overruns. However, the financial risk to the Council is minimal because the programme developed includes a contingency and all procurements undertaken in relation to this programme will only be awarded if affordable within the programme budget.

However, there are additional financial implications of accepting the Department for Transport BSIP+ fund as set out on the Memorandum of Understanding between the DfT and Council for the Fund. These are:-

- The Authority must maintain their bus budgets from all sources. This must demonstrate that BSIP+ funding is additional to previously agreed council budgets.

- To be eligible for future funding including 2024/25 BSIP+ funding, the overall authority bus budget must be maintained at least at the same level. If concessionary travel reimbursements are reduced, the corresponding budget must be reinvested into other bus measures (e.g. tendered services).

6. TIMESCALES

The Plymouth BSIP+ programme is a two year programme with the grant being received in two tranches. The 2023/24 grant is expected to be paid to PCC in late September 2023. On receipt of the funding it is expected that 'the grant funding to be spent within a reasonable timeframe and outputs delivered within 12 months of funding receipt'.

The Plymouth BSIP+ programme will commence in October 2023 with annual reports being submitted to the DfT on expenditure and delivery.

In compliance with the Condition of the Fund the BSIP+ measures will also be included within the Plymouth Enhanced Partnership. This will be achieved through the schemes being included within the Enhanced Partnership Scheme, through variation of the current Scheme, as permitted by the Governance for the Enhanced Partnership, with the target date for the variation to be completed being December 2023.

7. RECOMMENDATIONS

It is recommended that the Cabinet Member for Strategic Planning and Transport:

- Approves the Plymouth Bus Service Improvement Plan Plus Programme Business Case;
- Authorise the commencement of the procurement processes required to deliver the Bus Service Improvement Plan Plus programme;
- Delegates the authority to award the contracts to the Service Director for Strategic Planning and Infrastructure, where they do not already have the authority to do so.;
- Delegates the authority to dynamically manage the programme, in consultation with the Cabinet Member for Strategic Planning and Infrastructure, where necessary and within financial approval thresholds to the Service Director for Strategic Planning and Infrastructure.

BUSINESS CASE

Plymouth Bus Service Improvement Plan Plus Programme (BSIP+)



EXECUTIVE SUMMARY

This project seeks approval to commence the delivery of the Plymouth Bus Service Improvement Plan Plus (BSIP+) Programme.

Plymouth City Council have secured £1,633,126 funding from the Department for Transport's Bus Service Improvement Plan+ (BSIP+) Fund. This is a new fund being made available to 'help support and improve bus services for passengers'. It is revenue funding split equally between the 2023/24 and 2024/25 financial years.

In order to maximise the impact of the grant funding and achieve the principle objective of the grant, i.e to drive passenger growth, a programme has been developed which allows the implementation of the majority of the revenue measures set out in the draft 2023 Plymouth Bus Service Improvement Plan, in order to test the effectiveness of the measures to generate a sustained growth in bus patronage and an increase in bus passenger satisfaction. Through doing so the programme helps to deliver against the Vision of the 2023 BSIP and the nine passenger priorities which underpin the Plan.

The proposal is to deliver a flagship east-west demonstration corridor supported by complementary ancillary activities with all activities fully funded by the BSIP+ grant.

The outcomes and benefits of this proposal are:

- The introduction of a BSIP+ demonstration corridor in Plymouth delivering service enhancements, improved passenger information, bus stop improvements and site improvements at Coypool Park and Ride,
- The retention and expansion of Plymouth's non-commercial routes network,
- Support for Access Plymouth; allowing access to key services by residents unable to use traditional public transport,
- Continuing to staff the George Junction P&R travel centre,
- Funding an apprentice within Public Transport to support the delivery of the expanded programme of works being managed by the team

The measures will be delivered until, at least, March 2025.

This project supports the Councils Net Zero Action Plan through the reduction of private car use.

The key risks associated with the programme are costs exceeding the budget available, which will be managed through contracts only being awarded if within the budget available and, failure to deliver programme outcomes within 12 months of receipt of funding, potentially detrimentally impacting on the payment of the second year grant payment. This is being managed by the timely completion of the approval process for the programme and subsequent commencement of the necessary procurements.

The BSIP+ programme is a two year programme commencing in October 2023.

SECTION I: PROJECT DETAIL

Project Value (indicate capital or revenue)	£1,633,126 Revenue	Contingency (show as £ and % of project value)	£163,313 10% of project value
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Programme	Plymouth Bus Service Improvement Plan Plus (BSIP+)	Directorate	Please select Directorate
Portfolio Holder	Councillor Mark Coker, Cabinet Member for Strategic Planning and Transport	Service Director	Paul Barnard, Service Director for Strategic Planning and Infrastructure
Senior Responsible Officer (client)	Philip Heseltine, Head of Transport	Project Manager	Rosemary Starr, Sustainable Transport Manager
Address and Post Code	Strategic Planning and Infrastructure Plymouth City Council Ballard House West Hoe Road Plymouth PL1 3BJ	Ward	Citywide

Current Situation: *(Provide a brief, concise paragraph outlining the current situation and explain the current business need, problem, opportunity or change of circumstances that needs to be resolved)*

Plymouth City Council have secured £1,633,126 funding from the Department for Transport's Bus Service Improvement Plan+ (BSIP+) Fund. This is a new fund being made available to 'help support and improve bus services for passengers'. It is revenue funding split equally between the 2023/24 and 2024/25 financial years. A condition of the funding is that '[the grant is] spent within a reasonable timeframe and outputs delivered within 12 months of funding receipt'. The funding is due to be received by the Council by the end of September 2023.

The funding is being provided in recognition of the fact that buses are the most widely used form of public transport in the UK and the importance of local bus networks in enabling people to get to work, to education, and access services such as healthcare as well as accessing leisure and hospitality.

The objective of the BSIP+ Fund is to 'grow long term patronage, revenues and thus maintaining service levels, whilst maintaining essential social and economic connectivity'. In order to maximise the impact of the grant funding and achieve the principle objective of the grant the Plymouth BSIP+ programme has been developed to allow the implementation of the majority of the revenue measures set out in the draft 2023 Plymouth Bus Service Improvement Plan. This will allow the effectiveness of the measures within the Plymouth BSIP to generate a sustained growth in bus patronage and an increase in bus passenger satisfaction to be tested, ahead of wider implementation across Plymouth as and when funding allows. Through doing so the programme helps to deliver against the Vision of the 2023 BSIP 'to create a thriving bus network where everyone can be connected to important people and places, by services that are frequent, reliable, fast, affordable, safe and clean, which will also help Plymouth to achieve its net zero goals by 2030' and the nine passenger priorities which underpin the Plan; frequent, reliable and fast, affordable, safe, clean, simple and understandable, direct and connected, accessible and modern.

Proposal: *(Provide a brief, concise paragraph outlining your scheme and explain how the business proposal will address the current situation above or take advantage of the business opportunity) and*

(What would happen if we didn't proceed with this scheme?)

The programme proposes to introduce a flagship scheme and complementary, ancillary activities, in order to achieve the objectives of the Fund i.e. growing long term patronage, revenues and thus maintaining service levels, whilst maintaining essential social and economic connectivity.

Flagship Proposal:

- Introduction of a BSIP+ demonstration corridor in Plymouth

The proposal is to deliver an east-west demonstration corridor in which we use the BSIP+ funding to deliver the following measures set out within the draft 2023 BSIP.

- Service enhancements
 - Addressing
 - Weekday daytimes and evenings
 - Saturday daytimes and evenings
 - Sunday daytimes and evenings
 - Providing new direct links to employment, healthcare and leisure opportunities
- Improved passenger information
 - Combined timetables
 - Passenger information
- Bus stop improvements
- Bus stop clearways
- Site improvements at Coypool Park and Ride

The demonstration corridor will span four of the six core corridors set out within the Bus Service Improvement Plan:-

- City Centre – Devonport (via Union Street) – St Budeaux Square
- City Centre – Plympton Ridgeway
- City Centre – Plymstock Broadway
- City Centre – Wolseley Road - Saltash

In addition to the delivery of the demonstration corridor it is also proposed to deliver the following measures as part of the BSIP+ programme.

Ancillary proposals:

- Expansion of Plymouth's non-commercial routes network to include a dedicated leisure service to Bovisand and the reinstatement of a bus service to the communities of Mannamead, Hartley Vale and Peverell which lost their bus in January this year¹.
- Retention of Plymouth's existing non-commercial routes network until , at least, March 2025
- Support for Access Plymouth; allowing access to key services by residents unable to use traditional public transport
- Continuing to staff the George Junction P&R travel centre

¹ These proposals are the subject of a separate Executive Decision
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- Funding an apprentice within Public Transport to support the delivery of the expanded programme of works being managed by the team
- Monitoring and evaluation of the impact of the BSIP programme; with particular emphasis on the demonstration corridor

The use of the Bus Service Improvement Plan Plus funding is governed by the conditions of the grant. These are that:

- ‘The funding must be spent on bus measures. It cannot be used for measures that primarily benefit other modes of transport, with secondary benefits for buses (e.g. road maintenance).
- We expect you to use the funding to maintain existing service levels or on measures that are consistent with Departmental guidance on Bus Service Improvement Plans (BSIPs)...’

Therefore, all options considered for the BSIP+ programme relate to the delivery of Plymouth’s Bus Service Improvement Plan. The alternative options considered and rejected were therefore:-

- *Development of an alternative BSIP+ programme, where projects are delivered citywide, rather than a focus on a flagship corridor.*

Whilst a citywide programme of measures was considered this was rejected, in favour of a demonstration corridor, with accompanying, complementary ancillary measures, in order to maximise the impact of the funding. By concentrating delivery on a defined area it allows the programme to test the impact of as many as possible of the Plymouth Bus Service Improvement Plan revenue measures and assess their combined effectiveness in boosting bus patronage and increasing passenger satisfaction, two of the four Bus Service Improvement Plan targets. This will help inform the roll out of the BSIP interventions citywide when further funding becomes available.

- *Development of an alternative BSIP+ programme, which includes ticketing and fares initiatives.*

The Fund does allow the delivery of fares initiatives. However, this was rejected due to the ongoing, national, fare cap programme which is expected to continue until November 2024. It was considered that the funds could be better used to support other aspects of the Plymouth Bus Service Improvement Plan, whilst a nationally funded fares initiative was being delivered.

Should a BSIP+ programme not be delivered by the Council the funding would need to be returned to the Department for Transport.

Milestones and Date:		
Contract Award Date	Start On Site Date	Completion Date
From October 2023	Various; dependent on the project within the programme	Various; dependent on the project within the programme.

		The final outputs of the programme are expected to be delivered by August 2025.
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SECTION 2: PROJECT RISK, OUTCOMES AND BENEFITS

Risk Register: The Risk Register/Risk Log is a master document created during the early stages of a project. It includes information about each identified risk, level of risk, who owns it and what measures are in place to mitigate the risks (cut and paste more boxes if required).

Potential Risks Identified		Likelihood	Impact	Overall Rating
Risk	Programme costs exceed the budget available	Medium	High	High
Mitigation	The programme includes a contingency and all procurements undertaken in relation to this programme will only be awarded if affordable within the programme budget.	Low	High	Medium
Calculated risk value in £ (Extent of financial risk)	£163,313	This is the value of the contingency		
Potential Risks Identified		Likelihood	Impact	Overall Rating
Risk	The programme outputs are not deliverable within 12 months of receipt of funding, a condition of the Grant	Medium	High	High
Mitigation	Early commencement of appropriate procurements to ensure timely delivery of the Fund measures	Low	High	Medium
Calculated risk value in £ (Extent of financial risk)	£816,563	This is the value of the 24/25 Grant payment which might be affected if there is poor performance with regard to the delivery of measures funded by the 23/24 grant payment		
Potential Risks Identified		Likelihood	Impact	Overall Rating
Risk	The BSIP+ Programme is not included within the statutory Plymouth Enhanced Partnership, a condition on the Grant, in a timely manner	Low	High	Medium
Mitigation	Early approval of the BSIP+ programme to allow the programme to be included in the statutory Plymouth Enhanced Partnership Scheme ahead of the 24/25 grant payment being made	Low	High	Medium
Calculated risk value in £ (Extent of financial risk)	£816,563	This is the value of the 24/25 Grant payment which might be affected if there is poor performance with regard to the delivery of measures funded by the 23/24 grant payment		

Outcomes and Benefits

List the outcomes and benefits expected from this project.

*(An **outcome** is the result of the change derived from using the project's deliverables. This section should describe the anticipated outcome)*

*(A **benefit** is the measurable improvement resulting from an outcome that is perceived as an advantage. Benefits are the expected value to be delivered by the project, measurable whenever possible)*

Financial outcomes and benefits:

Non-financial outcomes and benefits:

Outcome 1: £1,633,126 invested in measures to support Plymouth's bus services, supporting the delivery of the draft 2023 Plymouth Bus Service Improvement Plan.

Outcome 2: Up to £1,633,126 invested in the local Plymouth economy, supporting Plymouth's economic growth.

Outcome 3: Funding for a new apprenticeship opportunity within the Council's Sustainable Transport Team, supporting the Council's commitment to providing apprenticeship opportunities.

Outcome 1: The retention, and expansion, of Plymouth's current Non-Commercial Routes network until at least March 2025 benefitting residents and visitors who use the services which, without financial support from the Council, would not be commercially operated.

Outcome 2: The enhancement of bus services on the east-west demonstration corridor, providing better frequencies and new direct links to employment, healthcare and leisure opportunities benefitting residents and visitors looking to travel in and around Plymouth by bus.

Outcome 3: Improved passenger information and bus stop environment improvements benefitting bus users by making public transport safe, clean and simple and understandable.

Outcome 4: Site improvements at Coypool Park and Ride benefitting users of the Park and Ride and tenants at the site.

Outcome 5: Support for Access Plymouth; allowing access to key services by residents unable to use traditional public transport

Outcome 6: Continuing to staff the George Junction P&R travel centre, allowing customers of the Park and Ride to continue to benefit from the facilities.

These outcomes are expected to lead to passenger growth and an increase in bus passenger satisfaction.

Low Carbon

What is the anticipated impact of the proposal on carbon emissions

The vision of the draft Plymouth 2023 Bus Service Improvement Plan (BSIP) is to create a thriving bus network where everyone can be connected to important people and places, by services that are frequent, reliable, fast, affordable, and safe and clean, which will also help Plymouth to achieve its net zero goals by 2030.

The draft 2023 Plymouth BSIP is underpinned by nine passenger priorities which, if addressed, should lead to increased bus patronage which can be sustained due to increase customer satisfaction.

	<p>The Plymouth Bus Service Improvement Plan Plus programme responds to the passenger priorities and delivers, in part, seven of the BSIP revenue measures. In doing so it should achieve modal shift, thereby reducing carbon emissions from the private car.</p> <p>Furthermore, through the procurement of the bus services included within the programme it will be possible to stipulate the maximum age of the vehicles used on the services delivering a better environmental outcome than might occur in an unregulated environment.</p>
<p>How does it contribute to the Council becoming Carbon neutral by 2030</p>	<p>Cutting emissions from travel is a top priority for the city. Transport accounted for the largest part of our city's CO₂e emissions in 2019 (29%) and transport as a sector is not decarbonising at the necessary pace to make Plymouth carbon neutral by 2030.</p> <p>Public transport, particularly buses, plays a key role in the net zero transition. The successful delivery of the draft 2023 Bus Service Improvement Plan is a cornerstone of our city's net zero strategy. The delivery of an enhanced bus network offering cheaper fares, enhanced frequencies, improved reliability and greater convenience will encourage modal shift away from the private car, thereby reducing carbon emissions. The Plymouth BSIP+ programme delivers, in part, the 2023 BSIP.</p>
<p>Have you engaged with Procurement Service?</p>	
<p>Procurement route options considered for goods, services or works</p>	<p>The strategy and route to market will be discussed and agreed with the appropriate Procurement Category Lead ahead of each individual procurement commencing, where the measures within the Programme are not already covered by a valid contract.</p>
<p>Procurements Recommended route.</p>	<p>The strategy and route to market will be discussed and agreed with the appropriate Procurement Category Lead ahead of each individual procurement commencing, where the measures within the Programme are not already covered by a valid contract with the Council.</p> <p>However, with regard to the bus services within the programme it is recommended that the contract(s) will be tendered through the Devon County Council Provision of Passenger Transport Dynamic Purchasing System (DPS) (CPI 185-15), which is the Councils preferred Procurement route for tendering local bus services.</p> <p>The main benefits of using the DPS are:</p> <ul style="list-style-type: none"> • The Council do not need to undertake a full public procurement process that is subject to the Public Contract Regulations 2015 (PCR 2015) as this has already been done by Devon County Council in setting up the DPS

	<ul style="list-style-type: none"> • The DPS provides a quicker route to market as suppliers listed on the DPS have already been assessed for their financial stability, track record, experience and technical & professional ability, before being awarded a place on the DPS • The DPS offers the opportunity to a wider audience, providing the ability for new operators to consider tendering • The use of the DPS has potential to allow longer contracts (up to eight years) and hence encourage a wider base of tenderers and investment in better vehicles • The Council has successfully used the DPS on previous tender opportunities, including the last full retendering exercise in 2022 • Cost savings to Plymouth City Council if compared with undertaking our own procurement process in accordance with the PCR 2015 • The Councils Contract Award processes at the point of contract award still apply. <p>If there is, a change in circumstances and the recommended procurement route cannot be undertaken or no longer represents best value for the Council any subsequent procurement route undertaken will be in accordance with the Council’s Contract Standing Orders and Procurement Law.</p>
Who is your Procurement Lead?	Paul Williams, Category Lead, Procurement Service
Is this business case a purchase of a commercial property	No
If yes then provide evidence to show that it is not ‘primarily for yield’	
Which Members have you engaged with and how have they been consulted (<i>including the Leader, Portfolio Holders and Ward Members</i>)	

SECTION 4: FINANCIAL ASSESSMENT

FINANCIAL ASSESSMENT: In this section the robustness of the proposals should be set out in financial terms. The Project Manager will need to work closely with the capital and revenue finance teams to ensure that these sections demonstrate the affordability of the proposals to the Council as a whole. Exact amounts only throughout the paper - not to be rounded.

CAPITAL COSTS AND FINANCING

Breakdown of project costs including fees surveys and contingency	Prev. Yr.	23/24	24/25	25/26	26/27	27/28	Future Yrs.	Total
	£	£	£	£	£	£	£	£
	Not applicable; the BSIP+ programme is a revenue funded programme.							
Total capital spend								

Provide details of proposed funding: <i>Funding to match with Project Value</i>								
Breakdown of proposed funding	Prev. Yr. £	23/24 £	24/25 £	25/26 £	26/27 £	27/28 £	Future Yrs. £	Total £
	Not applicable; the BSIP+ programme is a revenue funded programme.							
Total funding								

Which external funding sources been explored	
Are there any bidding constraints and/or any restrictions or conditions attached to your funding	
Tax and VAT implications	
Tax and VAT reviewed by	

REVENUE COSTS AND IMPLICATIONS

Cost of Developing the Capital Project (To be incurred at risk to Service area)

Total Cost of developing the project	Not applicable: the BSIP+ programme is a revenue funded programme
Revenue cost code for the development costs	
Revenue costs incurred for developing the project are to be included in the capital total, some of the expenditure could be capitalised if it meets the criteria	
Budget Managers Name	

Ongoing Revenue Implications for Service Area

	Prev. Yr. £	23/24 £	24/25 £	25/26 £	26/27 £	27/28 £	Future Yrs. £
Service area revenue cost							
Other (eg: maintenance, utilities, etc)							
Loan repayment (terms agreed with Treasury Management)							
Total Revenue Cost (A)		£816,563	£816,563				
Service area revenue benefits/savings							
Annual revenue income (eg: rents, etc)							

Total Revenue Income (B)		£816,563	£816,513				
Service area net (benefit) cost (B-A)		£0	£0				
Has the revenue cost been budgeted for or would this make a revenue pressure	The BSIP+ programme is a revenue programme, funded by a Department for Transport revenue grant (BSIP+); the programme will be fully funded from the grant awarded and hence does not make a revenue pressure for the Council.						
Which cost centre would the revenue pressure be shown	2671		Has this been reviewed by the budget manager	Y			
Name of budget manager	Rosemary Starr						
Loan value	£	Interest Rate	%	Term Years		Annual Repayment	£
Revenue code for annual repayments	Not applicable: No borrowing is required to deliver the programme.						
Service area or corporate borrowing							
Revenue implications reviewed by							

Version Control: (The version control table must be updated and signed off each time a change is made to the document to provide an audit trail for the revision and update of draft and final versions)

Author of Business Case	Date	Document Version	Reviewed By	Date
Rosemary Starr	18/09/2023	v 1.0	Philip Heseltine and James Quintrell-Harris	19/09/2023

SECTION 6: RECOMMENDATION AND ENDORSEMENT

Recommended Decision

It is recommended that the Cabinet Member for Strategic Planning and Transport:

1. Approves the Plymouth Bus Service Improvement Plan Plus Programme Business Case;
2. Authorise the commencement of the procurement processes required to deliver the Bus Service Improvement Plan Plus programme;
3. Delegates the authority to award the contracts to the Service Director for Strategic Planning and Infrastructure, where they do not already have the authority to do so.;
4. Delegates the authority to dynamically manage the programme, in consultation with the Cabinet Member for Strategic Planning and Transport, where necessary and within financial approval thresholds to the Service Director for Strategic Planning and Infrastructure.


Cabinet Member Mark Coker, Cabinet Member for Strategic Planning and Transport	Paul Barnard, Service Director for Strategic Planning and Infrastructure
Either email dated: 27.09.23	Either email dated: 19.09.23

Or signed:	Or signed:
Date:	Date:

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EQUALITY IMPACT ASSESSMENT – BUS SERVICE IMPROVEMENT PLAN PLUS PROGRAMME

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): This is the person completing the EIA template.	Rosemary Starr, Sustainable Transport Manager	Department and service:	Sustainable Transport, Strategic Planning and Infrastructure	Date of assessment:	14 September 2023
Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Paul Barnard, Service Director, Strategic Planning and Infrastructure	Signature:		Approval date:	27 th September 2023
Overview:	<p>This assessment relates to the Plymouth Bus Service Improvement Plan Plus Programme (BSIP+).</p> <p>Plymouth City Council have secured £1,633,126 funding from the Department for Transport's Bus Service Improvement Plan+ (BSIP+) Fund. The funding is split equally between 2023/24 and 2024/25. This assessment related to the proposal for the 2 year Plymouth BSIP+ programme</p> <p>It is proposed to introduce a flagship scheme and complementary, ancillary activities, in order to achieve the objectives of the Fund i.e. growing long term patronage, revenues and thus maintaining service levels, whilst maintaining essential social and economic connectivity for local communities and aligns with the Plymouth BSIP</p> <p>The flagship proposal is the introduction of an east-west demonstration corridor in which we use the BSIP+ funding to deliver the following measures set out within the draft 2023 Bus Service Improvement Plan.</p> <ul style="list-style-type: none"> • Service enhancements <ul style="list-style-type: none"> ○ Addressing <ul style="list-style-type: none"> ▪ Weekday daytimes and evenings ▪ Saturday daytimes and evenings ▪ Sunday daytimes and evenings ○ Providing new direct links to employment, healthcare and leisure opportunities • Improved passenger information 				

	<ul style="list-style-type: none"> ○ Combined timetables ○ Passenger information ● Bus stop improvements ● Bus stop clearways ● Site improvements at Coypool Park and Ride <p>The ancillary activities proposed to be delivered through the Plymouth BSIP+ programme are the:-</p> <ul style="list-style-type: none"> ● Expansion of Plymouth’s non-commercial routes network to include a dedicated leisure service to Bovisand and the reinstatement of a bus service to the communities of Mannamead, Hartley Vale and Peverell which lost their bus in January this year. ● Retention of Plymouth’s existing non-commercial routes network until , at least, March 2025 ● Support for Access Plymouth; allowing access to key services by residents unable to use traditional public transport ● Continuing to staff the George Junction P&R travel centre ● Funding an apprentice within Public Transport to support the delivery of the expanded programme of works being managed by the team ● Monitoring and evaluation of the impact of the BSIP programme; with particular emphasis on the demonstration corridor
Decision required:	<p>This Equality Impact Assessment (EIA) assesses the impact of the recommendations for the Cabinet Member for Strategic Planning and Transport to:</p> <ol style="list-style-type: none"> 1. Approve the Business Case; 2. Authorise the commencement of the procurement processes required to deliver the Bus Service Improvement Plan Plus programme; 3. Delegate the authority to award the contracts to the Service Director for Strategic Planning and Infrastructure, where they do not already have the authority to do so. 4. Delegates the authority to dynamically manage the programme, in consultation with the Cabinet Member for Strategic Planning and Transport, where necessary and within financial approval thresholds to the Service Director for Strategic Planning and Infrastructure.

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

Potential external impacts:	Yes		No	X
Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?				

Potential internal impacts: Does the proposal have the potential to negatively impact Plymouth City Council employees?	Yes		No	X
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)	Yes		No	X
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.				

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
Age	<p>The data will be updated with the 2021 Census data as it becomes available.</p> <p>Background Community Data</p> <p>Plymouth</p> <ul style="list-style-type: none"> 16.4 per cent of people in Plymouth are children aged under 15. 65.1 per cent are adults aged 15 to 64. 18.5 percent are adults aged 65 and over. 2.4 percent of the resident population are 85 and over. <p>South West</p> <ul style="list-style-type: none"> 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64. 22.3 per cent are aged 65 and over. <p>England</p> <ul style="list-style-type: none"> 17.4 per cent of people are aged 0 to 14. 	<p>No adverse impacts are anticipated from the Plymouth Bus Service Improvement Plan Plus Programme (BSIP+); the Plan seeks to improve bus service provision for all.</p> <p>The Plan should positively benefit older residents through the funding proposed for Access Plymouth who provide mobility solutions for older and disabled people to help them get out and about</p>	Not applicable.	Not applicable.

	<ul style="list-style-type: none"> • 64.2 per cent of people are aged 15 to 64. • 18.4 per cent of people are aged 65 and over. <p>(2021 Census)</p> <p>There is forecast to be a significant change in Plymouth’s population structure over the next twenty years. Plymouth’s population is predicted to increase by 3.2 per cent by 2043. This will be due mainly to many more in the over 65 cohort (15,000) and under 25 cohort (2,500). However, this will be offset by the reduction in the 16-64 ‘working age’ cohort. There are notable variations in the age groups particularly in the over 75s, with the over 75 age group cohort alone predicted to rise by 60.3 per cent. This rise will see Plymouth’s over 75s rise from 22,800 to 36,550.</p> <p>Public Transport Data</p> <ul style="list-style-type: none"> • In 2019/2020 18,027,681 bus trips were made, of which 5,098,348 (28%) were concessionary trips. • In 2020/2021 6,881,673 bus trips were made, of which 1,722,313 (25%) were concessionary trips. • In 2021/2022 12,481,802 bus trips were made, of which 2,870,138 (23%) were concessionary trips. • In 2022/2023 14,430,064 bus trips were made, of which 3,232,668 (22%) were concessionary trips. <p>In September 2023 there were 49,414 people living within Plymouth who held a concessionary bus pass. The passes are issued either to residents who are over state pension age or have a</p>		
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	<p>disability that entitles them to a pass. In September 2023 there were 49,414 active age related passes.</p> <p>Older people by the nature of the scheme are overrepresented as beneficiaries of concessionary fares. National data shows that young people are overrepresented amongst public transport users (Gov.uk).</p>			
<p>Care experienced individuals (Note that as per the Independent Review of Children’s Social Care recommendations, Plymouth City Council is treating care experience as though it is a protected characteristic).</p>	<p>It is estimated that 26 per cent of the homeless population in the UK have care experience. In Plymouth there are currently 7 per cent of care leavers open to the service (6 per cent aged 18-20 and 12 per cent of those aged 21+) who are in unsuitable accommodation.</p> <p>The Care Review reported that 41 per cent of 19-21 year old care leavers are not in education, employment or training (NEET) compared to 12 per cent of all other young people in the same age group.</p> <p>In Plymouth there are currently 50 per cent of care leavers aged 18-21 Not in Education Training or Employment (54 per cent of all those care leavers aged 18-24 who are open to the service).</p> <p>There are currently 195 care leavers aged 18 to 20 (statutory service) and 58 aged 21 to 24 (extended offer). There are more care leavers aged 21 to 24 who could return for support from services if they wished to.</p>	<p>No adverse impacts are anticipated from the Plymouth Bus Service Improvement Plan Plus Programme (BSIP+); the Plan seeks to improve bus service provision for all.</p>	<p>None</p>	<p>N/A</p>

<p>Disability</p>	<p>10 per cent of our population have their day-to-day activities limited a lot by a long-term health problem or disability (2011 Census).</p> <p>Public Transport Data</p> <ul style="list-style-type: none"> • In 2019/2020 18,027,681 bus trips were made, of which 5,098,348 (28%) were concessionary trips. • In 2020/2021 6,881,673 bus trips were made, of which 1,722,313 (25%) were concessionary trips. • In 2021/2022 12,481,802 bus trips were made, of which 2,870,138 (23%) were concessionary trips. • In 2022/2023 14,430,064 bus trips were made, of which 3,232,668 (22%) were concessionary trips. <p>In September 2023 there were 49,414 people living within Plymouth who held a concessionary bus pass. The passes are issued either to residents who are over state pension age or have a disability that entitles them to a pass. In September 2023 there were 4,283 active disabled bus passes.</p> <p>In 2019, disabled adults (aged 16 years and over) in England made 757 trips on average per person per year, as compared to 1,016 for adults without a disability. The difference was smaller for those aged under 65, 17 per cent less (854 trips compared to 1,026) than for those aged over 65, 34 per cent less (642 trips compared to 970) (DFT Accessibility Statistics; 2020)</p> <p>National evidence suggests that a higher proportion of individuals who live in families with disabled members live in poverty, compared to</p>	<p>No adverse impacts are anticipated from the Plymouth Bus Service Improvement Plan Plus Programme (BSIP+); the Plan seeks to improve bus service provision for all.</p> <p>The Plan should positively benefit residents with disabilities through the funding proposed for Access Plymouth who provide mobility solutions for older and disabled people to help them get out and about</p>	<p>Not applicable.</p>	<p>Not applicable.</p>
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	individuals who live in families where no one is disabled (EHRC 2017).			
Gender reassignment	There are no official estimates for gender reassignment at either national or local level (awaiting 2021 Census data).	No adverse impacts are anticipated from the Plymouth Bus Service Improvement Plan Plus Programme (BSIP+); the Plan seeks to improve bus service provision for all.	Not applicable.	Not applicable.
Marriage and civil partnership	There were 234,795 marriages in England and Wales in 2018. In 2020, there were 7,566 opposite-sex civil partnerships formed in England and Wales, of which 7,208 were registered in England and 358 were registered in Wales. There were 785 civil partnerships formed between same-sex couples in England and Wales in 2020, of which 745 were registered in England and 40 were registered in Wales.	No adverse impacts are anticipated from the Plymouth Bus Service Improvement Plan Plus Programme (BSIP+); the Plan seeks to improve bus service provision for all.	Not applicable.	Not applicable.
Pregnancy and maternity	There were 640,370 live births in England and Wales in 2019, a decrease of 2.5 per cent since 2018. The mid-year 2019 population estimates show that there were 2,590 births in Plymouth. The total fertility rate (TFR) for England and Wales decreased from 1.70 children per woman in 2018 to 1.65 children per woman in 2019.	No adverse impacts are anticipated from the Plymouth Bus Service Improvement Plan Plus Programme (BSIP+); the Plan seeks to improve bus service provision for all.	Not applicable.	Not applicable.
Race	In 2021, 94.9 per cent of Plymouth's population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black. People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity.	No adverse impacts are anticipated from the Plymouth Bus Service Improvement Plan Plus Programme (BSIP+); the Plan seeks to improve bus service provision for all.	Not applicable.	Not applicable.

	<p>2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese and Arabic are the most spoken languages in Plymouth.</p> <p>ONS data shows that White people were consistently the most likely to have a driving licence out of all ethnic groups, and Black people were least likely to (ONS, 2020).</p>			
Religion or belief	<p>48.9 per cent (129,338) of the Plymouth population stated they had no religion. 42.5 per cent of the population (112,526) identified as Christian (2021 Census).</p> <p>Those who identified as Muslim account for 1.3 per cent of Plymouth's population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).</p>	No adverse impacts are anticipated from the Plymouth Bus Service Improvement Plan Plus Programme (BSIP+); the Plan seeks to improve bus service provision for all.	Not applicable.	Not applicable.
Sex	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p> <p>The Plymouth City Council Violence Against Women and Girls Survey 2022 Final Report shows that:</p> <ul style="list-style-type: none"> The proportion of males who felt very/fairly safe out after dark (58 per cent) was significantly greater than females (8 per cent). The proportion of males who felt very/fairly safe out during the day (83 per cent) was significantly greater than females (63 per cent). 	No adverse impacts are anticipated from the Plymouth Bus Service Improvement Plan Plus Programme (BSIP+); the Plan seeks to improve bus service provision for all.	Not applicable.	Not applicable.
Sexual orientation	There is no precise local data on sexual orientation in Plymouth (awaiting 2021 Census data).	No adverse impacts are anticipated from the Plymouth Bus Service Improvement Plan	Not applicable.	Not applicable.

		Plus Programme (BSIP+); the Plan seeks to improve bus service provision for all.		
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SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	No adverse impacts on Human Rights are anticipated from this decision.	Not applicable.	Not applicable.

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
Celebrate diversity and ensure that Plymouth is a welcoming city.	No adverse impacts are anticipated. The delivery of elements of the Bus Service Improvement Plan, enabled through the BSIP+ programme, including the retention, and expansion, of Plymouth's non-commercial routes network, will help to ensure that all visitors are able to access the vast majority of our city by bus	Not applicable.	Not applicable.
Pay equality for women, and staff with disabilities in our workforce.	No adverse impacts are anticipated.	Not applicable.	Not applicable.
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024	The provision of subsidised bus services, enabled as part of the BSIP+ programme, will support our workforce to be able to get around our city in a sustainable	Not applicable.	Not applicable.

	manner where a commercial service is not possible.		
Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.	No adverse impacts are anticipated.	Not applicable.	Not applicable.
Plymouth is a city where people from different backgrounds get along well.	No adverse impacts are anticipated.	Not applicable.	Not applicable.