

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 1 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
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)						