

# EXECUTIVE DECISION

made by a **Cabinet Member**



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

Executive Decision Reference Number – SPT17 23/24

Decision	
1	<b>Title of decision:</b> Plymouth Bus Service Improvement Plans 2024 and 2025
2	<b>Decision maker:</b> Councillor Mark Coker (Cabinet Member for Strategic Planning and Transport)
3	<b>Report author and contact details:</b> Rosemary Starr (Sustainable Transport Manager) (T) 01752 305514 (E) <a href="mailto:rosemary.starr@plymouth.gov.uk">rosemary.starr@plymouth.gov.uk</a>
4	<p><b>Decision to be taken:</b> It is recommended that the Cabinet Member for Strategic Planning and Transport:</p> <ol style="list-style-type: none"> <li>1. Approves the preparation of the 2024 Plymouth Bus Service Improvement Plan;</li> <li>2. Delegates the approval, and subsequent publication of the 2024 Plymouth Bus Service Improvement Plan to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, where they do not already have the authority to do so within the scheme of delegation.</li> <li>3. Delegates the authorisation to prepare, and subsequently approve and publish the 2025 Plymouth Bus Service Improvement Plan to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, where they do not already have the authority to do so within the scheme of delegation.</li> <li>4. Delegates the authorisation to prepare, approve and publish, any updates to the Plymouth Enhanced Partnership Plan which are required as a result of updating the Plymouth Bus Service Improvement Plan, to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, where they do not already have the authority to do so within the scheme of delegation.</li> </ol>
5	<p><b>Reasons for decision:</b></p> <ol style="list-style-type: none"> <li>1. <i>Approves the preparation of the 2024 Plymouth Bus Service Improvement Plan;</i></li> </ol> <p>In January 2024 the Department for Transport (DfT) issued 'National Bus Strategy: 2024 Bus Service Improvement Plans Guidance to local authorities and bus operators' which sets out the requirement for Local Transport Authorities (LTAs) in England to update their Bus Service Improvement Plans, by the 12 June 2024. The 2024 Bus Service Improvement Plans are a</p>

condition of drawing down funding for the delivery of measures within the Bus Service Improvement Plan in 2024/25. It is therefore necessary to produce a 2024 BSIP in order to secure the BSIP funding from the DfT.

*2. Delegates the approval, and subsequent publication, of the 2024 Plymouth Bus Service Improvement Plan, to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, 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 publication of the 2024 Bus Service Improvement Plan; the Department for Transport have set a deadline of the 12 June for the publication of the 2024 BSIP; failure to meet this deadline will mean Plymouth will not benefit from BSIP funding in 2024/25.

*3. Delegates the authorisation to prepare, and subsequently approve and publish, the 2025 Plymouth Bus Service Improvement Plan, to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, where they do not already have the authority to do so.*

The Department for Transport (DfT) BSIP guidance (National Bus Strategy: 2024 Bus Service Improvement Plans Guidance to local authorities and bus operators) identifies the likely requirement for Local Transport Authorities to prepare a 2025 Bus Service Improvement Plan as well. This decision is needed so that Plymouth City Council can meet this requirement, in a timely manner, as soon as it is confirmed by the Department for Transport.

*4. Delegates the authorisation to prepare, approve and publish, any updates to the Plymouth Enhanced Partnership Plan which are required as a result of updating the Plymouth Bus Service Improvement Plan, to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, where they do not already have the authority to do so.*

The Bus Service Improvement Plan is the vision for delivering a step-change in bus services, as required by the National Bus Strategy. The BSIP is delivered by the Plymouth statutory Enhanced Partnership (EP) between Plymouth City Council and Plymouth's bus operators. The Enhanced Partnership includes an Enhanced Partnership Plan which is a clear vision of the improvements to bus services that the EP is aiming to deliver, mirroring the BSIP. Changing the BSIP therefore necessitates an update to the Enhanced Partnership Plan. This Decision is therefore required in order to allow the commencement of the update to the Enhanced Partnership Plan immediately on the publication of the 2024 BSIP, allowing the timely completion of this work.

## **6 Alternative options considered and rejected:**

The following alternative options were considered and rejected:

### *1. Not producing a 2024 Bus Service Improvement Plan*

This option has been rejected because it will prevent funding for delivery of measures within the Bus Service Improvement Plan being drawn down in 2024/25; the publication of a 2024 BSIP is a condition of the Department for Transport's in drawing down funding for its delivery.

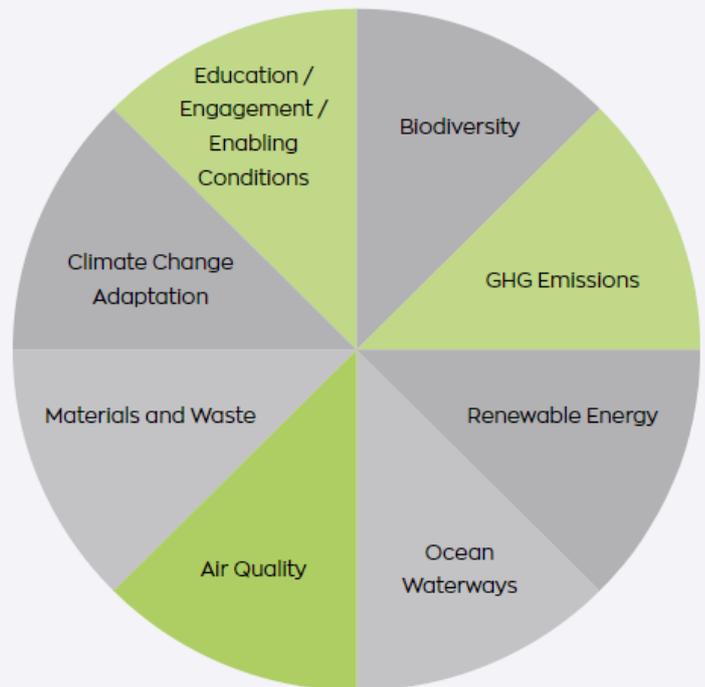
	<p>2. <i>Delaying obtaining approval to update the Enhanced Partnership Plan until after the publication of the 2024 Bus Service Improvement Plan</i></p> <p>This option has been rejected because the requirement to update the Enhanced Partnership Plan is already known – the EP Plan mirrors the BSIP and hence substantial changes to the BSIP need to be mirrored in the EP Plan – therefore not obtaining approval to update the Plan at the same time as obtaining approval to update the BSIP will introduce an unnecessary delay into the process.</p>			
7	<p><b>Financial implications and risk:</b></p> <p>In 2023 Plymouth City Council were allocated £1,633,126 of ring fenced grant from the Department for Transport’s Bus Service Improvement Plan Plus (BSIP+) funding, of which £816,563 was received in 2023/24 and a further £816,563 is due to be paid in 2024/25, as set out in Executive Decision SPT09 23/24 - Plymouth Bus Service Improvement Plan Plus Programme (BSIP+), published on the 4<sup>th</sup> October 2023.</p> <p>The Bus Service Improvement Plan Plus (BSIP+) fund has now been renamed as BSIP Phase 2 and the Department for Transport has advised that a condition of receiving the 2024/25 BSIP Phase 2 allocation is the publication of the 2024 Bus Service Improvement Plan on Plymouth City Council’s website by 12 June 2024, alongside submission of the BSIP to the DfT. Not producing a 2024 Bus Service Improvement Plan therefore risks Plymouth City Council not receiving £816,563 to deliver the measures set out in the Bus Service Improvement Plan Plus programme (Executive Decision SPT09 23/24 - Plymouth Bus Service Improvement Plan Plus Programme (BSIP+), published on the 4<sup>th</sup> October 2023).</p> <p>The delivery of the BSIP places no additional financial demands on the Council. This is because the 2024/25 delivery programme which must be included in the updated BSIP is either funded from existing resources or the BSIP Phase 2 funding which will be secured on preparation of the 2024 BSIP.</p> <p>The development of the BSIP is fully funded from the DfT Bus Capacity Grant which is available to support the development of the Enhanced Partnership and associated Bus Service Improvement Plan.</p> <p>The development of the BSIP is resourced by Officers within Strategic Planning and Infrastructure, including a dedicated National Bus Strategy Officer funded by the Bus Capacity Grant. Delivery of the BSIP, in full, will require additional resources, as set out within the Plan. This additional resource would be funded through the BSIP and hence does not represent an additional pressure on the Council.</p>			
8	<p><b>Is the decision a Key Decision?</b> (Please contact <a href="#">Democratic Support</a> for further advice)</p>	Yes	No	<p><b>Per the Constitution, a key decision is one which:</b></p> <p>in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total</p> <p>in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million annually</b></p>

		X	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
	If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a>	N/A	
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 preparation of the 2024 Plymouth Bus Service Improvement Plan directly supports both the Corporate Plan and Plymouth Plan.</p> <p><b>Links to the Corporate Plan:-</b></p> <p>The preparation of a 2024 Bus Service Improvement Plan 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, we are taking <b>responsibility</b> for the improvement of Plymouth's bus services. However, the development of the BSIP is <b>co-operative</b>. 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><b>Links to the Plymouth Plan:-</b></p> <p>Provision of a comprehensive bus network, as set out in the Plymouth Bus Service Improvement Plan, 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.</p> <p>Through the development of the Bus Service Improvement Plan we will actively support the Plymouth Plan policy commitments to:-</p> <ul style="list-style-type: none"> <li>• HEA6(5) [Deliver] a public transport system that everyone can use, including working with the bus companies to provide clear journey planning and timetable information.</li> <li>• HEA6(9) [Work] with our partners, including the charitable sector, to provide community transport</li> </ul>	

		<p>to enable people who cannot use conventional public transport to access health, leisure, shopping and social opportunities within the city and surrounding area.</p> <p>The BSIP 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 <a href="#">Joint Local Plan</a>. Specifically:-</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• GRO4 (2) Maintaining, improving and expanding the network of Park &amp; Ride facilities and services.</li> <li>• GRO4 (7) Continuing to support and where feasible expand Community Transport schemes.</li> <li>• GRO4 (13) Use of smarter choices and travel planning to provide and promote travel choice, through the planning process and</li> </ul> <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 Plymouth Bus Service Improvement Plan is a delivery plan of the Plymouth Plan.</p>
10	<p><b>Please specify any direct environmental implications of the decision (carbon impact)</b></p>	<p>Cutting emissions from travel is a top priority for the city. Transport accounted for the largest part of our city’s CO<sub>2</sub>e 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 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>

Preparing the 2024 BSIP will allow funding to be drawn down for 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.

A climate impact assessment has been completed to support this decision. The outcome of the assessment is shown below. The preparation of the 2024 Plymouth Bus Service Improvement Plan has been assessed as having a positive climate impact; the benefits are expected to be achieved in the education and engagement, GHG emissions and air quality sectors due to the anticipated change in travel behaviour enabled by an improvement in Plymouth's bus services.



**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 ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		No	X	(If no, go to section 13a)

12 a Reason for urgency:

<b>12 b</b>	<b>Scrutiny Chair Signature:</b>		<b>Date</b>	
	<b>Scrutiny Committee name:</b>			
	<b>Print Name:</b>			
<b>Consultation</b>				
<b>13 a</b>	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>		
		<b>No</b>	X	<b>(If no go to section 14)</b>
<b>13 b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>			
<b>13 c</b>	<b>Date Cabinet member consulted</b>			
<b>14</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>		If yes, please discuss with the Monitoring Officer
		<b>No</b>	X	
<b>15</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Anthony Payne	
		<b>Job title</b>	Strategic Director for Place	
		<b>Date consulted</b>	23.02.24	
<b>Sign-off</b>				
<b>16</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS 107 23/24	
		<b>Finance (mandatory)</b>	DJN.23.24.201	
		<b>Legal (mandatory)</b>	LS/2960(3)/JP/270 224	
		<b>Human Resources (if applicable)</b>	N/A	
		<b>Corporate property (if applicable)</b>	N/A	
		<b>Procurement (if applicable)</b>	N/A	
<b>Appendices</b>				
<b>17</b>	<b>Ref.</b>	<b>Title of appendix</b>		
	A	Briefing report – Plymouth Bus Service Improvement Plan		
	B	Equalities Impact Assessment – Plymouth Bus Service Improvement Plan		

	C	Climate Impact Assessment – Plymouth Bus Service Improvement Plan						
<b>Confidential/exempt information</b>								
<b>18 a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>		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 <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)				
		<b>No</b>	X					
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>18 b</b>	<b>Confidential/exempt briefing report title:</b>							
<b>Background Papers</b>								
<b>19</b>	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.							
<b>Title of background paper(s)</b>		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Cabinet Member Signature</b>								
<b>20</b>	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.							
<b>Signature</b>			<b>Date of decision</b>	28/02/2024				
<b>Print Name</b>	Councillor Mark Coker (Cabinet Member for Strategic Planning and Transport)							