

**North Yorkshire County Council Enhanced  
Partnership Plan for  
Local Bus services in the County**

**Supporting the development of bus services in  
the County of North Yorkshire**

**NORTH YORKSHIRE ENHANCED PARTNERSHIP PLAN**  
**THE NORTH YORKSHIRE ENHANCED PARTNERSHIP PLAN FOR BUSES IS MADE**  
**IN ACCORDANCE WITH SECTION 138G(1) OF THE TRANSPORT ACT 2000 BY:**  
**NORTH YORKSHIRE COUNTY COUNCIL**

## **1. INTRODUCTION**

North Yorkshire County Council (NYCC) welcomes the Government's National Bus Strategy and its aims to transform bus services across the country. In June 2021 North Yorkshire County Council's Executive approved a recommendation to create an Enhanced Partnership with local bus operators.

The first stage of the Enhanced Partnership process was to publish a Bus Service Improvement Plan (BSIP) by 31st October 2021.

The next stage of the process is to develop the Enhanced Partnership Plan and Scheme(s), this part of the process will draw heavily on the approved content published in the BSIP.

The BSIP outlines the County Council's vision for bus services in the North Yorkshire. The vision is as follows:

- An efficient and optimised bus network in North Yorkshire that:
  - meets the needs of our local communities
  - enables people to remain active and independent
  - provides excellent customer service
  - offers simple payment and ticketing options
  
- Customers will have bus services which encourage and enable sustainable, cleaner and healthier travel choices. We expect that this will result in fewer car journeys, thereby helping to lower emissions in North Yorkshire.
  
- Through our bus services, we will raise the profile of North Yorkshire as a place to live, visit, work and invest in.
  
- This Bus Service Improvement Plan (BSIP) will form part of the County Council's integrated decarbonisation strategy.

In addition to the vision, a series of objectives were also agreed as part of the BSIP, the agreed objectives are as follows:

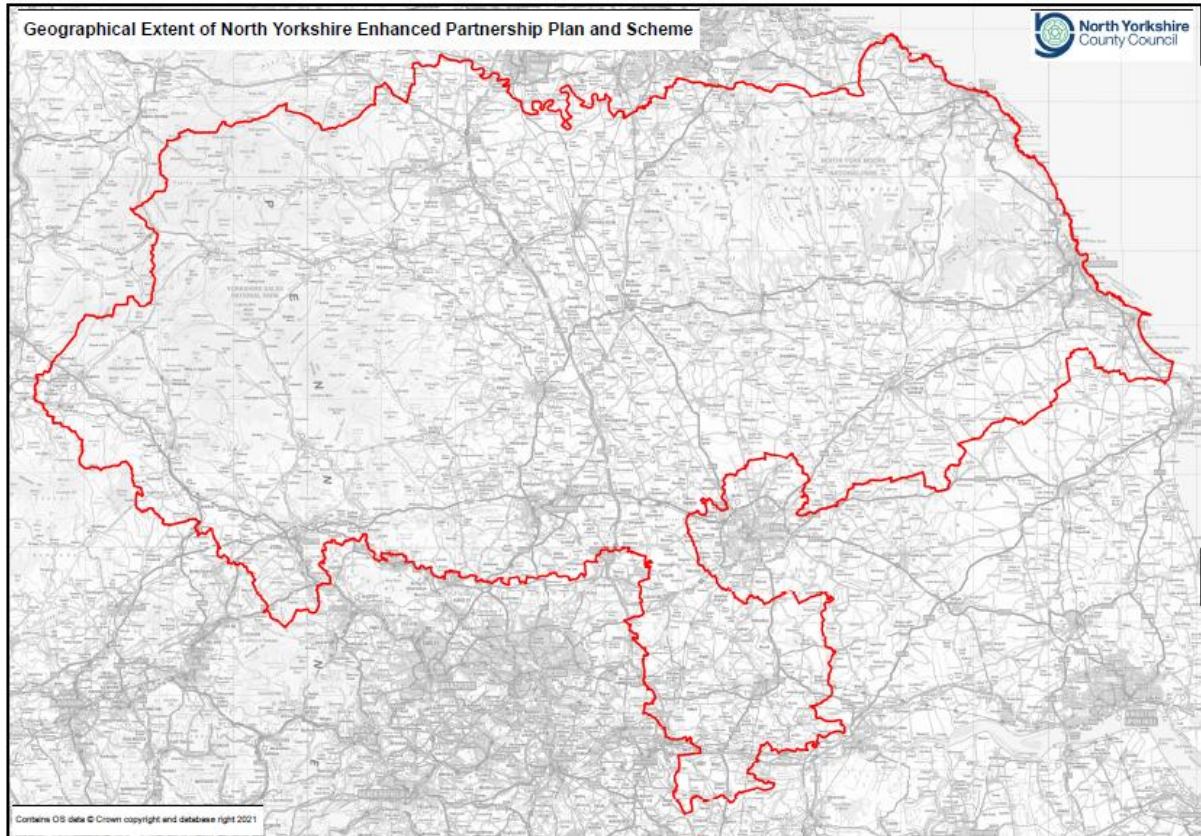
- 1) A high quality, coordinated and integrated bus network
- 2) Simpler payments and ticketing options
- 3) Simple, clear and freely available information
- 4) Excellent Customer Service

## **COMPETITION TEST**

North Yorkshire County Council has undertaken an assessment of the impacts of the EP Plan and Scheme made on 29<sup>th</sup> April 2022 on competition and believes the interventions proposed at this stage will not or are unlikely to have a significantly adverse effect on competition, for the purposes of Part 1 of Schedule 10 of the Transport Act 2000 and accordingly, the Part 1 of Schedule 10 competition test is satisfied.

## **2. GEOGRAPHICAL AREA COVERD BY THE ENHANCED PARTNERSHIP**

The North Yorkshire Enhanced Partnership plan will cover the geographical extents of the administrative area of North Yorkshire (which excludes the City of York). The map below highlights the area the Enhanced Partnership will cover.



### **3. DURATION OF THE ENHANCED PARTNERSHIP PLAN**

The North Yorkshire Enhanced Partnership plan will commence on 1<sup>st</sup> May 2022 for a period of 3 years until 30<sup>th</sup> April 2025.

### **4. ANALYSIS OF LOCAL BUS SERVICES**

North Yorkshire has three distinct bus markets and commercial networks broadly aligning to the three largest towns and their respective districts: Harrogate, Scarborough and Selby. Each of these three commercial networks interface with neighbouring towns and cities outside of North Yorkshire.

North Yorkshire also has a strong seasonal tourism market with many bus operators providing additional services in the key tourism locations.

As a predominantly rural county, North Yorkshire does not suffer from widespread congestion. However, localised congestion occurs in Harrogate, Scarborough, Selby and Malton, as well as at many schools around start and finish times (where air quality can also be a concern). Seasonal tourist traffic can add pressures to the road network

in the summer months, particularly in popular visitor destinations such as Scarborough and Whitby, the North York Moors and the Yorkshire Dales.

#### **4.1. KEY COMMERCIAL NETWORKS**

The most frequent services in the county are found in Harrogate. These include

- Service group 1 between Knaresborough and Harrogate running every 7-8 minutes
- Harrogate town services branded as 'Harrogate Electrics', running up to every 15 minutes using zero emission buses
- The 'high profile' service 36, running at very high frequencies between Ripon, Harrogate and Leeds using high specification luxury double deck buses.

Scarborough also benefits from a number of frequent services including

- Service group 7 between Scarborough and Seamer, running every 15 minutes
- Service 12/13 between Scarborough and Bridlington, running every 20 minutes

Selby is linked to York by Service 415 running every 15 minutes under Arriva's Sapphire premium service brand.

#### **4.2. INTERURBAN AND REGIONAL SERVICES**

Regional connectivity is provided by a number of longer distance and interurban services that play a crucial role in linking networks together. These services also provide the potential for multi-modal journeys with links to rail stations. These include:

- Service X26/X27, running up to every 30 minutes between Catterick, Richmond and Darlington (Darlington Rail Station);
- Services X4 and X93/X94 between Whitby, Scarborough and Middlesbrough, running up to every 30 minutes and passes the rail stations in each of these three towns.

Coastliner service 843, is the longest bus route in North Yorkshire, running hourly between Leeds, Tadcaster, York, Malton and Scarborough. It provides important cross-boundary links using specially branded high specification double deck buses, making the route popular with tourists.

These interurban services, along with the local networks within Harrogate, Scarborough and Selby, form the backbone of the North Yorkshire bus network and account for the vast majority of journeys made. Pre-COVID, these services were all commercially operated and have benefited from operator investment in recent years, including new vehicles, improved payment facilities and ticketing options, marketing and branding initiatives and enhanced customer amenities such as free on-board Wi-Fi, USB charging and audio-visual stop announcements.

### **4.3. AREAS WITH LIMITED BUS SERVICE PROVISION**

Outside of the three most populous districts of Harrogate, Scarborough and Selby and away from the key interurban corridors, bus service provision is much less extensive, with services generally operating no more than two-hourly and with very limited evening and weekend services. In the Craven district, the bus network is sparse outside of the main town of Skipton. Hambleton district has a very infrequent bus network, with almost all services operating with a frequency of less than 1 bus per hour during weekday daytime. Across the district, there are two bus routes with a slightly higher service frequency: Service 28A between Stokesley and Middlesbrough, operating hourly, and service 73, which provides an hourly connection between Bedale and Northallerton. Richmondshire district also has very limited bus coverage outside of the principal town of Richmond, with the most frequent services provided on service X26/X27 to Darlington. Service 34 runs two-hourly between the same two points, and calls at intermediate villages along the route. Ryedale district benefits by hourly, long distance services 128/X28 and Coastliner to the coast, but elsewhere in the district has infrequent bus services.

The geographical spread of Craven, Hambleton, Richmondshire and Ryedale presents challenges in operating a public transport network. Bus services in these districts are heavily dependent on NYCC funding to operate, and, with limited budgets available, services are generally specified to operate no more than two-hourly, with (in most cases) no evening or Sunday services. The need to contract services over such a large geographical area places a significant financial burden on the County Council. For example, in 2018/2019, the Supported Bus Services allocation in Richmondshire and Hambleton districts amounted to £847,787.33. Of the 215,799 passenger journeys

made, only 38% were fare payers, with 62% made on an England National Concessionary Travel Scheme (ENCTS) card.

## **5. LOCAL TRANSPORT POLICY**

North Yorkshires Enhanced Partnership Plan draws heavily on national and local policies and emerging economic and environmental priorities to set out a prospectus for growth and prosperity. The plan is set in the context of the National Bus Strategy to achieve the objectives for bus improvements that this contains and importantly builds on strong local transport planning and key themes set out by the Rural Commission in its Report 'Rural North Yorkshire: The way forward'.

It is recognised that the most recent Local Transport Plan for North Yorkshire was developed and published in 2015/16 and is due for a review. However, the passenger transport analysis carried out in support of the more recent local devolution bid and the rigorous work carried out by the Rural Commission provide valuable local evidence and enquiry to draw on for this EP Plan. One of the Rural Commissions key findings was what they described as the 'missing generation', this they calculated cost £1.5bn pa in reduced GVA for the area. This plan and the Bus Service Improvement Plan published in October 2021 look to start the process of recovering that lost generation, making North Yorkshire a more accessible place for young people to live, work and stay.

## **6. BSIP OBJECTIVES AND ENHANCED PARTNERSHIP APPROACH**

As mentioned in the introduction a series of objectives were agreed in the BSIP. Table 1 below table outlines the objectives, and how the objectives and they will help fulfil the various measures proposed.

The first scheme the enhanced partnership will deliver focuses on carrying out feasibility studies to create a bus infrastructure plan. The scheme meets the objective '*A high quality coordinated and integrated bus network*'. As funding becomes available and subsequent schemes, they will be developed on the basis of achieving all the objectives listed below.

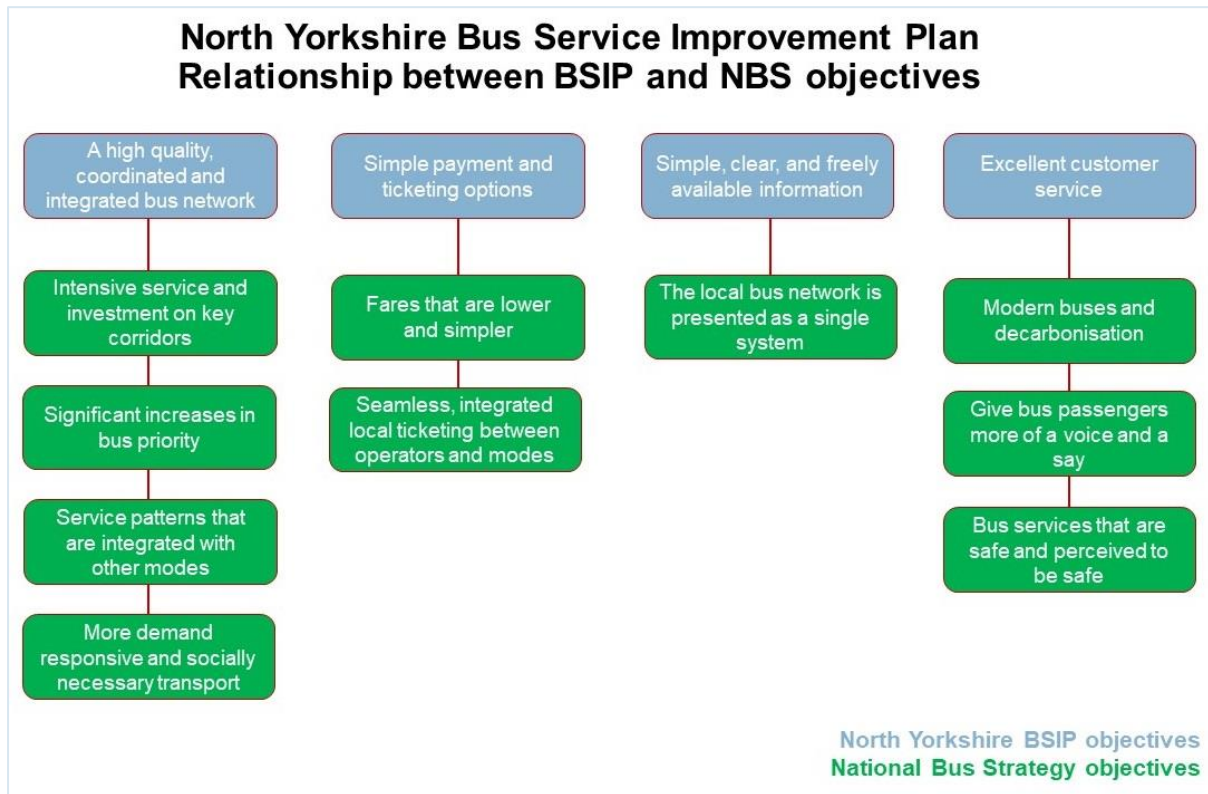
**Table 1: Objectives and Enhanced Partnership approach**

<b>BSIP Objectives</b>	<b>Enhanced Partnership Approach</b>
1. A high quality, coordinated and integrated bus network.	<ul style="list-style-type: none"> <li>• Carry out feasibility studies to identify areas of the highway network that could be delivered to improve the network for buses.</li> <li>• Continue work on the Harrogate Transport improvement programme and delivery of any measures identified through the work.</li> <li>• Expand roll out of DDRT services based on the current Yorbus Pilot.</li> <li>• Work with colleagues in highways, to establish a minimum set period of notice for non-emergency roadworks on bus routes.</li> </ul>
2. Simpler Payment and ticketing options	<ul style="list-style-type: none"> <li>• Implement a consist child qualifying age across all operators.</li> <li>• Continue to deliver low flat fares on DDRT services.</li> <li>• Work with operators to delivery day fare capping once back office function is available.</li> <li>• Work with operators to identify appropriate fare promotions.</li> <li>• Enable contactless payment on all services</li> <li>• Fund the delivery of Tap on tap off readers for approx. 200 vehicles.</li> </ul>
3. Simple, clear and freely available information	<ul style="list-style-type: none"> <li>• Develop a new coherent website covering all services and operators in North Yorkshire.</li> <li>• Set up and establish a marketing working group</li> <li>• Deliver short term Covid recovery promotions</li> <li>• Technology information upgrades through delivery of E-inks at bus stops on key corridors.</li> <li>• Wider information upgrades at stops not identified for E-Inks.</li> </ul>
4. Excellent Customer Service	<ul style="list-style-type: none"> <li>• Feasibility study around passenger safety</li> <li>• Roll out of Zero emission buses across North Yorkshire.</li> <li>• Finalise passenger charter</li> </ul>



The below image as been taken from the BSIP and further outlines how the agreed objectives from the BSIP to be taken forward through this Enhanced Partnership align with the overarching objectives from the National Bus Strategy.

**Figure 1: BSIP and National Bus Strategy Objectives**



As funding availability allows, these objectives will be brought forward and implemented (either singly or in combination) as Schemes made under the Enhanced Partnership.

The Enhanced Partnership will always have at least one Scheme in operation throughout its duration. The initial Scheme is outlined in the Enhanced Partnership Scheme document; additional Schemes will be required to be made through variations to the EP Plan. In some cases, these Schemes will be corridor, route or area specific.

## 7. WORKING WITH NEIGHBOURING AUTHORITIES

North Yorkshire County Council has strong working relationships with neighbouring authorities including City of York, West Yorkshire Combined Authority and Tees Valley Combined Authority. Whilst there are some cross boundary services operating in North

Yorkshire, these are limited. Steps will be taken to identify if any cross boundary services will be affected by the Scheme, if they are, contact will be made with the neighbouring authority and the relevant operator to manage implementing the scheme.

## **8. LOCAL BUS MARKET AND LIFE OF THE PLAN**

Three key barriers to bus use have been identified in the BSIP:

- First mile, last mile connectivity
- Limited rural and evening services; and
- Parking

This section will also draw on the impacts of the Covid 19 Pandemic.

### **8.1. 'FIRST MILE, LAST MILE' CONNECTIVITY**

The *Current Bus Network* section (page 6), describes some of the key regional and interurban bus services operating across North Yorkshire. These journeys can be over significant distances.

Some of these services, serving larger towns and villages, operate along A roads. As a result, accessing them from surrounding smaller villages and hamlets, e.g. settlements off the A61 between Ripon and Harrogate (service 36), the A64 between Malton and Scarborough (Coastliner), and the A171 between Scarborough and Whitby (service X93/X94), can often be a challenge, as connecting service times may not suit, or there may be no connecting service at all. The first or last leg of a journey can, therefore, present as a barrier to using bus services in North Yorkshire.

### **8.2. LIMITED RURAL SERVICES AND LIMITED EVENING SERVICES IN MORE URBAN AREAS**

Commercially operated bus services are more limited in the more rural districts of Craven, Hambleton, Richmondshire and Ryedale. Where the limited commercial offering results in gaps in service that are deemed socially necessary, NYCC procures a service. Due to budget constraints, the council has determined not to financially support evening services or more than two hourly daytime frequencies. The larger towns, such as Harrogate, Scarborough and Selby, where many commercial services operate, have greater daytime frequencies, with limited or no evening services.

### 8.3. PARKING IN TOWN CENTRES

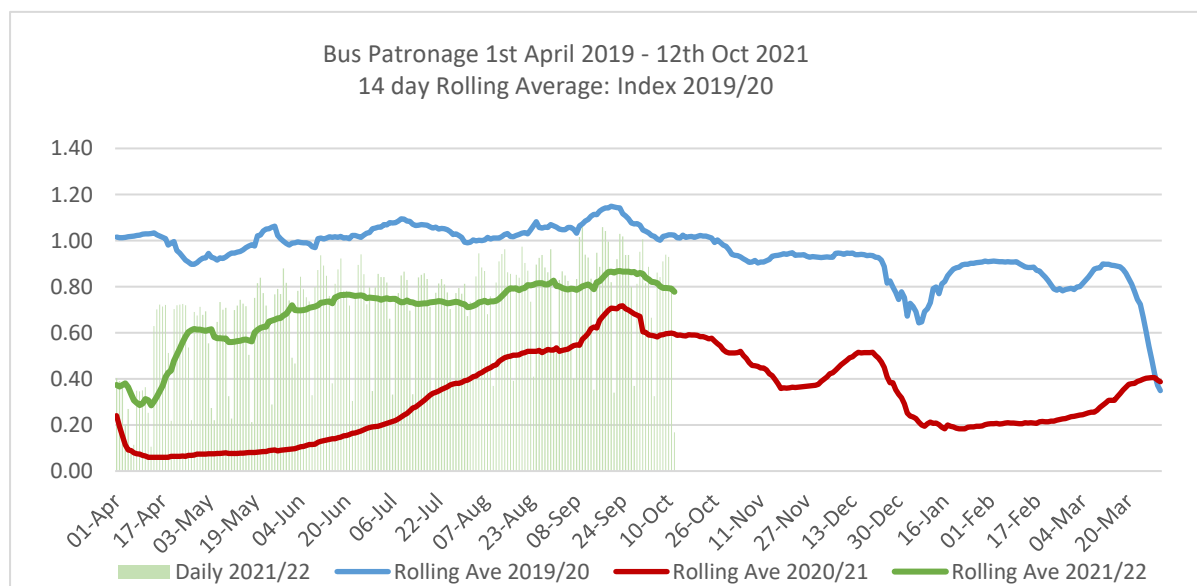
Management of parking in North Yorkshire is complex. Public car parks in North Yorkshire are owned and operated by the district councils, commercial providers and employers, who set parking rates and tariffs. On street-parking is often operated by NYCC.

It is acknowledged that low cost or free parking can present a barrier to public transport use. This is a complex issue facing many local authorities across the country. Further work will be required around this issue as North Yorkshire completes Local Government Reorganisation, when public parking will become the responsibility of the new unitary authority.

### 8.4. COVID 19 IMPACTS

The impacts of the COVID-19 pandemic and associated lockdown restrictions have affected bus services in North Yorkshire. NYCC has been monitoring the impact on bus patronage, Figure 2 below shows current patronage relative to pre-Covid levels. The graph highlights patronage levels are recovering strongly with average patronage as at October 2021 at circa 80% of pre-Covid levels.

**Figure 2: North Yorkshire Bus Patronage trend**



Over the last 12 months, NYCC has been working with bus operators to better understand the challenges they foresee and identify any at-risk services.

Approximately 20 services have been identified as at risk of reduction, curtailment or

withdrawal should passenger numbers remain suppressed at the end of emergency temporary funding through the Coronavirus Bus Service Support Grant and subsequent recovery funding.

Some of these services include those providing long distance and interurban links. This work has subsequently informed the development of the key commercial corridors which will be prioritised for intervention in order to recover and grow these at risk services

## **9. PASSENGERS EXPERIENCE OF BUS SERVICES IN NORTH YORKSHIRE**

In developing the BSIP, North Yorkshire County Council carried out a level of stakeholder engagement to inform development of the BSIP, seeking the views of a number of organisations and individuals on their priority areas for intervention and desired outcomes. Stakeholders included:

- Bus and community transport operators
- Surrounding Local authorities
- North Yorkshire District councils
- North Yorkshire Parish Councils
- North Yorkshire Elected representatives
- NHS and Emergency services
- Business groups
- Voluntary sector organisations
- Bus user groups

The council also engaged with the North Yorkshire County Councils Citizens' panel, a group of 2,000 residents who share views and ideas to understand local priorities.

The engagement exercise found that the top priorities for bus users in North Yorkshire (and their representatives) were:

- More frequent services (i.e. hourly or better)
- More evening and Sunday services
- Simpler ticketing e.g. contactless card payment, flat fare, capped day travel ticket price
- Good value adult fares

- Clean, safe, accessible buses and waiting facilities

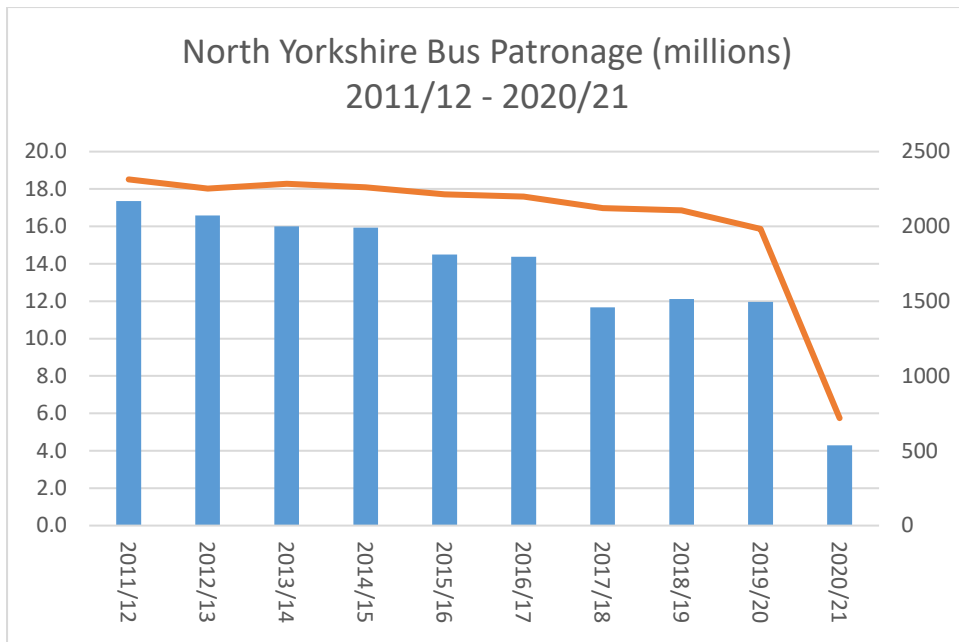
The engagement also highlighted the need for more widely available ticketing offers such as discounted travel for young people and group travel discount for two or more people travelling together; ticket acceptance by any operator on common routes; more availability of live bus information available on smart phone apps; faster and more punctual services; and more demand responsive services.

When asked about the factors that would influence the respondents to use bus services in North Yorkshire, or use them more often, better service reliability, better service frequency and more evening and Sunday services were the three most important factors cited. Live bus information available on a smart phones and Clean, safe, accessible buses were also cited as important factors. Having a reliable consistent service throughout the day was also considered more important than having high frequencies at busy times such as 3-4 buses per hour. Bus lanes in locations where traffic congestion occurs was seen by respondents as more attractive than reduced on-street parking or making town centre parking more expensive.

## **10. SUMMARY OF AVAILABLE DATA**

Data recorded nationally by Government and published on table Local Bus passenger tables BUS0109 shows patronage at local authority level over time. Figure 3 shows data for the last 10 years including the Covid affected 2020/21 year for North Yorkshire (left hand scale) and England excluding London (right hand scale).

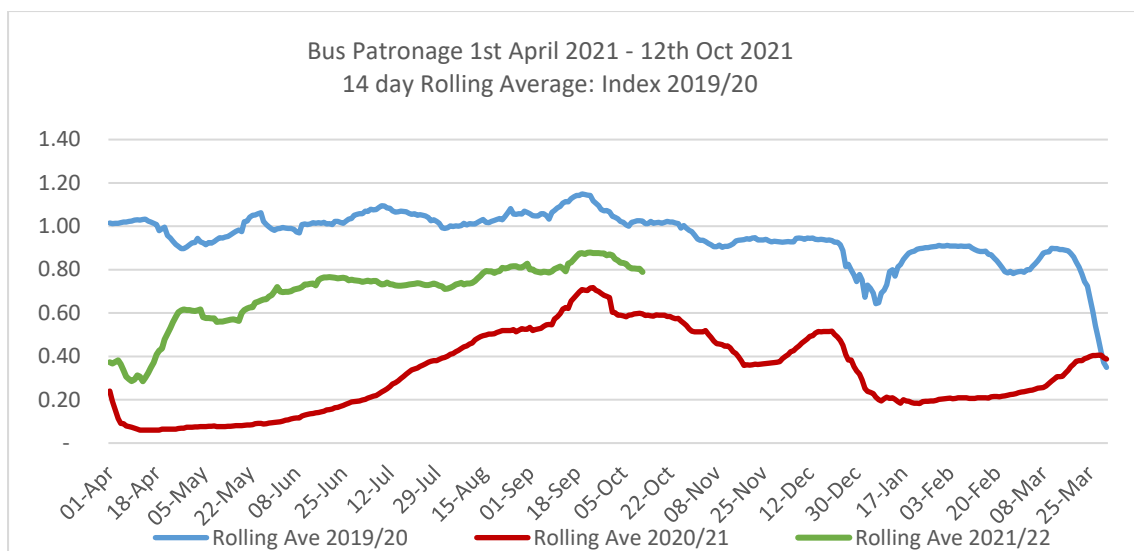
### **Figure 3: North Yorkshire Bus Patronage 2012 - 2021**



It shows a gradual decline in patronage before Covid, and a marked reduction during the lockdown periods.

Figure 4 shows the detail for North Yorkshire by month over the pandemic period. This shows that patronage is recovering and is approximately at 80% of pre-covid levels. The measures in this EP plan are designed to support this recovery and grow patronage levels further.

**Figure 4: Covid-19 Bus Patronage**



## 11. REQUIRED INTERVENTIONS TO BETTER BUS SERVICES IN NORTH YORKSHIRE

A series of targets were included in the NYCC BSIP. The targets were agreed with operators and are based on receiving the full BSIP funding ask. The targets can be viewed in tables 2 – 6 below.

**Table 2: Customer Satisfaction Targets**

Financial Year	Overall customer satisfaction with:			
	Local bus services	Public transport information	Bus Fares	Quality of bus stops
2018/19 Baseline	57%	42%	51%	63%
2025	65%	70%	60%	75%
2030	80%	85%	75%	85%

**Table 3: Passenger Growth Targets**

Year	% Growth from baseline			
	County wide	Harrogate	Scarborough	Selby
Baseline (April 2018 – March 2019)	12,100,000	3,813,340	2,710,816	934,580
Current (August 2020 – July 2021)	6,400,000	1,267,158	1,294,179*	420,034
Patronage to return to pre-COVID levels April 2022 – March 2023	12,100,000	3,813,340	2,710,816	934,580
2025 (3%)	13,221,997	3,927,740	2,792,140	1,214,954
2030 (1.5%)	14,302,713	3,986,656	2,834,022	1,397,197

\*Figure August 2020 – May 2021

**Table 4: Punctuality Improvement Targets**

% of buses on time			
Financial Year	Harrogate	Scarborough	Selby
2018/19 Baseline	78%	84%	77%

2025	87%	91%	85%
2030	90%	96%	95%

**Table 5: Reliability Targets**

Financial Year	County Wide Reliability
2018/19 Baseline	>99.5%
2025	>99.5%
2030	>99.5%

**Table 6: Fleet Emission Targets**

Financial Year	% Fleet operated in North Yorkshire by vehicles of at least				
	Lower than IV standard	Euro IV standard	Euro V standard	Euro VI standard or better	Zero Emissions
2021	12%	0%	32%	52 %	4%
2025	0%	0%	15%	60%	25%
2030	0%	0%	0%	40%	60%

In addition, regular customer surveys will be carried out with members of the public, this will help inform how well measures implemented under any scheme are working and how they are been received by members of the public and those who use public transport. As outlined as part of the BSIP, annual reviews and regular target monitoring will be carried out and published on the county council website.

The targets identified will be monitored regularly and used to measure progress towards achieving the BSIP aims and objectives.

In order to achieve the agreed targets, the BSIP identified a series of deliverable measures. The measures identified within the BSIP to help achieve the targets are listed below in table 7.

**Table 7: Bus Service Improvement Plan Interventions**

Intervention Category	Intervention	Description
Bus Priority Infrastructure	Harrogate transport improvement plan	Supporting feasibility work along the A61 corridor in Harrogate.



	Place based feasibility studies	Replicate process used for feasibility work in Harrogate for other towns in North Yorkshire.
Other Infrastructure	Bus stop & technology upgrades	Focus on delivery infrastructure upgrades along agreed key corridors along with delivery of E-ink bus stop signs
	Demand Responsive Transport (DRT) roll out	Deliver phase 1 of wider DRT roll out following successful pilot.
	Next stop audio / visual announcements.	Retrofit older vehicles with audio/visuals announcements, ensure new vehicles have the technology as standard.
Fares Support	Under 19 child fares	Consistent qualifying child age across all operators in North Yorkshire offering 50% off fares.
	Targeted promotional fares	Funding to enable the offer of promotional fares such as £1 evening fares, seasonal or Sunday promotions.
	Low flat fares	Continue to deliver low flat fares on Demand Responsive Transport YorBus services.
	Job seeker 50% fares	50% fare for job seekers and apprentices on single and return fares.
	Day Fare Capping	Operators have committed to provide a daily fare cap once the technology and back office function support is available. We will work with our operators on how we can deliver this sustainably.
Ticketing Reform	Tap on Tap off readers	Delivery of funding for circa 200 vehicles for tap on tap off readers.
	Contactless ticketing	Enable payment by contactless on all services.
	Localised ticketing company	Set up a localised ticketing company
	Mandate operators on common sections of route	Mandate operators on common sections of route to accept all operators' valid return and day tickets
Bus Service Support	Recovery Support	Funding to support commercial bus services impacted by the Covid-19 pandemic.

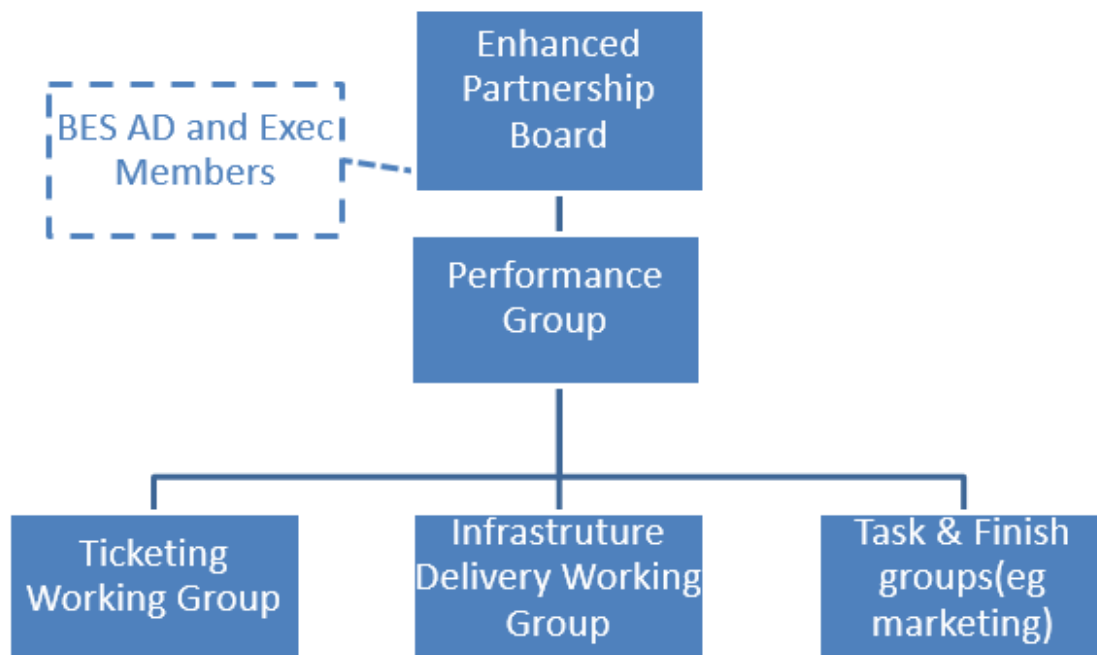
	Pump-Prime additional services	Pump-prime funding available to operators to delivery additional daytime, evening and weekend service.
	Pump Prime new services	Pump-prime funding available to operators to deliver new services identified in response to changing travel markets.
Marketing	Covid recovery marketing	Short term marketing to support bus passenger recovery
	On-going marketing and Customer survey support	On-going marketing likely to cover specific promotions on the network available for operators for help with promotions. Funding to support passenger surveys across bus network in north Yorkshire.
	Website development	Development of a specific website for North Yorkshire covering fares, timetables etc.
	Marketing Strategy	In partnership with our key operators, develop a marketing strategy covering the whole of North Yorkshire.
	Updating and maintaining publicity	Develop a standard approach for producing, updating and maintaining publicity. This will include design standards and clarity on responsibilities for both operators and NYCC.
Zero Emissions and Decarbonisation	Zero Emission buses	Rolling programme identified to deliver zero emission buses working with the operators in the selected areas.
	Fleet decarbonisation	Support bus operators in identifying further opportunities for funding and accelerated fleet decarbonisation, including exploring alternative fleet procurement and ownership models.
	Cross boundary decarbonisation	We will work with our neighbouring authorities in City of York and Tees Valley to achieve zero emission operation on cross-boundary services.
	In-house fleet decarbonisation	Commit to decarbonisation of the County Council's own in-house fleet of community and

		demand responsive transport minibuses (as and when suitable models and funding opportunities become available) that support this segment of the public service vehicle market.
Other Measures	Timetable changes	Reduce service disruption for any passengers by making timetable changes only where necessary and no more than once a year. In areas where services rely heavily on season demand, operators will coordinate any seasonal changes.
	Quality Standards	Deliver an agreed set of quality standards covering vehicle standards, complaints process and driver training that are easy to understand and widely promoted.
	Passenger Charter	Deliver a fully developed North Yorkshire Bus Passenger's Charter.
	Passenger Safety	Complete a study to understand the key issues around passenger safety in both urban and rural areas.
	Parking Policies	Review once Local Government Reorganisation happens and parking becomes full responsibility of the council
	Park & Ride	Consider park and ride sites that can be sited alongside existing commercial bus routes.

## 12. ENHANCED PARTNERSHIP REVIEW

As part of the Enhanced Partnership a governance procedure has been agreed as set out below, the structure can be seen below in figure 3 and includes a number of tiers.

**Figure 3 - Enhanced Partnership Governance Structure**



The Enhanced Partnership will be governed by two main bodies:

- **Enhanced Partnership Board (EPB)** – Main board where updates, recommendations and decisions regarding the scheme will be discussed.
- **Performance Group (PG)** – advisory group comprising stakeholders within local transport together with representatives of Operators and the County Council where project and performance against timescales and targets will be monitored. Suggestions for further initiatives to be incorporated in any Schemes in place or proposed will be taken by the County Council to the EPB.

Whilst the EPB will be responsible for making day to day decision on the EP scheme, more significant decisions will need to be taken through the County Councils democratic processes.

### **Role of the Enhanced Partnership Board**

The purpose of the EPB is to review and monitor the progress of the overall delivery of the Enhanced Partnership Plan and Scheme(s) and to oversee the development of

variations to existing Schemes and the development of further Schemes to operate in conjunction with the EP Plan. The EPB will be responsible for putting forward any recommendations to the County Council, where decisions will be made In line with existing democratic processes.

- Within defined authority, take decision as part of the EP
- Review and monitor programme budget and spending
- Monitor programme progress
- Initiate reviews of the EP Plan and any EP Schemes in operation
- Consider data and other information presented to the EPB by the County Council and Operators relating to the operation of the EP Plan and EP Scheme(s)
- Take decisions on the day to day running of the scheme. Make recommendations to the county councils democratic process for approval.

The EPB shall be entitled to keep under review these terms of reference and further develop them being responsible for all decisions relating to administration of the affairs of the EPB including frequency of meeting, requests for the attendance at meetings of the EPB by individuals and representatives of organisations that are capable of contributing to the work of the EPB and the manner in which and methods by which reporting of the affairs of the EPB are made to all Operators. Any variations to the terms of reference established between the County Council and the EPB shall not constitute a modification to the EP Plan required to be implemented under the statutory procedures within the Transport Act 2000 (as amended).

### **Enhanced Partnership Board Membership**

The EPB will be made up of:

- NYCC Executive member for access (including public transport)
- **(Chair)** Business and Environmental Services Corporate Director
- Assistant Director Travel and Environment
- Integrated Passenger Transport Development Officer
- NYCC Finance

- NYCC Specialist and Technical advice invited as required (e.g. IPT CSSD Manager, Policy, Legal, Procurement, T&C)
- Bus operator representatives x 4
- York North Yorkshire Local Enterprise Partnership
- Local area bus user representative (Transport Focus)

The EPB may seek to invite other bodies or agencies to join the Group or specific meetings.

### **Operator participation**

An invitation to participate in the EP governance will be sent to all operators of Local Qualifying Bus Services (as defined in the first EP Plan which has effect across the entire county) in North Yorkshire. Operators will be invited to self-nominate if they wish to participate in the governance. For this purpose and for the purpose of any vote that may be required in order to determine those operators who are to participate on the EPB connected operators are to be recognised taking account of paragraph 11(6) of The Enhanced Partnership Plans and Schemes (Objections) Regulations SI 2018/404 and regarded as a single operator when and for so long as any of the conditions in that paragraph are satisfied.

There are 4 Operator representative positions in the EPB with appointments to be based upon the following:

- Any parent group operator with combined 15% or more of scheduled commercial mileage in North Yorkshire is entitled to one representative by that parent group operator.
- All operators with less than 15% (and therefore not included in the above) are entitled to collectively nominate one representative.

Operators will be made aware that they will be representing all operators and decisions made must be reflective of all operators affected by the first EP Scheme and any further EP Schemes implemented within North Yorkshire. In a situation where more operators than there are available positions have self-nominated in either of the above categories, a vote amongst the operators entitled to participate in that category will be taken to determine the chosen representatives. Representatives will be reselected every three years, unless there is a need to reselect a representative in the interim.

Where appropriate, if a variation or scheme under consideration is identified to have a likely significant effect on an individual operator, they will be invited to attend the meeting, however concerns and representation must still be made by the elected representatives.

## **Meetings**

- The EPB will meet quarterly in the first year with an annual review to determine frequency going forward, it is anticipated these meetings will be held in person at County Hall or alternative council locations, however there is the potential to use Microsoft teams depending on group preference and social distancing / Covid procedures.
- NYCC will provide secretariat support for the group.
- EPB members may be contacted between meetings for advice or specific information should the need arise.

The EPB will observe the need for confidentiality; any information provided by local bus service operators relating to patronage and/or fare income on individual bus routes will be considered commercially confidential and will only be discussed by the EPB on this basis.

Where any other matter should remain confidential and not for discussion outside the EPB, the member raising the matter has the responsibility to make this clear in advance or at the time of discussion. It is the responsibility of the EPB members to ensure appropriate steps are taken to maintain the confidentiality of the matter.

When sharing documents, EPB members should make it clear if there is a restriction as to:

- Circulation of the documents beyond the EPB
- Copyright / use of the contents

## **Delegating tasks**

The performance group will be responsible for closely monitoring the programme using a RAG system which will be reviewed and updated at each meeting.

Three smaller working groups have been identified (ticketing, Infrastructure / delivery and task and finish) which will meet regularly and be responsible for the day to day running of specific elements of the project.

## **Review by the Enhanced Partnership Board**

The EPB will review the relevance and value of its work on an annual basis.

## **Role of the Performance Group (“the Group”)**

The purpose of the Group is to review and monitor the progress of specific elements of the partnership as identified by the EPB and notified to the Group. A programme of work will be agreed with the EPB including the development and implementation of a monitoring process relating to progression of the EP Plan and operation of any EP Scheme. with a RAG system used to monitor progress. The Group will take a more detailed look into aspects of the partnership that are not delivering against the EP Plan and in particular shall:

- Monitor EP Plan progress
- Review programmes of work in detail
- Review and monitor overall programme budget and spending
- Escalate unresolvable issues to the EPB
- Monitor the agreed Performance Management Framework

## **Performance Group Membership**

- **(Chair)** Assistant Director Travel and Environment
- IPT Transport Development Officer
- NYCC Specialist and Technical advice invited as required (e.g. IPT CSSD Manager, Policy, Legal, Procurement, T&C)
- Operators (being representatives of operators who have expressed interest in participating in the Group (and who may be representative of operators who are not represented on the EPB) as nominated by the EPB from time to time))
- City of York
- Network Strategy colleagues
- District councils
- A local area bus user representative (nominated by the EPB from time to time)

## **Power to make recommendations**

The Group has no formal decision making powers, however, can make recommendations to the EPB.



## **Meetings**

- The Group will meet quarterly, it anticipated these meetings will be held in person at County Hall or alternative council locations, however there is the potential to use Microsoft teams depending on group preference and social distancing / Covid procedures.
- NYCC will provide secretariat support for the Group.
- The Group will observe the need for confidentiality; any information provided by local bus service operators relating to patronage and/or fare income on individual bus routes will be considered commercially confidential and will only be discussed by the Group on this basis.

Where any other matter should remain confidential and not for discussion outside of the Group the member raising the matter has the responsibility to make this clear in advance or at the time of discussion. It is the responsibility of the EPB or Group members as the case may be to ensure appropriate steps are taken to maintain the confidentiality of the matter.

All meeting of the EPB and the Group shall be held in private.

At the commencement of each meeting the Chair shall remind all participating in the meeting that in conducting the affairs of the EPB and the Group as the case may be and in taking any actions arising from the meeting of the EPB or the Group each participant has responsibilities under competition law and must observe these.

Group members may be contacted between meetings for advice or specific information should the need arise.

## **Review by the Group**

The group will review the relevance and value of its work on an annual basis.

## **Role of the working groups**

Three smaller working groups have been identified as part of the governance structure. The working groups will be responsible for specific pieces of work and will be involved in the day to day delivery of the identified piece of work.

## Membership

Identified membership for the three working groups:

<b><u>Ticketing</u></b>	<b><u>Infrastructure / Delivery</u></b>	<b><u>Task &amp; Finish</u></b>
Operators	NYCC Operational staff	IPT Transport Development Officer
IPT development officer	Area Office	Attendees dependent on task
NYCC Specialist and Technical advice invited as required	Transport Planning	
	Transport Engineering	
	IPT Transport Development Officer	
	NYCC Specialist and Technical advice invited as required (e.g. Policy, Legal, Procurement, T&C)	

## Decision making

Working groups will also have no formal decision making powers, normal day to day decisions will be made by the group but any significant decisions will need to be presented to the Group/EP Board.

## Meetings

Working groups will meet as and when and will agree a meeting frequency between the members of the group. In the height of delivery it is anticipated these working groups will meet on a regular basis.

At the first meeting of a working group a chair and minute taker will be nominated. It is anticipated the IPT development officer will be responsible for circulating the minutes, agenda and scheduling the meetings.

## 13. VARIATIONS TO THE PLAN AND SCHEMES

All parties to the Enhanced Partnership shall be entitled at any time to propose initiatives (“Proposals”) that are calculated to contribute to improvements in the quality and standards and effectiveness of local bus services within the Scheme area. Initiatives may lead to a variation to an existing EP Scheme variation or to the making of a further EP Scheme.

Where NYCC wishes to make a Proposal to the EPB it shall provide details of the Proposal and confirm that it considers that it is in a position to make the variation following discussion and more detailed development of the Proposal by or on behalf of the EPB.

Where any other participant within the Enhanced Partnership wishes to bring forward Proposals in the same manner as NYCC is entitled to the Proposal should be delivered to the Chair of the EPB with a copy to NYCC. The proposer of a Proposal should demonstrate how this might contribute to achieving the objectives set out in the EP Plan and current local transport policies of NYCC.

On receipt of its copy of the Proposal NYCC shall prepare and provide to the EPB a brief summary document setting out NYCC’s opinion concerning the feasibility of the Proposal should it be implemented. The summary document may refer to matters such as:

- the availability or non-availability of funding to support implementation of the Proposal including the NYCC’s ability to provide for any future expenditure that the Council would be required to incur;
- the compatibility of the Proposal with policies that NYCC has committed to follow including in particular policies supporting the NYCC’s equalities duties;
- should the Proposal be implemented NYCC would in consequence not be in breach of any contracts or other legally binding obligations that it is subject to;
- the Proposal requires the co-operation of third parties such as a District Council

- any governance related considerations that NYCC requires to take into account.

For avoidance of doubt the existence of matters raised by NYCC need not be taken as reason for the EPB to decline to deal with the Proposal and NYCC shall indicate in the summary document or in any other manner at a subsequent date the extent to which it supports the Proposal and is willing and able to work with the EPB in order to progress the Proposal on a basis that is not anticipated to lead to the Council exercising its veto.

Unless any proposed variation to an EP Scheme can be appropriately accommodated under a bespoke variation procedure as described below, all EP Plan variations shall be made in accordance with the procedures provided for under s.138L and s.138M of the 2000 Act.

EP Scheme variations will be subject to a bespoke variation mechanism as provided for by s. 138E of the 2000 Act where the variation is agreed by NYCC and the relevant conditions referred to in the relevant Scheme are satisfied.

#### **14. ENHANCED PARTNERSHIP PLAN REVIEW, REVOCATION OR OTHER VARIATIONS**

The Enhanced Partnership Board will review the governance arrangements of the Enhanced Partnership following the first 12 months of operation, and may suggest variations for adoption within the Enhanced Partnership Plan.

A summary of monitoring measures for all elements of the Enhanced Partnership Scheme will be reported by the Group at the end of each financial year. If the EPB considers that any elements of any Enhanced Partnership Scheme are not meeting the defined outcomes of the relevant EP Scheme, recommendations will be made by the Group to the EP Board for action to address them. The EP Board must consider these and make recommendations as appropriate to NYCC.

**Signatory page**

**This Enhanced Partnership Plan is made on 29<sup>th</sup> April 2022 by**

**NORTH YORKSHIRE COUNTY COUNCIL of County Hall, Racecourse Lane, North  
Yorkshire**

**Name of Authorised Officer:...Michael Leah.....**

**Signature:.....**

A handwritten signature in black ink, appearing to be 'Michael Leah', written over a light grey rectangular background.

**.....**