

Donna Manson
Chief Executive

To: The Chair and Members of the
Peninsula Transport Shadow
Sub National Transport Body

County Hall
Topsham Road
Exeter
Devon
EX2 4QD

(see below)

Your ref :
Our ref :

Date : 28 September 2023
Please ask for : Hannah Clark 01392 383000

Email: hannah.clark@devon.gov.uk
:

PENINSULA TRANSPORT SHADOW SUB NATIONAL TRANSPORT BODY

Thursday, 5th October, 2023

A meeting of the Peninsula Transport Shadow Sub National Transport Body is to be held on the above date, at 10.00 am at Microsoft Teams to consider the following matters.

DONNA MANSON
Chief Executive

A G E N D A

PART 1 - OPEN COMMITTEE

1 Apologies for Absence

2 Minutes of the previous meeting (Pages 1 - 4)

To approve the minutes of the meeting held of 5th July 2023.

3 Items requiring urgent attention

Items which in the opinion of the Chair should be considered at the meeting as matters of urgency.

MATTERS FOR DECISION

4 Peninsula Transport - Revised Business Plan (Pages 5 - 8)

Report of the Programme Lead seeking approval for the updated Business Plan for 2023/24.

5 Peninsula Transport Update

Update on the STB progress and activities since July 2023.

6 Electric Vehicle Charging Study

Presentation on the Electric Vehicle Charging Study headline results.

7 Project Coral - STB Integrated Ticketing Broker Solution (Pages 9 - 12)

Report of the Programme Lead seeking approval for the integrated ticketing solution letter of support in principle.

8 Communication and Engagement Procurement (Pages 13 - 16)

Report of the Communication and Engagement Lead Officer seeking approval for commencing the procurement process for commissioning Communication and Engagement support from April 2024 onwards.

STANDING ITEMS

9 Finance Update (Pages 17 - 18)

Report of the Finance Lead Authority on the latest financial position.

10 Communications and Engagement Update (Pages 19 - 22)

Report of the Communications and Engagement Lead Authority on the latest communications and engagement activity.

MATTERS FOR INFORMATION

11 Peninsula Rail Update

Verbal update from the Peninsula Rail Task Force (PRTF) Chair and Network Rail on recent activities.

12 Co-Opted Members Update

Co-opted Members to provide updates and feedback from their organisations.

13 Public Participation: Questions and Representations

Questions or Representations from Members of the public in line with the Board's Public Participation Scheme.

14 Dates of Future Meetings

7th December 2023 (County Hall, DCC, Exeter).

PART II - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC

NIL

15 Exclusion of the Press & Public

RECOMMENDATION that the press and public be excluded from the meeting for the following items of business under Section 100(A)(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act namely the financial or business affairs of persons tendering for the provision of council goods or services and of the County Council, in both cases, and in accordance with Section 36 of the Freedom of Information Act 2000, by virtue of the fact that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Members are reminded that Part II Reports contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s).

Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Clerk at the conclusion of the meeting for disposal.

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

| |
|--|
| Membership |
| Councillors A Davis Pears (Cornwall Council), M Coker (Plymouth City Council), C Lewis (Torbay Council), M Rigby (Somerset Council), M Haywood, L Bell (Homes England), Lupu (Network Rail), A Robinson, C Turner (Homes England), S Hayes (Homes England), Leesam (Homes England), G Caplin (Cornwall and Isles of Scilly LEP), A Darley (Highways England), C Dryden (Isles of Scilly), D Glinos (Department for Transport), I Harrison (Heart of the South West LEP), R Stevens (Plymouth Bus), S Coghlan and E Wilson |
| Declaration of Interests |
| Members are reminded that they must declare any interest they may have in any item to be considered at this meeting, prior to any discussion taking place on that item. |
| Access to Information |
| Any person wishing to inspect any minutes, reports or lists of background papers relating to any item on this agenda should contact Hannah Clark on 01392 383487 Agenda and minutes of the Committee are published on the Council's Website at https://democracy.devon.gov.uk/mgCommitteeDetails.aspx?ID=459 |
| Recording or Reporting of Meetings and Proceedings |
| Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chairman. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chair or the Officer in attendance so that all those present may be made aware that is happening. Members of the public may also use Facebook and Twitter or other forms of social media to report on proceedings at this meeting. An open, publicly available Wi-Fi network (i.e. DCC) is normally available for meetings held in the Committee Suite at County Hall. For information on Wi-Fi availability at other locations, please contact the Officer identified above. |
| Public Participation |
| Any member of the public resident in the administrative area of the Peninsula Transport Authorities may submit a formal written question to the Board which relates to the functions of the Board. Questions must be submitted to the officer named above hannah.clark@devon.gov.uk by 12 noon 4 working days before the meeting takes place. The name of the person asking the question will be recorded in the minutes. Alternatively, any member of the public who lives in the area served by the Peninsula Transport Authorities may make oral representations on any matter relating to the functions of the Board. Such representations will be limited to three minutes, within an overall time allowed of 30 minutes. If you wish |

to make a representation, you should, via email or letter submit a brief outline of the points or issues you wish to raise before 12 noon, 4 working days before the meeting takes place. The name of the person making the representation will be recorded in the minutes.

For further information please contact Hannah Clark 01392 383487

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Induction loop system available

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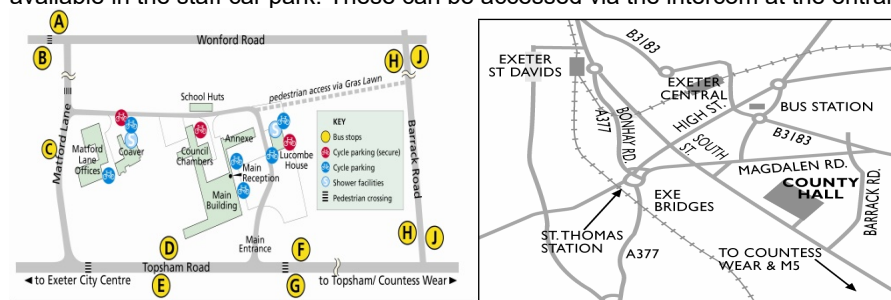
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NB   Denotes bus stops

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First Aid

Contact Main Reception (extension 2504) for a trained first aider.

PENINSULA TRANSPORT SHADOW SUB NATIONAL TRANSPORT BODY

5 JULY 2023

Present:-

County Councillors

Councillors A Davis, C Lewis, M Coker

Co-opted Members:-

A Darley (Highways England) and I Harrison (Heart of the South West LEP)

196 **Minutes of the previous meeting**

The minutes of the previous meeting were approved as a true record.

197 **Items requiring urgent attention**

Election of the chair is raised for urgent attention.

Cllr Coker nominates Cllr Davis as chair. Cllr Lewis seconds and it is resolved that Cllr Davis will act as chair for the coming year.

198 **Peninsula Transport Update**

The Board heard the update of the Programme lead, noting that recruitment is taking place for 5 new roles with the STB, with Plymouth City council acting as the recruiting body. It is hoped that these recruits will be in place by November.

The Board heard that work is continuing in line with the business plan, but that a formal funding agreement has yet to be received for the 2023/24 financial year.

199 **Peninsula Transport Response to DfT and NH Consultation**

The Board heard that the first of two consultations are currently running, for road investment 2025 – 2030. The importance of this was noted, as although the SRN (Strategic Road Network) is small, it is impactful and much of the infrastructure is in need of significant works and investment.

The Board heard details on the STB response and were asked if they supported this.

The Board questioned whether the port of Plymouth could be mentioned in the response as it is considered significant to all areas of the Peninsula. The Board further questioned whether the importance of the Tamar Bridge, and other crossings of the river Tamar, have been emphasised enough.

An additional recommendation was added to that in the report:

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PENINSULA TRANSPORT SHADOW SUB NATIONAL TRANSPORT BODY

5/07/23

- b. The board delegate authority to the Technical Director, in consultation with the Chair of Peninsula Transport and the Transport Portfolio Holders for Cornwall Council and Plymouth City Council, to amend the response to the consultation on the Strategic Road Network Initial Report to include a request to National Highways and the Department for Transport to give consideration to how the maintenance costs of the Tamar crossings are funded during the next 5-year Roads Investment Strategy (RIS) period (2025-2030) and that an exploratory working group be established to investigate how any funding allocated in the next RIS period could be applied in recognition of the role the crossings play as part of the Strategic Road Network.

The recommendations were **PROPOSED** by Cllr Coker, **SECONDED** by Cllr Lewis and passed.

200 Alternative Fuels for Freight (WP25)

The Board received the report of the revised version of the Joint Peninsula Transport and Western Gateway Alternative Fuels for Freight Study.

The Board heard the process through which the strategy was developed, which included detailing of findings from engagement and studies undertaken.

The Board questioned how this links with the levy funding that local authorities have received.

The board discussed the potential for refuelling locations before this discussion was delegated to the officers group.

It was noted that *part b* of the recommendation, laid out in the report, should be amended to say:

‘The Board agree that Work Package 25 is now signed off as complete and ready for publication’.

This, along with recommendations *part a* and *part c* was **PROPOSED** by Cllr Lewis, **SECONDED** by Cllr Davis and passed.

201 Local Transport Plans/STB Technical Support to LAs

The Board heard an overview of the works of the STB, in relation to how carbon quantification data is feeding into local transport plan work. The Board received a presentation of the dashboards which display the carbon quantification works and EV:Ready works, which are both soon to be completed.

It was noted that the work, and data from this, are available to Local Authorities to use.

202 Rail Connectivity (WP23)

The Board heard a verbal update on *Project Reach*. The fibre contractor has now been named and the heads of terms agreed, with work on writing contracts due to start in November.

The Board questioned whether this work will impact branchlines, and heard that branchlines and main lines will both receive benefits, but that initial focus will unlikely to be on branchlines.

The Board also heard an update on other key projects, including *Mid Cornwall Metro* and *West Devon Transport Hub*. Updates were requested about Edginswell in Torbay, where the DfT are needed to bridge a funding gap, and Plymouth station.

203 Finance Update

The Board considered the Report of the Finance Lead Authority on the latest financial position.

The Board noted that DfT funding is still subject to approval and has not yet been received. The Board also noted that contingency has been included for new staff being recruited.

It was **MOVED** by Cllr Davis, **SECONDED** by Cllr Lewis and **RESOLVED** that the information be noted.

204 Communications and Engagement Update

The Board considered the Report of the Communications and Engagement Lead Authority on the latest communications and engagement activity.

The Board noted that activity during the recent period was limited due to pre-election in some areas.

The Board heard that comms planning has started for the new Transport Strategy and a number of work packages which are coming forward.

205 Peninsula Rail Update

The Board heard a verbal update on the recent meeting of the Peninsula Rail Task Force (PRTF).

The Board heard that priorities were discussed, as well as fare and joined up mobility, particularly with the potential for tap-on-tap-off technology.

206 Co-Opted Members Update

The Board received verbal updates from the Co-opted Members on matters of interest arising from their respective organisations.

Department for Transport

A written update from the DfT was read out and will be circulated.

National Highways

The Board heard an update from NH about the workshops they are holding with STBs, on consultations, planned for September. These workshops will be thematic with other STBs.

207 Public Participation

In accordance with the Council's Public Participation Rules, the Board heard a question about regional coach networks and enhancements, which will be responded to in writing.

208 Dates of Future Meetings

Board Members noted the dates of future meetings as:

Agenda Item 2

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PENINSULA TRANSPORT SHADOW SUB NATIONAL TRANSPORT BODY
5/07/23

28 September at 10am

Via Microsoft Teams

Please use link below for County Council Calendar of Meetings;
<http://democracy.devon.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

The Board heard that an additional meeting for 3rd August is planned, in person, to discuss the draft Transport Strategy.

The Meeting started at 2.00 pm and finished at 4.30 pm

PENINSULA TRANSPORT UPDATE

FY23/24 Business Plan Proposal

5 October 2023

Please note that the following recommendation/s is/are subject to consideration and determination by the Board before taking effect.

RECOMMENDATION

It is recommended that:

- (a) The Board notes the reduced funding allocation for Peninsula Transport for the financial year 2023/24 from the Department for Transport ;
- (b) The Board approve the changes proposed to the Business Plan required to fit within the available budget for 2023/24; and
- (c) The the revised Business Plan for 2023/24 be formally submitted to Department for Transport for approval..

1. Background

Peninsula Transport received a letter in July 2023 from John Hall at the Department for Transport (DfT) confirming the funding allocation for Peninsula Transport for 2023/24 as £585,000. This was £64,000 lower than the budget advised earlier in the year for DfT and upon which the Business Plan, approved in March 2023, was based. The majority of STBs across the country have been allocated a reduced level of funding compared with those advised earlier in the year.

The Business Plan has now been updated to reflect this reduction in overall funding and the current workstreams underway within the STB.

The STB Business Plan Guidance, published in December 2022 and circulated to members separately, sets out the expectations of the DfT for business planning. This guidance sets out the three main functions of the STBs as being:

- *Develop and maintain a transport strategy for your region;*
- *Provide advice to Ministers on prioritising transport investment; and*
- *To grow the capability of Local Transport Authorities in your region by developing a Regional Centre of Excellence.*

In compiling the revised business plan for FY23/24, Peninsula Transport have sought to ensure these functions are covered in the proposed programme of work and the significant progress achieved in 2022/23 to be continued.

Since March 2023, the STB has continued to develop the Transport Strategy and Strategic Implementation Plan for the Peninsula. The Board have also approved the Rail Strategy, the revised Alternatively Fuels for Freight Strategy and the Technology and Zero Emission Vehicle Strategy (published September 2023) and are currently in the process of appointing a permanent core team

2. Overview of Business Plan

The revised work programme for 2023/24 has taken full consideration of the priorities identified within the DfT business planning guidance as well as the reduction in funding now available. Peninsula Transport will continue to prioritise the following:

- Strategy consultation and adoption – our priority will be to consult upon and adopt a draft Transport Strategy
- SIP development & prioritisation – appraise and prioritise schemes against the Peninsula Transport Strategic Goals and Objectives
- Regional Centres of Excellence:
 - Carbon Quantification
 - EV Infrastructure Supply & Demand forecasting (initial results to be circulated October 2023)
 - LTP Support
 - Sharing Best Practice (subject to the potential availability of additional funding).
- Freight – continued support for the South West Freight Forum and taking forward strategy interventions
- Public Transport
 - Rail Strategy recommendations
 - Bus Network enhancements and better integrated services
- Rural Mobility – development and scoping of pilot schemes

We will deliver the business plan through a permanent team of core staff, supported by a wider resource pool and Local Authority officers as required. The recruitment of this core staff has now progressed well with the Director posts appointed, and the Project Manager roles to be appointed by the end of October.

Further detail on each of these areas is provided in the accompanying draft Business Plan.

3. Financial Considerations

As detailed above, the Business Plan has been revised based on the overall STB funding allocation of £585,000 from DfT. Table I below provides a breakdown of the indicative funding allocation for each of the areas identified above. A comparison column is provided indicating the original budget allocation proposed in March 2023. The funding allocation has been distributed within known available budgets and is affordable.

Where spend has already been committed and work commissioned, budgets have been retained in line with the March 2023 Business Plan. A slight reduction has been applied to core team costs to reflect the timing of staff appointments. In addition, reductions have been applied to the proposed budgets allocated to Rural Mobility pilot briefs, Bus and Rail studies, reflecting that these are not yet fully scoped and therefore have flexibility for adjustment.

It should be noted that the reduction in budget allocations has resulted in a slight increase in headroom/staff contingency which provides the STB with additional comfort that the plan is affordable and flexibility to make minor adjustments to budgets within the year should they be necessary.

Table I – Proposed Business Plan Budget Allocations

| Income | Revised Budget breakdown (£,000) | March 23 Business Plan | Notes | |
|--|---|------------------------|---|---------------------------------------|
| DfT Contribution | 585.0 | 649.0(£,000) | Revised budget July 23 | |
| Local Contribution | 159.8 | 159.8 | | |
| Income Total | 744.8 | 808.8 | | |
| Expenditure | | | | |
| Functional administration costs including comms | 70 | 74.4 | In line with 2022/23 | |
| Core Team costs | 320.0 | 350.0 | Estimate based on up to five new FTE roles | |
| Operational Expenditure Subtotal | 390 | 424.4 | | |
| EV Infrastructure Forecasting | Forecasting Tool Interface | 20 | 20.0 | In line with 2022/23 Proposal |
| | Stakeholder Engagement | TBC | 15.0 | Recommended to be undertaken in-house |
| | Recommendations, Strategy & Action Plan | TBC | 25.0 | Recommended to be undertaken in-house |
| Carbon Baselineing Tool - Scenario Testing and Placetype | 30 | 35.0 | In line with 2022/23 Proposal | |
| STB Decarbonisation Playbook | 30 | | Contribution to rollout of tool across STBs | |
| Rural Mobility Scoping & Pilot projects | 40 | 60.0 | Budget allocation reduced | |
| Freight - Steering Group support & monitoring | 60 | 60.0 | Ongoing commitment | |
| Public Transport – Bus Network Integration | 50 | 60.0 | Carried over from 22/23 Slightly reduced allocation | |
| Public Transport – Rail Strategy Recommendations | 50 | 60.0 | Carried over from 22/23 Slightly reduced allocation | |
| Regional Centre of Excellence Support | | | TBC | |
| Work Package Expenditure Subtotal | 280 | 335.0 | | |
| Expenditure Total | 670 | 759.4 | | |
| Staffing Contingency & Headroom | 74.8 | 49.40 | | |

4. Environmental Impact Considerations

There are no environmental considerations associated with this paper.

5. Equality Considerations

There are no equality considerations associated with this paper.

6. Legal Considerations

There are no specific legal considerations associated with this paper.

7. Risk Management Considerations

The Peninsula Transport Programme Management Group reviews risk and assigns the required mitigation actions across the Peninsula Transport workstreams on at least a monthly basis.

A full risk register has been produced as part of the final Business Plan for FY23/24. This risk register is monitored and reviewed regularly in conjunction with the DfT.

8. Public Health Impact

There are no public health impacts associated with this paper.

9. Summary/Conclusions/Reasons for Recommendations

In order to draw down on the allocated funding from the Department for Transport, a Business Plan is required to set out how the budget will be allocated and spent. This revised Business Plan sets out how the approved funding will be allocated by Peninsula Transport for this Financial Year.

PROJECT CORAL

Integrated Ticketing Broker Briefing Report

5 October 2023



Please note that the following recommendation/s is/are subject to consideration and determination by the Board before taking effect.

RECOMMENDATION

It is recommended that:

- (a) The Board notes the work led by Midlands Connect, in collaboration with Transport for the West Midlands and Department for Transport, for a National Integrated Ticketing Brokering system.
- (b) The Board agrees to support in principle this initiative and that Peninsula transport continues to work with Midlands Connect and the local authorities within the Peninsula to develop this approach further.
- (c) The chair write to Midlands Connect and the Department for Transport setting out Peninsula Transport’s position in respect of this initiative.

1. Background

Following the release of the National Bus Strategy the Government produced guidance stating that Local Transport Authorities (LTAs) and bus operators should work on the basis that:

- a single solution to connect the payment back offices of individual operators is available; and
- that LTAs should not therefore seek to develop this independently.

The approach is intended to enable better seamless travel experiences and provide bus users with confidence that they will always receive best value fares. Essentially, this paves the way for smart, contactless ticketing to be developed across the national bus network.

A multi-disciplinary team has been assembled to develop proposals for a single nationwide scheme tackle a Project to achieve this single solution. The project team, known as Project Coral, is led by TfWM, Nottingham City Council & Midlands Connect, and has the aim of creating a solution that is best placed to change transport habits in the region. This has the explicit objective of being able to readily roll-out the same solution to other local authorities throughout England (and potentially elsewhere in the UK) in pursuit of the same benefits for their travellers.

This project has progressed significantly in recent months. A business case is now being developed to support the rollout of this approach nationally which is being supported by the Department for Transport. Midlands Connect, who are leading this work, is now seeking in principle support from the other Sub-National Transport Bodies which will help solidify the business case, drive economies of scale, and expedite delivery of a national solution.

2. Project Coral Broker Solution

Project Coral, made up of the ‘big five’ bus operators (Arriva, First Group, Go-Ahead, National Express and Stagecoach), investigated the potential options and concluded a solution similar to the Broker model is the most attractive. Since then, Project Coral and TfWM (who in turn are working closely with Midlands Connect and Nottingham City Council) have begun working together to produce a solution that would deliver the right user proposition and is attractive to operators. DfT have been closely engaged with this throughout.

DfT have also set out an expectation that bus operators develop plans to enable multi-operator ticketing nationally (in the National Bus Strategy) and committed to “London-style contactless ticketing across the commuter networks in the Midlands and North” (Integrated Rail Plan for the North and Midlands¹). DfT identified the broker as the most mature mechanism for making this happen.

It should be noted that the Cornwall model, along with Leicester, has been used as the pilot for the delivery of this broker model and therefore a national solution will be fully aligned with the brokering arrangement already in place within part of the Peninsula.

3. Upcoming Letter of Support

A request for support will be issued within the next two months in the form of a ‘Letter of Support’ template sent by the Project Team for your review and signatures. This will be sent to all Local Transport Authorities, Sub-National Transport Bodies and Transport Operators.

The Letter of Support template will set out the objectives of the project in procuring and rolling out a contactless transport ticketing broker in a national context. It will seek support from stakeholders, which will strengthen the business case development for the large-scale deployment, starting in the West Midlands and Nottingham (subject to readiness) and the subsequent planned roll-out nationally.

At this stage support from STBs and LTAs is sought to confirm that:

- Authorities would be supportive of the project in principle; and
- The project has relevance to their locality.

This will enable a more robust picture of the scope and scale of national deployment and the capacity and resource required to support exploitation of the underlying systems, which the project will build (and make available for all stakeholders to access).

4. Engagement

Midlands Connect and the Project Coral team have undertaken extensive engagement with operators, LTAs within the STB area and the DfT. They also host regular ‘town hall’ events to which all LTAs are nationally invited. In addition, an Integrated Ticketing Advisory Forum has been set up, with all STBs along with Midlands LTAs, to keep stakeholders informed on progress.

STBs are intended to be a conduit for this local engagement – filtering down the national agenda, and project in order to draw out local challenges, opportunities, and relevance. As the national business case develops, engagement via STBs and directly with LTAs will enable them to shape the final product. This briefing paper provides an opportunity for stakeholders to raise any concerns they may have about the project ahead of receiving the request for a letter of support described above.

This early engagement will also enable an assessment of technical readiness and the identification of systems gaps for each area, including any additional capital funding requirements that could be addressed by a joined-up national level deployment.

5. Regional Relevance

Within the Peninsula Transport area, there are already examples of successful and innovative contactless and joined up ticketing, in particular Transport for Cornwall, along with multi-operator ticketing in Plymouth.

The emerging Peninsula Transport strategy will have a clear objective focused around facilitating easier journeys with integrated ticketing playing a central part in achieving that. The opportunity to

¹ <https://www.gov.uk/government/publications/integrated-rail-plan-for-the-north-and-the-midlands>

support and take advantage of this national brokering approach will enable this objective to come forward in the relatively near future, subject to engagement and support of stakeholders and LTAs. The STB will work closely with LTAs and operators to facilitate the potential rollout of this scheme and ensure all operators, LTAs and other stakeholders are well informed.

6. Financial Considerations

There are no current financial implications or considerations in relation to this paper. As Project Coral progresses, the potential financial arrangements for the adoption of integrated contactless ticketing will be explored further with the Department for Transport.

7. Legal Considerations

There are no specific legal considerations associated with this paper.

8. Risk Management Considerations

The Peninsula Transport Programme Management Group reviews risk and assigns the required mitigation actions across the Peninsula Transport workstreams on at least a monthly basis. There are no specific additional risks identified in relation to this paper.

9. Summary/Conclusions/Reasons for Recommendations

This paper has set out the proposed national approach to enabling integrated contactless ticketing across the bus network. The recommendation to support this initiative in principle is aligned with the emerging transport strategy and enables the STB and member authorities to engage further with the project leads as it progresses.

COMMUNICATIONS & ENGAGEMENT PARTNER - PROCUREMENT



Procurement report

05 October 2023

Please note that the following recommendations are subject to consideration and determination by the Board before taking effect.

RECOMMENDATION

It is recommended that:

- (a) The Board approve the commencement of the procurement for a Communications and Public Relations partner in order to allow a contract to be in place from 1 April 2024.
- (b) The Board approve the proposal for the new contract for the Communications and Public Relations partner to be for a period of two years with the option for a further two, one year extensions
- (c) The Board requests that Plymouth City Council as the Communications and Engagement Lead Authority, procure and award the new contract for the Communications and Public Relations partner on behalf of Peninsula Transport.

I. Background

A competitive tendering exercise was conducted in autumn 2020 to secure a communications and public relations partner for Peninsula Transport.

Following the tender Coast Communications were appointed as the Communications and Public Relations Provider for the Peninsula Transport Sub-national Transport Body (STB) and the Peninsula Rail Task Force (PRTF).

Plymouth City Council led the tender, as the Communications and Engagement Lead Authority for the STB, with support from Devon County Council.

The current contract with Coast Communications is for the period January 2021 – March 2024. All allowable extensions within the current contract have been enacted and hence a new competitive tendering exercise is required in order to secure a Communications and Public Relations provider for the period post March 2024.

The Communications and Public Relations provider to the STB is tasked with supporting Peninsula Transport to:-

- Build awareness with stakeholders of Peninsula Transport (including PRTF) and its purpose.

- Ensure key stakeholders are fully briefed on, and engaged with, the work of Peninsula Transport (including PRTF).
- Maximise funding opportunities.
- Define a clear set of offers and asks to Government for Peninsula Transport (including PRTF) and brief key stakeholders on how they can help deliver.

The duties undertaken as part of the contract include; account management, brand management, public affairs, stakeholder communication, management of communication channels, producing and updating the communications toolkit, strategic planning and programme development and evaluation.

To ensure that a Communications and Public Relations provider is in place for the period post March 2024, and thus maintain the provision of communications and public relations support to the STB, it is recommended that the Board approve the commencement of a competitive tendering exercise for a Communications and Public Relations provider to allow this work to be completed prior to the end of the current contract with Coast Communications.

2. Financial Considerations

A competitive tendering exercise will be undertaken for the Communications and Public Relations provider for Peninsula Transport which will ensure that communications and public relations support can be provided to the STB within the budget available for this activity and that value for money is achieved.

3. Environmental Impact Considerations

There are no environmental impact considerations associated with this paper.

4. Equality Considerations

There are no specific equality considerations associated with this paper.

5. Legal Considerations

The current communications and public relations contract with Coast Communications ends on the 31 March 2024; all options to extend the current contract with Coast have been taken up and hence a competitive tendering exercise is now required in order to procure a Communications and Public Relations Provider for the period post March 2024.

The procurement to be undertaken will be in compliance with Plymouth City Council's procurement processes, Contract Standing Orders and Procurement Law.

6. Risk Management Considerations

The risks associated with commencing the procurement of a Communications and Public Relations provider are low. The tender will be undertaken in compliance with Plymouth City Council's procurement processes, Contract Standing Orders and Procurement Law. Furthermore, commencing the tender process now will ensure that the contract for a Communications and Public Relations

provider is in place for the period post March 2024 ensuring that Peninsula Transport have continuous provision of this key service.

7. Public Health Impact

There are no public health impacts associated with this paper.

8. Summary

The current Communications and Public Relations Contract with Coast Communications is due to expire in March 2024.

Coast were appointed as the Communications and Public Relations partner to Peninsula Transport following a competitive tender in autumn 2020.

All allowable extensions within the current contract have been enacted and hence a new competitive tendering exercise is required in order to secure a Communications and Public Relations Provider for the period post March 2024. It is recommended that this procurement commences now to ensure that the new contract for a Communications and Public Relations provider is in place prior to the end of the current contract.

FINANCE UPDATE

Financial Update Report

05 October 2023



Please note that the following recommendations are subject to consideration and determination by the Board before taking effect.

RECOMMENDATION

It is recommended that:

- (a) The Board is asked to note the financial information as set out in this report
- (b) The board is asked to approve the revised budget forecast

I. Background/Introduction

Funding Provision 2023/24

The board is asked to note the following reduced funding provision for 2023/24 as set out below in table 1

Table 1. Funding provision 2023/24

| | |
|---------------------------------------|------------------|
| Local Authority Contributions 2023/24 | £159,820 |
| Accrual from 2022/23 | £532,600 |
| STB funding to date | £692,420 |
| | |
| DfT contribution 2023/24* | £585,000 |
| Total budget 2022/23 | 1,277,420 |

*reduced from £649,000

Forecast Expenditure 2023/24

Forecast expenditure is as follows:

Table 2. Forecast Expenditure 2023/24

| | |
|--|-----------------|
| Functional, staffing and communications costs (includes new employees) | £381,000 |
| Work package commitments | £556,300 |
| Total | £937,300 |

Actual Expenditure

Actual expenditure to date is £338,600, which cover the period from 01 April 2023 to 31st August 2023,

Budget Forecast June 2023/24

The revised budget is constituted as follows:

Table 3. Revised Budget Forecast 2023/24

| | |
|-------------------------|-----------------|
| Funding Provision | £1,277,420 |
| Forecast Expenditure | -£937,300 |
| Employers risk | -£211,398 |
| Contingency/risk | £128,722 |

There remains a contingency/risk allocation of £128,722 for the delivery of the work programme.

Summary/Conclusions/Reasons for Recommendations

Board members are asked to approve the revised budget.

The board is also asked to note that the committed expenditure remains affordable but is dependent upon the DfT funding for 2023/24 (£585,000) to complete the work programme.

COMMUNICATIONS & ENGAGEMENT

Update report

05 October 2023

Please note that the following recommendations are subject to consideration and determination by the Board before taking effect.

RECOMMENDATION

It is recommended that:

- a) The communications and engagement report is noted.

1. Background/introduction

This paper provides an outline of the communications activities that have taken place for the period July – September 2023, as well as setting out the up-and-coming programme.

2. Communications activities since July 2023

Since July 2023 activity has focused on developing supporting communications for work packages as they are completed as well as planning works for consultation on the transport strategy.

2.1. Strategic communications and programme development

The communications strategy and communications activity plan are subject to ongoing development to ensure communications are effective.

Recent activity includes:

- Ongoing development of the monthly communications activity plan
- Ongoing review of the overarching 2023/2024 milestone plan to guide the monthly communications activity plans
- Provisional planning of the comms and engagement consultation plan for the transport strategy consultation.

2.2. Stakeholder communications

Working with stakeholders is vital to shaping the work of Peninsula Transport. Recent stakeholder engagement and communications activity includes:

- One-to-one responses to inbox enquiries for Peninsula Transport and managing Peninsula Rail Task Force's (PRTF) mailbox.
- The Technology and Zero Emission Vehicle study briefing being issued to the stakeholder database to highlight publication.
- The International Gateway study briefing being issued to the stakeholder database to highlight publication.
- Working with GWR and Devon and Cornwall Rail Partnership on a stakeholder pack to help promote the Devon and Cornwall Railcard.

2.3. Online communications

Website

The website www.peninsulatrtransport.org.uk helps to explain the purpose and work of Peninsula Transport and provides links to schemes, minutes, governance arrangements and news. The Peninsula Transport website is updated in line with the work programme and any key news announcements.

Key updates:

- Devon and Cornwall Railcard goes digital: <https://www.peninsulatrtransport.org.uk/news-articles/1987/>
- International Gateways Study: <https://www.peninsulatrtransport.org.uk/international-gateways/>
- Technology and Zero Emission Vehicle study: <https://www.peninsulatrtransport.org.uk/technologyandzev/>

Social media

Both Peninsula Transport and PRTF Twitter accounts, @PensTransport and @SWRailTaskforce respectively, are used to help share news and build awareness with stakeholders.

Peninsula Transport social media activity is ongoing, focusing on re-tweeting relevant news and pro-active content focusing on programme milestones.

The twitter trends from the last six months are shown in Table one.

Table one: X (formerly Twitter) trends for Peninsula Transport over the last six months:

| Insights | Mar 2023 | Apr 2023 | May 2023 | Jun 2023 | Jul 2023 | Aug 2023 |
|----------------|----------|----------|----------|----------|----------|----------|
| Profile visits | 308 | 32 | 60 | 319 | 130 | - |
| New followers | 2 | -2 | 0 | 4 | 2 | 0 |
| Mentions | 7 | 1 | 0 | 2 | 1 | - |
| Impressions | 338 | 22 | 795 | 3,469 | 374 | 349 |
| Posts | 4 | 0 | 1 | 1 | 2 | 0 |

A LinkedIn profile was launched in March and is regularly updated with a programme of content to help build a picture of Peninsula Transport’s work to date as well as promoting new work as and when it comes online. The page currently has 77 followers.

Page link: <https://www.linkedin.com/company/peninsula-transport/>

2.4. Media management

- Press release: New study published to explore enhanced global connectivity in the South West (13 July) <https://www.peninsulatrtransport.org.uk/news-articles/new-study-published-to-explore-enhanced-global-connectivity-in-the-south-west/>
- Press statement: A303 Stonehenge scheme will play a key role in boosting the economic performance of the South West (14 July) <https://www.peninsulatrtransport.org.uk/news-articles/a303-stonehenge-scheme-will-play-a-key-role-in-boosting-the-economic-performance-of-the-south-west/>

- Press release: Study sets out opportunities to transform the South West's transport system with digital technology and zero emission vehicles (6 September)
<https://www.peninsulatransport.org.uk/news-articles/study-sets-out-opportunities-to-transform-the-south-wests-transport-system-with-digital-technology-and-zero-emission-vehicles/>
 - Coverage in Transport and Energy: <https://transportandenergy.com/2023/09/11/study-sets-out-zero-emission-vehicle-and-digital-tech-opportunity/>

2.5. Public affairs

Briefing emails were issued to all MPs across Devon and Cornwall to help promote the digitisation of the Devon and Cornwall Railcard. MPs were provided with a stakeholder pack which included content for websites, newsletters, social media and marketing assets.

In addition, all MPs within the Peninsula Transport area were issued a copy of the briefing on the both the International Gateways and Technology and Zero Emission Vehicle studies.

2.6. Joint STB Communications

A Communications Group comprising of the communications leads for STBs (Transport for the North, Midlands Connect, England's Economic Heartlands, Transport for the South East, Transport East, Western Gateway as well as Peninsula Transport) meet on a monthly basis to discuss approaches to areas of shared interest. There are no updates on this item.

3. Future work activities

The following work will be undertaken in the coming months:

- Development of preparatory communication materials for the following:
 - WP05 Economic Corridor Study – summary publication
 - WP08 Rail Strategy
 - WP25 Alternative Fuels for Freight
- MP engagement – forthcoming draft transport strategy
- Finalising the comms and engagement plan for transport strategy consultation
- First STB newsletter – to be issued to coincide with the launch of the draft strategy
- Stakeholder audit
- Transport Forum
- PRTF – ensuring the specific rail key messages are up-to-date, consolidating messages within WP08, Rail Strategy
- Utilise opportunities to promote Peninsula Transport's key messages through proactive news stories, events etc

4. Financial Considerations

Costs are within the financial envelope agreed for communications activities.

5. Environmental Impact Considerations

There are no environmental impact considerations associated with this paper.

6. Equality Considerations

There are no specific equality considerations associated with this paper. The interim communications strategy has been developed mindful of the need for the work of the STB to be accessible to all.

7. Legal Considerations

There are no legal considerations associated with this paper.

8. Risk Management Considerations

There are no risk management considerations associated with this paper.

9. Public Health Impact

There are no public health impacts associated with this paper.

10. Summary

The communications activity is being delivered in line with the interim communications strategy and agreed monthly communications activity plan.