

Enhanced Partnership Board

Action Log from 21st June 2022



Open and Recently Completed Actions

Meeting Date	Minute No	Action	Action Owner	Update	Status
21/06/2022	8	Any other business SY Mayor to put his name to a letter asking for formal feedback and highlight his disappointment that we missed out on BSIP funding.	South Yorkshire Mayor/Head of Mayor's Office		Ongoing
09/08/2022	11	EP Targets Report Members to share their views on the appearance and content of the dashboard with the Director of Public Transport Operations.	All members	Feedback awaiting.	Ongoing
09/08/2022	11	EP Targets Report M Kitchin and K Belfield to report back to the Board with a projected bus patronage figure following the service cuts in October.	M Kitchin and K Belfield	Covered under item 4 on the agenda of 4 October (Recovery Action Plan (Oct 2022 – Mar 2023))	Complete
09/08/2022	11	EP Targets Report Officers to collate the information on the reasons for reduced bus patronage and possible recovery options for members to decide on during the next meeting in October.	S Edwards, P Beijer and T Taylor	Covered under item 5 on the agenda of 4 October (Data and Intelligence Plan)	Complete
09/08/2022	11	EP Targets Report	S Edwards, P Beijer and T Taylor	Covered under item 6 on the agenda of 4	Complete

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		SYMCA to share economic intelligence on travel patterns with bus operators.		October (Data and Intelligence Plan)	
09/08/2022	11	EP Targets Report EP Development Group to create a piece of work which explores better data in terms of travel flows and public movement.	P Beijer to inform EP Development Group	Covered under item 6 on the agenda of 4 October (Data and Intelligence Plan)	Complete
09/08/2022	11	EP Targets Report Democratic Services Officer to add 'EP Targets Report' onto the November agenda for members to review the targets following the impact of the changes to be made in October.	G Kocsis	Added to the agenda.	Complete
09/08/2022	13	New EP Schemes Proposed Priorities Officers to look at which of these priorities could be delivered in the next 4-6 months and prepare a paper with suggestions to be agreed on at the October meeting.	S Edwards, P Beijer and T Taylor	Covered under item 5 on the agenda of 4 October (Data and Intelligence Plan)	Complete
09/08/2022	13	New EP Schemes Proposed Priorities Officers to further investigate and plan this work prior to the next meeting for members to comment on.	S Edwards, P Beijer and T Taylor	Covered under item 5 on the agenda of 4 October (Data and Intelligence Plan)	Complete
09/08/2022	13	New EP Schemes Proposed Priorities P Beijer and T Taylor to follow up on their meeting with the provider and commence research into similar providers.	P Beijer and T Taylor	PB followed up with supplier of retail discount app linked to bus usage. Included and to be considered as part of action plan (item 5 on agenda)	Complete

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09/08/2022	13	<p>New EP Schemes Proposed Priorities</p> <p>Officers to engage with L Nickson and the LEP about retailer discounts for bus users.</p>	S Edwards, P Beijer and T Taylor	In progress – to be carried forward following action plan feedback (item 5 on agenda)	Ongoing
09/08/2022	14	<p>Approval of Variations to EP Schemes</p> <p>P Beijer to consider which variation option is best suited and prepare the EP Scheme Variation for EP Board approval in correspondence.</p>	P Beijer	Proposed EP Scheme Variation circulated to EP Board members on 15 September 2022 for approval by 30 September 2022. Covered under item 7 on the agenda of 4 October 2022.	Complete
09/08/2022	15	<p>Forum Membership Proposal</p> <p>Officers to work through a timeline of key dates that may affect the timings of Forum meetings.</p>	S Edwards, P Beijer and T Taylor	Forum meetings now planned. Decision to hold single Forum meeting, instead of staggered thematic Forum meetings has resolved the risk of not all relevant topics being considered by all members of the Forum.	Complete
09/08/2022	17	<p>Matters arising</p> <p>The possibility of using the Adult Education Budget to uplift driver shortages was discussed in reference to a case study in West Yorkshire.</p>	S Edwards, P Beijer and T Taylor	Discussions held with AEB colleagues, now awaiting operator feedback. Raised with operators at EP Operating Group on 15	Complete

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		Officers to discuss with AEB colleagues and bring an update to the next meeting in October.		September. Operators were unanimous that they'd welcome additional investment/activity on driver training akin to the scheme in West Yorkshire. We now need to develop, with SYMCA AEB colleagues what this might look like	

Completed Actions

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21/06/2022	4	Amend Part 1 of the EP Board ToR to include a Statement of Intent.	Pat Beijer	Updated EP Board ToR attached here with (V2.1 dated 07/07/22)	Signed off by the Board on the 9 th August.
21/06/2022	4	Item 10 of the EP Board ToR to be amended so the Board is transparent, and all papers will be published unless they feature sensitive information.	Pat Beijer	Updated in EP Board ToR attached here with (V2.1 dated 07/07/22)	Signed off by the Board on the 9 th August.
21/06/2022	5	Members to correspond with P Beijer via email and inform her of their suggestions for EP Forum members so a solid list can be brought together and discussed at the next meeting.	All members	Suggestions were received and discussions held between P Beijer & Dawn Badminton-Capps to create a finalised list	Signed off by the Board on the 9 th August.
21/06/2022	5	Remove bi-monthly and include 'every other month' in the ToR for both the EP Forum and EP Board.	Pat Beijer	Updated EP Board and EP Forum ToRs attached	Signed off by the Board on the 9 th August.
21/06/2022	5	Add a statement of intent for the EP Forum to the Terms of Reference.	Pat Beijer	Updated EP Forum ToR attached (V2.0 dated 07/07/22)	Signed off by the Board on the 9 th August.
21/06/2022	5	The Mayor asked to remove reference to 'customers' and instead use the 'travelling public of South Yorkshire', whether they are current customers or not. EP Board ToR to be looked at and updated with this in mind.	Pat Beijer	Updated EP Board ToR V2.1	Signed off by the Board on the 9 th August.
21/06/2022	7	Feedback from the EP Forum and review of commercially sensitive papers to be added to the standing agenda.	Pat Beijer	Added as requested	Signed off by the Board on the 9 th August.