

## Enhanced Partnership Board

### Action Log from 29 November 2022



### Open and Recently Completed Actions

Meeting Date	Minute No	Action	Action Owner	Update	Status
29/11/2022	32c	<p><b>Partnership Marketing Budget</b></p> <p>The Leader of Rotherham MBC to raise the issue of Rotherham's contribution to the marketing budget internally.</p>	Cllr Chris Read	Rotherham MBC has agreed to contribute £20,000 to the EP marketing budget.	Complete
29/11/2022	31c	<p><b>2023 Fares Change</b></p> <p>TravelMaster members to arrange a meeting to discuss the 2023 Fare Change.</p>	Tim Taylor	TravelMaster attended EP Board on 29/11/22. Subsequent discussions have taken place between SYMCA Officers and TM members. Fares rises implemented for number of operations, others to follow.	Complete
29/11/2022	31c	<p><b>2023 Fares Change</b></p> <p>A Working Group incorporating operators and MCA officers to be established to investigate how the removal of single-operator day (and other period) products could be delivered at pace.</p>	Tim Taylor & Nick Brown.	Work progressing on proposals and data requested from operators to allow analysis to be undertaken.	In progress
29/11/2022	31a	<p><b>October Bus Service Change Impacts on Enhanced Partnership Targets</b></p>	Tim Taylor	Covered under item 3.b on the agenda (Update on Punctuality & Comparison with 2019).	See item 3.b

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		Officers and operators to compare current punctuality levels with those in 2019 and explore how this can improved to meet the 95% target. The findings to be presented at the next meeting.			
29/11/2022	31a	<p><b>October Bus Service Change Impacts on Enhanced Partnership Targets</b></p> <p>The Director of Public Transport Operations to share the ticket types used to demonstrate the different prices across the country with operators.</p>	Tim Taylor	Work to collate data underway. Propose to bring to EP Board on 18 April.	In progress.
04/10/2022	26	<p><b>Enhanced Partnership Scheme Progress Report</b></p> <p>The Director of Public Transport Development to provide a regular update on the progress of the DRT Scheme to the Board.</p>	Pat Beijer	Bus Services Team are considering potential pilot areas and a proposal will be brought to EP Board in due course in the first Quarter of 2023.	Ongoing
09/08/2022	11	<p><b>EP Targets Report</b></p> <p>Members to share their views on the appearance and content of the dashboard with the Director of Public Transport Operations.</p>	All members	Awaiting feedback.	Ongoing

## Completed Actions

Meeting Date	Minute No	Action	Action Owner	Update	Status
04/10/2022	24	<p><b>Notice of Enhanced Partnership Scheme Variation</b></p> <p>The Corporate Director of Public Transport to arrange a meeting between EP Board representatives and TravelMaster to discuss the multi-operator tickets.</p>	Steve Edwards	Included in the agenda at the November meeting.	Complete
04/10/2022	23	<p><b>Data Plan – Exchange &amp; Analysis</b></p> <p>Director of Public Transport Development, Head of Policy and Bus Operators to come up with a shortlist of areas for potential growth using available data to be presented to the November meeting.</p>	Pat Beijer, Jonathan Guest & Operators	Included in the agenda at the November meeting. A follow up meeting has also been held with bus operators and data sharing has started.	Complete
04/10/2022	22	<p><b>Towards a Patronage Recovery Action Plan</b></p> <p>The Director of Public Transport Development to explore possibility of a seasonal marketing campaign in time for Christmas.</p>	Pat Beijer	Now included in Demand Recovery Action Planning.	Complete
04/10/2022	22	<p><b>Towards a Patronage Recovery Action Plan</b></p> <p>The Mayor to arrange a meeting with the Bus Users representative to discuss how to increase passenger levels as a matter of urgency.</p>	Oliver Coppard	Discussed at EP Forum meeting on 1 November.	Complete
04/10/2022	22	<p><b>Towards a Patronage Recovery Action Plan</b></p> <p>The Director of Public Transport Development to produce an ambitious, targeted marketing plan using available data to ensure efficacy.</p>	Pat Beijer	Now included in Demand Recovery Action Planning.	Complete
04/10/2022	22	<p><b>Towards a Patronage Recovery Action Plan</b></p> <p>The Democratic Services Officer to add the £2 fare cap to the agenda of the November meeting.</p>	Ellen Hinsley	An item on the £2 Flat Fare was added to the	Complete

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				agenda of 29 November meeting.	
04/10/2022	21	<p><b>Operator Plans for Bus Recovery Grant and Short-Medium Term Service Changes</b></p> <p>The Stagecoach Representative to update the Leader of Rotherham MBC on the Dearne Valley services.</p>	Matt Kitchin	Meeting held on 19 October.	Complete
04/10/2022	20	<p><b>Enhanced Partnership Operating Group Progress Report</b></p> <p>The Executive Director of Infrastructure &amp; Place to write to DfT on behalf of the Board, to raise concerns around the short notice of Government funding decisions and its effect on planning and implementation.</p>	John Dowie	Letter sent on 16 November.	Complete
04/10/2022	20	<p><b>Enhanced Partnership Operating Group Progress Report</b></p> <p>The Director of Public Transport to develop an agreed schedule for significant service changes prior to the next meeting.</p>	Steve Edwards	As per the report 'EP Operating Group Progress Report October 2022' at the last meeting; the group have agreed in principle that the two significant service changes take place at the start of September (or late August) on the last Sunday prior to school returning for the start of the academic year, and on the first Sunday after the Good Friday/Easter Monday weekend.	Complete

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09/08/2022	17	<p><b>Matters arising</b></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> <p>Officers to discuss with AEB colleagues and bring an update to the next meeting in October.</p>	Steve Edwards & Tim Taylor	<p>Discussions held with AEB colleagues, now awaiting operator feedback.</p> <p>Raised with operators at EP Operating Group on 15 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.</p>	Complete
09/08/2022	15	<p><b>Forum Membership Proposal</b></p> <p>Officers to work through a timeline of key dates that may affect the timings of Forum meetings.</p>	Pat Beijer	<p>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.</p>	Complete
09/08/2022	14	<p><b>Approval of Variations to EP Schemes</b></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>	Pat Beijer	<p>Proposed EP Scheme Variation circulated to EP Board members on 15 September 2022 for approval by 30 September 2022.</p>	Complete

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				Covered under item 7 on the agenda of 4 October 2022.	
09/08/2022	13	<b>New EP Schemes Proposed Priorities</b> Officers to engage with L Nickson and the LEP about retailer discounts for bus users.	Pat Beijer	Pat Beijer met with Lucy Nickson on 19 October 2022.	Complete
09/08/2022	13	<b>New EP Schemes Proposed Priorities</b> 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.	Pat Beijer	Covered under item 5 on the agenda of 4 October (Data and Intelligence Plan).	Complete
09/08/2022	13	<b>New EP Schemes Proposed Priorities</b> Officers to further investigate and plan this work prior to the next meeting for members to comment on.	Pat Beijer	Covered under item 5 on the agenda of 4 October (Data and Intelligence Plan).	Complete
09/08/2022	13	<b>New EP Schemes Proposed Priorities</b> P Beijer and T Taylor to follow up on their meeting with the provider and commence research into similar providers.	Pat Beijer	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
09/08/2022	11	<b>EP Targets Report</b> 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

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09/08/2022	11	<b>EP Targets Report</b> 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.	Gabriella Kocsis	Added to the agenda.	Complete
09/08/2022	11	<b>EP Targets Report</b> SYMCA to share economic intelligence on travel patterns with bus operators.	Pat Beijer	Covered under item 6 on the agenda of 4 October (Data and Intelligence Plan).	Complete
09/08/2022	11	<b>EP Targets Report</b> 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.	Pat Beijer	Covered under item 5 on the agenda of 4 October (Data and Intelligence Plan).	Complete
09/08/2022	11	<b>EP Targets Report</b> M Kitchin and K Belfield to report back to the Board with a projected bus patronage figure following the service cuts in October.	Matt Kitchin & K Belfield	Covered under item 4 on the agenda of 4 October (Recovery Action Plan (Oct 2022 – Mar 2023))	Complete
21/06/2022	8	<b>Any other business</b> 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		Complete
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.	Complete
21/06/2022	5	Members to correspond with P Beijer via email and inform her of their suggestions for EP Forum members	All members	Suggestions were received and discussions held between P Beijer &	Complete

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		so a solid list can be brought together and discussed at the next meeting.		Dawn Badminton- Capps to create a finalised list.	
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.	Complete
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).	Complete
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	Complete
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)	Complete
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)	