

## Enhanced Partnership Board

### Action Log from 21 March 2023



### Open and Recently Completed Actions

Meeting Date	Minute No	Action	Action Owner	Update	Status
21/03/2023	50	<b>Any Other Business</b> The Director of Public Transport Development to explore the possibility of a representative from TM Travel attending future meetings, either with voting rights or in an observer capacity.	Pat Beijer	Discussing future representation with CPT.	Ongoing
21/03/2023	48	<b>Update on Bus Priority Measures</b> Members suggested that a bus priority plan for the network as a whole be considered at the meeting to be arranged with local authority colleagues (at Minute No 44). Progress to be reported at the next meeting.	Nick Brown	To be included in the meeting of transport portfolio holders referenced below (minute 44(iv)).	Ongoing
21/03/2023	47a	<b>EP Forum Updates</b> The Director of Public Transport Operations and Bus Partnerships Project Director to plan the dates of any proposed future network changes and the related stakeholder engagement periods into the EP Forum meeting schedule to ensure adequate contribution from the Forum and operators.	Tim Taylor & Nick Brown	Raised at EP Forum on 18 April 2023	Ongoing
21/03/2023	46a	<b>Use of Prospective Scheduling Software to Improve Punctuality</b>	Ian Humphreys	Due to be considered at the September meeting.	Pending

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		The First Representative to provide an update on the use of Prospective Scheduling Software, confirm when it is planned to be implemented in South Yorkshire and its effects on punctuality to be brought to the September meeting.			
21/03/2023	44 (iv)	<b>Update on EP Programme Delivery</b> The Bus Partnerships Project Director to arrange a meeting with appropriate local authority colleagues to discuss bus priority measures and agree a coordinated approach.	Nick Brown	A meeting of transport portfolio holders has been proposed following local government elections.	Ongoing
21/03/2023	44 (iii)	<b>Update on EP Programme Delivery</b> A Working Group, including the Executive Director of Infrastructure & Place, the Bus Partnerships Project Director, Operator and TravelMaster Representatives to be set up to look at progressing the EP scheme and refreshed EP programme deliverables. An update to be provided to the next meeting.	John Dowie & Nick Brown	Working group established. Oral update on progress to be provided on 9 May 2023.	Ongoing
21/03/2023	44 (ii)	<b>Update on EP Programme Delivery</b> The Stagecoach Representative to write to the Chair, setting out the plan for the delivery of 'tap and cap' within Stagecoach.	Matt Kitchin		
21/03/2023	44 (i)	<b>Update on EP Programme Delivery</b> The Executive Director of Infrastructure & Place to explore alternative funding options to run a Demand Responsive Transport (DRT) pilot scheme.	John Dowie	To include in possible mini-BSIP bid for Doncaster; will review scope for tender top-slice as current bidding round is finalised.	

Meeting Date	Minute No	Action	Action Owner	Update	Status
21/03/2023	43	<p><b>Minutes &amp; Actions of the Previous Meeting</b></p> <p>The First Representative to seek to resolve internal agreement for the onward travel for wheelchair users in time for the next Board meeting.</p>	Ian Humphreys		
31/01/2023	41 (ii)	<p><b>Any Other Business</b></p> <p>The Democratic Services Officer to add an item on Coach to an agenda of a future meeting.</p>	Ellen Hinsley	An item on Coach to be considered at a future meeting.	Pending
31/01/2023	41 (i)	<p><b>Any Other Business</b></p> <p>The Marketing Manager to share a marketing plan with the Board prior to the next meeting.</p>	Jordan Kemp	Meeting held on 3 March with marketing leads at First and Stagecoach to discuss a 12-month marketing plan from 1 April 2023. Budget contributions need confirming and the partnership marketing agreement needs drafting and approving.	Ongoing
31/01/2023	39b	<p><b>EP Forum Members - Changes Proposed</b></p> <p>The Director of Public Transport Development to further consider how best to secure health service representation whether from a Trade Union or the ICP.</p>	Pat Beijer		Ongoing
31/01/2023	39a	<p><b>Customer Charter (Transport Promise) Update</b></p> <p>The First Representative to explore the possibility of implementing a policy to provide onward travel for any wheelchair user who was unable to be accommodated on board in South Yorkshire.</p>	Ian Humphreys	See Minute No.43 for progress.	Superseded by Minute No.43

Meeting Date	Minute No	Action	Action Owner	Update	Status
31/01/2023	37b	<b>Update on Punctuality &amp; Comparison with 2019</b> Bus operators to contribute items on progress or actions underway at future meetings.	Operators	Email inviting agenda items sent to operators on 22 & 28 February.	Ongoing
31/01/2023	37a (ii)	<b>Mayor's £2 Fare Cap</b> The Executive Director of Infrastructure & Place and operators to explore cheaper single and return fares to promote bus travel with infrequent users and to consider the possibility of targeting specific groups of actual and/or potential passengers.	John Dowie	Government funded £2 fare cap for buses extended to the end of June 2023. Commercially funded exit being explored with operators alongside work on ticket simplification.	Ongoing
31/01/2023	37a (i)	<b>Mayor's £2 Fare Cap</b> Operators to identify several areas (deprived, rural, etc) where trials could be conducted on reduced, simplified fares and targeted support, working with the Bus Partnerships Project Director.	Operators & Nick Brown	Operators considering flatter fares structure following end of £2 flat fare scheme. Operators have indicated trials of targeted, reduced fares over and above where fares would be positioned under this flatter structure are unlikely without public subsidy. Funding options being pursued.	Ongoing
29/11/2022	31c	<b>2023 Fares Change</b> 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.	Tim Taylor & Nick Brown.	Data provided by operators being analysed to identify impact of ticket removal at different price points for multi-operator products.	Work subsumed into Working Group identified in minute 44(iii) above.

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04/10/2022	26	<b>Enhanced Partnership Scheme Progress Report</b> The Director of Public Transport Development to provide a regular update on the progress of the DRT Scheme to the Board.	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	<b>EP Targets Report</b> Members to share their views on the appearance and content of the dashboard with the Director of Public Transport Operations.	All members	Awaiting feedback.	Ongoing

## Completed Actions

Meeting Date	Minute No	Action	Action Owner	Update	Status
31/01/2023	38b	<b>Update on EP Programme Delivery</b> The Democratic Services Officer to add an item on Bus Priority to the agenda of the next meeting and invite relevant Officers from each local authority to attend this discussion.	Ellen Hinsley	Covered under agenda item 4.a: Bus Priority Measure Implementation on 21 March.	Complete
31/01/2023	37b	<b>Update on Punctuality &amp; Comparison with 2019</b> The First Representative to provide an update on their work with Prospective at the next meeting.	Ian Humphreys	Covered under agenda item 4.b: Use of Prospective Scheduling Software to Improve Punctuality on 21 March.	Complete

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31/01/2023	37b	<p><b>Update on Punctuality &amp; Comparison with 2019</b></p> <p>The Bus Partnerships Project Director to provide an update on the bus priority programme across the 4 districts to the March meeting.</p>	Nick Brown	Covered under agenda item 4.a: Bus Priority Measure Implementation on 21 March.	Complete
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	31a	<p><b>October Bus Service Change Impacts on Enhanced Partnership Targets</b></p> <p>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.</p>	Tim Taylor	Covered under item 3.b on the agenda of 31 January 2023 meeting.	Complete
29/11/2022	31a	<p><b>October Bus Service Change Impacts on Enhanced Partnership Targets</b></p>	Tim Taylor	Circulated on 1 February.	Complete

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		The Director of Public Transport Operations to share the ticket types used to demonstrate the different prices across the country with operators.			
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

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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 agenda of 29 November meeting.	Complete
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	Complete



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				weekend.	
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	Discussions held with AEB colleagues, now awaiting operator feedback. 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.	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	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	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	Proposed EP Scheme Variation circulated to EP Board members on 15 September 2022 for approval by 30 September	Complete

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				2022. 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
09/08/2022	11	<b>EP Targets Report</b>	Gabriella Kocsis	Added to the agenda.	Complete

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		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.			
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 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	Complete

Meeting Date	Minute No	Action	Action Owner	Update	Status
				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)	