

West Sussex County Council

ENHANCED PARTNERSHIP SCHEME for Buses

MADE IN ACCORDANCE WITH SECTION 138G (1) OF THE TRANSPORT ACT
2000 BY West Sussex County Council

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Section 1: Enhanced Partnership (EP) Scheme content

This document fulfils the statutory requirements for an Enhanced Partnership (EP) Scheme in accordance with statutory requirements in section 138 of the Transport Act 2000.

The EP Scheme can only be put in place if an associated EP Plan has been made. Therefore, this document should be considered alongside the associated EP Plan.

The EP Scheme has been jointly developed by West Sussex County Council (WSSCC), and bus operators that provide local bus services. It sets out obligations and requirements on WSSCC as the Local Transport Authority, Lower Tier Authorities, and operators of local services in order to achieve the intended improvements, with the aim of delivering the objectives of the associated EP Plan.

Section 2: Scope of the EP Scheme and Commencement Date

The EP Scheme will support the improvement of all local bus services operating anywhere in the whole county of West Sussex.

Diagram 1: Map of EP Plan and EP Scheme Area



Areas covered by the EP Plan and EP Scheme are the same.

Commencement Date

The West Sussex EP Plan and EP Scheme were made on 10 February, 2023.

This EP Scheme will be for 5 years from the date it was 'made' and will be reviewed by WSCC annually. This update has been made in March 2024.

Not all requirements of this EP Scheme come into force at the same time. Dates in this EP Scheme for several facilities and measures (Section 3) and bus operator obligations (Section 4) will be after the commencement date. This provides flexibility for different parts of the EP Scheme to come into effect on different dates.

Exempted Services

Services exempt from the requirements of this EP Scheme are:

1. Coach services that are registered as local bus services

(a service which has part, or all its route registered as a local service in the county of West Sussex (the EP geographical area), but where that part of its route is 20% or less of the overall route distance covered by the service from its service start to service end point. i.e., coach, bus, and tour services that are registered as 'local' bus services because they fall within its definition but are not aimed at serving local journeys.)

2. Sightseeing tours

(a service which is registered as a local service under section 6 of the Transport Act 1985, but which would otherwise be an excursion or tour within the meaning in section 137(1) of that Act.)

3. Education only bus services

4. Rail replacement bus services

5. Bus services to sports, concerts, or other public events including motorsports and horse racing where a flat fare or no identifiable fare is charged for adults.

6. Community Transport services provided under section 22 permit. Please note, sections 123J and 138C of the Transport Act 2000 exclude services provided under section 22 of the Transport Act 1985.

Section 3: Obligations on Authorities

The tables below summarise specific interventions that authorities are required to deliver as part of this EP Scheme:

Table 1: Facilities

Responsibility	Local Authority	Local Transport Authority	Local Highway Authority
New Bus Priority at 20 signal-controlled junctions countywide		West Sussex County Council	West Sussex County Council
Existing Bus Priority for late running buses at signal-controlled junctions around Crawley	Crawley Borough Council	West Sussex County Council	West Sussex County Council
5200 Bus Stops	District, borough, town, and parish councils	West Sussex County Council	West Sussex County Council

Table 2: Measures

Responsibility	Local Authority	Local Transport Authority	Local Highway Authority
Bus Lane enforcement	TBC	West Sussex County Council	West Sussex County Council
Bus Priority at signal controlled junctions	West Sussex County Council	West Sussex County Council	West Sussex County Council

Facilities

The facilities discussed here are those which are provided under s.138D(1) of the Transport Act 2000.

WSSCC will provide the following facilities:

3.1 Bus Lanes

Manor Royal: bus lane eastbound on Manor Royal Road from near Crompton Way to London Road (A23). A BSIP funded extension to the bus lane will result in bus lane on the whole length of Manor Royal Road and benefit new routes between planned housing developments to the west and Crawley town centre.

Bus only roads part-time in Chichester central.

A259: Council plans to implement a 1+km bus lane on approach to Bognor roundabout on the A27; to be designed, approved, and constructed, subject to funding; resulting in journey time savings for the busy routes from Bognor direction westbound into Chichester.

Station Way Crawley: future bus lanes both directions from the current bus station in Friary Way east to Southgate Avenue. At present both directions have 30 buses per hour eighteen hours every day (some routes operate 24 hours) and carry about 6600 people from the site of a multimodal interchange. Separately the railway rebuild is already in progress.

3.2 Traffic signal upgrades

3.2.1 WSCC will accelerate its programme of replacing controllers in traffic signal systems to introduce bus priority, resources permitting. (Recent attempts to increase the number of people for signals work by Council and the main contractor have not been successful.)

Four junctions in the busiest part of the network on Southgate Avenue, Crawley are fitted with Mova8 software control, and will be configured together to optimise bus movements, which will be tested for two months.

3.2.2 Existing Fastway BRT signals will be reviewed to ensure they suitably allow buses to be prioritised to aid reducing congestion, not just those buses which are running late.

3.3 New bus stop and bus stand infrastructure

3.3.1 WSCC commissioned a comprehensive survey in 2022 of all bus stops with status Active on Naptan to ascertain what facilities are present, disability compliance, maintenance standard, and information provision. WSCC will categorise

bus stops in conjunction with operators and District, Borough, Town, and Parish councils for each stop for planning facilities and information provision. This task is not dependent on BSIP funding.

3.3.2 WSCC will provide bus stop infrastructure to the category level in 3.3.1 above, as appropriate.

- Real time information displays, see below
- Hardstand area for customers
- Adequate lighting for night-time use, including of the immediate surrounds
- CCTV for security
- Seats
- Accessibility adjustments both to and at each bus stop
- Rubbish bins in agreement with local council and cleaning services
- Timetable and map cases

3.3.3 WSCC will collaborate with District, Borough, Town, and Parish Councils on maintenance, cleaning, and care of bus stops to establish a consistent regime with each authority by March 2025 if not already in place.

3.3.4 All bus stops that have raised kerbs (sometimes called Kassel kerbs) will be assessed for compatibility with current buses. The stop edge height will be lowered OR the bus stop carriageway surface will be raised if necessary, to enable bus ramps to be deployed effectively by September 2024.

3.3.5 WSCC will keep records of all bus stops based on Naptan data, and bus stop use (passengers) from operator boarding data from December 2023.

3.3.6 WSCC will re-prioritise within evaluation procedures to clarify pedestrian access to bus stops, and to confirm bus stop locations. Traffic evaluations will include, as standard, options for improving safety for every safety issue detected. For example, reduction of traffic speed through physical measures so that existing stops of all types and categories, including 'hail & ride' locations, will be formalised more often.

3.4 Real-time information displays

3.4.1 WSCC will continue to expand the number of Real Time Passenger information (RTPI) signs, using funding from

developer contributions.

- 3.4.2 WSCC will install 425 additional RTPI screens at bus stops and railway stations over 3 years. Our public engagements indicate that the public value RTI signs above anything else at bus stops, by all age groups.
- 3.4.3 Locations will be prioritised from numbers of passengers boarding, operator engagement and complexity of services at stops after the network redesign in 2022.
- 3.4.4 WSCC will maintain existing and new screens in a fit-for-purpose state.

Measures

The measures discussed here are provided under s.138D(2) of the Transport Act 2000.

3.5 Bus Lane Enforcement

- 3.5.1 WSCC will use the discretionary powers granted in the Traffic Management Act 2004 to enforce bus lanes with CCTV equipment. This will include enforcement by mobile and unattended cameras, after collection of evidence of non-compliant driver behaviours at each site.

Status as of January 2024: evidence gathering is underway at several bus gates, but no new enforcement initiatives are live.

- 3.5.2 Any programme for subsequent bus lanes and enforcement cameras will be introduced using the Enhanced Partnership Scheme Bespoke Variation arrangements at Section 5.
- 3.5.3 Any future enforcement arrangements will be adopted into the EP Scheme using the Enhanced Partnership Scheme Bespoke Variation arrangements at Section 5.

Status as of January 2024:

- Bus stop enforcement in and near Gatwick Airport is by Sussex Police. WSCC has recorded misuse of bus stop clearways outside the terminals and will join with Police and Gatwick Airport Ltd (GAL) to reduce incidents that obstruct bus access to stops.

- At other bus stops where vehicles stopping on bus stops is a problem, Clearway signs and lines are being deployed to enable enforcement. All new bus stops are being created with bus stop clearway signs and lines.

3.6 Managing roadworks

- 3.6.1 WSCC will provide the 'OneNetwork' software tool for all operators to access information on planned works and disruptions on highways.
- 3.6.2 WSCC is investing in OneNetwork to reduce disruption and inconvenience for passengers. OneNetwork is available to all operators, and training commenced in 2021, shortly after loading each Operators' route definitions.
- 3.6.3 WSCC will have staff trained on how to use OneNetwork to monitor roads that Local Buses bus services operate.
- 3.6.4 WSCC established with local bus operators a mechanism to minimise disruption to local bus services and education related bus routes from both planned and emergency roadworks. This includes liaison with bus operators to ensure that the co-ordination of works across the network minimises disruption.

3.7 Applying a fare subsidy

3.7.1 Providing a flat fare on local bus services

As promotion and if funding permits, WSCC will provide funding for 2 months each summer to subsidise a flat fare on bus services operating on Sundays.

3.7.2 Providing reimbursement to deliver reduced fares for people up to 21 years of age

WSCC provides reimbursement funding for travel by young people 16-20 years old under BSIP.

Status as of January 2024: Young Persons discount fare scheme supported by BSIP funding is live.

3.7.3 Providing reimbursement to deliver ticketing equipment for tap-on tap-off ticketing

WSCC will provide part funding for installation and commissioning of ticketing equipment interfaced to a DfT (Department for Transport) provided back-office or similar systems that allow multi-operator ticketing, (and capping of the prices of multiple journeys by a passenger daily and weekly).

Status as of January 2024: this initiative was planned and BSIP funding allocated but was undeliverable on all services in the short term. WSCC remains committed to boosting patronage by reducing average fares paid with tap-on tap off (TOTO) ticketing.

3.7.4 Providing reimbursement to deliver ticketing systems for account-based ticketing

If funding is available, WSCC will provide match funding for account-based ticketing with contactless technology that is supported by a DfT provided back-office and similar systems to give best value for customers with daily and weekly capping.

Status as of January 2024: No progress as a DfT sponsored back-office is not yet available.

3.7.5 Providing ticketing equipment and configuration service to support operators unfamiliar with this technology

WSCC will support provision of ticketing equipment and systems including configuration to operators using fleets of less than 7 vehicles for local bus services. This service must financially break-even from rental charges to operators after 2 years.

Section 4: Obligations on Local Bus Operators

4.1 Vehicle standards

The vehicle standards discussed here are those outlined under s.138C of the Transport Act 2000.

4.1.1 New vehicles registered on or after the EP Scheme commencement date must meet these requirements:

- Emissions standards, including potential milestones for standards to be met
 - EuroVI or better
 - From 2035 zero emission if feasible
- CCTV installed for safety and security
- Wi-Fi
- Automatic Vehicle Location equipment to feed data into relevant LTA real-time information systems
- Heating and ventilation for customer comfort
- USB charging, including at each wheelchair space and at priority seats
- Audio visual announcements:
 - Next stop audio announcements (on both decks of a double deck bus), including through an induction hearing loop at every wheelchair space and at priority seats
 - Next stop visual announcements on both decks

4.2 Timetable changes

4.2.1 Timetables changes within the *whole EP Scheme area* are not generally restricted, particularly high frequency routes.

4.3 Ticketing

4.3.1 Ticket types that must be accepted by all Local Bus services:

- Discovery tickets
- ENCTS cards
- Contactless bankcards for ticket purchase
- Contactless bankcards for Tap-On Tap-Off, linked to an affordable and effective DfT provided back-office, or other back-office (giving a single view of journeys taken to passengers, and multi-operator charging with capping of the prices of multiple journeys by a passenger daily and weekly)

Status as of January 2024: No progress as a DfT sponsored back office is not yet available.

4.4 Disruptions

4.4.1 Operators will have staff trained on how to use OneNetwork to monitor the road network where their bus services operate.

4.5 Enhancing frequency

4.5.1 Subject to funding the operators and WSCC shall work closely to enhance existing bus services and introduce new services to serve increased settlements in the county. This may include working with other parties including Community Transport Providers, Private Hire Operators, and business organisations.

4.5.2 Enhanced frequencies may occur on existing commercial bus services. These arrangements can form part of the overall Schedule 10 competition test. Please refer to paragraphs 8.25 to 8.39 of the EP Guidance Document for more details.

Table 3:

Route Description	Enhancement Description	Duration of Service Enhancement
40 existing routes	Improved evening services followed by weekend services for routes without, as listed in BSIP	As funding and driver availability allows. Status as of January 2024: delivery is not achievable at present

Table 4:

Route Description	Enhancement Description	Duration of Service Enhancement
A new route	New service 500 will run between Chichester and Littlehampton via Chichester hospital, Eastergate, and Barnham	<p>Depending on BSIP public funding which is to be tapered downward toward fully commercial service as the planned housing is occupied over 5 years.</p> <p>Indefinite & continuing duration without BSIP funding once housing is occupied.</p> <p>Status as of January 2024: new service launched and is ahead of patronage projections.</p>

4.6 Frequency limits or co-ordination

- 4.6.1 In West Sussex at present there are no agreed limits to frequency on any route, corridor, or street.
- 4.6.2 Fastway BRT guided bus facilities in Crawley district may be used by any operator with buses that are suitably equipped.

4.7 Co-ordinating Timetables (joined up transport)

Many bus routes serve several railway stations, and other destinations enabling people to arrive at a Sussex location at a time for work or study, as well as those undertaking longer distance train journeys.

Trips to local destinations will not be disadvantaged.

- 4.7.1 Operators shall work with WSCC on the redesign of the commercial and supported bus network to match changing travel patterns accorded to the COVID pandemic.
- 4.7.2 Redesign will seek to improve bus/rail connectivity through co-ordination of bus/rail timetables.
- 4.7.3 Operators will seek opportunities to better develop

coordinated services and facilities between bus and rail services across the Scheme area.

4.7.4 Co-ordination appears inappropriate for high frequency bus routes, i.e., bus intervals of 12 minutes or less.

4.7.5 Co-ordination will require the positive input from rail operators.

4.8 Providing assistance to vulnerable customers

4.8.1 Operator driver training shall include a module on how to identify and assist people with dementia and similar afflictions. Most operators in West Sussex already have this, all others to from January 2025.

4.9 Re-investing savings from Bus Priority interventions

Operators will ensure that vehicles released because of lower peak vehicle requirements following investment in bus priority facilities and measures (as set out above in paragraphs 3.1, 3.2, 3.5), will be redeployed to bolster frequencies on other routes that have strong potential for passenger growth.

Status as of January 2024: No BSIP funded bus priority interventions have PVR reduction at present.

Status of BSIP Deliverables as at January 2024

(9 months after the EP was made and BSIP funding confirmed in March 2023.)

Table 5: BSIP Capital

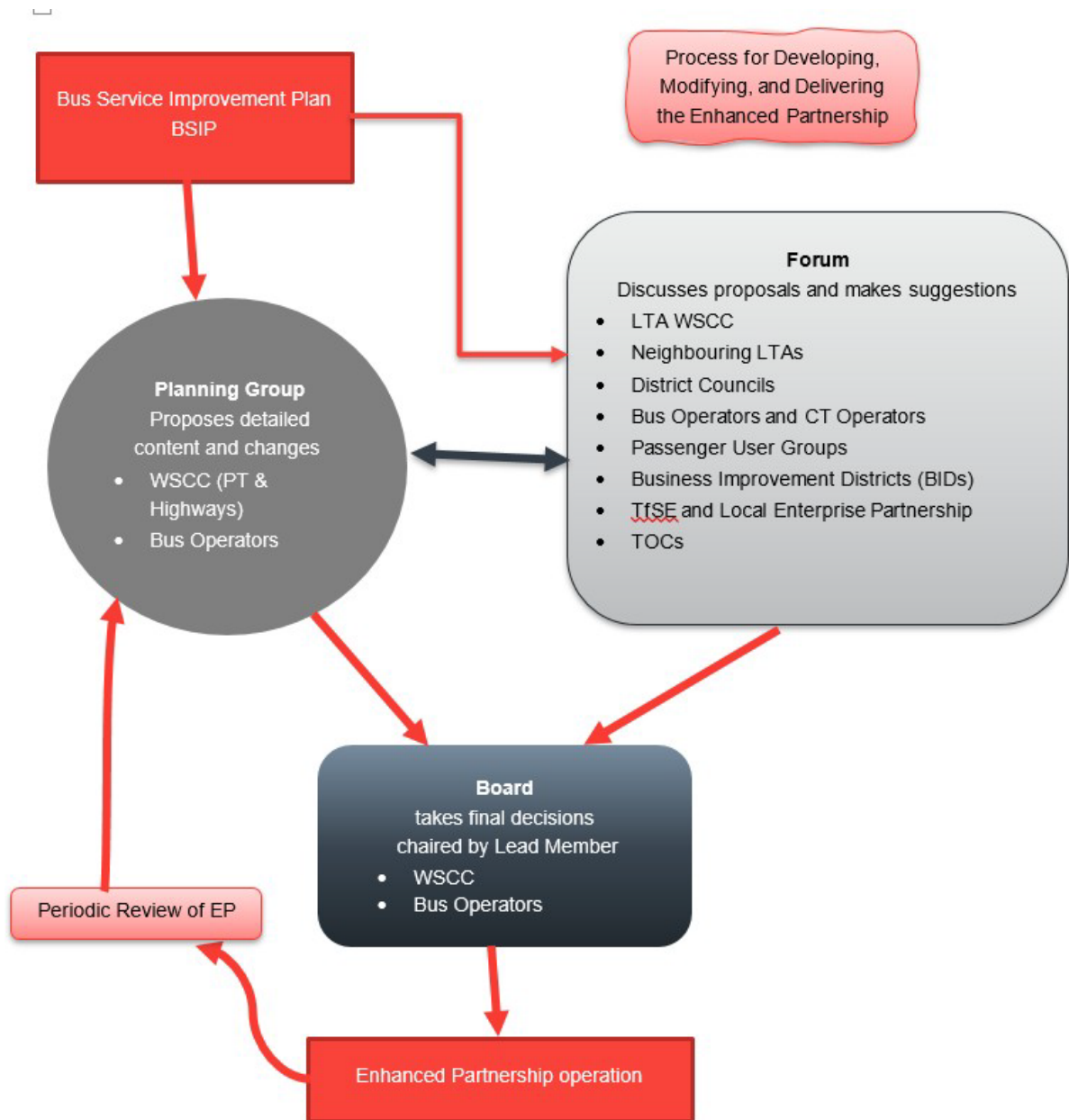
Scheme	Outputs	Who is delivering	Delivery dates
Manor Royal bus lane extension	Completion of eastbound bus lane for entire length of Manor Royal Road	WSCC Major Projects	By November 2025
Western Boulevard junctions/signals/pedestrian facilities	Bus lane at junction with Broadway, and bus priority at signalised junctions	Crawley Borough Council; WSCC Signals team	By March 2025
Real Time Information screens	425 extra displays	WSCC Major Projects	Following manufacture deployment started in January 2024 until February 2025
Roadside improvements		WSCC Highway Improvements	March 2025
Traffic Signals Bus Priority	Bus Priority across 20 signal controlled junctions	WSCC Signals Team	Started November 2024 until March 2025
Hydrogen Fastway carriage improvements	Bus stop and bus lane surface treatment improvements along Route 10 and 20	WSCC Highway Improvements	By March 2025

Table 6: BSIP Revenue

Scheme	Outputs	Who is delivering	Delivery dates
New 500 bus service	30-minute frequency between Chichester and Littlehampton	Stagecoach operates; WSCC Highways provides stop infrastructure	June 2023 – service started November 2023 – infrastructure completed
Digital Demand Responsive Transport (DDRT) schemes	Schemes across 4 areas	Respective operators provide services; suppliers provide booking technology; WSCC is promoting	First scheme started August 2023, with fourth zone expected April 2024
Young People’s Discounted Fares	Reimbursement to bus operators from WSCC	All bus operators are participating; WSCC is promoting	August 2023 started
£3 capped fare	Reimbursements to bus operators from WSCC	Bus operators	November 2024 to March 2025
BSIP delivery costs	Management of BSIP deliverables	WSCC	Ongoing
Bus promotions	Campaigns for target markets	WSCC and bus operators	Ongoing
Improved travel information	Network diagrams with destination lists at 260 busy stops	WSCC with bus operators	April 2024 start deployment
Bus stop access improvements		WSCC Highways Maintenance teams	July 2023 start

Section 5: Governance Arrangements

Diagram 2: Flow chart showing workflows and lines of communication in Enhanced Partnership operation.



Assemblies

The EP will be managed through several assemblies including a Board, a Planning Group, and a Forum.

5.1 West Sussex Enhanced Partnership Board

5.1.1 The Board will oversee the delivery of The Plan and The Scheme and take final decisions on implementation (subject to any necessary democratic scrutiny). The Board has a mandate to take decisions using an Enhanced Partnership Scheme Variation mechanism on recommendations put to them by the Forum via the EP Planning Group, and other issues identified as being relevant to partnership delivery. Decisions taken by The Board shall have the effect of varying the Scheme.

5.1.2 Operator representatives will have membership of the Board. This will be based on market share defined as:

- one per company for all operators with more than 5% of registered mileage in West Sussex; and
- one representative for operators with less than 5% of registered mileage
- one representative from community/charitable operators with less than 5% of registered mileage

5.1.3 Operator market share will be reassessed on an annual basis or when service changes are registered. The next review should be completed by 1st April 2024.

5.1.4 The EP Board will be chaired by WSCC's Cabinet Member for Highways & Transport. There will be other representatives from WSCC and partner councils, who may be elected members of councils. Voting will be by majority vote, but with the Chair having a casting vote.

(No 'weighting' mechanism is applied to votes, with each vote having the same value.)

5.1.5 Initial Terms of Reference for the Board are in Annex D. These shall be amended and updated as required.

5.2 EP Planning Group

- 5.2.1 This Group consists of representatives from the bus operators (one per company for all operators with more than 5% of registered mileage in West Sussex and 1 representative from operators with less than 5% of registered mileage), and the LTA and Highway Authority.
- 5.2.2 It will discuss in detail delivery of future EP measures required to complete the EP Plan and recommend proposals to the EP Forum and the EP board.
- 5.2.3 Decisions on what to take forward will be by a simple majority vote with the LTA having the casting vote for specific proposals if they are deemed to be
- impractical,
 - contrary to policy objectives, or
 - if appropriate funding is not available.
- 5.2.4 The Group will meet at least every six months in order to prepare proposals for the EP Forum to consider. More frequent meetings may be necessary at the request of the LTA.
- 5.2.5 The Group will consider any views and any proposals made by the EP Forum and make recommendations to the EP Board.
- 5.2.6 Terms of Reference shall be set by the EP Board.

5.3 West Sussex EP Forum

- 5.3.1 The future content and arrangements for the variation and revocation of the EP Plan and EP Scheme will be considered by the EP Forum.

The members are:

- The LTA (Local Transport Authority)
- Neighbouring LTAs (Brighton & Hove City Council, East Sussex County Council, Surrey County Council, Hampshire County Council)
- West Sussex Borough & District Councils (Adur District Council, Arun District Council, Chichester District Council, Crawley Borough Council, Horsham District Council, Mid Sussex District Council, Worthing Borough Council)

- Local Bus Operators
- Community Transport operators
- Passenger User representatives
- Business Improvement Districts
- Transport for the South East
- Coast to Capital LEP
- Southern Railway

5.3.2 All bus operators with registered local bus services in West Sussex are entitled to be members of the Forum and any new operators registering such services during the lifetime of the EP will automatically be invited to be members. Community transport operators are defined as those providing bus services available to the general public.

5.3.3 The EP Forum will meet on a six-monthly basis, and meetings will be hosted by West Sussex County Council, generally at County Hall, Chichester. The chairmanship of the Forum will rotate on an annual basis between the LTA and a nominee of the bus operators.

5.3.4 Guest attendees will be permitted on the approval of the Forum Chair.

5.3.5 The Forum's purpose is to receive proposals from the EP Planning Group, discuss them and other items proposed to assist in the delivery of the EP Plan. Majority voting will apply to proposals, but such proposals will then be considered by the EP Planning Group, agreed, altered, or rejected prior to recommendations being presented to the EP Board.

5.3.6 Terms of Reference shall be set by the EP Board. Suggested Terms of Reference are in Appendix D, following the Terms of Reference for the Board.

5.4 Review of EP Scheme

5.4.1 Once the EP Scheme is made, it will be reviewed by the EP Forum every six months following publication of data on progress towards targets, as required for the BSIP. WSCC will initiate each review.

5.4.2 The EP Forum can also decide to review specific elements of the scheme on an ad-hoc basis. EP Forum members should

contact WSCC using the following email address transporthub@westsussex.gov.uk explaining what the issue is and its urgency.

5.4.3 The Planning group of WSCC officers and operators will then decide within ten working days whether to table the issue at the next scheduled meeting of the Forum or Board or make arrangements for all or necessary members to meet sooner.

5.5 Meeting Arrangements

5.5.1 Quarterly meetings (online or in person) of all members and interested parties, notified by email 10 working days prior, unless an urgent issue erupts.

5.5.2 Papers will be circulated 7 days prior to each meeting.

5.5.3 Arrangements for adding new (non-statutory) members such as representatives of major local employers.

5.6 Bespoke Arrangements for Varying the Enhanced Partnership Scheme

This section provides for bespoke arrangements, including an operator objection mechanism to allow the partnership to:

(a) introduce new obligations on WSCC or Standards of Service on operators that are negotiated and agreed between WSCC and local bus operators any time after the EP Scheme is 'made' – e.g., in the light of new funding.

(b) revoke or modify obligations on WSCC or Standards of Service.

These arrangements take the place of the formal variation procedures set out in the 2000 Act.

An operator objection mechanism is always required, but if no alternative bespoke variation mechanism is included and applied generally or applied to individual sections of the template, the formal variation mechanism as set out in legislation (including the statutory objection mechanism) must always be used. (See section 7.4 of the EP Guidance).

Under powers at s.138E of the Transport Act 2000, Enhanced Partnership Scheme Revocations of this Scheme (under the Plan) or the Plan itself will use the statutory mechanism.

Variations will be subject to a bespoke mechanism as set out below.

Schemes will provide the facilities and measures to deliver objectives set out in the EP Plan and BSIP. Using this bespoke variation under the powers at Section 138E of the 2000 Act, Schemes will become more refined in approach to each objective over time as the partnership progress and levels of funding become clearer.

This bespoke variation mechanism itself can be changed or new variation procedures for specific sections (e.g., to modify ticketing arrangements) added.

Table 7: Formal steps

<i>Step 1 - Issue a notice of intention to prepare a variation to a plan or scheme</i>
<i>Step 2 - Issue a notice that a variation has been prepared</i>
<i>Step 3 - Operator objections</i>
<i>Step 4 - Issue a public notice of the intention to vary the EP</i>
<i>Step 5 - Notice to operators of intention to make the variation</i>
<i>Step 6 - Notice of making the variation</i>

Proposer of a variation

Consideration will be given to potential EP Scheme variations by a local authority, one of the organisations represented on the EP Forum, or by an operator of local bus services. The proposer of a variation should demonstrate how this might contribute to achieving the objectives set out in the BSIP, EP Plan, and current local transport policies. Such requests should be in writing and submitted to transporthub@westsussex.gov.uk and titled 'EP variation request'.

WSSC will forward all requests onto all EP Forum members within 10 working days.

Decision-making process and bespoke objection mechanism

On receipt of a request for a variation under this section, WSSC will convene the EP Forum, giving at least 14 days' notice for the meeting to consider the proposed variation.

EP Forum members who are absent or not expressing a view at the meeting (either in person or in writing or by proxy voting if the operators concerned provide written confirmation to WSSC) will be deemed to be abstaining from the decision.

If the Forum attendees are in favour of the request, the proposer

will work with the Planning group in scoping, evaluating, costing, describing the request, and determining whether the request can be included in the EP scheme.

The Planning group will consider the impact of the request, listing processes, procedures, and roles that might change, financials of all parties, and write a recommended course of action for the EP Board. Should the board decide to pursue the proposal, the partnership will:

- Issue a notice of intention to prepare a variation to the scheme – formal step 1
- Invite participation in the preparation process from those operators affected by the proposed variation
- Invite comment from all operators

The Planning group will prepare a revised EP Scheme document. If the proposed variation is agreed by the EP Board, and if WSCC also agrees, WSCC will publish the revised EP Scheme on its website, and

- Issue a notice that a variation has been prepared – formal step 2

An Operator Objection period will follow - formal step 3

- of not less than 21days, beginning with the day on which the notice is given.

WSCC may publish the trading name and the name registered with the Traffic Commissioners of objectors.

WSCC will also:

- Issue a public notice of the intention to vary the EP – formal step 4

This may be on the same day as the Operator Objection Period starts i.e. Steps 3 and 4 may occur at the same time or similar times, but Step 4 may not start before Step 3 starts.

- Inform all partner councils of the intention to vary the EP

When changes are likely to adversely affect a significant proportion of bus users in any category or age-group (those with disabilities, parents with young children, children under 16, 16–21 year-olds, adults, seniors), or statutory consultees, an engagement or consultation will be held for a minimum of 31 days. This may start at the same time as and overlap the Objection period for Operators. The EP Planning group will consider responses to consultation and potentially suggest modifications to the proposed variation to the EP Board - for example, altering the commencement date.

WSSC will then issue:

- Notice to operators of intention to make the variation - formal Step 5

If the proposed variation is further agreed by the EP Board, and if WSSC also further agrees (Council approval steps may include Transport management, Directors, partner councils, scrutiny committee, and Cabinet Member for Highways and Transport) or other processes in future, WSSC will 'make' the revised Scheme within 50 working days, subject to the council constitution.

WSSC will then issue:

- Notice of making the variation to all operators - formal Step 6
- Inform all partner councils of the change to the EP Scheme

WSSC, other Local Authority body, or operator of local bus services may put forward specific proposals for introducing bus priority measures on an individual section of defined highway or bus corridor. Those operating local services on that corridor may also put forward a package of improvements to local bus services that they agree to introduce if the bus priority measures are delivered.

If WSSC agrees and the operators of local services on that corridor confirm in writing to WSSC their acceptance of these arrangements, WSSC will vary the scheme to include those arrangements, and the obligations on bus operators will come into force 91 days after the agreed package of bus priority measures has been implemented.

5.7 Revocation of an EP Scheme

If a member of the EP Forum believes it is necessary to revoke the EP Scheme, the EP Forum will be reconvened. If the forum takes a view to revoke the EP Scheme, the planning group will prepare an impact and options report for consideration by the EP Board.

Should the EP Board agree and WSCC agree to revoke, the legislative procedures for Revocation will be followed.

- 5.8 If at any point in the future, any area covered by this EP Scheme is included in a bus franchising scheme, the relevant requirements set out in this EP Scheme document will cease to apply to areas covered by the franchising scheme, in line with the arrangements set out in the franchising scheme as set out in Section 123H(6)-(8) of the Transport Act 2000.

Section 6: Competition test

The Council has undertaken an assessment of the impacts of the draft Plan and the draft Scheme on competition and believes it will not or is unlikely to have a significantly adverse effect on competition, for the purposes of Part 1 of Schedule 10 of the Transport Act 2000.

The competition test shall be reviewed on each variation of The Scheme in accordance with the requirements of Part 1 of Schedule 10 of the Transport Act 2000.

The competition test is a standalone document.

The above statement is included in The EP Plan for completeness.

Appendix A: Schedule of facilities

Diagram 3: Current bus lanes, guideways, rising bollards, bus gates, and bus priority facilities will be maintained by the relevant Local Highway Authority.



Facilities shown on this map will continue to be provided.

Table 8:

Intervention number	Description	Hours of operation	Category of vehicle that would benefit From priority	Responsibility for maintaining
1	20 junctions in total to be equipped with signals giving buses priority over other traffic	24 hours, 7 days a week	Registered local bus services, Emergency vehicles	WSCC
2	Upgrade route of new zero emission buses	24 hours, 7 days a week	Registered local bus services	WSCC
3	Bus lanes on Western Boulevard	During bus operating hours	Registered local bus services, Emergency vehicles	Crawley Borough Council
Un-numbered until confirmed by DfT	Bus lane on A259 approach to Bognor Roundabout	During bus operating hours	Registered local bus services, Emergency vehicles.	WSCC
4	Bus lane on Manor Royal Road	During bus operating hours	Registered local bus services, Emergency vehicles	WSCC

Appendix B: Schedule of Measures

Bus Lane Enforcement

Enforcement will be carried out using cameras (fixed or unattended or mobile or deployable) to be provided by WSCC funding permitting.

The cameras will be maintained by WSCC as part of the EP Scheme.

Appendix C: Definitions and abbreviations used in this document

Automatic Vehicle Location (AVL) – means for automatically determining and transmitting the geographic location of a vehicle, allowing it to be tracked in real time, and systems on board the vehicle to indicate the next stop name.

Bus Gate – short stretch of road carriageway that is restricted for use by buses and (where specified) taxis, and other authorised vehicles as indicated on appropriate signs on the approaches.

Bus Lane – signposted lane, designated for use by registered local bus services and (where specified) taxis and other authorised vehicles, at the times also indicated by signs.

Bus Lane Enforcement – action taken to ensure that bus lanes and bus gates are used only by authorised vehicles. This is often carried out by using cameras to record unauthorised use, with the issue of civil penalties to offenders under section 144 of the Transport Act 2000.

CCTV – closed circuit television system, whereby static or mobile cameras are used to record offences or for surveillance and safety and security purposes.

CVRAS – Clean Vehicle Retrofit Accreditation Scheme is certification for manufacturers of retrofit emissions reduction technology that will enable Clean Air Zone (CAZ) compliance of legacy fleet vehicles to address the air pollution emissions from buses.

Designated Feeder Service – bus service specifically designed by the operator and accepted by WSCC as one that connects with another service allowing passengers to interchange at designated bus stops or bus stands.

Enforcement Camera – roadside camera that records and produces suitable evidence of unauthorised use of bus lanes or bus gates for the Local Highway Authority to issue civil penalties under section 144 of the Transport Act 2000.

EP Scheme Area – area to which this document applies.

Euro VI equivalent standards – Euro VI diesel bus or a bus with CVRAS approved technologies retrofitted to a diesel bus to reduce NOx and PM emissions and achieve Euro VI equivalent standards

Facilities – physical assets that are provided at specific locations along

particular routes (or parts of routes) within the EP scheme area, or new and improved bus priority measures. This is deemed for such purposes of section 138D(1) of the Transport Act 2000.

Measures – improvements with the aim of:

- Increasing the use of local bus service serving the routes to which the measures relate, or ending or reducing a decline in their use; or
- Improving the quality of local bus service.

Local Authorities – prescribed under section 23 of the Local Government Act 2003.

Local Highway Authorities – Local Authority with responsibility for the maintenance of highway infrastructure in its local authority area. In the case of this EP Scheme, this means WSCC.

Local Transport Authority (LTA) – WSCC in West Sussex.

Multi-Operator Capping – common fares and ticketing product, applied across multiple bus operators, that will cap a user's travel cost according to the lowest price available for the journey or journeys made.

Multi-Operator Ticketing – common fares and ticketing product applied and accepted by multiple operators.

Real Time Information – RTI or RTPI - tracks the location of buses in real-time. Information is transmitted to bus stops or devices to indicate to passengers a calculated arrival time at a particular point.

Registered Local Bus Service – as set out in Section 2 of the Transport Act 1985.

Street Works Permit – permit issued by Local Highway Authorities to any organisation that wishes to undertake street works, with the aim of managing works on the public highway. Local authorities have powers to operate permit schemes under Part 3 of the Traffic Management Act 2004 and The Traffic Management Permit Scheme (England) (Amendment) Regulations 2015.

TRO – Traffic Regulation Order, made under the Road Traffic Regulation Act 1984 or any other enactment regulating the use of roads or other places.

Zero Emission Vehicle – vehicle that emits no pollutants at its tail/exhaust pipe.

Appendix D: Terms of Reference for Board and Forum

1. Assembly name

- 1.1. West Sussex Enhanced Partnership Board (The Board)

2. Type

- 2.1. Decision making Board overseeing the delivery of the West Sussex Enhanced Partnership Plan (The EP Plan) and West Sussex Enhanced Partnership Scheme (The EP Scheme).

3. Purpose

- 3.1. Established by the Enhanced Partnership with the mandate to take decisions using an Enhanced Partnership Scheme Variation mechanism on recommendations put to them by the Planning Group and/or Forum, and other issues identified as being relevant to partnership delivery.
- 3.2. The Board will be the decision-making body of the Enhanced Partnership.

4. Scope

- 4.1. The Board is required to make key decisions to deliver the EP Plan, and outcomes and interventions listed in EP Scheme.

5. Authority

5.1. Decisions

- 5.1.1. All matters put forward by the Planning Group and/or Forum will be considered by the Board. These will include financial performance of the EP, attainment of targets, disputes, and disagreements between parties of the forum, performance of the EP parties, and performance of the planning group.

- 5.1.2. The Chair will decide how matters will be presented to the Board, either as matters for discussion or matters for a vote.
- 5.1.3. The Chair will approve the order of the agenda for the Board.
- 5.1.4. The Board should aim to come to a consensus view if possible and acknowledge any areas of difference of opinion regarding the delivery of the EP Plan and EP Scheme.
- 5.1.5. Decisions taken by the Board must be voted for unanimously.
- 5.1.6. Where matters are presented to the Board for discussion, the Board shall come to a consensus view and feedback this view to the Planning Group and Forum.
- 5.1.7. WSCC through the Chair will have a casting vote regarding decisions:
- Where in the Council's view, the proposal would put any council in breach of any of its statutory duties
 - Where the financial level of variation to proposed funding exceeds £50,000
 - To prevent an operator or group of operators from influencing the Enhanced Partnership to commercial benefit exclusively
 - To prevent an operator or group of operators from influencing the Enhanced Partnership to harm competitors
 - To prevent an operator or group of operators from influencing the Enhanced Partnership to damage the 'market for bus services'
 - Where Council believes or suspects
 - anti-competitive implications
 - a decision is against the public interest

5.2 Approval

- 5.2.1. The Board must consider, and may approve, amend, or reject recommendations from the Forum. Where rejected, the Board must provide reasons for rejection to the Forum.
- 5.2.2. Final approval will be a matter for the Chair, using West Sussex County Council's delegated powers governance processes.

5.3 Recommendations

- 5.3.1. The Board may make recommendations to full Council or other relevant decision making group where a change is required outside of the scope of the Board.

6. Membership

- 6.1. The Board will be formed of a Chair and a maximum of ten other members consisting of:

One elected member of Council, in addition to the Chair

There will be other representatives from WSCC and

partner councils, who may be elected members of councils or council officers – one fewer than the number of operator representatives, always including the Director of Highways, Transport & Planning) i.e., the lowest number of council representatives will be 3, and the lowest number of Operator representatives will be 3.

- 6.1.1 Operator representatives:

One representative for all Community Transport operators.

And as determined by total registered mileage:

- one per company for all operators with more than 5% of registered mileage in West Sussex; and
- one from operators with less than 5% of registered mileage.

6.2. The position of Chair will be held by the County Council Cabinet Member for Highways and Transport.

6.3. Board membership is to represent an organisation or number of organisations and is not a personal appointment.

7. Observers

7.1. Any other Bus Operator, or Council representative can be invited by the Chair to attend Board meetings as an observer. Observers may be invited to make comments or ask questions at the Chair's discretion or invited to defer these until the next Forum meeting.

8. Quorum and Voting

8.1. A Board meeting shall be quorate when three operator representatives, and three Council representatives from different service areas are present.

8.2. Decisions of the Board will be made by way of a vote through a show of hands.

8.3. Operator Board members who are not in attendance can vote by proxy. The proxy must be another Board member who must be informed of voting preferences in advance of the Board meeting. The Chair should be notified of the intention to vote by proxy and which Board member will be voting on behalf of the absentee.

9. Meeting arrangements

9.1. Board meetings will take place quarterly at regular intervals between each Forum meeting, with provision for additional meetings as required to take decisions which in the opinion of the Chair cannot be deferred to a scheduled meeting, provided that a quorum can be achieved, with not less than one week's notice being given.

9.2. Hybrid meetings will be held at County Hall, Chichester or County Hall North, Horsham, with Board members having the option to attend in person or join virtually via MS Teams.

- 9.3. Board meetings will be arranged, and minutes taken by the Council. Meeting length will vary according to agenda content but ordinarily expected to be one to two hours.
- 9.4. The Agenda shall be set by the Chair.
- 9.5. Agendas and meeting papers will be circulated to all Board members no less than one week (7 days) in advance of each meeting date, and draft minutes circulated no more than two weeks after each meeting. Copies will also be distributed to all Forum members so any issues or concerns can be discussed with the relevant Operator representative, to be raised at the Board meeting. Draft minutes will be approved at the next Board meeting.

10. Reporting

- 10.1. There will be oversight of the Enhanced Partnership from the West Sussex County Council Cabinet, and the Communities, Highways and Environment Scrutiny Committee.

11. Resources and Budget

- 11.1. The Board is responsible for utilising and managing any funding made available through the Bus Service Improvement Plan to deliver the outcomes and interventions listed in the EP Plan.

12. Treatment of Disputes

- 12.1. Disputes on 'substantive' decisions relating to objectives of the assembly or which could result in a variation to the Scheme will be resolved through mediation. The Board members shall agree the appointment of a suitably qualified and independent mediator who shall set out timescales and processes for the mediation to which all the members shall comply to come to a mutually acceptable outcome.

13. Review

- 13.1. These Terms of Reference will be reviewed annually, or where there are changes made to the EP Plan. The next review should be completed by 1st June 2023.
- 13.2. Changes to these terms of references and terms of reference for the other Enhanced Partnership assemblies can be made following the decision process in Section 5 or by the Council.

The West Sussex Enhanced Partnership Board Initial Terms of Reference

1. Assembly name

- 1.1. West Sussex Enhanced Partnership Forum (EP Forum)

2. Type

- 2.1. Stakeholders group for the delivery of the West Sussex Enhanced Partnership Plan (The EP Plan) and BSIP.

3. Purpose

- 3.1. Established by the Enhanced Partnership to make suggestions to improve outcomes for all parties, and consider other issues identified as being relevant to partnership delivery.
- 3.2. The Board will be the decision-making body of the Enhanced Partnership, not the Forum.

4. Scope

- 4.1. The Forum is for debating and consideration of ideas and concerns.

5. Authority

None

6. Membership

- 6.1. The Forum will be formed of a Chair and a minimum of eight representatives of:
 - 6.1.1. Bus operators, all
 - 6.1.2. Organisations representing bus users
Currently none appear to exist in West Sussex.

Bus user comments, advice, and experiences can be submitted to the EP either through the Forum or online via #westsusbus
 - 6.1.3. District, Borough, Town & Parish Councils in West Sussex, including any councils that have a border with (or directly neighbour) West Sussex

6.1.4. LEP and BID organisations

6.2. The position of Chair will be confirmed by the EP Board.

7. Quorum and Voting

A Forum meeting shall be quorate when

- any three operator businesses, and
- one Council Head of Service and one other Council representative, and
- two other organisations are present

8. Meeting arrangements

- 8.1. Forum meetings will take place at least twice a year at regular intervals, with provision for additional meetings as required to consider suggestions, provided that a quorum can be achieved, with not less than one week's notice being given.
- 8.2. Hybrid meetings will be held at County Hall, Chichester or County Hall North, Horsham, with Forum members having the option to attend in person or join virtually via MS Teams.
- 8.3. Meetings will be arranged, and minutes taken by the Council. Meeting length will vary according to agenda content but ordinarily expected to be one to two hours.
- 8.4. The Agenda shall be set by the Chair.
- 8.5. Agendas and meeting papers will be circulated to all members no less than one week (7 days) in advance of each meeting date, and draft minutes circulated no more than two weeks after each meeting. Copies will also be distributed to all Forum members so any issues or concerns can be discussed with the relevant Operator representative, to be raised at the Board meeting. Draft minutes will be approved at the next meeting.

9. Review

- 9.1. These terms of reference will be reviewed on an annual basis, or where there are changes made to the EP Plan. The next review should be completed by 1st June 2024.
- 9.2. Changes to these terms of can be made following the decision process in Section 5 or by the Council.

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