
Date:	11/05/2023
Venue:	Microsoft Teams
Present:	<p>Chair – David Taylor, Independent Consultant (DT)</p> <p>Clare Waldron, ITP – EP Manager (CW)</p> <p>Lee Quincey, Leicestershire County Council (LQ)</p> <p>Adam Hemingway, Vectare (AH)</p> <p>Toby France, Arriva (TF)</p> <p>Ross Hitchcock, trent barton (RH)</p> <p>Patrick Stringer, Stagecoach (PS)</p> <p>David Bott, First Bus (DB)</p> <p>Liz Hopwell, Charnwood Borough Council (LH)</p> <p>Richard Thresh, Hinckley & Bosworth Borough Council (RT)</p> <p>David Jones, Cross Country Trains (DJ)</p> <p>Andy Gibbons, Leicester City Council (AG)</p> <p>Hina Gadhia, Leicestershire County Council (HG)</p> <p>Rebecca Phillips, ITP (RP)</p>
Purpose:	Enhanced Partnership Forum Annual General Meeting
Minutes taken by:	Rebecca Phillips (RP)

Minutes of Meeting

	ACTION
<p>1. Introductions and Apologies</p> <p>All present were welcomed and thanked for their attendance.</p> <p>Apologies were received from Nicola Tidy (Nottingham City Transport), Karen Beavin (North West Leicestershire Council), Bill Cullen (Hinckley and Bosworth Borough Council), Matt King (Arriva), Liz Elliot (Harborough Borough Council), and Kirsty Rea (Hinckley and Bosworth Borough Council).</p>	
<p>2. Minutes of the first AGM (held 12th May 2022)</p> <p>The minutes of the first EP AGM Forum were accepted by those present as an accurate record.</p>	

All actions have been completed or due to be taken forward in the meeting.

3. Election of EP Chair

All EP Forum members received a nomination form for the position of EP Chair. David Taylor, the current Chair, indicated that he was willing and able to continue as Chair – Forum members were therefore invited to nominate David Taylor or an alternative.

Three nominations for David to continue as Chair were received, with no nominations for an alternative Chair.

David Taylor was elected as EP Chair for the forthcoming year of the EP.

4. Election of EP Board Members

All current EP Board members were asked if they were prepared to serve on the EP Board for the forthcoming year.

The current large and medium-sized operator representatives were prepared to continue to serve on the Board.

Both small operator representatives were prepared to continue to serve on the Board. As no nominations were received for alternative small operator representatives, the current small operator representatives were re-elected.

David Atkinson from Harborough District Council was willing to continue to serve, but Adrian Thorpe from Oadby and Wigston Borough Council indicated that he was happy to stand down if there was an alternative district/borough nomination.

A nomination was received from Liz Hopwell from Charnwood Borough Council and Liz was duly elected to join the EP Board.

As such, the composition of the EP Board for the year from May 2023 until the next EP AGM is as follows:

Operator	Name	Category
Arriva	Toby France	Bus Operator (large)
Wellglade (trent barton/Kinchbus)	Tom Morgan / Ross Hitchcock	Bus Operator (large)
Centrebus	David Brookes	Bus Operator (medium)
Stagecoach	Patrick Stringer	Bus Operator (medium)
Vectare	Adam Hemingway	Bus Operator (small)
Nottingham City Transport	Nicola Tidy	Bus Operator (small)
Leicestershire County Council	Lee Quincey	LTA

Leicestershire County Council	Clare Waldron	LTA
Harborough District Council	David Atkinson	District/Borough Council (non-voting)
Charnwood District Council	Liz Hopwell	District/Borough Council (non-voting)

AG asked whether the Forum would consider including a Leicester City Council representative as a non-voting member on the EP Board.

CW advised that the EP Board composition is as set out in the Enhanced Partnership Plan, without representation from other external authorities.

ACTION - Leicestershire County Council to explore the process of adding a Leicester City Council representative to the EP Board as a non-voting member and put the option of including the City Council to a vote at the next EP Board meeting.

LQ/CW

5. Potential Future EP Schemes Update

There are 4 potential schemes to be considered by the EP Board for 2023/4. These are:

1. Standardisation of eligibility criteria for youth fares
2. Improvements in real-time information provision
3. Delivering mobility hubs for county towns
4. Delivering bus priority schemes

DT asked the EP Forum members for suggestions of other schemes to be taken into consideration for delivery.

TF suggested exploring the interchange between rail and bus at rail stations, highlighting that these can have a significant impact at a low cost. This could include RTI, wayfinding signage and advertising.

AG added that obtaining advertising space within train stations can be difficult but effective for integration between modes.

DJ added that there was a willingness in the rail industry to successfully integrate bus travel with rail. GWR are a key example of this, utilising their website and stations to integrate bus and rail, especially in Devon and Cornwall. Cross Country Trains are currently working with Derbyshire on rail-bus integration using BSIP funding.

RH proposed another potential scheme of improving enforcement of bus obstruction hot spots. Nottinghamshire currently have an enforcement vehicle which is able to cover moving traffic offences.

LQ added that Leicestershire County Council does not currently have enforcement powers for moving traffic offences, but these could be taken on.

AG supported this idea as gaining this extra traffic enforcement power would have no extra cost, with revenue from enforcement likely to cover the cost of the enforcement itself. TF also supported the idea of improved enforcement.

LQ highlighted that enforcing moving traffic offences can be complicated and requires a significant amount of data.

LQ is due to meet with the DfT to discuss future EP schemes, aiming to gain a better understanding of their expectations from revised BSIPs and likelihood of future funding being made available.

AG informed the group that from Leicester City Council discussions with the DfT, their immediate focus was on the successor of BRG and the next tranche of ZEBRA bidding.

AG advised that Leicester City Council is using a funding award of £75K from Midland Connect to identify and prioritise pinchpoints for future work on the Orbital 40 route.

AG raised the potential for discounting bus fares for young people alongside standardisation of eligibility criteria, especially across Leicester and Leicestershire. AG also questioned whether standardisation (and discounting) of youth fares is a priority for DfT and expressed concern regarding continuation funding for such schemes. The example of an under 22 young persons' discount for Nottingham and Nottinghamshire was highlighted as an example of local authorities working together using BSIP funding.

RH highlighted the need to ensure simplicity with any young persons' discount scheme as Kinchbus drivers undertake journeys across 6 local authority areas, each with differing promotions.

AG queried the progress of the Nottinghamshire young person ticket. CW explained that it is still in the exploratory stage. The progress of this scheme and any lessons learned will be useful for any future Leicester/Leicestershire scheme.

AG stressed that the value of a youth fares scheme would be to grow the market for bus travel rather than be introduced for social reasons.

ACTION – Leicestershire County Council to provide more detail on each of the proposed schemes ahead of the EP Board meeting to decide which to take forward

LQ

6. AOB

AG informed the group that Leicester City Council had submitted a £1.5m bid for RTI provision which covers stops in both Leicester and Leicestershire and is awaiting a response .

CW informed the group that any final comments on the Bus Passenger Charter are required by 12th May 2023. The draft Charter has also been shared with the Bus User Group for comment.

AG queried the value of the Bus User Group established by Leicestershire County Council.

CW advised that to date, the Bus User Group has 8-10 members. BUG meetings are due to be held twice a year, but membership and attendance needs to grow to provide representative and useful feedback.

TF added that it was difficult to get good feedback from both bus users and non-users, with the Bus User Groups typically providing a non-representative sample of views and opinions. He suggested an alternative, such as using both operators and authorities' communications channels, which would likely provide better feedback. TF referred to the example of Warwickshire County Council which asks questions of the public via pre-existing forums.

7. Key Meeting Dates

The next **EP Board Meeting** is due to be held 22nd June 2023 10:00 – 11:30.

The next **EP Forum Meeting** is due to be held 21st September 2023 13:30 – 15:00.

The next **Bus User Forum** is due to be held 7th September 2023 18:00 – 19:30 .