



Agenda

Name of meeting	SOLENT TRANSPORT JOINT COMMITTEE
Date	WEDNESDAY 20 OCTOBER 2021
Time	4.00 PM
Venue	EXECUTIVE MEETING ROOM, FLOOR 3, PORTSMOUTH GUILDHALL
Members of the committee	Cllrs R Humby, L Stagg, P Jordan and J Moulton
	Democratic Services Officer: Marie Bartlett – marie.bartlett@iow.gov.uk

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- 1. Introductions and Apologies**
 - 2. Minutes and Actions from last meeting** (Pages 5 - 10)
 - 3. Election of Chairman**
To elect a new Chairman for the Committee.
 - 4. PFSH Statement of Common Ground update**
To receive a verbal update
 - 5. Confirmation of Signing of new Joint Legal Agreement** (Pages 11 - 28)
 - 6. Business Plan update** (Pages 29 - 40)
 - 7. Finance Report** (Pages 41 - 52)



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8. **E-Scooter funding progress** (Pages 53 - 58)
9. **FTZ Annual Report** (Pages 59 - 74)
10. **FTZ Progress Report** (Pages 75 - 84)
11. **Confirmation of delegated powers to spend/procure for FTZ** (Pages 85 - 88)
12. **Any other Business**

CHRISTOPHER POTTER
Monitoring Officer
12 October 2021

Interests

If there is a matter on this agenda which may relate to an interest you or your partner or spouse has or one you have disclosed in your register of interests, you must declare your interest before the matter is discussed or when your interest becomes apparent. If the matter relates to an interest in your register of pecuniary interests then you must take no part in its consideration and you must leave the room for that item. Should you wish to participate as a member of the public to express your views where public speaking is allowed under the Council's normal procedures, then you will need to seek a dispensation to do so. Dispensations are considered by the Monitoring Officer following the submission of a written request. Dispensations may take up to 2 weeks to be granted.

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Name of meeting	SOLENT TRANSPORT JOINT COMMITTEE
Date and Time	THURSDAY 4 MARCH 2021 COMMENCING AT 2.30 PM
Venue	VIRTUAL
Present	Cllrs I Ward (Chairman), Humby, Leggett and Stagg
Also Present (Non voting)	C Haigh, R Pemberton, J Wadham, S Lowe, C Hillcoat, K Willcox, D McGrath, P Turton, J Dando, P Boustred, S Valentine, P Darnton

8. **Minutes**

RESOLVED:

The Minutes of the meeting held on 5 October 2020 were approved as a true record.

9. **Declarations of Interest**

There were no Declarations of Interest.

10. **Solent Transport 2021/22 Business Plan**

The Solent Transport Manager gave an overview of activities carried out in the 2020/21 year and presented the plan for activities in the coming year. Solent Transport had started 2020/21 having obtained £28.7m of funds from the DfT just prior to lockdown for the Future Transport Zone (FTZ) programme. It had been an exceptionally busy year and the team had needed to be flexible due to the impacts of COVID in addition to the challenges of initiating the FTZ programme. It would be important to rebuild confidence in using public transport and avoid a rebound to car use by promoting the continuation of cycling and walking and their benefits. The report had also considered the impact of Brexit and the local authorities' declarations of climate emergency.

Three major bids had been won for the area – the Transforming Cities Fund (TCF) funding for Portsmouth and Southampton including elements for the IOW, and the Future Transport Zone which compliments and enhances the TCF programmes.

Delivery of these projects would be key. The drones pilot project was “fast tracked” in May 2020 and had achieved five aviation ‘firsts’. An interim team had been put in place quickly and good progress was being made on early stages of the other FTZ projects.

Clarification was requested on the measures to avoid the rebound to car use. A campaign had been undertaken on the benefits of lockdown including working from home, and the benefits of walking/cycling. Some other measures which would have a role to play included the development of the FTZ MaaS app, e-scooter hire and the bike/ e-bike hire projects, providing new and innovative alternatives to driving for many parts of the Solent area.

A question was raised as to the possibility of working together as a group to provide a possible week of discounted rates on buses, in order to encourage more people to use the bus. Clarification was given that although the bus companies were open to promotional ideas it was difficult at the current time due to COVID restriction, issues around social distancing and reduced numbers, and limits on bus operators freedoms to launch promotions at present, although such an initiative may be possible in the future once restrictions are lifted. There were a number of measures included in the FTZ project for after lockdown concerning ticketing, which may be useful.

The remainder of the paper was taken as read, including the workplan.

RESOLVED:

That the Joint Committee approves the Solent Transport Business Plan for 2021/22.

That Hampshire County Council, Isle of Wight Council, Portsmouth City Council and Southampton City Council note this Business Plan through their own decision-making processes.

11. **Solent Transport Finance Update**

A summary of the report was presented and it was explained that actions had been taken to try to reduce or remove all except necessary expenditure. There had been a small staffing underspend achieved by removing the marketing officer post.

There was a budget pressure requiring £20,000 to be taken from the general reserve to supplement contributions from partners and fully fund the net expenditure. The revenue reserves balance was expected to reduce to £43,000 by the end of the financial year. Finances in general were being tightly controlled and managed.

The main risks for the next 1-2 years were that there was not much money available for marketing and research unless more funding was forthcoming. Commercial ways of raising additional funds to fulfil the shortfall were being explored. The money for the FTZ was ring-fenced to this programme only. It was agreed that this had to be a priority for delivery.

In response to a question, clarification was given on the cost benefits of the drone trials project, in particular their use in healthcare, delivery of medicines, transport of

specimens. It was stated that the trial was speculative but had received positive results so far and aims, in the medium/long term, to develop an approach to technology, management of air space etc that could enable aerial drones to be utilised in ways which are forecast to achieve cost savings for some activities compared to present.

RESOLVED:

- a) To note the draft outturn for the 2020/21 revenue budget
- b) To approve the proposed revenue budget for 2021/22
- c) To note the forecast balance in reserves.

12. Future Transport Zone Steering Group

13. Solent Future Transport Zone Progress Report

A brief outline was given. Solent Transport had just under £29 million to implement a project looking at personal mobility and logistics. Some marketing and behavioural change funding was also included within it.

The Mobility as a Service (MaaS) app was central to the programme. The app that is being developed would be able to provide any form of ticketing and would be adapted to local requirements. Whilst MaaS apps are starting to be widely used in parts of Europe and elsewhere, the Solent FTZ programme, as well as a several other FTZ areas, would be the first places in the UK to implement such an app.

The logistics project was initially focusing on the drone logistics trials, some significant early work had been done already in summer 2020. The Macro - consolidation project would build on previous work done in Southampton to reduce numbers of HGVs driving into congested areas. Micro consolidation would break this down further, looking at the use of walking couriers, electric vehicles etc.

The process of recruiting a permanent (fixed term) team was continuing. There had been some success with the IW trials of e-scooters, with Southampton and Portsmouth to follow, the MaaS platform was in an advanced stage of procurement. The logistics part of the project was running slightly behind due to COVID, and plans had been adapted accordingly.

Lockdown had been a challenge, but considerable progress had still been made with the project. Work was underway with the Universities of Portsmouth and Southampton on various research studies. Next steps were to finalise the Monitoring & Evaluation plan and carry out some project-based logic maps and complete recruitment of the fixed term team.

In response to a question from the Committee, the Chairman reported that there had been a few initial complaints regarding the e-scooters, but that these had now reduced. There had been fairly limited feedback from the public. Hospital staff had been seen to use them which seemed to go fairly well. The main issues had been people not sticking to the rules and confusion arising between the hire scooters and private scooters.

14. **Mobility as a Service (MaaS) Project Briefing**

Chris Hillcoat shared a presentation and gave an overview of the MaaS project which was intended to enhance personal mobility within the region. An app was being developed which would allow journeys on various modes of transport to be planned, booked, paid for and undertaken via a single app/process. The three pillars of the project were explained in greater detail. COVID had made people consider changes to the way they travel. A research partnership with Portsmouth and Southampton Universities was an important part of the project and their work was explained in greater detail. The FTZ funding would run out in 2024, the aim is for the MaaS app to be self-supporting by then and alternative sources of funding were being explored to help with this. From an initial 30 expressions of interest, 5 providers had been invited to bid and a preferred provider selected.

It was hoped that every public transport ticket that could currently be purchased would eventually be available on the MaaS platform. There may be opportunities to investigate incentives and discounts and mobility credits targeted at those on a low income.

It was hoped to engage with organisers of major events and large employers to encourage people to try the platform.

15. **E-Scooter Trials Update**

A short overview was given of the E-Scooter trials to date. The trial had been ongoing on the IW since the end of November 2020, with 25 scooters initially in Newport. Over 700 journeys were undertaken in the first week. Other towns had followed and there were now 99 scooters on the IW, which would rise to 150. Over 7000 journeys totalling 40,000 miles had been taken to date. 95% of scooters had been returned to a Beryl bay. Some lessons had been learnt, including the need for more clarity over where the scooters could be ridden, and clearer definition of roles and responsibilities required between the IW Council and operator. It was explained that demographic data is collected by Beryl. Damage/loss numbers were low. Beryl would be asked to share the data with members of the group.

Philip Darnton reported on the stakeholder event in November 2020. It was currently legal to sell e-scooters privately but illegal to ride them in public, which was not a satisfactory position. The Bicycle Association had made suggestions for e-scooters as to their construction, weight, which did not appear to have been considered by government. The e-scooter market was unusual in that it is illegal in the UK, therefore hire schemes had become more popular. Hire scooters could be restricted on speed and area of operation and could be geo-fenced. Imports and sales indicated 360k were sold in 2020 to individuals. By the end of summer 2021 there was expected to be 450-500k personally owned e-scooters. The government would need to make decisions on the legalisation of owned and hired scooters. Stakeholders had put forward sensible practical questions, e.g. whether they would go into bus lanes. Local stakeholder groups' feedback would be useful for the next stakeholder meeting. Philip offered to facilitate further discussion. The Committee thanked Philip for his clear presentation. It was believed that this type of scheme

may evolve alongside other active travel schemes.

Updates were provided from local authorities:

Portsmouth were due to start the trial on 16 March. There was a city-wide focus on key worker journeys with around 75% discounts.

Southampton were planning to go live on 18 March and were currently working through the TRO. The focus area was on the city centre with the key destination of the universities and hospitals. Areas of expansion had been identified such as the more densely packed residential areas.

In Winchester the scheme had not progressed in its original form as it had not been possible to meet the inflexible deadlines set by DfT for launching trials. Alternative ways of delivery were being considered.

It was accepted that the scheme would not work in all areas which was why the trials were so important.

CHAIRMAN

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DATED

2021

Hampshire County Council

Isle of Wight Council

Portsmouth City Council

and

Southampton City Council

**AGREEMENT
Relating to
Transport for South Hampshire
and the Isle of Wight**

Richard J Ivory, Solicitor
Service Director: Legal & Business Operations
Southampton City Council
Civic Centre
Southampton
SO14 7LT

RECITALS

1. The Parties to this Agreement are all Local Authorities who have joined together to form Transport for South Hampshire and the Isle of Wight (hereinafter referred to as "TfSHIOW") which shall from time to time trade as Solent Transport, the purpose of which is to promote the sub regional transport agenda, implement schemes of a sub-regional nature and lobby and/or influence on all other associated aspects of life within the TfSHIOW Area.
2. The Parties wish to enter into this Agreement to record their respective rights and obligations to each other
3. The Parties enter into this Agreement in pursuance of their powers under the Local Government Acts 1972 and 2000 and all other enabling powers.
4. The Parties further note that these arrangements will be kept under review.

NOW IT IS AGREED:

1. Commencement

This Agreement shall come into force on the date above and shall continue in force until determined in accordance with Clause 13.

2. Description

The Parties have entered into this Agreement with the intention of codifying the governance arrangements for TfSHIOW. This Agreement records the present intentions of the Parties. It is entered into in good faith, but it is expressly recognised that this Agreement cannot fetter the discretion of the Parties. Subject to that, the following points are agreed.

3. Parties

- a. Hampshire County Council of The Castle, Winchester, Hampshire, SO23 8UJ
- b. Isle of Wight Council of County Hall, High Street, Newport, Isle of Wight, PO30 1UD
- c. Portsmouth City Council of Civic Offices, Guildhall Square, Portsmouth, Hampshire, PO1 2BG
- d. Southampton City Council of Civic Centre, Southampton, Hampshire S014 7LY

4. Definitions

- 4.1 "The Parties" means the Parties to this Agreement set out in Clause 3
- 4.2 "TfSHIOW" means Transport for South Hampshire
- 4.3 "The TfSHIOW Area" means the geographical area shown on the plan in Appendix 1
- 4.4 "Key Objectives" means the Key Objectives for TfSHIOW laid out in Appendix 2

- 4.5 “Lead Authority” means the local authority appointed by the Parties under this agreement to lead on a particular function in accordance with Clause 12.

5. Interpretation

- 5.1 The headings for each section throughout this Agreement are provided for ease of reference only and shall not affect its construction or interpretation.
- 5.2 Where the masculine gender is used it shall also incorporate the feminine gender. Where the singular is used, it shall also incorporate the plural and words importing party and persons includes bodies, corporate and unincorporated and (in each case) vice versa.
- 5.3 Any reference to legislation shall include a reference to that legislation as amended, applied, consolidated, re-enacted by or as having affect by virtue of any subsequent legislation

6. Principles and Key Objective

- 6.1 The Parties agree to establish and participate in a Partnership to be known as “Transport for South Hampshire” (“TfSHIOW”).
- 6.2 The Key Objectives for TfSHIOW are as set out in Appendix 2.

7. Governance Structures, Joint Committee, Senior Management Board and Working Groups and Membership

- 7.1 The Governance Structures, Joint Committee, Senior Management Board and Working Group shall be established in accordance with Appendices 3, 4 and 5. Any proposed change to this Agreement or the Joint Committee (but not the Senior Management Board, Working Groups or any other similar structures) shall be treated as a variation in accordance with Clause 18.
- 7.2 The terms of reference and membership of the Governance Structures, Joint Committee and Working Group shall be as laid out in Appendices 3 and 4. Any proposed change to membership shall be treated as a variation in accordance with Clause 18.

8. Decision Making

- 8.1 A Joint Committee will be established with the terms of reference, membership and constitutional arrangements as set out in Appendices 3, 4 and 5.
- 8.2 The Joint Committee will be administered by the relevant Lead Authority appointed in accordance with Clause 12 of this agreement. The constitutional arrangements for the Joint Committee will be determined by that Lead Authority and will, unless the Lead Authority determines otherwise, follow the Constitutional arrangements of the Lead Authority.
- 8.3 The quorum for the joint committee shall be all parties, & decisions shall be unanimous.

9. Legal, Governance and Financial Administration Issues

- 9.1 TfSHIOW shall appoint one of the Parties to provide the services of legal adviser to the partnership under this Agreement, and that authority shall act as Lead Authority for providing advice and guidance on all corporate governance, constitutional and other legal matters. The charges for such provision (which may be sub-contracted by that authority to other authorities or the private sector) shall be met in accordance with clause 10 of this Agreement.
- 9.2 TfSHIOW shall appoint one of the Parties to provide the services of financial adviser to the partnership under this Agreement and that authority shall act as Lead Authority for providing advice and guidance on all financial administration and other associated financial issues. The charges for such provision (which may be sub-contracted by that authority to other authorities or the private sector) shall be met in accordance with clause 10 of this Agreement.

10. Financial Commitments of the Parties

- 10.1 The running costs shall be met by a financial contribution from the parties commensurate and based on a pro rata formula agreed by the Joint Committee based on population.
- 10.2 Capital schemes shall be funded and the costs of those shall be met from funding either from Government, other agencies, the private sector and/or jointly funded by the parties and/or other local authorities, and funding for capital schemes shall be managed and handled separately from the running costs and revenue expenditure of the Joint Committee.

11. Staff

- 11.1 When any Party agrees to undertaking work at the request of TfSHIOW, the staff of the Party undertaking such work shall be considered to be seconded to TfSHIOW.
- 11.2 During the period of secondment, the staff shall continue to be employed by the Party from whom they were seconded and managed by that Party and no changes to the staff's terms and conditions of employment shall take place.
- 11.3 When the period of secondment comes to an end, the staff shall be treated as having returned to their original authority on the terms and conditions applying to their posts had they not been seconded

12. Lead Authorities and their Duties

- 12.1 In order to achieve the objectives of the partnership, the Parties may appoint a Lead Authority to act on their behalf in implementing decisions of the Joint Committee.
- 12.2 In the event of an authority being appointed as Lead Authority by TfSHIOW, subject to any terms, conditions, limitations or caveats, the Lead Authority shall:
- a. act as agent for TfSHIOW in the management and day-to-day supervision of the particular task the Lead Authority has been asked to lead on;

- b. compile and return all financial and participation data relevant to the task that the Lead Authority has been asked to lead on;
 - c. convene meetings comprising such individuals, bodies or others as agreed by TfSHIOW in establishing the Lead Authority arrangements and update the Parties to this Agreement on the progress of the task assigned to the Lead Authority;
 - d. act as the representative of TfSHIOW in any discussions or negotiations when acting as the Lead Authority;
 - e. provide such administrative resources and office facilities as are reasonably necessary to enable the Lead Authority to manage the project (subject to any caveats or limitations agreed by TfSHIOW in establishing the Lead Authority arrangements);
 - f. exercise overall responsibility for ensuring the quality assurance of the project or task assigned to the Lead Authority, including monitoring and evaluation in consultation with other Parties; and
 - g. play such other role(s) as would normally and reasonably be expected of a Lead Authority in relation to the project or task as assigned.
- 12.3 The Lead Authority shall have full authority and power to act within the scope of the roles and responsibilities laid out in this Agreement on behalf of TfSHIOW in the course of or for the purpose of doing the activities agreed by TfSHIOW as Lead Authority in relation to the specific task assigned. Such action may be taken without further consent or approval from the Joint Committee provided this is within the scope of the authority given by the Joint Committee. The parties shall take such steps as shall be necessary to enable the Lead Authority to fulfil its role.

13. Termination and Withdrawal

- 13.1 TfSHIOW recognises that the success of the partnership depends upon the mutual co-operation of all the Parties and the withdrawal of any Party may have serious administrative and financial repercussions for the remaining Parties and any Party withdrawing from TfSHIOW shall, unless otherwise unanimously agreed:
- a. give six months' notice in writing of withdrawal to all other Parties; and
 - b. the other Parties shall consider what future arrangements should apply for the discharge for their functions which may include to agreeing to continue joint arrangements further to a new joint agreement.

14. Intellectual Property

- 14.1 Unless otherwise agreed:
- a. The Parties shall not acquire any right, title or interest in or to the intellectual property rights of TfSHIOW.
 - b. TfSHIOW will not acquire any right, title or interest in or to the intellectual property rights of the Parties.
- 14.2 Any issues, challenges or claims in relation to any intellectual property rights shall be advised to each of the Parties immediately, and any intellectual property right claim shall be managed by the Parties as agreed.

15. Data Protection, Freedom of Information, Information Sharing and Confidentiality

- 15.1 Without prejudice to the specific requirements of this clause, each Party shall comply with its legal requirements under data protection legislation, the General Data Protection Regulation, freedom of information and associated legislation, and the law relating to confidentiality.
- 15.2 An authority will be appointed as a Lead Authority for the purposes of ensuring compliance with any legislative or legal requirements relating to these issues should they arise directly in relation to TfSHIOW (as compared to information held by the Parties to this Agreement).
- 15.3 Subject to any legal obligations either arising upon the Parties and/or TfSHIOW, information supplied by the Parties or third parties shall, unless agreed by TfSHIOW, subject to any over-riding legal obligations, be treated as confidential.

16. Liability of the Parties

- 16.1 Whilst the Parties shall make all reasonable attempts to mitigate loss, each Party (“the indemnifying Party”) shall be liable for and indemnify the others against any expense, liability, loss, claim or proceeding whatsoever arising under any statute or at common law in respect of personal injury to or death of any person whomsoever arising out of or in the course of or caused by any act or omission of that indemnifying Party in respect of its role in the activities of the Joint Committee and/or under this Agreement and /or where acting as Lead Authority .
- 16.2 Whilst the Parties shall make all reasonable attempts to mitigate loss, each Party (“the indemnifying Party”) shall be liable for and shall indemnify the others against any reasonable expense, liability, loss, claim or proceeding in respect of any injury or damage whatsoever to any property real or personal in so far as such injury or damage arises out of or in the course of or is caused by any act or omission of that indemnifying Party in respect of its role in the activities of the Joint Committee and/or under this Agreement and/or where acting as Lead Authority .
- 16.3 Whilst the Parties shall make all reasonable attempts to mitigate loss, each Party (“the indemnifying Party”) shall indemnify the others in respect of any reasonable loss caused to each of the other Parties as a direct result of that indemnifying Party’s negligence, wilful default or fraud or that of any of the indemnifying Party’s employees in respect of its role in the activities of the Joint Committee and/or under this Agreement and/or where acting as Lead Authority.
- 16.4 Where a Party is appointed the Lead Authority under the terms of clause 12 of this Agreement, the other Parties shall each indemnify the Lead Authority on pro rata basis according to the proportions of their respective financial commitments as set out in Clause 10 of this Agreement with the intent that the Lead Authority shall itself be responsible for its own pro-rata share.

17. Review

This Agreement may be reviewed at any time by agreement between the Parties.

18. Variations

This Agreement may at any time be varied or amended by the Monitoring Officer where the amendment is minor and has been agreed by all the Parties in writing in advance. Otherwise, this Agreement may at any time be varied or amended by a deed executed by all the Parties

19. Insurance and Indemnification

Each of the Parties shall ensure that they have a sufficient policy of insurance of any work that they undertake on behalf of TfSHIOW and for a period of six years after termination of this Agreement.

20. Severability

If any term, condition or provision contained in this agreement shall be held to be invalid, unlawful or unenforceable to any extent, such term, condition or provision shall not affect the validity, legality or enforceability of the remaining parts of this agreement.

21. Publicity

The Parties recognise their respective public reputations and legal responsibilities. Each Party shall use all reasonable endeavours not to harm or compromise these.

22. Waiver

No term or provision of this Agreement shall be considered as waived by any of the Parties to this Agreement unless a waiver is given in writing by that Party to all other Parties to this Agreement.

23. Notice

Any notice, demand or other communication required to be served under this Agreement shall be sufficiently served if delivered personally to or sent by pre-paid first class recorded delivery post or facsimile transmission to the addresses set out in Clause 3 and if so sent shall, subject to proof to the contrary, be deemed to have been received by the addressee at the time of personal delivery or on the second working day after the date of posting or unsuccessful transmission as the case may be. Anything served personally or transmitted which is received at the recipient's premises on a day when it would not in the ordinary course of its business have been open for business shall be deemed to have been received on the next following day when it is open in the ordinary course of business or would have been if it had not ceased to conduct business.

24. Governing Law

This Agreement shall be governed by and construed in accordance with English Law and the Parties hereby submit to the exclusive jurisdiction of the English Courts.

This agreement may be executed in any number of counterparts, all of which when taken together shall constitute one and the same instrument.

26. Exercise of statutory authority

Without prejudice to this agreement, nothing in this agreement shall be construed as a fetter or restriction on the exercise by any of the parties of their statutory functions.

27. Exclusion of Third-Party Rights

Save to the extent as expressly provided for in this Agreement no person not a Party to this Agreement shall have any right to enforce any term of this Agreement and the provisions of the Contracts (Rights of Third Parties) 1999 shall not apply to this Agreement

28. Survival of Clauses

The following clauses shall survive the expiry or termination of this Agreement

- Clause 4 (Definitions)
- Clause 5 (Interpretation)
- Clause 6 and Appendix 2 (Principles and Key Objectives)
- Clause 9 (Legal, Governance and Financial Administration Issues)
- Clause 10 (Financial Commitment of the Parties)
- Clause 14 (Intellectual Property)
- Clause 15 (Data Protection, Freedom of Information, Information Sharing and Confidentiality)
- Clause 19 (Insurance and Indemnification)
- Clause 23 (Notice)
- Clause 28 (Survival of Clauses)

29. No Partnership at Law

As public bodies, the Parties do not enter into this Agreement with any view of profit. The use of the terms “partners” and “partnership” in this Agreement merely denotes the intention of the Parties to work within local government legislation in a common way to achieve shared objectives and should not be taken as an indication of any legal partnership for the purposes of the Partnership Act 1890.

**THE COMMON SEAL OF THE PARTIES IS
HEREUNDER AFFIXED IN THE PRESENCE OF:**

Authorised Signatory _____
Hampshire County Council

**THE COMMON SEAL OF THE PARTIES IS
HEREUNDER AFFIXED IN THE PRESENCE OF:**

Authorised Signatory _____
Isle of Wight Council

**THE COMMON SEAL OF THE PARTIES IS
HEREUNDER AFFIXED IN THE PRESENCE OF:**

Authorised Signatory _____
Portsmouth City Council

**THE COMMON SEAL OF THE PARTIES IS
HEREUNDER AFFIXED IN THE PRESENCE OF:**

Authorised Signatory _____
Southampton City Council

APPENDIX 1



KEY OBJECTIVES OF TfSHIOW

Objectives of TfSHIOW shall be:

- Development and Delivery of seamless and co-ordinated public transport operation in partnership with the operators across the sub-region and securing infrastructure to support that;
- Development and Delivery of sub-regional transport schemes and innovations and implementation of sub-regional transport policies (including strategic traffic management);
- Pursuing and securing funding for sub-regional transport schemes (and supporting each transport authority in doing so for local schemes);
- Holding and dispersing developer contributions for sub-regional transport schemes;
- Holding and dispersing other transport funding allocated on a sub-regional basis.
- Monitoring and reviewing delivery at sub-regional level and
- Developing and updating transport policies in support of the South Hampshire Spatial Strategy, the Regional Transport Strategy and the Regional Spatial Strategy (The South East Plan).

GOVERNANCE, JOINT COMMITTEE AND WORKING GROUPS
TFSHIOW - TERMS OF REFERENCE FOR JOINT COMMITTEE

GENERAL

- a. This is a joint committee of the Parties under Section 102(1) of the Local Government Act 1972.
- b. The Parties have arranged under Section 101(1) of that Act for the discharge by the Joint Committee of such of the council's functions as are within the terms of reference (set out below).
- c. Certain functions are delegated by this Joint Committee within their terms of reference to officers.
- d. Where a function or matter within the Joint Committee's competence has been delegated, the Joint Committee may exercise that function / matter concurrently with the officer to whom it has been delegated.

TERMS OF REFERENCE

1. To develop and keep under review the strategic policy framework within which the Parties can each discharge their transportation functions and other incidental or linked functions so as to achieve the Key Objectives across the TfSHIOW Area.
2. To recommend the Annual Business Plan to the parties who will approve the Business Plan through their own decision-making system and, once approved, to implement the approved Annual Business Plan
3. To discharge, on behalf of the Parties their functions where such arrangements:
 - affect two or more of the Parties; and
 - have been authorised by all of the Parties by being specifically referred to in the Approved Annual Business Plan.
4. To influence, advise and lobby government and other agencies, both nationally and internationally, where to do so is consistent with the Key Objectives.
5. To commission research into matters relevant to the Key Objectives.
6. To pursue and seek funding.
7. To develop proposals for the future development of TfSHIOW.
8. To develop proposals on how the Parties can discharge their functions to promote or improve the economic, social and environmental wellbeing in the TfSHIOW area to achieve the Key Objectives
9. To carry out such other activities calculated to facilitate, or which are conducive or incidental to the discharge of the TfSHIOW's functions in implementing the Annual Approved Business Plan
10. To report to the Partnership for South Hampshire (PfSH) on progress in delivering the key objectives.
11. To organise and run, at least on an annual basis, a conference of all the relevant and interested stakeholders

12. To appoint members to the Working Groups and to modify or vary the terms of reference of the existing working groups set out in Appendix 4, and to establish such further Working Groups from time to time as the Committee considers necessary.

TERMS OF REFERENCE FOR THE SENIOR MANAGEMENT BOARD

GENERAL

The Senior Management Board is an informal body and without statutory powers or authority, save as directly delegated to individual officers by their authority / the Joint Committee of TfSHIOW.

SPECIFIC TERMS OF REFERENCE

1. To provide policy advice to the Joint Committee and to implement the decisions of the Joint Committee.
2. To provide policy advice on behalf of the parties to the Joint Committee.
3. To implement the decisions of the Joint Committee.

GENERAL TERMS OF REFERENCE

1. To provide advice and guidance to the Joint Committee within the specific terms of reference of the Joint Committee.
2. To monitor and review the activities of the five Working Groups.
3. To monitor the business plan and delivery and to recommend future iterations of the business plan to the Joint Committee.
4. To implement and deliver the decisions of the Joint Committee.

TERMS OF REFERENCE FOR THE WORKING GROUPS

GENERAL

- a. These Working Groups are informal bodies and without statutory powers or authority save as directly delegated to individual officers by their authority / the Joint Committee.

SPECIFIC TERMS OF REFERENCE OF THE WORKING GROUPS

1. Transport strategy
2. Public Transport (bus, rail, ferry and integration improvements).
3. Strategic traffic management and travel information
4. Strategic transport corridors
5. Resources and funding

GENERAL TERMS OF REFERENCE FOR ALL WORKING GROUPS

1. To provide advice and guidance to the Senior Management Board and Joint Committee within the specific terms of reference of each Working Group
2. To monitor and review the budget, governance, financial compliance matters and issues where appropriate.
3. To monitor the action plan and delivery
4. As delegated by the Joint Committee / Working Group, to be responsible for operational decision making & the day-to-day management of projects and activities carried out in the name of or on behalf of TfSHIOW

MEMBERSHIP

Joint Committee

One Executive Member of each of the partner local authorities leading on the respective issues within the Terms of Reference of the Joint Committee or exceptionally in the absence of that person, any properly appointed substitute member of the relevant partner local authority or another Executive Member of that local authority to attend the meeting as a Joint Committee member.

Note: A standing invite to the Committee will be provided to TfSE, National Highways and Network Rail, any and each of whom will be eligible to attend and speak but, for the avoidance of doubt, not vote. In addition any national or regional transport body that the Joint Committee feels would be appropriate may be invited to attend and contribute, but not vote.

A standing invite also exists so that the relevant district councils may attend any meeting and may also attend any meeting and speak (with the consent of the chair) where a matter of relevance to their jurisdiction is under discussion. For the avoidance of doubt, the relevant district councils are:

- Havant
- Gosport
- Test Valley
- Fareham
- New Forest
- Winchester
- Eastleigh
- East Hampshire

A standing invite also exists so that the relevant transport operators and/or stakeholders may attend any meeting and may also attend any meeting and speak (with the consent of the chair) where a matter of relevance to their operation is under discussion.

Senior Management Board

The Chief Executives of each of the partner local authorities, or their senior representatives.

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Purpose: For Decision

Committee report

Committee	SOLENT TRANSPORT JOINT COMMITTEE
Date	20 OCTOBER 2021
Title	BUSINESS PLAN- 2021/22 – PROGRESS UPDATE
Report of	CONRAD HAIGH – SOLENT TRANSPORT JOINT COMMITTEE

EXECUTIVE SUMMARY

1. This report covers current activities this fiscal year against the approved Business Plan. This covers three overarching strands of work:
 - Short/ medium term, continuing successful delivery of Future Transport Zone programme
 - Short/ medium term, continuing and where possible completing activities started in 2020/21 - including our role facilitating liaison between the Local Transport and Local Planning Authorities as part of the PfSH Statement of Common Ground project; and development of a strategic vision statement/ shared high-level strategy across the four Member LTAs.
 - And medium/longer term actions which will help position the Solent to capture a share of govt funding anticipated over the next few years for transport linked to the “green industrial revolution” and other opportunities - including the strategic vision statement work referenced above, in addition to actions such as further development of the Solent Rail Connectivity proposals.

These activities will also support rebuilding/ rebounding from Covid, and deliver against many of the policies and strategies of our funders. They are also the areas where Solent Transport judges it can best add value for our member LTAs.

BACKGROUND & WIDER PICTURE

2. Solent Transport is currently working to a Business Plan that was approved at the 4th March Joint Committee meeting.

3. The ongoing effects of the Covid-19 pandemic, Brexit and issues of recovery continue to ensure the pace of change in the transport sector is significant, reflecting impacts and changes on society and the nation in general. Despite this Solent Transport have made good progress against the current business plan.
4. Solent Transport continues to be agile, adapting and flexing to respond as positively and effectively as possible to issues and opportunities that have arisen. Overall we continue to do this with a significant degree of success, however we have experienced some of the effects of Covid and Brexit related matters including increased difficulties in recruiting and other associated HR and business related issues.
5. Some of the changes observed during the Covid-19 pandemic will endure into the future. Many of the changes in people's lifestyles and functioning of the economy, business and society during 2020 were accelerations of previously slow-moving but growing trends, such as increases in working from home, and growth in online deliveries and other services moving online. Solent Transport is making plans to adapt to these changes, this can be seen in several pieces of work including the Future Transport Zone and further development of the Sub Regional Transport Model.
6. Partner Authorities and Solent Transport continue to try to manage these these changes, this includes:
 - Rebuilding user confidence in public transport, and restoring passenger levels
 - "locking-in" some of the recent growth in walking, cycling and other modes of travel, and working/ accessing services remotely
 - Managing growth in goods vehicle traffic
 - Continue to reduce "rebound to car"
7. The Business Plan also recognises the considerable pressure the Covid crisis has brought to our funder authorities' resources – both in demands to deliver schemes and initiatives the negative financial impacts on the Local Authorities.
8. The challenges that the transport sector, and our Member authorities must respond to, have not gone away. This includes the climate crisis; regenerating the economy responding to post-Brexit opportunities; and actions to support healthier lifestyles and environments for residents. All of our Member authorities have now declared climate emergencies.
9. The UK Government published it's "Ten point plan for a green industrial revolution" in November 2020. This document sets out the Government's plan to rebuild the UK's economy post-Covid on a sustainable, zero net carbon footing. Two of the ten points in the Government's plan relate to the transport sector:
 - Accelerating the transition to zero carbon (electric and hydrogen fuel) vehicles, with an end to sale of fossil fuel powered private cars in 2030, and most hybrid cars by 2035

- A step-change in investment in public transport, cycling and walking infrastructure, and a transition to zero-emission public transport, to increase the share of journeys taken by these modes of travel. Financial support over the coming years will include tens of billions of pounds in enhancements and renewals of the rail network, £4.2 billion for urban public transport, and £5 billion on buses, cycling and walking
10. Achieving these points will require transformative actions and changes in our sector over the next 5 to 10 years which will be much greater in scope than the short-term changes observed during 2020.
 11. Whilst there are great challenges and opportunities in the future, the other major background consideration for this business plan is the very significant - arguably transformational- level of Government funding for infrastructure, service and behavioural change initiatives which was secured by our Member LTAs and by Solent Transport itself in the last financial year.
 12. The Transforming Cities Fund programmes underway in the Portsmouth and Southampton city regions are delivering a collective £171m (£112m from DfT) of improved infrastructure for public transport and walking/cycling. Continuing to support our Members' successful delivery of TCF programmes will be an important priority for Solent Transport this year.
 13. One of the key ways we will achieve this is through delivery of Solent Transport's Future Transport Zone (FTZ) programme. The FTZ programme was awarded £28.75m by DfT in March 2020. Southampton City Council are the accountable body for the programme but Solent Transport are responsible for leading the delivery and governance arrangements. The FTZ is a Solent-area wide programme which complements both city region's TCF programmes, and other LTA objectives.

REVIEW OF PROGRESS AGAINST 2021/22 SOLENT TRANSPORT BUSINESS PLAN

14. As stated, Covid 19 has required us to be agile and responsive. However, the majority of the priority objectives in the business plan are being achieved, and those which have been delayed, due to Covid impacts and/or diversion of resource for initiation of the FTZ programme, are in progress.
15. **Commencement of delivery of the FTZ programme, continuing to 2024:** Following interim staffing arrangements during 2020/21 to allow a rapid start to the programme, a full recruitment programme has been completed and almost all staff roles highlighted in the original staffing plan have now been filled. Additionally the following achievements are highlighted:
 - Full review of programme plan to respond to changed circumstances (Covid 19) agreed with funder (DfT) and now being implemented
 - All Project Inception Documents and plans have been prepared and agreed for all active projects
 - Governance, joint working, partner funding arrangements completed
 - A further trial of vertical take-off drones for cross-Solent medical logistics is in progress this autumn.

- E-scooter/ micro-mobility framework procurement completed, Isle of Wight, Southampton and Portsmouth trials have been underway since November 2020 (IOW) and March 2021 (SCC,PCC).
 - Mobility as a Service (MaaS) app system procurement completed and work is well advanced for public launch; “Beta” versions of the product are already in early testing and branding is being developed.
 - Solent Go carnet (multi-trip) products – Saver5 carnet ticket now available for purchase by public but has been “soft launched”; plans for active promotion in conjunction with launch of the Solent MaaS app are set for March 2022
 - Southampton and Portsmouth Bike/ e-bike share scheme market testing and feasibility is complete and procurement is underway.
 - A review of the planned DDRT trial has been completed and a revised approach is subject to approval by FTZ Steering Group.
 - Monitoring and evaluation method reviewed in light of Covid and has been being agreed with NatCen (DfT’s appointed evaluation body), a first year report has also been prepared.
16. A special note of thanks is due for PCC’s procurement team and SCC’s HR and finance team, who have provided significant support in procurement activities for FTZ to date.
17. **To deliver a new Solent Transport Strategy:** Progress on this task commenced in January 2020 with workshops for partner bodies but it proved difficult for both Solent Transport and Partner Authorities to prioritise this work during the pandemic. Solent Transport also had to reprioritise staff time to support FTZ initiation.
18. This piece of work will provide an area-wide vision statement and high-level strategy which links together our Authorities’ Local Transport Plans and other key sub-regional, regional and national emerging/adopted strategies and plans in a coherent way. This will make it easier for the Solent area to collectively articulate its transport priorities and ambitions.
19. Work to develop supporting evidence to underpin this continues, jointly with University of Southampton to use the National Infrastructure Systems Model (NISMOD) to test around 50-60 possible strategic interventions at a high level, establishing their likely effectiveness to help inform prioritization within the strategy. This work is also acting as a “test” of NISMOD as a potential tool that could be accessed to undertake more rapid testing of options for strategy development.
20. At time of writing the NISMOD study had recently been completed but the outputs not fully digested. Once this has happened, we will seek to convene a “task and finish” group of officers from the Member LTAs with the aim of jointly developing a draft version of this Statement during late 2021/early 2022.
21. The use of NISMOD also helped explore its possible use as a a simplified “sandbox” model for testing of high-level scenarios and options more economically and quickly than the present SRTM. The exploration of such a “sandbox” model concept was an objective of the 2020/21 business plan.
22. **To continue to operate the Sub-Regional Transport Model (SRTM) and further explore development & improvement options:** The SRTM continues to be a highly

relevant resource for the Solent area. Between 2017 and 2020, SRTM has provided transport and economic evidence for bids which have secured £183m of external funding for the area. During the 2021/22 financial year so far, a total of 13 studies have utilised the SRTM model.

23. Covid-19 and impacts on travel patterns mean that a major model update to reflect the “new normal” cannot be commissioned until there is stability in movement patterns across the area, including for international travel via our three international “gateways”. Therefore we a major model update looks likely to be feasible in 2023, providing an opportunity for Solent Transport to address some of the shortfall in the finances required for this work.
24. The model-wide “present year validation” exercise previously reported to this Committee has now been completed.
25. Generally the ability of a model to independently forecast travel patterns and flows of a “current” year is taken as evidence that it is “fit for purpose” to forecast future years – although this industry-wide assumption is potentially jeopardised by uncertainty about long term changes in travel patterns and behaviours post-Covid.
26. This exercise compared the model’s forecasts for 2019 against recorded traffic counts from that year, and used some further count data from 2019 to update parts of the model in order to improve its forecasting accuracy.
27. For large scale area-to-area movements, eg total counts of traffic crossing “enclosures” around towns/cities or “screenlines” containing multiple count sites across an area, the SRTM’s 2019 forecasts come close to achieving standards set out in DfT’s guidance. In most geographical areas the DfT guidance standard has been achieved with only a small number of areas where they are not. The table below shows model-wide performance.

Criteria		AM Peak	Inter-peak	PM Peak
<p>DfT TAG standard: <i>“Differences between modelled flows and counts should be less than 5% of the counts, on all or nearly all screenlines*”</i></p> <p><i>*Nb: TAG does not define what “all or nearly all” means in percentage terms</i></p>	Whole model	84%	84%	83%
“Relaxed” standard: Modelled flows within 10% of the counts	Whole model	91%	95%	88%

28. Comparison of 2019 traffic flows at individual count points with model forecasts for 2019 at the same locations has also been undertaken. This more detailed level of validation gives an indication as to how accurately the model is forecasting traffic at individual points on the highway network. This helps to establish its suitability for use on projects such as scheme development and development planning projects, where understanding impacts of changed demand or infrastructure at specific parts of the network is important.
29. The table below shows these results for all vehicle flows. The SRTM 2019 model year comes close to achieving the TAG standard, and exceeds the TAG standard for the motorway network.

Criteria		AM Peak	Inter-peak	PM Peak
DfT TAG standards: >85% of locations should meet the below standards <ul style="list-style-type: none"> • Individual flows within 15% of counts, for flows from 700 to 2700 veh/hr • Individual flows within 100 veh/hr of counts, for flows less than 700 veh/hr • Individual flows within 400 veh/hr of counts, for flows more than 2400 veh/hr 	Whole model	71%	79%	69%
	Motorway Network	91%	98%	95%

30. Given the large and complex area covered by the SRTM, the results shown above are considered to be acceptable for the model's intended uses, and are an improvement on previous iterations of this exercise albeit still not quite reaching DfT's TAG standards (which are designed for less complex models/areas).
31. A technical report with more details has been published on the Solent Transport website, and has been signed off by our Member LTAs. A supplementary "fitness for purpose" note focusing on the Strategic Road Network in the model has also been circulated to and reviewed by Highways England/ National Highways.
32. Following this successful validation exercise, and per the Business Plan, work has commenced on land use and highway scheme updates and incorporation of various other changes (eg revised post Covid economic forecast changes as specified by DfT and the Office for Budget Responsibility) which will ensure the model incorporates current developments and wider forecasts. In combination with recent guidance issued by DfT on how to adapt transport modelling to better account for uncertainties regarding the post-Covid world, this should extend this important tool's utility by at least a year or two, to 2023.
33. Work has also commenced (supported by HCC and PCC) to re-procure a consultant to operate the model in the short to medium term as part of efforts to improve financial/cost efficiency, and in parallel investigation of potential mechanisms for

securing additional funding for the major upgrade of the model targeted for 2023 is underway.

34. The estimated costs of a major model update (“do minimum” likely cost up to £800k; “do more” likely cost circa £1.2m - both costs based on outline quotes prior to Covid-19 pandemic) still significantly exceeds the available model reserve budget and it is unlikely that current growth of the pot will be sufficient to reach the level required for a “do minimum” upgrade. Therefore exploring further options to increase the value of this reserve, through external income generation and/or financial efficiency, are required.
35. We will therefore explore any and all opportunities for improved financial efficiency and income generation which present themselves. One option under exploration is whether some Member LTAs could implement a scheme by which a small share of capital income from successful funding bids supported by model, could be top-sliced to enhance the model upgrader budget in future.
36. **To work with the Partnership for South Hampshire (PfSH) on the creation of a ‘Statement of Common Ground’:** Solent Transport continues to support PfSH and its consultants on the transport workstream within this project, working to a jointly agreed brief. This has included facilitating liaison and information exchange between the Local Transport Authorities and PfSH/ consultants as the earlier stages of the project progressed, and supporting PfSH on transport modelling of potential Strategic Development Opportunity Areas using the SRTM model.
37. Following recent completion of the modelling work Solent Transport is supporting further engagement & liaison between PfSH and the LTAs to discuss the results/outputs and how they influence the development of a preferred Spatial Strategy, as well as supporting the drafting of shared transport related policies for inclusion in the draft Joint Strategy document.
38. An update on the findings of the Employment, Economic and Commercial Needs (including logistics) Study was presented to and noted by PfSH Joint Committee on 22nd March ([link](#)). A key finding of this study was an identified need for up to five larger strategic warehouses in the South Hampshire. PfSH are currently considering how to take forward the recommendations in the Study, particularly the need for up to five larger warehouses (including transport/accessibility issues). This could also have transport / highways implications.
39. Solent Transport provided specialist advice and support to PfSH on transport matters, and facilitating engagement between PfSH and our Member LTAs. Member Authority officers have stated that that this activity has added value through reducing duplication of calls on their staff time, and has also contributed to more unified approach to review/ response to early stages of the transport study, although there is a clear need to ensure that the respective roles of Solent Transport and the LTAs is fully understood by the Local Planning Authorities.
40. **Profile-raising, marketing & branding:** Solent Transport has been very active during the period and has achieved significant success in this area:

- **Brand development** – Solent Transport will ‘go live’ with a refreshed and update website at the end of September 2021. We have also developed branding concepts for the MaaS product which is being finalised ahead of proposed MaaS promotional launch in Feb \ March 2021. New marketing and comms protocols have been drawn up and agreed with the LTA comms departments.
- **Government engagement** – We continue to work closely with both TfSE and national government, particularly on the Future Transport Zone and E-scooters projects and have regular engagements with both.
- **Conferences** – Staff from Solent Transport have spoken on subjects ranging from the benefits of the FTZ and e-scooters, to mobility hubs and MaaS applications. Conference hosts have included Landor LINKS, TfSE, Buckinghamshire Council and Smartex.
- **Social media** – Creation and ongoing use of a Solent Transport LinkedIn page, this has been key to promotion of the FTZ work and to recruitment. 68% increase in followers since the beginning of December.
- **Media coverage** – Solent Transport has through the FTZ created several media opportunities particularly around Drones and E-scooter work, resulting in a significant level of media coverage.
- **Future FTZ marketing** - A marketing agency has been engaged to support the marketing and communication activities of the FTZ programme. This support includes the development of a brand for the MaaS product. The Marketing and Communications Manager continues to work closely with operators and LTAs to lead, develop and coordinate marcomms activity.
- **My Journey** – Solent Transport is currently working with Wokingham Borough Council and Bracknell Borough Council to agree brand licensing for the use of My Journey.

41. **Solent Go:** The Saver 5 Carnet ticket was made available across the Solent Go region on 12 April. Active promotion so the ticket is planned in line with the MaaS app launch in early 2022. The ticket is also available via all local bus operators own apps. Unicard are presently working on the integration of Solent Go into the MaaS system. Other new products (Hopper ticket, new travel zones and jobseekers' discount) are being planned for delivery. We are also working with Trafi (the developers of the Solent MaaS app) to explore if we can sell Solent Go tickets via QR code from the first release of MaaS.

42. **Rail strategy:** The approved Business Plan includes allocation of staff time to support further development of the Solent Local Rail Connectivity Strategic Study (published in 2020 and endorsed by this committee) to the next stage of the development process (publication of a Strategic Outline Business Case) working jointly with Network Rail.

43. Network Rail have taken forward through the Railway Network Enhancement Pipeline (RNEP) process recommendations that further development funding is allocated by central Government. After passing through the initial hurdles successfully and positively a final decision is awaited from the funder (the Department for Transport) as to entry of these schemes into RNEP; this is being delayed owing to deferment of the government's multi-year Comprehensive Spending Review in November 2020. DfT have however agreed for the next stage of development (preparation of a Strategic Outline Business Case) to proceed, and this has commenced recently, with Network Rail acting as promoter, with continued input and support from Solent Transport. We will seek that this SOBC continues to take into account the Waterside Rail proposals currently being developed via the Government's "Restoring Your Railway" fund, and if possible, we would like to explore potential for greater alignment/synergy between these proposed schemes.
44. Solent Transport is also participating in the working groups for the Network Rail -led Mainline Strategic Study (Tranche 2) which is underway, and which will develop options for future development of long distance/ main line services from Woking west/southbound to the Solent area. This study will be complimentary to the Solent Connectivity study completed last year.
45. Solent Transport has also prepared a shared Solent response to SWR's December 2022 timetable changes consultation, supporting the interests of the Solent sub-region and highlighting some potential opportunities for improved service in alignment with the strategic approach identified in the Solent Connectivity Strategic Study.
46. **Other areas of work:** Solent Transport's work programme for 2020/21 also included several other objectives:
47. **To provide an assurance role for Transforming Cities programmes, subject to agreed funding from TCF partners:** Available budget and reduced level of core Solent staffing as made this difficult to accommodate within present resources. It has now been agreed that the two separate TCF schemes will audit and provide assurance on each other.
48. **To assist in the delivery of work package 3 of the Highways England Travel Demand Management work:** Solent Transport has taken the lead on Work Package 3 which has now been allocated to mobility hubs, following programme changes as a result of Covid-19 reducing the viability of originally planned uses for this part of the funding. A detailed design guide and model for identifying the likely successful sites has been developed and launched. This will provide a standard and route map to provide a consistent and high-quality delivery of these facilities across Solent authorities. Highways England who funded this guide also intend to use this as a national guide for deliveries of such facilities. Two likely sites at Cosham and Winchester have been identified and detailed feasibility studies are underway for these sites.
49. **Continue to support/lead strategic transport planning projects and initiatives which collectively benefit our Members potential to access funding:**

50. We continue to input and engage with TFSE led studies, particularly the Outer Orbital study, Future Mobility Strategy and Freight Logistics and Gateway study helping our Members to ensure that these studies fully represent the Solent area's needs, interests and ambitions. We have added value through considering wider/cross boundary connectivity issues and by coordinating inputs to this work so that engagement with TFSE is done in a coordinated and collective manner.
51. **Cross-Solent Connectivity:** Solent Transport continues to engage with and support the IOW Transport Board, to support new initiatives to improve connectivity to and within the Isle of Wight. This has included actions in support of the Isle of Wight's Restoring Your Railway fund bid to DfT and the relevant TFSE study.
52. Finally, we continue to administer and co-ordinate the Solent Transport Joint Committee meetings, occasional Member briefings, Senior Management Board, and are looking to re-start in November 2021 a revised successor to the Strategy Working Group (per 2020/21 business plan proposals) – this engagement group has been on hiatus this year due to diversion of staff resource to support FTZ initiation. This year significant effort and resource has been put in to driving down costs and meeting Partners budgetary expectations, this will continue as discussed below.
53. The table below indicates the estimated time allocations across Solent Transport's core staff, to deliver the above activities.

Estimated Average Resource Implication in days per week	Solent Transport Core Staff Activity
3	Future Transport Zone- Minimum contribution from core staff including management (1.5 days/ week x2) per match funding commitment in FTZ bid. N.B: During 2020/21, core staff time allocated to FTZ exceeded this level, averaging 3.75 days/week.
1	SRTM ongoing operation & administration
0.25	SRTM update & related maintenance activities eg 2019 Present Year Validation & Reference case updates; commissioning process improvements (assumes major rebuild is not procured/commissioned until 2022/23)
1	Strategic vision & high level strategy development, including NISMOD study
0.5	Rail strategy development
0.5	PfSH Statement of Common Ground project
1.5	Solent Transport administration \ management time, including preparation for and actions associated with

	SMB and Joint Committee meetings; administration; recruitment; finance management etc
1.75	Time allowance to accommodate other activities, allocated in accordance with SMB priorities- includes marketing, liaison with stakeholders, Isle of Wight Transport Infrastructure Board, input to M27/M3 TDM project, HIOW LRF, TFSE engagement, and potentially support for other projects that may arise in the coming year (eg Freeports bid). Additional time demands from the Future Transport Zone programme may also need to be accommodated from this allowance.
0.5	Allowance for staff annual leave
10 days	TOTAL

CONSULTATION

54. Our Senior Management Board (SMB) previously highlighted three key ambitions for the medium term: to Develop a Solent Transport Strategy, to update and develop the Sub-Regional Transport Model (SRTM); and to raise the profile of Solent Transport through marketing and lobbying.
55. The approved Business Plan aligns with these ambitions and actions undertaken so that this financial year are helping to deliver that agreed Plan.

FINANCIAL / BUDGET IMPLICATIONS

56. Solent Transport's Budget has not changed since the last report and Solent Transport spend is in line with expectations. Details of this is covered in the finance report and the FTZ report. As agreed by the Joint Committee positive action to explore other options of funding has been taken to some success, particularly around recouping Solent Transport costs against projects and this continues to be explored. This should assist with keeping Solent Transport's core budget on a more even keel.

LEGAL IMPLICATIONS

57. Statutory power to make decisions in this report are provided by the following legislation:
58. S. 1 Localism Act 2011 (the general power of competence) permits Local Authorities to work in partnership with other public and private bodies to secure the delivery of functions, services and facilities that are for the benefit or improvement of the areas they serve.
59. S101 & S102 Local Government Act 1972 grant statutory power for Local Authorities to arrange for the discharge of their functions by a committee, sub-committee or an officer of the authority, by a Joint Committee, or by any other local authority (subject to any express provision within LGA 1972 or any subsequent Act).

EQUALITY AND DIVERSITY

60. No new or revised Policies or Procedures introduced via this business plan. Therefore equality impact assessment not deemed to be required.

PROPERTY IMPLICATIONS

61. No property implications: the content of this business plan makes no proposals for development/ changes which would affect property owned by any of our LTAs

OPTIONS

62. The options presented here are confirmed by SMB as their recommendation for how Solent Transport can best support their respective authorities' priorities, this follows consideration of other options and opportunities.

RECOMMENDATION

63. That the Joint Committee notes the progress against the Solent Transport Business Plan for 2021/22
64. That Hampshire County Council, Isle of Wight Council, Portsmouth City Council and Southampton City Council be invited to note progress against the Business Plan through their own decision-making processes, if required/desired.

Contact Point:, Conrad Haigh, Solent Transport Manager

☎ 07704 304873

e-mail Conrad.Haigh2@hants.gov.uk

Agenda Item 7

DECISION-MAKER:	Solent Transport Joint Committee	
SUBJECT:	Solent Transport Financial Update	
DATE OF DECISION:	20th October 2021	
REPORT OF:	Hampshire County Council as Accountable Body for Solent Transport	
<u>CONTACT DETAILS</u>		
AUTHOR:	Name:	Elain Youngman Elain.Youngman@hants.gov.uk Kate Archer Kate.Archer@hants.gov.uk
SOLENT TRANSPORT MANAGER	Name:	Conrad Haigh Conrad.Haigh@hants.gov.uk

STATEMENT OF CONFIDENTIALITY		
N/A		
BRIEF SUMMARY		
<p>This report presents the Solent Transport final outturn position for 2020/21, the forecast outturn position compared to the approved original budget for 2021/22 and the forecast reserves position.</p> <p>The report also includes a financial update for the Future Transport Zone (FTZ) £28.5m Capital Programme funded by the Department for Transport (DfT) and financially administered by Southampton City Council (SCC).</p>		
RECOMMENDATIONS: That the Joint Committee		
	(i)	Notes the 2020/21 revenue budget final outturn position.
	(ii)	Approves the ringfencing and carry forward of the 2020/21 SRTM commissions surplus to support the funding of the SRTM upgrade.
	(iii)	Notes the 2021/22 revenue budget forecast outturn position.
	(iv)	The Joint Committee approves the proposed staff contract changes from temporary to permanent as set out in paragraph 6, agrees that Solent Transport will underwrite any associated employee liabilities and, in the event funding in the reserve currently set aside for this purpose is insufficient, the partner authorities will meet the balance required pro rata to their respective annual partner contributions.
	(v)	Notes the forecast reserves balance as at 31 st March 2022.
REASONS FOR REPORT RECOMMENDATIONS		
1.	<p>To fulfil the requirements in providing the Solent Transport Joint Committee with:</p> <ul style="list-style-type: none"> • The 2020/21 revenue budget final outturn position. • A revenue budget forecast outturn position for 2021/22. • A review of the final reserves position for 2020/21 and proposed carry forward position, and a forecast reserves position for 2021/22. 	

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED																																									
2.	N/A																																								
DETAIL (Including consultation carried out)																																									
3.	<p>Introduction</p> <p>This report summarises the Solent Transport revenue budget final outturn position for 2020/21, including details of the current reserves position and a forecast of reserve balances for 2021/22.</p> <p>The report also seeks approval for the carry forward of the 2020/21 SRTM Commissions balance into the ringfenced reserve to provide funds for the SRTM upgrade.</p> <p>Also included in the report is a forecast budget outturn position for 2021/22 against the approved budget, based on planned income and expenditure to date.</p>																																								
4.	<p>2020/21 Revenue Budget Final Outturn Position</p> <p>The 2020/21 revenue budget final outturn position is detailed in Table 1 below and includes a net surplus in year of £91,000. The surplus combines a deficit of £8,000 to meet general revenue costs which is offset by a surplus of £99,000 relating to the Sub Regional Transport Model (SRTM) commissions. If the SRTM surplus is added to the STRM reserve in accordance with the previously agreed principle to meet the cost of the future SRTM upgrade, a draw from the revenue reserves of £8,000 would be required to balance the budget.</p> <p>Table 1</p> <table border="1"> <thead> <tr> <th>Budget Heading</th> <th>Budget 2020/21 £'000</th> <th>Revenue Outturn 2020/21 £'000</th> <th>Variation To Budget 2020/21 £'000</th> </tr> </thead> <tbody> <tr> <td>REVENUE</td> <td>£'000</td> <td>£'000</td> <td>£'000</td> </tr> <tr> <td>Staff Pay & Expenses</td> <td>172</td> <td>166</td> <td>(6)</td> </tr> <tr> <td>Finance Accountable body fees</td> <td>5</td> <td>5</td> <td>0</td> </tr> <tr> <td>Marketing</td> <td>36</td> <td>11</td> <td>(25)</td> </tr> <tr> <td>Solent Go – Back Office/Admin</td> <td>26</td> <td>26</td> <td>0</td> </tr> <tr> <td>Studies</td> <td>15</td> <td>0</td> <td>(15)</td> </tr> <tr> <td>Enhancement of Sub Regional Transport Model (SRTM)</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>SRTM Commissions</td> <td>0</td> <td>(99)</td> <td>(99)</td> </tr> <tr> <td>Other Costs</td> <td>0</td> <td>250</td> <td>250</td> </tr> </tbody> </table>	Budget Heading	Budget 2020/21 £'000	Revenue Outturn 2020/21 £'000	Variation To Budget 2020/21 £'000	REVENUE	£'000	£'000	£'000	Staff Pay & Expenses	172	166	(6)	Finance Accountable body fees	5	5	0	Marketing	36	11	(25)	Solent Go – Back Office/Admin	26	26	0	Studies	15	0	(15)	Enhancement of Sub Regional Transport Model (SRTM)	0	0	0	SRTM Commissions	0	(99)	(99)	Other Costs	0	250	250
Budget Heading	Budget 2020/21 £'000	Revenue Outturn 2020/21 £'000	Variation To Budget 2020/21 £'000																																						
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Other Costs	0	250	250																																						

Net Expenditure	254	359	105
Other Income	0	(260)	(260)
Partner Contributions	(190)	(190)	0
Draw from general reserve	(64)	(8)	56
Contribution to SRTM Reserves	0	99	99
Total Funding	(254)	(359)	(105)

Pay and expenses for staff has achieved a small underspend following a reduction in travel costs, largely as a result of Covid 19 restrictions, and savings produced from the removal of the marketing officer post in December 2020. This underspend is partially offset by increased costs of the remaining 2 core staff following a 2.75% pay award (agreed in November and backdated to 1st April 2020).

Marketing and studies costs resulted in an underspend as the majority of work in these areas was carried out directly in relation to the Future Transport Zone (FTZ) and therefore charged to the FTZ budget. The marketing spend reflects work on the rebranding of Solent Transport and an upgrade of the Solent Transport website.

The final 2020/21 position for the SRTM commissions returned a surplus of £99,000 which if approved, will be added to the SRTM ring fenced reserve, as per Table 4 below and held to fund the upgrade of the model in the future.

Additional income was received, matching one off costs incurred against specific projects in 2020/21, detailed in table 2 below.

Table 2

	Other Costs	Other Income
FTZ Drone project	200	(200)
Atkins review – FTZ	25	(25)
Marketing	23	(23)
Highways England - M27/M3 Travel Demand Management project	2	(9)
Active Travel	0	(3)
Total	250	(260)

The Partnership received additional income of £200,000 from the DfT relating to the FTZ project. This income was paid over to the University of Southampton to support the implementation of the Solent FTZ Drone project to provide a trial for a medical distribution service between the mainland and the IOW.

Further income of £60,000 was received to cover additional costs incurred including £25,000 for an Atkins review for the FTZ project funded by DfT, £23,000 marketing costs for the “New Norm” post covid, £9,000 additional costs for staff time spent on the Highways England funded M27/M3 Travel Demand Management project and a £3,000 contribution from Public Health towards research into Active Travel.

5.

2021/22 Revenue Budget Outturn Forecast

The approved 2021/22 budget is detailed in Table 3 below and includes the forecast outturn position. The 2021/22 budget is a streamlined budget providing for essential expenditure only, which is fully funded by partners contributions at existing levels.

Table 3

Budget Heading	Budget	Actuals to Date	Forecast Outturn	Variance To Budget
	2021/22	2021/22	2021/22	2021/22
REVENUE	£'000	£'000	£'000	£'000
Staff Pay & Expenses	158	64	158	0
Finance Accountable Body Fees	5	3	5	0
Marketing	0	0	0	0
Solent Go – Back Office/Admin	27	0	27	0
Studies	0	0	0	0
Enhancement of Sub Regional Transport Model (SRTM)	0	9	44	44
SRTM Commissions	0	0	0	0
Net Expenditure	190	76	234	44
Other Income	0	(2)	(66)	(66)
Partner Contributions	(190)	(190)	(190)	0
Contribution to general reserve	0	0	66	66
Draw from SRTM Reserves	0	0	(44)	(44)
Total Funding	(190)	(192)	(234)	(44)

The budget includes planned annual core revenue expenditure of £190,000 which will be fully funded by Partner Contributions of £190,000, which have been fixed at this rate since 2013.

In addition to the core revenue spend the SRTM commissions forecast a draw of £44,000 from the ringfenced reserve, partly to fund interim works on the

model, including a model wide validation exercise to ensure the model is fit for purpose, prior to the upgrade.

The budget, forecast and reserves reflect the assumption that any surplus or deficit from the SRTM Commissions will be added or drawn from the ring fenced SRTM reserve, in line with previous years.

In a bid to increase the SRTM reserve Solent Transport will continue to work in a more commercial manner, charging for any additional time spent on projects over and above its agreed commitment and to begin charging for activities that third parties benefit from.

The staff pay costs budget meets the cost of the two members of staff and includes a forecast of £6,000 for staff expenses. The budget and forecast contain no built-in provision for an inflationary pay award in 2021/22, if this should occur the cost would need to be met from reserves or other funding would need to be secured.

Other forecast costs are for the annual charges from the accountable body and the Solent Go back-office costs.

Partner contributions continue to be forecast at the current levels, with no inflationary increase applied. The current Partner contributions only provide sufficient funding to meet the cost of the 2 core staff, the Finance Accountable Body fees and the annual Solent Go back-office charge. Any additional spend for marketing, studies or new projects will need to be self-funding, funded by an agreed increase in Partner Contributions or funded from reserves, ensuring the reserve does not drop below the deminimus level of £10,000.

Details of current core partner revenue contributions for 2021/22 are shown in table 4 below.

Table 4

Authority	Current Contribution £	Current Contribution %
Hampshire County Council	£90,000	47%
Southampton City Council	£40,000	21%
Portsmouth City Council	£40,000	21%
Isle of Wight	£20,000	11%
Total	£190,000	100%

	<p>The receipt of £66,000 additional income is forecast made up of £5,000 contribution from HCC, £12,000 recharge for officer time spent on SRTM commissions, £49,000 towards the cost of officer's time utilised on FTZ (Future Transport Zone) and Highways England funded M27/M3 Travel Demand Management projects. These charges are for Officers time above the contracted level. This additional income will top up the general reserve at the end of 2021/22.</p> <p>An expected draw of £44,000 is required in 2021/22 from the SRTM reserve to fund the cost of the re-validation exercise of the 2019 model and the subsequent updates required.</p> <p>Currently there is no forecast for additional spend, but this may change as the year progresses.</p> <p>This position could improve as the year progresses, if there is an increase in activity from private sector clients, which generate more income. Other options being explored are to top slice a small percentage from capital bids to fund the SRTM upgrade.</p>
<p>6.</p>	<p>Staff</p> <p>The current Solent Transport staff are both employed on temporary contracts, which end in November 2021 and January 2022. It is proposed that both positions are made permanent with immediate effect to aid staff retention and provide service continuity.</p> <p>Both individuals will have accrued employment rights having been continuously employed for more than two years. Solent Transport has made provision in its General Reserve to meet potential employee liabilities including but not limited to potential future staff exit costs in relation to redundancy, this amount will be reviewed annually and continue to be ring fenced within the reserve but in the unlikely event this funding were to be insufficient it is recommended that the partner authorities meet the balance pro rata to their respective annual partner contributions.</p> <p>Furthermore, the Joint Committee is asked to indemnify the County Council against any liabilities, costs and expenses incurred by the County Council in respect of any claim or action brought by any of the employees for which the County Council hosts the posts on behalf of the partner authorities, any acts or omissions of the employees and any claims brought by any third party arising out of the acts or omissions of the employees during the course of their contracts of employment. This is in accordance with section 16 of the Joint Legal Agreement.</p> <p>The proposal as already been passed by The Solent Senior Management Board, in principal (27th May 2021) Joint Committee are asked to approve this contract change</p>

7.

Future Transport Zone (FTZ) Programme

This FTZ programme is a significant piece of work, with £28.75m awarded for the programme by the Department for Transport in March 2020. Solent Transport is responsible for leading the delivery and governance arrangements of the programme, with Southampton City Council as the Accountable Body.

The current spend on the project is £1.2m with a further £900k committed to projects. Six fixed term staff have now been recruited in the FTZ Delivery Team including the programme manager. Work on the project is progressing well, with no financial risks identified. Detailed financial reporting on the FTZ will be undertaken separately to this report, however a summary of spend up to the end of August 2021 is included in Appendix 1.

8.

General Reserve Balance

The general reserve balance as at 31st March 2021 is £55,000 and includes as detailed in Table 5 below. This includes £10,000 which is a ringfenced reserve to meet potential HR costs in the event of the Partnership dissolution. The general reserve is expected to increase to £121,000 by the end of 2021/22 due to additional income generated in year.

Table 5: Summary of reserves

	General Reserve	SRTM Reserve
	£'000	£'000
Opening balance 1/4/2020	63	361
Final draw for 2020/21 budget	(8)	0
Additions		99
Opening balance 1/4/2021	55	460
Proposed draw for 2021/22 budget	0	(44)
Additions	66	0
Closing balance 31/3/2022	121	416

The Sub Regional Transport Model (SRTM) reserve is held to fund upgrades of the SRTM. This upgrade was due in 2021/22 but the reserve is not sufficient to meet the anticipated cost of between £500,000 and £1.2million. To enable the full upgrade to progress additional commissions or other sources of funding are required. In the interim, the Business Plan - 2021/22, Review and Update Report contains information about recent work to extend the life of the current model as well as options under consideration to increase income to fund future upgrades.

9.	<p>Conclusions</p> <p>Excluding the SRTM commissions, which are transferred to the SRTM reserve to fund future upgrades of the model, the final outturn position for 2020/21 shows a pressure against the budget, requiring a draw from the general reserve of £8,000 to supplement Partner contributions and fully fund net expenditure, reducing the revenue reserve to £55,000. This is an improved position from previously forecast in the last report.</p> <p>The SRTM commissions in 2020/21 produced a surplus of £99,000, increasing the ring fenced SRTM upgrade reserve to £460,000.</p> <p>The general reserve projected outturn for 2021/22 is £121,000 following a projected surplus of £66,000 mainly resulting from recharging staff time against externally funded projects. Current projections include essential expenditure only, but if further expenditure is incurred this will reduce the balance added to the general reserve.</p> <p>The SRTM reserve is currently projecting an outturn for 2021/22 of £416,000 following a draw from the reserve. This position is also subject to change depending on the volume and type of commissions received in year.</p>
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RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
9.	
<u>Property/Other</u>	
10.	N/A - no property considerations associated with this decision
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
11.	N/A
<u>Other Legal Implications:</u>	
12.	N/A
RISK MANAGEMENT IMPLICATIONS	
13.	No tangible risks attached to this decision.
POLICY FRAMEWORK IMPLICATIONS	
14.	N/A

KEY DECISION?	N/A
WARDS/COMMUNITIES AFFECTED:	Affects all parts of Solent area as the four local Highway & Transport Authorities make up Solent Transport.
<u>SUPPORTING DOCUMENTATION</u>	

Appendices

1 Future Transport Zone Reporting – Total project expenditure 31st August 2021

Work Programme	Capital Budget	Capital Spend To 31 st August 2021	Committed Spend	Balance Available
WP 1 – MaaS	£5,927,714	£0	£316,000	£5,611,714
WP2 – Solent Go	£781,500	£5,000	£103,000	£673,500
WP3 – Mobility Credits	£665,626	£0	£0	£665,626
WP4 – Bike Share	£2,399,730	£86,272	£19,700	£2,293,758
WP5 – Lift share	£308,038	£0	£351,000	(£42,962)
WP6 – DDRT	£771,000	£0	£0	£771,000
WP7 – E-Scooter	£880,000	£60,488	£0	£819,512
WP8 – Micro Consolidation	£2,499,447	£0	£0	£2,499,447
WP9 – Macro Consolidation	£895,192	£0	£0	£895,192
WP10 – Drones Logistics	£8,044,034	£200,000	£0	£7,844,034
Other – Staffing, marketing etc	£5,586,719	£830,613	£108,000	£4,648,106
TOTAL	£28,759,000	£1,182,373	£897,700	£26,678,927

Documents In Members' Rooms

1.	None	
Equality Impact Assessment		
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.		No
Privacy Impact Assessment		
Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out.		No
Other Background Documents		
Other Background documents available for inspection at:		
Page 51	Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)

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FTZ E-Scooter Trials – Funding Paper

Tim Forrester (FTZ Programme Manager) - September 2021

Decision Requested:

It is requested that the following approval is made by the Solent FTZ Programme Board:

To approve the proposed allocation of FTZ funding for each LTA to cover work (undertaken to date and forecast) on the planning and delivery of their e-scooter trials up to March 2022.

Background

In July 2020 a proposal was submitted to the DfT by Solent Transport on behalf of its partners HCC, SCC, PCC and IoW, for the Solent region to be part of the national E-Scooter trial programme. This proposal was successful, and it was agreed that a proportion of the existing FTZ Budget should be re-allocated to the e-scooter trials. A total of £860,000 was set aside for the LTAs to contribute towards their trial costs.

A paper was submitted to the Solent FTZ Programme Board (PB) on 12th October 2020 in relation to how this £860,000 budget would be allocated between the four LTA partners. Within the paper a number of options were presented to the Board and the Board's decision was to adopt option 1, i.e. the allocation to be based on the principle of the relative length of the trial period and number of e-scooters associated with each LTA trial. For reference, a copy of the October paper is included in appendix A of this paper.

It should be noted that the LTA's e-scooter funding allocation from the FTZ budget is based on a maximum budget ceiling level and it represents an 'all in' figure, which includes the budget requirements to support operator costs to ensure they are commercially viable for the operator, the scheme feasibility work and design, and for appropriate on street infrastructure improvements (e.g. signage, bay markings, TROs, electrical connections for docks if required and other minor works). It should therefore be noted that the LTA allocation reflects a final settlement figure and that no separate 'works budget' is available from the FTZ budgets. It should also be noted that they are conditional on the IoW involvement in Solent Go branding, smart card and MaaS product in line with the Solent FTZ programme bid.

The Board paper submitted in October also outlined a proposal (subsequently approved by the Board) for a process to be followed for managing LTA Officer costs required to support the planning and delivery of FTZ projects. This process involves each of the four LTAs submitting a 'LTA Staff Allocation Settlement' spreadsheet, which highlights their costs (both actual and forecast). The spreadsheet enables LTAs to build up details on costs based on proposed staff rates (£s per hour) per grade and the number of hours worked for each task/activity by each staff grade.



Purpose of this Paper

This paper is a follow up to the previous paper issued to the Solent FTZ PB in October 2020 in relation to how FTZ funding for the e-scooter trials should be allocated to the LTA partners.

Subsequently to the issuing of the previous paper, the FTZ e-scooter trials were launched on the IoW in November 2020, and within PCC and SCC in March 2021. More details have since emerged as to the actual costs incurred in the initial planning and delivery of these trials and the expansion (and consequently forecast costs) of the schemes during the lifetime of their trial period.

This paper presents an update on the proposed FTZ funding allocation for the e-scooter trials, which is now based on more detailed actual and forecast costing information. Forecast costs included in the paper are based on the trials finishing in March 2022. It should be noted that whilst the original timescales were based on the Solent trials finishing in November 2021, the DfT have since indicated that the time frame for all existing UK trials can be extended further from November to March 2022, subject to local agreements. This paper assumes that all trials in the Solent area will be extended to March 2022.

The DfT has also recently announced on the 6th August that after March 2022, e-scooter trials can potentially transition to pilot deployment schemes. It should be noted that costs included in this paper do not consider in detail any potential costs associated with possible future transition to pilot schemes.

Decision required:

It is requested that the following approval is made by the Solent FTZ Programme Board:

To approve the proposed allocation of FTZ funding for each LTA to cover work (undertaken to date and forecast) on the planning and delivery of their e-scooter trials up to March 2022.

As a summary, **Table 1** below shows the proposed total FTZ Funding allocation for each LTA area.

Table 1: Proposed FTZ E-Scooter Funding Allocations

	IoW	PCC	SCC	HCC	Total
Actual LTA Officer time and other Costs	£48,313	£64,416	£121,427	£37,000	£271,156
Forecast LTA Officer time and other Costs	£75,000	£53,000	£88,231	£0	£216,231
Vol Subsidy	£0	£191,704*	£0	£0	£191,704
Integrate Vol into MaaS Platform	£0	£21,296	£0	£0	£21,296
	£123,313	£330,416	£209,658	£37,000	£700,387
Additional LTA E-scooter Admin Support	£15,000	£15,000	£15,000		£45,000
Close-down Trials or transition to Pilots	£35,000	£35,000	£35,000		£105,000
Contingency			£10,000		£10,000
Total Funding Allocation	£173,313	£380,416	£269,658	£37,000	£860,387

* funding allocated to PCC, as the contracting authority, for costs association to Voi subsidy projects which are to be delivered across both PCC and SCC.



E-Scooter Trials – Launch to end of July 2021 and forecast to March 2022

Table 2 shows a summary of the status of the e-scooter trials in IoW, PCC and SCC, in terms of the number of e-scooters available on the ground from their initial launch and subsequent expansion up to the end of July 2021.

All three e-scooter trials in the Solent region are proposing expansion in the number of parking spaces and e-scooters in operation on the ground over the next few months up to the proposed March 2022 end date for the trials (subject to local level agreement to extend trials). At the time of preparing this paper, we understand the current LTA growth aspirations are likely to result in the following estimated total number of e-scooters.

Table 2: Number of E-Scooters in Trials (to end of July 2021 and forecast to March 2022)

Local Authority	Launch Date	Number of E-scooters at launch	Number of E-scooters (by end of July 2021)	Estimated forecast number of E-scooters (by March 2022)*
IoW	Nov-20	25	100	250
PCC	Mar-21	100	406	900
SCC	Mar-21	40	686	1200

* Subject to decisions by individual LTA's to continue trial through to March 2022

LTA E-Scooter Actual Costs (to end of July 2021)

Table 3 summarises the total costs incurred up to the end of July 2021 for the IoW, PCC and SCC trials. This information was provided to the FTZ team by each of the LTAs via their submission of a completed 'LTA Staff Allocation Settlement' spreadsheet.

It should be noted that whilst HCC did not launch an e-scooter trial, they did undertake some preliminary planning work, which amounted to £37,000 of costs.

Table 3: E-scooter Trials – Actual Costs

Local Authority	Total LTA Officers Costs	Other costs *	Total Costs
IoW	£36,713	£11,600	£48,313
PCC	£60,177	£4,239	£64,416
SCC	£109,427	£12,000	£121,427
HCC	£37,000	£0	£37,000

* Other costs include Independent Consultant (for IoW), TROs, Traffic Management & Parking, Legal Support, Design & Engineering



LTA E-Scooter Trial - Forecast Costs

Table 4 summaries the additional forecast costs likely to be incurred for IoW, PCC and SCC e-scooter trials from August 2021 to March 2022. This information has been provided to the FTZ team by the LTAs.

Table 4: E-Scooter Trial Forecast Costs (from August 2021 to March 2022)

Local Authority	Total LTA Officers Forecast Costs	Other costs *	Total Forecast Costs
IoW	£25,000	£50,000	£75,000
PCC	£21,000	£32,000	£53,000
SCC	£59,231	£29,000	£ 88,231

* Other costs include Independent Consultant (for IoW), TROs, Traffic Management & Parking, Legal Support, Design & Engineering

E-Scooter Trials – Total LTA costs (from Launch to March 2022)

Table 5 presents the total LTA costs incurred and forecasted up to March 2022 on their respective e-scooter trial.

Table 5: Summary of E-Scooter Trial Costs (Actual and Forecast)

Local Authority	Costs (Actual)	Cost (Forecast)	Total
IoW	£48,313	£75,000	£123,313
PCC	£64,416	£53,000	£117,416
SCC	£121,427	£88,231	£209,658
HCC	£37,000	£0	£37,000
Total	£271,156	£216,231	£487,387

NOTE: The proposed LTA funding allocation above sees an equitable balance across PCC/SCC when comparing actual/forecast costs against the number of e-scooters on the ground in each trial (circa £140 per/e-scooter). SCC allocation also reflects a high level of LTA officer actual costs incurred due to lack of an FTZ 'embed' officer in the early stages of scheme development.

Other E-Scooter Trial Funding Elements

There are two further funding elements that need consideration in determining the final settlement figure for each LTA, namely the operator (Voi) subsidy and the revenue share agreement reached between Voi, PCC and SCC.



Voi Subsidy

In the initial planning of the e-scooter trials on the mainland, PCC took the lead in the procurement process. At the time of developing the tender documents the commercial viability of rental e-scooters in the UK was not well understood. As such the scheme was tendered on the basis of a partly-subsidised concession, with £250,000 made available to support the PCC trial.

A key point to note with the £250,000 subsidy is that the operator, Voi, **do not** require this to supplement their operations within Portsmouth. This was clearly set out in their tender response. On this basis, as part of their tender response, Voi proposed to put the subsidy towards a number of complementary projects, which should benefit PCC as well as the wider Solent area.

Discussions have since taken place between Voi and the FTZ Delivery team on the scope of these projects, which include:

- More and new parking racks
- Developing the API for integrating Voi and MaaS
- Risky riding research project
- Research and validation

Table 6 below shows Voi's investment in these projects, which significantly exceeds the £250,000 subsidy from Solent Transport. The subsidy will part-fund these initiatives equally between Portsmouth and Southampton.

Table 6: Voi investment in complimentary E-scooter projects

	Portsmouth	Southampton	Total
Parking Racks Type 1	£162,000.00	£360,000.00	£522,000.00
Parking Racks Type 3	£59,000.00	£88,500.00	£147,500.00
MaaS API Development	£5,000.00	£5,000.00	£10,000.00
Risky Riding	£50,000.00	£50,000.00	£100,000.00
Research & Validation	£5,500.00	£5,500.00	£11,000.00
	£286,500.00	£514,000.00	£790,500.00

The FTZ team has also negotiated with Voi that a proportion of their £250,000 should be used to fund the costs associated with integrating Voi into the MaaS Platform (estimated to be £21,296) and to cover £37,000 of costs incurred by PCC and SCC in delivering their trials up to the end of March 2022 (£17,000 for PCC and £20,000 for SCC).

This results in the total subsidy payment to Voi for agreed projects being reduced by £58,296 from £250,000 to £191,704.

Complementary projects to be delivered by Voi are within both the Portsmouth and Southampton areas and will ultimately benefit the overall Solent region. The £191,704 remaining contractual subsidy commitment will be allocated to PCC as the contracting authority for delivery of the agreed projects across both PCC and SCC regions.



PCC / SCC Revenue Share

Within the call off contracts between the e-scooter supplier (Voi) and PCC & SCC there is a commitment for Voi to pay 10% of all revenue generated throughout the trials back to the Council/s. Such a figure will vary depending on the number of e-scooters in operation and ultimately their demand, although over the period of the trial it is anticipated that this revenue sharing commitment may provide PCC and SCC around **£50,000** each of extra revenue.

Payment of this revenue share from Voi to PCC/SCC will be on a monthly basis throughout the contractual period. A partnership agreement is in place to ensure the revenue generated is spent on initiatives that support the e-scooter trials in the local authority. Once MaaS is instigated a proportion of the hires that take place through the MaaS system will require an element of this 10% to cover the MaaS commission.

Funding Allocation Summary

The above proposal seeks to allocate required funding to LTA partners in line with their requested funding forecasts to deliver against agreed objectives within the scheme timescales. The funding provision proposed will directly allocate £700,000 of the total overall £860,000 budget available for this workstream to LTA partners (inc Voi subsidy).

Proposed utilisation of the remaining £160,000 budget for the e-scooter work stream is outlined in Table 7 below and suggests a further equal settlement across the three trial authorities for support with the ongoing day to day administration of the e-scooter trials to free-up the time of 'embed' officers to focus on the delivery of other elements of the FTZ programme; while also provisionally allocating a maximum of £35,000 to each LTA to manage either the close down of the trial at the end of the trial period (March 2022) or the transition from trial to pilot. Any decision on this is subject to local level LTA approvals for securing additional resource and submission of a 'LTA Staff Allocation Settlement' spreadsheet identifying breakdowns of proposed usage of available funding. This will be a final settlement of the FTZ funding in terms of e-scooters.

Table 7: Summary of E-Scooter Trial Costs (Actual and Forecast)

Local Authority	Activity		Contingency	Total Funding allocation
	Additional LTA E-scooter Admin Support	Close-down Trials or transition to Pilots		
IoW	£45,000	£35,000	£10,000	£160,000
PCC		£35,000		
SCC		£35,000		

NOTE: allocations will require local level authorisation for any additional staffing resource and submission of a 'LTA Staff Allocation Settlement' form to justify spend.





Solent Future Transport Zone Programme
2020-21 Annual Report

September 2021

(Version 2.1)

Produced In Partnership with:



1. Introduction

This document provides an annual update of the Solent Future Transport Zone (FTZ) Programme, which principally covers the period from July 2020 to June 2021 (although it also covers the initial Covid response trial of the drones project in April / May of that year). It has been compiled by Solent Transport in conjunction with the University of Southampton, who lead the Monitoring and Evaluation (M&E) of the Programme on Solent Transport's behalf, and the University of Portsmouth, who lead the M&E for some of the major projects within the Programme. It is divided into three further sections, which describe:

- (i) our summary progress to date;
- (ii) our approach to "baselining"; and
- (iii) the initial lessons learned during this reporting period.

This report should be read in conjunction with the separate Solent FTZ "Outcome matrix", which provides a summary of the main outcomes expected from the Programme. Together, these two documents provide an annual update on the status of the Programme, and have been produced for the benefit of the Department for Transport (DfT), who fund the Solent FTZ Programme, and to fulfil the reporting requirements suggested by NatCen, who act as the National Evaluation Coordinators for all the U.K. FTZ Programmes on their behalf. These documents build on the original Approach to Monitoring and Evaluation for the Solent FTZ Programme, as produced in January 2021, which outlines the Theme 1 and Theme 2 projects as well as the geographical area covered by this Programme, and sets out the overall framework under which it is being monitored and evaluated.

It should be noted this report is a working document (v2.1), as submitted to NatCen, and is subject to approval by the Solent FTZ Programme Board, which meets towards the end of September. Revisions may therefore result following this Board meeting, which meets approximately every two months (with the last being on 13 July), as it has not been possible to obtain Board approval prior to the NatCen suggested reporting deadline of 10 September 2021. This report may also be revised further following the appointment of the new Research and Evaluation Manager for the FTZ Programme, who is expected to join in November 2021, particularly in terms of programme evaluation methods and the approach to baselining.

2. Progress to Date

The Solent FTZ Programme Manager (PM) and the University of Southampton (UoS) currently already report progress to NatCen on a regular basis, including a formal report approximately every two months, as well as engaging in "Community of Practice" and other workshops as suggested by NatCen to share ideas and learnings with the other FTZ Programmes in the UK. Further coordination activities also occur between the project managers involved on the major/longitudinal projects being assessed by NatCen, including Mobility as a Service (MaaS) and Data Management¹. The current status of the projects within the Solent FTZ Programme is given in Table 1, as at September 2021.

¹ Solent FTZ are not developing a specific Data Hub as part of its programme. However, several of the major projects involve data management and the sharing of information across different systems.

Table 1 - Status of Projects within the Solent FTZ Programme

<u>Theme²</u>	<u>Project</u>	<u>Status</u>	<u>Summary</u>
1	e-Scooter Trials	<i>In progress: trials well underway</i>	Trials on the Isle of Wight, and Portsmouth and Southampton are well underway, with nearly a thousand e-scooters in total: with IoW 100, PCC 340 and SCC 550 e-scooters being deployed as at end June 2021, and their usership is continuing to grow, especially in Southampton. These trials are likely to continue until at least March 2022, pending local decision making, with progress being reported directly to the DfT by the scheme operators, Beryl and Voi. There have been more than a quarter of a million trips across all schemes. Early surveys undertaken by Voi which the University is in the process of validating show up to 44% reallocation of journeys made by the scooters are replacing car or taxi journeys. This if true could equate to significant carbon savings in the short-to-medium term.
1	MaaS Trials	<i>In progress: teams mobilised</i>	The Project consortium has been established, with teams from Solent Transport, Trafi, the Behavioural Insights Team and Unicard working together, along with those from the Universities of Southampton and Portsmouth, who are leading the research development and M&E of MaaS. A Minimum Viable Product (MVP) is being developed during the fourth calendar quarter of 2021, after which there will be regular release cycles to deliver further features and optimise the MaaS App. These major releases are expected to occur quarterly, with system change processes being developed to manage the delivery of research and functional requirements, and coordinate the work between the different project teams.
1	Growing Solent Go	<i>In progress: governance established</i>	Establishment of Project Board to oversee the development of the "Solent Go" smartcard and its integration with the MaaS Platform. This Board meets at the same time as the MaaS Project Board. New "Saver 5" carnet tickets now being offered and promoted through the smartcard. Solent Go will be migrated onto the new MaaS platform over the coming months.
1	Bike (and e-Bike) Share	<i>In progress: planning / scheme preparations underway</i>	Preparations underway, including a Demand Study to size the scheme, and exploratory options for the approach to procurement, in anticipation of a launch of the scheme in 2022.
1	DDRT (Dynamic Demand-Responsive Transportation)	<i>In progress: reviewed / in</i>	Review largely completed, with options for how the trials would be funded and operate being discussed with local

² Theme 1=Projects relating to Personal Mobility; Theme 2=Sustainable Urban Logistics Projects.

		<i>approach planning</i>	transport authorities (LTAs), potential operators and technology partners.
1	Mobility Credits Trial) <i>In review</i>) These two projects were postponed as a consequence of the Covid-19 pandemic, and are being reviewed later in 2021 to see how they may be taken forward, especially in light of the development and launch of the MaaS platform.
1	Lift Sharing Incentive)	
1 & 2	LMH (Local Mobility Hubs) and Interchanges	<i>In Progress and feasibility</i>	Solent have undertaken significant research and developed a detailed Solent Transport Mobility Hub guide and area evaluation tool that provide insight to the likely success of a mobility hub if situated in specific areas. The two most feasible sites are now undertaking detailed assessments. Other local initiatives are currently being taken forward on a case-by-case basis.
2	Micro Consolidation and Macro Consolidation) <i>In progress: governance established</i>	There has been significant difficulty in obtaining a permanent resource for this work. Progress for these two projects over the initial 12 months has been impeded by the impact of Covid-19, which reduced the practical manpower and other resources needed to deliver projects, and made planning more difficult due to the rapidly changing flows of goods and services, with the boom in home deliveries resulting from several lockdowns, along with limited deliveries to hospitality and office locations. Despite this, eight Work Packages have been identified (five for Micro Consolidation, two for Macro Consolidation, and a joint data package), which will begin in Autumn 2021, once University staff are recruited. For Micro Consolidation, work includes identifying and engaging businesses which could take up trials in Southampton, Portsmouth and other locations, and the need to upskill local authority staff on sustainable freight management for longer-term delivery; and for Macro Consolidation, further development of the Southampton Sustainable Delivery Centre, and consideration of new macro consolidation options for the wider Solent Region.
2	Drones for medical Logistics (i.e. Uncrewed Aerial Vehicles or UAVs)	<i>In progress: trials ongoing</i>	Covid-response trials were conducted during 2020, involving the supply of medicines and hospital goods across Solent water using fixed-wing UAVs supplied by Windracers. Significant lessons were learnt from this that moved the Solent project on and advanced UK drone aviation significantly. This included recommendations relating to safety (airworthiness certification, dangerous goods licensing and packaging crash protection); the operational requirements resulting from drone design and integration of drones with traditional logistics activity; and the complexity of NHS procurement activity by separate

			<p>departments and surgeries, and the challenges posed by this.</p> <p>A further 11 Work Packages have now been identified for this project, including early trials using Vertical Take-off and Landing (VTOL) drones to ensure the work packages encompass any challenges by the previous fixed-wing trials. Work also includes development and design of “Class Lima” airspace for low-risk regions (to address the requirement for Temporary Danger Areas for individual UAVs), the development of an Uncrewed Traffic Management System (UTM) for the Solent Region, and examination of the impact of vibrations on medicines and specific handling requirements for dangerous goods. A further trial is planned for the Autumn of 2021.</p>
1 & 2	MarComms (Marketing and Communications)	<i>In progress: activities well under way</i>	<p>This work stream cuts across all the Solent FTZ programme/project activities, for which a strategic MarComms framework to support the desired behaviour change was developed in early 2021.</p> <p>A preliminary analysis of travel behaviours (and propensities for travel) by population segment across the region was conducted in February 2021, the implications for which were elucidated to the project teams, including the potential for adopting future mobility trials, the opportunities for change, the communications channels to deploy, and local implications (or understanding the nuances) for each local authority area. Following this, an external agent (Ubiquity) was appointed to assist with progressing the MarComms activities, and for supporting the projects in delivering their expected outcomes.</p> <p>Marcomms support for e-scooters, drone logistics and MaaS are all in progress. These involve, but are not limited to, pitching press releases, responding to media activity in line with the key messages of each project, coordinating the marcomms activities of partners and stakeholders, analysing the effectiveness of campaigns and delivering marketing activities to increase awareness of Theme 1 activities in particular.</p>
-	Solent FTZ Programme (summary)		<p>As might be expected of any 4-year major programme, the initial year has focused on setting up governance and establishing stakeholder groups, as well as the mobilisation of the individual projects, although good progress has already been made on the e-Scooter trials, and in developing the MaaS project within Theme 1 and for the initial 2020 drones pilot conducted for Theme 2, as well as in the development of an overarching MarComms framework and supporting activities. The expected major</p>

		<p>outcomes/impacts from these projects and how they will be evaluated are listed separately in the evolving Outcome Matrix, which has been referred to previously. Progress against this Matrix will be provided in future Annual Reports, and a summary of the approach to “baselining” (or how comparisons/progress against desired outcomes will be made year-on-side) is provided in Section 3. In addition, the M&E for the Programme includes elements of process (as well as impact) evaluation, for which the early lessons learned during 2020-21 are summarised in Section 4.</p> <p>In addition, it should be noted that nearly all the interim staff who helped to initiate the projects have now been replaced with more permanent (fixed term) staff, with all the remaining roles recruited or deployed over the summer of 2021, apart from the replacement Theme 2 Lead, which is still outstanding. However, the Memorandum of Understanding (MoU) covering the Theme 2 projects between Solent Transport and the two Universities has recently been signed. This complements the MOU for the Theme 1 projects, which was signed at the end of 2020.</p> <p>A data sharing agreement between the four local authorities that form Solent Transport (i.e. Hampshire County Council (HCC), Isle of Wight Council (IoWC), Portsmouth City Council (PCC) and Southampton City Council (SCC)) is being finalised, along with a general “data transfer agreement” between the four authorities and the two Universities, which has been agreed in principle, and enables the Universities to act as data processing agents on behalf of Solent Transport for M&E purposes.</p> <p>Solent Transport have also set up a DPS (Dynamic Purchasing System) with Portsmouth City Council which covers all FTZ work and will be of great benefit to the project.</p>
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By their nature, the Solent FTZ trials/projects continue to progress and/or evolve. Further information about these projects are available from Tim Forrester, the Solent FTZ Programme Manager, and Chris Hillcoat and Ian Wainwright, the current Theme 1 and Theme 2 Projects Leads respectively. It is expected that further coordination development of the Theme 2 projects will be necessary over the next year, in particular for the development of the freight consolidation trials, to help inform national policies, which in turn would benefit Solent FTZ.

3. Approach to “Baselining”³

At the Solent FTZ Programme level, M&E has a focus on policy research, as suggested by the DfT, although the evaluation approach is both “top-down”, and “bottom-up” from the projects (see evaluation framework). Data has started to be collected, and will be analysed to assess the effectiveness of the FTZ interventions’ design, implementation and outcomes, whether the associated costs and benefits were as anticipated, and whether they had any other consequences.

In terms of robustness, our general starting point for evaluating the major projects is at Level 3⁴, i.e. before-and-after comparisons for a treatment group versus a control group using “difference-in-differences” analysis, which reflects the transport industry norm (or general best practice). In some cases, it may be possible to conduct quasi-random comparisons based on exposure rates for treatment and control groups, i.e. analysis at Level 4, but the planning for this is still being worked through with the projects, with MaaS research surveys being possible candidates. For the smaller projects, Level 2 or even Level 1, i.e. simple before-and-after comparisons, may suffice - recognising the trade-off between costs and benefits involved.

As well as looking at outcome (or longer term impact) evaluation, we are also looking at how well the FTZ interventions are implemented, or “process evaluation”, and will follow the Guidance given by NatCen (and the DfT), starting with the early lessons learned - see Section 4.

In terms of Programme data collection and analysis, a tool is being developed by the University of Southampton to aggregate, visualise and report on the DfT traffic statistics for the Solent Transport region⁵, based on local authority boundaries - see Figure 1.

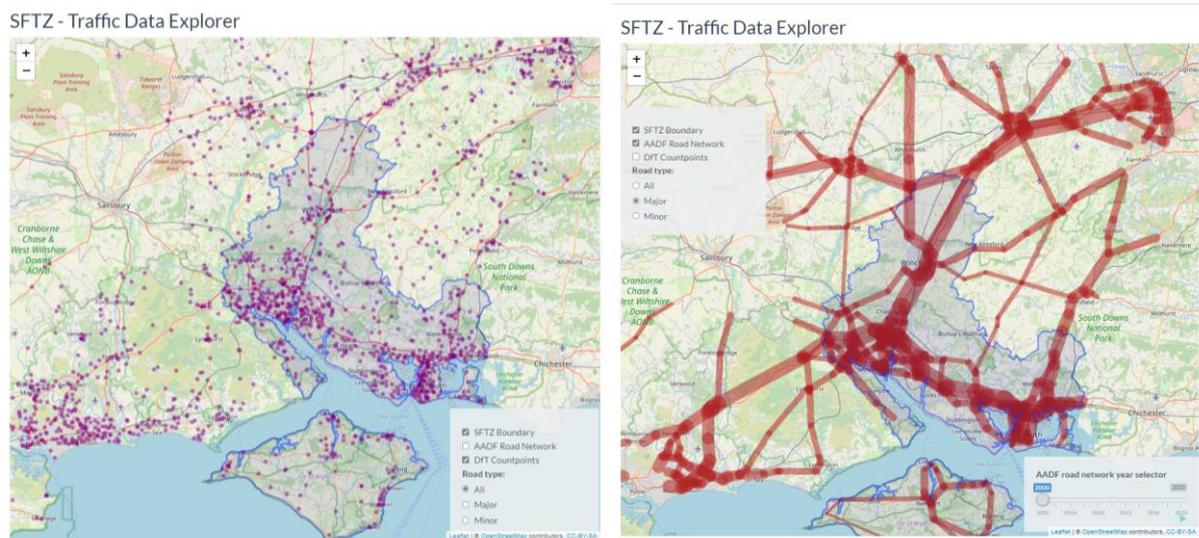


Figure 1 - Solent FTZ “Traffic Data Explorer”, showing the region boundary (in blue), and: (left hand diagram) all the DfT count points, and (right hand diagram) the major road links

³ This term is used for convenience only, as longitudinal studies typically require year-on-year comparisons over time, therefore implying the use of a baseline period or index.

⁴ Methodology adapted by the What Works Centre from the Maryland Scientific Methods Scale, and as used to evaluate the Solent LSTF “Carbon Case Study”, 2012-15.

⁵ Please note this tool is still in development, and will be presented to the Solent Transport project team later this year.

Unlike the tools provided by the DfT, this “Traffic Data Explorer” focuses only on the count points and road links in the Solent FTZ region. It also contains data for the nearby Bournemouth, Christchurch and Poole (BCP) area, as well as those in the Borough of Basingstoke and Deane (BDB), which should enable wider comparisons to be made across different regions/areas. The BCP area (and wider Dorset region) was chosen as a potential control group for difference-in-difference comparisons over time, as it is subject to Transforming Cities Funding (TCF) but do not have any FTZ schemes. Similarly the BDB area, which is smaller, but still in Hampshire, was chosen as another possible control, as we are aware it is subject to Local Enterprise Partnership traffic initiatives in and around its town centre area over the next few years, but is not subject to any FTZ (or TCF) funding. However, it should be noted that the effectiveness of these potential Level 3 (intervention versus control) comparisons across different regions/areas will not be known until further down the line, so at this point we are just compiling/monitoring the data necessary to provide these comparisons.

The Traffic Data Explorer is therefore designed to provide aggregate and point-specific analysis of traffic trends across the Solent FTZ region. For example, Figure 2 shows the average daily traffic flows at a major count point on the A33 (The Avenue) in Southampton between 2011 and 2020.

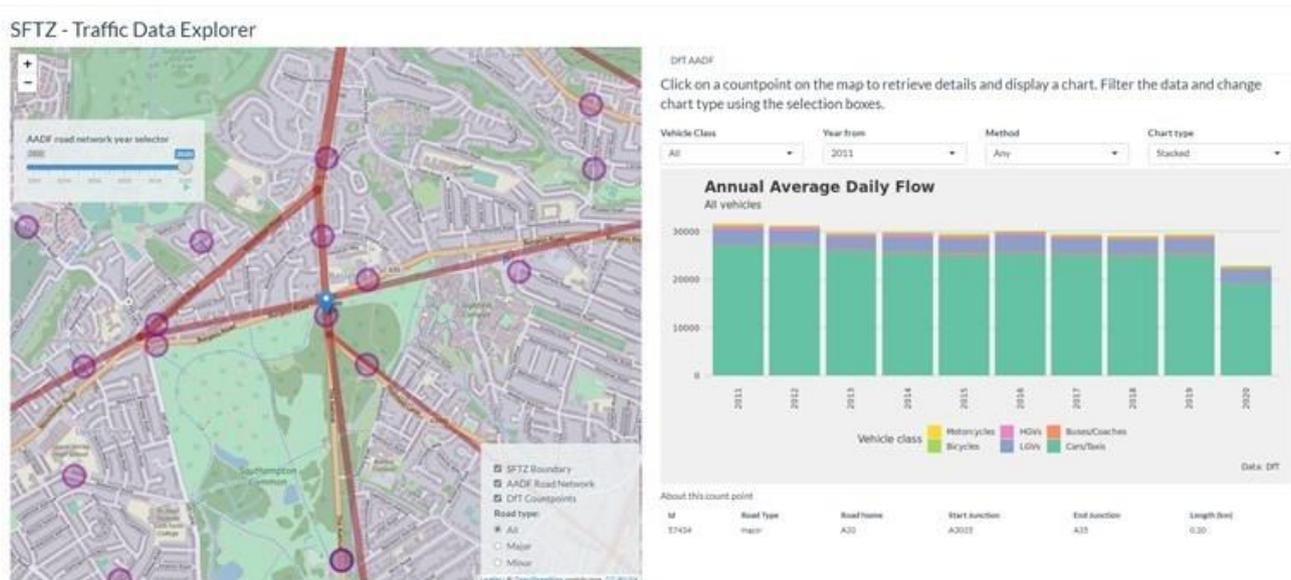


Figure 2 - Traffic Data Explorer, showing annual average daily traffic flow over time (right diagram) for a count point on the A33 (The Avenue) in Southampton (left diagram, pin in blue)

Note this data is typically annualised, i.e. presented as an annual average daily flow (AADF), so can provide good year-on-year comparisons of changes in traffic trends. For most of the major road count points, this data can also be broken down by vehicle class (as shown in Figure 2), including cars/taxi's, HGVs/LGVs, and buses/coaches, so has the potential to differentiate between freight and private car use, which will be useful for the separate Theme 1 and 2 comparisons/analyses. The data can also be separated between the North/South, and East/West bound traffic flows - see Figure 3, so can potentially provide more directional analysis where required.

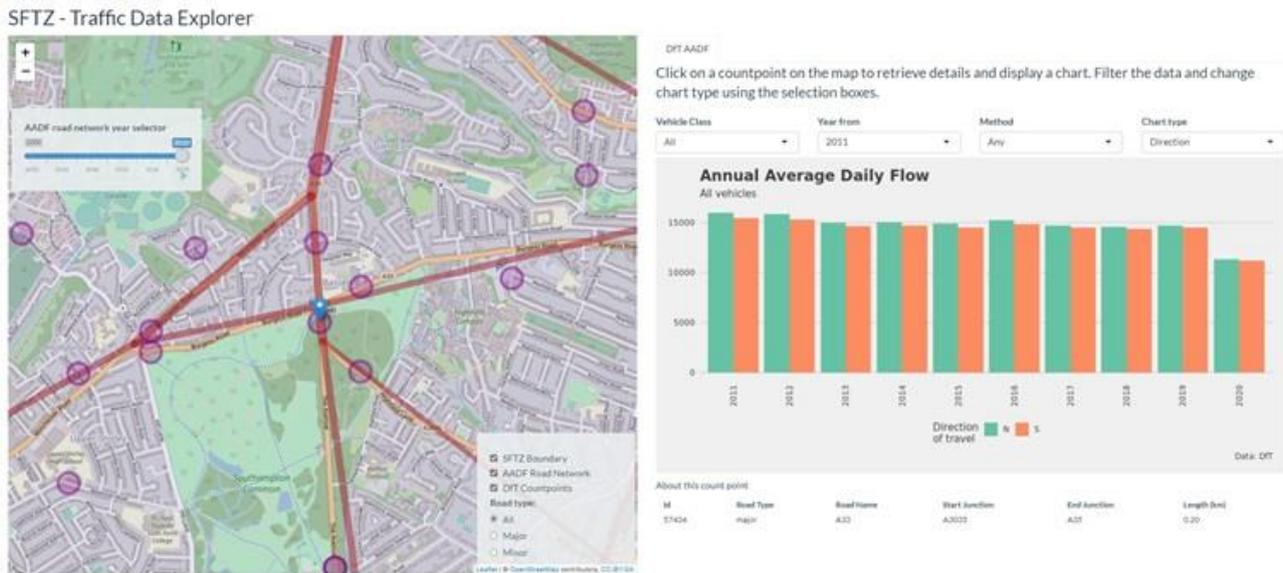


Figure 3 - Traffic Data Explorer, showing North (N) and South (S) bound traffic flows over time for the same count point on the A33 (The Avenue) in Southampton

Figure 4 shows the total annual traffic, aggregated in million vehicle miles, across all the road count points in the Solent FTZ region, between 2011 and 2020. This includes all the DfT-reported major and minor roads in the region, and is derived by calculating the average daily vehicle flows (AADF) by the link length at each count point, and then 365 (the number of days in a year).

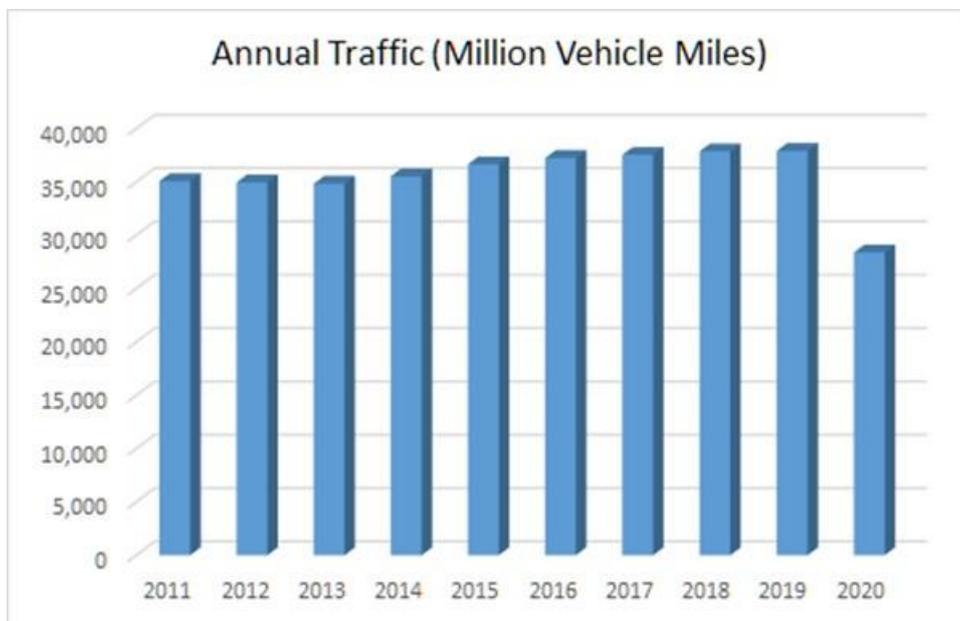


Figure 4 - Total Annual Traffic for the Solent FTZ Region between 2011 and 2020

Figure 4 shows a marked reduction in the number of miles travelled in the region from 2019 to 2020, representing over 25%, which are a direct consequence of Covid-19 and the associated national lockdowns which restricted both personal and goods travel, and prior to the implementation of any FTZ trials, other than the small, initial e-Scooter trial on the Isle of Wight at the end of 2020.

At this stage however, it is too early to establish whether overall 2021 traffic levels will (or have) returned to those from pre-Covid (or 2019) levels. Given, there may be many factors that influence current traffic levels, it may be necessary to apply a “rolling baseline” or evolving comparison model to establish the counterfactuals for comparing the effects of the different Solent FTZ projects.

In addition to the DfT statistics, other benchmarking data for “baseline” tracking and analysis is being collected from the local authorities using the regional real-time traffic data provided through Drakewell. These are collected from different count points, and provide a greater level of granularity, including potential hourly reporting for intra-day analysis (as oppose to using average daily flows). However, this data is limited only to some areas in the Solent FTZ region, including Portsmouth and Southampton, and it may not be possible to provide wider comparisons with other (control) areas such as BCP or Dorset (as this data is collected via a separate source). An initial analysis of this Drakewell data, comparing the pre- and post-Covid traffic volumes using the DfT recommended methodology⁶, was reported on in early 2021 (and is available separately on request). Further data analysis will be reported on in the next Annual Report to be produced in September 2022, and will include 2021 versus 2020 (as well as 2020 versus 2019) comparisons.

As well as looking at multi-modal traffic data, we are also investigating the potential to review bus operator usage in the region, for example through the ticketing database provided by Unicard, one of the supplier consortium partners on the MaaS project. However, this is subject to further data sharing agreement, although the University of Southampton is looking to establish a partnership with Unicard to develop a richer database for reporting and future-scenario planning potentially (the initiation of which is sponsored by the Solent FTZ Theme 1 Lead). Irrespective of this, we are also continuing to monitor bus and train usage in Portsmouth, Southampton and wider Hampshire, based on annual data provided by the DfT. We are also reviewing similar walking and cycling statistics provided by the DfT, e.g. via Sport England, to assist in the assessment of people’s changes in travel behaviour. However, we are not planning to conduct large-scale user surveys across the region, such as collecting regular travel diaries, as more in-depth travel-behaviour analysis should be targeted to the projects/interventions. These are therefore being discussed as part of the development of the projects’ M&E, e.g. in the surveys and focus groups being planned for MaaS, which will include richer qualitative information (as well as quantitative) data collection. In addition, given that the Theme 2 Consolidation projects will be examining/trialling changes in specific geographies, some specific 'before and after' assessments in designated areas and streets will be conducted to monitor and evaluate the outcome of specific trials. Since there are many unknowns in what has changed in terms of freight traffic by commodity, a top-down approach to the data analysis may suggest massive changes that are likely to be 'red-herrings' at the local level, and which requires further unpacking. Local sampling and further impact assessments will therefore be conducted by these projects.

Overall, this data collection and analysis, and the Traffic Data Explorer, form part of a wider evaluation framework (referred to earlier), which includes logic mapping for each major project, a process which is still ongoing, to improve the understanding of casual chains, and in particular to assess whether causal attribution is possible, and to understand the behavioural mechanisms related to changes in attitudes and intentions. The focus of the Programme M&E team activity over the past

⁶ Source: <https://www.gov.uk/government/statistics/transport-use-during-the-coronavirus-covid-19-pandemic>

8 months has therefore been on assisting the project managers in the mobilisation of their projects, including helping them to understand the wider evaluation framework (including the guidance from NatCen/DfT), and the importance of building in M&E processes (and the associated data collection needed) into their project planning. Over the next year, the Programme M&E team will work with the project teams to further develop the evaluation framework, including a review of other relevant approaches (such as realist evaluation techniques and transtheoretical models) which might be appropriate, and also assess whether there are synergies and overlaps of the FTZ interventions with other major projects such as TCF. We will also continue to adopt the DfT-recommended comparison approach for monitoring the wider effects of Covid-19 on transport use and modal change during 2021 (as referred to above). We expect the picture to be more complex from mid-2021, as all lockdowns are lifted and gradually more people return to the office, and our challenge continues to be separating out the effects of the FTZ interventions from those of extraneous factors, including other major projects occurring at the same time, as well as the impact of Covid-19.

Having said this, and as referred to earlier, the focus of the Programme M&E is on policy research. While the impact evaluation (referred to above) is important, NatCen and the DfT have made clear that one of the key objectives of funding the FTZ programmes is to explore or trial future and innovative transport interventions, without fear of failure. The lessons learned while conducting these trials are therefore critical, whether the schemes are ultimately deemed a success or not in outcome/impact terms, as this information can help to inform future policy, and the potential for deploying these future transport technologies/innovation. Some of the early lessons learned during the mobilisation phase of the Solent FTZ Programme, or during 2020-21, are therefore given in Section 4.

4. Lessons Learned from the Mobilisation Phase

Overall, the programme has worked well so far, and good progress has been made on most of the projects, particularly the major ones. In terms of specific lessons learned:

- **Governance, leadership and stakeholder engagement**

Governance, leadership and stakeholder engagement has generally been excellent from the start, and credit for this should be given to the overall programme sponsor and the Senior Transport Planner involved (both from Solent Transport), as well as the Interim Programme Manager, who were instrumental in setting up the Steering Group and Programme Board, as well as ensuring appropriate representation from the four constituent local authority regions that are involved in the Solent region (a Programme Organisation chart is available on request). Further project-level boards has since been established, e.g. for MaaS and Solent Go, designed to oversee the delivery of the individual projects.

In addition, the Programme Manager (current and former interim) have worked with the University of Southampton to engage NatCen (and the DfT) at various levels, to coordinate the evaluation between the National and the Solent local FTZ Programmes, and a good working relationship has now been established.

- Personnel/capacity, Procurement, and impacts of the Covid-19 pandemic

However, contract approval (e.g. in signing MOUs) between the commissioning authority for Solent and the Universities have been delayed due to a shortage of legal expertise/resources from both sides, which has led to some delays in staff being deployed as originally planned. This shortage was due to pressures brought on both organisations by the Covid-19 Pandemic and associated lockdowns.

Similar issues arose for recruitment, and in other central supporting functions, such as procurement. For example, the ability to replace interim staff with more permanent ones while still following due process (and therefore the overall recruitment process) took longer than expected, inevitably leading to delays, and sometimes gaps, especially where the interim staff had come to the end of their contracts.

While some of these personnel/capacity issues continue to persist, it should be noted during "peak Covid" (circa March to September 2020), local authority decision-making capacity and staff capacity was often diverted to address Covid-related issues and items. This sometimes worked to the Programme's advantage (e.g. for the Drone trial), but also meant getting the governance approved and in place took longer than expected. Overall, because of Covid, the initial year of FTZ has generally attracted less attention and less decision maker/senior officer time and input than if it had been launched in, say, 2019, which presented a further challenge.

However, these impacts on personnel and capacity could not reasonably have been foreseen at the time of the FTZ bid proposals, and it should be recognised that 2020 marked a generational shift in how and when people could work, e.g. due to the closure of schools and/or need for isolation, as well as changes in travel behaviour due to imposed lockdowns, need for social distancing, and shifted government policies that encouraged physical activity (rather than people always staying at home). Being candid, the consequences of some of these delays may not be felt until further down the line, and it may be necessary for the programme/projects to rebase or even curtail some activities, without impacting on the original main objective to innovate and learn lessons from this (referred to above). In addition, Atkins was commissioned to undertake a review of the Programme at an early stage, which was submitted to (and agreed by) the DfT, and has proven to be valuable in informing the initial alterations to the programme/profile for some of the projects (for example in fast-tracking the MaaS and e-scooters trials, while deferring or reviewing e.g. DDRT).

- Timeframes

The early MarComms work suggest we need to keep planning flexible, with built-in adaptability for shifting timeframes, given the impact of Covid-19 has been wide-ranging in affecting not only people's travel patterns, with many working from home (or not at all), but also where people are now choosing to live (i.e. shifting demographics), and where they holiday (at least in the short term).

Given these uncertainties, for the Theme 2 projects, the need for flexibility has been embedded into the projects themselves. There is a need for the team to remain focused on the wider programme outcomes, and not be too prescriptive of the precise outputs at this stage. As a result (and also relevant to planning), they did not initially allocate precise amounts of funding to specific trials, and the plan is to start industry engagement shortly to 'harvest' practical and measurable solutions.

- **Planning of resources/budget**

Having a multi-disciplinary team that can and have adapted to changing circumstance has provided significant resilience to the delivery of the programme. The dedicated Theme Leads have effectively and efficiently managed and mitigated issues arising, while FTZ team members embedded in local authorities have added real value by offering direct support and creating effective local buy-in. The resource planning approach is consistently under review to ensure the Programme has the correct level of resource and skillsets required to deliver against agreed objectives.

The experience of e-scooter resource requirement provides a valuable benchmark for the bike share project. The importance of having planned resource from legal, procurement and highway licencing teams from the outset has been a valuable lesson to facilitate rapid deployment of this project.

Budget planning is in line with the profile submitted within the bid and as externally approved. It remains an area that is actively and robustly monitored by the Programme/project managers to ensure they are delivering on their commitments in alignment with the funding agreement.

- **Barriers to planning and implementation and how these have been overcome**

One of the reasons for postponing the launch of the Bike/e-bike Share project was due to a shortage of bikes and associated equipment. This was made worse by the earlier and stricter lockdown policies imposed in China, where much of the basic components for bikes (and especially e-bikes) are made. Demand also outstripped supply in the UK as a consequence of local and national lockdowns last year (and into this year), as physical activity was encouraged, and cycling became more popular. A decision was therefore made to postpone the launch until late Spring/Summer 2022. However, discussions have been ongoing with potential suppliers, to assess the ongoing viability of supply (and what suppliers could commit to), and the new timetable currently looks realistic.

It should also be noted that e-bikes can have an electronic control unit inside them, which is sometimes used to restrict their speed, as well as to collect operation information, such as miles travelled. At the time of writing, there continues to be a global shortage on micro-chips, and this could also continue to affect future supply. Therefore, other authorities planning to launch similar large scale/wide area schemes should conduct further due diligence of potential suppliers during the procurement phase, to ensure they have the realistic capacity to source the bikes, and/or that this can be done within reasonable time frames.

- **Responses to other challenges (internal and external)**

There have been several other lessons learned during this early phase of the Programme. These include:

1. Ensuring sufficient support for procurement to make the process easier. For example, while the DPS took some time to set up, this framework agreement has since made it easier than most public sector procurement, in the opinion of the Programme/project managers. Like most local authorities, there is generally insufficient staff working in procurement roles.
2. Recruitment and availability of suitably skilled and experienced staff for some posts has been a challenge; in particular the Theme 2 Freight/Logistics Lead post and the Monitoring/Evaluation lead post. Relatively few candidates appear to exist to fill these roles with suitable public sector experience and at affordable rates (given there is high competition for their skills). This could be an indication of a skills gap in these areas in the public sector. This would be particularly problematic for local authorities looking to implement initiatives to decarbonise freight (which will be increasingly important in future).

Some of the Solent FTZ projects have added scope/activities around training and widening skills/knowledge/experience in some of these fields, to try and tackle this apparent deficit.

3. It is important to put data sharing and finance sharing agreements in place in order to pay suppliers through whichever LTA holds the contract, as the Programme/projects require close inter-working among all four local authorities that form the Solent FTZ region.

In addition, the emergency responses associated with Covid-19 has prompted several active travel interventions in the region. In some ways, these rapid trials of some complimentary measures such as additional cycling infrastructure (which was expected to be delivered over a longer timescale via the local TCF programmes) have supported/complimented the early FTZ initiatives such as the e-scooter trials. However, these Emergency Active Travel Fund (and associated) schemes also sometimes became politically contentious (cf. the Low Traffic Neighbourhood ones in London), absorbing bandwidth and capacity away from FTZ schemes, and in some cases may have generated some risks to the longer term, more permanent implementation of some TCF projects. Whilst this does not significantly undermine the trials that the Solent FTZ Programme is delivering, there are some linkages to TCF and related programmes which have become more complex to handle as a consequence.

- [Lessons Learned from the Covid-19 Response Drone Trial](#)

As well as the general programme/project lessons learned above, the Drone Logistics trial in 2020 provided further lessons learned and valuable information for taking this project forward. A full report on this was published earlier this year, a copy of which has been sent to NatCen/DfT.

Acknowledgements

The contributions of Hampshire County Council, Isle of Wight Council, Portsmouth City Council, Southampton City Council, University of Portsmouth and University of Southampton, as well as all the Solent Future Transport Zone team members in producing this report is grateful acknowledged.

Project	Local evaluation outcome	Indicator/s	Data source/s	Scheme/intervention*
THEME 1				
MaaS	Identify if MaaS platform is commercially, technically, relationally, and politically viable	TBD	Commercial records, technical testing reports, monitoring and observational reporting.	MaaS
MaaS	Setting up a MaaS scheme and learning lessons from procurement, relationships, stakeholders, commercial modelling etc.	TBD	Lessons learnt, reporting and portfolio of evidence collected by project team.	MaaS
MaaS	Can we set up MaaS in a way that can be expanded to other regions?	TBD	Lessons learnt from engaging and undertaking feasibility sprint.	MaaS
MaaS	Can MaaS be used as TDM tool to influence behaviour?	TBD	Usage / model shift data collected as part of a focus study / trial.	MaaS
MaaS	MaaS used to support workplace travel planning activities	TBD	Engagement with employers and case study data collected as part of partnerships.	MaaS
MaaS	Carrying out research into barriers, opportunities, sustainability, human factors and algorithm optimisation	TBD	Reports from research partners undertaking studies.	MaaS
MaaS	The success of the MaaS platform in terms of users: number of people who have downloaded, activated accounts and travelling	TBD	Usage data and user surveys.	MaaS
MaaS	What effect does it have to create a MaaS platform allowing customers to plan, book and pay for travel in one place? (without providing subscriptions or bundles in the first instance)	TBD	Reports from research partners undertaking studies. Usage data and user surveys.	MaaS
MaaS	Understand (and ideally improve) take-up of MaaS app by different user groups	Various	The University of Portsmouth (UoP) is developing a methodology to survey (at regular intervals according to the FTZ timeline and cycles) a control group of Solent region residents who will not be using the MaaS app in order to understand the travel behaviour characteristics of these residents and their travel behaviour changes over the FTZ project implementation period. This will enable the UoP Research team to answer one of the key research questions, "In what ways were the characteristics of MaaS users different to non-MaaS users?" It will also allow for the behaviour changes of the MaaS users to be benchmarked against the behaviour changes of non-MaaS users, which is of critical importance in the monitoring and evaluation work. The methodology will set out the recruitment of a control group, and will collect data through questionnaires and focus groups. The methodology will also identify the number, source, and profile of the respondents, and the specific questions required to answer the research question.	MaaS
e-Scooter	Outcomes relating to usage of e-Scooters supplied by Voi (in Portsmouth and Southampton) and Beryl (Isle of Wight)	Various	Dashboard' reported directly by Beryl and Voi to DfT and the commissioning local authority	e-Scooter
THEME 2				
Micro Consolidation	Ideally, a reduction of emissions and congestion, and improvement of road safety in defined geographies. Given local trials are still to be defined, proxy outcomes may be needed (e.g. a reduction of fuel use by petrol and diesel vans involved in trials).	TBD	TBD (Project in planning Phase)	Micro Consolidation
Macro Consolidation	Ideally, a reduction in freight vehicles within Southampton and clear demonstration of potential reduction in vehicles in other geographies. Given local trials/changes are yet to be defined in Southampton and only a theoretical analysis is possible for other areas, proxy outcomes may be needed.	TBD	TBD (Project in planning Phase)	Macro Consolidation
Drones for Medical Logistics	(ideally) clear improvement of health outcomes as a result of drones being used for medical logistics. Proxy outcomes may be needed (e.g. journey time reliability).	TBD: This project is designed to identify and overcome the logistics elements of drones being used for deliveries of medicines, samples and medical products.	TBD (Project in planning Phase)	Drones for Medical Logistics
ACROSS PROGRAMME				
MarComms	Marketing and communications activities are in progress at both the programme and project level. These activities are supporting the outcomes of all projects and consider outputs, outcomes and impacts.	Various (Social media post views, engagement with digital ads, awareness of FTZ programme, awareness of brand, levels of traffic to websites, results of ad trackers, ratio of positive/neutral:negative press coverage and ratio of positive:negative social engagement.)	Various (Vuelio press coverage monitoring software, Google analytics, Social media analytics including Twitter, Facebook and Instagram, surveys to measure campaign effectiveness and awareness.)	MarComms
Programme	Changes in traffic patterns, and ideally reduction in car traffic with shift towards more sustainable modes (i.e. active travel and public transport use).	TBD (but to be based on road traffic statistics, bus and train usage)	Data from DfT and Local Authorities within Solent Transport area (see 'Data sources details' worksheet).	Programme

Note: These entries cover expected short and mid-term outcomes, as well as longer-term impacts. Separation of entries into the three different categories (as shown below) will follow, as logic maps and project plans are refined. The outcomes, impacts, indicators and data sources for the other Theme 1 and Theme 2 projects are still being assessed/planned.

* Specific schemes or interventions (within project) may be defined in due course, e.g. MaaS App, MaaS Research, as oppose to MaaS project overall.

Short term outcomes

Midterm outcomes

Long term impacts

Data source/s	Data collection method/s	Locality where data is collected	Approx sample size	Sample frame / target population	Data owner	First date of data collection	Future date(s) of data collection
DfT Road Traffic Statistics	Download from DfT website: https://roadtraffic.dft.gov.uk/	Across the Solent FTZ designated area, and also for count points in Bournemouth, Christchurch and Poole Council (i.e. Dorset) area, and those in Basingstoke and Deane Borough, which act as potential controls for comparison	All relevant count points in these areas	2019-2024 / Solent FTZ region	Solent Transport and University of Southampton (Solent Traffic Data Explorer)	2019 historically (for FTZ comparisons, although data downloaded from DfT goes back much further)	Data updates available annually
Local Authority Real-time Traffic Data (Drakewell)	Available from Hampshire County Council (for Hampshire, Portsmouth and Southampton areas)	Across specific count points in the Solent FTZ designated area (note these are different to the DfT ones)	Various	Depends on count point	Local Authorities and Solent Transport / University of Southampton	Depends on count point (some go back to 2015, but typically 2018 or 2019 onwards)	Download and review periodically
Local Authority Cycling Data	Available from Portsmouth and Southampton areas	For specific count points in the Local Authorities areas	Various	Depends on count point	Local Authorities and Solent Transport / University of Southampton	Depends on count point (typically start from 2019 or 2020 onwards)	Download and review periodically
DfT Transport Use During Covid-19 Pandemic	Download from DfT website: https://www.gov.uk/government/statistics/transport-use-during-the-coronavirus-covid-19-pandemic	Incremental changes in road traffic, rail and bus use, and cycling journeys in the UK following a notional start of the Covid-19 pandemic, using the DfT recommended methodology	Various	2020+ / National	Solent Transport / University of Southampton (analysis data)	From February/March 2020	Download and review periodically (updates available typically weekly)

Note: These are the principal sources of data being collected at the Programme level to monitor the different 'rolling' baselines and potential counterfactuals, which will be used to help assess the outcomes and impacts across the Solent FTZ schemes. Other DfT transport/travel statistics are also being collected and monitored, e.g. bus and train usage, and active travel data. However, these do not currently provided sufficient level of granularity for assessment of the Solent area, other than for the Hampshire, Portsmouth and Southampton authority areas. Other data sources will be listed in due course, e.g. the key data items that are being collected through the MaaS app, the Minimum Viable Product (MVP) for which is currently in development (as at August 2021).



Department
for Transport

Solent Area Future Transport Zone Update

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Agenda Item 10



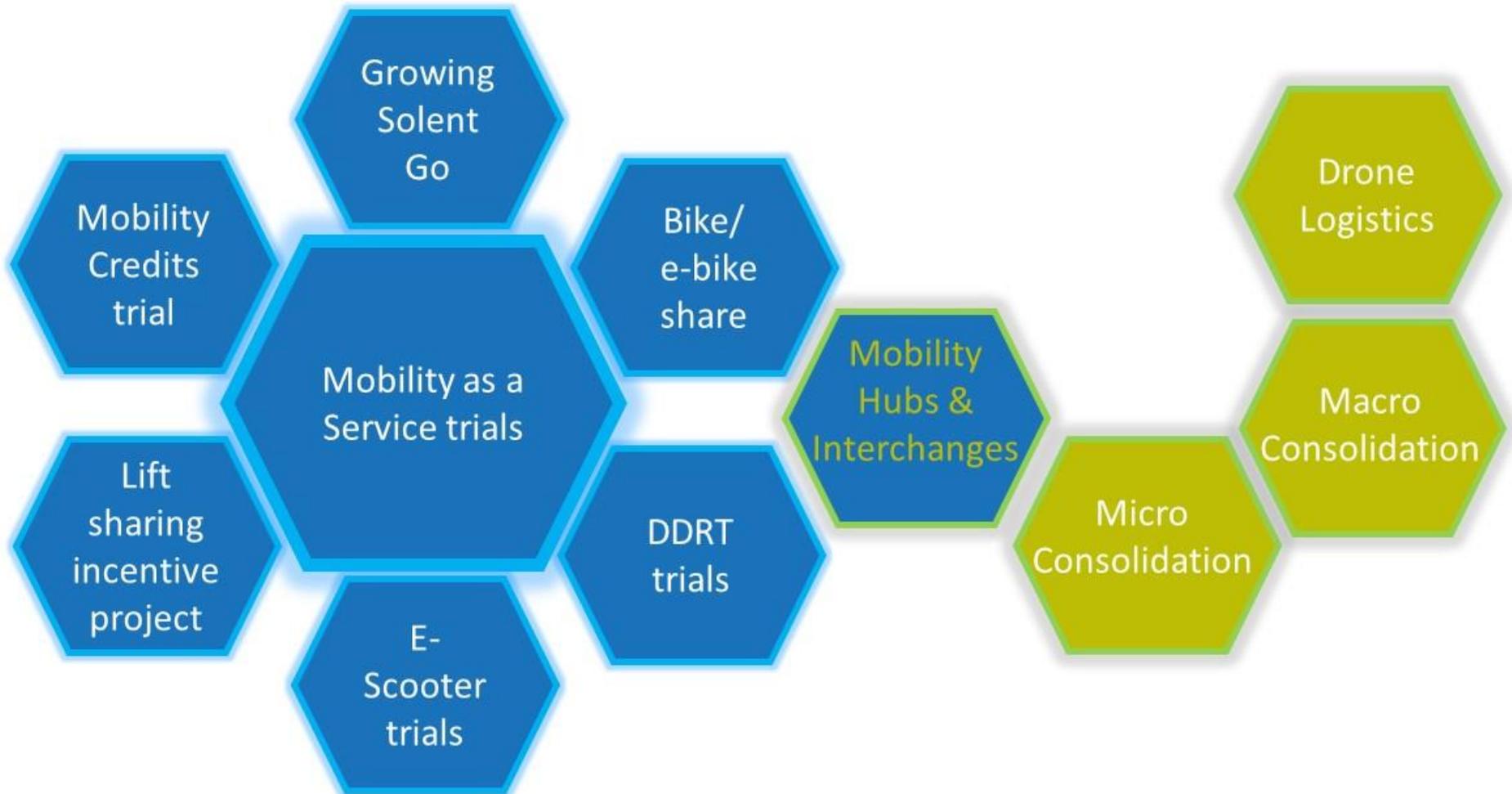
Programme Overview

Theme 1: Personal Mobility

Cross-cutting
projects (Non-FTZ)

Theme 2: Sustainable
Urban Logistics

Marketing – Customer Journey – Behavioural Change and Human Factors





Programme Headlines

- **E-Scooter trial project** – The trials on the IoW, PCC and SCC are progressing well, with significant expansion planned/delivered. At the end of July 2021 the number of e-scooters in each trial was 100 IoW, 406 PCC and 686 SCC. Trials expected to be extended to March 2022 and potentially transition to pilot deployment schemes in accordance with the DfT announcement on the 6th August.
- **MaaS platform and Trials** – Preferred supplier consortium has been agreed and have started development work University research is progressing. Planned launch of initial MaaS platform (MVP) on course for later in 2021.
- **Growing Solent Go** – New 'Saver 5' carnet ticket soft launched in April 2021, although has not be actively promoted due to Covid-19 lockdown. The promotion of the new ticket will be included within the promotion of the MaaS Platform launch later this year. Other aspects of development, including MaaS integration, also specified and planned.
- **Bike Share Project** – Initial planning of scheme has commenced. A Demand Study has been completed which recommends appropriate size of schemes in each LTA and key information required to feed into our procurement approach. Procurement planned for late summer / autumn 2021.
- **DDRT Project** – Review of project commenced, working to outline brief that has been shared with LTA partners. Currently developing several revised options for how trial might be implemented following initial conversations with LTAs; these options will be used to inform engagement with LTAs and potential operators and technology partners; aim to bring report recommending way forward to next FTZ Programme Board meeting on the 23rd September.
- **Theme 2 Urban Logistics Projects**. Planning of the consolidation projects underway with Project Board meetings taking place with LTA officers, universities and FTZ delivery team. PIDs for Consolidation and Drones Projects have now been approved by the FTZ Programme board, although MoU with universities still requires approval.
- **FTZ Recruitment**. Six fixed term staff have now been recruited and have started (or will be starting soon) in the FTZ Delivery Team. This includes the Programme Manager (Tim Forrester) who started on the 2nd August.



Programme Issues/Challenges

- **Joint Legal Agreement.** We are required to renew the existing JLA as we need to use it as a method of transferring FTZ funds for delivered projects. At the moment not all LTA partners have yet signed an updated version of the agreement, although they are due to finalise the agreement by the end of August. Work is continuing in good faith and finance slide later in this report reflects incurred committed spend, which will be resolved immediately after document signing.
- **MaaS Platform.** Supplier consortium has been appointed. However, finalising and approval of contract is taking longer than anticipated, due to complexity of project, contract negotiations with supplier and time required for our legal support to respond. Contract is now expected to be finalised in August.
- **Bike Share Schemes.** Initial soft market testing and industry insight from the Bicycle Association has identified a supply issue for equipment (due to Covid and Brexit) resulting in a delays to deliver bikes and components. Bike share launch has therefore been pushed back until Spring 2022 at the earliest.
- **Theme 2 Projects.** The MoU with the universities related to the Consolidation and Drones projects is still to be finalised and approved. Whilst approval is expected early August, it is anticipated that many delayed activities can be accelerated over the next 12 months to bring the programme back on schedule. The second set of drone trials, this time with a Vertical Take-off and landing (VTOL) drone operated by Apian will take place late August/September to confirm logistics elements of project plan (previous trials were conducted using fixed wing drones in 2020, for which important lessons have already been learnt) and it is viewed would not be appropriate for ongoing use in the Solent.
- **Projects Lift Share, Mobility Credits and DDRT** are currently on hold due to COVID-19. A review of these projects has started and will be carried out by Autumn 2021 (DDRT project review underway) to determine whether these should proceed in their current form. Paper was prepared for FTZ Programme Board on options for the DDRT project, which was discussed at last Board meeting on 27th May. Further review work now in progress. Review for lift share project yet to start (due to capacity/other priorities); Mobility Credits trial still appears viable in original form, in a post Covid environment, so probably does not need to be reviewed.
- **FTZ Recruitment.** We are still actively recruiting as there are still three outstanding fixed term roles to fill in the delivery team. Two of these roles (Research & Evaluation Manager and Theme 2 Lead Manager) have proven difficult to fill, and we have advertised these positions on two separate occasions. We are also actively looking at alternative strategies for delivering these projects.
- **Lockdown and Covid issues.** Whilst most projects are still on track, lockdown and Covid-19 issues are affecting partners and third parties abilities to respond in time to ensure present delivery to timescales. Examples of problems and delays include longer than expected time required for legal team to review the contract with the MaaS Platform Developer and delays with recruitment and the time required for internal services to complete all the contract requirements for successful applicants. These matters are in hand and have been raised with relevant LTA heads of Service.

Monitoring and evaluation

A monitoring report should be prepared following the completion of each year of the scheme. DfT and the FMZs will work on the format to ensure consistency

Update

- **Programme Level M&E.** Our key partners (University of Southampton, UoS) are leading our work on the FTZ Programme Level M&E. They are assessing impacts/outcomes of the programme through a combination of the secondary data provided by the DfT and our Local Authority partners, as well as primary data collected by the individual projects "bottom up" and "across the piste" by our MarComms activities. Regarding progress, general monitoring activities have started, for example the reviewing of transport trends during 2020 (as a potential baseline) using DfT's suggested Covid impact assessment method*. We are still to appoint a Research & Evaluation Manager within the FTZ Delivery Team. Dr Alan Wong from the University has been fulfilling this role in the interim.
- **Mobility as a Service (MaaS).** Preliminary meeting undertaken with MaaS Platform supplier regarding M&E. Some initial survey design started in June 2021, with data collection to follow, and we are also looking at the possibility of testing an additional monitoring system for including e-scooters and hire bikes. A monthly MaaS (and Solent Go) Project Board involving the local authorities and our project partners has also been established, which met on 9 June and 7 July.
- **E-scooter trials.** M&E being conducted by the e-scooter suppliers and reported directly to the DfT and our Local Authority partners. Data is captured through the supplier apps (and systems), which include e-scooter ridership, average trip length, fleet availability and general monitoring of reported incidents. Trials in IoW, PCC and SCC are currently ongoing, and the need for further surveys/data collection is being assessed, e.g. for user attitudes and safety.
- **Marketing & Communications (MarComms).** The effectiveness of our MarComms activities will be assessed through a number of outputs, including marketing campaigns, brand building, press releases, ads, web content and direct mail, as well as social media engagement and stakeholder/focus groups. The outcomes/impacts of these activities are aligned to the Programme/Project objectives, for which a strategic framework to support the behaviour change has been developed. An assessment of potential target groups has been carried out, e.g. with Mosaic segmentation review conducted in conjunction with Ubiquity (an outside agency), along with the implications of this market research on FTZ projects. Work has continued with the agency on the MaaS (and associated FTZ) branding in June/July, including user assessments and LA feedback, and a shortlist of the MaaS app name and branding options is being decided.
- **FTZ National Evaluation.** We have continued to conduct regular, bi-monthly progress meetings with NatCen, including updates on 10 June and 20 July. We also participated in their FTZ Movement of Goods Workshop on 27 May, and their quarterly Community of Practice (CoP) Workshop on 2 June, which was attended by all FTZ areas.

Risks and challenges

- The establishment of an appropriate baseline or year-on-year comparisons for the programme level monitoring is still challenging, taking into account the Covid-19 short and long term effects on transport patterns and movements in the region.
- How to separate and identify the project impacts and benefits of the FTZ programme from other wider transport schemes and initiatives in the region (e.g. SCC and PCC TCFs). The use of other regions (to act as control for comparisons), such as Bournemouth, Christchurch and Poole (BCP), is being actively considered.
- Some progress on a Data Sharing Agreement (DSA) among our local authorities (LA) delivery partners has been made, although this still needs to be finalised and signed. The 'back-to-back' agreement to then enable the transfer of this data to our University partners** to enable them to act as a 'data processor' (for M&E) on our behalf has been delayed, although it is still hoped this will be in situ in the Autumn..

Next steps

- The Programme Level M&E PID is underway and will be presented to the Solent FTZ Programme Board in September. This includes existing plans from the projects underway and potential methods/early ideas for year-on-year comparisons. Will be used for the ('light touch') 2020-21 Annual Report to be sent to NatCen.
- To continue progress updates with NatCen through planned catch up meetings on 28th September and 26th November.
- To progress the DSA among the LA delivery partners, and develop the data transfer agreement among the FTZ Delivery and UoS/UoP research/M&E partners.
- Continue to develop the evaluation methods for Solent Go, Bike share, DDRT, Micro/Macro Consolidation and Drones Logistics, as the plans for these projects develop. Mobility Credits and Lift Share methods to be assessed, as the need arises..

* <https://www.gov.uk/government/statistics/transport-use-during-the-coronavirus-covid-19-pandemic>

** The University of Portsmouth is assisting with the M&E of our MaaS and Theme 2 projects.





Work Package RAG Status Overview

	Work Package	Milestones	Resource	Brief Commentary (including justification for rating).
1	<p>WP 1 Mobility-as-a-Service platform and trials</p> <p><i>Develop and offer to market a MaaS product that enables customers to plan journeys, purchase tickets and receive incentives in one place, leading to more seamless journeys and reduced car dependency.</i></p>			<p>Milestones: Appointment of supplier consortium confirmed (subject to contract). Development work has begun including liaison with DfT BODS team. Conversations with public transport operators and mobility service providers have commenced with first NDAs agreed. Planned launch of initial MaaS platform (MVP) on course for Q4 2021. A MoU for Theme 1 with the Universities of Portsmouth (UoP) and Southampton (UoS) has also been signed and University research has now commenced.</p> <p>Resourcing: FTZ PM (MaaS/Solent Go) has been appointed and started in role on 12th July. The UoP and UoS have identified their research teams. Additional technical support procured.</p>
2	<p>WP2 - Solent Go – growing the ticketing options offered by Solent Go</p> <p><i>Design and implement a range of new multi-operator public transport tickets, leading to increased flexibility of travel and use of these modes across the region.</i></p>			<p>Milestones: The development of 'Saver 5' carnet ticket now complete; the soft launch took place on 12th April. Investigations have also taken place into the potential for other related ticketing options from across the region to be incorporated into the MaaS offering. Planning is also underway to migrate Solent Go wholly into the development of the MaaS platform, as and when this is undertaken. A temporary continuation of SCC operation of Solent Go beyond August will allow for transition to the new MaaS platform. Unicard will develop a new HOPS which will fully separate our systems and allow for future flexibility.</p> <p>Resourcing: FTZ PM (MaaS/Solent Go) has been appointed and started in role on 12th July. Additional technical support procured.</p>
3	<p>WP3 - Mobility Credits</p> <p><i>Trial of travel credit scheme offered to low socio-economic groups aimed at understanding the impact such credits have on travel behaviour.</i></p>			<p>Milestones: Currently on hold due to COVID-19. To be reviewed Summer 21'</p> <p>Resourcing: Funding reprofiled.</p>
4	<p>WP4 - Bike Share</p> <p><i>Design and launch a new bike share scheme, electric or otherwise, initially to be trialled in a pilot area and subsequently rolled out across the region.</i></p>			<p>Milestones: Demand forecasting study completed and this study will help to shape procurement approach. Project programme revised with anticipated launch date of Spring 2022, although this date is subject to change depending the actual extent of supplier delays.</p> <p>Resourcing: FTZ Theme 1 lead with support from each of the PMs in the two pilot council areas.</p>
5	<p>WP5 - Lift share</p> <p><i>Growing existing lift share services through support for local employers to establish new schemes in workplaces.</i></p>			<p>Milestones: Currently on hold due to COVID-19. To be reviewed Summer 21'.</p> <p>Resourcing: Funding reprofiled.</p>



Work Package RAG Status Overview

	Work Package	Milestones	Resource	Brief Commentary (including justification for rating).
6	<p>WP6 - Demand Responsive Transit</p> <p><i>Design and launch of responsive services to supplement existing public transport networks to improve connectivity in areas under-represented.</i></p>			<p>Milestones: Currently on hold due to COVID-19. Review underway in partnership with LTA partners to consider future work activity. Aiming to bring more detailed review to 23rd Sep FTZ Project Board.</p> <p>Resourcing: Funding reprofiled.</p>
7	<p>WP7 E-Scooter trials</p> <p><i>Design and launch an e-scooter trial, in response to the Government's post-COVID drive to pilot new micro-mobility modes, addressing local health, environmental and social issues as well as the imminent travel challenges posed by COVID 19.</i></p>			<p>Milestones: Three e-scooter trials have now been launched in the Solent Area on the Isle of Wight (November 2020), in PCC and SCC (both in March 2021). Each trial established, have expanded and will continue to expand over the coming months.</p> <p>Resourcing: FTZ PM (PCC and SCC embeds) to carry out the majority of the ongoing work on these trials. Note that FTZ PM SCC Embed is now in role and PCC Embed is due to start on 16th August. Currently Interim FTZ PM (PCC Embed) providing support.</p>
8	<p>WP8 Micro Consolidation</p> <p><i>Introduction of micro consolidation hubs, using innovative concepts and zero emission vehicles including cargo bikes to reduce the impact of last mile deliveries</i></p>			<p>Milestones: Project plan now agreed by all parties and PIDs approved by FTZ Board. Our delivery partners (UoS and UoP) are due to start work on project shortly, immediately following approval of MoU between all parties. Discussions have started on data requirements and with potential project partners already operating in the area. Early discussions also held on potential trial sites in Portsmouth.</p> <p>Resourcing: Currently Interim FTZ Theme 2 Lead is acting as PM for this project. This is an area where we are struggling to identify a candidate for the permanent Theme 2 Lead role. FTZ PM SCC and PCC embeds to support the project in the two pilot council areas. Note that FTZ PM SCC Embed is now in role and PCC Embed is due to start on 16th August. Currently Interim FTZ PM (PCC Embed) providing support.</p>
9	<p>WP9 Macro Consolidation</p> <p><i>Increased use of existing Southampton SDC and research into development of sustainable commercial consolidation in Portsmouth or other relevant locations in the Solent region</i></p>			<p>Milestones: Project plan now agreed by all parties and PIDs approved by FTZ Board. Our delivery partners (UoS and UoP) are due to start work on project shortly, immediately following approval of MoU between all parties. Discussions started on data requirements and with existing operator of the Southampton Sustainable Distribution Centre to agree a priority target list of customers.</p> <p>Resourcing: Currently Interim FTZ Theme 2 Lead is acting as PM for this project. FTZ PM SCC and PCC embeds to support the project in the two pilot council areas. Note that FTZ PM SCC Embed is now in role and PCC Embed is due to start on 16th August. Currently Interim FTZ PM (PCC Embed) providing support.</p>
10	<p>WP10 Drones Logistics</p> <p><i>(1) Trials and practical testing of BVLOS delivery of medical samples to the Isle of Wight, incorporating logistics and human factors elements.</i> <i>(2) Development of an uncrewed traffic management system for drones</i></p>			<p>Milestones: Specification and programme has been revised to ensure the project outcomes are fit for purpose, based on lessons learned during our earlier successful drone trials in 2020 and stakeholder engagement, including with Future Flight Challenge. PID has been submitted and approval by FTZ Board. The 2020 trials were with a fixed wing drone, so additional trials are planned for Autumn 2021 of a VTOL drone to confirm the project approach.</p> <p>Resourcing: Currently Interim FTZ Theme 2 Lead is acting as PM for this project and we are shortly to run a mini tender to secure some technical specialist support.</p>



WP	Capital	Revenue	Spend YTD	Comment
WP 1 - MaaS	£5,927,714	£0*	£0	<p>Committed Spend ~£166,000 estimated committed spend for University of Portsmouth work on MaaS Trials (to end of June) ~£150,000 estimated committed spend for University of Southampton on MaaS Trials (to end of June)</p> <p>Trafi, Unicard, BIT costs to follow contract signing MaaS platform development started in July 2021. Budget approximately £2.4m</p>
WP 2 – Solent Go	£781,500		£5,000	<p>Committed Spend £17,000 Unicard Carnet Ticketing £86,000 Unicard HOPS Migration</p>
WP 3 – Mobility Credits	£665,626		£0	Project to be restarted in 2022
WP 4 – Bike Share	£2,399,730		£86,272	<p>Committed Spend £19,700 for Demand Study</p> <p>Bike share launch expected Spring/Summer 2022</p>
WP 5 – Lift share	£308,038		£0	Project to be reviewed in Autumn 2021
WP 6 - DDRT	£771,000		£0	Project to be reviewed in Summer 2021
WP 7 – E-Scooter	£880,000		£60,488	<p>Committed Spend ~ £10,000 IoW trial (up to end of March 2021) ~ £61,000 PCC trial (up to end of June 2021) ~ £73,000 SCC trial (up to end of June 2021) ~ £37,000 HCC trial ~ £170,000 Voi subsidy</p>

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WP	Capital	Revenue	Spend YTD	Comment
WP 8 – Micro Consolidation	£2,499,447		£0	Planning and research underway delivery expected to commence in May 2021
WP 9 – Macro Consolidation	£895,192		£0	Planning and research underway delivery expected to commence in May 2021
WP 10 – Drones Logistics	£8,044,034		£200,000	Advanced funding to UoS April 2020 covering trials in May 2020 and Sept 2021. Theme 2 MoU with University partners to be signed in August covers a significant level of spend.
Other – Staffing, marketing etc Page 83	£5,586,719		£830,613	<p>Actual Spend £739,681 spend for FTZ Delivery Team £17,636 spend for Legal and Procurement costs £68,376 spend for Marketing / Communications £4,920 spend for Monitoring & Evaluation</p> <p>Committed Spend ~£62,000 estimated committed spend for University of Southampton on M&E. ~£46,000 estimated committed spend for Solent Transport Staff</p>
RAG	Change	Key financial risks and mitigation		
		<p>* It is assumed that all spend on the FTZ project will be considered as Capital</p> <p>Committed spend represents work undertaken not yet paid by the FTZ Programme.</p> <p>Cost codes and work orders required for FTZ are set up on SCC's financial system</p> <p>At this stage in the programme, no key financial risks have been identified</p>		



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Formalisation of Future Transport Zone (FTZ) procurement and payment approaches

Tim Forrester (FTZ Programme Manager) - October 2021

Decision Requested:

It is requested that the following approval is made by the Solent FTZ Programme Board:

To recognise the updated governance roles of LA partners and to approve the proposed approach in relation to procurement and payment of contracts associated to the delivery of the FTZ programme

Background

At the Solent Transport Joint Committee meeting on 5th October 2020 a paper titled 'Solent Future Transport Zone: Proposed Governance Arrangements' was submitted for approval. This document set out the proposed governance arrangements associated with the delivery of the FTZ programme and the recommendations within it were approved by the board and have subsequently been implemented.

The key approvals granted being:

- That the Committee approves as an exception to the on-going agreed arrangements for Solent Transport's financial management support, that the financial management and accounting role for the Future Transport Zones (FTZ) funding be delegated to Southampton City Council (SCC) to reflect the location of the programme of work and the lead role of SCC in developing and signing off the bid
- That Members agree to delegate authority to make further changes to the programme as required by the evolving circumstances, including changes to project funding allocations, to the Solent Transport Manager after consultation with the Solent FTZ Steering Group and Programme Board
- That governance of the Solent FTZ programme is implemented via the structures and approach set out
- That general operational management and within-budget spend decisions of the FTZ be delegated to the Solent Transport Manager with regular periodic review by the Solent Transport Solent FTZ Steering Group, Programme Board and regular oversight by Joint Committee

While these approvals defined the role of SCC as lead authority on behalf of the Solent Transport FTZ programme, other LTA partners (primarily PCC) have since taken on a significant role in the procurement and payment of specific contracts related to FTZ delivery. Whilst the above approvals are adequate and no new powers are required, Solent Transport is operating and procuring across multiple authorities' finance and procurement departments. As such these LTA departments have asked for further clarity on rights to procure for, and enter into, contracts on behalf of Solent transport in relation to the FTZ.



Solent already have sign off procedures within Southampton City Council, in terms of cabinet delegation and Section 155 authority Senior Responsible Officer approval for these procurements, but as this is a cross authority procurement it was considered desirable to also secure approval from Solent Transport Joint Committee.

Purpose of this Paper

This paper is intended to formalise FTZ Programme Board approval for permissions associated with procurement and payment activity in relation to the delivery of the Solent FTZ programme. It seeks to rationalise previously approved board paper decisions and define additional roles and responsibilities to provide further financial assurances and clarity to LTA partners involved in these activities on behalf of the Solent Transport Partnership.

Decision requested:

It is requested that the following approval is made by the Solent FTZ Programme Board:

To recognise the updated governance roles of LA partners and to approve the proposed approach in relation to procurement and payment of contracts associated to the delivery of the FTZ programme

Formalising current working arrangements and payment mechanism approach:

Solent Transport are actively using PCC Procurement and PCC Legal for the delivery of the majority of contracts as part of the FTZ programme. Solent Transport and PCC Procurement have established strong working relationships, including with PCC Legal who are involved in the development of all contract terms.

In order to streamline the contracting process, PCC Procurement develop contracting and tendering strategies on a project-by-project basis in collaboration with Solent Transport, and in accordance with its own Contract Procedure Rules and appetite for risk. As a result, PCC are acting as the Contracting Authority (entering into contracts on behalf of Solent Transport) and are therefore taking on the contractual, operational and financial risk.

Where PCC are not best placed to act as the Contracting Authority, for example because a scheme will operate solely within the jurisdiction of another authority, or where risk can be more effectively mitigated by another party, the role of Contracting Authority will be adopted by the most appropriate party. On behalf of Solent Transport, PCC will then either act as Procurement Agent or will provide advice and guidance where appropriate (for example where the Contracting Authority uses PCC's Dynamic Purchasing System).

Payment mechanism approach:

Where a partner LTA (this primarily relates to PCC as the main contracting authority, but can equally apply to other Solent Transport LTA partners as required) acts as the Contracting Authority and holds the contract on behalf of Solent Transport, this LTA also becomes responsible for payment of supplier invoices. In order to provide the designated contracting authority with the financial assurance it requires to ensure it does not enter into contracts it does not hold the budget for, a mechanism of funds transfer is proposed.

To formalise current working processes, it is proposed that as required, Solent Transport instruct SCC (as the accountable body and holder of the FTZ grant funding) to raise Purchase Orders for LTA partner/s (PCC, IoW, HCC) on a project-by-project basis to cover expected supplier costs.

Once received, the contracting LTA will then issue a Purchase Order to the supplier; and in-turn invoice SCC in advance of making payment to the supplier in accordance with the payment schedules agreed as part of the contract. Payment to suppliers will be released on receipt of a compliant invoice (to be confirmed by the Contract Manager), by necessary approval within LTA.

This arrangement provides assurance for LTAs that contractual obligations can be met and ensures SCC and Solent Transport can maintain financial oversight of all projects.



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