



Department
for Transport

National Bus Strategy

Creating an Enhanced Partnership: example
format and structure

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Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR



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Important: Given the variation in Local Transport Authority (LTA) areas and local bus markets across the country, it would not be realistic to provide fixed ‘boilerplate’ wording that worked for every LTA area. This template therefore seeks to provide example wording in selected areas, to support individual LTAs, working in close partnership with their bus operators, to draft their Enhanced Partnership (EP) Plan and EP Scheme(s) and to understand how EP commitments could be documented. Those commitments will be developed through negotiation in individual LTA areas and it is for individual partnerships to decide what those commitments are, recording them in two documents:

- **The Enhanced Partnership Plan (‘EP Plan’)** – largely drawing on the published **Bus Service Improvement Plan (‘BSIP’)**;
- **The Enhanced Partnership Scheme(s) (‘EP Scheme’)** – This is the document that sets out exactly what the LTA and their bus operators must deliver/ comply with. Once made, they will be binding commitments. It is expected that this document will require most of the drafting effort.

Legal clearance - Given the legally binding nature of the EP Scheme, bus operator and LTA legal advisers will need to be content with the final agreed wording of their individual EP Schemes.

This template should be read in conjunction with the revised [EP Guidance](#) and, where necessary, the relevant legislation¹. However, we would **strongly advise all LTAs to make full use of bespoke variation arrangements** – further detail and examples are in Section 5 – as this will allow individual EP schemes to have maximum flexibility to be varied without following the formal variation mechanism as set out in the Transport Act 2000. Under bespoke arrangements, only an operator objection mechanism is required.

This template draws from legal requirements set out in the relevant legislation. However, it is ultimately for individual partnerships to decide the content and format of their EP Plans and EP Schemes that meet the legal requirements and deliver BSIP outcomes.

Individual partnerships should only use the template as a guide and amend it to meet their specific requirements. For example, the EP Plan and Scheme(s) can be presented as separate annexes with a covering sheet; the list of annexes in this document is for example only.

¹ Principally, sections 138A-138S of the Transport Act 2000

This template not only covers how the statutory powers will be used, but also documents additional information on how the EP will work in practice – for example, see Section 5, which explains practical governance arrangements. The EP Scheme may also include other agreements – such as separate contractual arrangements or Memoranda of Understanding, that complement the EP Scheme and work collectively to deliver BSIP outcomes.

This template draws on published EP Plans and EP Schemes produced by [Hertfordshire County Council](#) and [Transport for West Midlands](#). The Department is grateful for their co-operation.

Italic text within brackets '[]' is guidance on content. The rest is example draft content.

Introduction

[This section should be used to set the EP Plan and EP Scheme into context at a high level.

As explained in the published BSIP guidance, it is expected that the EP Plan will draw heavily on the BSIP. This section should provide a short overview of the key objectives of the BSIP and how it will work together with the EP Plan and EP Scheme to deliver better bus services for local people and wider local transport plan objectives. It is suggested that this is presented as a simple table. The example below sets out what this might look like for two BSIP objectives. There will of course be many more objectives in individual published BSIPs (such as multi-operator ticketing) and each one should have an entry in the table.

BSIP Objectives	EP Approach
1. Prioritising buses in traffic	<ul style="list-style-type: none"> a) Address bottlenecks impacting bus services (quick wins) by utilising real time data where appropriate b) Identify opportunities for bus priority packages (longer term interventions) c) Mitigate the impact of roadworks d) Deliver faster journey times and reliability improvements
2. Improving the image of bus travel	<ul style="list-style-type: none"> a) Raise and enforce quality standards b) Develop and implement a five-year marketing plan for local bus services c) Take a consistent branding approach d) Encourage modal shift from car e) Raise and enforce health and safety standards
.....

If there is an existing voluntary partnership or other non-statutory arrangement in place, it should also confirm here that the EP Plan and EP Scheme will replace those arrangements.]

Competition test

[This section should include a link to a competition declaration.² **That declaration does not need to form part of the EP Plan or Scheme document.** However, it can be included in one of those documents for completeness, **providing it is made clear that it is a separate, standalone document that does not need to go through the EP variation procedures to change it.**

² See section 8.38-8.39 of the main EP Guidance

The precise wording of the declaration will depend on the extent to which, in the opinion of the LTA, the EP Plan and Scheme content as a whole causes adverse effects on competition.

If the LTA believes that the EP as a whole will not or is unlikely to have a significantly adverse effect on competition, then only a simple declaration to that effect is required. Here is some example wording:]

The [name of Local Authority] has undertaken an assessment of the impacts of the EP Plan and Scheme [made on [date]] on competition and believes it will not or is unlikely to have a significantly adverse effect on competition, for the purposes of Part 1 of Schedule 10 of the Transport Act 2000.

[If the LTA believes that the EP Plan and Scheme will or are likely to have a significantly adverse effect on competition, then the LTA must carry out a more detailed assessment because further tests need to be satisfied. If, in the opinion of the LTA, those tests are met and the EP is justified, here is some example wording to that effect:]

The [name of Local Authority] has undertaken an assessment of the impacts of the EP Plan and Scheme [made on [date]] on competition for the purposes of Part 1 of Schedule 10 of the Transport Act 2000. The authority believes it will or is likely to have a significantly adverse effect on competition. However, the authority believes the EP Plan and Scheme(s) is justified because:

(a) it is with a view to achieving one or more of the following purposes:

- securing improvements in the quality of vehicles or facilities used for or in connection with the provision of local services;
- securing other improvements in local services of benefit to users of local services; and
- reducing or limiting traffic congestion, noise or air pollution.

(b) its effect on competition is or is likely to be proportionate to the achievement of that purpose or any of those purposes.

The Competition and Markets Authority has also been consulted on the proposals as required by section 138F of the Transport Act 2000.

[If there are other competition issues that require additional content, this should also be included in the declaration document.^{3]}

³ See the competition section of the published EP Guidance

EP Plan and scheme: contents

Part 1 – EP Plan

Part 2 – EP Scheme

Annex A – Example Schedule of LTA ‘Facilities’⁴

Annex B – Example Schedule of LTA ‘Measures’⁵

Annex C - Example Definitions

Part 1: EP plan

THE [NAME OF LOCAL AUTHORITY] ENHANCED PARTNERSHIP PLAN FOR BUSES IS MADE IN ACCORDANCE WITH SECTION 138G(1) OF THE TRANSPORT ACT 2000 BY:

[NAME OF LOCAL AUTHORITY OR AUTHORITIES]

[The list of authorities in this section can be different from those in the associated EP Scheme. This may be because the EP Plan covers all the authorities in the Plan area, but one or more of the associated EP Scheme(s) cover smaller areas. Individual agreements may also wish to list the names of lower tier authorities as parties to the EP Plan – especially if such authorities are responsible for delivering specific elements of The LTA’s obligations, such as, new bus priority measures in the associated EP Scheme(s).]

LTA’s can either copy and paste relevant sections from their BSIP into this section or use BSIP content as a basis for providing a more tailored narrative. But note, the EP Plan is the high-level strategic document based on BSIP content – and does not include specific actions or interventions to deliver the BSIP. That is the purpose of the EP Scheme.

Section 138A of the Transport Act 2000 also requires every EP Plan to cover the following:

- a map of the geographical area it covers;*
- all the relevant factors that the parties consider will affect, or have the potential to affect, the local bus market over the life of the EP Plan;*
- a summary of any available information on passengers' experiences of using bus services in the area and the priorities of users for improving them.*

⁴ Paragraph 3.30 of the EP Guidance

⁵ Paragraph 3.32 of the EP Guidance

Attracting modal shift from car is also important, so any information on what would be required from their perspective to achieve this;

- *a summary of any available data on trends in bus journey speeds and the impact of congestion on local bus services;*
- *what outcomes need to be delivered to improve local bus services in the EP Plan area; and*
- *what overall interventions the partnership believes need to be taken to deliver those outcomes.*

The EP Plan should also include:

- *the period to which the EP Plan relates;*
- *how often the EP Plan is to be reviewed and, if so, how and when that is to happen. Although the BSIP must be reviewed annually, **this is not the case for the EP Plan, as, unlike the EP Scheme, any changes to it would need to follow formal variation procedures.**⁶ The EP Plan can also have different review arrangements to the associated EP Scheme(s);*
- *an analysis of local bus services;*
- *the objectives of the EP Plan – in terms of how it will improve the quality and effectiveness of local bus services in the corresponding EP Scheme area;*
- *what policies regarding local bus services will be pursued in the EP Plan area;*
- *what complementary policies regarding issues such as car parking and development control will be pursued in support of the EP objectives in the EP Plan area.*
- *how the related EP Scheme(s) are intended to assist in implementing the policies and achieving the objectives set out in the EP Plan;*
- *the intended effect of the EP Scheme(s) on neighbouring areas that are outside the EP Plan and EP Scheme(s) area; and*
- *the Local Authority's plans for consulting operators and passenger groups on how well the EP Plan and EP Scheme(s) are working.*

These areas should have already been included in the BSIP, so relevant content should be repeated in the EP Plan section].

⁶ As set out in s.138L of the Transport Act 2000

Part 2: EP scheme

THE [NAME OF LOCAL AUTHORITY] ENHANCED PARTNERSHIP SCHEME FOR BUSES IS MADE IN ACCORDANCE WITH SECTION 138G(1) OF THE TRANSPORT ACT 2000 BY:

[NAME OF LOCAL AUTHORITY OR AUTHORITIES]

[Individual agreements may also wish to list the names of lower tier authorities as parties to the EP Scheme – especially if such authorities are responsible for delivering specific elements of the LTA’s obligations, such as new bus priority measures.

Note: *The EP Scheme sets out the legal obligations on the relevant Local Authorities (including highway authorities) and local bus operators and is the mechanism by which the commitments made in the BSIP and the EP Plan are delivered ‘on the ground’. It places an obligation:*

- (a) on those authorities to deliver its requirements;⁷ and*
- (b) on all bus operators to abide by the standards of service it imposes.*

Enforcement action can be taken by the registration authority if any bus operator fails to abide by such standards – including the cancellation of individual local bus service registrations.⁸

It is very important that both parties are clear about their respective obligations and that they are, as far as possible, comprehensively, accurately and unambiguously recorded.

It is not necessary to list the bus operators or individual bus services that will need to comply with EP Scheme requirements. However, it may be helpful for the LTA to maintain a list and make it available separately to bus operators.^{9]}

⁷ See s.138J of the Transport Act 2000

⁸ This can be either the Traffic Commissioner, or, the LTA. See Sections 6D, 6E and 6G of the Transport Act 1985

⁹ This would be a voluntary addition to the mandatory operator notification requirements when the EP is made – see paragraph 6.8 of the EP Guidance and s.138G(5) of the Transport Act 2000

Section 1: EP scheme content

This document fulfils the statutory requirements for an EP Scheme. In accordance with statutory requirements in section 138 of the Transport Act 2000, the EP Scheme document sets out:

Section 2 - Scope of the EP Scheme and commencement date

Section 3 - Obligations on the Local Authorities

Section 4 - Obligations on Bus Operators

Section 5 – Governance Arrangements

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

The EP Scheme has been jointly developed by *[Name of Local Authority]*, Local Highway Authorities, relevant lower tier authorities and those bus operators that provide local bus services in the EP Scheme area. It sets out obligations and requirements on both the Local Transport Authority, Local Highway Authorities, Lower Tier Authorities and operators of local services in order to achieve the intended improvements, with the aim of delivering the objectives of the associated EP Plan.

Section 2: Scope of the EP scheme and commencement date

Description of geographical coverage

The EP Scheme will support the improvement of all local bus services operating in the following areas:

*[This should provide a breakdown of what specific geographical areas are covered by the EP Scheme. If an **Advanced Quality Partnership Scheme** ('AQPS') is being retained, this section should also explain its geographical coverage – see BSIP guidance on retention of an AQPS. Similarly, any geographical areas that are subject to separate franchising proposals should be explained here. Note, the BSIP requires the full geographical area of the LTA to be covered by a statutory proposal – either an EP Plan/EP Scheme, franchising or a combination of both.]*

Map of EP plan and EP scheme areas

[This should separately indicate the areas covered by the EP Plan and EP Scheme(s) unless they are both the same, in which case that should be stated].

Commencement date

The EP Plan and EP Scheme are made on *[date of making the EP Plan and EP Scheme – these dates must be the same for the Plan and at least one Scheme]*. The Plan will have no end date but will be reviewed every five years from the commencement date.

The EP Scheme will have no specific end date but will be reviewed by *[Name of Authority]* *[at least annually¹⁰]* (see Section 5).

[Not all the requirements of the EP Scheme need to come into force at the same time. Subsequent milestone dates can be included in the EP Scheme by which certain facilities and measures (Section 3) and bus operator obligations (Section 4) will be introduced after the commencement date].¹¹

Exempted services

[An EP Scheme can exempt (within the rules set out in the [EP Guidance](#)) certain types of local service from compliance with some or all of the requirements of the EP Scheme.

For example, this might include services that are required to be registered as ‘local’ bus services because they fall within its definition, but are not primarily aimed at serving local people – such as long-distance coach services that are registered as local bus services at the start and end of their journeys, or hop on-hop off sightseeing tours.

If possible, this section should use descriptions of the type of service that is exempted, rather than a list of the services themselves (because the EP Scheme would need to be formally amended if the list changed). Any content will need to be negotiated with relevant operators of those services and local bus operators and included in the EP Scheme. Below is some example text]

The following services are exempt from the requirements of the EP Scheme:

[list service types].

[Two examples:

Exempting non-local passenger road transport that are registered as local services for part of their route. For example, long-distance coach services may fall into the category of a registered local bus service for part of their route and require that part to be registered with the traffic commissioner if they have a number of boarding and alighting stops (that are less than 15 miles apart) at, say, the start and end points of their route]

¹⁰ Example text. For individual partnerships to set the review date.

¹¹ This provides flexibility for different parts of the EP Scheme to come into effect on different dates.

- a service which has part or all of its route registered as a local service in the EP geographical area, but where that part of its route is 10% or less of the overall route distance covered by the service from its service start to service end point.

[Or the EP Scheme can exempt particular types of service from particular operator standards of service. The example below exempts tour buses from a headway requirement]

A service which is registered as a local service under section 6 of the Transport Act 1985 but which would otherwise be an excursion or tour within the meaning in section 137(1) of that Act is exempt from the headway requirements in section 4 of this agreement.

Section 3: Obligations on the authorities

*[This is the section that lists the specific interventions that the LTA, Highways Department, Lower-Tier Authorities etc. will deliver as part of the EP Scheme. The key here is that it should specify as precisely as possible **who** is responsible for each intervention, **when** it will be provided and **for how long**, and **what action or activity it will involve**. As with all EP Scheme content, it is important to be comprehensive and precise about exactly what will be delivered, to avoid potential misunderstanding or disagreement later on].*

Summary of obligations on authorities

[A summary of the obligations on the different tiers of the local authority is a good way of clearly identifying the local authority stakeholders that will be responsible for delivering specific outcomes, without needing to scan through this section of the document as a whole – which may be lengthy. The example below, using Hertfordshire as an example, is a simple table that lists the relevant authority responsible for each obligation. Depending on the length, it can appear here in its entirety or be referenced, with the table itself included as an annex.]

The following matrix summarises the specific interventions that authorities are required to deliver as part of the EP Scheme:

Responsibility	Local Authority	Local Transport Authority	Local Highway Authority
Facilities			
Bus Lanes described in section *****	Hertfordshire County Council	Hertfordshire County Council	<ul style="list-style-type: none"> • Hertfordshire County Council • Dacorum Borough Council • [Further highway authorities]
Bus Stops Described in section *****			
.....	•
Measures			
Bus Lane enforcement described in section *****	Hertfordshire County Council	Hertfordshire County Council	<ul style="list-style-type: none"> • Hertfordshire County Council • Dacorum Borough Council • [Further highway authorities]
.....	•

Facilities¹²

[Name of Local Authority] will provide the following Facilities:

[Give a list of the facilities to be provided and describe how they will be provided and when this will happen. It should also be used to record existing facilities (which would prevent them being withdrawn later on without formal or bespoke variation). Some examples for what facilities might be covered are:

- *New and existing Bus Lanes (potentially including hours of operation)*
- *New and existing Bus Gates*
- *Pedestrian crossing upgrades*
- *Traffic signal upgrades*
- *New bus stop/stand infrastructure*
- *Real-time information displays*
- *Hydrogen Refuelling facilities*

¹² Provided under s.138D(1) of the Transport Act 2000

- *Charging infrastructure for electric buses*

For example, when providing Bus Lanes (new or existing) as a ‘facility’ the text will look like:]

Bus lanes

‘[Name of LTA] will provide and maintain the list of Bus Lanes described in Annex A.’

*[The granularity of exactly what bus lanes are provided, where and by whom are described in the example **Annex A** at the end of the template). This format can also be used to describe other types of bus priority infrastructure such as the location of bus gates or junctions fitted with traffic signal priority.*

Example text on Bus stop infrastructure:]

Bus stops

- *‘[Name of LTA] will provide new bus stop infrastructure at locations listed in Annex B’*
- *‘Existing bus stops to be improved, as detailed in Schedule [Insert Schedule in Annex B], and will incorporate:*
 - *Real time information displays*
 - *Appropriate size and siting*
 - *Lighting*
 - *CCTV for security*
 - *Bench seating*
 - *Accessibility adjustments both to and at the bus stop*
 - *Cleaning protocols and standards for bus stops*
- *‘[Name of Local Authority] will maintain bus stop infrastructure in accordance with the standards set out in the schedule in Annex B [Insert Schedule].’*

[The key here is that the EP Scheme should include precise details that describe exactly what facilities will be provided and what other roles and services the relevant Local Authorities will provide in relation to them, such as maintenance and, in the case of bus lanes, bus lane enforcement.

Adding to or modifying the list of facilities using a bespoke variation

As explained in paragraph 7.19 of the EP Guidance, the powers of bespoke variation can be used to add additional commitments at any point without the need to follow formal variation procedures – **although an operator objection mechanism (not necessarily the existing statutory one) is always required**. Example wording of how bespoke arrangements might be used to add new content on facilities is as follows:

The first example allows new bus lanes to be added to the EP Scheme by amending the example Annex A and using a bespoke variation and operator objection mechanism.]

New bus lanes

New bus lanes can be added to the list at Annex A using a bespoke variation under the powers at s.138E of the Transport Act 2000.

[There then follows a simple example of what an operator objection mechanism might look like – this one based on there being no objections received from existing operators on individual corridors that receive the new bus lanes:]

All operators running local bus services along any part of the corridor that would be subject to the new bus lanes can object to the proposals. Those proposals will only go ahead if no objections are received.

[The second example, is a blanket power to vary the scheme by replacing an existing annex with a revised one, using the bespoke variation mechanism in section 5 of the template].

Real time passenger information screens

The *[Name of Local Authority]* will install 15 additional real-time passenger information screens across the EP Scheme area per annum. The initial list of locations is at Annex *[Insert Annex]*.

The *[Name of Local Authority]* will maintain existing and new screens in a fit-for-purpose state and replace screens when they stop working.

Any programme for subsequent installations will replace *[Annex]* using the Enhanced Partnership Scheme Bespoke Variation arrangements at Section 5.

This requirement on the Local Authority could then be complemented by requirements in Section 4 that compel bus operators to, for example, provide real-time data. This section could also specify further technical detail – such as how local bus operators interface their IT systems with the screens – or include it under Section 4.

The third example allows the Local Authority to make a commitment to developing a website and app, with changes to the specification after annual review being implemented as a bespoke variation.]

Website and app upgrades

The *[Name of Local Authority]* will secure the design, procurement and launch of a new 'Buses' website, and develop a new smartphone app to include, but not be limited to:

- Service timetables for all registered local bus services in *[Local Authority Geographical area]* for download or interrogation
- Maps to illustrate main towns, villages and road served, and a network overview map
- Journey planning
- Fares information
- Mobile ticket purchasing functionality
- News and events information
- Access to real time information

The new app will be launched *[timeframe¹³]*, and the *[Name of Local Authority]* will review it annually throughout the EP Scheme. The new website will be launched by the end of the second year of the EP Scheme, and reviewed annually thereafter.

The detailed specification of the new website, and a delivery plan to implement further development of both the website and app following each annual review will be adopted by EP Scheme Bespoke Variation arrangements at section 5.

[These requirements could then be complimented by requirements on operators under Section 4. This could require them, for example, to ensure that specified information, such as real-time data, is 'fed' to the new website and app. It could also mandate that only this app and website will be used in the EP Scheme area – with individual bus operator websites and apps not permitted to cover the EP Scheme area – so that local people have a single portal for this functionality. This section (or Section 4) could also specify further technical detail – such as how local bus operators interface their IT systems with the website or app.]

¹³ Subject to pre-agreement between the LTA and the operators.

Measures¹⁴

[This section describes the ‘measures’ that Local Authorities have agreed to take to improve buses. They can be measures taken by the LTA itself, the Local Highway Authority or a lower-tier authority such as a district council. The key here again is that the section should set out precisely what is to be provided, by whom, when and for how long. Some examples of content and wording are as follows:]

Bus lane enforcement

[This can set out precise arrangements:]

Local Highway Authorities will use the discretionary powers granted in the Traffic Management Act 2004 to enforce the following list of bus lanes *[from 8am to 5pm Weekdays/ 10am-4pm Weekends]* with CCTV equipment. *[List of bus lanes in an Annex]*

A list and installation programme for enforcement cameras on those bus lanes is at Schedule *[Insert Schedule]* in Annex A.

[And can include a mechanism to expand on the list of bus lanes/ CCTV sites:]

Any programme for subsequent installations will amend Schedule *[Insert Schedule]* using the Enhanced Partnership Scheme Bespoke Variation arrangements at Section 5.

[Or it can include a commitment to develop future arrangements:]

Local Highway Authorities will develop with bus operators an evidence-based assessment process to determine the initial need and continued operational business case of any bus lane enforcement system used under this EP Scheme.

[And include a mechanism to adopt it:]

Any assessment arrangements will be adopted into the EP Scheme using the Enhanced Partnership Scheme Bespoke Variation arrangements at Section 5.

Managing roadworks in the EP scheme area

[This can set out precise arrangements, for example on a key route network:¹⁵]

From *[date]* the Local Highway Authority will give all bus operators a minimum of *[14 days]* notice of planned roadworks on the key route network in Annex *[Insert Annex]*.

[Or it can include future arrangements]

¹⁴ Provided under s.138D(2) of the Transport Act 2000

¹⁵ These arrangements may also require operators to liaise with the Registration Authority – e.g. to adjust individual service registrations.

By [date] each Local Highway Authority will establish with local bus operators a mechanism to minimise disruption to local bus services from both planned and emergency roadworks. This will include liaison with bus operators to ensure that the co-ordination of works across the network minimises disruption, as well as setting out their processes and procedures for the provision and management of streetworks permits in the EP Scheme area.

[And include a mechanism to add it to the EP Scheme:]

Any mechanism will amend the Scheme using the Enhanced Partnership Scheme Bespoke Variation arrangements at Section 5.

Applying a fare subsidy

The National Bus Strategy, the BSIP Guidance and individual LTA published BSIPs also provide for LTAs to subsidise fares. The EP Scheme can accommodate any arrangements that are agreed between the LTA and bus operators – provided they meet relevant competition law and state aid rules.¹⁶ The key is negotiating and then describing the arrangements properly in the EP Scheme. That will involve negotiating the subsidy agreement with the bus operators first, then recording the funding arrangements for the agreed scheme in the EP Scheme as a LTA ‘measure’. This is because there is no mechanism in the EP legislation to require operators to implement a fares subsidy; an EP Scheme can only put an obligation on the LTA to fund one, so the bus operators must voluntarily co-operate – meaning close partnership working is key. Individual LTAs may wish to consider implementing any funding arrangements via separate contractual arrangements.

Here are some very basic examples:¹⁷

Providing a flat fare on all local bus services in a described geographical area¹⁸

*[Insert Local Transport Authority] will provide [£****] funding from [date] to [date] to subsidise a £1 flat fare on all bus services in the geographical area described by the map in Annex [insert annex].*

This is a simple ‘measure’ that commits the LTA to spending a fixed pot of money to deliver a £1 flat fare on all existing bus services in a defined area. More complex arrangements will require further granularity – e.g. for example, on reimbursement processes.

¹⁶ Further guidance on competition is provided in the EP Guidance document.

¹⁷ These and other more complex arrangements may also need to take into account other factors such as generation factors, additional costs, flexibility around shared risk between the LTA and operators etc.

¹⁸ This could be the area of the whole EP Scheme or a separately defined area within it.

Providing a flat fare on specific local bus service routes¹⁹

[Insert Local Transport Authority] will provide [£****] funding from [date] to [date] to subsidise a flat fare on the individual routes described in Annex [insert annex]. Amendments to the Annex will use the Enhanced Partnership Scheme Bespoke Variation arrangements at Section 5.

[This example does not specify what the flat fare is, it just commits funding. This is to take into account the fact that individual services on those routes may be introduced or cease running, or fares income may increase or decrease, which can affect the level of subsidy and therefore the level of flat fare].

Providing subsidy to deliver specific fare reductions

[Insert Local Transport Authority] will provide [£****] funding from [date] to [date] to subsidise the following fare reductions across the EP Scheme geographical area:

Existing Commercial Single Fare	Subsidised Single Fare
£2.80	£1.90
£4.20	£2.80
£5.20	£3.50
£6.30	£4.20

[This can also include further detail on the funding model that will be adopted.]

Section 4: Obligations on local bus operators

[This section describes the standards of service that those operating registered local bus services in the EP Scheme area must meet.²⁰

*The key here again is that the section should set out as precisely as possible **what** standards are to be met, **when** and **for how long**. These can either be listed here or included in an annex(es) or schedule(s). Examples of content and wording are given below. Remember that any obligations can be subject to bespoke variation arrangements:]*

Vehicle standards

[This example allows the EP Scheme to specify vehicle standards that must be met by all local bus services in the EP area. The EP Scheme can also specify different

¹⁹ LTAs should conduct a Schedule 10 competition test for proposals to subsidise individual bus routes – see Paragraph 8.38 of the EP Guidance.

²⁰ Under s.138C of the Transport Act 2000

standards that apply to a key route network, a defined geographical area or even on individual corridors].

- New vehicles registered on or after the EP Scheme commencement date must meet the following requirements:
- Emissions standards, including potential milestones for standards to be met (e.g. Euro IV, moving to X% Euro VI by 202x, or Y% zero emission buses by 202x).
- CCTV installed for safety and security. This will provide images inside the vehicle for safety and security and also facing forwards from the vehicle to help identify traffic issues.
- Free Wi-Fi.
- Automatic Vehicle Location equipment installed that will feed into the relevant LTA's real time information system.
- Heating and cooling for customer comfort.
- USB charging available, including at every wheelchair space and priority seats.
- Audio visual announcements:
 - Next stop audio announcements on both decks, including through an induction hearing loop at every wheelchair space and priority seats.
 - Next stop visual announcements on both decks.
 - Take all reasonable steps to alert passengers on both decks to route diversions through audio announcements on the vehicle.
 - Take all reasonable steps to alert passengers on both decks to route diversions through visual displays on the vehicle.
- A display showing onward connection details by bus, train, metro or air, where applicable, from open data sources.
- Option to pay for tickets through contactless ticketing.
- Livery.

Timetable changes

[Individual EP Schemes may also include restrictions on timetable changes – for example, to add further stability to the network.

These restrictions can apply, for example, across the whole of the EP Scheme Area, in a specified geographical area, or even on individual corridors. Some example wording:]

Timetables within the *[whole EP Scheme area/ specified geographical area/ specific corridors]* can only occur on these dates *[list specific calendar dates – e.g. 1 March, 1 June etc]* or *[for example, there could be a requirement that each individual bus operator can only make timetable changes a fixed number of times a year]*.

Ticketing

[Below are some examples of how an EP Scheme can include ticketing requirements. As with the rest of this template, it is for individual LTAs and their operators to decide specific content.]

Mandating existing ticketing structures

*[An EP Scheme can include comprehensive requirements on ticketing. An example, based on the **Transport for West Midlands (TfWM)** EP Scheme, mandates an existing ticket suite and payment technology:²¹]*

The following ticket types must be offered and accepted by all local bus services in the EP Scheme Area. Services offering no more than two journeys in each direction per day will not be required to participate in the multi-operator ticketing scheme. The overall schemes for these tickets will be managed by *[insert Local Transport Authority or other management arrangements]*.

The following ticket types must be offered:

- nBus (full suite)
- nNetwork (full suite)

Ticket vending machines may be provided by *[insert LTA]* at the bus stops listed in Schedule *[insert schedule]*. These will be capable of selling operators' own tickets, as well as network tickets. Operators wishing to use this facility will need to agree a separate arrangement and fee with *[insert LTA]*.

For the existing multi-operator capping schemes, the following ticket types must be offered and accepted by all services in *[or entering into]* the EP Scheme area

²¹ This is an existing technology in TfWM. See paragraph below on Government policy on developing new ticketing and payment technology.

(excluding those services offering no more than 2 journeys in each direction per day):

- [Brand name] multi-operator capping on smartcard
- [Brand name] multi-operator capping contactless

Mandating new ticketing arrangements

[When deciding what ticketing suite to adopt from scratch, it is advised that LTAs and their operators undertake informal discussions first, jointly to develop a detailed suite of tickets and then establish a brand under which the tickets are offered to passengers. As with the example above, once this is achieved, it is only then necessary to mandate in the EP Scheme that bus operators must accept that suite of tickets and ways to pay (e.g. smartcard and contactless via app) on their buses. This removes the need to mandate technologies – where the Government has said in the National Bus Strategy that it will adopt a strategic approach.]

Setting the price of a suite of multi-operator tickets

[The EP Scheme can also set the price of multi-operator tickets and arrangements for reviewing it]:

The price of [brand name] multi-operator smartcard and contactless will be as follows: ²²

Day ticket: [insert price]

Weekly: [Insert price]

Monthly: [Insert price]

Annual [Insert price]

Carnet [Insert price]

[Specific multi-operator through ticket(s)]: [Insert price]

[Price reviews can either be automatic – e.g. on an annual basis related to Consumer Price Index, or using a bespoke review mechanism. A simple example of this is below:]

The price of all the above multi-operator tickets will be reviewed [set review period – e.g. every six months]. Amendments to individual prices will use:

[Two example options:]

- the Enhanced Partnership Scheme Bespoke Variation arrangements at Section 5

²² Individual LTAs and operators will need to ensure that existing ticketing technology supports any pricing structures.

- a [28-day] operator objection mechanism. All operators applying the price cap are eligible to object. Changes can only be implemented if there are no operator objections [or other level of objection agreed by individual LTAs and their operators] at the end of the objection period.

Enhancing frequency

[The EP Guidance explains how the under and overprovision of bus services on individual corridors can be addressed.²³ An EP Scheme can also contain LTA commitments to fund frequency enhancements on individual bus corridors (as an EP ‘Measure’). This can serve two purposes:

- It records on what corridors LTAs have agreed to fund frequency enhancements and what the arrangements are;
- Those arrangements can form part of the overall Schedule 10 competition test.²⁴

Taking ‘Example 1’ at paragraph 8.18 in the EP Guidance, the commitment could look like this:]

Route Description	Enhancement Description	Duration of Service Enhancement
Along the High Street in Anytown between the bus station and Anytown Railway station.	An additional two buses an hour in either direction between 8am and 8pm – Monday to Friday.	12 months from start of contract.

[In ‘Example 2’ at paragraph 8.20:]

Route Description	Enhancement Description	Duration of Service Enhancement
Along the High Street in Anytown between the bus station and Anytown Railway station.	Four buses an hour in either direction between 6pm and 11.30pm – Monday to Sunday.	12 months from start of contract.

[These arrangements can be inserted into the EP Scheme as an Annex with individual entries inserted or amended using bespoke variation arrangements (e.g. at Section 5) when contracts are awarded or after retendering. So, in the examples above, the variation mechanism could be used to amend the route, enhancement

²³ Paragraphs 3.60-3.61 and 8.12-8.20

²⁴ Paragraphs 8.25-8.39 of the EP Guidance Document

description or duration if the LTA decided to provide further funding beyond the initial 12 months].

Limiting frequency

[An EP Scheme can also set an upper limit on the frequency of bus services on individual corridors.²⁵ It can do this either by limiting the number of buses on a corridor or by requiring even headways.²⁶ Some example wording is as follows]:

Frequency of bus services

Individual corridors will be subject to a frequency limitation. The details are listed in Annex *[Insert annex]*.

[The accompanying annex would look like:

Corridor description	Description of frequency restriction
The High Street in Anytown, from the junction with Billet Lane to the junction with Lower Kings Road	Maximum of six buses an hour in each direction between 7am and 7pm on weekdays, excluding public holidays.
Along the full length of Bridgewater Road in Anytown	Maximum of eight buses an hour in each direction between 7-9am and 4-7pm on weekdays. Maximum of ten buses an hour on Saturday in each direction between 10am-3pm.

*The key here is to ensure any frequency limitations are set out clearly both in terms of **where** and **when** they apply. This section can also include review arrangements – e.g. using KPIs to trigger a review using, for example, load factors.^{27]}*

²⁵ Bear in mind that if the EP Scheme does so, the LTA must take on the registration function from the traffic commissioner for all local bus services wholly within the EP Scheme area (see Section 6G of the Transport Act 1985).

²⁶ See also advice about qualifying agreements at paragraphs 8.40-8.41 of the EP Guidance.

²⁷ Also bear in mind that if in future operators do not abide by these restrictions, the whole route must be competitively tendered and existing commercial services on them cancelled.

Even headways

[It is important that careful consideration is given to how a headway requirement would work in practice – particularly where different routes operate on individual corridors. Below is an example of wording that implements a simple headway requirement on named individual routes].

Local bus services operating on the corridors listed in Annex [*List annex*] must co-ordinate their timetables to ensure there are even gaps between individual bus services.

[The accompanying Annex would just be a description of the corridors and when the requirement applies:

Corridor Description	Hours of operation
From the bus station in Anytown and along the following roads: Cowper Road, Springfield Road, Billet Lane...etc	From 7am-7pm weekdays, including public holidays.

Or the Annex could comprise a map with the corridors highlighted plus a description of when the requirement(s) applies.]

Co-ordinating timetables

[Requirements for operators to co-ordinate timetables can take a number of forms. Some simple examples are listed below.]

Co-ordination with light or heavy rail services

Local bus services stopping at the bus stops listed in Annex [*Insert annex*] must co-ordinate their timetables with stopping arrangements for the rail service also listed in the schedule.

[The schedule would look like this:

Bus Stop location	Associated rail service
Either the bus stop identification number or details of physical location (e.g. Station Road in Anytown 300m westbound from Anytown Railway Station).	Define the rail service or light rail service that the bus service timetables must co-ordinate with (e.g. London Northwestern Railway service from London Euston to Anytown).

[The requirement to co-ordinate timetables could also be limited to operators, for example, ‘making best endeavours’ to co-ordinate timetables. This of course is not enforceable through the EP Scheme but may be helpful in putting pressure on

operators to do so. The wording could always be strengthened in future if this approach demonstrably did not work. Detailed arrangements may in any case also require further flexibility to ensure outcomes are in the best interest of passengers, taking into account, for example, short-term variations in rail timetables for Christmas or Autumn leaf-fall, or where co-ordination would have an unacceptable adverse effect on overall bus journey times. This also applies to the section below.]

Co-ordination between local bus services or between local buses and other types of road transport such as Demand Responsive Transport (DRT)

[This is intended to allow passengers to make a through journey using two or more buses that have co-ordinated timetables to minimise the interchange delay. It could be used, for example, to co-ordinate a rural feeder serving a number of villages with a 'main' bus service heading into a market town (coupled with a through ticket and integrated Real-Time Information).

It can also be used to require local bus services to co-ordinate with other types of road transport such as DRT (with the DRT operator's voluntary agreement)]

The bus services listed in Annex [Insert annex] must work with DRT providers to co-ordinate their timetables so that passengers may make a through journey that minimises the interchange delay.

[The Annex would look like this:

Service 1	Service 2	Service 3
<p>Any DRT service operated by Anytown District Council stopping at (either the bus stop identification number or details of physical location).</p> <p>Or a local bus service with particular origin and destination – e.g. from Anytown 1 to Anytown 2.</p> <p>Or a particular bus service operating at a particular time of day</p>	<p>Any local bus service stopping at (either the bus stop identification number or details of physical location)</p> <p>Or it can specify any services operating from that stop that have a particular destination – e.g. a named market town.</p> <p>Or it can specify that service co-ordination needs to happen at a particular bus stop at certain times – e.g. 8am-10am and 4pm-7pm weekdays.</p> <p>Or a particular bus service operating at a particular time of day.</p>	<p>.....etc</p>

[The aim here is to have reached prior agreement with the operators of the services to be co-ordinated and to record the arrangements here. Bear in mind that the more specific the requirement on particular local services, the more likely those arrangements may need to change over time, so a bespoke variation arrangement should be built in.]

Co-ordinating a DRT service that worked in a purely demand responsive way would be difficult for a bus operator running a registered fixed timetable service. In these circumstances, the DRT service would need to ensure it reached the bus stop in good time to connect with a particular registered bus service – so this arrangement would not be covered by an EP requirement. But that would not prevent the EP including arrangements for the bus operator to accept a through ticket.]

Adding to or modifying the list of standards of service using a bespoke variation

[An example of how a bespoke variation might be used to add new content on standards of service is as follows:]

Number of timetable change dates

[This can set specific dates]

Bus Operators will limit timetable changes for local bus services on the following dates:

[Specify dates – e.g. 1 January, 1 May, 1 September etc].

[Or limit to a maximum per annum, at each operator's discretion]

Bus operators may only change their timetables a maximum of three times per annum.

[Provision also needs to be made for unforeseen circumstances. This might include changes to timetables on cross-boundary services, to rail or DRT services. Separate arrangements may be required to deal with cross-boundary services if this involves a number of separate EP agreements in neighbouring LTAs.]

Other specific changes can be made to individual timetables in unforeseen circumstances. This will require the agreement of all affected bus operators and the *[insert LTA]*.

[And this is how it could all be covered by a bespoke variation arrangement.]

These arrangements will be adopted and varied in future using the Enhanced Partnership Scheme Bespoke Variation arrangements at section 5.

Section 5: Governance arrangements

[Some governance arrangements are set out in the legislation – such as the operator objection mechanism when an EP is first ‘made’. The EP Guidance also suggests using an EP Forum to guide the EP process, not only when determining the initial EP Plan and Scheme, but also when changing things in the future. The EP Guidance also covers the operator objection mechanism in detail.²⁸

Here is some example content for future arrangements after the EP is ‘made’.]

EP forum

The future content and arrangements for the variation and revocation of the EP Plan and EP Scheme will be considered by a Forum, whose members comprise:

[This is where the members of the EP Forum are listed. They should comprise all the key stakeholders responsible for its content. As a minimum it should list the LTAs and relevant lower-tier authorities that will be delivering the EP Scheme and a statement that it includes bus operators providing local bus services.

It should also list the other organisations that have agreed to take part and allow for the provision of guest attendees.

It may also set out practical arrangements, such as:

- *how often [and where] the EP Forum will meet;*
- *Decision-making process and how the operator objection mechanism will operate administratively*
- *the arrangements for notifying attendees, circulating papers and for convening additional non-scheduled meetings, for example, to deal with urgent issues;*
- *arrangements for adding new (non-statutory) members such as representatives of major local employers.²⁹*

These arrangements and list of Forum members can also be modified using a bespoke variation mechanism.]

Review of EP scheme

Once the EP Scheme is made, it will be reviewed by the EP Forum every six months following publication of data on progress towards targets, as required by the BSIP – this will ensure any necessary action is taken to deliver the targets set out in the BSIP. *[Name of LTA]* will initiate each review.

²⁸ Section 4 starting on page 27.

²⁹ Although only bus operators can participate in the objection mechanism.

The EP Forum can also decide to review specific elements of the scheme on an ad-hoc basis. EP Forum members should contact the [Name of Authority] using the following email address [email address] explaining what the issue is and its urgency. The LTA will then decide whether to table at the next scheduled meeting or make arrangements for all or the necessary EP Forum members to gather more quickly.

Bespoke arrangements for varying or revoking the Enhanced Partnership scheme

[This is a **very important section** as it provides boilerplate example text for bespoke arrangements, including a separate operator objection mechanism, that can be included in an EP Scheme when it is 'made' to allow it to:

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

(b) revoke or modify obligations on LTAs or Standards of Service; or

(b) revoke an EP scheme³⁰.

IMPORTANT: These arrangements can take the place of the formal variation or revocation procedures set out in the 2000 Act (the whole agreement can be varied in this way if desired). An operator objection mechanism is always required, but if no alternative bespoke variation mechanism is included and applied generally or applied to individual sections of the template, the formal variation mechanism as set out in legislation (including the statutory objection mechanism) must always be used. (see section 7.4 of the EP Guidance).

Note that a bespoke arrangement can apply to any variation of an EP Scheme (e.g. to add, modify or delete content) or to the variation of specific parts of the EP Scheme – provided it is clear what sections of the EP Scheme will be subject to these bespoke arrangements. Different bespoke arrangements and objection mechanisms can also apply to change different elements of the EP Scheme. Examples of text referencing those powers are included below:]

Under powers at s.138E of the Transport Act 2000, Enhanced Partnership Scheme Variations where this section is quoted will be subject to the bespoke voting mechanism also as set out in this section.

[Even the bespoke variation mechanism itself can be changed or new variation procedures for particular sections (e.g. to modify ticketing arrangements) added. The example below uses the statutory objection mechanism to do so.]

Changes to or new flexibility provisions added to the EP Scheme under s.138E of the Transport Act 2000 shall only be included in the EP scheme if they satisfy the

³⁰ Which, if there is only one Scheme will automatically revoke the Plan at the same time.

statutory objection mechanism as set out in The Enhanced Partnership Plans and Schemes (Objections) Regulations 2018.

Proposer of a variation

Consideration will be given to potential EP Scheme variations highlighted either by a local authority, one of the organisations represented on the EP Forum, or by an operator of local bus services. The proposer of a variation should demonstrate how this might contribute to achieving the objectives set out in the BSIP, EP Plan and current local transport policies. Such requests should be in writing and submitted to *[email address]*. The LTA will forward all requests onto all EP Forum members within *[5 working days]*.

Decision-making process and bespoke objection mechanism

[There are a number of mechanisms that can be used to decide whether to adopt a variation using bespoke arrangements. It does not need to be elaborate. For example, this can be using a simple vote of hands by bus operators at an EP Forum in the example directly below. Or a separate 'Decision Board' could be established comprising, for example, only the LTA and an EP Forum-nominated quorum of representatives from bus operators providing local bus services.]

On receipt of a request for a variation under this section, *[Name of Local Authority]* will reconvene the EP Forum, giving at least 14 days' notice for the meeting, to consider the proposed variation. If the proposed variation is agreed by all bus operator representatives present, and if *[Name of Local Authority]* also agrees, the LTA will make the EP Scheme variation within seven working days and publish the revised EP Scheme on its website. EP Forum members who are absent or not expressing a view at the meeting (either in person or in writing³¹) will be deemed to be abstaining from the decision.

[Or it can use the statutory objection mechanism:]

On receipt of a request for a variation under this section, *[Name of Authority]* will reconvene the EP Forum, giving at least 14 days' prior written notice for the meeting to all EP Forum members, to consider the proposed variation. If the proposed variation is agreed by all bus operators present and *[Name of Authority]* also agrees, *[Name of Local Authority]* will commence the statutory objection mechanism.³² If

³¹ This could also include proxy voting, if the operators concerned provide written confirmation to the LTA.

³² As set out in The Enhanced Partnership Plans and Schemes (Objections) Regulations 2018

objections do not reach the statutory objection limits,³³ the variation will be made [70 days³⁴] after the end of the objection period.

[Alternatively, specific arrangements can be put in place to deal with particular types of variation. Take the example below of bus priorities that will comprise new 'facilities' provided by the LTA on a specific bus corridor:]

The LTA, other Local Authority body or operator of local bus services may put forward specific proposals for introducing bus priority measures on an individual section of defined highway or bus corridor.

Those operating local services on that corridor may also put forward a package of improvements to local bus services that they agree to introduce if the bus priority measures are delivered.

If the LTA agrees and the operators of local services on that corridor confirm in writing to the LTA their acceptance of these arrangements, the LTA will vary the scheme using these bespoke arrangements to include those arrangements and the obligations on bus operators will come into force [70 days³⁵] after the agreed package of bus priority measures has been implemented by the LTA.

Revocation of an EP scheme

If the LTA or another member of the EP Forum believes it is necessary to revoke the EP Scheme, the EP Forum will be reconvened. If the decision is taken to revoke the EP Scheme *[it will follow the legislative procedures for revocation or use bespoke arrangements as set out earlier in this section]*

If at any point in the future, any area covered by this EP Scheme is included in a bus franchising scheme, the relevant requirements set out in this EP Scheme document will cease to apply to areas covered by the franchising scheme, in line with the arrangements set out in the franchising scheme.³⁶

Data sharing

The EP guidance gives advice on confidentiality. This section could also set out how data protection and passenger details will be processed. A detailed description of GDPR rules is beyond the scope of this template.

³³ See EP Guidance for further background on the statutory objection mechanism.

³⁴ The statutory registration period. This could be a longer period, agreed between the LTA and operators

³⁵ The statutory registration period, but may be longer if, for example, operators have to take delivery of new vehicles.

³⁶ Section 123H(6)-(8) of the Transport Act 2000

Annex A

Example schedule of facilities

[This example is taken from the TfWM EP Scheme. This table can also be used to describe new bus lanes that the LTA has agreed to introduce as part of, say, a future variation made under bespoke arrangements]

Current bus lanes

The current bus lanes detailed in the table below will be maintained by the relevant Local Highway Authority as part of the EP Scheme.

Intervention number	Bus lane description	Hours of operation	Category of vehicle permitted	Responsibility for Maintaining
1	Bus lane from the junction of Birchfield Rd/Heathfield Rd to Perry Barr Island (northbound)	7 am to 7pm	Bus services, bicycles, motorcycles, hackney carriage vehicles	Birmingham City Council
2	Bus lane from Aston Six Ways to junction of New Town Row/New Town Middleway junction (southbound)	7 am to 7pm	Bus services, bicycles, motorcycles, hackney carriage vehicles	Birmingham City Council
3	Bus lane from the junction of Lode Lane/Lighthorne Rd to the junction of Lode Lane/Hermitage Rd (southbound)	24hrs	Bus services, bicycles, motorcycles, hackney carriage vehicles	Solihull MBC
4	Bus lane from o/s 42 Lode Lane to EP scheme boundary north of Solihull (southbound)	24hrs	Bus services, bicycles, motorcycles, hackney carriage vehicles	Solihull MBC
5	Bus lane from Walsall Rd bridge over River Tame to Cliveden Avenue bus stop (northbound)	7 am to 7pm	Bus services, bicycles, motorcycles, hackney carriage vehicles	Birmingham City Council
6	Bus lane from after Livingstone Road bus stop to the junction of Walsall Rd/Trinity Rd (southbound)	7 am to 7pm	Bus services, bicycles, motorcycles, hackney carriage vehicles	Birmingham City Council

This format could also be adapted to introduce, for example, bus priority at traffic lights:

Intervention number	Traffic Signal Description	Hours of operation	Category of vehicle that would benefit From priority	Responsibility for maintaining
1	Northbound and southbound on the High Street at the junction with Lower King's Road.	24 hours, 7 days a week	Registered local bus services only.	Anytown Council.
2

Annex B

Example schedule of measures

[This example is taken from the TfWM EP Scheme]

Bus lane enforcement

Bus lane enforcement will be carried out using cameras to be provided at the following locations and will be implemented from *[date]*. The cameras will be maintained and operated by the Local Highway Authorities as part of the EP Scheme.

Intervention number	Description	Responsibility for Maintaining
44-53	Install bus lane enforcement from Ada Road to Redhill Rd (westbound)	Birmingham City Council
	Install bus lane enforcement from Holder Rd to Howard Rd (eastbound)	Birmingham City Council
	Install bus lane enforcement from Horseshoes Lane to Sheaf Lane (eastbound)	Birmingham City Council
	Install bus lane enforcement from Lawden Rd to Bordesley Circus (westbound)	Birmingham City Council
	Install bus lane enforcement from Poets Corner to Camp Hill Line Rail Bridge (westbound)	Birmingham City Council
	Install bus lane enforcement from Small Heath Bridge to Poets Corner (eastbound)	Birmingham City Council
	Install bus lane enforcement from Ackers to Poets Corner (westbound)	Birmingham City Council
	Install bus lane enforcement in the central reserve before Heybarnes Circus	Birmingham City Council
	Install bus lane enforcement before Old Walsall Rd (northbound)	Birmingham City Council

Annex C

Example definitions for use in the document

NOTE: These definitions are examples only. They are not obligatory. It is for individual partnerships to determine whether to use them or vary/expand them or adopt something else.

[This section should be used to define specific terms used in the document. Some suggested definitions (presented as a menu) are as follows]:

AQPS – Advanced Quality Partnership Scheme made pursuant to section 114(1) of the Transport Act 2000 (as amended by the Local Transport Act 2008 and the Bus Services Act 2017).

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

Bus Franchising Area – area in which a statutory franchising scheme operates, as prescribed in the Transport Act 2000, as amended by the Bus Services Act 2017 (section 123). Bus services in the area are controlled and specified by the transport authority, with bus operators providing services under one or more contracts.

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

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

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

Bus Stand – bus stop clearway as defined in accordance with paragraph 1(a) of Part 1 to Schedule 19 of The Traffic Signs Regulations and General Directions 2002 but which will permit a local bus to stand within the clearway for as long as maybe necessary up to a maximum period of 10 minutes.

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

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

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

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

EP Scheme Area – area to which this EP Scheme document applies.

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

Facilities – physical assets that are provided at specific locations along particular routes (or parts of routes) within the EP scheme area or new and improved bus priority measures. This is deemed for such purposes of section 138D(1) of the Transport Act 2000.

Measures – improvements with the aim of:

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

Slot Booking System – system and process set out to manage the number of buses using a particular bus stop and their headway.

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

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

Local Transport Authority (LTA) – collectively [name of authority(ies)].

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

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

Network Stability Protocol – specified dates through the year, agreed between [name of Local Authority] and bus operators, on which local bus service changes take place.

Real Time Information – using technology to track the location of buses in real time. Information is transmitted to bus stops or devices to indicate to passengers the predicted arrival time at a particular point.

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

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

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

[Name of Authority] Enhanced Partnership Plan – document made pursuant to section 138A of the Transport Act 2000 and which is required to be in place for an EP Scheme to be made.

Zero Emission Vehicle – vehicle that emits no pollutants at its tailpipe.