

## Western Gateway Shadow Sub National Transport Body

### Board Meeting

### Agenda

Tuesday 18<sup>th</sup> December 2019

County Hall, Bythesea Road, Trowbridge, BA14 8JN

14:00 to 16:30

1	<b>Welcome and Introductions</b>	<i>Cllr Bridget Wayman</i>
2	<b>Governance Proposals</b> <ul style="list-style-type: none"><li>• Paper A</li></ul>	<i>Parvis Khansari (WC)</i>
3	<b>Nominate and elect Chair and Vice Chair</b>	<i>Cllr Bridget Wayman</i>
4	<b>Associate Members &amp; Stakeholder Engagement</b> <ul style="list-style-type: none"><li>• Paper B</li></ul>	<i>Parvis Khansari (WC)</i>
5	<b>Business Case Development</b> <ul style="list-style-type: none"><li>• Paper C</li></ul>	<i>Parvis Khansari (WC)</i>
<b>Break</b>		
6	<b>Presentation on emerging Regional Evidence Base</b>	<i>Ben Watts (GCC)</i>
7	<b>Presentation by Wiltshire Council</b>	<i>Allan Creedy (WC)</i>
8	<b>Major Road Update</b> <ul style="list-style-type: none"><li>• Verbal Update</li></ul>	<i>Ben Watts (GCC)</i>
9	<b>AOB</b>	

Date of next meeting – Wednesday 6<sup>th</sup> March 2019 – 14:00- to 16:30 – Shire Hall – Gloucester

## Western Gateway Shadow Sub National Transport Body

### Board Meeting

### Paper A

Date	<b>18<sup>th</sup> December 2018</b>
Title of report:	<b>Governance Proposals</b>
Purpose of report:	<b>To agree the key governance documents leading to the formal establishment of the Western Gateway Shadow Sub-National Transport Body</b>

#### Recommendations:

The members of the Board are recommended to:

- i. To agree the requirement for the Constitution and the Terms of Reference of the Western Gateway Shadow Sub-National Transport Body.
- ii. To provide comments on the draft Constitution and Terms of Reference and to give delegated approval to the Senior Officers Group (in consultation with Members) to agree the final form of the Constitution and the Terms of Reference

#### Background

- 1.1 To operate as a Shadow Sub-National Transport Body (SSTB), it is essential that member Authorities sign up to a governance framework which contains information such as membership, chairing and leadership, voting rights and other key procedures. This framework supports every aspect of SSTB to ensure its success. Other STBs and SSTBs are following the same protocol.
- 1.2 Currently the framework required for establishment of the Western Gateway SSTB has been captured in the draft Constitution appended to this report. This document defines the roles and responsibilities of the members and the Lead Authority and set out how the SSTB will operate during its informal shadow phase.
- 1.3 The following are just a few key functions of the Constitution in ensuring the SSTB's success:
  - **Evidence led approach.** As a body one of the main functions is the production of a Strategic Transport Plan. The development and prioritisation of scheme proposals need to be informed by an evidence led approach.
  - **Transparency and accountability.** As a body representative of public

authorities, the SSTB must operate in an open and transparent manner. It must be accountable to the public for its actions and recommendations. The Constitution sets out clearly how the SSTB will operate and how its activities will be scrutinised. This both facilitates and demonstrates transparency and accountability in SSTB activity which will in turn help to ensure that decisions are based on relevant considerations. Adopting the Constitution will reduce the risk of public challenge to SSTB activities and the associated decisions of constituent members;

- **Consistency in approach.** As a body representative of public authorities, the SSTB must be consistent in its approach so that constituent members can make sound decisions. The Constitution will support this;
- **Efficient processes.** Testing and agreeing key procedures at the outset will ensure that no time is wasted later;
- **Reduced likelihood of dispute between members** via agreed voting and deadlock arrangements in the Constitution;
- **Risk Management.** The Constitution assists with managing the risk of the Lead Authority and other members via agreed processes and arrangements;
- **Commitment of member authorities.** Members will know exactly what they are signing up to and how the SSTB will operate;
- **Formal Recognition as a representative body.** To be recognised by government and other Bodies and Agencies, The SSTB should operate under a governance framework recognised by those organisations. The SSTB needs to secure revenue funding from the Department for Transport to enable the production of the regional evidence base (REB). Once completed, the REB will be used to inform future investment decisions at a strategic level. Accessing additional revenue support is vitally important to the Western Gateway SSTB.

- 1.4 Failure to adopt clear and robust constitutional arrangements will put SSTB's revenue funding 'ask' at a distinct disadvantage, because funding bodies require evidence that the SSTB is set up properly to fulfil its objectives of producing an updated REB.

## Constitution

- 2.1 The Constitution – attached as Appendix A – details how the Western Gateway SSTB will operate as an informal non-statutory partnership. It confirms the SSTB will have a limited range of responsibilities and a clear line of report to the Constituent Authorities for approval where decisions on policy, budgets (beyond the initial budget approved for the body), scheme prioritisation and constitutional matters are required. It largely reflects the requirements of the Cities and Local Government Devolution Act 2016 and is consistent with the governance arrangements agreed our neighbouring SSTB covering the South West Peninsula.

### **Lead Authority selection**

3.1 The Constituent Authorities have agreed to the following allocation of 'lead authority' roles for the duration of the shadow period of operation. Initially the roles will be assigned until the end of March 2019. They will then be reviewed and confirmed for 2019/20. This issue will be discussed at the next meeting of the Board in March 2019.

- Administration of meetings – host authority where meeting takes place
- Communications – Bournemouth Borough Council and Borough of Poole Council
- Finance – Dorset County Council
- Governance – Wiltshire Council
- Technical – Gloucestershire County Council

### **Consultation, communication and engagement**

4.1 The Constitution has been developed by officers of the Constituent Authorities and discussed with elected members as part of the process of agreeing to join the Western Gateway SSTB.

### **Equalities Implications**

5.1 No adverse impact on any protected groups

### **Legal considerations**

6.1 The Western Gateway SSTB will be an informal non-statutory partnership

### **Financial considerations**

7.1 The budget contributions agreed by Constituent Authorities to meet the costs of the Western Gateway SSTB are set out in Appendix B

### **Conclusion**

8.1 The Board is recommended to agree in principle the Constitution outlined in Appendix A, subject to minor or supplementary changes by the Continuant Authorities legal teams.

## **THE CONSTITUTION OF THE WESTERN GATEWAY SHADOW SUB-NATIONAL TRANSPORT BODY**

### **1. Introduction**

- 1.1. The Cities and Local Government Devolution Act makes provision for the establishment and constitution of Sub-National Transport Bodies (STB) for any area in England (outside of Greater London).
- 1.2. The role of a STB is to prepare a regional transport evidence base for an area which would set out proposals for strategic transport investment in infrastructure and services.
- 1.3. This Constitution will govern the running of the shadow Body and will form the basis of the development of a regional transport evidence base.

### **2. Constituent Authorities**

2.1 The Constituent Authorities are the following Local Transport Authorities:-

- Bath and North East Somerset Council
- Bristol City Council
- Borough of Poole\*
- Bournemouth Borough Council\*
- Dorset County Council\*
- Gloucestershire County Council
- North Somerset Council
- South Gloucestershire Council
- West of England Combined Authority (WECA)<sup>1</sup>
- Wiltshire Council

\* - Following Local Government reform on the 1<sup>st</sup> April 2019 Bournemouth Borough Council and Borough of Poole Councils shall transform into the single Unitary Council of "Bournemouth, Christchurch and Poole" Council while Dorset County Council is set to change to "Dorset Council"

### **3. Area covered**

3.1 This will be the administrative area of the Constituent Authorities.

### **4. Name**

4.1 The name of the body will be Western Gateway Shadow Sub-National Transport Body (WGSSTB).

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<sup>1</sup> Clarification is required on the role of Combined Authorities within a Sub-National Transport Body context. Discussions with the Department for Transport are ongoing to resolve this issue.

## **5. Functions of the Terms of Reference**

- 5.1. The Appendix to this Constitution sets out the Terms of Reference of the WGSSTB. This complements the Board's formal list of functions set out in 5.2 below. For the avoidance of doubt, the Board's formal list of functions will be exercised in accordance with the clause 11 (Decision Making Arrangements).
- 5.2. The WGSSTB Board will:
- a) Develop and publish a Strategic Transport Plan for the Western Gateway area
  - b) Develop a regional transport evidence base for the Western Gateway to identify and prioritise scheme delivery for consideration by the Department for Transport
  - c) Enable a more effective and meaningful engagement with the Department for Transport, infrastructure agencies (including Highways England and Network Rail), service providers (such as bus and rail operating companies) and Homes England
  - d) Provide the focus for a single conversation on strategic transport and infrastructure related activities
  - e) Agree the sequencing of priorities/schemes with Highways England and Network Rail to ensure there is a joint approach to the development and delivery of strategic infrastructure
  - f) Provide the opportunity to share technical expertise and resources across the Constituent Authorities to assist with the development and assessment of proposals
  - g) Develop proposals for responsibilities and accountabilities (including their delegation) for the WGSSTB Board including governance and assurance arrangements. Any amendments required to the shadow Board's Constitution as a result will be subject to the approval of the Constituent Authorities

## **6. Membership**

- 6.1. Each Constituent Authority will appoint one person as a member of the WGSSTB Board. Should the local authority governance arrangements in any local transport authority area change, the WGSSTB Board will review the membership to accommodate the changes. The person appointed by each Constituent Authority will be the elected Cabinet Member.
- 6.2. New membership applications will be considered and determined by the WGSSTB Board.
- 6.3. Each Constituent Authority will appoint another senior councillor or a senior officer as a substitute to act as a member of the WGSSTB Board in the absence of the person appointed. Continuity of membership is an imperative during the shadow stage of the operation hence the need to appoint a named councillor or an officer as a substitute.
- 6.4. Constituent Authorities of the WGSSTB are free to take associate (co-opted) membership of other STBs.
- 6.5. The WGSSTB Board may choose to appoint one of its Constituent Authority

representatives to represent the views of the Board at other STBs.

## **7. Associate Members**

- 7.1 The WGSSTB Board can appoint representatives of other organisations as associate members of the WGSSTB Board where their participation is seen as adding value.
- 7.2 It is anticipated that representatives of the following organisations will be invited to participate as associated members of the WGSSTB Board to establish a collaborative partnership and enable a single co-ordinated conversation:
- a) The chair of the stakeholder group created by the Board to represent local stakeholders
  - b) One representative each from the Department for Transport, Highways England, Network Rail and Homes England
  - c) One representative from each neighbouring STB
- 7.3 Organisations with associate membership status will be able to appoint a substitute to act as a member of the WGSSTB Board in the absence of the person appointed. Substitutes should have an equivalent level of representation and authority to the appointed member.
- 7.4 Applications to become an associate member of the WGSSTB Board must be submitted in writing and will be considered by the Board on an individual basis.

## **8. Election and role of Chair and Vice-Chair**

- 8.1 The Chair and Vice-Chair will be elected from the Local Transport Authority representatives on the WGSSTB Board. The first election will take place at the first formal meeting of the WGSSTB.
- 8.2 It is imperative for continuity of the elected Chair and Vice-Chair during the shadow stage of the operation to oversee the development of the regional evidence base and publication of the Strategic Transport Plan. The initial term will last until the end of March 2021.
- 8.3. Arrangements for the length of term for the role of Chair and Vice-Chair will be reviewed before March 2021 to ensure continuity after this date.
- 8.4 In the absence of the Chair, the Vice-Chair will Chair the meeting. In the absence of the Chair and Vice-Chair, the voting members present will appoint a Chair for the duration of the meeting from within the Constituent Authority elected member representation.

## **9. Voting**

- 9.1 Each member of the WGSSTB Board as set out in 6.1 shall be entitled to one vote. Substitutes appointed by the Constituent Authorities shall also be entitled to one vote when substituting for the named representative at a meeting of the Board.
- 9.2 Associate members shall be non-voting members of the WGSSTB, except to the extent that the voting members of the Board resolve that Associate Members shall have voting rights.
- 9.3 There is a presumption that decisions of the WGSSTB Board are normally by

consensus of the voting members present. In exceptional circumstances where consensus cannot be achieved, a formal vote shall be taken. Where a formal vote is required the matter shall be decided by a simple majority of those members present and entitled to vote as agreed by the Board.

9.4 Where there are equal votes, the Chair of the meeting will have the casting vote.

9.5 The Board's quorum shall be four voting members of the Constituent Authorities.

## **10 Meeting requirements of the WGSSTB Board**

10.1 Meetings of the WGSSTB Board will be held in accordance with the Local Government Access of Information rules. Accordingly:

- a) Meetings will be held in public although the public may be excluded from meetings or parts of meetings where a report contains confidential or exempt information or where members' debate may lead to disclosure of confidential or exempt information
- b) At least five clear working days' notice will be given, in writing, to each member of every ordinary meeting of the Board, to include an agenda and accompanying reports relating to the business to be transacted at the meeting. Late items will only be considered in exceptional circumstances, with agreement of the Chair and in accordance with the Access to Information rules
- c) Meetings of the WGSSTB Board will be held at least quarterly with meeting arrangements including dates and times agreed by the lead authority in consultation with the Constituent Authorities
- d) Agendas, minutes and reports of the WGSSTB Board will be published on-line. The only exception to this relates to confidential or exempt information.

10.2 Where required, extraordinary meetings can be held with the agreement of the Chair.

10.3 Subject to the contents of this Constitution, meetings of the WGSSTB Board will be held in accordance with the Constitution and Standing Orders of the Lead Authority.

10.4 Stand alone scrutiny arrangements will not be established for the shadow body. During the shadow phase of operation each of the Constituent Authorities will use their own scrutiny arrangements for assessing the performance of the WGSSTB Board.

10.5 Individual members of the WGSSTB Board will be responsible for ensuring their organisation is kept briefed on the work of the Board.

10.6 WGSSTB Board recommendations to the Constituent Authorities for decision will be made via a single template report to ensure consistency for reporting and decision making. In addition to the decision report, regular update reports about the work of the Board will be submitted to the Constituent Authorities for information.

10.7 The WGSSTB Board may invite third parties to participate in meetings of the board and/ or be members of project teams established by the Board.



10.8 Third parties may request to address the WGSSTB Board on a specific issue or proposal. The Chair of the Board will determine whether to grant the request.

## 11 Decision-making Arrangements

11.1 The WGSSTB will not operate formal statutory executive arrangements. Instead, each member of the Board will retain their existing accountabilities and responsibilities for transport for their Constituent Authority. The assumption is that individual transport authority representatives have a consistent level of delegated authority from their Council Leader to participate in the business of the Board.

11.2 During the Board's shadow operating phase they will also be responsible for ensuring that the necessary approvals for the Board decision are obtained within their organisation. The WGSSTB Board has full decision-making responsibility for the functions set out in paragraph 5.2 above, subject to the following requiring approval for the constituent authorities:

- a) Strategic Transport Plan for the Western Gateway area
- b) The criteria to inform strategic priorities for investment
- c) Any additional budget contributions required to support the work of the Board beyond the agreed operating budget of the Board
- d) Any changes recommended to the Shadow Board's Constitution

11.3 The functions of agreeing a budget and the Strategic Transport Plan will not be delegated functions and will only be determined at a meeting of the full Board.

11.4 The WGSSTB Board may delegate the discharge of agreed functions to the officers of the Constituent Authorities as set out in the terms of reference as set out the Appendix.

11.5 The WGSSTB Board may delegate the discharge of its functions to a Working Group or officer, or to another Local Authority. As such, the WGSSTB Board may establish a sub-group (s) to discharge any functions, subject to 11.2 above.

## 12 Governance Structures

12.1 The officer support structure for the WGSSTB Board is as follows:

- **WGSSTB Board** – this is the decision making body of the SSTB.
- **WGSSTB Senior Officer Group** – this will comprise senior officers from the Constituent Authorities. It will provide expertise and recommendations to the Board and will oversee delivery of the programme.
- **WGSSTB Stakeholder Group** (Transport and Business Forum)– this will be an advisory body to the Senior Officer Group and shadow Board, comprising a wider group of representatives including but not limited to; the CBI, LEPs, Universities, public transport operators and port authorities, as well as Government and National Agency
- **WGSSTB Programme Management Group** - will comprise officers from the Constituent Authorities. This will be kept under review and may vary according to the work programme and funding available.

- 12.2 The officer groups will maintain an overview of the activities taken forward as part of the Board and ensure that the work programme adopted by the Board is delivered and appropriate decisions taken by the Constituent Authorities.
- 12.3 The Board may establish sub-groups where this is appropriate in order to address specific issues: sub-groups may be either time-limited in their duration or standing sub-groups where the issue is on-going.
- 12.4 During the shadow phase, the WGSSTB will not be able to enter into contracts or employ staff in its own right. The WGSSTB will appoint a Lead Authority, which in summary will:
- a) Co-ordinate and administer the meetings of the WGSSTB Board
  - b) Manage the budget for, and the sound financial management of the WGSSTB. The budget will be allocated in accordance with the decisions of the shadow the WGSSTB Board;
  - c) Claim, draw down and account for all funds due from the Constituent Authorities and any other body;
  - d) Keep appropriate accounting and operational records;
  - e) Procure on behalf of the Constituent Authorities such external support, advice or consultancy services that are considered necessary by the shadow WGSSTB Board or the Senior Officer Group; and
  - f) Prepare a communications and marketing strategy for the shadow WGSSTB for the approval of the shadow WGSSTB Board and then to implement the strategy.
- 12.5 Where such an arrangement is in place it is usual for the Constituent Authorities to enter into an Inter-Authority Agreement which will govern this.

## Appendix

### Western Gateway Shadow Sub-National Transport Body

#### Terms of Reference

#### 1. Purpose

- 1.1 These terms of reference concern the Western Gateway Shadow Sub-National Transport Body (WGSSTB) and its associated sub-groups.

#### 2. Sub-National Transport Bodies (STBs)

- 2.1 Local authorities across England are embracing the new legal powers and duties set out under the Cities and Local Government Devolution Bill to form Sub-National Transport Bodies (STB).
- 2.2 These bodies will advise Government on the strategic investment priorities across their functional economic geographies to further economic growth.

#### 3. The Western Gateway

- 3.1 The WGSSTB is formed by an alliance of local authorities that have made a commitment to work together to drive innovation, maximise economic growth, housing delivery and improve industrial productivity by strengthening strategic travel connections to local, national and international markets.
- 3.2 There is firm consensus across the South West region that the formation of two STBs will be the most efficient and effective way to deliver infrastructure that keeps pace with the accelerated growth programmes.
- 3.3 The Gateway area is home to over 3 million people and is set for a step change in prosperity and productivity through an ambitious growth agenda over the next 20 years delivering 300,000 new homes and over 190,000 new jobs. It is both a highly desirable destination as well as a facilitator of movement through nationally significant travel corridors. The Gateway area links England's South Coast to the Midlands; London and the South East to South Wales and the South West Peninsula to the rest of the UK.
- 3.4 The role of a WGSSTB is to provide the strategic leadership by providing one single voice when discussing strategic transport infrastructure requirements with Government. These conversations will be supported by the production of a regional evidence base and a long-term Strategic Transport Plan.
- 3.5 The collaborative development and management of both STBs will continue to be discussed by Senior Officers attending the South West ADEPT Board.

#### 4. Statement of Purpose

- 4.1 The functions of the WGSSTB are set out in section 5 of the Constitution.
- 4.2 Through fulfilling these functions the WGSSTB will be able to:

- Identify and maintain a single overview of strategic transport priorities in liaison with stakeholders as appropriate
- Manage the resources available to establish project teams as a means of providing the leadership required to develop strategic proposals, including engagement with business and wider community
- Establish joint teams to undertake and commission work to secure investment funding to enable the delivery of strategic proposals
- Work with Government and its agencies to co-design nationally delivered transport investment programmes
- Utilise the joint view of investment priorities for the Western Gateway area to influence funding processes including: Highways England's Road Investment Strategy; The National Road Fund (Major Road Network and Large Local Majors); and Network Rail's Control Periods

4.3 The WGSSTB will enable the partners to realise:

- An accelerated growth programme, raising productivity across the region above the projected local and national baseline
- Greater added value through sharing knowledge, skills and resources
- More efficient operation of strategic and major road networks
- Improved resilience and reliability of the transport system, particularly during periods of disruption (both planned and unplanned)
- More effective engagement with, and influence over decision making at the national level
- Enhanced job opportunities and accelerated housing delivery enabled through improved strategic transport systems
- Improved national and international connection in to, out of and across the Western Gateway Area
- Improved links to our ports and airports enabling freight and goods to move more efficiently

## Local Funding

Figure 1 identifies the local authority financial contribution to the WGSSTB.

**Figure 1 –Local match funding**

Year	Expected contribution by local authority	Local contribution to WGSSTB budget
Year 1 – September 2018 to March 2019	9 authorities – each contributing £10k <ul style="list-style-type: none"> <li>• Bath and North East Somerset Council</li> <li>• Bristol City Council</li> <li>• Borough of Poole</li> <li>• Bournemouth Borough Council</li> <li>• Dorset County Council</li> <li>• Gloucestershire County Council</li> <li>• North Somerset Council</li> <li>• South Gloucestershire Council</li> <li>• Wiltshire Council</li> </ul>	Year 1 - £90k
Years 2 & 3 – 2019/20 2020/21	8 authorities – each contributing £20k <ul style="list-style-type: none"> <li>• Bath and North East Somerset Council</li> <li>• Bristol City Council</li> <li>• Bournemouth, Christchurch &amp; Poole Council</li> <li>• Gloucestershire County Council</li> <li>• Dorset Council</li> <li>• North Somerset Council</li> <li>• South Gloucestershire Council</li> <li>• Wiltshire Council</li> </ul>	Year 2 - £160k Year 3 - £160k
	<b>Total over 3 years</b>	<b>£410K</b>

Local funding is based on a £10k contribution from each of the 9 constituent members in 2018/19. This contribution will increase to £20k from each of the constituent members for years 2 and 3 (2019/20 and 2020/21). It should be noted that from 1st April 2019 Borough of Poole and Bournemouth Borough Council will merge to form a new unitary authority.

Clarification is required on the role of Combined Authorities within a Sub-National Transport Body context. Discussions with the Department for Transport are ongoing to resolve this issue and as such WECA have not been identified as being making a financial contribution at this stage.

The level of financial support offered by government will have a significant impact on finalising these arrangements.

## Western Gateway Shadow Sub National Transport Body

### Board Meeting

#### Paper B

Date	<b>18<sup>th</sup> December 2018</b>
Title of report:	<b>Associate Members &amp; Stakeholder Engagement</b>
Purpose of report:	<b>To consider the formation of the Transport and Business Forum and elect Associate Members onto the Board</b>

#### Recommendations:

The members of the Board are recommended to:

- I. Agree to the formation of the Transport and Business Forum
- II. Agree to elect the following Associate Members to the Board:
  - The Chair of the Transport and Business Forum (once appointed)
  - A nominated person representing Highways England
  - A nominated person representing Network Rail
  - A nominated person representing the Department for Transport
  - A nominated person representing Homes England
  - A nominated person representing Peninsula Transport

#### Introduction

- 1.1 The Cities and Local Government Devolution Act makes provision for people who are not elected members of the Constituent Authorities to be co-opted onto the Western Gateway Shadow Sub-National Transport Board (SSTB).

#### Transport and Business Forum

- 2.1 It is recommended that a Transport and Business Forum be established to inform the Western Gateway SSTB. The forum will provide technical expertise and knowledge to the Board and the Senior Officer Group. It will comprise of representatives from business, transport providers and operators, user groups, government agencies and local authorities. A Terms of Reference for the Transport and Business Forum will be presented to the Board for their consideration at the next Board meeting in March 2019.
- 2.2 To ensure the Transport and Business Forum is established in a timely manner, it is proposed that the role of Chair be advertised and nominations sought for a formal appointment. This will be a non-salaried post with the Transport and Business Forum Chair expected to serve for the period of

one year. They will either be reappointed or replaced through a formal process.

- 2.3 It is the intention for the Transport and Business Forum to be chaired by an independent member and will represent a broad range of business and transport interests ensuring that the Board is well informed of the views of different stakeholders.
- 2.4 Once appointed it is proposed that the Chair of the Transport and Business Forum be elected as an Associate Member of the Board.

**Associate Members (Co-opted members)**

- 3.1. The Western Gateway SSTB can appoint persons who are not elected members of the constituent authorities to be associate members of the Board. Alternatively, representatives of other organisations with an interest in Western Gateway SSTB matters can apply to become associate members of the Board and their applications will be considered on an individual basis.
- 3.2. Applications to become an associate member of the Western Gateway SSTB have to be submitted in writing and will then be considered by the SSTB.

**Proposed election of Associate Members to the Board**

4.1 It is recommended that the Board gives consideration to granting Associate Member status, to advise the board but not participate in the decision making process, to the following organisations and representatives:

- Department for Transport
- Highways England
- Network Rail
- Homes England
- Peninsula Transport SSTB

4.5 The proposed membership of the Board and their proposed role are summarised below:

<p><b>Constituent Members involved in decision making process:</b></p> <ul style="list-style-type: none"> <li>• Bath and North East Somerset Council</li> <li>• Bristol City Council</li> <li>• Borough of Poole</li> <li>• Bournemouth Borough Council</li> <li>• Dorset County Council</li> <li>• Gloucestershire County Council</li> <li>• North Somerset Council</li> <li>• South Gloucestershire Council</li> <li>• Wiltshire Council</li> </ul>	<p><b>Associate Members to advise the board but not involved in the decision making process:</b></p> <ul style="list-style-type: none"> <li>• Highways England</li> <li>• Network Rail</li> <li>• Department for Transport</li> <li>• Homes England</li> <li>• Peninsula Transport SSTB</li> <li>• Chair of Transport &amp; Business Forum</li> </ul>
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## **Consultation, communication and engagement**

- 5.1 The identification of proposed Associate Members has been developed by officers of the Constituent Authorities and discussed with elected members as part of the process of agreeing to join the Western Gateway SSTB.

## **Equalities Implications**

- 6.1 No adverse impact on any protected groups.

## **Legal considerations**

- 7.1 The Western Gateway SSTB will be an informal non-statutory partnership.

## **Financial considerations**

- 8.1 No budget impact on electing of Associate Membership. Any costs associated by forming a Transport and Business Forum will be confirmed at the March meeting of the Board.

## **Conclusion**

- 9.1 The Board is recommended to agree to the formation of the Transport and Business Forum being established and to agree the Associate Membership arrangements set out in this report.



## **Western Gateway Shadow Sub National Transport Body**

### **Board Meeting**

#### **Paper C**

Date	<b>18<sup>th</sup> December 2018</b>
Title of report:	<b>Business Case Development</b>
Purpose of report:	<b>To inform the board of the proposed work plan for the regional evidence base, discuss the draft Business Case and authorise formal engagement with the Department for Transport</b>

#### **Recommendations:**

The Board are recommended to:

- I. Agree in principle the work plan outlined in this report
- II. Agree the Western Gateway Business Case in Appendix 1
- III. Authorise the submission of the Western Gateway Business Case to Government

#### **Introduction**

- 1.1 The Western Gateway Shadow Sub-National Transport Body (SSTB) has been formed through an alliance of local authorities that have made a commitment to work together. The body has been formed in response to Government's request for more strategic thinking about transport investment with the aim of improving regional productivity and sustainable economic growth.
- 1.2 A work programme has been produced which aims to produce a Regional Evidence Base (REB) and Transport Strategy by March 2021.

#### **Work programme**

- 2.1 The aim is for the REB to be completed by March 2021. This would include the production of a long-term transport strategy which would sequence strategic transport investment up to 2041. Four work streams have been identified each consisting of a number of related work packages (WP). Figure 1 identifies the different WPs.
  - 2.2 At this stage of the process each Constituent Authority has provided officer support to progress the SSTB. This includes the role of Technical Officer, Administrative support, Legal, Communication and Director level engagement
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with national events. These informal arrangements have worked well, but more formal arrangements will be required as the REB is progressed.

**Figure 1 – Work Programme**

Work Stream	Work Package	Expected Delivery Date
Strategic Context:	WP1 – Story of Place	January 2019
	WP2 – Strategic Context	January 2019
	WP3 – Economic Connectivity Study	March 2019
MRN short-term scheme priorities (2020 to 2025)	WP4 - MRN – REB 2020-2025	Spring 2019
	WP5 – MRN – Business case development	Summer 2019
Scheme priorities for delivery post 2025	WP6 – The future funding ‘Ask’	December 2018
	WP7 – Regional Modelling – use of HE model	Summer 2020
	WP8 – Topic papers – All modes	Summer 2020
	WP9 – Strategy development – All modes	Spring 2021
General Western Gateway functions	Administration	Ongoing
	Communications	Ongoing
	Finance	Ongoing
	Governance	Ongoing
	Technical	Ongoing

2.3 Operating the Western Gateway SSTB is currently estimated to require support initially from three posts operating on a part-time basis. The costs of providing these posts would be met from the local financial contribution. Should no funding be forthcoming from Government these posts would need to be reviewed and their roles / time amended accordingly. These posts can be broadly described as:

- An overall Strategic Lead for SSTB - equivalent to Head of Service/ Assistant Director/ Service Director. This role would take overall responsibility for managing the work of the SSTB, be the primary contact with Government and other SSTBs.
- A Technical Officer leading the delivery of the work programme
- A Technical Administrative support officer who would assist in servicing the board meetings and supporting some of the technical work led by the other two officers.

2.4 The Western Gateway SSTB does not intent to directly employ staff. The preferred model is for these posts to be either seconded from member authorities (whose backfill costs would be reimbursed).

## Operating costs

3.1 **Figure 2** outlines the estimated costs of producing the REB. This is estimated to total £930k. The operating costs for the SSTB for 2019/20 and 2020/21 are £385k. This results in a total cost of £1.315m.

**Figure 2 – Estimated cost of Work Programme**

Work Stream	Work Package	Expected Delivery Date	Delivery Method – with estimated values
Strategic Context:	WP1 – Story of Place	January 2019	Delivered by SSTB officers
	WP2 – Strategic Context	January 2019	Delivered by SSTB officers
	WP3 – Economic Connectivity Study	April 2019	External – £75k
Scheme priorities for delivery 2020 to 2025	WP4 - MRN – REB 2020-2025	Spring 2019	Delivered by SSTB officers
	WP5 – MRN – Business case development	Summer/Autumn 2019	Delivered by Local authorities promoting schemes
Scheme priorities for delivery post 2025	WP6 – Basis of Ask for future funding	December 2018	Delivered by SSTB officers
	WP7 – Regional Modelling – using HE model	Winter 2020	External – £300k
	WP8 – Topic papers <ul style="list-style-type: none"> <li>• Roads – £120k</li> <li>• Rail - £120k</li> <li>• Metro Connectivity – Bristol - £40k</li> <li>• Metro Connectivity – Bournemouth and Poole £40k</li> <li>• Future technologies - Digital &amp; Low Carbon connectivity &amp; Innovation £50K</li> </ul>	Winter 2020	External – £370k
	WP9 – Strategy development	Winter 2020	External – £185k
General Western Gateway functions	Shadow STN costs – staff - Director, Technical Officer and Administrative support	Up to March 2021	£300k
	Room hire / facilities, Transport forum expenses, Events / communications	Up to March 2021	£35k
	Legal advice	Up to March 2021	£50k
Total			£1,315k

### **Local Contribution**

- 4.1 Local funding is based on a £10k contribution from each of the 9 constituent members in 2018/19. This contribution will increase to £20k from each of the constituent members for years 2 and 3 (2019/20 and 2020/21). It should be noted that from 1st April 2019 Borough of Poole and Bournemouth Borough Council will merge to form a new unitary authority.
- 4.2 This provides a local funding contribution of £410k.

### **Funding Ask of Government**

- 5.1 The estimate costs of producing a REB and operation costs of the Western Gateway SSTB is £1.315m. The level of local funding available is £410k which results in a funding shortfall of £905k.
- 5.2 The Western Gateway SSTB is seeking £905k from the Department for Transport to enable the production of a REB and cover operational costs of servicing the Western Gateway SSTB. This value will be locally match funded by £410k over a three year period (2018/19, 2019/20 and 2020/21). This represents a local contribution of 31% of costs.

### **Consultation, communication and engagement**

- 6.1 The work programme and draft business case has been developed by officers of the Constituent Authorities.

### **Equalities Implications**

- 7.1 No adverse impact on any protected groups.

### **Legal considerations**

- 8.1 The Western Gateway SSTB will be an informal non-statutory partnership.

### **Financial considerations**

- 9.1 The profile of the financial contribution made by local authorities has been developed by officers of the Constituent Authorities and discussed in principle with elected members as part of the process of agreeing to join the Western Gateway SSTB. It should be noted that the level of financial support offered by government will have a significant impact on finalising these arrangements.

### **Conclusion**

- 6.1 The Board is recommended to agree in principle the work plan outlined in this report, agrees the Western Gateway Business Case and support its submission to Government.
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# Western Gateway

## Shadow Sub-National Transport Body

### Business Case seeking revenue funding

Version 0.1.5 –December 2018

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## 1.0 Introduction

1.1 The Western Gateway Shadow Sub-National Transport Body (SSTB) is formed by an alliance of local authorities that have made a commitment to work together to drive innovation, maximise economic growth and improve industrial productivity by strengthening strategic travel connections to local, national and international markets. The constituent members of the body include:

- Bath and North East Somerset Council
- Borough of Poole Council
- Bournemouth Borough Council
- Bristol City Council
- Dorset County Council
- Gloucestershire County Council
- North Somerset Council
- South Gloucestershire Council
- West of England Combined Authority<sup>1</sup>
- Wiltshire Council

<sup>1</sup> Clarification is required on the role of Combined Authorities within a Sub-National Transport Body context. Discussions with the Department for Transport are ongoing to resolve this issue.

1.2 The Gateway area is home to over 3 million people and is set for a step change in prosperity and productivity through an ambitious growth agenda over the next 20 years delivering 300,000 new homes and over 190,000 new jobs. It is both a highly desirable destination as well as a facilitator of movement through nationally significant travel corridors. The Gateway area links England's South Coast to the Midlands; London and the South East to South Wales and the South West Peninsula to the rest of the UK. **Figure 1** illustrates the geographic extent of the Gateway area within the national context and **Figure 2** at a Sub-National context.

Figure 1 – Sub-National Transport Bodies in England

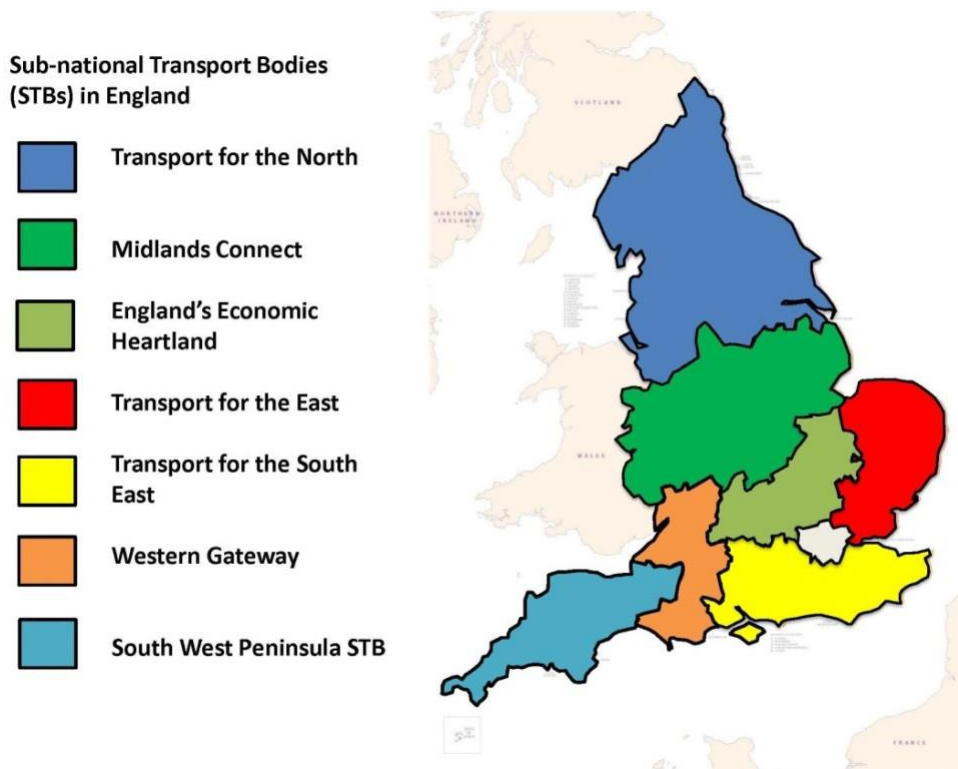
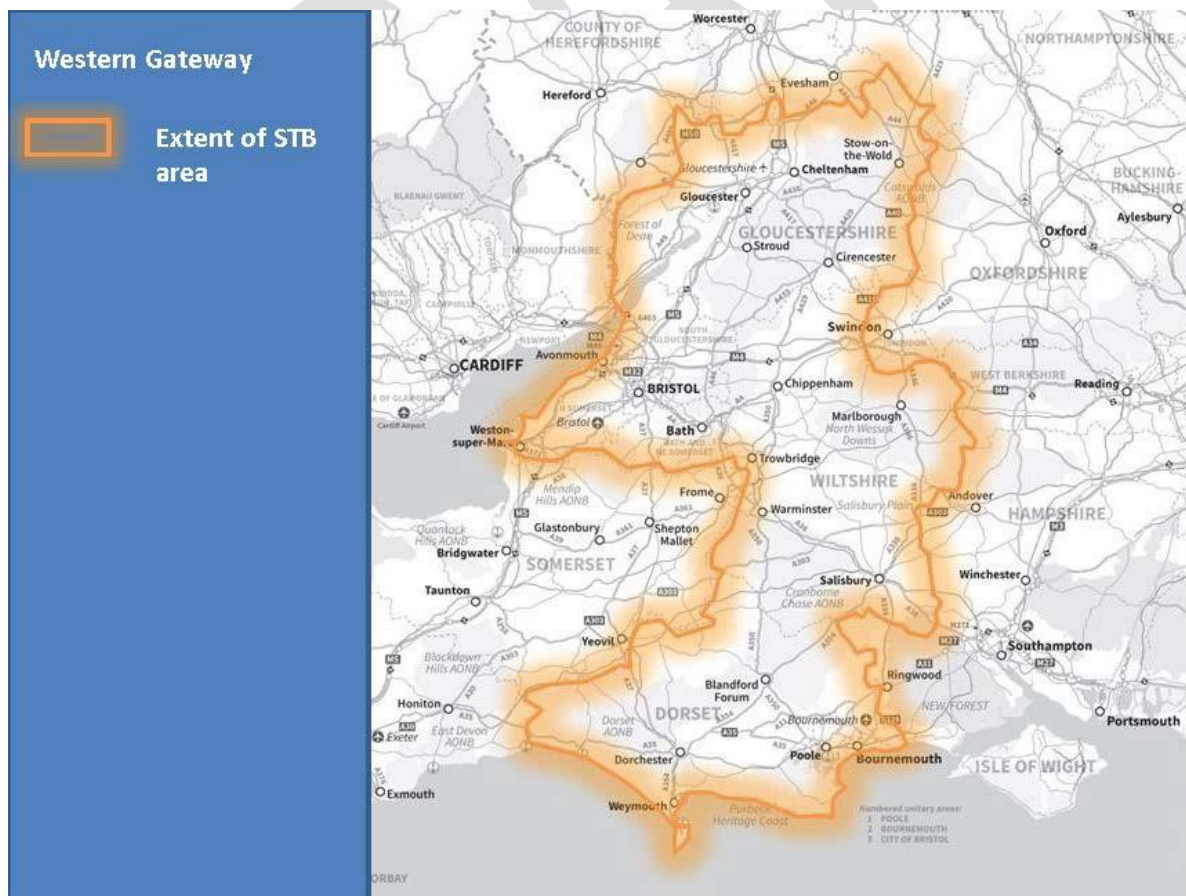


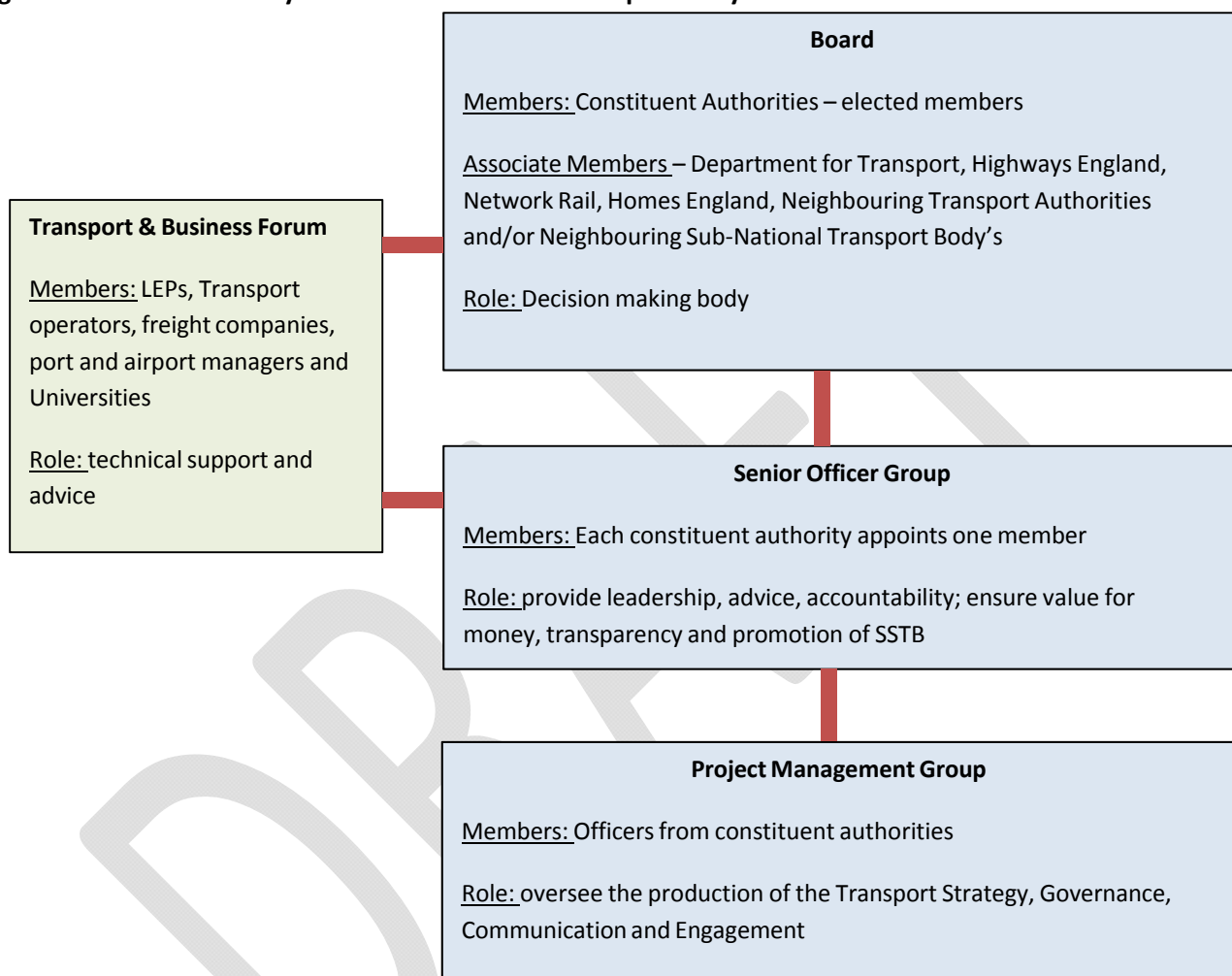
Figure 2 – The Western Gateway Sub-National Transport Body



## 2.0 Structure of the Western Gateway SSTB

2.1 All constituent members have demonstrated their commitment by signing a Constitution covering how the SSTB will operate. The structure of the Western Gateway SSTB and roles of each group is outlined in **Figure 3**:

**Figure 3: Western Gateway Shadow Sub-National Transport Body Structure:**



2.2 The Board is the decision making body for the Western Gateway SSTB. Each Constituent Authority will appoint one elected member of the Board. Substitutes may attend meetings of the SSTB board if the nominated representative is unable to attend. (TBC) has been appointed chair of the Shadow Partnership Board and will serve to the end of March 2021 to ensure the Western Gateway SSTB reaches a level of maturity to consider how the SSTB how it may progress in the longer-term.

2.3 An inaugural members meeting took place on the 28<sup>th</sup> September 2018 and this gave members the opportunity to discuss their thoughts on the emerging body.

2.4 The first formal meeting of the Shadow Partnership Board took place on the 18<sup>th</sup> December 2018. At this formal meeting the Constitution was agreed, chairing agreements confirmed and associate members welcomed to the board.



- 2.5 The Senior Officer Group (SOG) provides expertise and recommendations to the Board and will oversee delivery of the Regional Evidence Base (REB). It meets on a monthly basis with the venue rotating around each of the Constituent Members. The SOG first met in February 2018 to discuss the formation of a SSTB. It has since agreed the forward work programme, overseen the emerging REB and forged the basis of a partnership which is acceptable to all constituent members.
- 2.6 The SOG is served by a Technical Officer who at the agreement of their substantive authority has been allowed to work on the emerging Western Gateway SSTB for two days a week. Additional Administrative, Legal, Communication and Director support has been provided by officers employed at other constituent authorities. These informal arrangements have served the Western Gateway well, however due to competing work load priorities the existing arrangements are not sustainable and more formal arrangements will need to be provided as the REB is progressed.
- 2.7 The Project Management Group comprises of Transport officers from each of the Constituent Authorities. It is responsible for managing the production of different elements of the REB. It meets monthly and reports to the SOG. The group first met in April 2018.
- 2.8 The Transport and Business Forum has not yet been formed but it is essential to ensure the view of stakeholders are respected and reflected within the REB. The aim is for the Forum to meet for the first time in spring 2019. It will function as an advisory body to the Senior Officer Group and Shadow Partnership Board. Members will encompass a wider group of representatives from: the CBI, LEPs, Universities, public transport operators, port authorities, as well as Government and National Agency representatives. It will be chaired by an independent representative, who will be an Associate member to the Shadow Partnership Board. The Transport Forum will provide technical expertise, intelligence and information to Senior Officer Group and the Shadow Partnership Board.

### 3.0 The Western Gateway Offer to Government

- 3.1 The role of a SSTB is to provide the strategic leadership by providing one single voice when discussing strategic transport infrastructure requirements with Government. These conversations will be supported by the production of a regional evidence base (REB) and a long-term Strategic Transport Plan. The aim is for the REB to be completed by March 2021. This would include the production of a Transport Plan which would sequence strategic transport investment up to 2041
- 3.2 A function of transport is to enable economic growth by supporting key employment sectors to thrive. The role for transport is two fold: ensure there is sufficient capacity in the transport network to enable employees to get to work; and that goods can be transported to facilitate supply chains using good quality reliable strategic networks.
- 3.2 The role of the Western Gateway SSTB is to produce a long-term Strategic Transport Plan which will focus on sub-national connectivity only. The strategy is intended to compliment local transport strategies to enable the delivery of shared objectives.
- 3.3 The primary difference between local transport strategies and the SSTB Strategic Transport Plan is that it will only focus on improvements to strategic travel corridors.
- 3.4 Once the strategic Transport Plan has been agreed it will be the role of the SSTB to engage with the Department for Transport, Highways England, Network Rail, Local Enterprise Partnerships and local planning authorities to access funding for the delivery of the shared investment plan. The detail of this role is not currently understood, but if long-term funding can be secured for the Western Gateway SSTB it is likely to include the scheme development function including business case development and associated scheme design work. It is less likely that the Western Gateway SSTB would manage the delivery of the scheme. This will remain the responsibility of the transport infrastructure provider, transport authority and local planning authority depending on the type or location of the scheme.
- 3.5 The role of the SSTB in terms of Transport Strategy production will be to:
- Identify and prioritise transport infrastructure to improve strategic connectivity by road and rail
  - Identify and prioritise transport infrastructure to improve labour market efficiencies to key urban areas
  - Identify the development of low carbon solutions to strategic connectivity
  - Identify a whole corridor approach to traffic management on strategic travel corridors to improve reliability, safety and resilience
  - Lobby Government and work with Highways England, Network Rail, train operating companies and other key bodies to improve connectivity for the strategic travel corridors linking the Midlands and south coast ports, Cardiff, and the Thames Valley, London and South East, and South West Peninsula

3.6 The emerging objectives for the Western Gateway SSTB Transport Strategy include:

- Improve strategic linkages to drive productivity growth, achieve greater integration between digital and innovation clusters (as identified in the Science and Innovation Audits) and facilitate the creation of new high-value jobs.
- Identify and address transport-related barriers to the effective operation of labour markets which is constraining the potential for business growth, particularly in the West of England and South East Dorset.
- Support the development of low carbon solutions to strategic connectivity to help reduce transport's impact on the local environment.
- Establish a whole corridor approach to traffic management on strategic corridors to improve reliability, safety and resilience.
- Address the poor connectivity of north-south links, particularly to and from the south coast ports, to help support planned development, drive business growth and improve access to international markets.
- Deliver key transport infrastructure that supports sustainable place-shaping by facilitating the delivery of significant land for new homes and employment opportunities.

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## 4.0 Regional Evidence Base (REB) Work Programme

- 4.1 Strategic transport interventions play a fundamental role in driving economic growth. They facilitate the development of housing and employment space; improve connectivity between business and skilled people and close productivity gaps.
- 4.2 The aim is for the REB to be completed by March 2021. This would include the production of a long-term transport strategy which would sequence strategic transport investment up to 2041. Four work streams have been identified each consisting of a number of related work packages (WP). **Figures 4 & 5** summarise this information.

**Figure 4 – REB work programme**

Work Stream	Work Package	Expected Delivery Date
Strategic Context:	WP1 – Story of Place	December 2018
	WP2 – Strategic Context	December 2018
	WP3 – Economic Connectivity Study	March 2019
MRN short-term scheme priorities (2020 to 2025)	WP4 - MRN – REB 2020-2025	Spring 2019
	WP5 – MRN – Business case development	Summer/Autumn 2019
Scheme priorities for delivery post 2025	WP6 – The future funding ‘Ask’	December 2018
	WP7 – Regional Modelling – use of HE model	Summer 2020
	WP8 – Topic papers – All modes	Summer 2020
	WP9 – Strategy development – All modes	Spring 2021
General Western Gateway functions	Administration	Ongoing
	Communications	Ongoing
	Finance	Ongoing
	Governance	Ongoing
	Technical	Ongoing

**Figure 5 – REB delivery timetable**

	Autumn 2018	Winter 2019	Spring 2019	Summer 2019	Autumn 2018	Winter 2020	Spring 2020	Summer 2020	Autumn 2020	Winter 2020	Spring 2021
WP1 - Story of Place	█	█									
WP2 – Strategy Context	█	█									
WP3 – Economic Connectivity Study	█	█	█								
WP 4 - MRN – REB		█	█								
WP 5 - MRN – Schemes			█	█							
WP6 – Future funding ‘ask’	█										
WP7 – Sub-Nat Modelling			█	█	█	█	█	█			
WP8 – Topic papers				█	█	█	█	█			
WP9 – Strategy development							█	█	█	█	█

### Strategic Context Work Packages

- 4.3 The purpose of this work stream is to provide a robust foundation for the REB. It will maximise existing evidence to reduce production costs. It will be used to prioritise our short-term Major Road Network schemes and inform our long-term transport strategy. It will be completed by Spring 2019 and is being funded from existing local authority budgets. The information produced through this work stream will be discussed at the inaugural Business and Transport Forum.
- 4.4 **WP1 - Story of Place.** The expected output from this WP is a context report summarising existing evidence. It will provide regional travel and growth statistics informing an emerging Growth Story in the Western Gateway area. Each authority has completed a 'Place' template which captures existing information on local development, Economic growth and Transport Strategies. The expected delivery date for the report is January 2019 and will be used to inform the Strategic Context for the Evidence base (WP2) and the Economic Connectivity Study (WP3). The document will be produced by local authority officers' Project Management Group.
- 4.5 **WP2 – Strategy Context.** The expected output from the WP is a short report which identifies the: Vision; Strategic Priorities and Objectives and the Strategic travel corridors within the Western Gateway area. The expected delivery date for the report is January and will be used to inform the Economic Connectivity Study (WP3). The document will be produced by Local Authority officers. The document will be produced by local authority officers' Project Management Group.
- 4.6 **WP3 – Economic Connectivity Study.** The expected output from this WP is a strategic assessment of the Western Gateway's strategic travel corridors. The methodology used for this study will be consistent with that used to inform the Transport for the South East report. <https://transportforthesoutheast.org.uk/wp-content/uploads/2018/07/FINAL-Economic-Connectivity-Review.pdf> WSP have been commissioned to deliver this work package and will be managed by the Project Management Group. The expected delivery date for the report is April 2019.

### MRN short-term scheme priorities (2020 to 2025)

- 4.7 The purpose of this work stream is to provide a robust case for investment in the Major Road Network (MRN) priorities. It will be completed by summer 2019 and is being funded from existing local authority budgets. The information produced through this work stream will be presented at the inaugural Business and Transport Forum.
- 4.8 **WP 4 - MRN Regional Evidence Base for scheme prioritisation.** The expected output from this WP will be a coherent case for regional investment using evidence produced from the Strategic Context work stream. An external consultancy will be commissioned to deliver this work package and will be managed by the Project Management Group. The expected delivery date for the report is spring 2019.
- 4.9 **WP 5 - MRN Schemes.** The expected output from this WP will meet the requirements of the Department for Transport's (DfT) guidance on MRN bidding process. It is assumed at this stage that each MRN scheme priority will require a Strategic Outline Business Case, and

Options Assessment Report and an indicative BCR with supporting evidence. The cost of producing this WP will be met by the Local Authority promoting the scheme. The expected delivery date for the WP will fit the DfT guidance, but it is expected to be summer 2019.

#### **Scheme priorities for delivery post 2025**

- 4.10 The purpose of this work stream is to produce a long-term Transport Strategy (up to 2041) which will provide a robust case for investment in our Strategic Travel Corridors. It will also identify the preferred sequencing of investment and be used as the basis of future discussions with transport infrastructure providers. The aim is for the work to be completed by March 2021 and will be funded using a mixture of local authority funding and funding provided by the DfT.
- 4.11 The scale of evidence produced by the work stream is dependant on the scale of funding provided by the DfT. The Western Gateway SSTB is fully aware that there is no dedicated funding allocated for the development of the SSTB's REB, however through this document is intended that the value of investment can be demonstrated and an agreement can be reached.
- 4.12 **WP6 – The future funding 'ask'**. This strategic business case document is the outcome of the WP. The contents of this document has been agreed by SOG and discussed by the Board with agreement to send it to the DfT. It has been produced by the Western Gateway's Technical Officer.
- 4.13 Without additional funding and a clear steer from Government on the role, function and purpose of a Sub-National Transport Body the Western Gateway SSTB is unsustainable. It will not progress from its existing arrangements or progress past the MRN scheme priorities. Without any Government support the level of Local Authority match funding provisionally identified for 2019/20 and 2020/21 will be very difficult to justify at a time when local authorities face difficult decisions managing reduced budgets with competing local priorities.
- 4.14 The level of match funding awarded by Government will impact the delivery of WP7, WP8 and WP9.
- 4.15 **WP7 – Sub-National Transport Modelling**. The expected output from this WP is a technical document which outlines the impact and sequencing of strategic transport investment for each of the strategic travel corridors. It will be informed using forecasted modelling scenarios to analyse the impact of investment decisions within the strategic travel corridors using Highways England's regional traffic model. The number of modelling scenarios tested will be linked to the successful allocation of funding from Government. The WP will be managed by a specialist project team consisting of local authority officers, Highways England technical officers and external consultancy support.
- 4.16 With funding allocated, four forecast year scenarios will be tested based on existing growth profiles and committed transport schemes – for 2026, 2031, 2036, and 2041. Analysis will be undertaken on a strategic corridor basis using an appropriate appraisal framework to quantify the level of impact and location of network pinch points. Appropriate mitigation scenarios will also be identified and tested to understand their impact on sub-national productivity.

- 4.17 Without funding allocated only two forecast year scenarios will be tested for 2031 and 2041. Analysis will be undertaken on a strategic corridor basis, but it will be tailored to the budget allocation and may not be as robust. The expected delivery is summer 2020.
- 4.18 **WP8 – Topic papers.** The expected output from this WP is a series of documents which outline the role and function of different transport themes for each of the strategic travel corridors within the Western Gateway area. They will be informed by existing evidence and outputs from Sub-National Transport Modelling (WP7) and will be used to inform the Sub-National Transport Strategy (WP8). Five topic papers will be identified including:
- Roads – Strategic Road Network & Major Road Network (including Network Resilience, Freight logistics and port access)
  - Rail
  - Metro Connectivity – Bristol
  - Metro Connectivity – Bournemouth and Poole
  - Future technologies - Digital & Low Carbon connectivity & Innovation
- 4.19 The WP will be managed by specialist project teams consisting of local authority officers, appropriate technical officers linked to the topic and external consultancy support. With funding allocated the papers will be produced by external consultancy support. Without funding allocated the papers will be produced by local authority officers. The expected delivery is summer 2020.
- 4.20 **WP9 – Strategy development.** The expected output from this WP is the long-term transport strategy for the Western Gateway area. This will include a sequenced investment strategy for each of the strategic travel corridors covering road, rail and metro connectivity having been informed by the topic papers. Sub-National investment priorities will also be identified. The strategy will quantify the economic benefits of the proposed improvements and identify possible match funding links to identified development plans. The strategy will need to fully engaged stakeholders and be subject to public consultation. An Integrated Sustainability Appraisal will also be required before the strategy can be finalised. With funding the strategy will be produced by external consultancy support. Without funding the strategy production will still require consultancy support, but the level of engagement from local authority officers will be greater. The expected delivery is autumn 2020 to enable a public consultation winter 2020 and completion spring 2021.

#### **General Western Gateway functions**

- 4.21 The Constituent Authorities have agreed to share the roles of the ‘lead authority’ duration of the shadow period of operation. Initially the roles will be assigned until the end of March 2019. They will then be reviewed and confirmed for future years. For 2018/19 the following roles have been assigned -
- Administration of meetings – host authority where meeting takes place
  - Communications – Borough of Bournemouth and Poole Borough Council
  - Finance – Dorset County Council
  - Governance – Wiltshire Council
  - Technical – Gloucestershire County Council

- 4.22 However at this stage of the Western Gateway’s development all officer support is being provided through the good will of the local authorities. This includes the role of Technical Officer, Administrative support, Legal, Communication and Director level engagement with national events. These informal arrangements have worked well, but more formal arrangements are now required as the REB is progressed.
- 4.23 Operating the Western Gateway shadow SSTB is currently estimated to require support initially from three posts operating on a part-time basis. These posts would be based in the lead authority. The costs of providing these posts would be met from the local financial contribution. Should no funding be forthcoming from Government these posts would need to be reviewed and their roles / time amended accordingly. These posts can be broadly described as:
- An overall Strategic Lead for SSTB - equivalent to Head of Service/ Assistant Director/ Service Director. This role would take overall responsibility for managing the work of the SSTB, be the primary contact with Government and other SSTBs.
  - A Technical Officer leading the delivery of the work programme
  - A Technical Administrative support officer who would assist in servicing the board meetings and supporting some of the technical work led by the other two officers.
- 4.24 The Western Gateway SSTB does not intent to directly employ staff. The preferred model is for these posts to be either seconded from member authorities (whose backfill costs would be reimbursed) or filled from the wider market.



## 5.0 Local Funding

5.1 Figure 7 identifies the local authority financial contribution to the Western Gateway SSTB.

**Figure 7 –Local match funding**

Year	Expected contribution by local authority	Local contribution to SSTB budget
Year 1 – September 2018 to March 2019	9 authorities – each contributing £10k <ul style="list-style-type: none"> <li>• Bath and North East Somerset Council</li> <li>• Bristol City Council</li> <li>• Borough of Poole</li> <li>• Bournemouth Borough Council</li> <li>• Dorset County Council</li> <li>• Gloucestershire County Council</li> <li>• North Somerset Council</li> <li>• South Gloucestershire Council</li> <li>• Wiltshire Council</li> </ul>	Year 1 - £90k
Years 2 & 3 – 2019/20 2020/21	8 authorities – each contributing £20k <ul style="list-style-type: none"> <li>• Bath and North East Somerset Council</li> <li>• Bristol City Council</li> <li>• Bournemouth, Christchurch &amp; Poole Council</li> <li>• Gloucestershire County Council</li> <li>• Dorset Council</li> <li>• North Somerset Council</li> <li>• South Gloucestershire Council</li> <li>• Wiltshire Council</li> </ul>	Year 2 - £160k Year 3 - £160k
	<b>Total over 3 years</b>	<b>£410K</b>

5.2 Local funding is based on a £10k contribution from each of the 9 constituent members in 2018/19. This contribution will increase to £20k from each of the constituent members for years 2 and 3 (2019/20 and 2020/21). It should be noted that from 1st April 2019 Borough of Poole and Bournemouth Borough Council will merge to form a new unitary authority.

5.3 Clarification is required on the role of Combined Authorities within a Sub-National Transport Body context. Discussions with the Department for Transport are ongoing to resolve this issue and as such WECA have not been identified as being making a financial contribution at this stage.

5.4 The level of financial support offered by government will have a significant impact on finalising these arrangements.

## 6.1 Western Gateway Budget Allocation

Work Stream	Work Package	Expected Delivery Date	Delivery Method – with estimated values
Strategic Context:	WP1 – Story of Place	January 2019	Delivered by SSTB officers
	WP2 – Strategic Context	January 2019	Delivered by SSTB officers
	WP3 – Economic Connectivity Study	April 2019	External – £75k
Scheme priorities for delivery 2020 to 2025	WP4 - MRN – REB 2020-2025	Spring 2019	Delivered by SSTB officers
	WP5 – MRN – Business case development	Summer/Autumn 2019	Delivered by Local authorities promoting schemes
Scheme priorities for delivery post 2025	WP6 – Basis of Ask for future funding	December 2018	Delivered by SSTB officers
	WP7 – Regional Modelling – using HE model	Winter 2020	External – £300k
	WP8 – Topic papers <ul style="list-style-type: none"> <li>• Roads – £120k</li> <li>• Rail - £120k</li> <li>• Metro Connectivity – Bristol - £40k</li> <li>• Metro Connectivity – Bournemouth and Poole £40k</li> <li>• Future technologies - Digital &amp; Low Carbon connectivity &amp; Innovation £50K</li> </ul>	Winter 2020	External – £370k
	WP9 – Strategy development	Winter 2020	External – £185k
General Western Gateway functions	Shadow STN costs – staff - Director, Technical Officer and Administrative support	Up to March 2021	£300k
	Room hire / facilities, Transport forum expenses, Events / communications	Up to March 2021	£35k
	Legal advice	Up to March 2021	£50k
Total			£1,315k

### Total costs – over three year timeframe (2018/19, 2019/20 & 2020/21)

- |                          |                |
|--------------------------|----------------|
| • Regional Evidence Base | £930k          |
| • Operational costs      | £385k          |
| • <b>Total</b>           | <b>£1,315k</b> |

## 7.0 Funding Ask of Government

- 7.1 The estimate costs of producing a REB and operation costs of the Western Gateway SSTB is £1.315m. The level of local funding available is £410k which results in a funding shortfall of £905k.
- 7.2 The Western Gateway SSTB is seeking £905k from the Department for Transport to enable the production of a REB and cover operational costs of servicing the Western Gateway SSTB. This value will be locally match funded by £410k over a three year period (2018/19, 2019/20 and 2020/21). This represents a local contribution of 31% of costs. It should be noted that the level of local contribution does not include local authority officer time. If local authority officer time were to be factored in the level of local contribution would be significantly higher.
- 7.3 The anticipated spend profile is summarised in **Figure 8. Figure**

### 8 – Western Gateway SSTB spend profile (2018/19 to 2020/21)

Year	REB	Operation	Total
2018/19	£75k	£15k	<b>£90k</b>
2019/20	£570k	£200k	<b>£770k</b>
2020/21	£285k	£170k	<b>£455k</b>

- 7.4 The anticipated breakdown of the funding is summarised in **Figure 9**. A contribution of £590k is required in 2019/20 and £305k in 2020/21.

### Figure 9 – Sources of funding for Western Gateway SSTB spend (2018/19 to 2020/21)

Year	Total	Local	Department for Transport
2018/19	<b>£90k</b>	£90k	£0
2019/20	<b>£770k</b>	£160k	£610k
2020/21	<b>£455k</b>	£160k	£295k

- 7.5 Representatives of the Western Gateway SSTB would welcome the opportunity to discuss the contents of this paper with officers from the Department for Transport to understand what level of financial support would be available to progress the production of a REB.