

Transport Memoranda of Understanding (MoU) and Action Plans

Purpose of Report

1. To report progress on the MoUs and Action Plans with the Highways Agency, Rail Industry and the Health Sector and to seek views

Background

2. The Multi-Area Agreement (MAA), signed in September 2009, is an agreement between the West of England authorities, Government and its agencies about key commitments in the area to deliver the Partnership vision for 2026.
3. The MAA action to 'improve access and reduce traffic congestion to increase competitiveness and quality of life' includes three transport related asks:
 - to accelerate the delivery and reduce the cost of major transport schemes
 - to improve rail services and
 - to improve complementary working with the Highways Agency.

Major Transport Schemes

4. Under this ask the Department for Transport agreed to use the North Fringe to Hengrove Package scheme as a national pilot for developing and testing measures to increase the pace of delivery, release capacity and reduce the costs of developing and securing approval for Major Transport Schemes. The pilot brought benefit by streamlining the development process with the Department for Transport and enabled the scheme to be progressed from inception to a major scheme bid for Programme Entry in less than a year. Unfortunately progress on development of the scheme has been drawn into the Government's comprehensive spending review. It is hoped that engagement with the Department for Transport will recommence later in the year.

Highways Agency Memorandum of Understanding (Appendix 1)

5. The Memorandum of Understanding between the West of England authorities and the Highways Agency promotes more effective and complementary working on strategic and operational transport matters, and on planning and authorising growth in jobs, homes and communities in the Partnership Area. The Memorandum of Understanding was signed at the Joint Transport Executive Committee on 12 November 2009.
6. Outcomes to be delivered through the MoU over the next 12 months are set out in the 2010/11 Action Plan (Appendix 2) agreed at the Joint Transport Executive Committee on 18 March 2010. This Plan builds upon existing arrangements

between the authorities and the Agency, including the existing detailed Local Area Operating Agreements. The Action Plan outcomes will be reviewed at the Joint Transport Executive Committee meeting on 17 September 2010, and thereafter every 6 months.

7. Key progress arising from the Action Plan update being reported to the Joint Transport Executive Committee on 17 September are:
 - Improved communication and engagement across operational aspects, planning, policy and media activity;
 - Close engagement with the Highways Agency on the development of Joint Local Transport Plan 3 including involvement in the Strategy Working Groups and input into the emerging Delivery Plan;
 - Local authority involvement in plans for the implementation of the M4/M5 Managed Motorways scheme;
 - Planned programme of regular meetings between the Highways Agency and the authority Traffic Managers to discuss operational issues including programmed works and events, exchange and use of traffic information, data sharing and incident management.

Rail Industry Memorandum of Understanding (Appendix 3)

8. The MoU between the West of England authorities, Network Rail, First Great Western, Cross Country and South West Trains was signed at the Joint Transport Executive Committee on 2 July 2010. Its purpose is to promote effective co-ordination and co-operation between the organisations. It includes consultation on timetable changes, investment and planning decisions, input into the Joint Local Transport Plan 3 and co-ordinating data collection.
9. The outcomes to be delivered will be included in the Action Plan to be considered by the Joint Transport Executive Committee on 17 September 2010. Following discussions with the rail industry, the action plan is based on:
 - the short term (2009 – 2014: Network Rail Control Period 4);
 - the medium term (2014 – 2019: Network Rail Control Period 5); and
 - the long term (2019 onwards: Network Rail Control Period 6+).

It is focused on evidence, impacts, options, milestones and outcomes.

10. The Action Plan to be agreed at the Joint Transport Executive Committee on 17 September 2010 will include joint arrangements for:
 - Influencing Government policies on rail spending and priorities
 - Informing, contributing and influencing the next rail franchises
 - Greater understanding of and input into timetable changes
 - Making the business case for new rolling stock for West of England Services

- Supporting the electrification proposals and opportunities for infilling gaps and providing a suburban electric train network
- Developing a Greater Bristol Rail Plan and a clear, realistic and deliverable vision for rail in the long term.

Memorandum of Understanding with the Health Sector (Appendix 4)

11. The preparatory work on the Joint Local Transport Plan 3 (JLTP3) has led to the development of a draft Memorandum of Understanding (MoU) with the health sector. As reported to the Board on 13 July 2010, it is hoped the MoU will help capture the health benefits of active travel and build closer relationships between the health sector and the local authorities. It is proposed that the MoU (appendix 4) will be signed at the Joint Transport Executive Committee on 17 September 2010.
12. The purpose of the joint work is to promote and protect good health through delivery of the goals and ambitions set out in key Government policy documents and Local Development Frameworks and will adapt to the proposed major changes in the way local health services are run. The health sector is a key partner in the production of the JLTP3 and is providing input, expertise and feedback. The partners will align, where practicable, a programme and phasing of schemes for 2011 to 2026 for inclusion in the Delivery Plan of the JLTP3.
13. It is proposed that a Transport and Health Forum is established to promote effective collaboration and develop joint outcomes. The Forum will report to the Joint Transport Executive Committee and an Action Plan will be developed. The Directors of Public Health will provide updates for and attend meetings of the Joint Transport Executive Committee on a twice-yearly basis to consider progress on the Action Plan.

Recommendation

That members note progress with the MoUs and Action Plans with the Highways Agency, Rail Industry and the Health Sector and give their views.

Appendices

Appendix 1: Signed MoU with the Highways Agency
 Appendix 2: Highways Agency 2010/11 MoU Action Plan
 Appendix 3: Signed MoU with the Rail Industry
 Appendix 4: MoU with the Health Sector

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Appendix 1



West of England Partnership

Bath & North East Somerset Council



North Somerset Council

South Gloucestershire Council



HIGHWAYS AGENCY

Memorandum of Understanding

This Memorandum of Understanding is between the local authorities of Bath & North East Somerset, Bristol City, North Somerset and South Gloucestershire who together make up the West of England Partnership and the Highways Agency. The purpose of the Memorandum of Understanding is to promote effective co-ordination and co-operation between the two organisations.

The Memorandum of Understanding will facilitate Highways Agency and West of England Partnership authority priorities being clearly aligned to achieve a balance between the national/regional highways objectives and the improved transport provision needed to accommodate the high levels of housing growth required by the Regional Spatial Strategy and economic growth sought by the Regional Economic Strategy.

The key principles are of openness and understanding together with shared responsibility and ownership of problems and solutions.

The Memorandum of Understanding is a supporting document of the West of England's Multi-Area Agreement.

It is hereby agreed that:

The Highways Agency will be key stakeholders in the production of the Joint Local Transport Plan 3 and provide input, expertise and feedback as appropriate and reciprocally the West of England Partnership authorities will be key stakeholders in Highways Agency's strategic plans.

A programme and phasing of Highways Agency and West of England Partnership authority schemes for 2011 – 2016 is to be agreed for inclusion in the Delivery Plan of the Joint Local Transport Plan 3 and a joint work stream is to be established to facilitate this.

Highways Agency and West of England Partnership authorities will collaborate to develop key milestones towards the Delivering a Sustainable Transport System goal to support national economic competitiveness and growth by delivering reliable and efficient transport networks, including Strategic National Corridor 6 London to the South West and South Wales and Corridor 7 Exeter/Bristol to the Midlands.

Highways Agency to provide full and timely and comprehensive engagement on the management of the strategic road network including its forward programme.

West of England Partnership authorities to provide full and timely and comprehensive engagement on the management of the local transport network, including its RFA2 programme of transport major schemes.

West of England Partnership authorities to provide information on planned future sub-regional housing and economic growth and other planned investment and priorities.

A working protocol is to be agreed for processing significant planning applications which deliver economic growth and journey time reliability.

Highways Agency and West of England Partnership authorities will have due regard to each others networks in making plans for and implementing traffic management measures on their networks. Arrangements will be established to ensure the overall effective operation of the total integrated network.

Quarterly officer meetings between Highways Agency and West of England Partnership authority officers will be established and Highways Agency will provide updates for and attend meetings of the Joint Transport Executive Committee on a twice yearly basis.

The Memorandum of Understanding partners will identify a senior contact officer with lead responsibility for the Memorandum of Understanding.

Information requests between the Memorandum of Understanding partners will be dealt with within 14 working days. Requests are to be as specific as possible.

Where appropriate data collection is to be co-ordinated between the Memorandum of Understanding partners to maximise the use of data and enable cost sharing.

A joint framework on communications will be established in order to promote levels of engagement and partnership working between West of England Partnership authorities and Highways Agency.

The Memorandum of Understanding shall come into immediate effect.

The West of England Partnership authorities and Highways Agency will jointly review the arrangements set out in the Memorandum of Understanding at yearly intervals.

Dated

HIGHWAYS AGENCY

Signed on behalf of Highways Agency

Bath & North East Somerset Council

Signed on behalf of Bath & North East Somerset Council

BRISTOL CITY COUNCIL

Signed on behalf of Bristol City Council

North Somerset Council

Signed on behalf of North Somerset Council

South Gloucestershire Council

Signed on behalf of South Gloucestershire Council

Appendix 2

West of England Authorities and Highways Agency Memorandum of Understanding 2010/11 Action Plan

Existing Arrangement, Process or Practice	Current Performance and Issues	New Practice, Means of Improvement and Implementation	Action/Outcome	Lead Officer(s)	Status/ Target (Plan Review Period)
Strategic Plans					
<i>A. Joint Local Transport Plan 3 (JLTP3)</i>	Need to increase Highways Agency involvement in the development and implementation of JLTP3	HA to be key members of Transport Plan Commission	HA invited to attend inaugural meeting of Commission	James White (WEPO) and David Wright/Ron Davis (HA)	Achieved
		Involve HA in JLTP3 Network Management and Strategy Working Groups	HA provided with draft Network Management and Freight supplementary document	James White (WEPO) and David Wright/Ron Davis (HA)	Achieved
		HA participation in the JLTP3 Delivery Plan Working Group	Invite HA to Spring 2010 meeting of the Delivery Plan Working Group	Paul Paton (NSC) and David Wright/Ron Davies (HA)	September 2010
<i>B. Highways Agency's regional forward programme</i>	Need to increase West of England involvement in development of Highways Agency plans related to the West of England transport network	Authorities to participate in the HA Managed Networks Group	WEPO to be invited to HA Managed Networks Group meetings	Barbara Davies (WEPO) and David Wright/Ron Davies (HA)	Achieved
		Authorities to participate in development of HA's forward programme of work on the motorway and trunk road network within and adjacent to the West of England area.	Information on relevant emerging and Published Plans and other reports to be provided to WEPO, including involvement in workshop reviewing and determining the 4 year forward programme	Barbara Davies (WEPO) and David Wright/Ron Davies/David Sledge (HA)	September 2010
<i>C. Delivering a Sustainable Transport Strategy (DaSTS)</i>	Need for better understanding and input into process and outcome of DaSTS studies	Arrangements for involvement in DaSTS study steering groups	HA sit on DaSTS Programme Group overseeing all SW projects. Regular updates to be provided by WEPO on local study	Bill Davies (WEPO) and David Wright/Ron Davies (HA)	September 2010

Existing Arrangement, Process or Practice	Current Performance and Issues	New Practice, Means of Improvement and Implementation	Action/Outcome	Lead Officer(s)	Status/ Target (Plan Review Period)
Coordination of Programmes					
<i>D. Managing the Existing Network</i>	Ensure effectiveness of Network Management Duty/ Detailed Local Area Operating Agreements (DLOAs)	Review DLOAs at least annually and ensure that necessary amendments are made, that Mutual Objectives are met and new objectives developed	All four DLOAs to be reviewed and changes agreed as appropriate	Authority Traffic Managers and David Sledge (HA)	March 2011
	Authority Network Management Plans (NMPs) yet to be finalised and need to involve HA in the process and reciprocal arrangements for HA plans	Agree means for West of England authority liaison with HA on NMPs	Agreed calendar of quarterly meetings between Authority Traffic Managers and HA	Kelvin Packer (B&NES) West of England Authorities and David Sledge (HA)	March 2010
	Coordination and planning of works and events	Review current arrangements and their effectiveness to support West of England-wide coordination of Primary Road Network (PRN) road works and events	Use J19/21 to test and review processes	Frank Cox (NSC) and David Sledge (HA)	March 2011
			Specific processes and programmes in place for current schemes: - M5 J19/A369 improvements - M5 J21/A370 improvements	Terry Bullock (BCC) and David Sledge (HA)	March 2011
	Working with Police, bus operators and other stakeholders	Examine mechanisms such as NMP's, incident de-briefings, post event reviews etc to achieve better understanding of respective roles and views	Undertake review of current arrangements and report back to quarterly meetings between Authority Traffic Managers and HA	Kelvin Packer (B&NES) and David Sledge (HA)	September 2010
	Understanding the impact of planned works	Build on existing mechanisms to enhance the assessment of wider impact of works embracing both strategic and local network	Agree thresholds and arrangements for wider assessment of impacts of planned works	David Buckland (SGC) and David Sledge (HA)	September 2010

Existing Arrangement, Process or Practice	Current Performance and Issues	New Practice, Means of Improvement and Implementation	Action/Outcome	Lead Officer(s)	Status/ Target (Plan Review Period)
<i>D. Managing the Existing Network</i>	Process and scope for information exchange on traffic flows, incidents and travel information	Ensure effective use is made of mechanisms and arrangements for liaison and enhanced links including use of HA Regional Control Centre and Bristol Traffic Control Centre	Undertake review of current arrangements and report back to quarterly meetings between Authority Traffic Managers and HA	Terry Bullock (BCC) and David Sledge (HA)	September 2011
	Clear understanding of maintenance responsibilities	Confirm division of maintenance responsibilities	Review current responsibilities and issues and report back to quarterly meetings between Authority Traffic Managers and HA	Frank Cox (NSC) and David Sledge (HA)	September 2010
	Effectiveness of contingency plans	Review effectiveness, breadth and details of contingency planning arrangements	Undertake review of current arrangements and report back to quarterly meetings between Authority Traffic Managers and HA	David Buckland (SGC) and David Sledge (HA)	September 2010
<i>E. New Transport Schemes</i>	Need to make best use and coordinate traffic data collection and exchange	Confirm arrangements for sharing data and method of coordination of data collection programmes to ensure value is maximised.	Produce data sharing agreement	Joint Officer Modelling Group	September 2010
	Major Schemes/ Improvements: Early and ongoing engagement in scheme development and specification	Reciprocal arrangements for membership of/active involvement in scheme Project Boards or equivalent forums at specific stages of scheme development	HA invited to be members of relevant Authority major scheme Project Boards.	Pete Davis (WEPO) and Ron Davies (HA)	Achieved
			WEPO to be invited to: (i) Attend HA Managed Networks Group meetings (ii) Make contributions at key stages of scheme development	Barbara Davies (WEPO) and Ron Davies (HA) Barbara Davies (WEPO) and Dave Sledge (HA)	Achieved September 2010
HA Local Network Management Schemes: Need to better consider impact on the local network	Review arrangements for assessment of impact of schemes on local road network	Define mechanism and thresholds for assessment of impacts of schemes on the local network	Joint Officer Modelling Group	September 2010	

Existing Arrangement, Process or Practice	Current Performance and Issues	New Practice, Means of Improvement and Implementation	Action/Outcome	Lead Officer(s)	Status/ Target (Plan Review Period)
New Development					
<i>F. Significant planning applications</i>	Better joint understanding and process required in considering planning applications, including early engagement	Clearer joint processes, including early engagement	Hold workshop as a basis for designing clearer joint processes	West of England nominated Head of Planning in conjunction with a Head of Transport and Ron Davies (HA)	September 2010
<i>G. Sub-Regional Growth in Homes, Jobs and Communities</i>	Insufficient joint engagement and consultation about growth targets and prioritised delivery plans	Provision for early information and joint working on growth levels and delivery plans, supported by quarterly meetings programme	Continue current engagement in Single Conversation. More timely joint engagement in planning for growth, in particular sub-regional development trajectories, balancing the requirements with transport and other impacts.	Tim Lansley and Pete Davis (WEPO) involving Authority Heads of Planning and Transport as appropriate and Ron Davies (HA)	September 2010
Communications and Interaction					
<i>H. Media Relations</i>	Alert parties to any press release to be sent out that impacts on other party (more information better than less) or include all parties on distribution lists	Ensure details of all 6 press offices are exchanged – including out of hours contact information.	Circulate list of contact details	West of England Press Officers/Julia Dean (WEPO) and Rachel Whitelock (HA)	Achieved
<i>I. Communication Plans</i>	Need to share relevant communication plans	Authority project communication plans and project overviews to be shared with HA to keep them informed about projects. HA can raise any potential issues.	Major scheme communication plans produced and agreed via Project Boards on which HA attend those relevant. Other relevant plans/project overviews to be circulated when published.	Julia Dean (WEPO)	September 2010

Existing Arrangement, Process or Practice	Current Performance and Issues	New Practice, Means of Improvement and Implementation	Action/Outcome	Lead Officer(s)	Status/ Target (Plan Review Period)
<i>I. Communication Plans</i>	Need to share relevant communication plans	Communication plans for HA projects or planned works to be shared with West of England Authorities. West of England authorities can raise any potential issues.	Project communication plans to be shared with West of England authorities to ensure no surprises culture	Rachel Whitelock (HA)	September 2010

Appendix 3



Memorandum of Understanding between the West of England Partnership, Network Rail, First Great Western, CrossCountry and South West Trains

This Memorandum of Understanding is between the local authorities of Bath & North East Somerset, Bristol City Council, North Somerset and South Gloucestershire who together make up the West of England Partnership Network Rail, First Great Western, CrossCountry and South West Trains referred to as 'Memorandum of Understanding partners'. The purpose of the Memorandum of Understanding is to promote effective co-ordination and co-operation between the five organisations.

The key principles are of openness, explanation and discussion together with shared responsibility and ownership of problems and solutions.

The Memorandum of Understanding is a supporting document of the West of England's Multi Area Agreement.

It is not legally binding.

It is hereby agreed that

Strategy

The Memorandum of Understanding partners collaborate to develop key milestones to support achievement of the Delivering a Sustainable Transport System goal to support national economic competitiveness and growth by delivering reliable and efficient transport networks, including Strategic National Corridors 6 London to the South West and South Wales and 7 Bristol to the Midlands.

Network Rail, First Great Western, CrossCountry and South West Trains will be key stakeholders in the production of the four West of England authorities Joint Local Transport Plan 3 and will provide input, expertise and feedback as required.

The Memorandum of Understanding partners align, where practicable a programme and phasing of schemes for 2011 to 2026 for inclusion in the Delivery Plan of the Joint Local Transport Plan 3.

Engagement on changes and planning decisions

First Great Western, CrossCountry and South West Trains to provide timely consultation on timetable changes.

First Great Western to inform the West of England Partnership of proposed changes to station management and publicly.

Network Rail to provide full and timely consultation on investment and planning decisions including the Network Rail Business Plan, Network Rail Discretionary Fund and other smaller schemes.

Network Rail, First Great Western, CrossCountry and South West Trains to provide timely engagement with the West of England Partnership authorities in planning for and provide advance notice on engineering works and replacement services.

Rolling Stock

First Great Western, CrossCountry and South West Trains to provide early engagement on their strategic plans for the provision of rolling stock on West of England services, with support provided by the West of England authorities in the lobbying efforts to secure additional capacity and funding.

West of England

The West of England Partnership to provide full and timely and comprehensive engagement on its programme of transport major schemes.

The West of England Partnership authorities to provide evidence information on planned future sub-regional housing and economic growth and other planned investment and priorities.

Support

Network Rail, First Great Western, CrossCountry and South West Trains officers to provide updates for and attend meetings of the Joint Transport Executive Committee on a twice-yearly basis.

Network Rail, First Great Western, CrossCountry and South West Trains to attend and provide technical support and advice to the West of England Rail Project Group.

The Memorandum of Understanding partners will identify a senior contact officer with lead responsibility for the Memorandum of Understanding

Information and Data Collection

Information requests between Memorandum of Understanding partners will be managed as quickly as is reasonable depending on the complexity of the request and information available. Requests are to be as specific as possible.


Where appropriate data collection is to be co-ordinated between the Memorandum of Understanding partners to maximise the use of data and enable cost sharing. Any costs will be mutually agreed by partners as per the appropriate contractual arrangement.

Communications

A joint framework on communications will be established in order to promote levels of engagement and partnership working between the Memorandum of Understanding partners.

The Memorandum of Understanding shall come into immediate effect. The West of England Partnership authorities, Network Rail, First Great Western, CrossCountry and South West Trains will jointly review the arrangements set out in the Memorandum of Understanding at two yearly intervals.

Dated 2 July 2010


Network Rail


First Great Western


CrossCountry


SOUTH WEST TRAINS


Bath & North East Somerset Council


Bath & North East Somerset Council


North Somerset Council


South Gloucestershire Council

DRAFT



Memorandum of Understanding

This Memorandum of Understanding is between the local authorities of Bath & North East Somerset, Bristol City, North Somerset and South Gloucestershire who together make up the West of England Partnership and the Health Sector for the Partnership Area through the Directors of Public Health for the area.

The purpose of the Memorandum of Understanding is to promote effective co-ordination and co-operation between the organisations in relation to transport and health. The key principles are of openness, explanation and discussion together with shared responsibility and ownership of problems and solutions. It is not legally binding.

The Health Sector in the West of England Partnership area is currently made up of:

- The Four Primary Care Trusts of NHS Bath and North East Somerset, NHS Bristol, NHS North Somerset, NHS South Gloucestershire
- A large number of Service Providers, which are commissioned by the PCTs to deliver NHS services for local residents. These include major Hospital Trusts, providers of community services, General Practices, dentists, opticians, and pharmacies.

We take health to mean not just the needs of individuals with specific illnesses and conditions, but also the promotion and protection of good health and the reduction of health inequalities, now and in the future. This is a core duty of the Primary Care Trusts and of subsequent bodies that may result from the 2010 Health White Paper.

It is hereby agreed that:

Strategy

The Memorandum of Understanding partners will collaborate to promote and protect good health through delivery of the goals and ambitions set out in key Government policy documents and Local Development Frameworks.

The Health Sector will be key partners in the production of the four West of England authorities Joint Local Transport Plan 3 and will provide input, expertise and feedback in order to maximise health gains and minimise the acute and chronic disease burden.

The Memorandum of Understanding partners align, where practicable a programme and phasing of schemes for 2011 to 2026 for inclusion in the Delivery Plan of the Joint Local Transport Plan 3 and review programmes for each 3 year implementation phase.

Transport and Health Forum

To promote effective joint collaboration a transport and health forum will be established to seek to ensure that the transport system for the sub-region now and in the future is designed in such a way that it enhances health, wellbeing and prosperity for all residents, and contributes to reducing health inequalities.

It will achieve this by:

- Bringing together relevant expertise and representation from Transport and Health sectors.
- Building strong and constructive working relationships between the Health Sector and the Transport sector.
- Using best available evidence to inform planning and decision-making.
- Using the principles of 'Health Impact Assessment' to inform planning at the earliest stages of option development.
- Including access to health facilities for staff, patients and visitors.
- Producing and monitoring the Action Plan.

The Forum will report to the Joint Transport Executive Committee

Support

Directors of Public Health will provide updates for and attend meetings of the Joint Transport Executive Committee on a twice-yearly basis to consider progress on the Action Plan.

Information and Data collection

Information requests between Memorandum of Understanding partners will be managed as quickly as is reasonable depending on the complexity of the request and information available. Requests are to be as specific as possible.

Communications

A joint framework on communications will be established in order to promote levels of engagement and partnership working between the Memorandum of Understanding partners.

Timescale and review

The Memorandum of Understanding shall come into immediate effect. The West of England Partnership authorities and Health Sector for the West of England area will jointly review the arrangements set out in the Memorandum of Understanding at two yearly intervals.

Dated DATE DATE



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