



**NATIONAL BUS STRATEGY**

**TRANSPORT ACT 2000**

**ENHANCED PARTNERSHIP PLAN AND SCHEME**

**BLACKBURN WITH DARWEN BOROUGH COUNCIL**

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# 1 INTRODUCTION

The National Bus Strategy (Bus Back Better), published by Government in March 2020, sets out a high level of ambition for the improvement and development of bus services in England, to reverse the historic decline in patronage overall in England, and to provide the means for bus services to recover from the significant reductions in patronage following the restrictions imposed to control the Covid-19 pandemic.

Government provided Local Transport Authorities (LTA's) with a choice of pursuing franchising of bus services or the Enhanced Partnership process, with a decision required by the end of June 2021. Blackburn with Darwen Borough Council pursued the Enhanced Partnership process, reflecting the history of successful partnership working with bus operators.

LTAs were then required to prepare and publish Bus Service Improvement Plans (BSIPs) by the end of October 2021. These documents are intended to describe the state of bus services and the market for travel, express ambition for change and develop a comprehensive suite of interventions to increase the number of passengers on bus services. Blackburn with Darwen Borough Council prepared a joint BSIP with Lancashire County Council which can be found here:

<http://bwdconnect.org.uk/wp-content/uploads/2021/10/Lancashire-with-Blackburn-with-Darwen-BSIP-October-2021.pdf>

The BSIP provides the overarching framework for the Enhanced Partnership Plan (EP Plan) and Enhanced Partnership Scheme (EP Scheme). The EP Plan summarises the main themes of the BSIP in setting out an analysis of local bus services in Blackburn with Darwen, the objectives for the quality and effectiveness of bus services and how the EP Scheme or Schemes are intended to achieve these objectives. The EP Scheme describes the facilities, measures and obligations to be implemented to meet those objectives and how the partnership is constituted and operates.

Both the EP Plan and the EP Scheme have been prepared by Blackburn with Darwen Borough Council, in consultation with the following bus operators and Lancashire County Council, under Section 138 of the Transport Act 2000:

- Transdev
- Travel Assist
- Moving People
- Blackburn Private Hire
- Stagecoach

The Blackburn with Darwen Enhanced Partnership Plan and Scheme set out how we will deliver a multi-million pound investment in the Borough's public transport system.

## 1.1 Competition Test

Blackburn with Darwen Borough Council has undertaken an assessment of the impacts of the EP Plan and Scheme on competition and believes it will not or is unlikely to have a significantly adverse effect on competition, for the purposes of Part 1 of Schedule 10 of the Transport Act 2000.

## 2 PART 1 - EP PLAN

**THE BLACKBURN WITH DARWEN BOROUGH COUNCIL ENHANCED PARTNERSHIP PLAN FOR BUSES IS MADE IN ACCORDANCE WITH SECTION 138G(1) OF THE TRANSPORT ACT 2000 BY:**

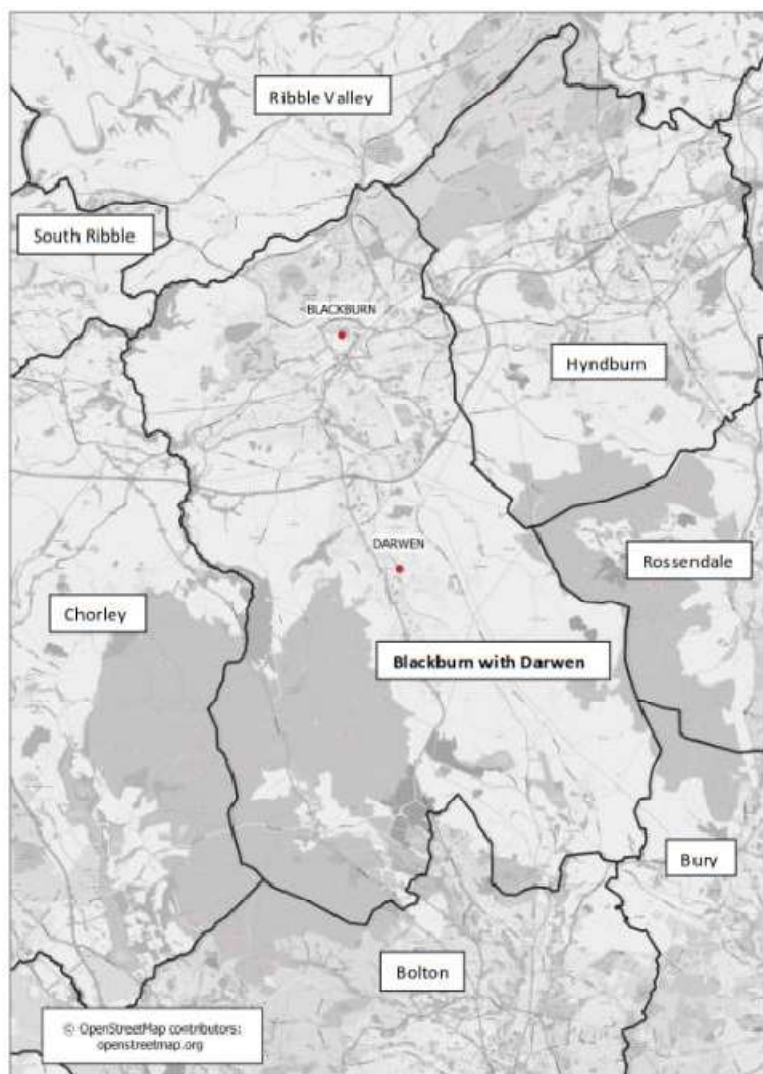
BLACKBURN WITH DARWEN BOROUGH COUNCIL

This Enhanced Partnership (EP) covers the entire administrative area of Blackburn with Darwen Borough Council as illustrated at Figure 2.1.

The EP Plan will apply during the period of 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2032 and will be reviewed in April 2027 by Blackburn with Darwen Borough Council. In the years that it is reviewed, it will follow Blackburn with Darwen Borough Council's review of its Bus Service Improvement Plan in October of each year, starting in October 2022.

Blackburn with Darwen Borough Council engages in frequent dialogue with neighbouring Local Transport Authorities (LTAs) to discuss cross-boundary transport issues. This engagement will continue throughout the EP period to ensure consistency and continuity of bus service provision across local authority boundaries. This is particularly true of Lancashire County Council and Transport for Greater Manchester with which Blackburn with Darwen shares a significant number of cross boundary services.

**Figure 2.1 – Blackburn with Darwen Borough Council Administrative Area**



## **2.1 EP Links to Policy Objectives**

The EP alongside Blackburn with Darwen's Bus Service Improvement Plan will contribute to the delivery of transport objectives outlined within an emerging LTP4 covering Lancashire, Blackburn with Darwen and Blackpool, including but not limited to:

- 1) To reduce the impact of harmful emissions from transport, addressing air quality and climate change concerns;
- 2) To improve local public transport, networks and interchanges;
- 3) To improve public transport for better inter-urban and rural connectivity;
- 4) To deliver sustainable transport systems that are accessible and inclusive for all;
- 5) To transform our streets and places to enable an increase in active travel;
- 6) To reduce the need to travel by private car particularly for shorter journeys;
- 7) To reduce all road casualties and progress towards zero killed and seriously injured;
- 8) To facilitate economic growth and regeneration;
- 9) To manage our transport assets efficiently and effectively; and
- 10) To improve the efficiency of our local road networks.

## **2.2 The Blackburn with Darwen Bus Network and Bus Market**

Details of bus services in Blackburn with Darwen have been obtained to understand the current destinations served, frequencies and operating hours. The main bus operators in the area include:

- Transdev
- Travel Assist
- Moving People
- Blackburn Private Hire
- Stagecoach

## **2.3 Bus Service Supply**

The Blackburn Bus Company (Transdev) is the main bus operator in Blackburn with Darwen which has a depot at Intack, Blackburn and provides the majority of services in the borough on a commercial basis. Services are concentrated on Blackburn town centre as the largest settlement in the borough.

Services 1, 6 and 7 are the most frequent in Blackburn with Darwen. Route 1 links the boroughs main towns of Blackburn and Darwen continuing on to Bolton in Greater Manchester. Routes 6/6A and 7/7A operate between Blackburn Bus Station and the towns of Accrington, Great Harwood, Oswaldtwistle and Rishton in the neighbouring borough of Hyndburn. All three services operate with buses every 7 minutes during the daytime Monday to Saturday. The 1 service operates with buses every 15 minutes during the daytime on a Sunday with the 6/6A and 7/7A services offering a Sunday frequency of every 20 minutes. These services are the only services in the borough that provide a 'walk-up' frequency of 5 to 6 buses per hour.

There are several other inter-urban services operating within the borough although these tend to be less frequent, generally running half hourly or hourly during the daytime. These include service 59 (Preston – Blackburn – Royal Blackburn Hospital) service 22 (Clitheroe – Blackburn – Shadsworth); service 152 (Preston – Blackburn – Burnley) and service 2 (Blackburn – Abbey Village – Chorley) all operated by the Blackburn Bus Company.

A number of other local bus services also operate although these tend to be less frequent with limited service provision during the morning and evening peak periods. These services are run by operators including Blackburn Private Hire, Travel Assist and Moving People and typically cater for shopping trips.

## **2.4 Bus Service Infrastructure**

Within Blackburn and Darwen there are currently 980 bus stops. The majority of these are located within the urban areas of Blackburn and Darwen. Throughout the authority almost all settlements appear to be able to access a bus stop within 400m. All bus stops on the major Pennine Reach corridors, serving services 1, 6 and 7 have been upgraded as part of the Pennine Reach Scheme. This includes:

- Bus shelters upgraded to gold and bronze standards, to the Pennine Reach specification with 114mm polished steel and glazing as standard.
- Bus stops have been upgraded to full Equality Act level access.

Beyond the Pennine Reach routes, other bus stops and bus shelters within Blackburn with Darwen are of varying standards with significant scope to improve provision. However, all bus stops have a standardised method for displaying timetable information using the Blackburn with Darwen Connect branding.

## **2.5 Bus Fares**

At present there is no multi-operator ticketing scheme available within Blackburn with Darwen or Lancashire and there are inconsistent fare offers for key groups such as students, young people and job-seekers.

## **2.6 Bus Passenger Information**

Much information is available on channels which are universally available across the UK: Traveline, Google Maps, and a variety of open-source websites such as Citymapper. It is however acknowledged that many older people do not have digital access and therefore consideration shall be given to 'assisted digital' options or provision of additional information at bus stops.

Blackburn with Darwen Borough Council provides a series of timetable leaflets and a bus network map on its website, the leaflets being organised around local services in Blackburn, Darwen, Ribble Valley, Out of Borough and Hospital access.

Real-time information is available at key interchange and hub stops in Blackburn with Darwen. Real-time information is also available on many operators' own mobile phone apps, allowing tracking of vehicles along the route.

## **2.7 Bus Fleet**

Around 16% of buses operating in Blackburn with Darwen conform to the latest emission standards for diesel engines (Euro VI). Around two thirds are Euro V with a small number of buses at Euro II, III and IV. No buses are currently zero-emission.

In terms of passenger amenity, around 25% of buses have next stop audio announcements and visual displays, around two thirds have on-bus wifi and around a third have USB chargers.

There is scope to improve both emission standards and passenger amenity on buses in Blackburn with Darwen.

## **2.8 Bus Priority Measures**

There are approximately 3.3km of bus lanes and several junctions incorporating bus priority within Blackburn with Darwen. Many of these were delivered as part of the Pennine Reach scheme and most of the bus priority measures are in operation throughout the day.

To enable the effective operation of bus services within Blackburn with Darwen, a number of bus priority areas and bus lanes are enforced by an ANPR camera system.

Alongside bus lanes, Blackburn with Darwen also features several bus priority measures, particularly along the Pennine Reach routes where the junctions have been upgraded to incorporate intelligent systems linking them together with Stratos, SCOOT and MOVA technology.

However, there is significant scope to develop further bus priority measures with priorities on a 'whole route' basis to maximise the benefits of journey time reductions and improvements to service reliability.

## **2.9 Bus Service Outcomes**

According to DfT bus statistics, there are around 23 bus passenger journeys a year for every resident in Blackburn with Darwen. This bus passenger trip rate has fallen substantially from a high point of 33 in 2009/10 (just after the introduction of the English National Concessionary Travel Scheme. It is however worth noting that prior to the Covid-19 pandemic the situation in Blackburn with Darwen was reasonably stable with some operators having reported year on year growth up to 2019.

When comparing bus passenger trip rate against zero household car availability as at the 2011 Census, the projected bus passenger trip in Blackburn with Darwen should be roughly three times higher at around 70. The reasons for this are likely to include:

- Rail service upgrades saw increased demand at some rail stations, notably at Blackburn and Darwen
- Blackburn with Darwen saw the loss of most of its tendered bus services – although some of these have been reinstated;
- Variable levels of traffic congestion exacerbated by planning decisions to locate residential and employment development in locations which are hard to serve by public transport – for example by motorway junctions;
- Abundance of free or cheap parking in town centres, retail parks and employment areas (although overspill on-street parking is now an issue in most employment areas);
- The decline in town centre-based retail activity with more activity taking place on-line and in the major city centres of Manchester and Liverpool and large out of town retail parks such as the Trafford Centre;
- Lack of bus services in large employment areas adjacent to motorway junctions; and
- Anecdotally, high levels of private hire taxi use.

## **2.10 Passenger experience and priorities for improvement**

Blackburn with Darwen Borough Council is part of the National Highways & Transport Network (NHT) who conduct research into customer satisfaction with the transport network within the local authority. Overall, the NHT survey highlights that satisfaction with local bus services was 56% in 2019/20, which was an increase of 6% on the previous year. In terms of respondents' perceptions:

- 81% were satisfied with the provision of bus stops;
- Although only 54% were satisfied with the state of bus stops;
- 61% were satisfied with the cleanliness of buses;
- 46% were satisfied with bus fares;
- 46% were satisfied with public transport information; and
- 53% believed the frequency of buses met their needs.

The Community Routes Survey was conducted as part of Blackburn with Darwen Borough Council's Social Integration (Our Community, Our Future) Programme. Blackburn with Darwen was one of 5 National Integration areas invited by Ministry for Housing, Communities and local Government to work closely with them on innovative plans to address social integration. Funding was for a 3-year programme to build stronger, more integrated communities.

The programme has 4 key priority areas for making the borough stronger. Priority 4 was related to transport 'To connect the Boroughs disadvantaged communities to shared spaces linking people, neighbourhoods to zones of employment, physical assets, community shared spaces and social action'. After conducting a number of workshops with key stakeholders a subsequent travel survey was conducted by the Council's Social Integration and Transport Teams.

The availability of bus services was the single most common transport problem highlighted. The frequency and reliability of bus services adds to the respondents' concerns over availability and leads many to view bus services as an unviable option for key journeys. Issues over frequency and timing most commonly centred on the lack of services early in the morning and late evening.

Reliability of bus services was also a key concern. The combination of perceptions of a restricted availability and reliability issues form a significant theme across the responses, and clearly impact the extent to which the respondents see bus travel as a realistic and attractive alternative to driving. This appears to be particularly significant for time-sensitive journeys, such as those to work.

### **2.11 Journey time trends**

Data from the DfT<sup>1</sup> has been obtained to develop an insight into journey times via public transport and private modes. Despite the most recent publication being 2020, the base year data for this section is from the transport system in 2017.

In Blackburn with Darwen public transport provisions are competitive with private modes, particularly within the urban and suburban areas, where journey times by public transport are often equitable or only slightly longer than the alternative. The compact nature of the authority means there are not as great distances between facilities as seen elsewhere in Lancashire.

The data has highlighted large differences in accessibility of hospitals to the south of Blackburn with Darwen. This could therefore be an area where connectivity to the Royal Blackburn Hospital could be improved. It has also highlighted the importance of strong connectivity to Further Education colleges and the role this plays not only in social mobility, but also retaining bus patronage.

Overall, within Blackburn with Darwen the public transport journey time offering can be competitive with private modes, however there are significant opportunities and challenges beyond the urban and suburban areas to improve inclusion and accessibility to key amenities.

The increased journey times and lower levels of reliability caused by congestion can reduce the desirability of bus services to customers as well as increasing the financial cost of delivering the bus service. The measures supported by the EP will work to improve journey times and reliability in Blackburn with Darwen through improvements to bus priority.

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<sup>1</sup> [Journey time statistics: data tables \(JTS\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/statistics/journey-time-statistics)



## 2.12 Objectives

Objective	How We Will Achieve This
Review Service Frequency “More buses, More Often”	<ul style="list-style-type: none"> <li>- Increased frequencies, including evenings and weekends</li> <li>- New services</li> <li>- Superbus Network</li> </ul>
Increase Bus Priority Measures “Getting buses moving”	<ul style="list-style-type: none"> <li>- 23 bus priority measures identified</li> <li>- Route reviews</li> <li>- Mitigate the impact of roadworks</li> </ul>
Increase Demand Responsive Services	<ul style="list-style-type: none"> <li>- Develop innovative solutions for locations that are hard to reach by conventional buses in conjunction with the commercial and community sectors</li> </ul>
Consideration of Bus Rapid Transport Networks	<ul style="list-style-type: none"> <li>- Intensive bus priority enables services with BRT characteristics</li> <li>- Urban and interurban Superbus network</li> </ul>
Integrate Services with Other Transport Modes	<ul style="list-style-type: none"> <li>- Bus and rail integration</li> </ul>
Simplify Services	<ul style="list-style-type: none"> <li>- Consider re-planning routes</li> <li>- Specific service change dates</li> </ul>
Review Socially Necessary Services	<ul style="list-style-type: none"> <li>- Evening and weekend service increases</li> <li>- DRT proposals</li> <li>- Identify opportunities to enhance supported services</li> <li>- Provide improved access to employment</li> </ul>
Invest in Superbus Networks	<ul style="list-style-type: none"> <li>- Urban Superbus – at least every 10 minutes</li> <li>- Interurban Superbus – at least every 30 minutes between major towns</li> <li>- Improved frequencies in evenings and at weekends</li> <li>- Underpinned by extensive bus priority, investment in bus stop infrastructure and passenger information, including real-time.</li> <li>- Minimum Euro VI emission standards</li> </ul>
Lower fares	<ul style="list-style-type: none"> <li>- Consistent offers to young people and jobseekers across Blackburn with Darwen</li> <li>- Travel on Saturday, get Sunday free</li> <li>- Multi-operator ticket means you only pay once for a journey, even if it's on buses run by 2 different companies</li> </ul>
Simplify ticketing	<ul style="list-style-type: none"> <li>- Simplify fares and fare zone boundaries</li> <li>- Multi-operator ticketing</li> <li>- Tap On Tap Off</li> </ul>
Invest in accessible and inclusive bus services “Buses for all”	<ul style="list-style-type: none"> <li>- Invest in accessible bus stops</li> <li>- Information at bus stops including real time</li> <li>- Audio visual announcements on buses</li> </ul>
Protect Passenger Safety of Bus Passengers	<ul style="list-style-type: none"> <li>- Improve access to bus stops</li> <li>- Inclusion of safety in design guidelines for new bus stops</li> <li>- CCTV on buses and at bus stop facilities</li> <li>- Passenger Charter</li> </ul>
Improve Buses for Tourists	<ul style="list-style-type: none"> <li>- Develop local leisure travel</li> <li>- Marketing in tourist areas</li> </ul>
Invest in decarbonisation	<ul style="list-style-type: none"> <li>- Future Zebra fund bids</li> </ul>

Objective	How We Will Achieve This
"Cleaner Buses"	- Clean vehicle retro-fit scheme and fund to support Superbus standards
Passenger Charter	- Develop a Passenger Charter
Strengthen Network Identity	- Review bus stop branding
Improve bus information	- Develop comprehensive information, with improved web presence - Use technology and social media - Increase bus stop information, including real time - Coordinated service change dates - e-ink pilot - Disruption messaging tool
Pulling it all together	- Marketing Strategy - Learning from others - Transport team development

Delivery of interventions against these objectives will contribute to the four key targets for outcomes that Blackburn with Darwen Borough Council has identified. These are:

- To improve bus journey times, with a target of 10% reduction across Lancashire by March 2025;
- To improve bus journey time reliability, with 90% of non-frequent services being 'on-time' and an excess wait time of 0.8 minutes for frequent services;
- To increase passenger numbers, with a return to pre-Covid levels of demand by March 2025 and a 10% increase by March 2030; and
- To improve passenger satisfaction, with target percentage point increases in people agreeing strongly or tending to agree with each statement by March 2025:
  - o I feel safe when travelling by bus – 5%
  - o Bus services are reliable – 20%
  - o Travel by bus is affordable - 20%
  - o Bus services meet my travel needs – 20%
  - o It is easy to get information about bus services – 20%

### 2.13 Blackburn with Darwen BSIP Proposals

The proposals outlined for implementation in the Bus Service Improvement Plan are summarised below. This Enhanced Partnership will seek to develop and deliver these, subject to scheme feasibility and the Partnership being able to identify and secure appropriate levels of funding from the National Bus Strategy and from other sources.

**More Frequent Buses** – The creation of a 'Superbus' network based around existing interurban services with increased service frequencies, and improvements to early morning, evening and Sunday services. Interurban 'Superbus' Services will operate at least every 30 minutes throughout the day and evening on Mondays to Saturdays. The standard will be at least every 30 minutes during the day on Sundays and every 60 minutes on Sunday evenings.

Secondary interurban services that are less direct than the Interurban Superbus service and serve more rural communities will also be increased in frequency to operate at least every 60 mins throughout the day every day.

**Faster Buses** – A range of bus priority measures to support the Superbus network shall be introduced to help reduce bus journey times and improve journey time reliability for bus users. Proposals range in scale, from double yellow lines to enable buses to exit bus stops more easily, to lengths of bus lane on the highway.

**Improved Facilities** – Upgraded bus stops with access kerbs, shelters, timetable information, real time passenger information and improved pedestrian crossing points all being provided as appropriate, subject to site constraints and usage levels.

**Better Coverage** – An improved local bus network increasing accessibility to those areas that are currently poorly served including employment sites, suburban and rural areas through alternations to existing services and the introduction of new services where required. We will also engage with local businesses and communities to develop demand responsive services where these fill real gaps in the local bus network in partnership with providers in both the commercial and voluntary sectors.

**Improved Integration** – Improved integration between bus and rail by increasing the range, frequency and co-ordination of bus services calling at our railway stations and by increasing accessibility to Blackburn and Darwen bus stations and other key bus stops through improvements to public realm, walking and cycling connections.

**Lower and Simpler Fares** – Standardisation of operator's zone boundaries throughout Lancashire to enable a coherent multi-operator ticketing system. This will be supported by tap on – tap off account-based ticketing and capped daily and weekly fares together with a cash purchase option to be retained in acknowledgement of customer feedback. This will help to make using buses cheaper and easier for all.

**Better Buses** – Higher specification buses across the network with clean and comfortable interiors, audio-visual next stop announcements, Wi-Fi and power points. Buses will also be better for the environment with new zero emission buses entering service on many routes as we seek to achieve our climate emergency action plan<sup>2</sup> target to be net carbon neutral by 2030.

**Marketing & Promotion** – In order to encourage people back on to the bus the BSIP will also be supported by a behaviour change campaign comprising regular events and promotions. Increased levels of bus use are also anticipated to arise from ambitious plans to invest in Darwen Town Centre through the £25m Darwen Town Deal which is already allocated, and in Blackburn Town Centre through a future Levelling Up Fund bid and significant private sector investment.

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<sup>2</sup> [blackburn-with-darwen-borough-council-68d0cbb.pdf \(climateemergency.uk\)](#)

### **3 PART 2 – EP SCHEME**

**THE BLACKBURN WITH DARWEN BOROUGH COUNCIL ENHANCED PARTNERSHIP SCHEME FOR BUSES IS MADE IN ACCORDANCE WITH SECTION 138G (1) OF THE TRANSPORT ACT 2000 BY:**

BLACKBURN WITH DARWEN BOROUGH COUNCIL

#### **3.1 Section 1 – EP Scheme Content**

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

**Section 2** – Scope of the EP Scheme and commencement date

**Section 3** – Obligations on the Local Authorities

**Section 4** – Obligations on Bus Operators

**Section 5** – Governance Arrangements

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

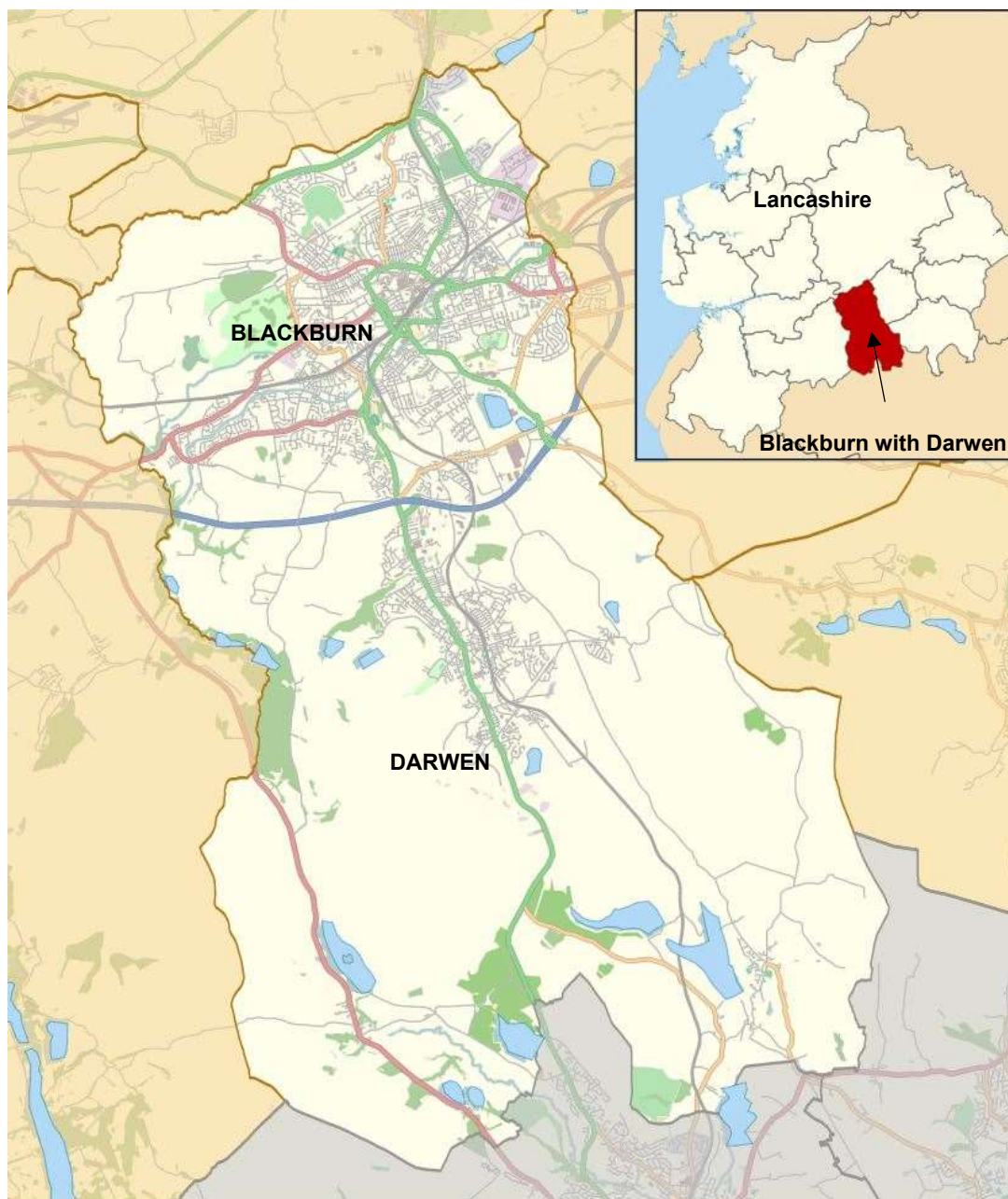
The EP Scheme has been jointly developed by Blackburn with Darwen Borough Council and those bus operators that provide local bus services in the EP Scheme area. It sets out obligations and requirements on both Blackburn with Darwen Borough Council and operators of local services in order to achieve the intended improvements, with the aim of delivering the objectives of the associated EP Plan.

## 3.2 Section 2 - Scope of the EP Scheme and Commencement Date

### 3.2.1 Description of Geographical Coverage

The EP Scheme will support the improvement of all local bus services operating in the administrative area of Blackburn with Darwen Borough Council as shown in Figure 2-1 below.

**Figure 2-1 – EP Scheme and EP Plan Area (Both the same)**



### 3.2.2 Commencement Date

The EP Scheme enters into force at the same time as the EP Plan on 1<sup>st</sup> April 2022.

The EP Plan will initially run until 2032 and will be reviewed every five years from the commencement date, however it is intended that it will have no end date.

### **3.2.3 Review and Duration**

The EP Scheme has an end date of 31<sup>st</sup> March 2032. The EP Scheme will be reviewed by Blackburn with Darwen Borough Council at least annually on the anniversary of the commencement date, and the Facilities, Measures and Obligations contained within it will be reviewed at least every six months.

### **3.2.4 Exempted Services**

The following types of local service are exempted from compliance with all of the requirements of the EP Scheme:

- Any schools or works registered local bus service not eligible for Bus Service Operators Grant;
- Any cross-boundary registered local bus service with less than 10% of its registered mileage within the Enhanced Partnership area;
- Any services operated under section 22 of the 1985 Act; and
- Any registered local bus service which is an excursion or tour.

## **3.3 Section 3 - Obligations on the Authorities**

### **3.3.1 Facilities<sup>3</sup>**

Existing Facilities maintained by Blackburn with Darwen Borough Council are shown at Annex A, Schedule 1. These consist of bus priority schemes; bus stations and interchanges; bus stops, real time passenger information boards, public transport information websites and apps.

Any change to the inventory of existing and proposed bus facilities outlined at Annex A, Schedule 1 is subject to the approval of the Enhanced Partnership Management Board under the voting mechanism defined at Section 3.5.4.

In addition, any proposal to remove bus facilities or amend the scope of these is subject to there being no objections received from Operators of Qualifying Bus Services utilising those facilities at the time the proposal is made (see Section 3.6.2).

Facilities that the Forum have agreed should be made subject to the availability of funding are shown at Annex A.

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

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

### **3.3.2 Measures<sup>4</sup>**

Existing measures provided by Blackburn with Darwen Borough Council are shown at Annex B.1.

Measures that the EP Management Board have agreed should be made and which have received any consents necessary from Blackburn with Darwen Borough Council for implementation are shown at Annex B.2.

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<sup>3</sup> Provided under s.138D(1) of the Transport Act 2000

<sup>4</sup> Provided under s.138D(2) of the Transport Act 2000

The full list of Measures proposed under the Blackburn with Darwen Bus Service Improvement Plan not included in either Annex B.1 or B.2 are shown at Annex B.3.

### **3.4 Section 4 - Obligations on Local Bus Operators<sup>5</sup>**

The existing requirements on Operators in providing Qualifying Bus Services are shown at Annex C.1.

Obligations on Operators that will apply on the making of this Scheme are shown at Annex C.2.

Further obligations that may be agreed by the Management Board from time to time are also shown at Annex C.2.

The full list of Requirements proposed under Blackburn with Darwen Borough Council's Bus Service Improvement Plan not included in Annex C.1 or C.2 are shown at Annex C.3.

### **3.5 Section 5 – Governance Arrangements**

For decision-making purposes, the Enhanced Partnership will be governed by a Management Board.

Management Board (EB) – established by the Enhanced Partnership with the mandate to take decisions using an Enhanced Partnership Scheme Variation mechanism (as set out in Section 3.6.2) on issues put to them by the Forum, and other issues identified as being relevant to partnership delivery.

In addition, a Forum will enable stakeholders in the bus network to monitor delivery and progress against targets and to provide scrutiny of the activities of the Management Board.

#### **3.5.1 Forum**

The EP Forum will provide opportunities for discussion issues of all kinds affecting the Blackburn with Darwen Borough Council's bus network, consulting with the building consensus across the various stakeholders. The Forum will monitor the achievements of the Partnership against its objectives and monitor delivery against the targets set out in the EP Plan.

Detailed Terms of Reference are provided in Annex D.2

Membership of the Forum will be voluntary and will comprise (with the exception of Blackburn with Darwen Borough Council) one representative from each of:

- Blackburn with Darwen Borough Council;
- all bus operator;
- community transport operators;
- train operating companies;
- neighbouring LTAs;
- Transport Focus, bus user groups and other focus groups (e.g. Age UK);
- hospital trusts;
- tertiary education establishments;
- Blackburn BID, The Hive; and
- Lancashire Enterprise Partnership.

#### **3.5.2 Forum Meeting Arrangements**

Forum meetings will take place not less than twice per year. Forum meetings will be arranged, chaired and minutes taken by Blackburn with Darwen Borough Council. Meeting length will vary

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<sup>5</sup> Under s.138C of the Transport Act 2000



according to agenda content but ordinarily expected to be one to two hours.

Any business for a Forum meeting must be submitted in writing (by post or email) at least 14 days in advance of the meeting for inclusion on the agenda. Any request for inclusion of items on the agenda must include an explanation of how they fulfil the objectives set out in the EP Plan.

Agendas and meeting papers (including a copy of minutes and outcomes of decisions taken at the previous Management Board meeting) will be circulated by Blackburn with Darwen Borough Council no less than one week in advance of each meeting, and draft minutes circulated no more than two weeks after each meeting. Draft minutes will be approved at the next Forum meeting.

### **3.5.3 Management Board**

The Management Board will develop proposals for the design and implementation of interventions in the form of Facilities, Measures and Requirements, drawing on Blackburn with Darwen Borough Council's and Lancashire County Council's Bus Service Improvement Plans and receiving advice and proposals from the Forum. It will be responsible for prioritising these interventions against available spend as required. Detailed Terms of Reference are shown at Appendix D.3.

The Management Board will also be the decision-making body of the Enhanced Partnership. The scope of the Management Board's decision-making will be on those matters set out in the Bus Service Improvement Plan and the Enhanced Partnership Plan. Where a decision by Blackburn with Darwen Borough Council is required, for instance on the implementation of bus priority, the Management Board will have the power to make recommendations and request that such recommendations are formally considered by Blackburn with Darwen Borough Council.

Certain decisions of the Management Board may constitute Enhanced Partnership Scheme Variations pursuant to section 3.6.2 hereof if the requirements therein are met.

The Management Board will be constituted of Operators operating Qualifying Bus Services (excluding services where the tendering authority takes the revenue risk) and representatives of Blackburn with Darwen Borough Council.

### **3.5.4 Management Board Meeting Arrangements**

Each Operator may send up to two representatives. One non-voting officer from Blackburn with Darwen Borough Council will represent bus services on which it takes the revenue risk.

The Operators thus represented at any meeting of the Management Board will have 50% of the available vote. That 50% will be apportioned according to the percentage share of scheduled mileage operated by each Operator present at the meeting.

The percentage of scheduled mileage operated by each Operator will be that which Blackburn with Darwen Borough Council publishes at the start of the financial year. In the event that an operator's share of scheduled mileage changes by more than 5% during the course of the financial year, Blackburn with Darwen Borough Council will revise and re-issue its calculation.

Blackburn with Darwen Borough Council officers will have the remaining 50% of the vote. Up to three Blackburn with Darwen Borough Council officers will attend. The vote will be distributed pro-rata to those attending.

In addition, Lancashire County Council and any other bus operators will be entitled to send one representative each but will have no voting powers.



Management Board meetings will require a quorum of two Operator representatives and one Blackburn with Darwen Borough Council representative in addition to the Chair. An Operator representative may, if necessary, arrange for an alternate or deputy to participate with voting rights.

Management Board meetings will take place not less than twice per year, with provision for additional meetings as required to take decisions which in the opinion of the Chair cannot be deferred to a scheduled meeting, provided that a quorum can be achieved, with not less than one week's notice being given.

Agendas and meeting papers will be circulated to all Management Board members no less than one week in advance of each meeting date, and draft minutes circulated no more than two weeks after each meeting. Copies will also be distributed to all Forum members so any issues or concerns can be discussed with the relevant management Board representative, who can then request further agenda items if required prior to the Management Board meeting. Draft minutes will be approved at the next Management Board meeting.

Any business for a Management Board meeting must be submitted in writing (by post or email) at least 14 days in advance for inclusion on the agenda. Any request for inclusion of items on the agenda must include an explanation of how they fulfil the objectives set out in the EP Plan. Such requests may be submitted by the Forum and by the EB as well as the MB.

The Management Board is to be chaired by Blackburn with Darwen Borough Council's Executive Member for Growth & Regeneration or his or her selected deputy, or failing this an independent nominee as proposed, seconded and elected by the voting members of the Management Board under the arrangements outlined above. In the event of a 50:50 vote the chair will have the deciding vote.

Operators will be entitled to make known their concerns in writing to Blackburn with Darwen Borough Council's Head of Highways, Transport and Network if they object to a particular vote of the Management Board. Blackburn with Darwen Borough Council will review the circumstances and consider whether these are such that use of its veto is required as provided for below.

### **3.5.5 Blackburn with Darwen Borough Council Veto**

These controls ensure that the voting system:

- Does not allow an individual Operator to influence the Enhanced Partnership to its own commercial benefit or to harm competitors;
- That there is no opportunity for a group of Operators to vote in a co-ordinated manner to mutual benefit on a sustained basis; or
- That there is no discrimination between Operators; and that actual or potential competition, entry to new services and by new Operators, or innovation, is not inhibited.

Blackburn with Darwen Borough Council may, in exceptional circumstances, exercise a veto over Management Board decisions which it may reasonably believe or suspect as having anti-competitive implications or being otherwise significantly against the public interest.

### **3.5.6 Task and Finish Groups**

The Management Board may constitute task and finish groups as it may consider helpful from time to time to research particular matters of relevance and to develop business cases on behalf of the Management Board. These task and finish groups may be constituted jointly with other local transport authorities.

### **3.6 Arrangements for Reviewing, Varying or Revoking the Enhanced Partnership Scheme**

#### **3.6.1 Review of EP Scheme**

Once the EP Scheme is made, it will be reviewed by the EP Forum every six months following publication of data on progress towards targets, as required by the BSIP. Blackburn with Darwen Borough Council will initiate each review and produce Target Reports including explanations about targets and any constraints in meeting them. The EP Forum will be required to consider this review and decide whether any changes to Annexes A, B and C are appropriate in response.

The EP Forum can also decide to review specific elements of the scheme on an ad-hoc basis. EP Forum members should contact Blackburn with Darwen Borough Council using the following email address [Transport@blackburn.gov.uk](mailto:Transport@blackburn.gov.uk) explaining what the issue is and its urgency. Blackburn with Darwen Borough Council will then decide whether to table at the next scheduled meeting or make arrangements for all or the necessary EP Forum members to gather more quickly.

#### **3.6.2 Changes to the EP Scheme Facilities, Measures and Requirements**

Any changes to the facilities, measures or requirements set out in Annexes A, B and C will be considered bespoke changes to the EP Scheme. Any Operator of qualifying local services or Blackburn with Darwen Borough Council may bring a proposal or proposals to the EP Forum where it or they will be considered. As described in Section 3.5.2 above any proposal must be submitted in time for its inclusion in the EP Forum meeting agenda and must explain how it meets the objectives of the EP Plan.

The matter shall be considered by the EP Forum. Blackburn with Darwen Borough Council will then amend the relevant Annex(es) to this EP Scheme if the EP Forum votes in favour by a simple majority and provided that Blackburn with Darwen Borough Council has not exercised its veto.

If an Operator representative for one or more Operator category at the EP Forum has not been selected, the votes of that/those categories will be determined using the default Operator objection mechanism, specified by the Enhanced Partnership Plans and Schemes (Objections) Regulations 2018.

The EP Forum will also consider when any such changes shall come into force, and / or the linking of the changes (for instance, any Operator Requirements to take effect only once any enabling Local Authority Facilities or Measures have been implemented, taking account of the lead time for service registrations should these be required).

As per section 3.3.1 above, any proposal to withdraw or reduce the scope of any bus priority scheme or named passenger interchange or bus station facility requires the written approval of all Operators of Qualifying Services using that scheme at the time the proposal is made.

If Blackburn with Darwen Borough Council consider the matter urgent then it may convene a special meeting of the EP forum, giving at least 14 days' prior written notice for the meeting to all EP Forum members to consider the proposed variation.

In the event that a number of Operators which would trigger the default Operator objection mechanism (as set out in the Enhanced Partnerships and Schemes (Objections) Regulations 2018 as may be varied from time to time) raise concerns in writing to a minimum of one subsequent EP Forum meeting about a previous decision, the decision-making process for Enhanced Partnership Scheme Variations will revert to the default Operator objection mechanism contained in those regulations to review that decision and as appropriate for future decision-making purposes.

### **3.6.3 Other Changes to the Enhanced Partnership Scheme**

Any other proposals (i.e. content other than Facilities, Measures and Requirements as set out in Annexes A to C) for changes to the EP Scheme will be considered under Section 138L of the Transport Act 2000. The proposer of a variation should demonstrate how this might contribute to achieving the objectives set out in the BSIP, EP Plan and Blackburn with Darwen Borough Council's current local transport policies. Any such proposals should be in writing and submitted to [Transport@blackburn.gov.uk](mailto:Transport@blackburn.gov.uk)

Any Operator of Qualifying Local Services or Blackburn with Darwen Borough Council may bring a proposal or proposals to the EP Forum to consider the proposal or proposals and any accompanying evidence and vote on the change at its next meeting. Blackburn with Darwen Borough Council will then follow the process set out in Section 138L of the Transport Act 2000 and The Enhanced Partnership Plans and Schemes (Objections) Regulations 2018 on behalf of the EP Forum.

### **3.6.4 Revocation of the EP Scheme**

Should Blackburn with Darwen Borough Council or any other member of the EP Forum believe that it is necessary to revoke the Plan or Scheme, then it must express this in writing to the EP Forum. The EP Forum will then consider and vote upon the proposal.

Blackburn with Darwen Borough Council will take into consideration the votes of the EP Forum in making its own decision whether to revoke the EP Plan or Scheme. It will then follow the process set out at Section 138O of the Transport Act 2000.

### **3.6.5 Postponement**

Should it be necessary to postpone the implementation of any Facility, Measure or Requirement, Blackburn with Darwen Borough Council will follow the procedure at Section 138I of the Transport Act 2000. It must first use reasonable endeavours to seek the views of the EP Forum.

### **3.6.6 Data sharing and commercial confidence**

At all times each member of the Forum will respect data confidentiality and maintain and respect commercial confidentiality as required. Should any member believe there has been a breach of confidentiality, they should raise this with the Head of Highways, Transport and Network of Blackburn with Darwen Borough Council.

### **3.6.7 Enforcement**

Should Blackburn with Darwen Borough Council decide that it wishes to take on the Traffic Commissioner powers, it will follow the procedure to amend the EP Scheme under Section 138L of the Transport Act 2000.

## Annex A – EP Scheme Facilities

### Schedule 1 - Existing Bus Facilities maintained by Blackburn with Darwen Borough Council.

#### Bus Lanes

#### Existing bus lanes to be maintained by Blackburn with Darwen Borough Council

Road Name	Extent of Reserved Lane	Direction of Flow	Times of Operation	Class of Vehicle Exempt	Length (m)
Green Street, Darwen	From Arch Street to Police Street	Northbound	At any time	Local scheduled service buses	125m
Bolton Road, Blackburn	Between Aqueduct Road and Calico Street	Northbound and Southbound	At any time	Local scheduled service buses, cycles and authorised vehicles	135m
Saint Pauls Street, Blackburn	From University Close to Saint Paul's Ave	Eastbound and Westbound	At any time	Local scheduled service buses, cycles and authorised vehicles	150m
Bolton Road, Blackburn	From 14m south of Ferguson Street for a distance of 145m	Northbound	At any time	Local scheduled service buses and cycles	145m
Bolton Road, Darwen	From Wraith Street to 10m north of Hardman Way	Northbound	At any time	Local scheduled service buses and cycles	150m
Bolton Road, Blackburn	From 50m north of Tweed Street for 80m	Northbound	At any time	Local scheduled service buses and cycles	80m
Bolton Road, Blackburn	From the Red Lion Roundabout for 200m	Eastbound	At any time	Local scheduled service buses, hackney carriages, and cycles	200m
Blackburn Road, Darwen	From Hector Road to Moss Fold Road	Northbound	Mon-Sat 7:00am-7:00pm	Local scheduled service buses, hackney carriages, and cycles	110m
Lark Hill, Blackburn	From Barbara Castle Way for a distance of 50m	Southbound	At any time	Local scheduled service buses, hackney carriages, and cycles	50m
Preston Old Road, Blackburn	From 15m north-east of St Francis Road to 20m east of Grant Road	Eastbound	Mon-Sat 7:30am-9:00am	Local scheduled service buses, hackney carriages, and cycles	430m
Copy Nook, Blackburn	From Bottomgate to 50m east of Higher Audley Street	Westbound	At any time	Local scheduled service buses and cycles	120m
Bottomgate, Blackburn	Entire length	Eastbound and Westbound	At any time	Local scheduled service buses and cycles	260m
Furthergate, Blackburn	From Accrington Road to Bottomgate	Westbound	At any time	Local scheduled service buses and cycles	210m
Burnley Way, Blackburn	From Gorse Street to Furthergate	Westbound	At any time	Local scheduled service buses and cycles	200m
Accrington Road, Blackburn	From 25m west of Crosston Street to Furthergate	Westbound	At any time	Local scheduled service buses and cycles	115m
Eanam, Blackburn	From Barbara Castle Way to Copy Nook	Eastbound	At any time	Local scheduled service buses and cycles	480m
Jubilee Street, Blackburn	From Bridge Street westbound for 35m	Westbound	At any time	Local scheduled service buses, hackney carriages, and cycles	35m
Penny Street, Blackburn	From Salford to Starkie Street	Northbound	At any time	Local scheduled service buses, hackney carriages, and cycles	45m
Penny Street, Blackburn	From Starkie Street to 15m south of Brown Street	Northbound and Southbound	At any time	Local scheduled service buses, hackney carriages, and cycles	120m
Railway Road, Blackburn	Adjacent to the railway station forming the interchange	Northbound and Southbound	At any time	Local scheduled service buses, hackney carriages, and cycles	120m

## Bus Priority

### Existing bus priority measures at junctions maintained by Blackburn with Darwen Borough Council

Road Name	Description	Direction of Flow	Times of Operation
Higher Eanam / A678 Copy Nook	Bus priority measures with bus detection	Eastbound and Westbound	24 hours, 7 days a week
Carl Fogarty Way / A678 Accrington Road	Bus priority measures with bus detection	Eastbound and Westbound	24 hours, 7 days a week
Burnley Road / Carl Fogarty Way	Bus priority measures with bus detection	Northbound and Southbound	24 hours, 7 days a week
A666 Bolton Road / Branch Road	Bus priority measures with bus detection	Northbound and Southbound	24 hours, 7 days a week
A666 Bolton Road / Livesey Branch Road / Kidder Street	Bus priority measures with bus detection	Northbound and Southbound	24 hours, 7 days a week
A666 Larkhill / Barbara Castle Way	Bus priority measures with bus detection	Northbound and Southbound	24 hours, 7 days a week
A666 Blackburn Road / Hollins Grove Street / Earnsdale Road	Bus detection only	Northbound and Southbound	24 hours, 7 days a week
A666 Blackburn Road / Earcroft Way	Bus detection only	Northbound and Southbound	24 hours, 7 days a week
A666 Alan Shearer Way / Aqueduct Road / Bolton Road	Bus detection only	Northbound and Southbound	24 hours, 7 days a week

## Bus Stops

### Bus Stations and Interchanges operated and maintained by Blackburn with Darwen Borough Council

Bus Station / Interchange	Description	Responsibility
Blackburn Bus Station	14 stand staffed bus station operating between 5am and 11pm.	Blackburn with Darwen Borough Council
Blackburn Rail Station Interchange	5 stand unstaffed bus/rail interchange facility.	Blackburn with Darwen Borough Council
Darwen Bus Station	5 stand unstaffed bus station.	Blackburn with Darwen Borough Council
Royal Blackburn Hospital Interchange	A small bus station facility comprising one large shelter housing two bus stands with seating.	Blackburn with Darwen Borough Council

### **Bus Stops and Shelters maintained by Blackburn with Darwen Borough Council**

All bus stops on the major Pennine Reach corridors (routes 1, 6 & 7) have been upgraded as part of the Pennine Reach Scheme. Pennine Reach bus stops have been upgraded to full Equality Act level access.

Other bus stops and bus shelters within Blackburn with Darwen that are not on routes 1, 6 & 7 are of varying standards with significant scope to improve provision. However, all bus stop timetables, and information are branded as Blackburn with Darwen CONNECT reinforcing the sustainable transport offer for the Borough.

A more detailed list of bus stop facilities shall be included following completion of route reviews.

### **Real Time Passenger Information Screens**

The following real time passenger information facilities are currently provided within Blackburn with Darwen:

- Large departure summary screens and “at-stand” departure screens at Blackburn Bus Station;
- Electronic Advertising screens at Blackburn Railway Station Interchange and Blackburn Bus Station;
- Journey planning units at Blackburn Bus Station, Blackburn Railway Station Interchange and Darwen Market;
- Realtime journey screens at Blackburn Market, Blackburn Railway Station Interchange, Barbara Castle Way Health Centre and One Cathedral Square offices;
- Real-time and journey planning units at Royal Blackburn Hospital and Blackburn College; and
- 27” stretch real-time screens at key bus stops including Darwen Town Centre, Blackburn Railway Station Interchange, Ewood bus interchange and Blackburn Town Hall.

Realtime information is also provided via the ‘Transdev Go’ mobile phone app.

### **Hydrogen Refuelling and Electric Charging Infrastructure**

There are no existing hydrogen refuelling or electric charging facilities for buses maintained by Blackburn with Darwen Borough Council or Local Operators.

## Schedule 2 – Facilities Approved for Implementation by the Management Board

SUBJECT TO MANAGEMENT BOARD APPROVAL.

## Schedule 3 – Facilities for consideration subject to funding, feasibility and Management Board and Blackburn with Darwen Borough Council (where required) approval.

### Bus Lanes

#### New Bus Lanes to be provided by Blackburn with Darwen Borough Council

No.	Road Name	Extent of Reserved Lane	Direction of Flow	Times of Operation	Class of Vehicle Exempt	Length (m)
1	A666 Bolton Road	On the approach to junction with Aqueduct Road	Southbound	24 hours a day, 7 days a week	Local scheduled service buses, hackney carriages, and cycles	TBC
2	Burnley Road	On the approach to the Red Lion Roundabout	Northbound	24/7	Local scheduled service buses, hackney carriages, and cycles	TBC
3	A666 Larkhill	On the approach to junction with Barbara Castle Way	Southbound	24/7	Local scheduled service buses, hackney carriages, and cycles	TBC
4	A6077 Haslingden Road	On the approach to Grimshaw Park	Westbound	24/7	Local scheduled service buses, hackney carriages, and cycles	TBC
5	A677 Preston New Road	On the approach to Yew Tree Drive	Northbound & Southbound	24/7	Local scheduled service buses, hackney carriages, and cycles	TBC
6	Oakenhurst Road	Bus gate between Stoneyhurst Road and Montague Street	Eastbound & Westbound	24/7	Local scheduled service buses, hackney carriages, and cycles	NA

#### New Bus Stop Facilities to be provided by Blackburn with Darwen Borough Council

No.	Location	Description
7	Superbus Corridor Route 59	Bus stop upgrades in BwD between Blackburn and Preston
8	Superbus Corridor Route 22	Bus stop upgrades in BwD between Royal Blackburn Hospital and Preston
9	Superbus Corridor Route 2	Bus stop upgrades in BwD between Blackburn and Chorley
10	Superbus Corridor Route 152	Bus stop upgrades in BwD between Preston, Blackburn and Burnley
11	Superbus Corridor Route 'New Route'	Bus stop upgrades in BwD between Blackburn and Burnley
12	Local Bus Networks	Bus stop upgrades to support local bus network enhancements.
13	Blackburn and Darwen Town Centres	Bus stop improvements within Blackburn and Darwen Town Centres serving multiple Superbus corridors
14	Bus stations, interchanges and key bus stops.	Real Time Passenger Information upgrades at key bus stop and interchange locations across BwD.
15	Bus stations, interchanges and key bus stops.	Pedestrian crossing improvements close to bus stations, interchanges and key bus stop locations.
16	Rail Stations	Bus / rail integration improvements close to existing rail stations.

## New Bus Priority facilities at Junctions maintained by Blackburn with Darwen Borough Council

No.	Road Name	Description	Direction of Flow	Times of Operation
17	Mincing Lane, Jubilee Street and Darwen Street	Alterations to existing road layout increase priority for buses	Northbound and Southbound	24/7
18	Town's Moor Gyratory	Alterations to existing road markings to increase priority for buses	All	24/7
19	Penny Street	Alterations to increase priority for buses	Northbound & Southbound	24/7
20	Salford	General improvements for all traffic and public realm.	Eastbound & Westbound	24/7
21	Brown Street & Richmond Terrace	General improvements for all traffic and public realm.	Eastbound & Westbound	24/7
22	A666 Bolton Road / Aqueduct Road (see 1)	Bus priority measures with bus detection	Northbound & Southbound	24/7
23	A666 Bolton Road / Jack Walker Way South	General capacity improvements (Bank Hey) with Bus detection	Northbound & Southbound	24/7
24	A666 Bolton Road / Jack Walker Way South	General capacity improvement for all traffic	Northbound & Southbound	24/7
25	A666 opposite Hardman Way	Alterations to existing segregated Bus Lane	Northbound	24/7
26	Darwen Circus	Alterations to existing road markings to increase priority for buses	Northbound & Southbound	24/7
27	St Paul's Street / Montague Street	Increase radius on left turn out of St. Paul's Street for buses	Southbound	24/7
28	King Street / Montague Street	Upgrade signals to include bus detection	All	24/7
29	Preston Old Road / Livesey Branch Road	New (Sappi) link road to reduce congestion for all traffic	All	24/7
30	A679 Accrington Road / Audley Range	Upgrade signals to include bus detection	All	24/7
31	Whalley New Road / Whalley Old Road / Brookhouse Lane	New signalised junction to include bus detection	Northbound & Southbound	24/7
32	A666 Larkhill / Barbara Castle Way (see 3)	Changes to existing signalised junction to include bus detection and possible bus gate on Larkhill	Northbound & Southbound	24/7
33	A6077 Haslingden Road / Grimshaw Park (see 4)	New signalised junction to include bus detection	Northbound & Southbound	24/7
34	A677 Preston New Road / Yew Tree Drive (see 5)	Upgrade signals to include bus detection	Northbound & Southbound	24/7
35	Shadsworth Road / Old Bank Lane	General capacity improvement for all traffic	Eastbound and Westbound	24/7
36	Lions Drive to School Lane Link Road	New link to bypass the Guide junction. Bus only or all traffic TBC	Northbound & Southbound	24/7
37	Lower Audley Street / Bennington Street	Upgrade signals to include bus detection	All	24/7
38	Yew Tree Drive / Lammack Road	Upgrade signals to include bus detection	Eastbound & Westbound	24/7
39	Audley Range / Queens Park Road	Upgrade signals to include bus detection	Eastbound & Westbound	24/7



## ***Programmes for Development***

***Bus Stations and Interchanges*** - Blackburn with Darwen Borough Council will maintain the list of bus stations and interchanges described in Annex A. There are no proposals for new bus stations or interchanges currently included in the EP scheme.

***Bus Lanes and Bus Priority Infrastructure***- Blackburn with Darwen Borough Council will maintain existing bus lanes and bus priority infrastructure. The new bus lanes and bus priority infrastructure described in Annex A, Schedule 2 will be provided by Blackburn with Darwen Borough Council subject to the finding of route reviews, a bus service review and availability of funding.

***Bus Stops*** - Blackburn with Darwen Borough Council will maintain existing bus stop infrastructure. Upgrades to existing bus stops and new bus stop infrastructure required to support alterations to existing bus services or the introduction of new bus services will be provided by Blackburn with Darwen Borough Council subject to the finding of route reviews, a bus service review and availability of funding.

For any existing bus stops to be improved or new bus stops to be introduced, consideration shall be given as to the standard of facilities to be provided based on usage levels and site constraints including:

- Appropriate size and siting
- Lighting
- CCTV for security
- Timetable or real time information displays
- Bench seating
- Accessibility adjustments both to and at the bus stop
- Cleaning protocols and standards for bus stops
- Fares information and network connection maps

***Real Time Passenger Information Screens*** - Blackburn with Darwen Borough Council will maintain existing real time passenger information boards in a fit-for-purpose state and replace screens when they stop working. Additional new screens across the EP scheme area will be provided and maintained by Blackburn with Darwen Borough Council subject to the findings of route reviews and availability of funding.

***Public Transport Website Information and Apps*** - Blackburn with Darwen Borough Council will update the CONNECT webpage to ensure access to the following:

- Service timetables for all registered local bus services in Blackburn with Darwen for download or interrogation;
- Maps to illustrate main towns, villages and road served, and a network overview map;
- Journey planning;
- Fares information;
- Mobile ticket purchasing functionality;
- Access to real time information
- News and events information; and
- Associated apps and webpages.

***Hydrogen Refuelling facilities and Charging infrastructure for electric buses*** - There are no exiting hydrogen refuelling or charging infrastructure for electric buses provided within Blackburn with Darwen Borough Council.

As part of the Council's declaration of a climate emergency Blackburn with Darwen Borough Council shall seek to commission a zero-emissions bus feasibility study to identify the infrastructure required to support operators to provide a zero emissions fleet. Subject to funding Blackburn with Darwen Borough Council will administer funding to support the provision of hydrogen fuelling or electric charging infrastructure in bus depots, bus stations and other locations as appropriate. This is planned to be completed by 2025.

## Annex B – EP Scheme Measures

### Schedule 1 – Existing Measures

**Bus Lane Enforcement** - Bus lane enforcement will continue to be carried out using cameras to be provided at the following locations. The cameras will be maintained and operated by Blackburn with Darwen Borough Council as part of the EP Scheme.

Intervention Number	Description	Responsibility for Maintaining
40	Bus lane enforcement on Green Street, Darwen from Arch Street to Police Street	Blackburn with Darwen Borough Council
41	Bus lane enforcement on Bolton Road, Blackburn between Aqueduct Road and Calico Street	Blackburn with Darwen Borough Council
42	Bus lane enforcement on Saint Pauls Street, Blackburn from University Close to Saint Paul's Ave	Blackburn with Darwen Borough Council
43	Bus lane enforcement on Bolton Road, Blackburn from 14m south of Ferguson Street for a distance of 145m	Blackburn with Darwen Borough Council
44	Bus lane enforcement on Bolton Road, Darwen from Wraith Street to 10m north of Hardman Way	Blackburn with Darwen Borough Council
45	Bus lane enforcement on Bolton Road, Blackburn from 50m north of Tweed Street for 80m	Blackburn with Darwen Borough Council
46	Bus lane enforcement on Bolton Road, Blackburn from the Red Lion Roundabout for 200m	Blackburn with Darwen Borough Council
47	Bus lane enforcement on Blackburn Road, Darwen from Hector Road to Moss Fold Road	Blackburn with Darwen Borough Council
48	Bus lane enforcement on Lark Hill, Blackburn from Barbara Castle Way for a distance of 50m	Blackburn with Darwen Borough Council
49	Bus lane enforcement on Preston Old Road, Blackburn from 15m north-east of St Francis Road to 20m east of Grant Road	Blackburn with Darwen Borough Council
50	Bus lane enforcement on Copy Nook, Blackburn from Bottomgate to 50m east of Higher Audley Street	Blackburn with Darwen Borough Council
51	Bus lane enforcement on Bottomgate, Blackburn.	Blackburn with Darwen Borough Council
52	Bus lane enforcement on Furthergate, Blackburn from Accrington Road to Bottomgate	Blackburn with Darwen Borough Council
53	Bus lane enforcement on Burnley Way, Blackburn from Gorse Street to Furthergate	Blackburn with Darwen Borough Council
54	Bus lane enforcement on Accrington Road, Blackburn from 25m west of Crosston Street to Furthergate	Blackburn with Darwen Borough Council
55	Bus lane enforcement on Eanam, Blackburn from Barbara Castle Way to Copy Nook	Blackburn with Darwen Borough Council
56	Bus lane enforcement on Jubilee Street, Blackburn from Bridge Street westbound for 35m	Blackburn with Darwen Borough Council
57	Bus lane enforcement on Penny Street, Blackburn from Salford to Starkie Street	Blackburn with Darwen Borough Council
58	Bus lane enforcement on Penny Street, Blackburn from Starkie Street to 15m south of Brown Street	Blackburn with Darwen Borough Council
59	Bus lane enforcement on Railway Road, Blackburn adjacent to the railway station forming the interchange	Blackburn with Darwen Borough Council

**Bus Timetables and Information** - Blackburn with Darwen Borough Council and operators shall continue to work together to ensure that bus service information continues to be available and disseminated digitally and in hard copy as appropriate.

**Branding and Marketing** - Blackburn with Darwen Borough Council will continue to deploy and strengthen the CONNECT standard branding across bus infrastructure within the borough.

## Schedule 2 – Measures Approved for Implementation by the Management Board

SUBJECT TO MANAGEMENT BOARD APPROVAL.

## Schedule 3 – Measures for consideration subject to funding, feasibility and Management Board and Blackburn with Darwen Borough Council (where required) approval.

### Programmes for Development

**Route Reviews** – Blackburn with Darwen Borough Council will undertake route reviews. These will identify small-scale measures which will improve bus journey times and reliability. Typical areas include reviewing waiting and loading restrictions or amending the geometry at bus stops and identifying locations where greater enforcement of current restrictions is required. This is a particular focus in business parks where overflow parking and goods vehicles parked on-street make it difficult for buses to access.

**Bus Lane Enforcement** - Blackburn with Darwen Borough Council will use the discretionary powers granted in the Traffic Management Act 2004 to enforce the list of proposed bus lanes included in Annex A, Schedule 3 for the associated hours of operation with CCTV equipment. A list and installation programme for new enforcement cameras is subject to route reviews and availability of funding.

**Managing Roadworks** - Wherever possible from 1<sup>st</sup> April 2022 Blackburn with Darwen Borough Council will give all bus operators a minimum of 14 days notice of planned roadworks where their services are impacted.

**Ticketing** – Review the concessionary travel scheme to try and speed up boarding and remove the need for issuance from 2023 and consider extending the current concessionary travel scheme beyond the 23:00 Monday to Friday restriction to allow for later night travel to pass holders.

**Review of Bus Services** – A wholesale review of the commercial and supported networks, including ticketing and fares and vehicle standards. Consideration should be given to how DRT can be developed to fill real gaps in the current bus network in partnership with both the commercial and voluntary sectors.

**Website and Applications** - Develop the existing BwD CONNECT website to become a single source of comprehensive information across the county and consider the development of an app to cover real time information, ticketing, disruption messaging, etc.

**Timetables and Real Time Passenger Information** – Review the processes for the provision of roadside information and the infrastructure used to display information to ensure that it is both fit for purpose and attractive. Pilot the potential for e-ink to provide static and real-time information at selected bus stops as part of a demonstration project.

**Cleaner Buses** - Blackburn with Darwen Borough Council shall work with operators to identify opportunities and secure funding for the provision of low emission or emission free buses.

## Annex C - EP Scheme Obligations

### Schedule 1 – Existing Obligations

#### Emission Standards

Operator	No. of vehicles in fleet	Euro II	Euro III	Euro IV	Euro V	Euro VI
Transdev	70	9	6	0	33	22
Travel Assist	3	0	0	3	0	0
Moving People	4	1	0	2	1	0
Blackburn Private Hire	0	0	0	0	6	0
Stagecoach	126	0	7	12	96	11

#### Passenger Amenity on Vehicles

Operator	No. of vehicles in fleet	Next stop audio announcements	Next stop visual announcements	Wi-fi	USB Chargers
Transdev	70	57	57	59	59
Travel Assist	3	0	0	0	0
Moving People	4	0	0	0	0
Blackburn Private Hire	0	0	0	0	0
Stagecoach	126	0	0	78	11

### Schedule 2 – Obligations Approved for Implementation by the Management Board

**Timetable Change Dates** - To agree a set of common network/timetable/registration change dates per year. Given the number of cross boundary services into Lancashire County Council the aim would be to align these dates if appropriate. (July 2022)

Operators will limit timetable changes for Qualifying Local Services on the following dates:

To be confirmed following initial Forum and Management Board meetings.

**Simpler Ticketing** - In advance of funding being made available for the aspects of Simpler Ticketing referred to in the BSIP, Operators will use reasonable endeavours to collaborate with Blackburn with Darwen Borough Council and Lancashire County Council to:

- Make consistent existing 'own-operator' ticketing scheme boundaries in order to make the bus product simpler for passenger;
- Harmonise fare products (though not the price);
- Where these don't currently exist, develop carnet products to better meet the needs of part-time commuters; and
- Develop a multi-operator ticketing scheme agreement and identify the resource and funding requirements and any technical challenges.

**Schedule 3 – Obligations for Consideration subject to funding, feasibility and Management Board and Blackburn with Darwen Borough Council (where required) approval.**

**Superbus Proposals** - Daytime bus service frequencies to increase and lengthen hours of operation.

Route Description	Enhancement Description	Duration of Service Enhancement
1 Blackburn-Darwen Bolton	Two buses an hour in either direction between 6pm and 11.30pm – Monday to Saturday One bus per hour in either direction between 6pm and 11.30pm Sunday.	Subject to availability of funding.
2 Chorley-Blackburn	Two buses an hour in either direction between 8am and 6pm – Monday to Saturday One bus per hour between 6pm and 11.30pm – Monday to Saturday One bus per hour in either direction between 6pm and 11.30pm Sunday..	Subject to availability of funding.
22 Clitheroe-Blackburn-Shadsworth	One bus an hour in either direction between 6pm and 11.30pm – Monday to Saturday One bus per hour in either direction between 6pm and 11.30pm Sunday.	Subject to availability of funding.
152 Preston-Blackburn-Burnley	Three buses an hour in either direction between 8am and 6pm – Monday to Saturday Two buses an hour in either direction between 8am and 6pm – Sunday One bus per hour in either direction between 6pm and 11.30pm Sunday.	Subject to availability of funding.
Hospital Shuttle	Extend the Hospital Shuttle service to call at Blackburn and Burnley Bus Stations with two buses an hour in each direction between 8am and 11:30pm Monday – Sunday.	Subject to availability of funding.
481 Blackburn-Royal Blackburn Hospital-Rawtenstall-Bury	One bus an hour in either direction between 6pm and 11.30pm – Monday to Saturday One bus per hour in either direction between 6pm and 11.30pm Sunday.	Subject to availability of funding.

**Bus Service Enhancements** - Bus service operators shall work jointly with Blackburn with Darwen Borough Council to review the current local bus network to identify service alterations and new services including Demand Responsive Services where appropriate to improve the bus service offer in the EP area. Review where it is possible that routes cover too much ground, and where splitting or merging services might make the passenger proposition simpler and more direct.

**Fares and Ticketing** - Bus service operators shall work jointly with Blackburn with Darwen Borough Council and Lancashire County Council towards the delivery of a contactless multi-operator ticketing scheme with a price cap.

The following ticket types must be offered and accepted by all local bus services in the EP Scheme Area. Services offering no more than two journeys in each direction per day will not be required to participate in the multi-operator ticketing scheme. The overall schemes for these tickets will be managed by Blackburn with Darwen Borough Council.

The following ticket types must be offered:

- Daily
- 7 Day
- 28 Day
- 3 Day Carnet
- 5 Day Carnet
- 10 Day Carnet

Notwithstanding the above, operators will offer:

- A standardised half-fare ticket offer for under 19s, building on the commercial discounts offered by some operators to young people aged 16-19s;
- A standardised half-fare ticket offer for job seekers. This is intended to be provided to those unemployed claiming Jobseekers Allowance for 3-9 months (18-24 year olds) or 3-12 months (over 25s). Other benefit recipients may receive a Jobcentre Plus Travel Discount Card from 3 months of their claim and if they are actively engaged with a Jobcentre Plus adviser;
- A standardised half-fare ticket offer for recipients of Universal Credit, on the same terms as for job seekers;
- A standardised unlimited travel ticket in the evenings;
- 'Buy one get one free' – applying to free travel being offered on Sundays when the user has purchased a ticket on the preceding Saturday; and
- The proposed multi-operator ticket.

Operators will standardise fare zone boundaries to reduce the current complexities.

**Improve Bus Information** - Operators will be required to share more information on each others services on websites and apps.

**Higher Specification Buses** - All new vehicles registered on or after the EP Scheme commencement date to be used for local bus services within the Blackburn with Darwen EP area must meet the following standards:

- CCTV installed for safety and security. This will provide images inside the vehicle for safety and security and also facing forwards from the vehicle to help identify traffic issues.
- Free Wi-Fi.
- Automatic Vehicle Location equipment installed that will feed into Blackburn with Darwen Borough Council's real time information system.
- Temperature control for customer comfort.
- USB charging available, including at every wheelchair space and priority seats.
- Audio visual announcements:
  - o Next stop audio announcements on both decks, including through an induction hearing loop at every wheelchair space and priority seats.
  - o Next stop visual announcements on both decks.
  - o Take all reasonable steps to alert passengers on both decks to route diversions through audio announcements on the vehicle.
  - o Take all reasonable steps to alert passengers on both decks to route diversions through visual displays on the vehicle.
- A display showing onward connection details by bus or train where applicable, from open data sources.
- Option to pay for tickets through contactless ticketing.
- Livery.

**Limiting frequency** - Individual corridors will be subject to a frequency limitation as detailed below.

Corridor description	Description of frequency restriction
To be confirmed at EP Forum	To be confirmed at EP Forum

**Even Headway** - Co-ordinate service headways between services and sometimes other operators to achieve increased frequencies

Corridor Description	Hours of operation
To be confirmed at EP Forum	To be confirmed at EP Forum

**Co-ordination with light or heavy rail services** - Local bus services stopping at the bus stops listed below must co-ordinate their timetables with stopping arrangements for the rail service also listed.

Bus Stop location	Associated rail service
Cecilia Road Stop ID bladtpd and bladtpg Bus Service 152 'Hotline'	Northern rail service from Preston to Colne.
New Chapel Street Stop ID blagwgg and blagwja Bus Service 4	Northern rail service from Preston to Colne.
Whalley New Road Stop ID blajmwm and blajmww Bus Service 22 and 45	Northern rail service from Manchester to Clitheroe
Atlas Road, Darwen Stop ID blagatw and blagawa Bus Service 981, TA3A, TA05, TA08	Northern rail service from Manchester to Clitheroe

**Co-ordination between local bus services or between local buses and other types of road transport such as Demand Responsive Transport (DRT)** - The bus services listed below must work with other bus operators and DRT providers as appropriate to co-ordinate their timetables so that passengers may make a through journey that minimises the interchange delay.

Service 1	Service 2	Service 3
To be confirmed at EP Forum	To be confirmed at EP Forum	To be confirmed at EP Forum

### Customer Information and Marketing

Blackburn with Darwen Borough Council will work with Operators and Lancashire County Council to develop marketing initiatives and joint promotions.

### Bus Passenger Charter

To jointly develop and implement a Bus Passenger Charter (July 2022)



## Annex D – Definitions and Terms of Reference

In this Enhanced Partnership Plan and any Schemes made pursuant to it, the following capitalised terms shall have the meanings ascribed to them below:

### Schedule 1. – EP Scheme Definitions

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

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

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

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

**Bus Operators (or Operators)** - All Operators running Qualifying Bus Services taken collectively.

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

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

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

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

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

**Enhanced Partnership** - The Enhanced Partnership covering the geographic extent of the administrative boundary of the county of Lancashire shown for identification purposes only on the plan at Figure 1.

**Enhanced Partnership Scheme Variation** - This comprises either:

- (a) A variation of the relevant Enhanced Partnership Scheme as a result of the voting mechanism set out in section XX with respect to Facilities, Measures or Obligations.
- or
- (b) A variation of the EP Plan or Scheme agreed as a result of the voting mechanism set out in Section 3.5.4.

Each of which will then constitute a formal variation of the relevant scheme for the purposes of s.138E(1) of the 2000 Act.

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

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

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

**Forum (or EP Forum)** - The committee of all Blackburn with Darwen Bus Operator, Blackburn with Darwen Borough Council and other key stakeholders responsible for considering all issues affecting the Enhanced Partnership, and making recommendations to the EP Management Board in line with the Enhanced Partnership governance arrangements.

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

**Local Highway Authorities** – Local Authority with responsibility for the maintenance of highway infrastructure in its local authority area. In the case of this EP Scheme, this means Blackburn with Darwen Borough Council.

**Local Transport Authority (LTA)** – Local Transport Authorities are upper tier local authorities, usually combined authorities and county councils, but can be also unitary authorities. In the case of this EP Scheme, this means Blackburn with Darwen Borough Council.

**Management Board (or EP Board)** - The committee of selected Blackburn with Darwen Bus Operator representatives, Blackburn with Darwen Borough Council representatives and other stakeholder representatives responsible for considering recommendations put forward by the Forum and making decisions including specific Enhanced Partnership Scheme Variations.

**Measures** - Those measures referred to in Part B, sections 8 and/or 9 which shall be deemed as such for the purposes of s.138D(2) of the 2000 Act. Measures include improvements with the aim of:

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

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

**Non-qualifying Bus Service** - Services excluded from classification as Qualifying Bus Services.

**Obligations** - Those requirements placed upon Blackburn with Darwen Borough Council and Bus Operators identified as such within Sections 3.3 and 3.4 which shall be deemed as such for the purposes of s.138C 2017 Act.

**Operator Objection Mechanism** - As defined at The Enhanced Partnership Plans and Schemes (Objections) Regulations 2018

**Qualifying Bus Service** - A registered local bus service with one or more stopping place within the geographical area of the Enhanced Partnership, with the exception of:

- Any schools or works registered local bus service not eligible for Bus Service Operators Grant
- Any cross-boundary registered local bus service with less than 10% of its registered mileage within the Enhanced Partnership area

- Any services operated under section 22 of the 1985 Act
- Any registered local bus service which is an excursion or tour

For the avoidance of doubt, a list of Qualifying Bus Services will be published at the start of each Council financial year.

In addition, any tendered service on which the tendering authority takes the revenue risk will not be subject to the Operator Objection mechanism, consistent with The Enhanced Partnership Plans and Schemes (Objections) Regulations 2018

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

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

**Traffic Commissioner Powers** - ‘Relevant registration functions’ of Traffic Commissioners to the extent that they relate to a ‘relevant service’ both within the meanings given to them under section 6G(10) of the 1985 Act.

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

**Blackburn with Darwen Enhanced Partnership Plan** – document made pursuant to section 138A of the Transport Act 2000 and which is required to be in place for an EP Scheme to be made.

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

## **Terms of Reference**

### **Schedule 2 - Terms of Reference EP Forum**

The EP Forum will:

- Consider the available evidence from Blackburn with Darwen Borough Council's monitoring against the BSIP targets of patronage, journey time, reliability and passenger satisfaction;
- Consider how the EP Management Board's identification, development and delivery of Facilities, Measures and Requirements can assist in delivering outcomes against those targets and how these Facilities, Measures and Requirements meet the objectives of the EP;
- Receive meeting minutes from the EP Management Board;
- Request agenda items for EP Management Board meetings;
- Liaise with the EP Management Board on the forward work programme.

### **Schedule 3 – Terms of Reference EP Management Board**

The EP Management Board will:

- Develop and continuously review a process to prioritise available funding to potential Facilities, Measures and Requirements;
- Develop investigations, feasibility studies and costed business cases for the development and implementation of Facilities, Measures and Requirements for consideration and approval;
- Establish task and finish groups and invite the views and participation of wider stakeholders as required to assist in the development of these investigations, feasibility studies and business cases;
- Liaise with equivalent governance bodies in neighbouring Enhanced Partnerships, on matters both of policy and direction and on specific cross-boundary issues; and
- Liaise with the EP Forum on the forward work programme.
- Review proposals brought to it by the EP Forum in respect of Facilities, Measures and Requirements, and any accompanying evidence;
- Satisfy itself that any such proposals are sufficiently and appropriately evidenced;
- Vote on whether to proceed with such a change, and request that Blackburn with Darwen Borough Council apply its normal statutory powers as required to deliver any such change, and request Blackburn with Darwen Borough Council to amend the EP Scheme as appropriate;
- Review proposals brought to it by the EP Forum for changes to the EP Plan and Scheme, and if content initiate the required process to make such changes;
- Direct Blackburn with Darwen Borough Council to monitor outcomes against the stated targets and use this evidence to develop its policy in considering proposals brought to it by the Management Board;
- Liaise with Blackburn with Darwen Borough Council regarding potential bids to external bodies for funding and ensure as far as possible that such bids reflect the priorities of the EP;
- Liaise as required with the EP Forum in considering scheme proposals and in providing direction as required from time to time on the content of the proposals and supporting evidence bases required;
- Liaise with the EP Forum on the forward work programme.

#### **Schedule 4 - Terms of Reference Task and Finish Groups**

A Task and Finish Group constituted by the Management Board will:

- Have its membership determined by the voting members of the EP Management Board;
- Be constituted from time to time by the EP Management Board as required with a specific brief and timescale to report back as appropriate; and
- Deliver a written response to the brief for the consideration of the EP Forum and Management Board providing progress reports in advance of Forum/Management Board meetings or as appropriate.

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