

# **West Yorkshire Enhanced Partnership Scheme**

**Bus Infrastructure**

# Contents

- 1. Organisations making the Enhanced Partnership Scheme ..... 3
- 2. Enhanced Partnership Scheme Content ..... 4
- 3. Scope of the Enhanced Partnership Scheme and Commencement Date ..... 5
- 4. Obligations on the Authorities..... 7
- 5. Obligations on Local Bus Operators..... 12
- 6. Governance Arrangements ..... 15
- Annex A ..... 18
- Annex B ..... 19
- Annex C ..... 20
- Annex D ..... 26
- Annex E ..... 29
- Find out more..... 32

---

# 1. Organisations making the Enhanced Partnership Scheme

**THE WEST YORKSHIRE COMBINED AUTHORITY ENHANCED PARTNERSHIP SCHEME FOR BUSES IS MADE IN ACCORDANCE WITH SECTION 138G(1) OF THE TRANSPORT ACT 2000 BY:**

- (1) WEST YORKSHIRE COMBINED AUTHORITY of 40-50 Wellington House, Wellington Street, Leeds, West Yorkshire, England, LS1 2DE (“Combined Authority”)**
- (2) CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL of Britannia House, Hall Ings, Bradford, West Yorkshire, England BD1 1HX**
- (3) BOROUGH COUNCIL OF CALDERDALE of Town Hall, Crossley Street, Halifax, West Yorkshire HX1 1UJ**
- (4) KIRKLEES BOROUGH COUNCIL of Town Hall, Ramsden Street, Huddersfield, West Yorkshire, England HD1 2TA**
- (5) LEEDS CITY COUNCIL of Civic Hall, Calverley Street, Leeds, England, LS1 1UR**
- (6) CITY OF WAKEFIELD METROPOLITAN DISTRICT COUNCIL of Wakefield One, Wakefield, WF1 2EB**

---

## 2. Enhanced Partnership Scheme Content

2.1. This document fulfils the statutory requirements for an EP Scheme as set out in the Transport Act 2000 as amended by the Bus Services Act 2017. In accordance with statutory requirements in section 138A to 138S of the Transport Act 2000, the EP Scheme document sets out:

**Section 3** - Scope of the EP Scheme and commencement date

**Section 4** - Obligations on the Local Authorities

**Section 5** - Obligations on Bus Operators

**Section 6** – Governance Arrangements

2.2. 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.

2.3. The EP Scheme has been jointly developed by the Combined Authority, City of Bradford Metropolitan District Council, Borough Council of Calderdale, Kirklees Borough Council, Leeds City Council, Wakefield City Council and those bus operators that provide local bus services in the EP Scheme area.

2.4. The EP Scheme sets out obligations and requirements on both the Local Transport Authority, Leeds City Council, and the Operators in order to achieve the intended improvements, with the aim of delivering the objectives of the associated EP Plan.

# 3. Scope of the Enhanced Partnership Scheme and Commencement Date

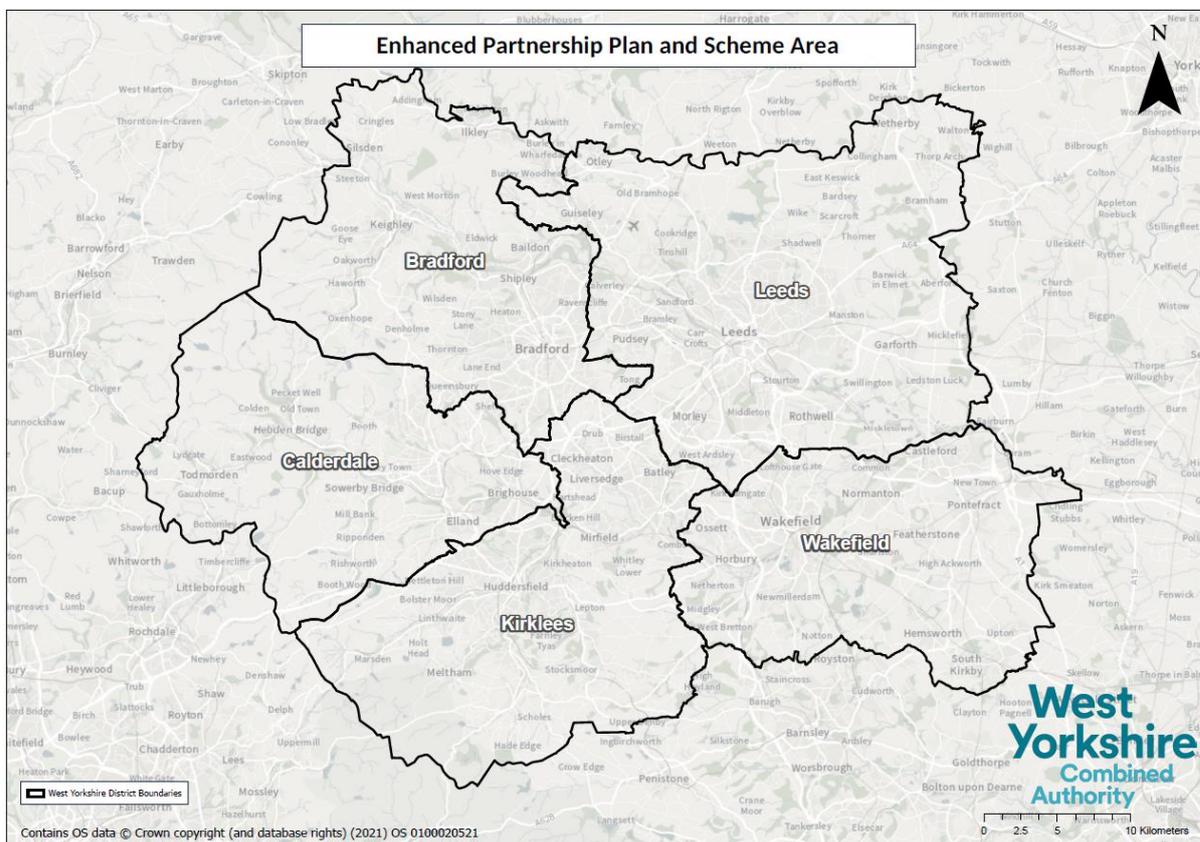
## 3.1. Description of Geographical Coverage

3.1.1. This EP Scheme will ultimately support the improvement of all local bus services operating within West Yorkshire, however it will initially cover the geographical area outlined in Annex A. Subsequent infrastructure projects in all five local authority areas will be added to this EP Scheme via the bespoke variation mechanism outlined in Section 6.

### Map of EP Plan and EP Scheme Areas

3.1.2. Figure 1 illustrates the extent of the EP Plan and Scheme area:

**Figure 1 – EP Plan Area and Scheme area**



## 3.2. Commencement Date

3.2.1. The EP Scheme is made on 31 March 2022 and shall come into operation on 1 April 2022.

3.2.2. The EP Scheme shall have an initial term of 5 years and will be reviewed by the Combined Authority every 6 months (see Section 6).

## 3.3. Included Services

---

3.4. The Combined Authority will maintain a list of services that are affected by the EP Scheme and make this available to operators when the scheme is made, then subsequently every 6 months when the Scheme is reviewed.

**3.5. Exempted Services**

3.5.1. The following Local Services are exempt from the requirements of this EP Scheme:

3.5.2. Any Local Service which whilst open to the general public has a start point or destination at a school, and which is predominantly used by students travelling to or from such school.

3.5.3. Any Local Service which is not registered with at least one service operating on each week day.

3.5.4. Any Local Service which is primarily operated as a replacement service for rail.

3.5.5. Any Local Service which is registered to operate less than three journeys in any day.

3.5.6. Any Local Service which has over 50% of their route mileage outside the area of this EP Scheme.

3.5.7. Local Service which forms part of a longer route which is not registered as a Local Service and operates as a long-distance scheduled coach services.

3.5.8. Any Local Service which is registered as a flexible service.

3.5.9. Any Local Service which is operated solely with vehicles having 16 seats or less, and which operates for no more than one day a week.

3.5.10. Any Local Service which is registered to support a special event

3.5.11. Any Local Service which would, other than for its registration under section 6 Transport Act 1985, be an excursion or tour within the meaning in section 137(1) of the Transport Act 1985.

## 4. Obligations on the Authorities

### 4.1. Summary of obligations on authorities

- 4.1.1. The Authorities as indicated in the matrix contained in Annex B shall provide the specific interventions (being Facilities and/or Measures) outlined in the table in said Annex.

### 4.2. Facilities

- 4.2.1. Leeds City Council will maintain the specific Facilities detailed in Annex C in order to improve bus journey times. These include:

- Bus lanes (Table 1)
- Traffic Signal Upgrades (Table 2)
- Bus lay-bys (Table 3)

- 4.2.2. The above Facilities are subject to the bespoke variation mechanism within the below table:

**Table 1 – Summary of Facilities and Associated Bespoke Variation Mechanisms**

Facility	Bespoke Variation Mechanism
Bus lanes	New bus lanes can be added to the Tables in Annex C 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 bus lanes can object to the proposals. Those proposals will only go ahead if no objections are received from those Operators
Traffic Signals	Any programme for subsequent installations will replace Table 2 using the EP Scheme bespoke variation mechanism in Section 6.
Bus lay-bys	Should this list change as a result of using the EP Scheme bespoke variation mechanism in Section 6, Table 3 will be replaced.

- 4.2.3. The approach to bus lane enforcement will be included as a future variation using the bespoke variation mechanism in Section 6.

### Bus Stop and Shelter Infrastructure

- 4.2.4. The Combined Authority will maintain the bus stop infrastructure at the locations listed in Table 4, Annex C.

- 4.2.5. This includes:

- Real time information screens
- Bus Stop Cleaning
- Network Navigation Design Principles

- 
- 4.2.6. The Combined Authority will also provide safety and accessibility adjustments at selected stops, subject to the bus stop infrastructure review (see section 4.2.11 to 4.2.15).

#### Real Time Information Screens (including Battery Powered Displays)

- 4.2.7. The Combined Authority will maintain existing screens and battery powered real time information screens at locations identified at the locations in Table 4, Annex C and ensure they are in a fit-for-purpose state.
- 4.2.8. Operators will arrange delivery of Automatic Vehicle Location system data and real time predictions to the Combined Authority or its data broker using generally accepted and appropriate data standards and formats, either current or as these develop. Operators will make provision with appropriate security protections in their back office housing to allow the Combined Authority to gain free access to this data with no additional or ongoing cost to the Combined Authority. Any requests to Operators by the Combined Authority for vehicle occupancy data will not be considered free if there is a cost associated with this in the future.

#### Bus Stop Cleaning

- 4.2.9. West Yorkshire Combined Authority will maintain regular cleaning within the EP Scheme area, as outlined in Annex D, Section Db), as part of business-as-usual in order to ensure bus stops provide safe and attractive environments that enrich the overall travel experience rather than deter bus use.

#### Network Navigation Design Principles

- 4.2.10. The Combined Authority will ensure the policies and processes of Network Navigation, as outlined in Annex C, Section C6, are applied to the on-street infrastructure in Table 4, Annex C.

#### Safety and Accessibility Adjustments

- 4.2.11. Subject to the outcome of Bus Service Improvement Plan funding, a selection of the stops identified in Table 4 may be required to undertake additional improvements as a result of the bus stop infrastructure audit, in accordance with Sections 4.3.13 and 4.3.14. This includes but is not limited to, the following:
- Lighting
  - CCTV for security
  - Bench seating
- 4.2.12. In the event where Bus Service Improvement Plan funding is not provided, Sections 4.3.18. and 4.3.19 apply.
- 4.2.13. The Combined Authority will be responsible for implementing any proposed improvements. The bus stop and shelter locations identified for improvement and their associated implementation dates will be adopted by the EP Scheme bespoke variation mechanism, in accordance with Section 6.

- 
- 4.2.14. The Combined Authority will maintain bus stop infrastructure within the EP Scheme area in accordance with the standards set out in section D1b, Annex D .
- 4.2.15. Subject to them being made through the appropriate Traffic Regulation Order (TRO) process, Local Highway Authorities will ensure that these bus stops are protected by appropriate Clearway Orders.

### 4.3. **Measures**

- 4.3.1. The following Measures will be provided by Leeds City Council:
- Local Authority Reporting Mechanisms:
    - Methods for operators to report highway related issues
    - Methods for operators to report parking enforcement issues and dealing with vehicles that disregard parking and waiting restrictions or obstruct buses
    - Methods for informing operators of works on the highway
  - Notice of Roadworks and Related Engagement

#### **Local Authority Reporting Mechanisms**

- 4.3.2. The reporting mechanisms for Leeds City Council are shown in Annex D, Section D1a . Should the telephone numbers, email addresses or other aspects of the reporting procedures provided in Annex D change, the relevant local authorities will inform the Operators, and each other, at least 1 week in advance of the change via email.
- 4.3.3. Where any Operator reports an occurrence to Leeds City Council for investigation, Leeds City Council must report the matter to the Combined Authority as soon as is reasonably practicable.

#### **Notice of Roadworks and Related Engagement**

##### Formal Notice

- 4.3.4. As per the Traffic Management Permit Scheme (England) (Amendment) Regulations 2015, the Local Highway Authority will comply with the timescales for giving notice regarding any planned roadworks where they are the promoter.

##### Engagement

- 4.3.5. The Local Highway Authority will liaise with Operators and the Combined Authority in relation to planned road works where they are the promoter, specifically those which would be disruptive to buses, no later than 14 days before the start of the works. This will include communication with the Operators to ensure that the co-ordination of works across the network minimises disruption to Local Services and helps to maintain bus journey times as far as possible.
- 4.3.6. This process will be included within Annex D as a variation through the bespoke variation mechanism outlined in Section 6.

- 
- 4.3.7. The following Measures will be provided by the Combined Authority:
- Methods for operators to report bus stop and shelter related issues
  - Bus Stop Infrastructure Audit
  - Bus Journey Time and Reliability Targets and Monitoring
  - Safety of Women at Night Promotional Campaign

### **Reporting Mechanisms**

- 4.3.8. The reporting mechanisms for the Combined Authority are shown in Annex D, Section D1b. Should the telephone numbers, email addresses or other aspects of the reporting procedures provided in Annex D change, the Combined Authority will inform the Operators, and each other local authorities where relevant, at least 1 week in advance of the change via email.
- 4.3.9. Where any Operator reports an occurrence to the Combined Authority for investigation, the Combined Authority must report the matter to the other local authorities where relevant, as soon as is reasonably practicable.

### **Bus Stop Infrastructure Audit**

- 4.3.10. All of the stops and shelters within the initial element of this EP Scheme (see Annex A) will be audited by the Combined Authority on or before 30 June 2022, to identify any existing issues in relation to:
- Safety e.g. lighting, cleanliness, CCTV requirements etc
  - Accessibility e.g. bench seating, quality of footway to the stop etc
- 4.3.11. Bus stop and shelter locations identified for improvement will be adopted by the EP Scheme Variation Mechanism, in accordance with Section 6.

### **Bus Journey Time and Reliability Targets and Monitoring**

- 4.3.12. The Combined Authority, in partnership with the Local Highway Authority, will continue to monitor bus journey times in accordance with infrastructure scheme monitoring and evaluation plans (see Annex D, Section D2).

### **Safety of Women at Night Promotional Campaign**

- 4.3.13. The Combined Authority will undertake a bus safety campaign and outreach through the MCard App and Metro Website by no later than 30 June 2022. This will include:
- Access to safety information within mobile applications or easily accessible web-based sources to enhance the feeling of safety whilst travelling
  - Creation of a promotional campaign to promote the use of the MCard Mobile App as a single point of reference for Under 19 ticket sales and incorporation of safety enhancing features including journey planning, real time bus information and bus occupancy levels.

- 
- Upgrades to the MCard Mobile App to include creating a safety reporting tool that allows passengers to feedback their feeling of safety at any given time, place and route within West Yorkshire's public transport network.
  - Promotion of a central link for customers to access sources of information such as bus tracking and accessing the safety and reporting information. "There is no longer a need to stand at a bus stop alone waiting for a delayed bus."
  - Distribution of crime prevention materials and tools (spikies, tech solutions, personal safety alarms etc) at various hotspot locations throughout the journey into, within and from the night time economy. Locations will include bus stations.

4.3.14. Where an Authority is unable to introduce any Facility or Measure in the timescale specified (including where funding from Department for Transport or any other funding body which is required to introduce such Facility or Measure has not been provided), then such Authority shall promptly notify the Combined Authority, and where the Combined Authority assesses, acting reasonably, that it is not reasonably practicable to introduce such Facility or Measure in the specified timescale under this EP Scheme, the Authorities shall postpone the introduction of such Facility or Measure until a date reasonably following the actual date that the relevant Authority is able to introduce such Facility or Measure in accordance with section 138I(3)(c) or (d).

## 5. Obligations on Local Bus Operators

### 5.1. Vehicle Standards

#### Overview

- 5.1.1. Vehicles used on qualifying local bus services that operate a service or combined service of more than four buses an hour within the section of corridor identified in Annex A, will be required to meet the specified standards as detailed in Table 2 below.
- 5.1.2. The implementation period for completing obligations for these vehicles are detailed in Table 2 below:

**Table 2 – Obligations for vehicles**

Phase	Obligations for vehicles	Milestone Date
1	<ul style="list-style-type: none"><li>• Euro VI equivalent emissions standard or better</li><li>• Free Wi-Fi</li><li>• Automatic Vehicle Location equipment installed that will feed into the Combined Authority's real time information system</li><li>• Heating for customer comfort</li><li>• Clean interiors, as a result of existing cleaning regimes</li><li>• 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 identify traffic issues</li><li>• Option to pay for tickets through contactless ticketing</li><li>• Application of Network Navigation principles (see 5.1.3 – 5.1.6)</li><li>• Shared ticketing acceptance during times of severe disruption through the Service Disruption Protocol ('Husky')</li></ul>	01/04/2022

#### Application of Network Navigation Principles

- 5.1.3. Vehicles operating a service or combined service frequency of four buses or more per hour within the section of corridor identified in Annex A must display the service number and appropriate line name for that corridor, as agreed through the Network Navigation project.
- 5.1.4. The above buses must also remove any existing route specific coloured vinyls which contradict the line colour policy as agreed through the Network Navigation project.
- 5.1.5. Vehicles operating a service or combined service frequency of four buses or more per hour within the section of corridor identified in Annex A must also comply with agreed Network Navigation policy in relation to audio visual information, where fitted, whereby:
- Line name announcements are made at every timing point and key interchange
  - Line name announcements are made at changeover points where one line ends and the next begins

- 
- The line name is displayed on the audio-visual information screen

5.1.6. Any updated principles and policy in relation to Network Navigation will be adopted as part of this EP Scheme through the bespoke variation mechanism, in accordance with Section 6.

### **Timetable Changes**

5.1.7. The timetables of qualifying local bus services within the EP Scheme Area identified in Figure 1 may only be changed on dates in line with the Network Stability Agreement. In exceptional circumstances, and in agreement with the Combined Authority, services may be changed on other dates.

5.1.8. Copies of registration applications and variations must be submitted to the Combined Authority with at least 70 days' notice before the service takes effect.

5.1.9. An updated Network Stability Agreement will be adopted as part of this EP Scheme through bespoke variation mechanism in accordance with Section 6.

### **Service Disruption Protocol ('Husky')**

5.1.10. Operators of local qualifying bus services in the EP Scheme Area (see Figure 1) who are a party to the Service Disruption Protocol ('Husky') will initiate the following actions in the interests of enabling customers to complete journeys where there is unplanned disruption to the transport network or tender changes affecting customer's use of tickets on a service:

- Acceptance of tickets issued by other transport providers
- Collaboration and resource sharing
- Carrying key customer information over the Operator's communication channels

5.1.11. The Service Disruption Protocol shall be triggered by the following events which severely limit the ability of the Operators to run their scheduled services:

- Severe weather affecting the transport network (including snow, flooding etc);
- Incidents such as road traffic accidents, severe traffic congestion or the closure of a rail line which cause an impact wider than the immediate location of the incident;
- Incidents under the direction of the Police which impact on transport services (including public order, terrorism, evacuation or dispersal of people following a major event);
- Tender changes leading to a change of operator on a route; or
- Other service incidents which have the effect of disrupting the transport network.

5.1.12. The Service Disruption Protocol will be enacted/ceased in accordance with the process outlined within the protocol. The full protocol is available on request through **0113 245 7676**.

- 
- 5.1.13. Any revisions to the Service Disruption Protocol will be adopted as part of this EP Scheme through bespoke variation mechanism in accordance with Section 6.
- 5.1.14. Where one or more Operators is unable to meet any relevant requirement in the timescales specified in this Section (including where funding from Department for Transport or any other funding body which is required to introduce such requirement has not been provided), they shall promptly notify the Combined Authority specifying the time period in which they can meet the relevant requirement, and setting out any reasons why the standard cannot be met in the specified timescale. Where the Combined Authority assesses, acting reasonably, that it is not reasonably practicable for one or more Operators to meet the relevant standard in the specified timescale under this EP Scheme, the parties agree that the Operators may postpone the introduction of such standard until a date reasonably following the actual date on which the standard can be met by all relevant Operators (or could have been met, had such Operators used reasonable endeavours to achieve the relevant standard).

---

## 6. Governance Arrangements

- 6.1. The West Yorkshire Bus Alliance was established in April 2019 and aims to address downward trends in bus patronage and contribute to the delivery of the [West Yorkshire Bus Strategy](#). It is split into two boards, the Executive and Operational Boards and for the purpose of considering future content and arrangements for the variation and revocation of EP Schemes these issues shall be discussed as part of Executive Board meetings.
- 6.2. The Executive Board is chaired by the Chair or Deputy Chair of the West Yorkshire Combined Authority Transport Committee or their replacement and/or proxy as may be notified from time to time by the West Yorkshire Combined Authority.
- 6.3. The Executive Board is comprised of representatives from:
  - Association of Bus Operators in West Yorkshire
  - Arriva Yorkshire
  - Bradford Council
  - Calderdale Council
  - First West Yorkshire
  - Kirklees Council
  - Leeds City Council
  - Transport Focus
  - Transdev
  - Wakefield Council
  - West Yorkshire Ticketing Company
- 6.4. The Executive Board meets on a quarterly basis and will discuss EP business as part of these meetings.
- 6.5. Executive Board meetings shall be structured to include EP business. At the discretion of the Chair, guests will be invited to attend the EP part of the Bus Alliance Executive Board meetings where their input will contribute to the discussions being held.
- 6.6. Any matters relating to the EP Scheme will be discussed and advised on by the Executive Board, which will be used by the Combined Authority to inform their decision on whether to commence the bespoke variation or revocation process, as detailed later in this section, if required.
- 6.7. EP specific papers shall be prepared by the West Yorkshire Combined Authority and circulated to Members as part of the wider Executive Board agenda pack circulation. Circulation will be within an appropriate timescale prior to the meeting.
- 6.8. Any urgent EP business and decisions that are required to be taken by Members outside of the meeting cycle will be sent to Board members for approval by email.
- 6.9. Additional members can be co-opted as appropriate to reflect changes in the Executive Board's requirements for the EP.

### **Review of EP Scheme**

- 
- 6.10. Once the EP Scheme is made, it will be reviewed by the Executive Board every six months following publication of data on progress towards targets, as required by the BSIP – this will ensure any necessary action is taken to deliver the targets set out in the BSIP. The West Yorkshire Combined Authority will initiate each review.
- 6.11. The Executive Board can also decide to review specific elements of the scheme on an ad-hoc basis. Executive Board members should contact the West Yorkshire Combined Authority using the following email address [email address] explaining what the issue is and its urgency. The West Yorkshire Combined Authority will then decide whether to table at the next scheduled meeting or make arrangements for all or the necessary Executive Board members to gather more quickly.

### **Bespoke arrangements for varying or revoking the EP Scheme**

- 6.12. It is the intention for additional bus infrastructure projects to be added into this EP Scheme in the future. These projects will be added using powers at s.138E of the Transport Act 2000, Enhanced Partnership Scheme Variations and where the information set out in this section is quoted will be subject to the bespoke objection mechanism also set out in this section.

### **Proposer of a variation**

- 6.13. Consideration will be given to potential EP Scheme variations highlighted either by a local authority, one of the organisations represented on the Executive Board, or by an operator of local bus services. The proposer of a variation should demonstrate how this might contribute to achieving the objectives set out in the BSIP, EP Plan and current local transport policies. Such requests should be in writing and submitted to [dave.pearson@westyorks-ca.gov.uk](mailto:dave.pearson@westyorks-ca.gov.uk). The West Yorkshire Combined Authority will forward all requests onto all Executive Board members within 5 working days.

### **Decision-making process and bespoke objection mechanism**

- 6.14. On receipt of a request for a variation under this section, the West Yorkshire Combined Authority will circulate via email relevant documentation relating to the variation to affected parties. Affected parties will need to consider and come to a decision on whether they are in agreement or otherwise with the provisions and obligations of the variation and indicate their decision to the Combined Authority within 28 days of receiving the documentation.
- 6.15. Only if the proposed variation is agreed by all affected parties within the timescales given to review the variation documentation, on the basis of this unanimity, the West Yorkshire Combined Authority will make the EP Scheme variation within seven working days and publish the revised EP Scheme on its website.

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

- 6.16. If the West Yorkshire Combined Authority or another affected party believes it is necessary to revoke the EP Scheme, the Executive Board will discuss this issue at its next available meeting. As a result of this discussion the Combined Authority will make a decision as to whether to initiate the variation process as documented in 6.14 and 6.15, in place of the provisions of section 138O of the Transport Act 2000, for the purpose of revoking the EP Scheme.
- 6.17. If at any point in the future, any area covered by this EP Scheme is included in a bus franchising scheme, the relevant requirements set out in this EP Scheme

---

document will cease to apply to areas covered by the franchising scheme, in line with the arrangements set out in the franchising scheme.

# Annex A

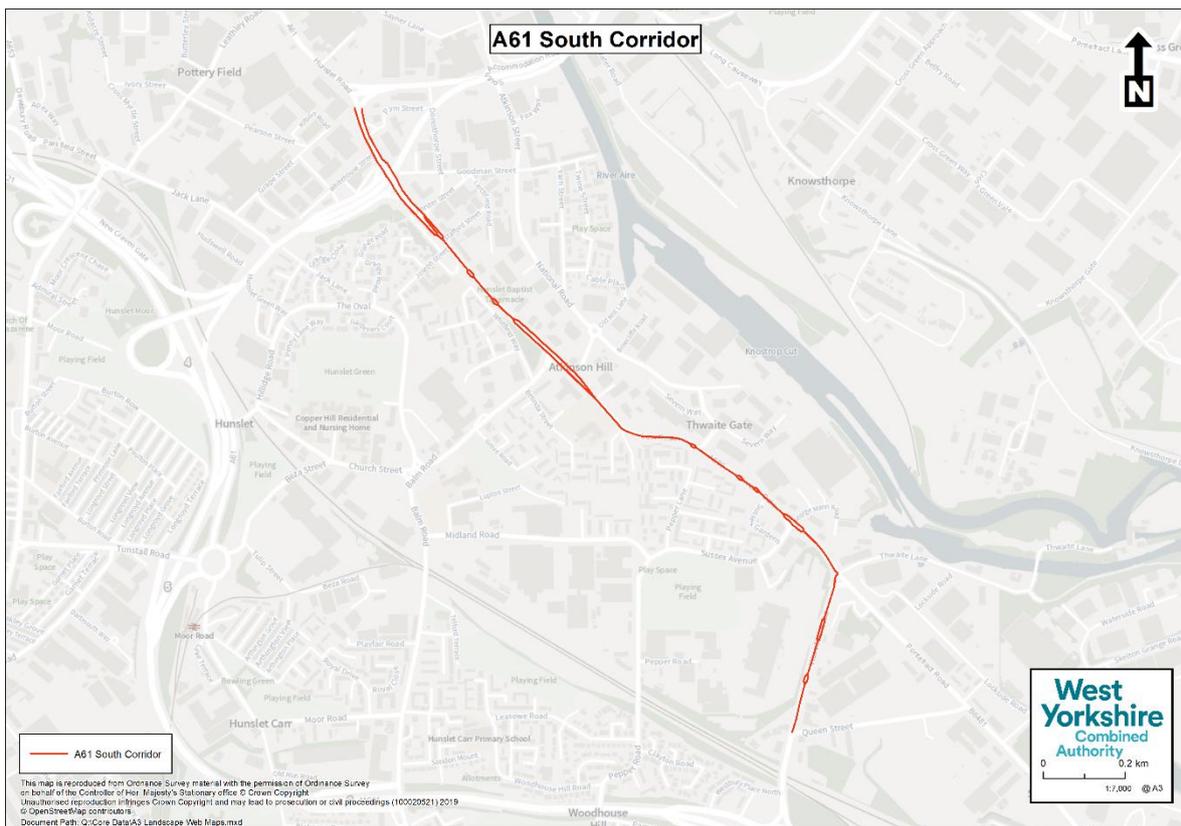
## Initial element of the EP Scheme

This EP Scheme shall initially focus on the A61 (S) corridor of the Leeds district, from the junction of Hunslet Road/South Accommodation Road to the junction of A639 Wakefield Road/Queen Street (see Figure 2).

The corridor is south east of the city centre in the City and Hunslet ward of Leeds. The corridor connects Leeds City Centre with Hunslet, Belle Isle and the industrial area of Stourton, and provides the key corridor for the majority of bus services serving these communities.

The corridor also has an important role in being the primary route for longer distance bus movements to/from the City in a south easterly direction. This includes bus routes to/from North Wakefield, Oulton, Rothwell and the Carlton Villages, Lofthouse, as well as urban parts of Wakefield itself.

**Figure 2 – A61 South Corridor**



# Annex B

## Summary of obligations on local authorities

Responsibility	Local Transport Authority	Local Highway Authority
<b>Facilities</b>		
Bus lanes, described in Annex C, Table 1	-	Leeds City Council
Traffic signal upgrades, described in Annex C, Table 2	-	Leeds City Council
Bus layby's, described in Annex C, Table's 3	-	Leeds City Council
Bus Stops, described in Table 4	West Yorkshire Combined Authority	-
Real Time Information Screens	West Yorkshire Combined Authority	-
Bus Stop Cleaning	West Yorkshire Combined Authority	-
Application of Network Navigation Principles	West Yorkshire Combined Authority	-
Safety and Accessibility Adjustments	West Yorkshire Combined Authority	-
<b>Measures</b>		
Methods for operators to report issues with: <ul style="list-style-type: none"> <li>the highway</li> <li>Parking enforcement</li> </ul>	-	Leeds City Council
Methods for operators to report issues with bus shelters	West Yorkshire Combined Authority	-
Notice of Roadworks and Related Engagement	-	Leeds City Council
Bus Stop Infrastructure Audit	West Yorkshire Combined Authority	-
Bus Journey Time and Reliability Targets and Monitoring	West Yorkshire Combined Authority	Leeds City Council
Safety of Women at Night Promotional Campaign	West Yorkshire Combined Authority	-

# Annex C

## Schedule of Facilities

### C1 - Bus lanes

The bus lanes detailed in the table below will be maintained by Leeds City Council as part of the EP Scheme.

Table 1 – Existing bus lanes

Intervention Number	Bus Lane Description	Hours of Operation	Category of Vehicle Permitted
1	Bus lane from junction of South Accomodation approaching Hunslet Road	24 hours	Buses (9 fixed seats +), cycles, taxi (hackney carriages), coaches, emergency vehicles with appropriate/relevant livery
2	Bus lane on A61 Hunslet Road, adjacent to Pym Street slip roads (outbound)	24 hours	Buses (9 fixed seats +), cycles, taxi (hackney carriages), coaches, emergency vehicles with appropriate/relevant livery
3	Bus lane from junction of Pym Street/Hunslet Rd to junction of Forster Street/A639 Hunslet Rd (outbound)	24 hours	Buses (9 fixed seats +), cycles, taxi (hackney carriages), coaches, emergency vehicles with appropriate/relevant livery
4	Bus lane from junction of Forster Street/A639 Hunslet Rd to junction of Stafford Street/A639 (outbound)	24 hours	Buses (9 fixed seats +), cycles, taxi (hackney carriages), coaches, emergency vehicles with appropriate/relevant livery
5	Bus lane from junction of Stafford Street/A639 to approx. 31253, 31771 OSGR co-ordinates (outbound)	24 hours	Buses (9 fixed seats +), cycles, taxi (hackney carriages), coaches, emergency vehicles with appropriate/relevant livery
6	Bus lane from junction of Old Mills Lane/A639 Low Rd to Severn Road bus stop (outbound)	24 hours	Buses (9 fixed seats +), cycles, taxi (hackney carriages), coaches, emergency vehicles with appropriate/relevant livery
7	Bus lane from junction of Severn Road/A639 Thwaite Gate to approx. 31901, 31306 OSGR co-ordinates (outbound)	24 hours	Buses (9 fixed seats +), cycles, taxi (hackney carriages), coaches, emergency vehicles with appropriate/relevant livery
8	Bus lane from approx. 31978, 30784 OSGR coordinates to approx. 31992, 30841 OSGR coordinates (inbound)	24 hours	Buses (9 fixed seats +), cycles, taxi (hackney carriages), coaches, emergency vehicles with appropriate/relevant livery
9	Bus lane from approx.. 32011, 30900 OSGR coordinates to approx. 32021, 30937 OSGR coordinates (inbound)	24 hours	Buses (9 fixed seats +), cycles, taxi (hackney carriages), coaches, emergency vehicles with appropriate/relevant livery
10	Bus lane from junction of Sussex Avenue/A639 Thwaite Gate to Balmoral Chase Bus Stop (inbound)	24 hours	Buses (9 fixed seats +), cycles, taxi (hackney carriages), coaches, emergency vehicles with appropriate/relevant livery
11	Bus lane from junction of Balmoral Chase/A639 Low Road to approx. 31482, 31546 OSGR coordinates (inbound)	24 hours	Buses (9 fixed seats +), cycles, taxi (hackney carriages), coaches, emergency vehicles with appropriate/relevant livery

12	Bus lane from Church Street bus stop to approx. 31187, 31843 OSGR coordinates (inbound)	24 hours	Buses (9 fixed seats +), cycles, taxi (hackney carriages), coaches, emergency vehicles with appropriate/relevant livery
13	Bus lane from junction of Joseph St/A639 to approx. 31046, 31998 OSGR coordinates (inbound)	24 hours	Buses (9 fixed seats +), cycles, taxi (hackney carriages), coaches, emergency vehicles with appropriate/relevant livery
14	Bus lane from approx. 30991, 32064 OSGR coordinates to approx. 30964, 32112 OSGR coordinates (inbound)	24 hours	Buses (9 fixed seats +), cycles, taxi (hackney carriages), coaches, emergency vehicles with appropriate/relevant livery
15	Bus lane from junction of Whitehouse Street/Hunslet Road to approx. 30729, 32460 OSGR co-ordinates (inbound)	24 hours	Buses (9 fixed seats +), cycles, taxi (hackney carriages), coaches, emergency vehicles with appropriate/relevant livery

## C2 – Traffic Signal Upgrades

The traffic signal upgrades detailed in Table X will be provided for and maintained by Leeds City Council as part of the EP Scheme.

Table 2 – Traffic Signals to be provided by 30 June 2022

Intervention Number	Description
16	Hunslet Road/South Accomodation Road
17	A639 Low Road/Old Mill Lane
18	A639/Thwaite Lane
19	B6481 Pontefract Road/A639 Wakefield Road/A639 Thwaite Gate roundabout
20	A639 Low Road/Church Street

## C3 – Existing Bus Lay-bys

The bus lay-bys detailed in Table X will be maintained by Leeds City Council as part of the EP Scheme:

Table 3 – Existing Bus Lay-bys

Intervention Number	Description
21	Bus lay-by after the junction of Hunslet Road/Joseph Street (inbound)
22	Bus lay-by after the junction of Hunslet Road/Whitehouse Street (inbound)
23	Bus lay-by after junction of Low Road/Old Mill Lane (outbound)

## C4 – Enhanced Bus Stops

The enhanced bus stops detailed in Table X will be provided and maintained by the Combined Authority. They will include real time information displays and have the Network Navigation design principles applied to them.

Table 4 – Enhanced Bus Stops

Intervention Number	Bus Shelter Ref, Name and Location
24	45011968, Whitehouse Street, Hunslet Road
25	45010646, Stafford Street, Hunslet Road
26	45010645, Church Street, Hunslet Road
27	45010644, Balmoral Chase, A639 Low Road
28	45010643, Severn Road, A639 Low Road
29	45011967, Thwaite Gate, A639 Low Road
30	45023394, First Direct, A639 Wakefield Road
31	45023393, Queen Street, A639 Wakefield Road
32	45010642, Queen Street, A639 Wakefield Road
33	45023395, First Direct, A639 Wakefield Road
34	45011973, Thwaite Gate, A639 Low Road
35	45011972, Severn Road, A639 Low Road
36	45010625, Church Street, Hunslet Road
37	45010624, Stafford Street, Hunslet Road

## C6 – Network Navigation Design Principles

### a) Flag information

**Figure 3 – Example City Centre Flag**

The diagram shows a bus stop flag for 'Corn Exchange' with various service lines and branding. Callouts on the right identify the following elements:

- Header:** The top dark grey bar containing the 'M' logo, bus icon, and the text 'bus stop'.
- Stop name:** The large text 'Corn Exchange' with a circled 'C' logo.
- Destinations:** The text 'buses towards Bramley, Horsforth'.
- Line name and colour:** The green bar for 'Kirkstall line'.
- Operator branding:** The 'Leedscity' logo.
- Core and strategic service numbers:** The numbers '49', '50', and '50A' in green boxes.
- Dividing line:** The horizontal line separating the Kirkstall line from the East Leeds line.
- All other services:** The numbers '163' and '166' in orange boxes.
- Wymetro.com website:** The text 'wymetro.com' and the QR code.
- Contactless logo, M Card logo, Stop number:** The contactless symbol, M Card logo, and the number '45010658'.

Regarding flag information, the Combined Authority will:

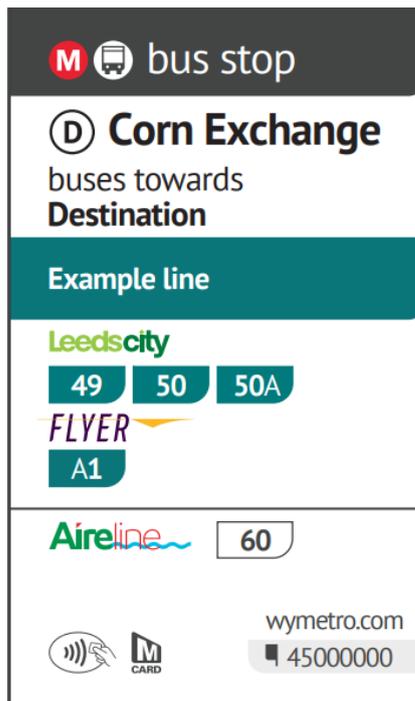
1. include M logo, bus logo and the word 'Bus Stop' in the header
2. include the stop name (see Stop Name policy)
3. include destinations (Destinations policy)
4. include the words 'this side 'destination' and over the road 'destination', where a stop has a flag on one side of the road but not

---

the other. This is applicable to approximately 2% of stops in the Leeds district.

5. include the line name and colour
6. include service numbers for all public bus services operating at that stop, however this is subject to points 7. and 8.
7. ensure corridor Line Names and bus route numbers will appear on flags up to 1km from the Leeds City Centre terminus.
8. ensure for stops within 1km of the Leeds City Centre terminus, the bus stop flag will not feature the Corridor Name and bus route numbers.
9. ensure for services registered as a “through/cross town service” the route numbers should appear on the flag. At the point of entering Leeds City Centre, it will adopt the appropriate line name for its cross-city destination. I.e. Meanwood Line becoming Morley Line.
10. include operator branding/logos when ‘core network’ and ‘strategic services’ are operating at that stop. If a service has a brand name instead of a number, we will include this. See figure 4.
11. ensure where operators are operating core network or strategic services and also operate non-core services at that stop, these non-core services will be displayed at the bottom of the flag. (See Figure 4)
12. ensure strategic services will be included in the ‘other services’ section of the flag. **EXCEPT** the Flyer service, which will be treated as part of the Kirkstall corridor.
13. ensure all services that are classified as ‘non-core’ or ‘non-strategic’ will be displayed at the bottom of the flag and will not incorporate operator branding.
14. not include school services or special services, but will look to identify key sports destinations on flags e.g. Elland Road Stadium, Headingley Stadium.
15. include the stop number, M card logo and contactless symbol
16. install new flags at all ‘core’ and ‘strategic’ stops on the ‘core network’ up to the Leeds District Boundary.
17. ensure any change to the information on the flag will require the flag to be replaced in full.

**Figure 4 – Example City Centre Core Services and Strategic Services Flag**



**b) Infrequent services policy**

- All bus services that serve a stop will be shown on the bus stop flag.
- The only occasions when Bus service numbers won't be shown on the flag is:
  - 1. if services stop to set down and not pick customers
  - 2. if a variant of a bus service route only occasionally uses the stop during the day
- Example, if a core service stops at a stop on its way to the depot a few times during the day. This is to minimise confusion to customers that the service stops here more often than it does.
- 3. if the stop is within 1km of the **Leeds City Centre terminus**

**c) Destinations policy**

**Leeds and Leeds City Centre**

- If the bus stop is in the Leeds built up area (for example Armley or Headingley), the direction should say "Towards Leeds City Centre". The reasons are that the bus stop and the customer are already in Leeds.
- If the bus stop is outside the Leeds built up area (for example Otley or Wetherby) then the direction should say "Towards Leeds" as buses will be heading in the direction of the city. There isn't enough space on the flags to say 'Leeds City Centre' along with numerous other destinations.

**d) Stop name policy**

- Stop names have been refreshed (where applicable) to reflect the 19-character stop name guidance from the DfT.
- The new stop names are fed into NAPTAN and following this, journey planners e.g. Google Maps, Moovit.

- 
- All operators to re-record AV announcements and update visuals on-board bus screens with new stop names.
  - Both Directions stops will detail services going from both sides of the road.



e) **Maintenance of information on the network including operator's agreement**

- Operators to contribute to cost of updating **all information** on the network that is affected by a change to service (insert link to costs spreadsheet)
- CoSA is used to store stop information

---

# Annex D

## Schedule of Measures

### D1 - Reporting Mechanisms to Leeds City Council and West Yorkshire Combined Authority

#### a) Leeds City Council Reporting Mechanisms

##### Highway Issues

All highway defects reported to Leeds City Council will be dealt with in accordance with the City Council's current Highway Asset Management Policy and Strategy and highway maintenance and management service contract requirements. Highway defects should be reported through through the following website address: [Report an issue with a road or pavement \(leeds.gov.uk\)](https://leeds.gov.uk/report-an-issue-with-a-road-or-pavement)

This includes:

- a) Potholes (or other road and pavement problems);
- b) Faulty or broken street lights;
- c) Faulty traffic lights, signs or signals;
- d) Flooding or drainage issues; and
- e) Defects with or damage to other council street furniture.

Response times to defects will be prioritised according to their assessed urgency and the council's current service provisions.

##### Parking Issues

For specific parking issues, operators can report these by using the the following website address: [Report an issue with a road or pavement \(leeds.gov.uk\)](https://leeds.gov.uk/report-an-issue-with-a-road-or-pavement)

The parking team can be contacted at: [parkingservices@leeds.gov.uk](mailto:parkingservices@leeds.gov.uk)

##### Roadwork notifications

Information on roadworks, including Urgent, Emergency and notified roadworks, can be requested from the Network Management Team at **0113 3787007**.

West Yorkshire Combined Authority and bus operators are included on all stakeholder distribution lists.

Smaller bus operational meetings will be held with bus operators and/or West Yorkshire Combined Authority to discuss specific issues and incidents, as required.

##### External Communication

Current and planned works are publicly available via [One Network](#).

Social media information updates and emergency alerts are provided through the 'Connecting Leeds' Twitter account: @LeedsTravellInfo

##### Engagement

---

Leeds Bus Operations and Infrastructure Group (bus partnership group) is a collaborative forum for the local authority, Operators and the Combined Authority to meet and discuss topics and issues affecting bus operations. It is held every two months and will be utilised to discuss any of the above issues in more detail.

## **b) Combined Authority Bus Stop Infrastructure Maintenance**

The contact form to report bus stop damage can be found at this website address:  
<https://www.wymetro.com/buses/bus-stops/>

The Combined Authority will maintain bus stop infrastructure in accordance with the following standards:

- Bus Shelters - Response within 4 hours of being reported, where a defect is identified, which requires an immediate response to ensure infrastructure is safe for use, with repairs carried out within 24 hours
- Advertisement panel, lighting panel, digital screen, stop flag, CCTV, real time information - Response within 4 hours of being reported, where a defect is identified, which requires an immediate response to ensure infrastructure is safe for use, with repairs carried out within 14 working days to ensure all elements are fully functional
- Feeder pillar - Response within 4 hours of being reported, where a defect is identified, which requires an immediate response to ensure infrastructure is safe for use, with repairs carried out within 7 working days.
- Bus Shelter offensive graffiti – response and removal within 4 hours of being reported

Planned maintenance of bus stop infrastructure:

- Weekly shelter and floor cleaning within the shelter footprint, including litter removal in City and Town centres, 3 weekly everywhere else
- Annual shelter roof clean
- Every 5 years full electrical tests and inspections (next completed for Leeds by no later than 31 Dec 2024)

## **D2 - A61 (S) Bus Journey Times and Reliability Targets and Monitoring**

### Aspirational Targets

- Improved bus journey times and reliability along the A61(S) corridor
- 15% reduction in end to end journey times (including dwell times) for limited stop services
- 20% reduction for stopping services at opening year
- One-minute reduction in standard deviation of journey times in opening year

### Monitoring Methodology

Bus journey times and reliability (standard deviation) will be reported for the morning (07:00-10:00) and evening (16:00-19:00) peaks. Data for peak hours (08:00-09:00 and 17:00-18:00) and interpeak period (10:00-16:00) as also available.

The process to analyse the data involves the following stages:

- 1) Received data is filtered to only include Monday to Fridays covering the dates of interest.
- 2) Journey time and reliability is analysed using the identified stops (up to six) that break the route into a maximum of five segments.
- 3) Speeds are then set to remove outliers in the dataset (this is done on a segment by segment basis).
- 4) Journey time (including Dwell time) and standard deviation for the whole route and each segment are automatically calculated for the above time periods. A range of further statistics (including sample size and maximum and minimum journey times) are also calculated.
- 5) Dwell time is analysed in a third sheet. To understand dwell time, all stops along the route are analysed (this includes all the interim stops not included within the journey time and reliability analysis), and split into the same segments identified in stage 2. Dwell time uses the same journeys identified through stage 3. A minimum dwell time is set (5 seconds), which is approximately the length of time for doors to open and a single passenger to exit before the doors are closed again.

The results (journey time/average dwell time) are then reported per kilometre, thus you can estimate the average moving time of buses per kilometre, across the whole route and each segment.

Table 1 - Bus Journey Times and Reliability: Indicators and Measures of Success

Indicator	Measure of Success	Year			
		16/17*	17/18	18/19	19/20
Average journey time per km (dec. minutes), <b>eastern branch AM PEAK PERIOD (inbound)</b>	Reduction in bus journey times between key locations and the city centre along this corridor	2.7	2.4	2.5	2.6
Average journey time per km (dec. minutes), <b>western branch AM PEAK PERIOD (inbound)</b>	Reduction in bus journey times between key locations and the city centre along this corridor	3.9	4.1	4.2	4.4
Average journey time per km (dec. minutes), <b>eastern branch PM PEAK PERIOD (outbound)</b>	Reduction in bus journey times between key locations and the city centre along this corridor	2.2	2.3	2.3	2.4
Average journey time per km (dec. minutes), <b>western branch PM PEAK PERIOD (outbound)</b>	Reduction in bus journey times between key locations and the city centre along this corridor	3.6	3.6	3.7	4.0
Bus reliability, eastern branch <b>AM PEAK PERIOD (inbound)</b>	Reduction in variability of bus journey times on the corridor	5.3	3.4	4.0	5.0
Bus reliability, western branch <b>AM PEAK PERIOD (inbound)</b>	Reduction in variability of bus journey times on the corridor	2.6	2.9	2.7	3.6
Bus reliability, eastern branch <b>PM PEAK PERIOD (outbound)</b>	Reduction in variability of bus journey times on the corridor	2.5	2.4	2.8	3.0
Bus reliability, western branch <b>PM PEAK PERIOD (outbound)</b>	Reduction in variability of bus journey times on the corridor	2.0	2.2	2.3	2.6

\*Baseline year

---

# Annex E

## Definitions used in the document

Authority - each Local Transport Authority and each Highway Authority and "Authorities" shall be construed accordingly.

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

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

Bus 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 authorised signage.

Bus Lay-by - a portion of the highway which is designed and constructed outside of the roadway adjacent to it for the purpose of stopping buses while in the act of picking up or discharging passengers

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

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.

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

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

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

Measures – improvements with the aim of:

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

Network Navigation – is a project, part of the Combined Authority's Transforming Cities Fund programme, that is aiming to make it easier for customers to plan and take bus journeys through the creation of a userfriendly and accessible set of maps and colour coded bus stop flags, shelters, on-street infrastructure and in bus stations that link to bus lines across the region's high-frequency core network.

---

Network Stability Protocol – specified dates through the year, agreed between West Yorkshire Combined Authority and bus operators, on which local bus service changes take place.

Service Disruption Protocol – an agreement between Operators to enable ticket acceptance, collaboration and resource sharing and carrying key customer information over the Operator’s communication channels during times of severe, unplanned disruption

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:

- CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL
- BOROUGH COUNCIL OF CALDERDALE
- KIRKLEES BOROUGH COUNCIL
- LEEDS CITY COUNCIL
- CITY OF WAKEFIELD METROPOLITAN DISTRICT COUNCIL

Local Transport Authority (LTA) – West Yorkshire Combined Authority

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.

Reliability - the number of services run as opposed to the number of services scheduled

Traffic Signal - any device manually, electrically or mechanically operated for the regulation of traffic;

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

## Signatory Page

Signed for and on behalf of:

- (1) **WEST YORKSHIRE COMBINED AUTHORITY** of Wellington House, 40-50 Wellington Street, Leeds, West Yorkshire, England, LS1 2DE (“Combined Authority)

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

- (2) **CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL** of Britannia House, Hall Ings, Bradford, West Yorkshire, England, BD1 1HX

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

- (3) **BOROUGH COUNCIL OF CALDERDALE** of Town Hall, Crossley Street, Halifax, West Yorkshire, England, HX1 1UJ

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

- (4) **KIRKLEES COUNCIL** of Town Hall, Ramsden Street, Huddersfield, West Yorkshire, England, HD1 2TA

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

- (5) **LEEDS CITY COUNCIL** of Civic Hall, Calverley Street, Leeds, West Yorkshire, England, LS1 1UR.

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

- (6) **CITY OF WAKEFIELD METROPOLITAN DISTRICT COUNCIL** of Wakefield One, Wakefield, West Yorkshire, England, WF1 2EB.

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

## Find out more

[westyorks-ca.gov.uk](http://westyorks-ca.gov.uk)

**West Yorkshire Combined Authority**

Wellington House

40-50 Wellington Street

Leeds

LS1 2DE

All information correct at time of writing