

Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP

Telephone 01572 722577 Email: governance@rutland.gov.uk

Meeting: CABINET

Date and Time: Tuesday, 15 February 2022 at 10.00 am

Venue: Via zoom - <https://us06web.zoom.us/j/96663983965>

Governance Officer to contact: Tom Delaney 01572 720993
email: governance@rutland.gov.uk

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at www.rutland.gov.uk/my-council/have-your-say/

A G E N D A

1) APOLOGIES FOR ABSENCE

2) ANNOUNCEMENTS FROM THE CHAIRMAN AND/OR HEAD OF THE PAID SERVICE

3) DECLARATIONS OF INTEREST

In accordance with the Regulations, Members are required to declare any personal or prejudicial interests they may have and the nature of those interests in respect of items on this Agenda and/or indicate if Section 106 of the Local Government Finance Act 1992 applies to them.

4) RECORD OF DECISIONS

To confirm the Record of Decisions made at the meeting of the Cabinet held on 18 January 2022.
(Pages 5 - 8)

5) ITEMS RAISED BY SCRUTINY

To receive items raised by members of scrutiny which have been submitted to the Leader and Chief Executive.

6) REVENUE AND CAPITAL BUDGET 2022/23

To receive Report No. 09/2022 from the Portfolio Holder for Finance, Governance and Performance, Change and Transformation.
(Report to Follow)

7) FEES AND CHARGES 2022/23

To receive Report No. 03/2022 from the Portfolio Holder for Finance, Governance and Performance, Change and Transformation.
(Pages 9 - 56)

8) QUARTER 3 FINANCE UPDATE

To receive Report No. 08/2022 from the Portfolio Holder for Finance, Governance and Performance, Change and Transformation.
(Pages 57 - 76)

9) SUSTAINABLE WARMTH FUNDING ALLOCATION AND AWARD

To receive Report No. 27/2022 from the Portfolio Holder for Communities, Environment and Climate Change.
(Pages 77 - 84)

10) GROUNDS MAINTENANCE AND FORESTRY PROCUREMENT

To receive Report No. 37/2022 from the Portfolio Holder for Communities, Environment and Climate Change.
(Pages 85 - 98)

11) PRIORITISED PROGRAMME FOR SPENDING OF COMMUTED SUMS FOR AFFORDABLE HOUSING

To receive Report No. 26/2022 from the Portfolio Holder for Planning, Highways and Transport, and the Portfolio Holder for Health, Wellbeing and Adult Care.
(Pages 99 - 104)

12) EXCLUSION OF THE PRESS AND PUBLIC

Cabinet is recommended to determine whether the public and press be excluded from the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972, as amended, and in accordance with the Access to Information provisions of Procedure Rule 239, as the following item of business is likely to involve the disclosure of exempt information as defined in Paragraph 2 of Part 1 of Schedule 12A of the Act.

Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).

13) HOME TO SCHOOL TRANSPORT CONTRACT AWARD

To receive Report No. 19/2022 from the Portfolio Holder for Planning, Highways and Transport.
(Pages 105 - 120)

14) BUS SERVICE IMPROVEMENT PLAN AND ENHANCED PARTNERSHIP

To receive Report No. 36/2022 from the Portfolio Holder for Planning, Highways and Transport.
(Pages 121 - 290)

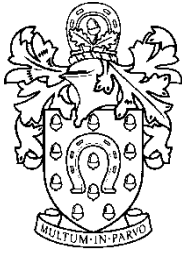
15) ANY ITEMS OF URGENT BUSINESS

To receive items of urgent business which have previously been notified to the person presiding.

---oOo---

MEMBERS OF THE CABINET: Councillor O Hemsley (Chair)
Councillor L Stephenson (Vice-Chair)
Councillor S Harvey
Councillor K Payne
Councillor I Razzell
Councillor D Wilby

This page is intentionally left blank



Rutland County Council

Catmose Oakham Rutland LE15 6HP

Telephone 01572 722577 Email: governance@rutland.gov.uk

Minutes of the **MEETING OF THE CABINET** held via Zoom on Tuesday, 18th January 2022 at 10.00 am

PRESENT: Councillor O Hemsley (Chair) Councillor L Stephenson (Deputy Chair)
Councillor S Harvey Councillor K Payne
Councillor I Razzell Councillor D Wilby

OFFICERS PRESENT: Mark Andrews Chief Executive
Sav Della Rocca Strategic Director for Resources
Penny Sharp Strategic Director for Places
John Morley Strategic Director for Adult Services and Health
Dawn Godfrey Strategic Director for Children's Services
Marie Rosenthal Monitoring Officer
Tom Delaney Governance Manager

1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

2 ANNOUNCEMENTS FROM THE CHAIRMAN AND/OR HEAD OF THE PAID SERVICE

Mark Andrews, Chief Executive and Head of Paid Service advised the Cabinet that Ofsted were visiting Rutland County Council this week undertaking a focus visit. The next Inspection would be due in around 12 months' time. The Chief Executive stated that the team had worked really hard in terms of improving service with the support of Members and wished them well.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 RECORD OF DECISIONS

The record of decisions made at the meeting of the Cabinet held on 21 December 2021 were **APPROVED**.

5 ITEMS RAISED BY SCRUTINY

There were no items raised by Scrutiny.

6 DRAFT REVENUE AND CAPITAL BUDGET 2022/23

Report No. 01/2022 was introduced by Councillor K Payne, Portfolio Holder for Finance, Governance and Performance, Change and Transformation.

The report presented the draft Revenue and Capital Budget for 2022/23. Councillor Payne highlighted various key points:

- The Council received a one-year settlement from the Government which gave it more funding than expected.
- This time last year the Council was projecting a deficit in 22/23 of over £2m.
- With additional funding, savings and proposed Council tax increase of 4.99%, the Council would be drawing on less than £100k of reserves to balance the budget.
- One of the key challenges in setting the budget had been the rising cost of services.
- Rutland received £331 less funding per household from the Government than other unitary councils. This factor was one of the key reasons why the draft budget included a proposal to increase council tax by 4.99%.
- The Council intended to use its remaining Government Hardship fund to provide further Council Tax discounts to reduce council tax bills for those on the lowest incomes.
- The Council was projecting a funding shortfall of in excess of £2m in 23/24.
- The Leader and Deputy Leader were working closely with our MP Alicia Kearns to lobby numerous Government ministers to achieve a fairer deal for Rutland residents.

A three week consultation on the budget would be undertaken and that Members were aiming to engage residents directly in Oakham and Uppingham market places over the coming weeks. Following this the final budget would come to Cabinet in February before final approval by Council the same month.

Members thanked Councillor Payne and the finance team for the report and its contents. Councillor L Stephenson stated that it was important for the public to engage with the consultation.

RESOLVED

In consultation with the Cabinet, Councillor K Payne, Portfolio Holder for Finance, Governance and Performance, Change and Transformation:

1) **APPROVED** for consultation:

- The General Fund Budget for 2022/23 of £42.345m.
- An increase in Council Tax of 4.99% including 3% for the Adult Social Care precept resulting in a Band D charge of £1,917.36
- Use of the remaining Government hardship fund to provide further council tax discounts to the most vulnerable residents.
- Authority for the Chief Executive and s151 Officer in consultation with the Portfolio Holder for Finance to continue discussions with cost reduction consultants and spend up to £100k on a viable project.
- The questions set out in Appendix 8.

- Additions/deletions to the capital programme as per 12.1.2
- Changes to earmarked reserves as per 9.2.3

2) **NOTED:**

- That the funding position may change when the NNDR (business rates) tax base and local government finance settlement is finalised.
- That additional revenue or capital expenditure may be incurred in 2022/23 funded through 2021/22 budget under spends to be carried forward via earmarked reserves. The use of reserves for budget carry forwards is not currently shown in the budget but will have no impact on the General Fund.
- The estimated surplus of £186k on the Collection Fund as at 31 March 2022 of which £159k is the Rutland share.
- That Council will be considering the Treasury Management Strategy and Capital Investment Strategy separately.
- The position on the Dedicated Schools Grant budget.

7 TREASURY MANAGEMENT STRATEGY AND CAPITAL INVESTMENT STRATEGY 2022/23

Report No. 02/2022 was introduced by Councillor K Payne, Portfolio Holder for Finance, Governance and Performance, Change and Transformation.

The report presented the Treasury Management Strategy and Capital Investment Strategy for recommending Council to approve in February. It was highlighted that the Chartered Institute of Public Finance and Accountancy were consulting on new versions of the Prudential Code and Treasury Management Code, but many of the expected new provisions were already undertaken by the Council in the proposed and previous Strategies. It was also noted that the Council did not intend to borrow to make commercial investments.

Cllr Payne explained that the Council would look to develop a longer term (10 year) capital plan over the next year. Members welcomed the intention to produce a longer term plan and thanked officers for their hard work in producing the Strategies.

RESOLVED

In consultation with the Cabinet, Councillor K Payne, Portfolio Holder for Finance, Governance and Performance, Change and Transformation:

Recommended to Council to **APPROVE:**

- 1) The Treasury Management Strategy in Appendix 1 including the Investment Strategy, Borrowing strategy, Minimum Revenue Provision statement and Capital Expenditure Prudential indicators.
- 2) The Capital Investment Strategy in Appendix 2.

8 SEND RECOVERY PLAN UPDATE

Report No. 07/2022 was introduced by Councillor D Wilby, Portfolio Holder for Education and Children's Services. The purpose of the report was to provide an update on a number of projects being undertaken in relation to support all children and young people with Special Educational Needs and or Disabilities (SEND) via the SEND Recovery Plan. The report also set out a number of deficits in relation to the Dedicated Schools Grant and the High Needs Budget and the actions underway to address these.

Councillor Wilby commended the Rutland SEND staff for the amount of work that had been put in to try and make Rutland as inclusive as possible for all the children and the attitude and help given by the schools.

RESOLVED

In consultation with the Cabinet, Councillor D Wilby, Portfolio Holder for Education and Children's Services:

- 1) **NOTED** the update, the emerging impact of the Special Educational Needs and Disabilities (SEND), Recovery Plan group of projects.
- 2) **ENDORSED** the actions planned to continue to address the High Needs Budget deficit.

9 ANY ITEMS OF URGENT BUSINESS

There were no items of urgent business.

---oOo---

The Chair declared the meeting closed at 10:21am.

---oOo---

CABINET

15 February 2022

FEES AND CHARGES 2022/23

Report of the Portfolio Holder for Finance, Governance and Performance, Change and Transformation

Strategic Aim:	All	
Key Decision: Yes	Forward Plan Reference: FP/100920	
Exempt Information	No	
Cabinet Member(s) Responsible:	Cllr Karen Payne, Portfolio Holder for Finance, Governance and Performance, Change and Transformation	
Contact Officer(s):	Saverio Della Rocca, Strategic Director for Resources (s.151 Officer)	01572 758159 sdrocca@rutland.gov.uk
Ward Councillors	Not Applicable	

DECISION RECOMMENDATIONS

That Cabinet recommends to Council:

1. To approve the level of fees and charges for 2022/23 as set out in Appendices 1-4 except for taxi and private hire vehicle licenses.
2. To approve new fees for:
 - Learning Disability Day Centre Places (para 3.5),
 - Highways Vehicle Access Permits (para 4.5), and s278 agreement minimum fee (para 4.3),
 - Parking of solo motorcycles, Blue Badge over 3 hours, permits for residents in zone A and U3A permits for visitors of residents in zones C, E & V, and permits for carers (paras 4.17 and 4.20),
 - Coach Parking at Kilburn Road (para 4.18),
 - New parking services delivery, collection and photocopying of permits/season tickets, (para 4.21)
 - Installation of Advisory Blue Badge bays on street (para 4.22),

- S106 monitoring fees (para 4.23) and exceptional review of Community Infrastructure Levy (para 4.24),
- Museum and Castle full day hire and exclusive hire of the Castle for ceremonies (paras 4.10 and 4.11)
- Registrars diary amendments and bookings (para 4.13).

3. To note that taxi and private hire vehicle licenses fees will be subject to change based on the outcome of forthcoming consultation through a public notice procedure and be brought back for approval following that consultation.

1 PURPOSE OF THE REPORT

1.1 This report sets out the proposals for fees and charges for services provided by the Council for the financial year 2022/23.

2 BACKGROUND

2.1 Fees and charges represent a significant source of finance for the Council. The Council receives approximately £4 million from fees and charges each year. It is important that fees and charges are set at an appropriate level to maximise income to the Council.

2.2 The Council provides a wide range of services for which fees and charges can be made. Some of these fees and charges are set at a statutory level such as planning application fees and environmental protection fees (nationally Set Fees). Other fees are discretionary, and the Council has the power to recover costs in such cases. Examples include bulky waste collection and room hire charges.

2.3 The majority of the Nationally Set Fees in Appendix 2 have not yet been confirmed by Government. The Council will charge fees for these services as dictated by legislation.

2.4 Fees and charges are reviewed annually as part of the budget and council tax setting process. Fees and charges need to be approved to be effective from April 2022. In reviewing the level of fees for 2022/23, various approaches have been adopted:

- Across all Fees and Charges inflation has been used at 5% for 2 main reasons:
 - a) For services where costs are primarily staff time based, the Council bases increase in charges on staff cost inflation. With a pay award pending for 2021/22 (1.75%) and potential pay award for 2022/23 plus the 1.25% Social Care Levy,
 - b) 12-month CPI rate to October 2021 is 4.2% and RPI 6%, the Council is using a midpoint figure of 5% unless there is business case to do something different.
- It has been recognised in some cases that charges needed refining as some services charging a single fee does not recognise that certain cases carry greater costs than others. For this reason, some fees have now been split.

- There are a small number of fees where no increase is proposed. Typically, this is either because there has been a recent increase or where increases may negatively impact income yield; and
- In some areas, fees have been increased in line with those charged by neighbouring Councils or to cover costs associated with related service delivery.

2.5 Sections 3 to 5 of this report highlight the key issues for each Directorate and the rationale for the proposals.

3 PEOPLE DIRECTORATE PROPOSALS

3.1 A detailed schedule of all fees and charges is provided at Appendix 1. The rationale for the proposals for each service area are set out below. There are currently no fees and charges within Children's Social Care.

Adult Social Care Charges

3.2 The way in which the Day Opportunities Service for adults with learning disabilities (including autism) is operated has changed. The overarching aim for those accessing this service is to promote independence, support health and well-being and prevent social isolation, loneliness, and deterioration. This will be achieved by delivering a personalised and flexible approach to providing meaningful day opportunities for each individual person and offered over 7 days a week as required through provision of a building base, and community-based activities. To achieve this the service will be provided in 3-hour blocks throughout 7 days a week, during the day and in evenings. Previously the service was only provided Monday - Friday and between 9am – 3pm.

3.3 As a result of this, and taking into account the users of the service, the existing charges have been reviewed. With effect from 2022/23 the charges will reflect service provision in 3-hour blocks and comprise 3 levels of service depending upon the requirements of each individual service user.

3.4 The other charges for service users in adult social care are for Deferred Payment Agreements (DPAs). DPAs are a form of loan for homeowners who move into residential care, enabling them to defer some of the costs of care which are then recovered from their estate or the sale of their property. The DPA fees relate to arrangement fees plus third-party charges and the charging of interest at the government rate on deferred payments. It is proposed that the DPA arrangement fee for 2022/23 be increased by pay inflation of 5% from £524 to £550, plus third-party charges.

3.5 Interest charged on Deferred Payments is set at the interest rate set by Government and is to be adjusted when interest rate changes are notified. This is now reviewed every 6 months on 1 January and July. The current interest rate is 0.75% as at the 1 July 2021.

Learning and Skills – School Improvement Service

3.6 Services available to schools and charges for school improvement depend upon two factors:

- the category of the school identified through risk assessment shared with the school
- the status of each individual school i.e., is the school maintained or Academy/ Free School. Independent schools have a further, higher charging scale.

3.7 The charging structures for schools have been reviewed and increased in line with pay inflation.

3.8 The Council has changed the way some High Needs services have been delivered as part of the Dedicated Schools Grant (DSG) Recovery Plan. This has resulted in 2 areas of fees becoming obsolete and have been removed. The Inclusion Officer fees are now covered by High Needs Funding and Educational Inclusion Partnership, and Learning and Skills no longer offer services for Specialist School Improvements.

4 PLACES DIRECTORATE PROPOSALS

4.1 Fees which are set nationally are set out in **Appendix 2**. Locally set fees are set out in **Appendix 3**.

4.2 Many of services in the Places Directorate are provided by Peterborough City Council (PCC) on behalf of Rutland. Where fees are charged to cover costs then the Council has received assurances from PCC that this is the case.

Highways

4.3 A minimum fee is to be imposed on Section 278 agreements of £3,500. A section 278 agreement (or s278) allows developers to enter into a legal agreement with the council (in our capacity as the Highway Authority) to make permanent alterations or improvements to a public highway, as part of a planning approval. There has previously been no minimum charge for an agreement fee, which can lead to small but complex and problematic S278's having exceptionally small fees, insufficient to cover the level of work required for technical vetting and inspections.

4.4 In addition, a change to the agreement fee band is proposed to charge 11% up to £500,000, (currently 11% up to £100k) then maintaining the 5% above this figure plus legal fees.

4.5 A new £500 fee is proposed for Section 184 vehicle crossing application and permit covering more than 2 properties and commercial properties. This permit is for a vehicle crossover, sometimes referred to as a dropped kerb. It is the way you access your property with a car or a commercial vehicle. The kerbs are dropped from their normal height and the footway or verge is strengthened. Each site must be assessed against current highway standards and existing conditions in the local area. Although the location of a vehicle crossover may seem safe factors will be considered such as road aesthetics, local amenities, parking and intended purpose. All vehicle crossing applications were previously covered by the one fee now classed as domestic for up to 2 properties.

Taxis

4.6 There is currently a standard fee in place for taxi operators licenses based on a 5-year licence but irrespective of the number of vehicles operated. This has been

increased by 5%, but the fee and fee structure will be subject to change based on the outcome of a forthcoming consultation exercise in the new year and be brought back for approval following that consultation.

- 4.7 The Taxi license fee was due to be consulted in in 2021/22, however due to the pandemic the Council was not able to undertake the consultation and therefore unable to implement a new fee structure for this area.

Waste Management

- 4.8 Appendix 3 includes the Green Waste charges for online applications increased by £5 to £45 for 2022/23 with a charge of £48 for all other applications e.g., phone applications as agreed by Council on 18 May (Report No: 64/2021).
- 4.9 Waste collection and disposal fees have been increased by 5% in line with inflation. A £3 surcharge will be added to Bulky Waste collections where they are not booked online.

Museum

- 4.10 A new charge of £330 is proposed for a full day hire of the Museum or Great Hall at the Castle which covers normal opening hours of 10am to 4pm. Outside of these hours out of hours rates would apply.
- 4.11 A new charge of £1,200 is proposed for full day exclusive hire of the Castle for ceremonies.
- 4.12 For bookings cancelled with less than one month's notice it is proposed that the full booking fee is charged rather than the non-refundable deposit of £75.
- 4.13 In addition to the above there are 3 new fees proposed for diary amendments to an approved premise or decommissioned room ceremony. These are amendment within 6 weeks of ceremony £100, Proof of Life Declaration £20 to cover staff time and costs, and postage package and handling costs £2.

Development Control and Land Charges

- 4.14 Development control fees are set nationally.
- 4.15 Land charges and planning preliminary advice fees have increased by 5% in line with inflation.

Parking

- 4.16 Parking fees have been increased by 10% as the parking tariffs were last changed in April 2019 including a free 30-minute tariff to support town centre shopping. Parking income had dropped significantly in 2020/21 due to Covid-19 restrictions but is gradually returning to pre-pandemic levels. The Q2 forecast income was £532k compared to £156k 2021/22 (£566k in 2018/19 and £576k in 2019/20). Any changes to tariffs will incur expenditure on changes to signage, reprogramming machines and pay by phone fees.
- 4.17 There is currently no charge for Blue Badge holders and motorcycles. It is proposed that motorcycles will be charged as per the car parking tariff and blue badge holders

free parking is for the first 3 hours then charged at per the car parking tariff.

- 4.18 A new fee is proposed for parking at Kilburn Road Coach Park, £5.10 per bay per day (currently no charge).
- 4.19 Parking season tickets removed from mobiles as generally not used. There is still the ability to purchase season tickets through the Season Ticket Application Process on the Councils website.
- 4.20 New charges of £20 are proposed in respect of Residents in zones not previously charged and £20 for Carers permits to cover costs of administration.
- 4.21 A new service is to be offered to residents to deliver and collect permits and season tickets by hand (£2.50) and photocopying/scanning required per (A4) side £0.50 in relation to the season tickets/permits.
- 4.22 An Advisory Blue Badge Bay charge of £255 is proposed to cover the costs of administering and installation.

S106 Monitoring Fees

- 4.23 S106 monitoring fees are proposed ranging from £150 for a single dwelling to £3,000 for 50 plus dwellings based on average hours to taken to complete the monitoring process.
- 4.24 An Exceptional Circumstances Review fee of £150 is also proposed for Community Infrastructure Levy. Charging authorities may offer relief from the levy in exceptional circumstances where a person responsible for a specific scheme cannot afford to pay the levy. This fee will cover any requested review.

5 RESOURCES DIRECTORATE PROPOSALS

- 5.1 A detailed schedule of all fees and charges is provided at Appendix 4. Inflation at 5% has been applied, other than the Blue Badge Scheme and DBS checks where there are no proposed changes to the 2022/23 fees and charges.

Reprographics Services

- 5.2 The Council is permitted to make a charge for ad-hoc copying of information subject to the Local Government (Access to Information) Act 1985 and for information requested under the Freedom of Information Act 2000. This legislation allows the Council to recover reasonable costs in respect of providing the documentation. This includes direct material costs plus overheads.
- 5.3 The price per copy has been increased from £0.10 to £0.15 per copy as the fee was last changed in 2018/19.

Legal services

- 5.4 Charges for the provision of certain legal services under a fee structure are common practice across all areas of Local Government. Developers are required to pay the legal costs associated with s106 agreements, s38 agreements and s278 agreements. This fee income is administered by Peterborough Legal under the Council's shared service agreement. Legal fees for planning and highways

agreements have been increased by inflation to £190 per hour, and there is no change to the minimum fee equating to 4 hours work which with inflation is now £760. Time recording accurately records the time spent on each individual matter to ensure the developer is charged appropriately.

- 5.5 The Council's hourly rate applied in relation to any matters that require legal advice and can be recharged to customers has increased by inflation to £90.

Elections & Referendums – Charges to Parishes

- 5.6 The representation of the People Act 1983, Section 36 (4) requires the Council to cover all expenditure incurred by the Returning Officer in the holding of an election (or the Counting Office in the holding of a referendum). The fees for conducting Parliamentary, and European Parliamentary and Police and Crime Commissioner elections are regulated by the Returning Officers' Fees and Charges Orders made by the Government.

- 5.7 The Act allows the Council to recharge the costs of elections and referendums to parish councils. The Council works collaboratively with other authorities across Leicestershire to agree consistent fees.

- 5.8 The Council recharge Parishes for Parish Elections based on the actual amount incurred and this process will continue.

Disclosure and Barring Service (DBS) Checks

- 5.9 The HR Service acts as the 'administrator' for processing DBS Applications for:

- Employees and volunteers engaged by the Council
- Organisations who have some 'affiliation' to the Council or its services and provide voluntary services
- Fostering/Adoption service

- 5.10 An administration fee for undertaking these checks is charged, as permitted under section 93 of the Local Government Act 2003. This is not a statutory service – RCC and other organisations are able to secure the service from another Registered Body. We process approximately 60 applications per year for voluntary organisations.

- 5.11 We have developed an on-line application process. Taking into account the time involved in processing the application, the fee was set at £10 and there is no reason to change this at this time.

Blue Badges

- 5.12 Charges levied for Blue Badges (disabled parking permits) will remain at £10 per badge in line with the national Blue Badge Scheme, which allows for Local Authorities to charge successful applicants a maximum of £10.

6 CONSULTATION

- 6.1 This report was presented to the Scrutiny Committees during their budget meetings. There were no significant comments or queries raised.

- 6.2 Except for drivers' licences, the Council is required to consult upon the fees it intends to levy for taxi licences through a public notice procedure and as such these fees will be subject to change based on the outcome of a forthcoming consultation exercise.

7 ALTERNATIVE OPTIONS

- 7.1 The alternative options are to retain the current level of fees and charges or propose alternatives. To do so could have a negative impact on the Council's financial position and in some instances mean the actual costs of services provided are not recovered. Costs increase year on year and as such need to be reflected in this Policy.

8 FINANCIAL IMPLICATIONS

- 8.1 Income budgets are in many instances driven by demand and can be volatile. It is not always the case that an increase in charges will lead to increases in income received. There are two reasons for this: a) demand for the service may reduce, and b) additional income received helps address the underachievement of income targets rather than generate new income above existing budgets. For this reason, even where fees and charges are increased, income budgets are not always amended, and this is the case this year.

9 LEGAL AND GOVERNANCE CONSIDERATIONS

- 9.1 The annual review of fees and charges is an integral part of the budget and Council Tax Setting process. The approved fees and charges will form part of the overall budget presented to full Council for approval in February.
- 9.2 The majority of the Council's statutory services, Building Control being a key exception, are funded directly from the Council's other main sources of revenue, i.e. government grants and local taxation. Income received by Rutland from fees and charges is generated by both statutory and discretionary services. Where fees and charges apply to statutory services these are often set nationally, for example, some planning and licensing fees.
- 9.3 Under the Localism Act 2011 there is a general power of competence which explicitly gives Councils the power to do anything that an individual can do which is not prohibited by other legislation. This activity can include charging (i.e. to recover the costs of providing a discretionary service which the person has agreed to) or can be undertaken for a commercial purpose (i.e. to generate efficiencies, surpluses and profits) through a special purpose trading company.
- 9.4 The 2003 Act empowers councils to charge for any discretionary services (i.e. services councils have the power to provide but do not have a duty to provide by law) on a cost recovery basis. Statutory guidance published in 2003 outlines how costs and charges should be established, and that guidance remains in force (see: 'General Power for Best Value Authorities to Charge for Discretionary Services', ODPM, 2003). The Council must have regard to the guidance when charging for discretionary services under the 2003 Act. The 2003 Act also enables Councils to trade in activities related to their functions on a commercial basis with a view to profit through a company. Rutland does not undertake such activity.

10 DATA PROTECTION IMPLICATIONS

10.1 A Data Protection Impact Assessment (DPIA) has not been completed because there are no service, policy or organisational changes being proposed.

11 EQUALITY IMPACT ASSESSMENT

11.1 Two Equality Impact Screening Assessments have been undertaken as follows:

11.1.1 An Equality Impact Assessment Screening (EIAS) Report has also been completed for the general increases as set out in para 2.4. Implementing the fees and charges proposed does not have any impact on how the authority complies with its duties it is deemed that there is no potential discriminatory impact, and no further assessment is required.

11.1.2 Due to the change in the way the service is charged for a second EIAS Report has been completed for the changes set out in para 3.4 - 3.5 relating to the Day Opportunities Service for adults with learning disabilities. No potential discriminatory impact has been identified and no further assessment is therefore required.

12 COMMUNITY SAFETY IMPLICATIONS

12.1 There are no community safety implications arising from this report.

13 HEALTH AND WELLBEING IMPLICATIONS

13.1 There are no health and wellbeing implications arising from this report.

14 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

14.1 The annual review of fees and charges is an integral part of the budget and council tax setting process and is also to ensure the Council is compliant with legislative guidance. It is therefore recommended that Cabinet approve the proposals set out in the document.

15 BACKGROUND PAPERS

15.1 There are no additional background papers to the report

16 APPENDICES

16.1 Appendix 1 – People Directorate proposed fees and charges 2022/23

16.2 Appendix 2 – Places Directorate nationally set fees and charges 2022/23

16.3 Appendix 3 – Places Directorate locally set fees and charges 2022/23

16.4 Appendix 4 – Resources Directorate proposed fees and charges 2022/23

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

This page is intentionally left blank

People Fees and Charges 2022/23

Item	2021/22	2022/23 Proposal	Additional information 2022/23
Adult Social Care			
Deferred Payment Agreements (DPAs)			
DPA setup and management fee	£ 524.00	£ 550.00	Increase inline with Inflation (5%)
Interest on deferred payments	1.05%	0.75%	The Government sets the maximum interest rate; which can change every 6 months. The rate for 1/7/2021 - 31/12/2021 is quoted for 2022/23). The actual rate charged will be aligned to the latest published rate.
Learning Disability Day Centre Places - charges to third parties			
Level 1	£ 50.50	N/A	The service is no longer provided on a daily rate. Changes to the service provision was approved by Cabinet Report 35/2021. See new charges below.
Level 2 (standard)	£ 70.70	N/A	
Level 3 (1:1 / complex support), daily rate	£ 90.60	N/A	
Level 1 (1:2 support)	N/A	£ 61.70	The service will be provided in 3-hour blocks throughout 7 days a week, during the day and in the evenings. The charges are for a single 3 hour block. Changes to the service were approved by Cabinet Report 35/2021 dated 16 February 2021 and went to Full Council on 9 March 2021.
Level 2 (standard 1:1 support)	N/A	£ 97.90	
Level 3 (2:1 / complex support)	N/A	£ 150.50	

People Fees and Charges 2022/23

Item	2021/22	2022/23 Proposal	Additional information 2022/23	
School Improvement, Inclusion and Support Charges				
All the school charges below run in academic years so increases commence 1 September 2022				
Moderation of year 2 and year 6 statutory assessments	£ 434	£ 455		
Admissions (Support, Ranking and Distance Measurements)				
Three Support Packages				
Level 1				
Ranking (per hour) - Based on number of applications received for the school	£ 38	£ 40	Fees for 2021-2022 admissions rounds have been set as agreed by Schools Forum, and schools invoiced. Potential for 5% MTFP inflationary increases and CPI increase for 2022 - 2023 to be agreed through Schools Forum June 2022.	
Advice and Support (fixed fee)	£ 51	£ 54		
Distance Measurement Primary Schools (fixed fee)	£ 62	£ 65		
Distance Measurement Secondary Schools (fixed fee)	£ 87	£ 91		
Level 2				
Advice and Support (fixed fee)	£ 51	£ 54		
Distance Measurement Primary Schools (fixed fee)	£ 62	£ 65		
Distance Measurement Secondary Schools (fixed fee)	£ 87	£ 91		
Level 3				
Advice and Support (fixed fee)	£ 77	£ 81		
Educational psychologist (non statutory element)				
Per hour	£ 128	£ 100	Revised structure where the amount charged currently depends on the amount of time bought by the school or commissioner e.g. the greater the amount purchased, the lower the price. 5% MTFP inflationary increases and CPI.	
Per half day	£ 373	£ 374		
Per day	£ 613	£ 748		
Bespoke training for SEN				
Per hour	£ 128	£ 134	5% MTFP inflationary increases and CPI	
Per half day	£ 373	£ 392		
Per day	£ 613	£ 644		

Fees and Charges 2022/23

Item	2021/22	2022/23	Additional information 2022/23
Development Control Planning Application Fees			
Planning Application Fees - Apply from 17 January 2018 onwards. Based upon The Town and Country Planning Regulations 2012 (as amended) - Please see link.			Apply for Planning Permission Rutland County Council
Environmental Services			
EPA - annual subsistence charge (low risk)	£ 749	£ 749	Nationally set. Add £35 if paid quarterly.
EPA - annual subsistence charge (medium risk)	£ 1,125	£ 1,125	Nationally set. Add £35 if paid quarterly.
EPA - reduce fee activities (dry cleaners, petrol vapour recovery, waste oil burners)	£ 77	£ 77	Nationally set
EPA - odourising of natural gas	£ 378	£ 378	Nationally set
Explosives - (licence to store) new application (separation greater than 0 metres) 1 year	£ 185	£ 185	Nationally set - The Explosives Regulations 2014 - Regulation 13
Explosives - (licence to store) new application (separation greater than 0 metres) 2 year	£ 243	£ 243	Nationally set - The Explosives Regulations 2014 - Regulation 13
Explosives - (licence to store) new application (separation greater than 0 metres) 3 year	£ 304	£ 304	Nationally set - The Explosives Regulations 2014 - Regulation 13
Explosives - (licence to store) new application (separation greater than 0 metres) 4 year	£ 374	£ 374	Nationally set - The Explosives Regulations 2014 - Regulation 13
Explosives - (licence to store) new application (separation greater than 0 metres) 5 year	£ 423	£ 423	Nationally set - The Explosives Regulations 2014 - Regulation 13
Explosives - (licence to store) new application (no minimum separation distance) 1 year	£ 109	£ 109	Nationally set - The Explosives Regulations 2014 - Regulation 13
Explosives - (licence to store) new application (no minimum separation distance) 2 year	£ 141	£ 141	Nationally set - The Explosives Regulations 2014 - Regulation 13
Explosives - (licence to store) new application (no minimum separation distance) 3 year	£ 173	£ 173	Nationally set - The Explosives Regulations 2014 - Regulation 13
Explosives - (licence to store) new application (no minimum separation distance) 4 year	£ 206	£ 206	Nationally set - The Explosives Regulations 2014 - Regulation 13
Explosives - (licence to store) new application (no minimum separation distance) 5 year	£ 238	£ 238	Nationally set - The Explosives Regulations 2014 - Regulation 13
Explosives - (licence to store) new application (separation greater than 0 metres) 1 year	£ 86	£ 86	Nationally set - The Explosives Regulations 2014 - Regulation 13
Explosives - (licence to store) new application (separation greater than 0 metres) 2 year	£ 147	£ 147	Nationally set - The Explosives Regulations 2014 - Regulation 13
Explosives - (licence to store) new application (separation greater than 0 metres) 3 year	£ 206	£ 206	Nationally set - The Explosives Regulations 2014 - Regulation 13
Explosives - (licence to store) new application (separation greater than 0 metres) 4 year	£ 266	£ 266	Nationally set - The Explosives Regulations 2014 - Regulation 13
Explosives - (licence to store) new application (separation greater than 0 metres) 5 year	£ 326	£ 326	Nationally set - The Explosives Regulations 2014 - Regulation 13
Explosives - (licence to store) renewal of application (no minimum separation distance) 1 year	£ 54	£ 54	Nationally set - The Explosives Regulations 2014 - Regulation 13
Explosives - (licence to store) renewal of application (no minimum separation distance) 2 year	£ 86	£ 86	Nationally set - The Explosives Regulations 2014 - Regulation 13
Explosives - (licence to store) renewal of application (no minimum separation distance) 3 year	£ 120	£ 120	Nationally set - The Explosives Regulations 2014 - Regulation 13
Explosives - (licence to store) renewal of application (no minimum separation distance) 4 year	£ 152	£ 152	Nationally set - The Explosives Regulations 2014 - Regulation 13
Explosives - (licence to store) renewal of application (no minimum separation distance) 5 year	£ 185	£ 185	Nationally set - The Explosives Regulations 2014 - Regulation 13

Fees and Charges 2022/23

Item	2021/22	2022/23	Additional information 2022/23
Explosives - (licence to store) transfer/variation/replacement	£ 36	£ 36	Nationally set - The Explosives Regulations 2014 - Regulations 16 and 17
Gambling - Gambling Act Permits Family Entertainment Centres (Application fee)	£ 300	£ 300	Nationally set
Gambling - Gambling Act Permits Family Entertainment Centres (Renewal fee)	£ 300	£ 300	Nationally set
Gambling - Gambling Act Permits Family Entertainment Centres (Change of name)	£ 25	£ 25	Nationally set
Gambling - Gambling Act Permits Family Entertainment Centres (Copy of permit)	£ 15	£ 15	Nationally set
Gambling - Gambling Act Permits Prize Gaming (Application fee)	£ 300	£ 300	Nationally set
Gambling - Gambling Act Permits Prize Gaming (Renewal fee)	£ 300	£ 300	Nationally set
Gambling - Gambling Act Permits Prize Gaming (Change of name)	£ 25	£ 25	Nationally set
Gambling - Gambling Act Permits Prize Gaming (Copy of Permit)	£ 15	£ 15	Nationally set
Gambling - Gambling Act Permits Notification of two machines (Application fee)	£ 50	£ 50	Nationally set
Gambling - Gambling Act Permits ALGMP (Application fee)	£ 150	£ 150	Nationally set
Gambling - Gambling Act Permits ALGMP (Annual fee)	£ 50	£ 50	Nationally set
Gambling - Gambling Act Permits ALGMP (Change of name)	£ 25	£ 25	Nationally set
Gambling - Gambling Act Permits ALGMP (Copy of permit)	£ 15	£ 15	Nationally set
Gambling - Gambling Act Permits ALGMP (Variation fee)	£ 100	£ 100	Nationally set
Gambling - Gambling Act Permits ALGMP (Transfer)	£ 25	£ 25	Nationally set
Gambling - Gambling Act Permits Club Gaming and Machine (Application fee)	£ 200	£ 200	Nationally set
Gambling - Gambling Act Permits Club Gaming and Machine (Annual fee)	£ 50	£ 50	Nationally set
Gambling - Gambling Act Permits Club Gaming and Machine (Renewal fee)	£ 200	£ 200	Nationally set
Gambling - Gambling Act Permits Club Gaming and Machine (Variation fee)	£ 100	£ 100	Nationally set
Gambling - Gambling Act Permits Club Gaming and Machine (Copy of permit)	£ 15	£ 15	Nationally set
Gambling - lottery (new application)	£ 40	£ 40	Nationally set
Gambling - lottery (renewals)	£ 20	£ 20	Nationally set
Licensing - Licensing Act Annual Premises Licence Fee (based on rateable value of premises) - A	£ 70	£ 70	Nationally set
Licensing - Licensing Act Annual Premises Licence Fee (based on rateable value of premises) - B	£ 180	£ 180	Nationally set
Licensing - Licensing Act Annual Premises Licence Fee (based on rateable value of premises) - C	£ 295	£ 295	Nationally set
Licensing - Licensing Act Annual Premises Licence Fee (based on rateable value of premises) - D	£ 320	£ 320	Nationally set

Fees and Charges 2022/23

Item	2021/22	2022/23	Additional information 2022/23
Licensing - Licensing Act Annual Premises Licence Fee (based on rateable value of premises) - E	£ 350	£ 350	Nationally set
Licensing - Licensing Act Annual Club Premises Certificate (based on rateable value of premises) - A	£ 70	£ 70	Nationally set
Licensing - Licensing Act Annual Club Premises Certificate (based on rateable value of premises) - B	£ 180	£ 180	Nationally set
Licensing - Licensing Act Annual Club Premises Certificate (based on rateable value of premises) - C	£ 295	£ 295	Nationally set
Licensing - Licensing Act Annual Club Premises Certificate (based on rateable value of premises) - D	£ 320	£ 320	Nationally set
Licensing - Licensing Act Annual Club Premises Certificate (based on rateable value of premises) - E	£ 350	£ 350	Nationally set
Licensing - Licensing Act Temporary Event Notice	£ 21	£ 21	Nationally set
Licensing - Licensing Act Personal Licence	£ 37	£ 37	Nationally set
Licensing - Licensing Act Premises licence Transfer	£ 23	£ 23	Nationally set
Licensing - Licensing Act Premises Licence Variation of DPS	£ 23	£ 23	Nationally set
Licensing - Licensing Act Premises Licence Minor Variation	£ 89	£ 89	Nationally set
Licensing - Licensing Act Premises Licence Notification of Interest	£ 21	£ 21	Nationally set
Licensing - Licensing Act Premises Licence Interim Authority Notice	£ 23	£ 23	Nationally set
Licensing - Licensing Act Premises/Club Copy of Licence	£ 11	£ 11	Nationally set
Licensing - Licensing Act Premises/Club Notification of change	£ 11	£ 11	Nationally set
Taxis - vehicle plate deposit	£ 20	£ 20	Nationally set
Petroleum - Licence to keep petroleum spirit (of a quantity not exceeding 2,500 litres)	£ 43	£ 43	Nationally set
Petroleum - Licence to keep petroleum spirit (of a quantity exceeding 2,500 litres but not exceeding 50,000 litres)	£ 59	£ 59	Nationally set
Petroleum - Licence to keep petroleum spirit (of a quantity exceeding 50,000 litres)	£ 123	£ 123	Nationally set
Petroleum - transfer of petroleum fee	£ 8	£ 8	Nationally set
Petroleum - Driver controlled licence (initial fee)	£ 205	£ 205	Nationally set
Petroleum - Driver controlled licence (transfer of petroleum fee)	£ 31	£ 31	Nationally set
Petroleum - Driver controlled licence (notices fee)	£ 5	£ 5	Nationally set
Dogs - dog recovery fee	£ 25	£ 25	Nationally set
Abandoned Vehicles - removal of vehicles equal to or less than 3.5 tonnes (vehicle on road, upright and not substantially damaged, or removal of any two-wheeled vehicle)	£ 150	£ 150	Nationally set
Abandoned Vehicles - removal of vehicles equal to or less than 3.5 tonnes, other than two-wheeled vehicles (vehicle on road but either not upright, substantially damaged or both)	£ 250	£ 250	Nationally set
Abandoned Vehicles - removal of vehicles equal to or less than 3.5 tonnes, other than two-wheeled vehicles (vehicle off road, upright and not substantially damaged)	£ 200	£ 200	Nationally set

Fees and Charges 2022/23

Item	2021/22	2022/23	Additional information 2022/23
Abandoned Vehicles - removal of vehicles equal to or less than 3.5 tonnes, other than two-wheeled vehicles (vehicle off road but either not upright, substantially damaged or both)	£ 300	£ 300	Nationally set
Abandoned Vehicles - storage of two-wheeled vehicles (per day)	£ 10	£ 10	Nationally set
Abandoned vehicles - storage of vehicles equal to or less than 3.5 tonnes, other than two-wheeled vehicles (per day)	£ 20	£ 20	Nationally set
Abandoned Vehicles - disposal of two-wheeled vehicles	£ 50	£ 50	Nationally set
Abandoned Vehicles - disposal of vehicles equal to or less than 3.5 tonnes, other than two-wheeled vehicles	£ 75	£ 75	Nationally set
Highways			
Inspection of works and reinstatement following:			
Charges in relation to works occupying the carriageway during period of overrun (Prescribed by legislation - New Roads and Street Works Act 1991)			
Traffic-sensitive street or protected street not in road category 2, 3 or 4. - First 3 days	£ 5,000	£ 5,000	Fixed National Rate (subject to National Change)
Amount (£) each subsequent day	£ 10,000	£ 10,000	Fixed National Rate (subject to National Change)
Other street not in road category 2, 3 or 4.	£ 2,500	£ 2,500	Fixed National Rate (subject to National Change)
Amount (£) each subsequent day	£ 2,500	£ 2,500	Fixed National Rate (subject to National Change)
Traffic-sensitive street or protected street in road category 2.	£ 3,000	£ 3,000	Fixed National Rate (subject to National Change)
Amount (£) each subsequent day	£ 8,000	£ 8,000	Fixed National Rate (subject to National Change)
Other street in road category 2.	£ 2,000	£ 2,000	Fixed National Rate (subject to National Change)
Amount (£) each subsequent day	£ 2,000	£ 2,000	Fixed National Rate (subject to National Change)
Traffic-sensitive street or protected street in road category 3 or 4.	£ 750	£ 750	Fixed National Rate (subject to National Change)
Amount (£) each subsequent day	£ 750	£ 750	Fixed National Rate (subject to National Change)
Other street in road category 3 or 4.	£ 250	£ 250	Fixed National Rate (subject to National Change)
Amount (£) each subsequent day	£ 750	£ 750	Fixed National Rate (subject to National Change)
NRSWA sample inspections	£ 50	£ 50	Fixed National Rate (subject to National Change)
Defect Inspection	£ 47.50	£ 47.50	Fixed National Rate (subject to National Change)
Third Party Defect	£ 68	£ 68	Fixed National Rate (subject to National Change)
Traffic Management Act 2004 (Section 41)			
Fixed Penalty Notice as prescribed in Traffic Management Act - Incorrect ETON Notices	£ 120	£ 120	Fixed National Rate
	£ 80	£ 80	If paid within 28 days
Section 74 Traffic Management Act 2004			
Fixed Penalty Notices	£ 120	£ 120	Fixed Fee. As per code of practice (set by central government/as revised by The Traffic Management Act)
Discounted rate	£ 80	£ 80	Fixed Fee. As per code of practice (set by central government/as revised by The Traffic Management Act)

Places Fees and Charges 2022/23			
Item	2021/22	2022/23	Additional information 2022/23
		Proposal	
Land Charges			
Inspection of documents filed in respect of each parcel of land	£ 3.50	£ 3.70	5% inflation applied
Official search (including issue of official certificate of search)			
(a) in any one part of the register	£ 13	£ 14	5% inflation applied
(b) in the whole of the register			
(i) where the requisition is made by electronic means	£ 24	£ 25	
(ii) in any other case	£ 24	£ 25	
(c) in addition, in respect of each parcel of land above one, where more than one parcel is included in the same requisition (whether the requisition is for a search in the whole or any part of the register)	£ 10	£ 11	
Office copy of any entry in the register (not including a copy or extract of any plan or document filed)			
Standard enquiries (CON29R).	£ 96	£ 101	5% inflation applied
Additional parcel of land	£ 21	£ 22	
Optional enquiry (CON 290)	£ 15	£ 16	
Additional typed enquiry	£ 38	£ 40	
Charges for landowner statements made under s15A of the			
	£ 228	£ 239	5% inflation applied
Deposit of a Statement and Map . Fee includes provision for a single site notice erected on an existing structure.	£ 257	£ 270	5% inflation applied
	£ 284	£ 298	5% inflation applied
	£ 311	£ 327	5% inflation applied
	£ 339	£ 356	5% inflation applied
Additional deposit notice (price per notice). Each application (fee) includes provision of a single notice. Deposits with multiple parcels of land will require additional notices	£ 28	£ 29	5% inflation applied
	£ 33	£ 35	5% inflation applied
	£ 45	£ 47	5% inflation applied
	£ 55	£ 58	5% inflation applied
	£ 72	£ 76	5% inflation applied
Additional fee for joint applications made under s31 Highways Act			
Charge added to fees described above	£ 27	£ 28	5% inflation applied
Declarations under s31 of the Highways Act made in respect of			
Charge in addition to fee for deposit	£ 100	£ 105	5% inflation applied
Village Greens corrective applications			
To remove buildings/land wrongly registered	£ 1,000	£ 1,050	5% inflation applied
Correction of a mistake made by the Commons Registration authority	No fee	No fee	Cannot charge for this

Places Fees and Charges 2022/23			
Item	2021/22	2022/23	Additional information 2022/23
		Proposal	
Development Control			
Copies of planning documents	As reprographics	As reprographics	charges
Copy Decision Notices (No charge for Parish Councils)	As reprographics	As reprographics	charges
Preliminary Planning Advice			
Commercial, minerals and waste, wind or solar installations			
0m ² to 99m ²	£ 153	£ 161	5% inflation applied
100m ² to 499m ²	£ 255	£ 268	
500m ² to 999m ²	£ 510	£ 536	
1000m ² plus	10% of planning application fee		
Householder and other applications	£ 69	£ 73	5% inflation applied
Residential			
1 to 4 dwellings	£ 204	£ 214	5% inflation applied
5 to 9 dwellings (first 5)	£ 255	£ 268	
5 to 9 dwellings (each additional dwelling over 5)	£ 51	£ 54	
10 to 24	£ 1,020	£ 1,071	
25 plus	10% of planning application fee		
Additional time (in excess of 3hrs) & communications requested by applicant (per hour)	£ 74	£ 78	5% inflation applied
High Hedge Complaint	£ 428	£ 450	5% inflation applied
Building Control			
Completion Certificate (Re-issue)	£ 31	£ 32	5% inflation applied
Completion Certificate (Re-issue)	£ 51	£ 54	5% inflation applied

Places Fees and Charges 2022/23			
Item	2021/22	2022/23	Additional information 2022/23
		Proposal	
Environmental Services			
Housing - House of Multiple Occupation (HMO) licence fee	£ 800	£ 840	5% inflation applied
Housing - immigration inspection fee	£ 108	£ 114	5% inflation applied
Housing - improvement notice charge	£ 184	£ 193	5% inflation applied
Housing - prohibition notice charge	£ 70	£ 74	5% inflation applied
Housing - works in default per hour (maximum rate, depending on officer grade)	£ 34	£ 35	5% inflation applied
H&S - (registrations) Food Premises	Free	Free	
H&S - (registrations) Person Registrations (acupuncture, ear piercing, electrolysis, hairdressing, skin piercing, tattooist)	£ 97	£ 102	5% inflation applied
H&S - (registrations) Premises Registrations (acupuncture, ear piercing, electrolysis, hairdressing, skin piercing, tattooist)	£ 216	£ 227	5% inflation applied
Animal welfare - Selling animals as pets - first application fee Part A	£ 294	£ 308	5% inflation applied
Animal welfare - Selling animals as pets - renewal application fee Part A	£ 209	£ 220	5% inflation applied
Animal welfare - Selling animals as pets - grant fee 1 year licence Part B	£ 256	£ 269	5% inflation applied
Animal welfare - Selling animals as pets - grant fee 2 year licence Part B	£ 333	£ 349	5% inflation applied
Animal welfare - Selling animals as pets - grant fee 3 year licence Part B	£ 409	£ 429	5% inflation applied
Animal welfare - Selling animals as pets - full re-inspection / variation fee	£ 169	£ 178	5% inflation applied
Animal welfare - Providing or arranging for the provision of boarding (franchise premises) - first application fee Part A	£ 391	£ 410	5% inflation applied
Animal welfare - Providing or arranging for the provision of boarding (franchise premises) - renewal application fee Part A	£ 260	£ 273	5% inflation applied
Animal welfare - Providing or arranging for the provision of boarding (franchise premises) - grant fee 1 year licence Part B	£ 295	£ 310	5% inflation applied
Animal welfare - Providing or arranging for the provision of boarding (franchise premises) - grant fee 2 year licence Part B	£ 371	£ 390	5% inflation applied
Animal welfare - Providing or arranging for the provision of boarding (franchise premises) - grant fee 3 year licence Part B	£ 448	£ 470	5% inflation applied

Places Fees and Charges 2022/23			
Item	2021/22	2022/23	Additional information 2022/23
		Proposal	
Animal welfare - Providing or arranging for the provision of boarding (franchise premises) - full re-inspection / variation fee	£ 227	£ 239	5% inflation applied
Animal welfare - Commercial operation - one animal type: kennels or catteries, including commercial dog day-care - first application fee Part A	£ 277	£ 291	5% inflation applied
Animal welfare - Commercial operation - one animal type: kennels or catteries, including commercial dog day-care - renewal application fee Part A	£ 194	£ 203	5% inflation applied
Animal welfare - Commercial operation - one animal type: kennels or catteries, including commercial dog day-care - grant fee 1 year licence Part B	£ 256	£ 269	5% inflation applied
Animal welfare - Commercial operation - one animal type: kennels or catteries, including commercial dog day-care - grant fee 2 year licence Part B	£ 333	£ 349	5% inflation applied
Animal welfare - Commercial operation - one animal type: kennels or catteries, including commercial dog day-care - grant fee 3 year licence Part B	£ 409	£ 429	5% inflation applied
Animal welfare - Commercial operation - one animal type: kennels or catteries, including commercial dog day-care - full re-inspection / variation fee	£ 169	£ 178	5% inflation applied
Animal welfare - Commercial operation - two animal types: kennels with catteries and kennels with dog day-care - first application fee Part A	£ 391	£ 410	5% inflation applied
Animal welfare - Commercial operation - two animal types: kennels with catteries and kennels with dog day-care - renewal application fee Part A	£ 260	£ 273	5% inflation applied
Animal welfare - Commercial operation - two animal types: kennels with catteries and kennels with dog day-care - grant fee 1 year licence Part B	£ 295	£ 310	5% inflation applied
Animal welfare - Commercial operation - two animal types: kennels with catteries and kennels with dog day-care - grant fee 2 year licence Part B	£ 371	£ 390	5% inflation applied
Animal welfare - Commercial operation - two animal types: kennels with catteries and kennels with dog day-care - grant	£ 448	£ 470	5% inflation applied
Animal welfare - Commercial operation - two animal types: kennels with catteries and kennels with dog day-care - full re-inspection / variation fee	£ 227	£ 239	5% inflation applied

Places Fees and Charges 2022/23			
Item	2021/22	2022/23	Additional information 2022/23
		Proposal	
Animal welfare - Home activities boarding / day-care - first application fee Part A	£ 164	£ 172	5% inflation applied
Animal welfare - Home activities boarding / day-care - renewal application fee Part A	£ 128	£ 134	5% inflation applied
Animal welfare - Home activities boarding / day-care - grant fee 1 year licence Part B	£ 168	£ 177	5% inflation applied
Animal welfare - Home activities boarding / day-care - grant fee 2 year	£ 235	£ 246	5% inflation applied
Animal welfare - Home activities boarding / day-care - grant fee 3 year licence Part B	£ 301	£ 316	5% inflation applied
Animal welfare - Home activities boarding / day-care - full re-inspection / variation fee	£ 111	£ 117	5% inflation applied
Animal welfare - Hiring out horses - first application fee Part A	£ 283	£ 297	5% inflation applied
Animal welfare - Hiring out horses - renewal application fee Part A	£ 199	£ 209	5% inflation applied
Animal welfare - Hiring out horses - grant fee 1 year licence Part B	£ 261	£ 274	5% inflation applied
Animal welfare - Hiring out horses - grant fee 2 year licence Part B	£ 344	£ 361	5% inflation applied
Animal welfare - Hiring out horses - grant fee 3 year licence Part B	£ 425	£ 447	5% inflation applied
Animal welfare - Hiring out horses - full re-inspection / variation fee	£ 169	£ 178	5% inflation applied
Animal welfare - Breeding dogs - first application fee Part A	£ 283	£ 297	5% inflation applied
Animal welfare - Breeding dogs - renewal application fee Part A	£ 194	£ 203	5% inflation applied
Animal welfare - Breeding dogs - grant fee 1 year licence Part B	£ 256	£ 269	5% inflation applied
Animal welfare - Breeding dogs - grant fee 2 year licence Part B	£ 333	£ 349	5% inflation applied
Animal welfare - Breeding dogs - grant fee 3 year licence Part B	£ 409	£ 429	5% inflation applied
Animal welfare - Breeding dogs - full re-inspection / variation fee	£ 169	£ 178	5% inflation applied
Animal welfare - Keeping or training animals for exhibition - first application fee Part A	£ 164	£ 172	5% inflation applied
Animal welfare - Keeping or training animals for exhibition - renewal application fee Part A	£ 128	£ 134	5% inflation applied
Animal welfare - Keeping or training animals for exhibition - grant fee 3 year licence Part B	£ 301	£ 316	5% inflation applied

Places Fees and Charges 2022/23			
Item	2021/22	2022/23	Additional information 2022/23
		Proposal	
Animal welfare - Keeping or training animals for exhibition - full re-inspection / variation fee	£ 111	£ 117	5% inflation applied
Gambling - Gambling Act premises licence - new application - Bingo	£ 2,988	£ 3,137	5% inflation applied
Gambling - Gambling Act premises licence - new application - Betting premises	£ 2,114	£ 2,220	5% inflation applied
Gambling - Gambling Act premises licence - new application - Tracks	£ 2,114	£ 2,220	5% inflation applied
Gambling - Gambling Act premises licence - new application - Family entertainment centres	£ 1,692	£ 1,777	5% inflation applied
Gambling - Gambling Act premises licence - new application - Adult gaming centre	£ 1,692	£ 1,777	5% inflation applied
Gambling - Gambling Act premises licence - annual fee - Bingo	£ 889	£ 934	5% inflation applied
Gambling - Gambling Act premises licence - annual fee - Betting premises	£ 536	£ 562	5% inflation applied
Gambling - Gambling Act premises licence - annual fee - Tracks	£ 889	£ 934	5% inflation applied
Gambling - Gambling Act premises licence - annual fee - Family entertainment centres	£ 670	£ 704	5% inflation applied
Gambling - Gambling Act premises licence - annual fee - Adult gaming centre	£ 889	£ 934	5% inflation applied
Gambling - Gambling Act premises licence - variation application - Bingo	£ 1,482	£ 1,556	5% inflation applied
Gambling - Gambling Act premises licence - variation application - Betting premises	£ 1,271	£ 1,334	5% inflation applied
Gambling - Gambling Act premises licence - variation application - Tracks	£ 1,059	£ 1,112	5% inflation applied
Gambling - Gambling Act premises licence - variation application - Family entertainment centres	£ 848	£ 890	5% inflation applied
Gambling - Gambling Act premises licence - variation application - Adult gaming centre	£ 848	£ 890	5% inflation applied
Gambling - Gambling Act premises licence - transfer fee - Bingo	£ 1,018	£ 1,069	5% inflation applied
Gambling - Gambling Act premises licence - transfer fee - Betting premises	£ 1,018	£ 1,069	5% inflation applied
Gambling - Gambling Act premises licence - transfer fee - Tracks	£ 805	£ 845	5% inflation applied
Gambling - Gambling Act premises licence - transfer fee - Family entertainment centres	£ 804	£ 844	5% inflation applied

Places Fees and Charges 2022/23				
Item	2021/22	2022/23		Additional information 2022/23
		Proposal		
Gambling - Gambling Act premises licence - transfer fee - Adult gaming centre	£ 1,018	£ 1,069	5% inflation applied	
Gambling - Gambling Act premises licence - application for re-instatement - Bingo	£ 1,018	£ 1,069	5% inflation applied	
Gambling - Gambling Act premises licence - application for re-instatement - Betting premises	£ 1,018	£ 1,069	5% inflation applied	
Gambling - Gambling Act premises licence - application for re-instatement - Tracks	£ 805	£ 845	5% inflation applied	
Gambling - Gambling Act premises licence - application for re-instatement - Family entertainment centres	£ 804	£ 844	5% inflation applied	
Gambling - Gambling Act premises licence - application for re-instatement - Adult gaming centre	£ 1,018	£ 1,069	5% inflation applied	
Gambling - Gambling Act premises licence - application for provisional statement - Bingo	£ 2,988	£ 3,137	5% inflation applied	
Gambling - Gambling Act premises licence - application for provisional statement - Betting premises	£ 2,440	£ 2,562	5% inflation applied	
Gambling - Gambling Act premises licence - application for provisional statement - Tracks	£ 2,114	£ 2,220	5% inflation applied	
Gambling - Gambling Act premises licence - application for provisional statement - Family entertainment centres	£ 1,693	£ 1,778	5% inflation applied	
Gambling - Gambling Act premises licence - application for provisional statement - Adult gaming centre	£ 1,693	£ 1,778	5% inflation applied	
Gambling - Gambling Act premises licence - application for provisional statement holders - Bingo	£ 1,018	£ 1,069	5% inflation applied	
Gambling - Gambling Act premises licence - application for provisional statement holders - Betting premises	£ 1,018	£ 1,069	5% inflation applied	
Gambling - Gambling Act premises licence - application for provisional statement holders - Tracks	£ 805	£ 845	5% inflation applied	
Gambling - Gambling Act premises licence - application for provisional statement holders - Family entertainment centres	£ 804	£ 844	5% inflation applied	
Gambling - Gambling Act premises licence - application for provisional statement holders - Adult gaming centre	£ 977	£ 1,026	5% inflation applied	
Gambling - Gambling Act premises licence - copy licence	£ 12	£ 13	5% inflation applied	

Places Fees and Charges 2022/23			
Item	2021/22	2022/23	Additional information 2022/23
		Proposal	
Gambling - Gambling Act premises licence - notification of change	£ 28	£ 29	5% inflation applied
Private water supplies - Risk assessment	£ 43	£ 45	5% inflation applied
Private water supplies - Sampling visit	£ 43	£ 45	5% inflation applied
Private water supplies - Investigation	£ 43	£ 45	5% inflation applied
Private water supplies - Authorisation	£ 43	£ 45	5% inflation applied
Private water supplies - Analysis - under reg. 10 (domestic supplies)	£ 28	£ 29	5% inflation applied
Private water supplies - Analysis - check monitoring (commercial supplies)	£ 38	£ 40	5% inflation applied

Places Fees and Charges 2022/23			
Item	2021/22	2022/23	Additional information 2022/23
		Proposal	
Private water supplies - Analysis - audit monitoring (commercial supplies)	£ 86	£ 90	5% inflation applied
Scrap Metal - Site licence fee	£ 339	£ 356	5% inflation applied
Scrap Metal - Metal Collectors licence fee	£ 237	£ 248	5% inflation applied
Scrap Metal - Licence variation fee	£ 43	£ 45	5% inflation applied
Scrap Metal - Replacement licence fee	£ 28	£ 29	5% inflation applied
Street Trading - A1 laybys	£ 731	£ 768	5% inflation applied
Street Trading - non-A1 laybys	£ 250	£ 262	5% inflation applied
Street Trading - service charge	£ 2,126	£ 2,232	5% inflation applied
Taxis - Hackney carriage driver's licence - 3 year (new)	£ 152	£ 160	5% inflation applied
Taxis - Private hire driver's licence - 3 year (new)*	£ 124	£ 130	5% inflation applied.
Taxis - Hackney carriage driver's licence - 3 year (renewal)*	£ 96	£ 101	
Taxis - Private hire driver's licence - 3 year (renewal)*	£ 96	£ 101	
Taxis - Driver's licence change between hackney carriage and private hire	£ 39	£ 40	5% inflation applied
Taxis - Hackney carriage vehicle licence fee (new / renewal) (yearly)*	£ 157	£ 165	5% inflation applied. Subject to change based on outcome of forthcoming consultation exercise expected to take place end of January 2022
Taxis - Private hire vehicle licence fee (new / renewal) (yearly)*	£ 157	£ 165	

Places Fees and Charges 2022/23				
Item	2021/22	2022/23		Additional information 2022/23
		Proposal		
Taxis - Private hire operators licence - 5 years - 1 to 5 vehicles*	£ 334	£	350	5% inflation applied. Subject to change based on outcome of forthcoming consultation exercise expected to take place end of January 2022
Taxis - Private hire operators licence - 5 years - 6 to 10 vehicles*	£ 334	£	350	
Taxis - Private hire operators licence - 5 years - 11 to 30 vehicles*	£ 334	£	350	
Taxis - Private hire operators licence - 5 years - 31 to 50 vehicles*	£ 334	£	350	
Taxis - Private hire operators licence - 5 years - 51+ vehicles*	£ 334	£	350	
Taxis - Replacement plate and / or replacement bracket	£ 20	£	21	5% inflation applied
Taxis - Replacement vehicle and reinstatement of place (accident)	£ 157	£	165	5% inflation applied
Taxis - Replacement driver's badge	£ 20	£	21	5% inflation applied
Taxis - Private hire plate exemption (new)	£ 56	£	59	5% inflation applied
Taxis - Private hire plate exemption (renewal)	£ 37	£	39	5% inflation applied
Taxis - Change of address	£ 15	£	16	5% inflation applied
Taxis - Replacement exemption certificate or replacement driver's licence	£ 15	£	16	5% inflation applied
* Taxis licences which require consultation upon the fees to be levied				
Bulky Waste - collection of up to four items of bulky waste (exemptions apply)	£ 35	£	36	5% inflation applied. A £3 surcharge will be added where not booked on line.
Bulky Waste - collection of up to four heavy duty bags full of soils and rubble (bags provided by the Council)	£ 50	£	52	5% inflation applied. A £3 surcharge will be added where not booked on line.
Waste Disposal - chargeable household waste (per tonne)	£ 123	£	130	5% inflation applied
Waste Disposal - Trade Waste (per tonne)	£ 123	£	130	5% inflation applied
Waste Collection - 1100 litre size Recycling (per collection, excluding disposal costs)	£ 9	£	9	5% inflation applied
Waste Collection - 660 litre size Recycling (per collection, excluding disposal costs)	£ 9	£	9	5% inflation applied
Waste Collection - 240 litre size Recycling (per collection, excluding disposal costs)	£ 9	£	9	5% inflation applied
Waste Collection - 1100 litre size Residual Waste (per collection, excluding disposal costs)	£ 10	£	11	5% inflation applied

Places Fees and Charges 2022/23				
Item	2021/22	2022/23		Additional information 2022/23
			Proposal	
Waste Collection - 660 litre size Residual Waste (per collection, excluding disposal costs)	£ 10	£ 11		5% inflation applied
Waste Collection - 240 litre size Residual Waste (per collection, excluding disposal costs)	£ 10	£ 11		5% inflation applied
Waste Collection/Disposal - 1100 Litre size Recycling (per collection)	£ 9	£ 9		5% inflation applied
Waste Collection/Disposal - 660 Litre size Recycling (per collection)	£ 9	£ 9		5% inflation applied
Waste Collection/Disposal - 240 Litre size Recycling (per collection)	£ 9	£ 9		5% inflation applied
Waste Collection/Disposal - 1100 Litre size Refuse (per collection)	£ 22	£ 24		5% inflation applied
Waste Collection/Disposal - 660 Litre size Refuse (per collection)	£ 17	£ 18		5% inflation applied

Places Fees and Charges 2022/23				
Item	2021/22	2022/23		Additional information 2022/23
		Proposal		
Waste Collection/Disposal - 240 Litre size Refuse (per collection)	£ 12	£ 13	5% inflation applied	
Green Waste collection charge (annual, per bin) online applications	£ 40	£ 45	Cabinet Report- cost recovery	
Green Waste collection charge (annual, per bin) other applications	N/A	£ 48	Cabinet Report 89/2021	
Burials - reservation for the next available plot	£ 87	£ 91	5% inflation applied	
Burials - reservation for a chosen plot	£ 107	£ 112	5% inflation applied	
Burials - reservation for non-Rutland residents	£ 128	£ 134	5% inflation applied	
Burials - interment of the body of a stillborn child or child whose age at death did not exceed one year *	£ -	£ -	N/A	
Burials - interment of the body of a child under the age of 18	£ -	£ -	N/A	
Burials - interment of the body of a person whose age at death was over the age of seventeen *	£ 962	£ 1,010	5% inflation applied	
Burials - interment of cremated remains *	£ 336	£ 352	5% inflation applied	
Burials - additional charge for interment at a depth exceeding five feet *	£ 138	£ 145	5% inflation applied	
Burials - exclusive right of burial in earthen graves (child's grave) *	£ 142	£ 149	5% inflation applied	
Burials - exclusive right of burial in earthen graves (single grave up to five feet in depth) *	£ 2,223	£ 2,334	5% inflation applied	
Burials - a flat stone on a single grave space *	£ 287	£ 301	5% inflation applied	
Burials - a flat stone on a double grave space *	£ 397	£ 417	5% inflation applied	
Burials - a headstone on a single grave space *	£ 287	£ 301	5% inflation applied	
Burials - a headstone on a double grave space *	£ 397	£ 417	5% inflation applied	
Burials - a footstone on a single grave space *	£ 287	£ 301	5% inflation applied	
Burials - a footstone on a double grave space *	£ 397	£ 417	5% inflation applied	
Burials - kerbstones or border stones on a single grave space *	£ 287	£ 301	5% inflation applied	
Burials - kerbstones or border stones on a double grave space *	£ 397	£ 417	5% inflation applied	
Burials - vase (not exceeding twelve inches in height) *	£ 79	£ 82	5% inflation applied	
Burials - vase (exceeding twelve inches in height) *	£ 86	£ 90	5% inflation applied	
Burials - tablet on any grave, gardens of remembrance or in the Chapel (to include Vase in the gardens of remembrance) *	£ 79	£ 82	5% inflation applied	

Places Fees and Charges 2022/23				
Item	2021/22	2022/23		Additional information 2022/23
		Proposal		
Burials - any other monument not exceeding two feet in height on a single grave space *	£ 108	£ 114	5% inflation applied	
Burials - any other monument exceeding two feet in height on a grave space *	£ 192	£ 201	5% inflation applied	
Burials - charge for additional inscriptions *	£ 68	£ 72	5% inflation applied	
Burials - charge for placing a vase not exceeding twelve inches on a grave without exclusive right of burial *	£ 68	£ 72	5% inflation applied	
* Burial fees doubled for non-Rutland				
Forestry				
Forestry Advice & Inspections/hour	£ 55	£ 58	5% inflation applied	
Highways				
Section 50 licence				
Opening of street/road for new service	£ 544	£ 571	5% Inflation added	
Additional charge per 200m for works in excess of 200m	£ 150	£ 156	5% Inflation added	
Opening of street/road for existing service repairs	£ 384	£ 403	5% Inflation added	
Section 171 trial hole	£ 330	£ 347	5% Inflation added	
Inspection of works and reinstatement following:				
Brown Signs				
Initial assessment fee (non refundable)	£ 240	£ 252	5% Inflation added	
Design fee per sign	£ 122	£ 128	5% Inflation added	
Sign washing fee per sign	£ 53	£ 56	5% Inflation added	
Manufacture and installation	Sign(s) and post(s) at Term Maintenance Contract actual costs, plus 10% staff time			
Removal fee (at end of agreement period, if agreement not re-applied for and approved)	Sign(s) and post(s) at Term Maintenance Contract actual costs, plus 10% staff time			
Temporary Direction signs (e.g. to new housing developments)				
Application fee	As per Brown Signs (all additional costs calculable in the same way)			
Manufacture and installation fee	Sign(s) and post(s) at Term Maintenance Contract actual costs, plus 10% staff time			
Sign cleaning fee	£ 53	£ 56	5% Inflation added	
Removal fee (at end of agreement period, if agreement not re-applied for and approved)	Sign(s) and post(s) at Term Maintenance Contract actual costs, plus 10% staff time			

Places Fees and Charges 2022/23			
Item	2021/22	2022/23	Additional information 2022/23
		Proposal	
Other licences			
Skips - 1 week period – or part thereof	£ 30	£ 40	Increase cost of skip permit to £40 inline with Leicestershire and raise inline with inflation.
Skips - Extension for 1 weeks or part thereof	£ 30	£ 40	Increase cost of skip permit to £40 inline with Leicestershire and raise inline with inflation.
Skips - in addition to skip permit where suspension of parking bay per 6m2 per day	£ 25	£ 26	5% Inflation added.
Weekly charge for skips illegally placed on the highway or found to have exceeded its permit	£ 135	£ 142	5% Inflation added.
Scaffolds/Hoardings - 4 week period – or part thereof	£ 107	£ 112	5% Inflation added.
Scaffold/Hoarding - Extension for 4 weeks or part thereof	£ 80	£ 84	5% Inflation added.
Weekly charge for any scaffolding illegally placed on the highway or found to have exceeded its permit	£ 135	£ 142	5% Inflation added.
Mobile scaffold tower - per day	£ 107	£ 112	5% Inflation added.
Mobile tower extension - per day	£ 80	£ 84	5% Inflation added.
Cherry picker - per day	£ 107	£ 112	5% Inflation added.
Cherry picker extension - per day	£ 80	£ 84	5% Inflation added.
Building Material on the Highway - per week	£ 38	£ 40	5% Inflation added.
Building Material on the Highway - per additional week	£ 16	£ 17	5% Inflation added.
To place benches or obstruction i.e. notice board in Highway (initial fee to make or amend license)	£ 271	£ 285	5% inflation applied
To amend bench or obstruction license	£ 200	£ 210	5% inflation applied
Annual			
License to Cultivate	£ 72	£ 76	5% inflation applied
Street Café License - initial fee	£ 271	£ 285	5% inflation applied
Street Café License - renewal	£ 136	£ 143	5% inflation applied
Pavement License	£ 100	£ 100	Maximum fee permissible by Business & Planning Act 2020
To place A-board in highway - initial license	£ 53	£ 56	5% inflation applied
To place A-board in highway - annual renewal	£ 27	£ 28	5% inflation applied
Vehicle Access Permit			
Vehicle crossing application and permit Fee for Section 184 up to 2 properties (Domestic).	£ 160	£ 170	5% inflation applied to fee. Access construction costs at Term Maintenance rates + 10% admin fee will be charged if work done by Council contractors.

Places Fees and Charges 2022/23				
Item	2021/22	2022/23		Additional information 2022/23
		Proposal		
Vehicle crossing application and permit fee for Section 184 over 2 properties and commercial	N/A	£	500	New category of fee as vehicle crossing applications for commercial properties were previously covered by the one fee now classed as domestic. Access construction costs at Term Maintenance rates + 10% admin fee will be charged if work done by Council contractors.
H-Bar Marking	£ 165	£	173	
Other Charges				
Request for accident data – enquiry with no accidents (N.B. to commercial organisations – cost to litigants)	£ 48	£	50	5% inflation applied
Request for accident date (raw data – any enquiry up to 50 accidents) (N.B. to commercial organisations – cost to litigants)	£ 91	£	96	5% inflation applied
Request for accident date (major enquiry – over 50 accidents) (N.B. to commercial organisations – cost to litigants)	Cost plus F.O.I. duplicating & postage charges			
Speed Surveys	£ 426	£	447	5% inflation applied
Post for speed survey	Post at Term Maintenance Contract actual costs, plus staff time			
Land charges enquiry	£50 inc. VAT		£53 inc VAT	
Section 38, 278 and 106 Agreements				
Agreement Fees	11% to £100,000 then 5% plus legal fees.	11% to £500,000 then 5% plus legal fees		The agreement fee is to be charged upfront. Legal fees as quoted in Appendix - Resources
Section 278 agreement fee (Minimum fee)	N/A	£	3,500	There has been no minimum charge for an agreement fee, which can lead to small but complex and problematic S278's having exceptionally small fees, insufficient to cover the level of work required for technical vetting and inspections.
Road Closures and Traffic Management [TM]				
Temporary Road Closure Application	£ 819	£	860	5% inflation applied
(including advertising for works longer than 5 days)	£ 1,200	£	1,260	5% inflation applied
Temporary Traffic Regulation Order Application	£ 819	£	860	5% inflation applied
Deferring start date of an order already processed	£ 410	£	431	5% inflation applied
Emergency Road Closure (by Notice)	£ 546	£	573	5% inflation applied
Advertising Fees for Temporary Traffic Regulation Order	At cost plus 10% administration fee			

Places Fees and Charges 2022/23			
Item	2021/22	2022/23	Additional information 2022/23
		Proposal	
Turning off of traffic signals for required works	£ 330	£ 347	5% inflation applied
Temporary Traffic Signals	£ 58	£ 61	5% inflation applied
Review of TM proposal:			
Major	£ 218	£ 229	5% inflation applied
Minor	£ 58	£ 61	5% inflation applied
re-submit	£ 58	£ 61	5% inflation applied
design of TM	£ 273	£ 287	5% inflation applied
installation of TM	Sign(s) and post(s) at Term Maintenance Contract actual costs, plus 10% staff time		
Traffic Regulation Orders on / for new development	Highway's staff time, advertising, works at cost, legal fees plus		
Materials & works ordered on behalf of third parties (e.g. Parish Councils)	Term Maintenance Contract actual costs, plus 10% staff time		
Filling of Parish Grit Bins	£ 62	£ 65	5% inflation applied
The Removal, Storage and Disposal of Structure with Highway i.e. Caravan, Highways Act 1980			
Removal of vehicles equal to or less than 3.5 tonnes:			
Vehicle on road, upright and not substantially damaged or any two	£ 218	£ 229	5% inflation applied
Land Drainage			
Land drainage consent application	£ 51	£ 54	5% inflation applied
Road Traffic Accidents			
If fatal and no-one convicted of an offence	£ -	£ -	No charge
Otherwise:	Term Maintenance Contract actual costs, plus 10% staff time		
Minimum charge	£ 213	£ 224	5% inflation applied

Places Fees and Charges 2022/23			
Item	2021/22	2022/23	Additional information 2022/23
		Proposal	
Parking			
Penalty Charge Notices			
Car Parking Contravention - Higher Level Penalty	£ 70	£ 70	Set regionally by third party
Car Parking Contravention - Lower Level Penalty	£ 50	£ 50	Set regionally by third party
Littering from Vehicles - Higher Level Penalty	£ 300	£ 300	Not used but reserved
Littering from Vehicles - Lower Level Penalty	£ 150	£ 150	Not used but reserved
Car park tariffs (by machine / physical ticket)			Refer below
Up to 30mins	£ -	£ -	Free, no increase
1 hour	£ 1.00	£ 1.10	10% increases as not increased since 2019, 1 month season ticket can be offered due contactless threshold increase. Longer season ticket options still not being offered from machine.
3 hours	£ 2.50	£ 2.75	
Up to six hours	£ 4.30	£ 4.75	
Day	£ 4.80	£ 5.30	
Weekly (Monday - Saturday = MS)	£ 17.30	£ 19.00	
1 month (MS)	Not offered	£ 50.70	
3 months (MS)	Not offered	Not offered	
6 months (MS)	Not offered	Not offered	
Season (MS)	Not offered	Not offered	
Solo Motorcycles	£ -	As above	New charge for capacity / optimisation reasons
Blue Badge concession	£ -	As above but free for first 3 hours	New charge for capacity / optimisation reasons
Car park tariffs (by mobile)			
up to 30mins	£ -	£ -	Free, no increase
1 hour	£ 1.00	£ 0.90	10% increases as not increased since 2019. Convenience fees (20p) not to be absorbed by Council but set at lower amount to create parity with machine / physical ticket tariffs as far as customer experience is concerned.
3 hours	£ 2.50	£ 2.55	
Up to six hours	£ 4.30	£ 4.55	
Day	£ 4.80	£ 5.10	
Weekly (Monday - Saturday = MS)	£ 17.30	£ 18.80	
1 month (MS)	£ 46.10	£ 50.50	
3 months (MS)	£ 138.20	not offered	
6 months (MS)	£ 276.50	not offered	
Season (MS)	£ 553.00	not offered	Season tickets removed as generally not used by mobile and need to be taken out of service in preparation for omissions based charging consideration.
Solo Motorcycles	£ -	as above	New charge for capacity / optimisation reasons
Blue Badge concession	£ -	as above but free for first 3 hours	New charge for capacity / optimisation reasons
Kilburn Road Coach Park per bay per day	N/A	£ 5.10	New charge for capacity / optimisation reasons
Season Tickets for car parks			
3 months (MS)	£ 138.20	£ 152.00	10% increase as not increased since 2019, must be vehicle specific, up to 4 vehicles
6 months (MS)	£ 276.50	£ 304.15	
Season (MS)	£ 553.00	£ 608.30	
"VARIOUS" season tickets over 3 tariffs as above	as above	Not offered	
Permits for resident bays			
Resident permit (standard)	£ 40.00	£ 50.00	increase as not increased since 2019, must be vehicle specific, up to 4 vehicles

Places Fees and Charges 2022/23				
Item	2021/22	2022/23		Additional information 2022/23
		Proposal		
(Uppingham / Oakham D,N,L & S	£ 40.00	Not offered		
"VARIOUS resident(/for visitor) permits (Oakham C,E&V Zones)	£ 40.00	£	50.00	
Residents permit A zone	£ -	£	20.00	
U3A permits(for visitors) for residents each (only in C,E&V)	£ -	£	20.00	
Professional Carers permit (non-RCC)	£ -	£	20.00	
Professional Carers permit (RCC)	£ -	£	-	

Places Fees and Charges 2022/23			
Item	2021/22	2022/23	Additional information 2022/23
		Proposal	
Residential Carers permit	£ -	£ 20.00	Increases as most not increased since 2017 or new charges to reflect administration costs or for capacity / optimisation reasons.
Barleythorpe Road resident permit	£ 262.00	£ 288.20	
Miscellaneous parking			
Dispensation per week	£ 25.00	£ 37.50	
Suspension for domestic removals per 6m per day (bay, yellows if safe)	£ 25.00	£ 37.50	
Resident Permit / season ticket / form hand-delivery within Oakham or Uppingham within 2 working days	not offered / £0	£ 2.50	
Resident Permit / season ticket / form hand-collection within Oakham or Uppingham within 2 working days	not offered / £0	£ 2.50	
Photocopy / scan per (A4) side in conjunction to both above	not offered / £0	£ 0.50	
Advisory Blue Badge bay (6.6m x 2.4m 16m of lining and 8 x 350mm letters)	n/a	£ 255.00	New charge to cover cost of administering and installing bays on street.
Business Space	£ 1,000.00	£ 1,100.00	Not used but reserved
Transport			
Home to School Transport			
Concessionary fare -Students living in Rutland and attending their qualifying school but lives under the 2 mile primary or 3 mile secondary distance criteria	£150 per year	£ 158	5% inflation applied
Concessionary fare -Students living in Rutland but not attending their qualifying school	£300 per year	£ 315	5% inflation applied
Concessionary fare -Students living outside Rutland	£575 per year	£ 604	5% inflation applied
Replacement bus pass	£ 10	£ 10	
Post 16 Transport			
Student charge – for receiving assisted transport.	£ 550	£ 578	5% inflation applied
Concessionary Travel			
English National Concessionary Travel pass – Access & Freedom travel schemes. Initial and replacing life expired passes	Free	Free	
English National Concessionary Travel pass – Access & Freedom travel schemes. Issue of replacement passes for lost or stolen passes	£ 10	£ 10	
Delivery charges			

Places Fees and Charges 2022/23			
Item	2021/22	2022/23	Additional information 2022/23
		Proposal	
Delivery of post/meals to schools/colleges and voluntary organisations within Rutland	£14 standard hourly charge plus 0.35p per mile of full journey	£14 standard hourly charge plus 0.35p per mile of full journey	
Electric Bike loan scheme	£40 per month charge (£20 per month for low income households), £80 deposit held	£40 per month charge (£20 per month for low income households), £80 deposit held	New trial scheme – need decision on continuation before considering increase

Places Fees and Charges 2022/23			
Item	2021/22	2022/23	Additional information 2022/23
		Proposal	
One to one cycle training (on or off road/all ages). 1 instructor	£ 30.00	£31.50/ hour including VAT	2022/23 charge has a 5% inflationary increase added as provision is labour intensive.
Playground/ off the road group cycle training sessions (all ages). Minimum group size of 6. 2 instructors	£9.60 per hour/ rider including VAT.	£10.50 per hour/ rider - including VAT.	2022/23 charge has a 5% inflationary increase added as provision is labour intensive. Number of hours determined by course offered and riders ability.
On and off road, beginners group cycle training sessions for children and young adults (minimum group size of 6) - 2 instructors	£9.60 per hour/ rider including VAT.	£10.50 per hour/ rider - including VAT.	2022/23 charge has a 5% inflationary increase added as provision is labour intensive. Number of hours determined by course offered and riders ability.
On road, advanced group cycle training sessions for children and young adults (groups of 4) - 2 instructors	£15 per hour/ rider including VAT	£16.54 per hour/ rider - including VAT	2022/23 charge has a 5% inflationary increase added as provision is labour intensive. Number of hours determined by course offered and riders ability.
On and off road, group cycle training sessions for adults (groups of 2) - 1 instructor	£15 per hour/ rider including VAT	£16.54 per hour/ rider - including VAT	2022/23 charge has a 5% inflationary increase added as provision is labour intensive. Number of hours determined by course offered and riders ability.
Playground/ off the road family cycle training sessions for children and parents/ guardians (groups of 6) - 1 instructor	£30 per hour for family groups up to 6 including VAT	£31.50 per hour for family groups up to 6 including VAT	2022/23 charge has a 5% inflationary increase added as provision is labour intensive. Number of hours determined by course offered and riders ability.
On and off road, family cycle training sessions for children and parents/ guardians (groups of 6) - 2 instructors	£60 per hour for family groups up to 6 including VAT	£63 per hour for family groups up to 6 including VAT	2022/23 charge has a 5% inflationary increase added as provision is labour intensive. Number of hours determined by course offered and riders ability.
£6.30 (including VAT) additional charge per individual or £12 additional charge per family booking for non Rutland residents. Subject to staff capacity, free training will be available for low income Rutland families/ individuals.			
Road Closures and Traffic Management			
Public Path Orders	Officer time, advertising, works at cost, legal fees plus duplication and postage as required.		
Charges for Definitive Map Extracts (rights of way searches)			
A4, first copy	£ 49	£ 51	5% inflation applied
A3, first copy	£ 69	£ 72	5% inflation applied
A2, first copy	£ 85	£ 89	5% inflation applied
A1, first copy	£ 91	£ 96	5% inflation applied
Charges for highways statements made under section 31(6) of the			
Deposit of a Statement and Map	£ 193	£ 203	5% inflation applied
	£ 214	£ 225	5% inflation applied

Places Fees and Charges 2022/23				
Item	2021/22	2022/23		Additional information 2022/23
		Proposal		
under section 31(6) of the Highways Act.	£ 230	£ 241	5% inflation applied	
	£ 245	£ 257	5% inflation applied	
	£ 256	£ 269	5% inflation applied	
Additional fee for joint applications made under s31 Highways Act 1980 AND s15A of the Commons Act 2006				
Charge added to fees described above	£ 25	£ 28	Increase to account for inflation was missed in previous years so has been backdated	
Declarations under s31 of the Highways Act made in respect of documents previously deposited				
Charge in addition to fee for deposit	£ 100	£ 105	5% inflation applied	
Rights of Way enforcement action	Total of various costs including (not limited to) officer time, tools and machinery, contractor time, legal fees and charges			
Planning Policy				
Local Plan				
Rutland Core Strategy - Adopted July 2011	£ 32	£ 34	5% inflation increase	
Minerals Core Strategy & Development Control Policies DPD - Adopted October 2010	£ 32	£ 34	5% inflation increase	
Site Allocations & Policies Document - Adopted October 2014	£ 41	£ 43	5% inflation increase	
Neighbourhood Plans	£ 14	£ 15	Fees have been increased biennially to catch up with inflation. 5% increase this year.	
Supplementary Planning Documents	£ 14	£ 15		
Local Development Scheme (April 2018)	£ 14	£ 15		
Statement of Community Involvement (January 2014)	£ 14	£ 15		
Annual Monitoring Report 1 April 2016-31 March 2017 (November 2017)	£ 14	£ 15		
Conservation Area Appraisals	£ 14	£ 15		
Housing Strategy				
Homelessness Review	£ 14	£ 15	Fees have been increased biennially to catch up with inflation. 5% increase this year.	
Housing Strategy	£ 14	£ 15		
Tenancy Strategy - Adopted January 2013	£ 4	£ 5		
Self-build and Custom Housebuilding				
New entry to the register	£ 82	£ 86	5% inflation increase	
S106 Monitoring Fees				
Single dwelling/annexe	N/A	£ 150	Based on an average hourly rate of £30 and an estimated 5 hours taken from start to finish and rounded to the nearest hour	
2-9 dwellings	N/A	£ 300	Based on an average hourly rate of £30 and an estimated 10 hours taken from start to finish and rounded to the nearest hour	

**Report No 03/2022 - Appendix 3
Places Directorate Locally Set**

Places Fees and Charges 2022/23			
Item	2021/22	2022/23	
		£	Proposal
Additional information 2022/23			
10-20 dwellings	N/A	£ 750	Based on an average hourly rate of £30 and an estimated 25 hours taken from start to finish and rounded to the nearest hour
21-50 dwellings	N/A	£ 1,500	Based on an average hourly rate of £30 and an estimated 50 hours taken from start to finish and rounded to the nearest hour
50+ dwellings	N/A	£ 3,000	Based on an average hourly rate of £30 and an estimated 100 hours taken from start to finish and rounded to the nearest hour
Commercial	N/A	£ 450	Based on an average hourly rate of £30 and an estimated 15 hours taken from start to finish and rounded to the nearest hour
Other non-residential	N/A	£ 450	Based on an average hourly rate of £30 and an estimated 15 hours taken from start to finish and rounded to the nearest hour

Places Fees and Charges 2022/23				
Item	2021/22	2022/23		
		Proposal		
Additional information 2022/23				
Community Infrastructure Levy				
Exceptional Circumstances Review	N/A	£	150	Based on an hourly rate of £50 for the Planning and Housing Policy Manager for 3 hours
Museum				
Research Fees				
First 30 minutes free				
Subsequent time, per hour	£ 36	£	38	Increase by 5% rounded up
Postage, Packing and Handling				
All sales	£ 3.50	£	3.70	Increase by 5% rounded up
Storage of archaeological items (per standard box) 2017- current				
	£ 70	£	75	Increase by 5% rounded up
Storage of archaeological items (per standard box) pre-2017				
	£ 45	£	50	Increase by 5% rounded up
Storage of paper archive (per standard box)				
	£ 45	£	50	Increase by 5% rounded up
Archive administration fee (charged when archives do not meet standard guidelines) per hour plus VAT				
	£ 45	£	50	Increase by 5% rounded up
Room Hire Charges (Community Users)				
Use during opening hours, per hour	£ 16	£	17	Increase by 5% rounded up
Use outside of opening hours, per hour (plus 1 hour for set up and tidy up)	£ 32	£	34	Increase by 5% rounded up
Room Hire Charges (Commercial Users)				
Use during opening hours, per hour	£ 32	£	34	Increase by 5% rounded up
Use outside of opening hours, per hour (plus 1 hour for set up and tidy up)	£ 64	£	70	Increase by 5% rounded up
Exhibition Space Charges (Commercial Users)				
Use during opening hours, per day	£ 60	£	65	Increase by 5% rounded up
Museum & Library Hire Charges (Whole Site)				
Use outside of opening hours, per hour (plus 1 hour for set up and tidy up)				
Events serving alcohol or undertaking licensable or commercial activities	£ 125	£	130	Increase by 5% rounded up
Weekdays	£ 50	£	55	Increase by 5% rounded up
Saturdays	£ 60	£	65	Increase by 5% rounded up
Sundays	£ 80	£	85	Increase by 5% rounded up
Museum daytime hire	N/A	£	330	New charge

Places Fees and Charges 2022/23			
Item	2021/22	2022/23	Additional information 2022/23
		Proposal	
Castle Great Hall Hire Charges (Except Weddings)			
Use outside of opening hours, per hour (plus 1 hour for set up and tidy up)			
Events serving alcohol or undertaking licensable or commercial activities	£ 125	£ 132	Increase by 5% rounded up
Weekdays	£ 85	£ 90	Increase by 5% rounded up
Saturdays	£ 105	£ 110	Increase by 5% rounded up
Sundays	£ 125	£ 130	Increase by 5% rounded up
Great Hall daytime hire	N/A	£ 330	New charge
Use of castle grounds daytime hire	£ 320	£ 336	Increase by 5% rounded up
Room Hire Deposit - All users except weddings (50% non-refundable)	£ 105	£ 110	Increase by 5% rounded up
Civil Ceremonies at Oakham Castle: including Marriages, Civil Use of Great Hall, including photography permit			
Monday-Thursday	£ 630	£ 662	Increase by 5% rounded up
Friday & Saturday	£ 785	£ 824	Increase by 5% rounded up
Sunday	£ 630	£ 662	Increase by 5% rounded up
Full Day Exclusive Hire for Ceremonies	N/A	£ 1,200	New charge
Use of grounds only, for photography	£ 95	£ 100	Increase by 5% rounded up
Cancellation charges:			
More than 12 weeks in advance (Non-Refundable Deposit)	£ 200	£ 210	Increase by 5% rounded up
Less than 12 weeks in advance	50% of full charge	50% of full charge	No change
Less than 72 hours notice	Full charge	Full charge	No change
Registrars			
The majority of Registrars Fees are set nationally, however there are			
Wedding and Civil Partnership Ceremonies at			
Monday - Thursday	£ 375	£ 394	Increase by 5% rounded up

Places Fees and Charges 2022/23			
Item	2021/22	2022/23	Additional information 2022/23
		Proposal	
Friday	£ 395	£ 515	Align with Saturday fee due to volume of bookings
Saturday	£ 490	£ 515	Increase by 5% rounded up
Sundays & Bank Holidays	£ 600	£ 515	Align with Saturday fee due to volume of bookings
Licence Fee for Approval of Premises	£ 1,850	£ 1,900	Increase by 5% rounded up
Licence Amendment Fee	£ 260	£ 273	Increase by 5% rounded up
Use of the decommissioned Register Office room as an Approved Premises			
Monday - Thursday	£ 210	£ 220	Increase by 5% rounded up
Friday	£ 270	£ 284	
Saturday	£ 320	£ 336	
Sundays & Bank Holidays	£ 370	£ 389	Increase by 5% rounded up
Cancellation Charges:			
Non-Refundable Deposit	£ 70	£ 75	Increase by 5% rounded up
Less than 1 month notice	N/A	Full Charge	New charge
Fee for diary amendment to an Approved Premise or Decommissioned Room ceremony			
Standard Amendment	£ 35	£ 40	Increase by 5% rounded up
Amendment within 6 weeks of ceremony	N/A	£ 100	New charge
Proof of Life Declaration	N/A	£ 20	New charge
Postage, Packing and Handling	N/A	£ 2	New charge

Places Fees and Charges 2022/23			
Item	2021/22	2022/23	Additional information 2022/23
		Proposal	
Library			
Service Charges			
Requests for Rutland residents	£ 1.90	£ 2.00	Increase by 5% rounded up
Requests for non-Rutland residents	£ 6.80	£ 7.00	Increase by 5% rounded up
Requests for items that are in stock or on order are free			
DVDs & Blu-ray (7 day loan)	£ 2.00	£ 1.00	Usage minimal following lockdown. Reduce price to maximise use of collection
Childs "U" Cert. DVDs & Blu-ray (7 day loan)	Free	Free	Maintain free rate
Self-service Printer/Photocopier			
B&W A4 per side	£ 0.10	£ 0.10	Coin operated
Colour A4 per side	£ 1.00	£ 1.00	Coin operated
B&W A3 per side	£ 0.20	£ 0.20	Coin operated
Colour A3 per side	£ 1.50	£ 1.50	Coin operated
Postage, Packing and Handling			
All sales	£ 3.50	£ 3.70	Increase by 5% rounded up
Admin Buildings			
Room Hire Charges (External Users)			
Monday - Friday 08:00 to 21:00			
Council Chamber			
Hourly rate	£ 65	£ 68	All increased by 5%. However due to Covid protocols for ventilation and cleaning there is a minimum 2 hour booking and charge.
Full day rate (08:00-18:00)*	£ 390	£ 410	
Alstoe/Wytchley/Martinsley			
Hourly rate	£ 25	£ 26	
Full day rate (08:00-18:00)*	£ 150	£ 158	
*Note that the full day rates applies to 08:00 – 18:00. Additional hours to be charged at the hourly rate.			

This page is intentionally left blank

Resources Fees and Charges 2022/23			
Item	2021/22	2022/23 Proposal	Additional Information 2022/23
Reprographics Service: Fees and charges for ad-hoc copying of information subject to the Local Government (Access to Information) Act 1985 and for information requested under the Freedom of Information Act:			
Price per copy	£ 0.10	£ 0.15	Increased by inflation and rounded up to the nearest 5p as no change since 2018/19
Disclosure and Barring Service Checks (DBS)			
Administration fee for voluntary organisations, per check	£ 10	£ 10	
Data Protection			
Subject Access Request Fee	£ 10	£ -	To be deleted from fees and charges schedule; no longer able to charge due to GDPR removing the need for these requests
Blue Badge Scheme			
Fee per application	£ 10	£ 10	No increase, fee is discretionary but cannot exceed £10
Legal services			
Highways			
Section 38 Agreement	£ 720	£ 760	Minimum charge (4 hours). Thereafter charged at £190 per hour. Increased by inflation for internal legal services.
Section 278 Agreement	£ 720	£ 760	Minimum charge (4 hours). Thereafter charged at £190 per hour. Increased by inflation for internal legal services.
Planning Unilateral Undertaking	£ 720	£ 760	Minimum charge (4 hours). Thereafter charged at £190 per hour. Increased by inflation for internal legal services.
Planning Section 106 Agreement	£ 720	£ 760	Minimum charge (4 hours). Thereafter charged at £190 per hour. Increased by inflation for internal legal services.
Planning Section 106 Agreement - Affordable Housing	£ 720	£ 760	Minimum charge (4 hours). Thereafter charged at £190 per hour. Increased by inflation for internal legal services.
Legal Advice	£ 85	£ 90	Charge to be applied to any matters that require legal advice and can be recharged to customers. Increased by inflation for internal legal services

This page is intentionally left blank

Councils' fees and charges for services are governed by law in one of four separate ways

- 1 Those services where there is an express provision in the governing statute requiring the Council to charge a set fee
- 2 Those services where there is an express provision in the governing statute either permitting or requiring the Council to charge a fee but where that fee is subject to a formula, such as where the fees equate to the cost of provision or where the proceeds can only be put to a certain given purpose
- 3 Those services where there is an express provision in the governing statutes permitting the Council to charge a fee if it wishes and at whatever levels it wishes, so effectively the only limit is what the market can bear.
- 4 Other services where a charge is permitted under a catch-all provision under s93 of the Local Government Act 2003, where the Council may charge for a service at whatever level it wishes, including for different classes of user, on the condition that:
 - it is a discretionary service, so only where there is no duty to provide the service;
 - there is no other provision allowing for or preventing a charge for the service;
 - the service user has agreed to the charge;
 - the Council has secured that, taking one financial year with another, the income from the charges do not exceed the costs of provision in relation to each kind of service; and
 - the Council has had regard to the guidance issued by the Secretary of State.

CABINET

15 February 2022

QUARTER 3 FINANCE UPDATE

Report of the Portfolio Holder for Finance, Governance and Performance, Change and Transformation

Strategic Aim:	All	
Key Decision: No	Forward Plan Reference: FP/151021	
Exempt Information	No	
Cabinet Member(s) Responsible:	Cllr K Payne, Portfolio Holder for Finance, Governance and Performance, Change and Transformation	
Contact Officer(s):	Saverio Della Rocca, Strategic Director for Resources (s.151 Officer)	01572 758159 sdrocca@rutland.gov.uk
	Andrew Merry, Finance Manager	01572 758152 amerry@rutland.gov.uk
Ward Councillors	Not Applicable	

DECISION RECOMMENDATIONS

That Cabinet notes the updated financial position.

1 PURPOSE OF THE REPORT

- 1.1 To update Members on performance against the 21/22 budget and on any emerging finance issues that might affect the financial position in 21/22 and beyond.

2 EXECUTIVE SUMMARY

- 2.1 Periodic financial reporting normally covers two issues a) in year budget performance and b) future outlook – in particular our corporate priority of reducing the reliance on reserves. This report focuses on the first element only as the budget report (01/2022) shows the latest position on reducing reliance on reserves. There is also a brief capital update in section 4.
- 2.2 The table below updates **budget performance in 21/22**.

	Key questions	Position	Comments and where you can find out more
1	Are we on track to achieve overall budget?	Green	<p>In the mid-year report the forecast revenue position showed a favourable position - a surplus of £1.5m compared to a revised budgeted deficit of £291k.</p> <p>The position is now showing a £1.9m surplus due to further reductions to demand led budgets, particularly adults and children's which have moved £470k since the mid-year report (see 4.2 and 4.3).</p> <p>Resources forecast has decreased by £107k due to staffing vacancies and there is a further pressure in Places of £140k largely due to increases in special educational need transport (4.5).</p>
2	How confident are we about forecasts?	Amber	Confidence level at Q3 is higher with only the final quarter of the year to go. We have undertaken some due diligence over amount spent to date and have highlighted findings in section 3.2
3	Are there budgets under pressure?	Red	Yes, various budgets continue to see pressures. Section 3.2 gives an update on budgets overspent by £25k or more. The key point is that there have been no new budgets coming under pressure since the mid-year report.
4	Are we on track to achieve savings in the budget?	Green	Yes, no change.
5	Are there new pressures emerging?	Amber	<p>Yes, there are a range of possible pressures being watched. The 3 main pressures emerging that may impact the 22/23 budget these include.</p> <ul style="list-style-type: none"> • Commissioned Transport – demand for this service continues to grow. If this continues then the £170k pressure declared within the budget is unlikely to be sufficient. Para 3.1.1 gives further details but our approach is to monitor the position. • Energy Prices - Every six months, Ofgem, the energy regulator, reviews the maximum price that suppliers in England, Wales and Scotland can charge domestic customers on a standard - or default – tariff. This is called the energy price cap. The next review is due at the beginning of February, and the new cap will come into effect in April. Industry predictions suggest gas prices could go up by as much as 50%. If this is the case then it is likely that the Councils budgets will come under significant pressure, the 21/22 budget for Gas/Electric is c£470k with a forecast of £437k. The 22/23 budget has been uplifted to £504k, but if costs do increase then a cost pressure may materialise. The Council are monitoring the situation and will provide an

	Key questions	Position	Comments and where you can find out more
			<p>update in the Outturn Report should the energy price cap increase cause a pressure.</p> <ul style="list-style-type: none"> The Council have seen a rise in the use of B&B's for the homeless due to covid with stays being extended due to a lack of move on accommodation. The Government restrict the amount of subsidy received for these cases which has caused a pressure of up to £77k within Housing Benefits. The Council are monitoring this position to see if this continues into 22/23 (para 6.8 provides a further update).
7	Is Covid affecting the financial position?	Green	<p>Not for 21/22.</p> <p>There is likely to be some legacy costs continuing into 22/23 but at the moment the Council will have sufficient funding to cover. The budget report states the expected position on Covid for 22/23.</p>

3 REVENUE BUDGET Q3 UPDATE

3.1 Overall position

3.1.1 At Q3 the Council is forecasting to be £2.2m underspent against a surplus budget of £0.3m as per the table below.

	Budget (Outturn Report 66/2021)	Revised Budget	Q2 Forecast Outturn	Q3 Forecast Outturn	Latest Forecast Variance
	£000	£000	£000	£000	£000
People	20,153	20,116	19,318	18,840	(1,276)
Places	14,759	14,799	14,528	14,666	(133)
Resources	7,452	7,184	7,053	6,946	(238)
Covid	0	218	(279)	(279)	(497)
Directorate Totals	42,364	42,317	40,620	40,173	(2,144)
Pay Inflation	100	100	280	280	180
Social Care Contingency	274	274	0	0	(274)
Net Cost of Services	42,738	42,691	40,900	40,453	(2,238)
Appropriations	(2,478)	(2,478)	(2,478)	(2,478)	0
Capital Financing	1,647	1,647	1,647	1,647	0
Interest Receivable	(240)	(240)	(105)	(107)	133
Net Operating Expenditure	41,667	41,620	39,964	39,515	(2,105)
Financing	(39,163)	(39,198)	(39,754)	(39,754)	(556)
Revenue contribution to capital	77	87	87	87	0
Transfers to/(from) reserves	(2,140)	(2,208)	(1,787)	(1,787)	421
(Surplus)/Deficit	441	301	(1,490)	(1,939)	(2,240)
General Fund 1 April 21	11,508	11,508	11,508	11,508	

	Budget (Outturn Report 66/2021)	Revised Budget	Q2 Forecast Outturn	Q3 Forecast Outturn	Latest Forecast Variance
	£000	£000	£000	£000	£000
Local Plan	0	1,545	1,545	1,545	
General Fund 31 March 22	11,067	9,662	11,328	11,902	

3.2 Budget confidence

3.2.1 One of key areas of focus for the budget is around the reliability of forecasts. In particular, the large movement between Q3 and Q4 in 20/21 caused concern with Members questioning the Council's grip on the budget despite the majority of movement being caused by uncontrollable and unpredictable factors.

3.2.2 Throughout the year the Council has been reporting on the confidence level associated with budgets. Inevitably at Q3, with only one quarter remaining, the Council's confidence should be higher than at Q1 and Q2.

3.2.3 The confidence level is higher on the basis that:

- 70% of the Directorate forecast has already been spent (in cash terms);
- There is a significant contingency for the pay award – whether this is settled or not (see 6.9), the Council will have to accrue for an award; and
- The social care contingency will not be used given the current position on social care budgets and this has been reflected in the forecast.

3.2.4 For the 30% (£14m) of the forecast not spent, the Council has looked for outliers i.e. budgets (or spend types) that have a significant % of the forecast still to spend with only a quarter left. The following issues were highlighted:

- 32% relates to **staffing** (£4.5m). The main thing that will affect this position is vacancies. Assumptions have been made on the timing of known recruitment but there is still some uncertainty. The Council currently has 22 vacancies in active recruitment. There are a further 16 posts which are vacant on hold pending recruitment. Some of these are covered by agency staff and some by other interim arrangements e.g. staff acting up.
- Contributions to the **pension fund** are not evenly spread through the year. There is £250k remaining to be paid in the final quarter. No issue is expected here.
- There are a number of contracts the Council has with **other local authorities**. A large number of these are generally billed in the final quarter. We are expecting £800k of £1.8m to be billed in the final quarter.
- **Better Care Fund (BCF)** – The BCF is ring fenced expenditure and if it is not spent then it will have to be transferred to a ring fenced reserve. Currently there is still £1.4m of the budget to be spent.

- **Public health** – similar to BCF this is ring fenced expenditure and any underspend will be transferred to a ring fenced reserve. Some of this service is demand led and may fluctuate in the last quarter. There is c£440k to be spent in the final quarter. Underspends on ring fenced budgets do not impact the General Fund balance on the outturn.
- There are three budgets for major **contract renewals** (waste, leisure and highways). The budget for these three areas is £447k with current expenditure of £100k. Any underspend on these budgets will be required to carry forward to meet the cost in future years.
- **Legal** – the Current forecast of £440k only has expenditure of £200k. The legal budget has a number of areas where invoices have been disputed. There are 3 quarters of payments to Peterborough City Council and a significant (c£50k) of invoices in relation to SEND that will be settled in the last quarter. Section 4.1 gives further details on the legal forecast.

3.2.5 Inevitably, there are still areas where variables could change and there are unknowns including:

- The Council have only been undertaking **essential repairs** whilst the asset review is completed (see para 4.7 and 5.1.1). There is current expenditure of £230k against a forecast of £420k. The asset review is expected to highlight a significant number of issues with the Councils estate. If repairs are not commissioned before the year end, any underspends on this budget will be transferred to the repairs reserve to meet future repair liabilities.
- **Social Care** - If case numbers stay as they are now, then the forecast will not change. But our experience tells us that demand levels are unlikely to stay the same. Movement on a few cases can make a big difference even though it is only a few months (at the time of forecasting) until the year end.
- **Transport** – this is an area that has been volatile in the year. We still expect more SEN cases to come through. Para 4.5.2 explains the difficulties in forecasting this area.
- The Council has reviewed the **bad debt position** and the actual debt has reduced by c£200k since the Council recommenced chasing for arrears. It is expected that the position will continue to improve before the year end which will have a positive impact but there are a small number of social care cases which are under review.

4 KEY REVENUE BUDGETS

4.1 Legal Budget

4.1.1 The service continues to forecast in line with that projected in the mid-year report. The forecast is made of the c£200k actually spent to date plus the following:

- £64k staffing costs;

- £45k for Peterborough City Council (only Q1 invoice paid to date, Q2 and Q3 invoices have been queried and will be settled when queries have been resolved);
- £50k for SEND tribunals being disputed, now resolved but actual invoices not paid yet; and
- Remaining £80k covers new cases and further expenditure on current cases.

4.2 Adult services

4.2.1 The forecast for Adults is £9m against a budget of £9.5m. The key changes since the mid-year report are:

- There has been new CCG funding received of £109k to support the homecare service to support early discharges from hospital. The additional costs of supporting this has required the service to bring in additional agency staffing to supplement the internal team at a cost of £40k.
- Staffing vacancies of £32k are now not expected to be filled this financial year in Daycare due to difficulties in recruitment (this is an area of saving for 22/23); and
- Demand continues to fluctuate and since Q2 there has been a slight reduction resulting in an additional underspend of £42k.

4.2.2 This position is very positive as the Council has included savings in the 22/23 budget which are predicated on the Council actively 'managing' demand and bringing in additional income to cover increased service costs.

4.3 Children's services

4.3.1 Children's services continues to see positive trend with the current forecast being £5.8m against the budget of £6.4m. This is a movement of £300k since the mid-year report. There are three main reasons for this swing:

- Continue to see staff turnover in this area which has resulted in an £80k swing since Q2. This is an area of risk which may require agency support in the short term which is not currently included in the forecast;
- High cost for agency cover stopped earlier than anticipated resulting in a £20k reduction in forecast,
- The Council has successfully been able to reunite two children with their families. This reduces the placement bill by £100k; and
- Other demand continues to fluctuate across childrens and since Q2 reduced by £100k.

4.4 Waste

4.4.1 As reported in the mid-year report there are two areas that cause the fluctuation in this budget: changes in the tonnages of waste and the cost of disposing the waste.

- 4.4.2 Over the last 3 months residual waste tonnage levels have dropped down to the same levels as 2020/21 (0% growth). We have forecast that growth would continue at 5% until the year end.
- 4.4.3 In addition, the Dry Mixed Recyclables (DMR) Co-Mingled gate fee has dropped to c£13 per tonne, being a £16 per tonne movement since Q2.
- 4.4.4 If these trends continue a swing of c£70k can be expected in the last quarter. Currently the forecast has not been adjusted to reflect this as additional work will be conducted in the last quarter to monitor the fees charged and movement on tonnages to see whether there is a sustained decrease, rather than a temporary dip. If this continues, we will also review the 22/23 budget for waste which has been increased.

4.5 Commissioned Transport

- 4.5.1 Since reporting a £104k overspend, there have been 12 additional contracts (for those with special educational needs) costing £122k and various changes to existing contracts resulting in the overspend increasing by a further £185k to £289k.
- 4.5.2 The current level of expenditure and budget pressures are expected to continue into 22/23 particularly in relation to SEN. This is an area where predicting demand is proving a significant challenge:
- We are seeing rising demand and are sighted on the number of claims but not all applications will be approved;
 - Other than those already in the pipeline, we do not know when or how many new claims will come forward;
 - Where claims are accepted then the location placement will drive the transport cost. There is little dedicated provision in County to meet need, which can mean greater travel.
- 4.5.3 During the budget setting process the impact of the rises in commissioned transport had been assessed based on Q2 data and a pressure of £172k for 2022/23 has been provided. The transport needs will continue to be assessed over the next 3 months and there may be a budget pressure over and above what is in the Council current Medium Term Financial Plan.

4.6 Public Transport

- 4.6.1 The mid-year report explained that current year pressures including the Council decision to subsidise the commercial route 9 (Oakham to Stamford) c£23k and running the Oakham Hopper for 5 months c£24k can be absorbed by underspends.
- 4.6.2 A further issue officers are monitoring is around guidance issued by the Department for Transport regarding the withdrawal of paying full concessionary travel reimbursements in 2022/23 as has been the case during the pandemic. The operator for the RF1 and 747 route has expressed concerns that this will make the routes unviable and is considering terminating the contracts unless additional compensation is received. The Council is considering its response.

4.7 Property Services

- 4.7.1 No update from the mid-year report with the service largely being forecast on budget. The asset review may lead to urgent repair works being required. If the works do not materialise there is likely to be an underspend in this area and we would propose to set the underspend aside for future repairs. The current expenditure is £230k against a forecast of £420k.
- 4.7.2 The asset review data collection is now complete and currently going through the quality assurance process with data being released for officer assessment by the end of January. This data will inform the Asset Management Strategy which will be presented to Council late spring/early summer.

4.8 Discretionary Income Budgets

- 4.8.1 No change in forecasts on the discretionary income budgets, with all income streams on track to achieve forecasts.

5 BUDGETS OVERSPENT BY £25K

- 5.1 Outside of the high risk budgets there are 2 other functions overspending by more than £25k. Neither of these are new from Quarter 2.
- 5.1.1 **Commercial Properties** – the current forecast shows a pressure of £96k, no change since the mid-year report. There is the risk of what the impact of the asset review will have on the Council Commercial Properties due to the age of some of the properties it is expected that there will be a number of high risk repairs that will need immediate mitigation that could impact this position.
- 5.1.2 **Resource Directorate Management** - Additional costs arising from temporary agency cover for the Monitoring Officer. This is offset by changes in the management arrangements of the Business Support and Governance Teams.

6 OTHER REVENUE UPDATES

- 6.1 Outside of the budgets already identified as high risk there are a number of other updates:
- 6.2 *Managing the Care Sector Funding*
- 6.2.1 The Council has received a number of funding streams. Each funding stream has separate reporting requirements and returns, which the Council has to manage. The funding streams are:
- 6.2.2 *Department Health and Social Care (DHSC) Workforce Recruitment and Retention Fund (£92k)*
- 6.2.3 The main purpose of the Workforce Recruitment and Retention Fund (both this and the fund below) is to support local authorities to address adult social care workforce capacity pressures in their geographical area through recruitment and retention activity.
- 6.2.4 The funding covers the period 21st October to 31st March and is similar to the funding we have previously received. Proportionally allocated out to providers based on staff numbers, and they will be reporting in January on progress against spend.

6.2.5 *DHSC Workforce Recruitment and Retention Fund 2 (£170k)*

6.2.6 Announced in December and runs 10th Dec to 31st March. Again, we have apportioned this per provider.

6.2.7 *CCG Headroom Funding*

6.2.8 This will effectively be two funds but from the same CCG funding pot:

- Worker Loyalty Retention Bonus: a payment of £250 or £500 dependent on hours worked to be made to social care providers in late Feb for workers who have worked between 13th Dec and 28th Feb. We will collate the numbers from providers and they will receive a lump sum from the CCG to make the payment. We have estimated up to £320k for Rutland based on 75% of the Counties social care workforce of c749 being eligible. The estimated funding ask includes associated employer on-costs.
- Early payment of National Living Wage: (This is being referred to as Levelling Up). A lump payment to providers to enable them to uplift to NLW early from 1st Jan. We have estimated c£250k for Rutland, again estimated on the overall workforce numbers and allowing that not all work full-time, nor are all on the current NLW. The formula was calculated by Leicester City, which City, County and us have all used the same formula.

6.3 Heritage grants acceptance

6.3.1 The Head of Culture & Registration has worked hard to secure two grants to support work around the major heritage finds uncovered in the County during lockdown.

6.3.2 The Council has accepted £13,000 from the Pilgrim Trust to undertake urgent conservation works to the Ichthyosaur fossil specimen found at Rutland Water.

6.3.3 The Council has also accepted £29,500 from the National Lottery Heritage Fund to undertake preliminary planning work in response to the fossil find, and the discovery of the Roman Villa and Mosaic. The funds will be used to identify the most appropriate way to conserve, display and promote these finds, potentially building to a major funding bid up to the level we secured for the Oakham Castle restoration (£2.16m) – depending on the feasibility work.

6.4 Protect and vaccinate

6.4.1 In light of the Omicron variant and from what we know about the low vaccination rates amongst the rough sleeping population, Omicron presents a severe risk to the individuals we protect. Therefore, the Council will receive £11.5k to ensure that it puts in place the right support and help us to vaccinate this vulnerable group with urgency.

6.5 COVID-19 Additional Relief Fund (CARF)

6.5.1 The allocations for the £1.5bn COVID-19 Additional Relief Fund (CARF) have now been published with Rutland's allocation being £946,908. This fund was originally announced in March 2021 alongside the decision to "rule out COVID-19 related MCC appeals" [Material Changes in Circumstances (MCC)]. The Council will have the discretion to make relief awards to qualifying businesses.

6.5.2 The Scheme will allow the Council to reduce business rate bills for 21/22 for those who have not benefitted from relief. A potential scheme is being worked up.

6.6 Bus grants

6.6.1 The Department for Transport have announced their final allocations for the Local Transport Authority Bus Recovery Fund. Rutland's allocation is £64k. This replaces the Covid-19 Bus Service Support Grant (CBSSG), the final CBSSG receipt of £50k for tranche 8 has been received in October. All these funds are paid over to the bus operator.

6.7 Discretionary Housing Payments

6.7.1 The Council has been supporting its most vulnerable and in order to continue this support the Council may need an additional £5k to be transferred from the Welfare Reserve to top-up the initial DWP allocation.

6.8 Housing Benefit homeless B&B cases

6.8.1 Full housing benefit subsidy from central government is not received for homeless placed in B&B accommodation; the B&B charges exceed the subsidy received by up to £434 a week. Based on current cases and weeks paid, the pressure could be £77k. Other elements within this budget may reduce the pressure, which is anticipated to be the worst-case scenario. Any pressure arising would be funded by the Welfare Reserve or from Covid funding. The increase is directly related to Covid with extended stays due to lack of move on accommodation for single homeless clients has led to longer stays. In 2019/20 (largely non covid year) the number of weeks of accommodation provided was 90, in both 20/21 and 21/22 this has risen to 171 weeks and 173 weeks respectively.

6.9 2021/22 Pay Award

6.9.1 The latest update is that there is still no agreement on the 2021/22 pay award. Unison have balloted their members on strike action but turnout was only 14.5%, which is below the 50% required to proceed to industrial action. We are awaiting the outcome of ballots conducted by Unite and GMB. There is still a stalemate in negotiations, but the risk of strike action is now low. We are awaiting further information from National Employers regarding next steps.

6.10 School improvement grant

6.10.1 Currently, the Council receives £50k per annum to fund school improvement functions which we use to spot purchase support for schools. The Government have concluded a consultation on reforming how these duties will be funded in the future. The results of this consultation are:

- the Government will proceed with reducing the local authority school improvement monitoring and brokering grant by 50% for financial year 2022/23 by 50% and fully remove by 2023/24; and
- provision will be included in the School and Early Years Finance Regulations 2022 (England) to instead allow local authorities to deduct funding for local authorities' core school improvement activities from maintained school budgets.

6.10.2 This approach will create a cost pressure for the Council and by 2023/24 we will only have one maintained school, so deducting any funding from the school will not be possible.

6.10.3 The Council will review the statutory functions in this area and decide on a cost effective model to meet the basic requirements and also what is provided nationally by the DfE with regards to academies.

6.11 **Adult Social Care reforms**

6.11.1 The Government's social care reforms including the implementation on a cap of £86,000 on the costs that individuals will have to pay towards their care will be in place from October 2023.

6.11.2 The Council has received some funding in the 22/23 settlement to do work on market sustainability. The issue here is that as self-funders (people who commission and negotiate their own rate of care which tends to be at a much higher rate than that paid by local authorities) approach local authorities to assess and commission care needs, there may be a significant market impact. In this regard, local authorities are being asked to:

- conduct a cost of care exercise to determine the sustainable rates and identify how close they are to it
- engage with local providers to improve data on operational costs and number of self-funders to better understand the impact of reform on the local market
- strengthen capacity to plan for, and execute, greater market oversight (as a result of increased commissioning) and improved market management to ensure markets are well positioned to deliver on our reform ambitions
- use this additional funding to genuinely increase fee rates, as appropriate to local circumstances.

6.11.3 Beyond work on the market issues, the Council will need to consider other issues such as IT, workforce capacity, information and advice, and the financial impact. Officers have had an initial meeting with officials from the Department of Health and Social Care and asked for resource to help implement the reforms. We have also had an internal project meeting to start some planning albeit detailed guidance is not due until May. The Council will need additional external resources to help deliver this project (new burdens funding is expected) and Members should note that the impact on internal resources will also be significant over the next 18 months.

6.12 **Cyber funding**

6.12.1 The Council has applied for funding from DLUHC for Cyber resilience and been notified that it has been provisionally successful with an award pending of £150k.

6.12.2 A cyber threat is now one of the biggest business continuity risks so the Council structured its bid in a way that would allow it to invest and upgrade the Council's network infrastructure, back up arrangements and security systems towards best in class.

6.12.3 The funding will be included in the budget but is likely to be spent in 22/23.

7 CAPITAL

7.1 The table below provides the answers to the key questions Members might be asking about the capital programme.

	Key questions	Further information
1	What's the latest capital programme and how has it changed since originally approved?	The approved capital programme now stands at £28.752m, which is a net movement of £461k when compared to the capital programme approved as part of the Q2 Report. A list of changes is included in paragraph 7.2 Any future year projects approved at budget setting will be included within the 2022/23 capital programme
2	Are there capital projects forecasting to overspend?	No, currently we don't expect any of the capital projects to overspend.
3	How confident are we about forecasts?	The confidence level is good. Many of the large capital projects are monitored closely via project groups, these budgets are created based on supplier quotations and known costs.
4	What progress is being made in delivering projects? Are there any major delays?	The Council is working closely with Building Digital UK (BDUK) on the closure of the Digital Rutland Project. Any underspends from the project will be clawback to BDUK, based on the original ratio split. It's expected that the project will come in under budget Progress on other key projects is being made, no major delays are expected.
5	What projects have not started?	Some projects have been placed on hold, as part of the budget setting report, we have requested that these are deleted from the capital programme. This will be reflected in the 2022/23 capital programme.

7.2 The net change to the capital programme is £461k, therefore giving a revised capital programme of £28.752m. Change to the Capital Programme includes:

- Great Casterton C of E Primary School - £15k (Delegation)
- Uppingham Town centre - £27k (Delegation)
- Highway contribution from Northern rail - £10k (ring fenced)
- Brightways Move (Expansion Project) - £7k (Approved at Q2)
- Changing Place at Active Rutland Hub - £4k (Approved at Q2)

- Website Development - £49k (Report 173/2021)
- Speed Indication Devices - £350k (Report 177/2021)

8 CONSULTATION

8.1 Formal consultation is not required for any decisions being sought in this report. Internal consultation has been undertaken with officers to assess the impact of the forecast on the budget in future years.

9 ALTERNATIVE OPTIONS

9.1 Cabinet are requested to note the current position and future outlook. There are no alternative options.

10 FINANCIAL IMPLICATIONS

10.1 The report highlights the impact of the current forecast for 21/22 on the MTFP. The underspend is positive and will help subsidise future deficits giving the Council more time to right size the budget.

11 LEGAL AND GOVERNANCE CONSIDERATIONS

11.1 Where Directors wish to increase a functional budget by over £100k OR they anticipate that the overall Directorate budget is likely to be overspent (there is no de-minimis level) they must seek approval in advance from Cabinet or Council for a virement to cover any increase.

11.2 There are functions within the People Directorates that fall into this category but no specific request has been made because overspends can be contained within the overall budget.

12 EQUALITY IMPACT ASSESSMENT

12.1 An Equality Impact Assessment (EqIA) has not been completed for the following as this report does not impact on Council policies and procedures.

13 COMMUNITY SAFETY IMPLICATIONS

13.1 There are no community safety implications.

14 HEALTH AND WELLBEING IMPLICATIONS

14.1 There are no health and wellbeing implications.

15 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

15.1 The report updates Cabinet and all members of the forecast financial position for 21/22 which is positive. Whilst the Council has made good progress in tackling the funding gap, future years still look challenging. The Council still needs to address the funding gap as highlighted in the 2022/23 Budget Report.

16 BACKGROUND PAPERS

16.1 None

17 APPENDICES

Appendix A1	People Directorate
Appendix A2	Places Directorate
Appendix A3	Resources Directorate

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577

Appendix A1 – People Directorate

The Directorate Summary shows the performance against budget. Where a budget has an underspend then Officers may request a budget is carried forward to be used next year or put into earmarked reserves so it can be used for a specific purpose in the future.

Function	Outturn 2020/21	Approved Budget	Revised Budget	Q2 Forecast	Q3 Forecast	Q3 Variance to Budget
Directorate Management	1,842,592	1,807,100	1,787,300	1,775,100	1,747,500	(39,800)
Business Intelligence	136,581	158,000	195,700	161,300	151,100	(44,600)
Total Directorate Costs	1,979,173	1,965,100	1,983,000	1,936,400	1,898,600	(84,400)
Public Health	(54,730)	52,200	52,200	17,600	(4,800)	(57,000)
BCF Programme Support	85,989	220,500	122,500	123,300	121,700	(800)
BCF Unified Prevention	347,976	394,000	438,800	433,400	431,500	(7,300)
BCF Holistic Management of Health & Wellbeing	923,454	956,000	909,200	938,900	934,700	25,500
BCF Hospital Flows	1,058,061	1,135,000	1,235,000	1,233,800	1,239,900	4,900
Adults and Health (Ringfenced)	2,360,750	2,757,700	2,757,700	2,747,000	2,723,000	(34,700)
Non BCF Contract & Procurement	402,412	466,600	465,300	439,300	438,100	(27,200)
ASC Community Inclusion	1,186,072	1,041,600	1,023,100	1,097,200	1,016,800	(6,300)
ASC Prevention & Safeguarding	23,612	149,700	119,400	29,900	19,900	(99,500)
ASC Prevention & Safeguarding - Staffing	288,477	280,800	329,300	318,700	340,000	10,700
ASC Housing	180,736	151,300	120,800	107,600	110,400	(10,400)
ASC Support & Review - Daycare	12,938	201,600	201,600	13,000	13,000	(188,600)
ASC Support & Review - Direct Payments	921,871	1,013,200	1,013,200	1,341,500	1,348,900	335,700
ASC Support & Review - Homecare	1,793,316	1,874,400	1,869,700	2,004,600	1,910,400	40,700
ASC Community Income	(409,313)	(380,000)	(380,000)	(457,100)	(441,800)	(61,800)
ASC Support & Review - Other	303,821	337,700	324,100	272,000	288,400	(35,700)

Function	Outturn 2020/21	Approved Budget	Revised Budget	Q2 Forecast	Q3 Forecast	Q3 Variance to Budget
ASC Support & Review - Residential & Nursing	3,250,471	4,063,900	4,063,900	3,569,300	3,598,900	(465,000)
ASC Support & Review - Staffing	489,731	522,600	525,200	516,800	499,600	(25,600)
ASC Hospital & Reablement	111,741	467,600	464,900	466,900	472,400	7,500
Adults and Health (Non Ringfenced)	8,555,884	10,191,000	10,140,500	9,719,700	9,615,000	(525,500)
Safeguarding	334,143	353,100	351,500	382,500	325,500	(26,000)
Referral, Assessment and Intervention Service	268,410	258,400	256,400	197,800	198,800	(57,600)
Permanency and Protection Service	614,194	629,200	620,800	550,800	431,200	(189,600)
Fostering, Adoption and Care Leaver Service	1,988,072	1,939,700	1,912,500	1,945,100	1,816,600	(95,900)
Early Intervention - Targeted Intervention	1,066,986	1,206,600	1,136,600	976,300	933,800	(202,800)
Early Intervention - SEND & Inclusion	372,050	435,000	430,400	457,400	432,600	2,200
Early Intervention - Universal and Partnership	260,954	326,400	314,700	261,700	222,100	(92,600)
Childrens	4,904,809	5,148,400	5,022,900	4,771,600	4,360,600	(662,300)
Schools & Early Years	211,826	176,600	216,900	148,700	207,100	(36,800)
Rutland Adult Learning & Skills Service (RALSS)	26,624	(1,900)	(4,900)	(4,900)	30,100	35,000
Learning and Skills	238,450	174,700	212,000	143,800	237,200	(1,800)
Total People - GF (Ringfenced)	18,039,067	20,236,900	20,116,100	19,318,500	19,414,100	(1,308,700)

Appendix A2 – Places Directorate

The Directorate Summary shows the performance against budget. Where a budget has an underspend then Officers may request a budget is carried forward to be used next year or put into earmarked reserves so it can be used for a specific purpose in the future.

Function	Outturn 2020/21	Revised Budget	Q1 Forecast	Q2 Forecast	Q3 Forecast	Q3 Variance to Budget
Directorate Management	122,981	388,200	189,700	299,100	255,300	(132,900)
Directorate Management Costs	122,981	388,200	189,700	299,100	255,300	(132,900)
Development Control	179,286	140,700	128,900	56,400	56,400	(84,300)
Drainage & Structures	187,139	169,900	168,900	168,900	150,800	(19,100)
Emergency Planning	33,475	35,900	33,500	33,500	33,500	(2,400)
Crime Prevention	109,665	115,500	126,800	111,400	111,400	(4,100)
Environmental Maintenance	1,360,666	1,418,200	1,432,200	1,409,900	1,426,600	8,400
Forestry Maintenance	104,063	115,500	116,300	115,500	115,500	0
Highways Capital Charges	1,720,200	1,828,400	1,828,400	1,828,400	1,828,400	0
Highways Management	327,011	481,200	462,120	489,000	496,300	15,100
Commissioned Transport	1,843,783	1,914,600	1,953,300	2,018,300	2,203,500	288,900
Lights Barriers Traffic Signals	123,025	147,200	149,700	149,700	131,600	(15,600)
Parking	125,010	(67,600)	(70,520)	(177,000)	(177,000)	(109,400)
Pool Cars & Car Hire	91,627	104,000	103,800	103,300	100,400	(3,600)
Public Protection	402,019	402,900	402,900	399,200	399,200	(3,700)
Public Rights of Way	41,860	32,900	32,900	41,900	43,765	10,865
Public Transport	744,988	766,200	756,500	710,700	755,600	(10,600)
Road Maintenance	262,183	366,600	370,600	282,700	317,200	(49,400)
Transport Management	340,253	368,500	345,500	320,900	321,700	(46,800)
Waste Management	2,714,765	3,095,200	3,053,500	3,079,600	3,067,200	(28,000)
Winter Maintenance	300,770	274,100	274,100	274,100	274,100	0
Planning Policy	404,769	421,200	573,800	440,400	417,267	(3,933)

Function	Outturn 2020/21	Revised Budget	Q1 Forecast	Q2 Forecast	Q3 Forecast	Q3 Variance to Budget
Tourism	13,815	0	0	0	0	0
Health & Safety	37,389	39,900	39,800	39,800	39,800	(100)
Property Services	950,913	1,128,700	1,115,400	1,121,100	1,100,700	(28,000)
Building Control	(36,539)	17,000	17,000	17,000	17,000	0
Commercial & Industrial Properties	(291,286)	(272,600)	(153,100)	(177,600)	(176,400)	96,200
Economic Development	114,434	128,700	129,900	109,400	111,400	(17,300)
Culture & Registration Services	179,691	114,600	182,700	141,600	135,000	20,400
Libraries	461,639	456,600	459,400	446,200	449,200	(7,400)
Museum Services	436,007	417,400	435,900	426,100	416,700	(700)
Sports & Leisure Services	271,062	249,100	254,700	249,000	244,600	(4,500)
Total Places	13,676,662	14,798,700	14,914,600	14,528,500	14,666,732	(131,968)

Appendix A3 – Resources Directorate

The Directorate Summary shows the performance against budget. Where a budget has an underspend then Officers may request a budget is carried forward to be used next year or put into earmarked reserves so it can be used for a specific purpose in the future.

Function	Outturn 2020/21	Revised Budget	Q1 Forecast	Q2 Forecast	Q3 Forecast	Q3 Variance to Budget
Chief Executives Office	244,666	228,500	227,800	201,400	201,400	(27,100)
Directorate Management	304,492	307,400	304,800	342,000	348,400	41,000
Communications	307,387	192,700	192,900	186,200	193,000	300
Corporate Costs	167,037	161,000	171,100	174,000	174,000	13,000
Pensions	784,190	905,900	903,900	903,900	901,100	(4,800)
Audit Services	192,704	193,000	196,500	186,500	188,500	(4,500)
Insurance	247,193	271,000	237,800	237,800	237,800	(33,200)
Accountancy & Finance	630,096	619,200	545,900	583,300	582,300	(36,900)
Information Technology	1,576,589	1,524,400	1,521,500	1,509,980	1,522,100	(2,300)
Business Support Services	679,166	781,500	788,100	755,400	700,600	(80,900)
Members Services	259,165	283,900	281,800	283,100	282,500	(1,400)
Customer Services Team	255,458	183,800	185,700	187,100	151,900	(31,900)
Elections	75,995	122,600	126,960	131,400	138,150	15,550
Legal & Governance	696,739	573,400	566,700	577,000	592,400	19,000
Human Resources	449,401	463,000	458,800	443,300	406,600	(56,400)
Revenues & Benefits	398,105	332,900	315,480	316,370	298,200	(34,700)
Financial Support	26,359	40,000	29,500	34,500	27,000	(13,000)
Total Resources Directorate	7,294,742	7,184,200	7,055,240	7,053,250	6,945,950	(238,250)

This page is intentionally left blank

CABINET

15 February 2022

SUSTAINABLE WARMTH FUNDING ALLOCATION AND AWARD

Report of the Portfolio Holder for Communities, Environment and Climate Change

Strategic Aim:	Delivering sustainable development & Protecting the vulnerable	
Key Decision: Yes	Forward Plan Reference: FP/140122	
Exempt Information	No	
Cabinet Member(s) Responsible:	Cllr L Stephenson, Deputy Leader and Portfolio Holder for Communities, Environment and Climate Change	
Contact Officer(s):	Penny Sharp, Strategic Director for Places	01572 758160 psharp@rutland.gov.uk
	James Faircliffe, Housing Strategy and Enabling Officer	01572 758238 jfaircliffe@rutland.gov.uk
Ward Councillors	All	

DECISION RECOMMENDATIONS

That Cabinet:	<ol style="list-style-type: none"> 1. Notes the resources available from the existing partnership with Peterborough City Council for housing retrofit. 2. Declines the conditions of grant for the Sustainable Warmth Funding Allocation from the Midlands Energy Hub, for Local Authority Delivery Phase 3 and Home Upgrade Grant Phase 1. 	
---------------	---	--

1 PURPOSE OF THE REPORT

- 1.1 To note the resources available from the existing partnership with Peterborough City Council (PCC) for housing retrofit.
- 1.2 To decline the conditions of grant for the Sustainable Warmth Funding Allocation from the Midlands Energy Hub (MEH), for Local Authority Delivery phase 3 (LAD3) and Home Upgrade Grant phase 1 (HUG1).

2 BACKGROUND AND MAIN CONSIDERATIONS

Corporate Plan

- 2.1 Housing retrofit would help to meet the Corporate Plan 2019-24's Priority Theme of 'Delivering sustainable development', through the Strategic Aims of providing improved homes that young families can afford and developing an Environmental Policy to meet Rutland's needs and the challenge of climate change.

Government policy of 'fabric first' with 'no regrets'

- 2.2 The reasoning behind the Government's approach is to have an eventual aim of a highly insulated property ('fabric first') with highly efficient decarbonised heating. The latter is generally through the use of an electric heat pump powered through the increasingly decarbonised National Grid, the running cost of which would be likely to be more than its previous heating system unless the property were highly insulated. This is likely to be through external or internal wall insulation with associated ventilation.
- 2.3 'No regrets' means that if work has to be carried out in stages due to funding restrictions, nothing that was added has to be taken out before further improvements can be made. For instance, a gas boiler would not be installed through the funding – even if it were highly efficient – as it would have to be taken out before a heat pump could be installed. 'No regrets' also means that the resident is satisfied, without problems such as increased fuel bills or damp through poorly envisaged insulation.
- 2.4 The funding does not see a major role for solar panels. Social housing has only a marginal role in these funding streams, as it is being addressed through the separate Social Housing Decarbonisation Fund.

LAD3 and HUG1 criteria

- 2.5 Under the criteria, local authorities can apply for funding to help them install energy saving upgrades and low carbon heating in low income households (normally less than £30,000 gross income). New build or self-built homes which have not been previously occupied are not eligible for funding. The funding streams are:
- Local Authority Delivery (LAD) Phase 3, for works supporting low-income households heated by mains gas (limited to a maximum average subsidy of £10,000 per home).
 - Home Upgrade Grant (HUG) Phase 1: for low-income households without gas heating connections, of which there are many in Rutland. Average cost expectations will range from £10,000 to £25,000 per home depending upon the starting Energy Performance Certificate (EPC) rating of the property and fuel type. This higher grant for costs of upgrades should allow for low carbon heating to be installed in the majority of homes.
- 2.6 Landlords who have eligible low-income tenants can access grant funding, but landlords are required to make a minimum contribution of one-third of the total cost of works. Funding should not be used to help landlords meet the existing minimum energy efficiency standards under the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015, which landlords are expected to comply with.

RCC's existing partnership with PCC

- 2.7 The Council has an established shared service arrangement with PCC for public protection services, including private sector housing and energy. PCC have secured LAD3 funding covering Rutland as part of a wider consortium. RCC have worked with PCC successfully over many years to promote a wide range of sustainable warmth measures. This includes the LEAP energy advice service, which would be a major source of referrals for the funding available through PCC.
- 2.8 The PCC consortium's bid for HUG1 funding was unsuccessful, but they are optimistic that a bid for a slightly later HUG phase will be successful. The funding secured through PCC requires little more than routine liaison from the Council and is additional to that which would have been obtained through the MEH bid.
- 2.9 The consortium working with PCC are also looking into a recently announced Warm Homes Fund bid available for low carbon heating solutions (primarily air source heat pumps) in both urban and rural households and will register an interest in this also. These two sources of available funding should be able to offer a comprehensive retrofit package to off-gas households in Rutland, subject to the extent of the funding available.

The MEH bid

- 2.10 MEH (based at Nottingham City Council) have made a regional bid for Local Authority Delivery Phase 3 (LAD3) and the Home Update Grant Phase 1 (HUG1), which includes Rutland. This would be separate from RCC's work with PCC. Following this bid, RCC have been informed of the following allocation, subject to RCC meeting all the funding requirements.

Local Authority	HUG		LAD		Total
	Capital	Admin	Capital	Admin	
Rutland	£190,000	£19,000	£140,000	£14,000	£363,000

Delivery of the service for the MEH funding

- 2.11 Two key pieces of administrative infrastructure have been put in place by MEH:
- a customer journey contract, which includes a single point of contact for the public
 - a dynamic purchasing system (DPS) to aid the procurement of professional services and installers.
- 2.12 The Council would be left to make arrangements for the selection of applicants and properties (both supported by the Customer Journey Support contractor provided by MEH) and the commissioning of works through the DPS. Alternatively, the Council could select its own delivery partner. The Council does not have the capacity nor the expertise in the relevant teams to do this in-house, as the requirements are highly specialist and technical. This is not part of the shared service arrangement with PCC, nor do PCC have the capacity to offer it as a 'paid for' extra.
- 2.13 RCC have held informal discussions with nearby councils to look at whether joint delivery would be an effective and efficient approach. Whilst there is a desire for

joint working, the consensus is that this could take some time to work up. Therefore, the MEH's LAD3/HUG1 bid would have to launch with the councils generally working separately.

Conditions of MEH funding

- 2.14 MEH bid to the Government Department BEIS on behalf of most of the councils in the Midlands, which was successful. This involves MEH signing a Memorandum of Understanding with BEIS. MEH then use a lengthy grant letter, to be signed by RCC, to help ensure that RCC delivers the project as set out in the Development Plan. This is required to be signed and submitted to MEH by 28 February 2022.
- 2.15 Alongside the grant letter is the Development Plan, which needs to be submitted by 28 February. This sets out details of how the Council proposes to deliver the project, the cost and nature of the proposed works and numbers of properties and the phasing of delivery. There are around 200 pages of associated documentation.

3 CONSULTATION

- 3.1 Informal consultation has taken place with nearby councils about possible consortium arrangements for the MEH bid. The possibility of joint working has been identified and may have economies of scale, but may take some time to put in place. Discussions have also taken place with PCC regarding their existing partnership arrangements.

4 ALTERNATIVE OPTIONS

- 4.1 The Council could decide to accept the funding from MEH, but this would not have economies of scale for a small authority such as Rutland and it is estimated that there would be a shortfall of approximately £25,000 per year of administrative costs not covered by the grant.
- 4.2 The Council could accept the funding from MEH in part, but this would still incur additional administrative costs and impact on Officer time that could have been used for other priorities.

5 FINANCIAL IMPLICATIONS

- 5.1 Funding available through the Sustainable Warmth competition is capital funding distributed by section 31 of the Local Government Act 2003. The funding must therefore be used in line with section 11 of the Local Government Act 2003, for example for the creation of an asset or the modification or improvement of an existing asset.
- 5.2 Up to 10% of the funding (on top of the subsidy caps) may be used to fund administrative, delivery and ancillary costs to support delivery. Retrofit Co-ordinator or Assessor costs can, according to BEIS guidance, be either an administrative or a capital cost.
- 5.3 Additional staffing resources are likely to be needed to run the MEH programme from a client perspective, unless perhaps the Council is part of a consortium which would involve its own costs. The consortium approach would still require a significant staff commitment. Some separate technical roles needed could be provided by the contractor. It is estimated that a shortfall of approximately £25,000

would have to be funded by the Council, but this cannot be calculated with any certainty and is not budgeted for. There would also be a significant impact on existing roles, which would have less time to spend on delivering affordable housing or delivering environmental services.

- 5.4 MEH will have a Memorandum of Understanding with the Government and the Council would have an agreement with Nottingham City Council effectively binding us to the terms of the MoU. There are approximately 200 pages of associated documentation.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

- 6.1 There are many grant conditions for the MEH bid, but in summary the Council would have to:

- submit an accurate and highly detailed delivery plan in a technical field in which it is not experienced
- certify that the plan is deliverable
- undertake that RCC and its contractors, etc. would do nothing to put MEH in breach of its Memorandum of Understanding and that the MoU takes precedence if there is any conflict with the 19 page grant letter
- require compliance with the highly complex PAS 2030 installation standard and PAS 2035 quality standards and use only Trustmark accredited installers, placing pressure on cost and supplier availability in a rural area
- obtain and share legal advice on how the scheme would not constitute an illegal state subsidy and take responsibility for this advice
- take a 'worst-first' approach when considering which homes are identified for upgrade. This means treating homes with the lowest EPC ratings as a priority (Energy Performance Certificate Bands E,F,G rather than Band D homes)
- be responsible for carrying out or arranging for the reasonable ongoing due diligence, controlling, monitoring, reporting, as well as managing any specific cases of suspected or identified fraud
- allows funding to be withdrawn from the Council if funding withdrawn from MEH by the Government.

Many of the clauses are reasonable in themselves, whereas others would place the Council at risk of default. This is partly because the delivery process is disproportionate for an authority the size of Rutland and the agreement generally aims to minimise risk to MEH.

- 6.2 The conditions emphasise the need for projects funded by MEH to be delivered carefully and quickly, whilst not cutting corners on either the works or their administration. The very prescriptive rules from MEH and other bodies would mean that the Council's administrative costs would be disproportionately high and staff diverted from other priorities, such as strategic housing.
- 6.3 The other delivery route, through PCC, does not generally have these difficulties.

7 DATA PROTECTION IMPLICATIONS

- 7.1 A Data Protection Impact Assessment (DPIA) has not yet been completed because the recommendations do not require changes to RCC's processes.

8 EQUALITY IMPACT ASSESSMENT

An equality impact screening has been carried out. This shows possible differential treatment but not discrimination. The LEAP energy advice service, which brings in many of the potential customers, is targeted at a wide range of people. There will also be broader sources of referral. The Council has decided only to accept LAD and HUG funding from one source to avoid excessive administrative costs and to free up Officer time to help people with other initiatives, such as the provision of more affordable housing. This is proportionate and justified.

9 COMMUNITY SAFETY IMPLICATIONS

- 9.1 There are no community safety issues arising from this report.

10 HEALTH AND WELLBEING IMPLICATIONS

- 10.1 Housing is one of the wider determinants of health. Cold and damp housing can have a wide range of adverse effects on physical and mental health and wellbeing.

11 ORGANISATIONAL IMPLICATIONS

- 11.1 Environmental implications

- 11.2 The works will reduce carbon emissions. Some works may be subject to planning consent.

- 11.3 Human Resource implications

- 11.4 There are a number of different delivery models that may be used. Extra support will be needed to ensure the works are delivered and the grant conditions complied with, including retrofit assessors, retrofit co-ordinators and client support for Rutland County Council. These could be directly provided by the Council, brought in as consultants or included in works contracts.

- 11.5 Procurement Implications

- 11.6 If the MEH funding were to be pursued, RCC would need to consider how it would procure relevant suppliers to deliver the technical services and installation works required. The procurement route that will support these "works" must be compliant with RCC's Contract Procedure Rules. This could be through the use of a Framework or DPS. Relevant due diligence would be required to ensure that this DPS provided by MEH is a viable solution, including how the DPS is Lotted (i.e. whether it allows for one supplier to pick up the full scope of works; or whether several suppliers need to be appointed).

12 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 12.1 Funding for residential decarbonisation through the sustainable warmth competition is being offered to the Council from two sources, via the existing partnership with

PCC and via the MEH partnership. The former source is very low risk from RCC's point of view and does not involve additional costs to put in place. The use of RCC Officer time and impact on other projects, including affordable housing delivery, is low.

- 12.2 The MEH programme would enable more properties to be reached, but there is no guarantee that the extra properties would be found and delivered on time, due to a range of factors such as the shortage of skilled personnel in a rural area and being able to deliver within available funding. Whilst a significant amount of money could be brought in for an investment of £25,000 which could cover staffing and ancillary costs, there are significant risks regarding the delivery of the project which could lead to further costs and Officer time being diverted from other priorities such as affordable housing. On this occasion, the financial risk which would occur from accepting the terms proposed is regarded as too great.
- 12.3 The recommendations promote the delivery of sustainable warmth including decarbonisation, without requiring additional expenditure or staffing resource.

13 BACKGROUND PAPERS

- 13.1 Grant award letter and appendices from MEH.
- 13.2 Midlands Energy Hub: Local Authority Delivery (LAD) Phase 3 & Home Upgrade Grant (HUG) Phase 1 Development Plan (blank proforma).

14 APPENDICES

- 14.1 There are no appendices to this report.

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

This page is intentionally left blank

CABINET

15th February 2022

GROUNDS MAINTENANCE AND FORESTRY PROCUREMENT- PROJECT APPROVAL

Report of the Portfolio Holder for Communities, Environment and Climate Change

Strategic Aim:	Customer-focussed services	
Key Decision:	Yes	
Exempt Information:	No	
Cabinet Member Responsible:	Cllr Lucy Stephenson: Deputy Leader and Portfolio Holder for Communities, Environment and Climate Change	
Contact Officer(s):	Martin Jones, Interim Senior Environmental Services Manager	Telephone: 07967484603 email: mjones2@rutland.gov.uk
	Penny Sharp, Strategic Director - Places	Telephone: 07973 854906 email: psharp@rutland.gov.uk
Ward Councillors	All	

DECISION RECOMMENDATIONS

That Cabinet:

1. Approves the re-procurement of a combined grounds maintenance and forestry contract as detailed in the Pre-Procurement Business Case attached at appendix A and in accordance with the service-led governance arrangements detailed in the report.
2. Notes that the Council has exercised a contractual option to extend the existing Grounds Maintenance contract to now expire on the 31st December 2023.
3. Notes that the Council has exercised a contractual option to extend the existing Forestry contract to now expire on 31st December 2023.

1. PURPOSE OF THE REPORT

- 1.1 To seek approval to the establishment of the required project structures to allow the undertaking of the re-procurement of grounds maintenance and forestry services and to progress with the re-procurement exercise as detailed in this report.

2. BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The Council entered into its existing grounds maintenance arrangements for a term of 3 years with Harborough District Council w.e.f. 1st April 2019 on a shared service basis. Amongst other things the Agreement provides for an option to extend. The Council has exercised the right to extend on the basis that it was beneficial to do so, primarily so that it firstly now provides sufficient time to undertake a robust re-procurement exercise, and secondly it enabled the contract expiry to be bought broadly in line with the expiry date of the existing forestry contract. The existing grounds contract will therefore now expire on 31st December 2023.
- 2.2 The current forestry contract is with George Walker (Tree Care) Ltd and is due to expire on the 31st January 2023. Agreement has been reached to extend this contract to 31st December 2023 to bringing it to a co-terminus expiry date with the extended Grounds contract. That then allows Grounds and Forestry to be tendered together to commence on 1st January 2024 which it is considered beneficial to do.
- 2.3 The Current Service offer is via separate grounds maintenance and specialist forestry contractors. It is felt that through the adoption of an appropriate “lot” strategy, to be confirmed in due course, that it will enable the non-specialist tree work elements to be included in the grounds maintenance “lot” and with a separate “lot” for specialist tree work only. It would be hoped that this will result in lower pricing for the non-specialist tree work, it will also improve the critical mass of the overall offer to the market.
- 2.4 In broad terms the composition of the proposal is likely to see a grounds maintenance “lot” comprising grass cutting shrub pruning and reductions, hedge cutting, low level crown lifts and epicormics growth removal. Also a forestry “lot” to include service of tree reductions, tree felling and all speciality forestry aspects. Consideration will also be given to whether there is benefit in including some ancillary aspects such as repairs to boundary fences and gates etc. Whilst it is intended that the arrangements will deal with the current assets in scope, consideration will also be given as to whether it is beneficial to bring in additional areas that currently sit outside the existing arrangements.
- 2.5 Devolution of maintenance of specified areas to Town and Parish councils will be considered as available options in the specification.
- 2.6 A Project Management Framework risk assessment has been undertaken in accordance with the council’s Risk and Project Evaluation Criteria with the project attaining a risk score of 63 assessing it as a medium risk project. Governance for the project will therefore include:
- A part time service led project manager
 - A project team in place
 - Local logging of risks and issues
- 2.7 A Contract Risk Evaluation Assessment has also been completed assessing a score of 14 (weighted 72). This classifies the level of risk presented by the contract as medium. The financial vetting standards both during the procurement phase and subsequently over the life of the contract will therefore be as specified for medium risk contracts in the council’s related Financial Due Diligence Guidance.

3. CONSULTATION

- 3.1 A “lessons learnt” exercise has been undertaken with the Council’s existing contractors. Internal customers in addition to Environmental Services, principally the Highways and Property functions are aware of this re-procurement exercise and will be fully consulted as specifications are developed.
- 3.2 A public consultation will also be undertaken allowing residents to express their views.
- 3.3 Specifications will be designed to align with required biodiversity considerations through consultation with the Members Climate Action Group and in turn through their volunteer network. This group is a strong link with members of the community where they are able to voice suggestions of how to improve the local areas’ biodiversity.
- 3.4 Following the Environment Act receiving Royal assent in November 2021, further considerations into possible opportunities that may be available under net biodiversity gain will be explored.

4. ALTERNATIVE OPTIONS

- 4.1 The Council can defer tendering both of the existing grounds maintenance and forestry contracts by exercising the option to extend for the second 12 months period.
- 4.2 Separate tendering of grounds maintenance and forestry services. The benefits as detailed in this report will not be achieved.

5. FINANCIAL IMPLICATIONS

- 5.1 The 21/22 net budget for Grounds Maintenance (comprising cost centres RC 1524, 2615 and 2690) totals £450k. For Forestry Services the net budget (cost centre 1526) totals £115k.
- 5.2 It is the case that a number of Parish Council’s undertake their own grass cutting (mainly rural verges) with financial support from the Council. That position will be reviewed in line with the Environment Acts Net Biodiversity Gain Strategy.

6. LEGAL AND GOVERNANCE CONSIDERATIONS

- 6.1 As per the Council’s agreed project management framework, this project was analysed against the risk matrix and it was deemed a medium risk project-this requires a governance structure of a service-led project team and a part-time service led project manager.
- 6.2 Due to the value of the contract over five years approval is sought from Council to re-procure the grounds and forestry contract.

7. DATA PROTECTION IMPLICATIONS

- 7.1 There are no data protection implications arising out of this report.

8. EQUALITY IMPACT ASSESSMENT

- 8.1 There are no implications arising out of this report.

9. COMMUNITY SAFETY IMPLICATIONS

9.1 There are no implications arising out of this report.

10. HEALTH AND WELLBEING IMPLICATIONS

10.1 There are no implications arising.

11. ORGANISATIONAL IMPLICATIONS

11.1 Environmental Implications

11.1.1 The detailed specification will have regard to the emerging bio-diversity aspirations of the Council as guided by the Environment Act.

11.2 Procurement Implications

11.2.1 The detailed procurement strategy remains to be determined. This is to be through a YPO: DPS 881 framework.

12. CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

12.1 It is considered that maximum benefit will be achieved by the combining of services as set out therein and by effectively testing the market.

13. BACKGROUND PAPERS

13.1 There are no additional background papers to the report

14. APPENDICES

14.1 APPENDIX A: Pre-Procurement Business Case

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577



Rutland
County Council

Rutland County Council

Pre-Procurement Business Case

Document Owner: Martin Jones
Rutland County Council

Author: Ben Thompson
Rutland County Council

Version: V6

Date: 25th January 2022

Contents

Contents..... 2

Document Control, Approval and Distribution 2

Version Control 2

Document Approval..... 2

Document Distribution 2

Contract Details..... 3

Background/Overview 3

Contract Details & Procurement Plan 4

Next Steps – capturing comments or instruction from Informal Cabinet and/or Portfolio Holder
 **Error! Bookmark not defined.**

Document Control, Approval and Distribution

Version Control

This document should be updated with any amendments:

Version	Date	Notes
V3	26 th May 2021	draft
V4	16 th June 2021	draft
V5	07 th October 2021	draft
V6	25 th January 2022	draft

Document Approval

This document requires the following approvals:

Cabinet	Name	Date

Document Distribution

This document will be distributed to:

Project Team	Method	Date

Informal Cabinet & Portfolio Holder	Method	Date

Contract Details

Contract Title	Grounds Maintenance and Forestry Services		
Contract Description	Undertaking of grounds maintenance in relation to council assets to include, grass cutting, shrub maintenance, hedge maintenance, closed cemetery maintenance, weed management, tree maintenance and associated works		
Contract Dates	<u>Start</u> : 01/04/2023	<u>End</u> : 31/03/2027	Extension option 2 x 12 Months
Proposal to:	Conduct a Further Competition – under YPO: DPS 881 Grounds Maintenance and Associated Services		
Responsible Officer	Ben Thompson		

Background/Overview

The Council currently has a shared service agreement with Harborough District Council for the provision of Grounds Maintenance service through FCC Environment, for a 3 year Term (from 1st March 2019 until 31st March 2022), with two x 12 month extension options.

The Council has secured a 12-month extension to its Grounds Maintenance Services contract until 31 March 2023, with new contracts due to commence on 1 April of the same year.

The Council has a Forestry Contract with George Walker (Tree Care) Ltd, the outcome of a competitive tendering process that was undertaken during 2017, for a 5 year Term (from 1st February 2018 until 31st January 2023), with five x 12 month extension options. The Forestry contract is currently set to expire on 31st of January 2023, the Council will therefore extend the contract by x2 months to 31st March 2023 to enable the end date to align with the end of the current Grounds Maintenance contract.

The intention is to:

- Undertake pre-procurement exercise/planning. This will include a review of the service in readiness for commencing a re-procurement exercise for these Environmental Services contracts during 2022.
- Following completion of relevant due diligence as part of the pre-procurement exercise, we shall commence the re-procurement exercise of a consolidated Grounds Maintenance & Forestry Services contract. Previously the Forestry service has been conducted under its own contract, due to the similarities in grounds maintenance and forestry work and the two contracts ending on the 31st March 2023 it has become evident that there is merit in combining the two services into one contract. Although the specialist Tree surgery works shall need to be kept as a separate Contract arrangement, to be procured separately, as the skills set and contract requirements for this specialist work is different to that required for the consolidated Grounds Maintenance & Forestry Services contracts.

For new and renewal contract/framework agreement the information fields detailed below must be completed.

Contract Details & Procurement Plan

...

<u>Headings</u>	
Scope of requirement	<ul style="list-style-type: none"> • To provide a comprehensive and robust suite of supporting tender documents to enable future bidders for the Grounds Maintenance & Forestry Services contracts to provide value for money bids. • To realise any service efficiencies from undertaking relevant due diligence prior to re-tendering the service, through lessons learnt exercise and clear service mapping. • To re-procure the service contracts in a resource efficient manner, using the services of Welland Procurement to adopt the most suitable procurement route for the Council to take. • Minimising the extent of Bidder’s risk-pricing the contracts by producing high quality specification outputs, clearly defined pricing schedules and robust supporting tender and contract documentation. • Ensuring the service requirements are packaged/offered to the market, to maximise efficiencies for Service provision. • To deliver the project in a timely, planned, and co-ordinated approach to ensure the new contracts can be awarded and mobilised (and the incumbent contractors demobilised) within the timescales specified prior to 31st March 2023. • Aspire to deliver a saving on the current annual contact costs, this will be achieved by the repackaging of tree work as described above and in the design of specifications. • To attribute to and align with the council’s biodiversity objectives, set out in Appendix 1 of this Business Case.
Contract Objectives	<p>To procure a Grounds Maintenance contractor that will provide the services of Highway, Urban and Public Open Space, grass cutting, Shrub pruning and reductions, low level crown lifts and epicormic growth removal, tree, and shrub planting. Including all associated ground works for the above items.</p> <p>To procure a Forestry contractor that will provide the service of tree reductions, tree felling and all specialist forestry aspects.</p>

<p>Financial Proposal</p>	<p>Budget for Grounds Maintenance is currently £450,000 p.a.</p> <p>Forestry current budget is £115,000 p.a.</p> <p>Total estimated spend £3,390 million over the full Contract term. This equates c. ££2.26m over the initial 4-year contract term and £1,130,000 for 2x12 months extension option)</p> <p>----Check and confirm current budget-----</p> <p>The Project Risk Evaluation Tool has been applied which has categorised this is as a medium-risk project. The project will be managed in line with financial requirements as set out in the councils financial due diligence guidance for managing a medium risk projects – for the purposes of setting the relevant financial vetting standards as part an Open procurement process (note this will not be relevant if Call-off via either a Framework or DPS); and for setting a relevant and proportionate contract management approach during the life of the new Contract.</p>
<p>Customer base</p>	<p>The Contract will service the council’s own requirements principally in relation to Environment, Property, Highways and Property assets. The contract manager will be a nominated Officer from the Environmental Services Team (client side).</p> <p>The Annual contract usage will be defined within the asset information to be provided as part of the tender documentation. Whilst the contract is in use there will be an ability to increase and/or decrease areas through a notice of change in alignment with the associated bill of quantities.</p>
<p>Customer & Stakeholder Engagement</p>	<p><u>Lessons Learnt exercise with Incumbent</u> - A questionnaire has been submitted to the current contractor that will identify any areas that have been problematic through the current contract as part of a lessons “learnt process”.</p> <p>Internal customers within the directorate (Environment, Property, Highways and Property) have been alerted to the proposed change of contract/contractor. Further discussion will take place with internal clients as the detailed specification is developed.</p>
<p>Social Value Consultation</p>	<p>We will ensure that the new service specifications align with biodiversity considerations through consultation with the Members Climate Action Group and in turn through their association with a volunteer network. This group is a strong link with members of the community where they are able to voice suggestions of how to improve the local areas’ biodiversity.</p>
<p>Equality Impact Assessment</p>	<p>No EIA is required.</p>

<p>Market Sector and Suppliers</p>	<p>A soft market testing exercise will be considered – as part of determining a procurement and lotting strategy in support of this project. It is believed that large national organisations, local providers and small & medium sized enterprises will all show interest in this new contract opportunity. The market place is mature, but there will potentially be issues given the relatively low contract value and geographical location of Rutland, hence our intention to undertake soft market testing exercise.</p>																																																																																																								
<p>Joint/Collaborative arrangement</p>	<p>This approach is not being proposed.</p>																																																																																																								
<p>Procurement Plan and Timescales</p>	<table border="1"> <thead> <tr> <th data-bbox="371 647 1066 696">Milestones</th> <th data-bbox="1066 647 1225 696">Start Date</th> <th data-bbox="1225 647 1390 696">End Date</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="371 696 1390 730" style="background-color: #ffffcc;"></td> </tr> <tr> <td data-bbox="371 730 1066 770">Develop Outline Business Case</td> <td data-bbox="1066 730 1225 770">01-Apr-21</td> <td data-bbox="1225 730 1390 770">30-Apr-21</td> </tr> <tr> <td data-bbox="371 770 1066 810">Contract Risk Assessment</td> <td data-bbox="1066 770 1225 810">01-Apr-21</td> <td data-bbox="1225 770 1390 810">30-Apr-21</td> </tr> <tr> <td data-bbox="371 810 1066 851">Data Mapping exercise</td> <td data-bbox="1066 810 1225 851">01-Apr-21</td> <td data-bbox="1225 810 1390 851">30-Jun-21</td> </tr> <tr> <td data-bbox="371 851 1066 891">Agree Procurement and lotting strategy</td> <td data-bbox="1066 851 1225 891">01-Aug-21</td> <td data-bbox="1225 851 1390 891">30-Sep-21</td> </tr> <tr> <td data-bbox="371 891 1066 931">Lessons Learnt</td> <td data-bbox="1066 891 1225 931">01-Oct-21</td> <td data-bbox="1225 891 1390 931">31-Oct-21</td> </tr> <tr> <td data-bbox="371 931 1066 972">Contract Extensions</td> <td data-bbox="1066 931 1225 972">01-Oct-21</td> <td data-bbox="1225 931 1390 972">03-Dec-21</td> </tr> <tr> <td data-bbox="371 972 1066 1012">Pre Procurement Business Case - Governance</td> <td data-bbox="1066 972 1225 1012"></td> <td data-bbox="1225 972 1390 1012"></td> </tr> <tr> <td data-bbox="371 1012 1066 1052">SMT</td> <td data-bbox="1066 1012 1225 1052">20-Oct-21</td> <td data-bbox="1225 1012 1390 1052">20-Oct-21</td> </tr> <tr> <td data-bbox="371 1052 1066 1093">Project Board</td> <td data-bbox="1066 1052 1225 1093">02-Dec-21</td> <td data-bbox="1225 1052 1390 1093">02-Dec-21</td> </tr> <tr> <td data-bbox="371 1093 1066 1133">Cabinet Briefing</td> <td data-bbox="1066 1093 1225 1133">02-Nov-21</td> <td data-bbox="1225 1093 1390 1133">02-Nov-21</td> </tr> <tr> <td data-bbox="371 1133 1066 1173">Cabinet</td> <td data-bbox="1066 1133 1225 1173"></td> <td data-bbox="1225 1133 1390 1173"></td> </tr> <tr> <td data-bbox="371 1173 1066 1214">Develop Cabinet Report</td> <td data-bbox="1066 1173 1225 1214">04-Jan-22</td> <td data-bbox="1225 1173 1390 1214">01-Feb-22</td> </tr> <tr> <td data-bbox="371 1214 1066 1254">Scrutiny</td> <td data-bbox="1066 1214 1225 1254">10-Feb-22</td> <td data-bbox="1225 1214 1390 1254">10-Feb-22</td> </tr> <tr> <td data-bbox="371 1254 1066 1294">Present Cabinet Report</td> <td data-bbox="1066 1254 1225 1294">15-Feb-22</td> <td data-bbox="1225 1254 1390 1294">15-Feb-22</td> </tr> <tr> <td data-bbox="371 1294 1066 1335">Develop Outline Specification, Service Levels /KPIs</td> <td data-bbox="1066 1294 1225 1335">Feb-22</td> <td data-bbox="1225 1294 1390 1335">Apr-22</td> </tr> <tr> <td data-bbox="371 1335 1066 1375">Assemble all project background information</td> <td data-bbox="1066 1335 1225 1375">Feb-22</td> <td data-bbox="1225 1335 1390 1375">Apr-22</td> </tr> <tr> <td data-bbox="371 1375 1066 1415">Consultation</td> <td data-bbox="1066 1375 1225 1415"></td> <td data-bbox="1225 1375 1390 1415"></td> </tr> <tr> <td data-bbox="371 1415 1066 1456">Plan Consultation</td> <td data-bbox="1066 1415 1225 1456">17-Jan-22</td> <td data-bbox="1225 1415 1390 1456">15-Feb-22</td> </tr> <tr> <td data-bbox="371 1456 1066 1496">Consult</td> <td data-bbox="1066 1456 1225 1496">16-Feb-22</td> <td data-bbox="1225 1456 1390 1496">09-Mar-22</td> </tr> <tr> <td data-bbox="371 1496 1066 1536">Collate Responses</td> <td data-bbox="1066 1496 1225 1536">16-Feb-22</td> <td data-bbox="1225 1496 1390 1536">09-Mar-22</td> </tr> <tr> <td data-bbox="371 1536 1066 1576">Analyse Responses</td> <td data-bbox="1066 1536 1225 1576">10-Mar-22</td> <td data-bbox="1225 1536 1390 1576">16-Mar-22</td> </tr> <tr> <td data-bbox="371 1576 1066 1617">Procurement & Contract Docs</td> <td data-bbox="1066 1576 1225 1617"></td> <td data-bbox="1225 1576 1390 1617"></td> </tr> <tr> <td data-bbox="371 1617 1066 1680">Develop Outline further competition ITT documentation</td> <td data-bbox="1066 1617 1225 1680">Mar-22</td> <td data-bbox="1225 1617 1390 1680">Apr-22</td> </tr> <tr> <td data-bbox="371 1680 1066 1720">Agree on Evaluation Panel</td> <td data-bbox="1066 1680 1225 1720">Apr-22</td> <td data-bbox="1225 1680 1390 1720">Apr-22</td> </tr> <tr> <td data-bbox="371 1720 1066 1760">Agree Award Criteria & Evaluation methodology</td> <td data-bbox="1066 1720 1225 1760">Apr-22</td> <td data-bbox="1225 1720 1390 1760">Apr-22</td> </tr> <tr> <td data-bbox="371 1760 1066 1800">Method statement questions & Pricing schedules</td> <td data-bbox="1066 1760 1225 1800">May-22</td> <td data-bbox="1225 1760 1390 1800">May-22</td> </tr> <tr> <td data-bbox="371 1800 1066 1841">Request TUPE Information</td> <td data-bbox="1066 1800 1225 1841">May-22</td> <td data-bbox="1225 1800 1390 1841">May-22</td> </tr> <tr> <td data-bbox="371 1841 1066 1881">Review YPO DPS 881 call off contract Ts and Cs</td> <td data-bbox="1066 1841 1225 1881">Jun-22</td> <td data-bbox="1225 1841 1390 1881">Jun-22</td> </tr> <tr> <td colspan="3" data-bbox="371 1881 1390 1915" style="background-color: #ffffcc;"></td> </tr> <tr> <td data-bbox="371 1915 1066 1955">Publish PIN Notice (one already published Nov 2021)</td> <td data-bbox="1066 1915 1225 1955">Aug-22</td> <td data-bbox="1225 1915 1390 1955">Aug-22</td> </tr> <tr> <td data-bbox="371 1955 1066 1995">Finalise Procurement & Contract Docs</td> <td data-bbox="1066 1955 1225 1995">Sep-22</td> <td data-bbox="1225 1955 1390 1995">Oct-22</td> </tr> <tr> <td data-bbox="371 1995 1066 2036">Welland to review all Documentation</td> <td data-bbox="1066 1995 1225 2036">Nov-22</td> <td data-bbox="1225 1995 1390 2036">Nov-22</td> </tr> </tbody> </table>			Milestones	Start Date	End Date				Develop Outline Business Case	01-Apr-21	30-Apr-21	Contract Risk Assessment	01-Apr-21	30-Apr-21	Data Mapping exercise	01-Apr-21	30-Jun-21	Agree Procurement and lotting strategy	01-Aug-21	30-Sep-21	Lessons Learnt	01-Oct-21	31-Oct-21	Contract Extensions	01-Oct-21	03-Dec-21	Pre Procurement Business Case - Governance			SMT	20-Oct-21	20-Oct-21	Project Board	02-Dec-21	02-Dec-21	Cabinet Briefing	02-Nov-21	02-Nov-21	Cabinet			Develop Cabinet Report	04-Jan-22	01-Feb-22	Scrutiny	10-Feb-22	10-Feb-22	Present Cabinet Report	15-Feb-22	15-Feb-22	Develop Outline Specification, Service Levels /KPIs	Feb-22	Apr-22	Assemble all project background information	Feb-22	Apr-22	Consultation			Plan Consultation	17-Jan-22	15-Feb-22	Consult	16-Feb-22	09-Mar-22	Collate Responses	16-Feb-22	09-Mar-22	Analyse Responses	10-Mar-22	16-Mar-22	Procurement & Contract Docs			Develop Outline further competition ITT documentation	Mar-22	Apr-22	Agree on Evaluation Panel	Apr-22	Apr-22	Agree Award Criteria & Evaluation methodology	Apr-22	Apr-22	Method statement questions & Pricing schedules	May-22	May-22	Request TUPE Information	May-22	May-22	Review YPO DPS 881 call off contract Ts and Cs	Jun-22	Jun-22				Publish PIN Notice (one already published Nov 2021)	Aug-22	Aug-22	Finalise Procurement & Contract Docs	Sep-22	Oct-22	Welland to review all Documentation	Nov-22	Nov-22
Milestones	Start Date	End Date																																																																																																							
Develop Outline Business Case	01-Apr-21	30-Apr-21																																																																																																							
Contract Risk Assessment	01-Apr-21	30-Apr-21																																																																																																							
Data Mapping exercise	01-Apr-21	30-Jun-21																																																																																																							
Agree Procurement and lotting strategy	01-Aug-21	30-Sep-21																																																																																																							
Lessons Learnt	01-Oct-21	31-Oct-21																																																																																																							
Contract Extensions	01-Oct-21	03-Dec-21																																																																																																							
Pre Procurement Business Case - Governance																																																																																																									
SMT	20-Oct-21	20-Oct-21																																																																																																							
Project Board	02-Dec-21	02-Dec-21																																																																																																							
Cabinet Briefing	02-Nov-21	02-Nov-21																																																																																																							
Cabinet																																																																																																									
Develop Cabinet Report	04-Jan-22	01-Feb-22																																																																																																							
Scrutiny	10-Feb-22	10-Feb-22																																																																																																							
Present Cabinet Report	15-Feb-22	15-Feb-22																																																																																																							
Develop Outline Specification, Service Levels /KPIs	Feb-22	Apr-22																																																																																																							
Assemble all project background information	Feb-22	Apr-22																																																																																																							
Consultation																																																																																																									
Plan Consultation	17-Jan-22	15-Feb-22																																																																																																							
Consult	16-Feb-22	09-Mar-22																																																																																																							
Collate Responses	16-Feb-22	09-Mar-22																																																																																																							
Analyse Responses	10-Mar-22	16-Mar-22																																																																																																							
Procurement & Contract Docs																																																																																																									
Develop Outline further competition ITT documentation	Mar-22	Apr-22																																																																																																							
Agree on Evaluation Panel	Apr-22	Apr-22																																																																																																							
Agree Award Criteria & Evaluation methodology	Apr-22	Apr-22																																																																																																							
Method statement questions & Pricing schedules	May-22	May-22																																																																																																							
Request TUPE Information	May-22	May-22																																																																																																							
Review YPO DPS 881 call off contract Ts and Cs	Jun-22	Jun-22																																																																																																							
Publish PIN Notice (one already published Nov 2021)	Aug-22	Aug-22																																																																																																							
Finalise Procurement & Contract Docs	Sep-22	Oct-22																																																																																																							
Welland to review all Documentation	Nov-22	Nov-22																																																																																																							

	Tender goes Live	Dec-22	Dec-22
	Site visits	Jan-23	Jan-23
	Clarification period	Jan-23	Jan-23
	Tender submission Deadline	Feb-23	Feb-23
	Evaluation: Quality	Feb-23	Feb-23
	Moderation Meeting	Mar-23	Mar-23
	Review Price submissions	Mar-23	Mar-23
	Bidder Presentation/ Interview (if needed)	Mar-23	Mar-23
	Contract Award Recommendation Report	Apr-23	Apr-23
	Governance - Award Contract (Cabinet)	Jun-23	Jun-23
	Governance - Award Contract (Council)	Jul-23	Jul-23
	Draft Intention to award and feedback letters	Aug-23	Aug-23
	Issue Intention to Award letters to all bidders	Aug-23	Aug-23
	Voluntary Standstill period (10 days)	Aug-23	Aug-23
	Due Diligence - Checks	Aug-23	Aug-23
	Publish Contract Award Notice (FTS & Contracts Finder)	Sep-23	Sep-23
	Contract documentation to be finalised/signed/sealed	Sep-23	Sep-23
	Contract added to Contract Register	Sep-23	Sep-23
	Decommission - incumbent supplier	Oct-23	Dec-23
	TUPE Complete	Oct-23	Dec-23
	Mobilisation - of new supplier complete	Oct-23	Dec-23
	New contractors are live	Jan-24	Jan-24
Optional Appraisal	<p>This business case proposal brings together grounds maintenance and forestry activities that presently operate under two separate Contracts. This will be through an appropriate lotting strategy:</p> <p>Lot 1 – Grounds Maintenance (to include non-specialist forestry work)</p> <p>Lot 2 – specialist Forestry Service</p> <p>This will enable the non-specialist tree work to be included in the grounds maintenance “lot” resulting in lower pricing for this non-specialist work, as well as improving the critical mass of the new Contract opportunity offered to the market.</p>		
Risk	<p>The Project Risk Evaluation Tool has been completed/ approved - which has identified the contract as a medium risk project.</p>		
Contract & Supplier Management	<p>Contractor due diligence & financial vetting will be in accordance with the requirements for medium risk projects. This will include:</p> <ul style="list-style-type: none"> • Documentation that clearly sets performance standards and requirements • A contractor self-monitoring regime of work undertaken submitted on a regular basis • Regular contractor meetings and sample inspection/auditing of work undertaken 		

	<ul style="list-style-type: none"> • A balanced and simple process for the withholding of payment for work that is not undertaken, and/or remediated, satisfactorily. <p>Detailed proposals will develop as the tender documentation is drafted and with relevant input from legal service over the drafting of bespoke Contract T&Cs.</p>
<p>Legal resources</p>	<p>Broadly the Council Corporate standard terms and conditions will be used, but external legal support will be engaged to produce a bespoke Contract Agreement and to ensure that arrangements are robust going forward. The Council’s legal team have been consulted in this respect.</p>
<p>Data Protection Impact Assessment</p>	<p><u>GDPR Screening Questions</u></p> <p>a) Will the project involve the collection of new information about individuals? No</p> <p>b) Will the project compel individuals to provide information about themselves? No</p> <p>c) Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information? No</p> <p>d) Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used? No</p> <p>e) Does the project involve you using new technology that might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition. No</p> <p>f) Will the project result in you making decisions or taking action against individuals in ways that can have a significant impact on them? No</p> <p>g) Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? No</p> <p>h) Will the project require you to contact individuals in ways that they may find intrusive? No</p>

Exit Strategy/Plan	<p>The detailed exit/mobilisation strategy/plan will be formulated as draft documentation is prepared.</p> <p>All planned service provision under the existing Grounds Maintenance contract will have been concluded by 31st December 2022, with the existing contractor (Harborough District Council) only being asked to undertake emergency/essential work, if any, prior to the existing contract ending. Upon contract award the plan/strategy for transferring for exit/mobilisation will be finalised and agreed. This is likely to include:</p> <ul style="list-style-type: none">• Confirmation with existing contractor that all work in progress, if any, is scheduled for completion in a timely fashion and payment.• Confirmation of future work programmes and timescales with new contractor• Familiarisation with contract assets• Arrangements for depot handover• Reporting and monitoring/management arrangements and financials set up• Any related HR/TUPE issues
---------------------------	--

This page is intentionally left blank

CABINET

15 February 2022

PRIORITISED PROGRAMME FOR SPENDING OF COMMUTED SUMS FOR AFFORDABLE HOUSING

Report of the Portfolio Holder for Planning, Highways and Transport, the Portfolio Holder for Health, Wellbeing and Adult Care

Strategic Aim:	Delivering sustainable development Protecting the vulnerable	
Key Decision: Yes	Forward Plan Reference: FP/031221	
Exempt Information	No	
Cabinet Member(s) Responsible:	Cllr I Razzell, Portfolio Holder for Planning, Highways and Transport Cllr S Harvey, Portfolio Holder for Health, Wellbeing and Adult Care	
Contact Officer(s):	Penny Sharp, Strategic Director for Places	01572 758160 psharp@rutland.gov.uk
	James Faircliffe, Housing Strategy and Enabling Officer	01572 758238 jfaircliffe@rutland.gov.uk
Ward Councillors	All	

DECISION RECOMMENDATIONS

That Cabinet:

1. Approves the priorities listed in section 3 of this report noting of the likely level of resources available for allocation through the bidding rounds
2. Authorises the Strategic Director of Places to establish a bidding process for grant applications setting out in a separate document for bidders the priorities in section 3, other lower priority bids that may be accepted and the details of the scoring matrix to be used by the Council.
3. Authorises the Strategic Director of Places to determine grant applications in accordance with the bidding process

1 PURPOSE OF THE REPORT

- 1.1 On 17 November 2020 (Report No. 133/2020) and 12 January 2021 (Report No. 03/2021), Cabinet approved expenditure of affordable housing commuted sums by two housing associations. This report proposes a fresh bidding round for remaining resources in the Rutland Affordable Housing Fund and a process for future bidding rounds.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The Strategic Housing Market Assessment Update 2019 estimates that approximately 44 additional rented affordable homes are needed annually to meet identified needs in Rutland.
- 2.2 The Council currently holds a number of unallocated commuted sums from developers totalling £143,515 (at 7 December 2021) for the provision of off-site affordable housing. This is allowing for the £780,000 allocated at the above Cabinet meetings for development of 43 affordable homes in Oakham and Uppingham. Further commuted sums are anticipated in due course from planning applications in Ashwell (£178,241), Barleythorpe (£116,214), Barrowden (£7,500) and Ketton (£218,200).
- 2.3 The Draft Future Rutland Vision states: “The housing needs of current and future generations who want to make Rutland their home will be met by a healthy mix of well-designed and genuinely affordable properties that cater for everyone, regardless of their life stage or financial constraints.” A fresh bidding round is needed to invest the remainder of the current funds and to prepare for further commuted sums for affordable housing being received over the short to medium term.
- 2.4 One of the targets in the Housing and Homelessness Strategy 2017-22 is, “To develop priorities and a programme for the spending of commuted sums for affordable housing.” This Strategy adds, “Decisions regarding affordable housing expenditure need to be made which provide good value for money, are appropriate for the local community and which are sufficiently timely to take advantage of opportunities.” The Council’s Planning Obligations Supplementary Planning Document aims to have contributions spent geographically reasonably close to where they were generated, where practicable.
- 2.5 The funds currently held are from a wide range of open market housing schemes, with differing conditions and timescales.

3 DEVELOPING A PROGRAMME

- 3.1 There are various possible forms of provision, such as subsidy to housing associations for new properties (which can lever in substantial resources from the associations’ borrowing power), or direct provision by the Council which tends to be more capital intensive but can sometimes deliver more quickly.
- 3.2 The last bidding round was held between 2 July 2020 and 14 August 2020. This sought to give extra priority to high specialist housing needs that were unlikely to be delivered otherwise, such as large family housing. However, we are now seeking to meet this need, subject to planning, on a number of large open market sites through section 106 agreements.
- 3.3 In order to encourage further innovation and value for money, like the last bidding

round, it is envisaged that internal and external bids for the Rutland Affordable Housing Fund be invited in February 2022. The priorities used in 2020 bidding process have been revised, to stimulate bids from housing associations and to take account of the fact that more specialist needs are now more likely to be met on large section 106 sites. Officers will score specific bids against housing need, quality, deliverability and on-going costs/ savings. Full details of the scoring matrix will be made available to relevant organisations when bids are invited.

- 3.4 As further resources will become available over time, it is proposed that the Strategic Director – Places be authorised to hold further bidding rounds as potential resources become available without the need for separate approval for each process. This does not affect the arrangements for authorising expenditure which will remain subject to the Council’s normal processes.

Priorities

- 3.5 Priority will be given to bids that address the priorities in the latest Strategic Housing Market Assessment update and in the Council’s housing register (waiting list). Applicants should note that there is little need for further one-bedroomed accommodation for older people, nor is there a need for one-bedroomed affordable home ownership products.
- 3.6 In line with Government policy for the First Homes scheme (a 30% discount for first time buyers on specified properties in perpetuity), 25% of commuted sums collected under First Homes have to be spent on providing First Homes. Initially, we will seek interest from not-for-profit registered providers as the state subsidy rules will be simpler.
- 3.7 The following locations are priorities for investment for developments of appropriate size: Oakham, Uppingham, Barleythorpe, Cottesmore, Edith Weston, Empingham, Great Casterton, Greetham, Ketton, Langham, Market Overton, Ryhall and Whissendine. However, we would particularly encourage and may prioritise those in Oakham, Barleythorpe and Empingham due to the wording of the s106 agreements that provided the funding. In addition, any small schemes that can take advantage of the commuted sums associated with the locations of Ashwell and Barrowden will also be considered.
- 3.8 Other forms of affordable housing meeting local need may also be considered within the scoring matrix if insufficient value for money bids are received for the priorities above.

4 THE WAY FORWARD

- 4.1 Internal and external bids for a Rutland Affordable Housing Fund will be invited from February 2022. Specific bids will be scored against housing need, quality, deliverability and ongoing costs/ savings.
- 4.2 Report No. 95/2020 resolved (Cabinet 31 July 2020):
- “That the Strategic Director of Places in consultation with the Portfolio Holder for Planning be able to make decisions in specific matters and cases relating to the application, administration, amendment, and review of outstanding Section 106 agreements as set out in paragraph 3.11 [Day to Day delegations regarding

section 106 agreements] of this report, where this affects the provision of community facilities consultation will also be with the relevant ward Member;

- “That the Strategic Director of Place in consultation with the Section 151 Officer and Deputy Director Corporate Governance, and the Portfolio Holders for Planning and Resources be able to make decisions relating to the expenditure of Section 106 monies up to a value of £500,000 to deliver infrastructure and community facilities in accordance with the provisions of each individual obligation”.

4.3 Therefore, it is envisaged that bids for £500,000 or under be dealt with under delegated powers, with any larger bids that are recommended for approval being brought back to Cabinet. It is not anticipated that any successful bid would exceed the £1 million limit for additions to the capital programme by Cabinet.

5 CONSULTATION

5.1 The Council consulted extensively during the production of its Housing, Homelessness and Rough Sleeping Strategy and the relevant Supplementary Planning Documents. Informal discussions with housing associations and the 2020 Rutland Affordable Housing Fund bidding round show that they may have a preference for new build accommodation. The bidding process may allow a range of approaches to come forward and to be assessed for value for money.

5.2 Schemes regarding planning consent will be consulted upon in the normal way during the planning process.

6 ALTERNATIVE OPTIONS

6.1 The Council could seek to spend all the section 106 commuted sums itself, but we do not have the capacity to do this efficiently in a short period of time and still achieve value for money.

6.2 The Council could rely on housing associations to use all of the affordable housing commuted sums, but this would mean that the Council would not have the opportunity of delivering some of the accommodation itself in a timely way. It would also leave the Council completely reliant on external bids.

6.3 The Council could have a narrower focus to its priorities, but it would reduce opportunities for meeting a wide range of need.

6.4 The Council could choose not to hold a bidding round, but this may not produce as many homes or form the best value for money. It may also not be as transparent way of paying what might be regarded as state subsidy.

7 FINANCIAL IMPLICATIONS

7.1 The Council holds £923,515 in affordable housing commuted sums (at 7 December 2021). However, subject to planning and contract, £780,000 has already been allocated through the 2020 bidding round, leaving £143,515. The individual developments summarised above may bring in up to another £520,155 subject to planning and build schedules. Funds must be spent by the relevant deadlines.

- 7.2 The Council is able to make grant payments to housing associations for rented accommodation under sections 24 and 25 of the Local Government Act 1988, using “The General Consent under Section 25 of the Local Government Act 1988 for Financial Assistance to any Person 2010”. As the legislation specifically permits this and the Council does not own the asset, this is different from a procurement contract agreement. It will be down to the provider to design and deliver the affordable housing. The Council will still need to ensure that the process is fair and constitutes good value for money and that the payment remains within the exemptions in the State Aid rules. A grant agreement would be put in place to support this expenditure, with appropriate grant conditions attached to facilitate the provision of the Council’s desired outcomes and timescale for the funding.
- 7.3 The budget process taken forward for 2022/23 has reflected the availability of the funding already received, but the MTFP (revenue account) or Capital programme will not show this as programmed expenditure until the spending profile is clearer. A rolling programme will be developed as further receipts come in over time. The Council will not commit this expenditure until the relevant income has been received.
- 7.4 In line with the Council’s Financial Procedure Rules, Cabinet can approve additions to the capital programme of up to £1m. If the addition is £500,000 or less, approvals can be made by the Strategic Director of Places, in consultation with the Section 151 Officer and Deputy Director Corporate Governance, and the Portfolio Holders for Planning and Resources.

8 LEGAL AND GOVERNANCE CONSIDERATIONS

- 8.1 None of the commuted sums are required to be spent before 2024, but there is the possibility of challenge for existing or new agreements if commuted sums are not spent within a reasonable period of time.
- 8.2 The Grant funding provided under this Agreement is made in compliance with State Aid Law concerning public service compensation granted for services of public economic interest under the UK-EU Trade and Cooperation Agreement.
- 8.3 The relevant legislation and the provisions of the Constitution are set out in the Report.

9 DATA PROTECTION IMPLICATIONS

- 9.1 A Data Protection Impact Assessments (DPIA) has not been completed because lettings management is operated separately from the transfer of land.

10 EQUALITY IMPACT ASSESSMENT

- 10.1 An Equality Impact Assessment (EqIA) screening has been completed. This found a positive impact for people covered by the proposed priorities and that any differential impact was justified.

11 COMMUNITY SAFETY IMPLICATIONS

- 11.1 There is the potential for the better use of underused properties or land and the reduction of overcrowding or homelessness, which could reduce anti-social behaviour.

12 HEALTH AND WELLBEING IMPLICATIONS

- 12.1 Housing is recognised as being one of the wider determinants of health. The proposals could reduce homelessness and overcrowding, which are likely to contribute to poor health if not addressed.

13 ORGANISATIONAL IMPLICATIONS

- 13.1 Environmental implications
- 13.2 Development will tidy up underused land and ensure that it is used productively. The environmental credentials of any new build affordable housing will be an important consideration in the assessment of bids.

14 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 14.1 The proposals in this report will enable affordable housing commuted sums to be spent to meet a range of local housing need and to achieve value for money.

15 BACKGROUND PAPERS

- 15.1 Blank bidding prospectus for the 2020 bidding round.
- 15.2 Housing, Homelessness and Rough Sleeping Strategy.
- 15.3 Rutland County Council Planning Obligations Supplementary Planning Document.

16 APPENDICES

- 16.1 There are no appendices to this report.

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

CABINET

15th February 2022

HOME TO SCHOOL TRANSPORT CONTRACT AWARD

Report of the Portfolio Holder for Planning, Highways and Transport

Strategic Aim:	All	
Key Decision: Yes	Forward Plan Reference: FP/031221	
Exempt Information	Appendix C of this report contains exempt information and is not for publication in accordance with Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972. .	
Cabinet Member(s) Responsible:	Cllr I Razzell, Portfolio Holder for Planning, Highways and Transport.	
Contact Officer(s):	Penny Sharp – Strategic Director for Places	psharp@rutland.gov.uk
	Emma Odabas –Transport Operations Manager	01572 720923 eodabas@rutland.gov.uk
Ward Councillors	All	

DECISION RECOMMENDATIONS

That Cabinet:

1. Approves the procurement model (section 4) and criteria for the award of home to school transport (Appendix B) contracts for academic year 22/23.
2. Delegates authority to the Strategic Director for Places in consultation with the Portfolio Holder for Planning, Highways & Transport to award the contracts resulting from this procurement.

1 PURPOSE OF THE REPORT

- 1.1 This report sets out the process and proposed award criteria for the procurement of home to school transport contracts, along with recommendations for approval and delegation of final award.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 Rutland County Council provides a range of transport services including; home to

school transport; transport for children with special educational needs; transport for children looked after; post-16 education transport; and public transport services in line with statute and Council policy.

- 2.2 Alongside provision through the Council's in-house commissioned transport fleet, this transport is also provided by a number of external organisations (bus, minibus and taxi) via a range of long term, short term and emergency contracts.
- 2.3 Service requirements are reviewed each year alongside contract expiration dates. This takes place each year because contract requirements change on an annual basis. Some contracts (particularly those for SEND transport and children looked after where needs can change very regularly) are only awarded for 1 year, whilst others are awarded for up to 5. The contract review takes into account any changes to student distribution, school location, start or finish times, and school holidays.
- 2.4 The transport team uses admissions data to ascertain which students will be likely to require transport for the next academic year, and their destination. This data is used to decide whether existing routes are appropriate, or whether efficiencies can be realised via route changes and alterations to vehicles. Furthermore, the need for lone transport and passenger assistants on SEND routes is also reviewed to ensure the services specified are what is actually required. This helps to reduce legacy arrangements when service user needs have changed over time and transport can now be delivered in a more economically advantageous way whilst still meeting the needs of service users.
- 2.5 All potential contracts are sent out to tender, including those that will probably be operated by the Council's in house-fleet. This enables the transport team to compare costs of providing the services in-house versus outsourcing and ensures the in-house fleet continues to offer good value for money.
- 2.6 Although transport contracts are subject to continual review throughout the year to ensure best use of resources, the main review of requirements for the next academic year takes place between February and June. Additions and amendments to existing transport contracts are usually lower in cost than introducing a new contract/route so this is considered first for new applicants. For students with SEND and enhanced needs cases are dealt with on a case by case basis. Further work is also underway to review all contracts for the future in light of Council's financial position

3 CONTRACT REQUIREMENTS

What is being procured?

- 3.1 Three types of service are being procured – broken down into procurement lots, as follows:
 - Lot 1 (school bus contracts)
 - Lot 2 (specialist transport taxis/minibuses)
 - Lot 3 (pence per mile taxis & buses)

Contract length

- 3.2 Each individual route has its own contract length based on the requirements of the

students but it should be noted that contracts are being put out for the maximum possible requirement in 2022 to attract transport providers to submit competitive bids.

3.3 Mainstream school bus contracts tend to be offered for a period of 5 years wherever possible as this attracts more interest from operators, but routes with fewer students can be offered anywhere between 1 year up to 5 years dependant on the future transport needs of the students concerned.

3.4 Notice to terminate by both parties is 1 calendar month for all home to school transport contracts.

Contract value

3.5 The estimated contract value (over the lifetime of all contracts, to a maximum of 5 years, included in the 3 lots) is £3,291,692. Detailed contracts for tender cannot be identified until the school admission data is available in April and May although an estimated list is detailed in appendix C for context. The Home to School transport contracts due to expire in 2022 will be sent out to tender in bulk.

3.6 Previous years advertised costs were:

- 2019/20 - £1,122,500.00
- 2020/21 - £1,258,461.00
- 2021/22 - £1,829,023.00

3.7 A much higher number of specialist transport routes (taxi & minibus) are due to expire in 2022 due to them reaching their 5 year maximum duration, an influx of very late transport requests submitted in 2021, and an overall increase in SEND students requiring transport, which in turn increases the overall estimated contract value. This value is estimated because the contracts tendered may change during the review process, and prices are based on previous tender prices and as such are subject to change during the tender process.

4 PROCUREMENT MODEL

4.1 Following the annual review of transport requirements an invitation to tender is issued with support from the Welland Procurement Unit. The procurement process will follow the appropriate process in line with the Council's Contract Procedure Rules. The value of the contracts combined is above the EU threshold.

4.2 Services usually operated by the Council's in-house fleet are also advertised to provide assurance that in-house operation of those services demonstrates best value for money.

4.3 The tender process also collects "pence per mile" quotes from operators in order that requests for quotations can be sent out to the bidders that are likely to provide the service at the lowest price for new or revised service requirements that occur during the course of the academic year. This allows us to opt for best value at all times and reduce any risk of high cost short notice emergency contracts.

4.4 The timetable for the process for the academic year 2022/2023 is set out in Appendix A and the award criteria are set out in Appendix B.

5 AWARD CRITERIA

Initial screening/ quality criteria

- 5.1 Companies must meet quality criteria (initial screening) in order to be eligible to tender. These have been developed with support from the Welland Procurement Unit. In addition, service specific criteria are used. Examples of this might include: being able to meet necessary specific insurance levels; being able to demonstrate vehicles are adequately maintained; and /or having passenger assistants with an appropriate level of training. To obtain and retain a PSV operator's license (O' License) involves meeting criteria relating to operator financial standing, good reputation and strict operational standards. Compliance checks are carried out by both the DVSA and the relevant Traffic Commission in the form of initial screening and on-going checks and therefore quality standard checks to hold an O' licence are in place externally. This removes the requirement for RCC to further stipulate localised quality standards for tendering other than the pass/fail criteria of holding the correct license/s. Further information on the criteria for obtaining transport licensing is available online: <https://www.gov.uk/government/publications/psv-operator-licensing-a-guide-for-operators-psv437>

Basis of award

- 5.2 Contracts will be awarded on the basis of cost to a bidder who meets the quality criteria. Contract specifications will therefore state that contracts will be awarded to the lowest priced bidder that is able to deliver the contract.

Power to award contracts

- 5.3 Cabinet approval is sought to delegate authority to the Strategic Director for Places in consultation with the Portfolio Holder for Planning, Highways & Transport to award the contracts resulting from this procurement.

6 CONSULTATION

- 6.1 This report has been developed in consultation with the portfolio holder.

7 ALTERNATIVE OPTIONS

- 7.1 The contract award could be brought back to Cabinet for approval rather than delegated to the Portfolio Holder and Strategic Director for Places. However, this approach would delay the award and may impact the Council's ability to deliver its statutory obligations.

8 FINANCIAL IMPLICATIONS

- 8.1 The contracts to be awarded will be funded via the existing budget allocations for transportation of mainstream, special educational needs, post-16 and children looked after and will not require additional resource allocation.
- 8.2 However, most years special educational needs transport and children looked after transport report budget pressures due to overspend. This is due to increasing demand and/or complexity of cases year on year in a demand led statutory service area. The 22/23 budget does include a 1% demand-led contingency which can be used if required.

9 LEGAL AND GOVERNANCE CONSIDERATIONS

9.1 The Home to School Transport procurement process has been drawn up with the Welland Procurement Unit, in line with the requirements of the Public Contracts Regulations 2015 and the Council's Contract Procedure Rules.

9.2 Contained within the award process are 58 separate contracts and only 1 exceeds the current EU threshold (indicated in appendix C). Many of these contracts would ordinarily fall within the delegated powers to award the lower value contracts. Officers, in consultation with the Portfolio Holder, have chosen not to exercise those powers in this case to ensure that Cabinet is able to fully consider matters and have a full picture when considering whether to authorise delegation of award or not.

10 EQUALITY IMPACT ASSESSMENT

10.1 An EIA screening form has been completed and a full assessment is not required.

11 COMMUNITY SAFETY IMPLICATIONS

11.1 The Council is required by Section 17 of the Crime & Disorder Act 1998 to take into account community safety implications. No implications found.

12 HEALTH AND WELLBEING IMPLICATIONS

12.1 None.

13 DATA PROTECTION IMPLICATIONS

13.1 A data protection impact assessment has not been completed as there are no data protection implications.

14 ORGANISATIONAL IMPLICATIONS

14.1 TUPE (Transfer of Undertakings (Protection of Employment) Regulations 2006) and subsequent amendments will not apply to the Home to School Transport procurement.

15 SOCIAL VALUE IMPLICATIONS

15.1 Many of the operators who bid for tenders are local companies meaning that income generated through the contracts is fed back into local communities. By letting each contract as a separate contract smaller operators are not excluded from the process meaning that SMEs can fully participate in bidding for work.

16 ENVIRONMENTAL IMPLICATIONS

16.1 Children travelling on school buses are likely to have less of an environmental impact than those being driven to school. Where possible, children are placed on public service vehicles hence their transport does not increase emissions because the vehicle is already traveling. As such school bus provision is likely to have a positive impact on climate change.

17 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

17.1 All potential alternative options to deliver these statutory services have been

considered, and the recommendation below to tender and award contracts represents the best option to enable us to deliver statutory services.

17.2 Therefore, in order for the procurement process to commence the award criteria (appendix B) needs to be approved by Cabinet. The criteria have been carefully considered to ensure that providers successful in the process are capable of meeting the necessary requirements and can deliver appropriate quality services in Rutland.

17.3 It is recommended that power to award the contract is delegated to the Strategic Director for Places in consultation with the Portfolio Holder for Planning, Highways and Transport. This will speed up the process and decisions will be made in line with criteria in this report.

18 BACKGROUND PAPERS

18.1 Transport Contract Award Criteria (33/2018), 20th February 2018.

19 APPENDICES

19.1 Appendix A – Transport Tender Timetable

19.2 Appendix B – Award Criteria

Appendix C – Estimates Contracts

Appendix C is not for publication because it contains exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, namely the prices received for specific named school contracts.

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

RUTLAND COUNTY COUNCIL HOME TO SCHOOL TRANSPORT TENDER 2022

TIMETABLE (draft)

ACTION	COMPLETED BY	BY
Draft tender documents	25 th March 2022	EO/WP
Draft specification	25 th March 2022	EO
Agree lotting arrangements	5 th April 2022	EO/WP
“Final” routes determined	12 th April 2022	EO
Complete specification / tender documents	12 th April 2022	EO/WP
Finalise and submit FTS advert	19 th April 2022	WP
Finalise Contracts Finder / Source advert	19 th April 2022	WP
FTS advert published	22 nd April 2022	WP
Submit Contracts Finder advert	22 nd April 2022	WP
Email advert to identified prospective companies	26 th April 2022	EO
Deadline to receive questions	13 th May 2022	Bidders
Deadline to respond to questions	19 th May 2022	EO
Return of tenders	24 th May 2022	Bidders
Evaluate tenders	7 th June 2022	EO
Further clarifications if required	14 th June 2022	EO
Agree preferred contractors	24 th June 2022	EO/WP
Draft standstill letters	4 th July 2022	WP
Brief Portfolio Holder	9 th July 2022	EO
“10 day” standstill starts (minimum 11 days)	12 th July 2022	WP
Due diligence on preferred operators complete	19 th July 2022	EO
“10 day” standstill ends	23 rd July 2022	
Award contract	23 rd July 2022	EO/WP
Contracts begin from	30 th August 2022	Operators
Submit award notices	30 th August 2022	WP

APPENDIX B

CRITERIA FOR ASSESSING STANDARD SELECTION QUESTIONS

Question No.	Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
1.1 1.1 (a) 1.1 (b) (i) 1.1 (b) (ii) 1.1 (c) 1.1 (d) 1.1 (e) 1.1 (f) 1.1 (g) 1.1 (h) 1.1 (i) (i) 1.1 (i) (ii) 1.1 (j) (i) 1.1 (j) (ii) 1.1 (k) 1.1 (m) 1.1 (n) 1.1 (o) 1.1 (p)	Potential Supplier Information Full name Registered office Registered website address Trading status Date of registration Company registration number Charity registration number Head Office DUNS number Registered VAT number Appropriate professional/trade registration If yes, details Legal required for professional/trade registration If yes, details Relevant classifications SME Persons of Significant Control Details of immediate parent company Details of ultimate parent company	0%	0%
1.2 1.2 (a) (i) 1.2 (a) (ii) 1.3 (a) (iii) 1.2 (b) (i) 1.2 (b) (ii)	Bidding Model Bidding as lead contact for a group of economic operators Name of group of economic operators Proposed legal structure Use of sub contractors Sub Contractor details	0%	0%
1.3 1.3 (a)-(h)	Contact Details and Declaration Details completed	0%	0%
2 2.1 (a)	Grounds for Mandatory Exclusion Regulations 57(1) and (2): Criminal organisation Corruption Fraud Terrorist offences Money laundering Child labour/human trafficking Breach of environmental obligations	Pass/Fail	Pass/Fail

Question No.	Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
2.1 (b)	Breach of social obligations Breach of labour obligations Bankrupt/insolvency or winding-up proceedings Grave professional misconduct Agreements with other economic operators to distort competition Conflict of interest Preparation of procurement procedure Early termination of contract /damages/comparable sanctions In breach of obligations re: tax/social security contributions Measures taken		
2.2	Self cleaning measures	Pass/Fail	Pass/Fail
2.3 (a) 2.3 (b)	Breach of tax/social security obligations If yes, further details	Pass/Fail	Pass/Fail
3 3.1 (a) 3.1 (b) 3.1 (c) 3.1 (d) 3.1 (e) 3.1 (f) 3.1 (g) 3.1 (h) 3.1 (i) 3.1 (j) 3.2	Grounds for Discretionary Exclusion Regulation 57 (8) Breach of environmental obligations Breach of social obligations Breach of labour obligations Financial administration Guilty of grave professional misconduct Distorting competition Conflict of interest Involved in preparation of procurement Significant or persistent deficiencies Statement response If yes, self cleaning	Pass/Fail	Pass/Fail
Question No.	Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
4 and 5 4.1 4.2 5.1 5.2 5.3	Economic and Financial Standing Audited accounts or alternative means of demonstrating financial status Minimal financial threshold Parent company accounts Parent company guarantee Bank guarantee	Pass/Fail	Pass/Fail
6 6.1	Technical and Professional Ability Details of up to three contracts	0%	0%

Question No.	Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
6.2	Evidence of healthy supply chains maintained with sub-contractors Sub contract supply chain management		
7	Requirements under Modern Slavery Act 2015		
7.1	Relevant commercial organisation	Pass/Fail	Pass/Fail
7.2	Compliant with annual reporting requirements		
8	Additional Questions:		
8.1	Insurance	Pass / Fail	Pass/Fail

3. CRITERIA FOR ASSESSING TENDER RESPONSES

Only those Bidders which pass the Selection Questions will have their tenders evaluated using this scheme.

Section Headings and Sub-Headings	Maximum Score Available	Weighting Within Sub-Heading
Quality		
Company vehicle compliance	0%	Pass/Fail
Employee licensing		Pass/Fail
* Price (exclusive of VAT)		
Route pricing	100%	100%
Total	100%	

Pricing should be shown per journey (which normally includes a return journey). Unit rates and prices must be quoted in pounds and decimals of a pound. Such decimals need to be restricted to two decimal places.

For the purpose of giving feedback to bidders at the end of the process, pricing will be converted to a percentage score using the following formula:

Lowest price for this route x 100%

Bidder's price for this route

So if the lowest price offered for a given route is from Bidder A at £20.00, and the price offered by Bidder B is £40.00,

Then Bidder A will score $\frac{\text{£20.00}}{\text{£20.00}} \times 100\% = 100\%$ Contract awarded

And Bidder B will score $\frac{\text{£20.00}}{\text{£40.00}} \times 100\% = 50\%$

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

CABINET

15 February 2022

BUS SERVICE IMPROVEMENT PLAN AND ENHANCED PARTNERSHIP

Report of the Portfolio Holder for Planning, Highways and Transport

Strategic Aim:	All	
Key Decision: Yes	Forward Plan Reference: FP/171221	
Exempt Information	Appendix A of this report contains exempt information and is not for publication in accordance with Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972. Further details can be seen in paragraph 2.4 below	
Cabinet Member(s) Responsible:	Cllr I Razzell, Portfolio Holder for Planning, Highways and Transport	
Contact Officer(s):	Heather Caldicott, Transport Strategy Manager	01572 758205 hcaldicott@rutland.gov.uk
	Emma Odabas, Transport Operations Manager	01572 720923 eodabas@rutland.gov.uk
Ward Councillors	All	

RECOMMENDATIONS

That Cabinet:

1. Approve the draft Rutland Enhanced Partnership (EP) Plan and Enhanced Partnership (EP) for submission to Council for approval.
2. Delegates authority to the Strategic Director for Places, in consultation with the Portfolio Holder for Planning, Highways and Transport to approve any amendments to the EP Plan and EP Scheme prior to Council and recommends Council to undertake the same delegation.
3. Note that the Enhanced Partnership Plan and Enhanced Partnership Scheme once 'made' will be legally binding.
4. Note that the Enhanced Partnership Plan and Enhanced Partnership Scheme are subject to statutory consultation prior to being 'made'.

- 1.1 The purpose of this report is to recommend the approval of the draft Rutland Enhanced Partnership Plan and Scheme. These legally binding documents have been produced in line with Government requirements and with legal support.
- 1.2 The report highlights the implications associated with the Enhanced Partnership Plan and Scheme, seeks approval to formally 'make' the EP Plan and EP Scheme and submit them to the Department for Transport (DfT), and proposes a mechanism for approving future changes to the EP Plan and Scheme.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 In March 2021 the Department for Transport launched a new national bus strategy: 'Bus Back Better'. The ambition of the strategy is to build back bus use, above and beyond pre covid levels.
- 2.2 Resulting from Bus Back Better, local transport authorities have a requirement to:
 - Produce a bus service improvement plan (BSIP) – a living document outlining ambitious plans with achievable and measurable targets to improve bus services, agreed by the members of the future Enhanced Partnership. BSIPs offer a high-level vision and outline the key interventions required to deliver that vision (and the funding requirements needed to support this) and a commitment to producing a bus passenger charter (outlining the standards passengers can expect to see). Rutland's BSIP was published in October 2021.
 - Create an enhanced bus partnership (EP) supported by an Enhanced Partnership Plan and associated Scheme. The Plan mirrors the content of the BSIP but is a legal document. The associated Scheme provides more detail on the actions that partners will take to deliver improvements and meet targets. The Scheme is also a legally binding document.
 - Integrate the BSIP with other strategic documents, including LTP4.
- 2.3 Future bus (and wider transport) funding is dependent on LA's having an EP in place.
- 2.4 The draft EP Plan and EP Scheme are exempt documents as they cannot be published until after a 28-day Operator objection period, which is currently underway at the time of report writing.

3 TIMESCALES AND CURRENT STATUS

- 3.1 The DfT originally required Enhanced Partnerships to be made by 31st March 2022.
- 3.2 On 10th January 2022, the DfT issued a letter announcing a change meaning they only require draft EP documents to be produced by the end of April 2022.
- 3.3 Despite the change in deadline, it is proposed to continue as planned with the next stages leading to the 'making' of the EP Plan and EP Scheme.
- 3.4 The DfT expect to provide details of indicative funding by February 2022. As funding is currently unknown, only those measures that can be delivered with little or no funding have been included in the current draft EP Scheme document.

3.5 The draft Rutland EP Plan and Scheme have been produced and we are now following the key steps to ‘making’ the legal documents. Table 1 shows the key steps in creating an EP Plan and Scheme. The timescales shown are approximate and may need to be amended if Operator objections are received.

Table 1 - Key steps in creating an EP Plan and Scheme

Stage	Progress
Draft the EP Plan and Scheme with support from operators	Complete
Seek legal advice on documents	Complete
Initiate the 28-day objection period for Operators	In progress – started on Friday 7 th January
Consultation period	Outstanding (scheduled for February subject to any objections being received)
Formally ‘make’ the Plan and Scheme document	Outstanding (originally scheduled by 31 st March subject to any objections being received)

4 CONSULTATION

4.1 The EP Plan and EP Scheme are subject to formal consultation, which must include the following statutory consultees:

- All operators of local bus services that would be affected by any of the proposals,
- Organisations that represent local passengers
- Other local authorities that would be affected by the proposals
- The traffic commissioners
- The chief officer of police for each area to which the plan relates
- Transport Focus
- The Competition and Markets Authority (CMA)
- Such other persons as the authority things fit.

4.2 Consultation is currently scheduled to start in February; however, this is subject to vary and will depend on the outcome of the Operator 28-day objection period.

5 ALTERNATIVE OPTIONS

5.1 RCC could choose to not ‘make’ an EP Plan and EP Scheme – however the DfT has clearly stated that this will have an impact on our eligibility for future transport funding.

5.2 RCC could also delay elements of the process such as consultation or the ‘making’ of the documents until a funding announcement has been made by the DfT. If we were to take this approach and funding isn’t received, then the documents would need to be amended to include revised dates. Revised dates would re trigger the objection period causing delays. This option would involve more staff resource in the event of a ‘no funding’ scenario.

6 FINANCIAL IMPLICATIONS

6.1 Most existing bus services within Rutland are not commercial – meaning they are not financially sustainable and require subsidy by RCC.

6.2 Future Government funding for buses (both current and future new funding streams), along with wider transport related funding, will be dependent on LTAs having a BSIP and developing an EP Plan and EP Scheme within the timescales set by the DfT.

6.3 The DfT has not yet published funding guidance therefore it is unclear what funding is available to support the delivery of improvements outlined within the BSIP and EP Plan. However informal discussions indicate that the DfT may require a level of match funding from the EP partners.

6.4 To deliver all the improvements outlined in the BSIP and EP Plan, an approximate total of £3,387,499 of funding is anticipated to be required. Of this, we would require £2,591,500 from the DfT’s new £3bn fund for bus transformation. The remainder would come from other existing sources of DfT funding, along with existing RCC revenue sources.

6.5 As funding is currently unknown, only those measures that can be delivered with little or no funding have been included in the current draft EP Scheme document. This funding would come from existing RCC revenue budgets.

6.6 A summary of the funding requirements can be seen in table 2, whilst appendix E of the BSIP document (appendix B) outlines in more detail the anticipated funding required to deliver the full BSIP and EP Plan.

6.7 Ongoing costs to deliver the measures in the BSIP and EP Plan post 2025 are currently unknown, as this will largely depend on the initial level of funding received from the DfT and in turn, the extent of the BSIP and EP Plan we are able to deliver up to that point.

6.8 Upon notification of any funding allocations, RCC will identify whether there is sufficient grant funding to deliver any further improvements outlined within this BSIP and EP Plan.

6.9 If the DfT require LTAs to provide match funding, RCC will review what is possible, given the funding levels allocated.

6.10 The BSIP and any associated funding (and terms and conditions of) are subject to ratification and approval by Council.

6.11 If sufficient additional funding is not available to deliver further improvements above those outlined within the draft Scheme, RCC will not be bound to accept the funding, nor deliver any additional improvements.

Table 2 - Breakdown of anticipated costs of delivery up to the end of 2024/25 – including potential funding sources. Costs in bold represent requirement of current draft Scheme.

	DfT - £3bn funding pot (capital)	DfT - £3bn funding pot (revenue)	DfT Integrated Transport Capital Programme	DfT capacity	BSOG underspend	RCC existing staff budget (revenue)	RCC existing revenue budget
Countywide Demand Responsive Transport		690000					126000 (part of – up to circa £20,000)
Decarbonisation: Electric town centre 'Hopper' services trial	8000	18000					
Annual promotion calendar (including incentivised free or discounted travel campaigns)		72000			75000	18000	
Enhanced frequency of services		660000					
Simplifying services		75000					60000
Promotional materials (add journey planning info)		25000					40000
Renumbering of services		3500					
Simplifying ticketing: Including youth id card.		30000				15000	
Electronic ticket machines		70000					
Bus stop audit and improvements	45000		60000			15000	
Integrated ticketing		70000					

Table 2 - Breakdown of anticipated costs of delivery up to the end of 2024/25 – including potential funding sources. Costs in bold represent requirement of current draft Scheme.

	DfT - £3bn funding pot (capital)	DfT - £3bn funding pot (revenue)	DfT Integrated Transport Capital Programme	DfT capacity	BSOG underspend	RCC existing staff budget (revenue)	RCC existing revenue budget
Audio and visual on-board announcements	70000						
Behavioural change measures:		60000				45000	
Utility permit scheme (reduced delays 79.32%)		14000				30000	
Review of taxi and bus laybys	75000		30000			45000	
Real time information displays	200000					20000	
Bus station and interchange monitoring						6000	
Walking and cycling audits		90000	90000			45000	
Decarbonisation: community transport electric minibus trial	4000	9000					
On board USB charging and Wi-Fi	36000						
Creation of travel hubs (85.76%) 59.69		24999	30000			15000	
Additional staff resource		180000					

Table 2 - Breakdown of anticipated costs of delivery up to the end of 2024/25 – including potential funding sources. Costs in bold represent requirement of current draft Scheme.

	DfT - £3bn funding pot (capital)	DfT - £3bn funding pot (revenue)	DfT Integrated Transport Capital Programme	DfT capacity	BSOG underspend	RCC existing staff budget (revenue)	RCC existing revenue budget
Customer satisfaction surveys		62001		30999			
	£438,000	£2,153,500	£210,000	£30,999	£75,000	£254,000	£226,000

7 LEGAL AND GOVERNANCE CONSIDERATIONS

- 7.1 Approval is sought to delegate authority to the Strategic Director for Places, in consultation with the Portfolio Holder for Planning, Highways and Transport to approve any amendments to the EP Plan and EP Scheme.
- 7.2 Under Article 4 of the Constitution, the Council must adopt any plan which requires submission to a Minister of the Crown or Government office
- 7.3 The EP Plan and EP Scheme support the BSIP, which will form a sub document of Local Transport Plan 4 - a statutory document that sets out our long-term strategic vision for transport. LTP4 is to be revised to incorporate the BSIP and remove reference to the now out of date Passenger Transport Strategy. Council will have to approve LTP4 in due course as it forms part of the Council's Policy Framework.
- 7.4 The EP Plan and EP Scheme once 'made' will be legally binding.
- 7.5 Legal support has been sought during the creation of the EP Plan and EP Scheme to ensure legal compliance and to address any potential issues relating to 'competition law' and commercially sensitive data.

8 DATA PROTECTION IMPLICATIONS

- 8.1 A Data Protection Impact Assessments (DPIA) has been completed for the BSIP, which the EP Plan mirrors. No adverse or other significant risks/issues were found. A copy of the DPIA can be obtained from the Transport Strategy Manager – hcaldicott@rutland.gov.uk

9 EQUALITY IMPACT ASSESSMENT

- 9.1 An Equality Impact Assessment (EqIA) has not been completed as a Screening Equality Impact Questionnaire has been completed for the BSIP (which the EP Plan mirrors) and no adverse or other significant issues were found that required a full Equality Impact Assessment to be carried out.
- 9.2 Through improvements to be delivered through the BSIP (subject to funding), services will become more accessible and equitable and have a positive impact on those with protected characteristics.

10 COMMUNITY SAFETY IMPLICATIONS

- 10.1 Both the EP Plan and EP Scheme outline improvements to both buses and waiting areas which would lead to increased safety and perception of safety.

11 HEALTH AND WELLBEING IMPLICATIONS

- 11.1 Improvements within the EP Plan and EP Scheme are likely to improve health and wellbeing in the following ways: Reducing social isolation by ensuring all parts of the county have access to a bus service; improving access to employment opportunities and services such as shops and healthcare; and improving wellbeing by providing improved access to transport for social activities.

12 ORGANISATIONAL IMPLICATIONS

- 12.1 Environmental implications
- 12.2 Elements outlined in the EP Scheme will encourage increased bus use and help with a modal shift away from car dependency. If additional funding is received and the Scheme amended later, we may be able to carry out a 1-year trial of electric buses on town centre Hopper services and for VAR's minibus. Both of these will help to reduce greenhouse gas emissions and reduce air pollution
- 12.3 Human Resource implications
- 12.4 Deliverables outlined within the existing Scheme document will be implemented by existing staff.
- 12.5 Should the Scheme be amended in the future to incorporate additional facilities or measures, additional staffing resource would likely be required. The Rutland BSIP sought a funding requirement for this.
- 12.6 Procurement Implications
- 12.7 If funding is allocated at a later date, the Scheme will need to be amended and procurement will be required to purchase or finance the necessary provisions.

13 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 13.1 Although funding allocations are currently unknown, and despite the DfT's announcement regarding a deadline extension, it is felt the most resource efficient solution would be to carry on with the process as planned and authorise delegated approval powers to Cabinet approval is sought to delegate authority to the Strategic Director for Places, in consultation with the Portfolio Holder for Planning, Highways and Transport.
- 13.2 Should RCC receive funding after the EP Plan and Scheme are made then a bespoke variation mechanism contained within the documents will enable us to update the Scheme to incorporate other deliverables, with these being signed off internally through delegated powers assigned to the Strategic Director for Places, in consultation with the Portfolio Holder for Planning, Highways and Transport

14 BACKGROUND PAPERS

- 14.1 Report No. 133/2021 – Bus Service Improvement Plan

15 APPENDICES

- 15.1 Appendix A – Draft Rutland Enhanced Partnership Plan and Scheme (Exempt)
- 15.2 Appendix B – Rutland Bus Service Improvement Plan

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Rutland County Council Bus Service Improvement Plan

2021 - 2036

Version 4 - 27th October 2021

CONTENTS

Foreword	3
Executive summary	4
1 Overview	9
2 Current offer to passengers	15
3 Headline targets	31
4 Delivery	39
5 Reporting	52
6 Overview table	53
7 Appendix A - Current bus services operating in Rutland.....	55
8 Appendix B – Bus stop locations.....	57
9 Appendix C – BSIP engagement	64
10 Appendix D – Comparison of existing provisions with Bus Back Better objectives.....	68
11 Appendix E – Links between deliverables and targets	71
12 Appendix F – Funding template	74
13 Appendix G – Bus Passenger Charter (To follow).....	79
14 Appendix H – Support from operators.....	80

FOREWORD BY COUNCILLOR LUCY STEPHENSON – DEPUTY LEADER OF RUTLAND COUNTY COUNCIL

Travel is an essential part of everyone's lives. Over the decades, economies of scale in terms of access to the day-to-day amenities for Rutland residents has resulted in increasing centralisation – from Post Offices to banks, shops to health care and post 16 education. If rural sparsity and geography are added into the equation, essential day-to-day transport for the average Rutlander is almost exclusively by private car.



Buses are available but all are 'non – frequent' (an hourly or two hourly service in our towns, service centres and significant villages) and no buses run past 19:30 or on a Sunday. We have some Demand Responsive Transport (DRT) covering parts of the county that does not have scheduled bus services. A large proportion of services are subsidised by the public purse to ensure they are economically viable. For those using bus passes, the authority, in effect, pays twice for each journey. Despite this, our fares are still relatively expensive. For example, for 1 adult and 2 children to travel from Uppingham to Oakham (a 12 mile round trip) a return would cost £18.50 whilst the cost of fuel for an average car would be approximately £2 (excluding overheads).

It is interesting to note that even getting a taxi in Rutland carries with it a need to plan a journey well in advance: anything before 09:00 is out of the question due to scheduled school runs and evening runs need to be booked at least 5 days in advance.

If we are to reduce private car travel in this rural county, our people need to get to where they want to go in a timely fashion that is cost effective whilst bus companies need to be confident that they can sustain commercially viable operations.

We need to work with bus companies, our residents, interest groups such as CPRE, the DfT and community transport providers to produce a nimble and commercially cost-effective public transport network that can be responsive to demand and ensure the connectivity of Rutland, both in and out of county. This network must, of course, also empower access to updated health, wellbeing and new hospital facilities currently being planned for the area with oversight from the Health and Wellbeing Board.

Our Bus Service Improvement Plan offers further context of what public transport looks like now for Rutland whilst outlining how we could deliver a modern and sustainable rural transport network which will meet our future needs, offering a real alternative to using a private car.

Rutland must have an equitable alternative to private car use if we are to enable our residents to reduce their carbon footprint and play our part in the country achieving net zero by 2050.

EXECUTIVE SUMMARY

In March 2021 the Government launched a new National Bus Strategy: 'Bus Back Better' which sets out a fast-paced and ambitious vision to dramatically improve bus services in England outside London through making the bus a practical and attractive alternative to the car.

To deliver this vision in Rutland we, alongside local bus operators, must work together with local communities to plan and deliver services that are: more frequent, more reliable, easier to understand and use, better co-ordinated, and cheaper with simpler fares. Our plans to deliver this are set in this Bus Service Improvement Plan (BSIP) and will be delivered through an Enhanced Partnership.

The Rutland BSIP Vision

To ensure alignment with wider transport policy for Rutland, our BSIP will span the same time frame as Moving Rutland Forward – Rutland's Fourth Local Transport Plan (LTP4) and will therefore cover the period up to 2036. However, it is a living document that will be reviewed annually and be revised to accommodate any pertinent changes to policy, services or plans.

Our BSIP vision reflects the transport vision within LTP4 in terms of enabling sustainable population and economic growth, meeting the needs of our most vulnerable residents and supporting health and wellbeing. However, it goes one step further in also aspiring to deliver a step change in the environment impact of our current travel patterns.

Our overarching vision is therefore to:

“Create a county where the bus is a realistic transport choice through building a bus network and support system that enables residents of and visitors to Rutland to travel by bus wherever and whenever they need to in a convenient, seamless and environmentally friendly way”

We can't however successfully deliver this vision on our own. We need our residents to come on the journey with us, embrace the improved bus services and make every effort to leave the car at home.

The Rutland Context

Our BSIP has been developed taking into account our unique context as a very rural authority with a diverse range of trip attractors. There are very few commercial operators locally with one operator running the majority of services and three others operating the remainder.

Most services in the county receive financial support from the council at a cost of £485,000 per annum. A high level of support is needed because we have a low number of fare paying passengers, a relatively low number of service users and longer than average trip distances

leading to higher operating costs. Students eligible for home to school or post 16 transport are also transported on the public bus network wherever possible to help sustain public bus services.

Recognising our weaknesses

We have spoken to our residents to find out what better bus services means to them and what we need to do in order to make them the transport option of choice. They have told us that they will use the bus more if there are more frequent services, to more places, on more days and for longer hours. To support this they want better information, improved waiting facilities, cleaner buses and more environmentally friendly buses. This feedback formed the basis of our objectives (see below) and our wish list of improvements.

- 1) To offer more bus services, more frequently to more people for more hours.
- 2) To provide a bus network of seamlessly integrated reliable services that are simple to understand.
- 3) To publish clearer information in simpler formats more frequently.
- 4) To create comfortable, convenient and clean waiting facilities.
- 5) To minimise the environmental impact of our bus network by exploring the suitability of electric vehicles.

Our wish list of improvements

Based on the DfT's vision, the local context, feedback from residents and discussions with operators we have developed a wish list of improvements which we will endeavour to deliver subject to receiving the required funding from the DfT. These are:

- Countywide Digital Demand Responsive Transport: Ensuring all residents have access to passenger transport
- Decarbonisation: Pilot electric town centre 'Hopper' services
- Travel incentives & promotions: Annual promotions calendar including free or discounted travel campaigns
- Enhanced frequency of services: More frequent week day services and evening and Sunday services to meet our residents' needs.
- Simplifying services: Streamlining services delivered by multiple operators.
- Renumbering of services: Strengthen the identity of Rutland's services - renumbering subsidised services to align with the Rutland Flyer 1 and 2.
- Promotional materials: Enhanced promotion and marketing to raise awareness of existing, new and enhanced services and travel incentives.
- Simplifying ticketing and growing youth patronage: simplify ticket options and age brackets and implement a youth travel id card.
- Electronic ticketing machines: Modernising payment methods and improving accessibility

- Bus stop audits and improvements: Improving the comfort, accessibility and safety of waiting areas.
- Integrated ticketing: Offer multi operator and mode travel tickets
- Audio and visual on board announcements: Improving accessibility and information for residents and visitors.
- Behavioural change measures: Encouraging sustainable travel options that reduce school gate congestion, causing delay to buses.
- Utility permit scheme: Improve efficiency of roadwork scheduling to reduce delays and diversions.
- Review of taxi and bus laybys: Review location and usage to enhance accessibility.
- Real time information: To improve service information and public confidence.
- Bus station and interchange monitoring: enhanced staffing presence to improve perceived and actual passenger safety.
- Walking and cycling audits: Review walking and cycling routes to bus stops and identify areas for improvement.
- Decarbonisation: Community transport electric minibus pilot
- On board USB charging and Wi-fi: Modernising buses to improve passenger experience
- Creation of travel hubs: Improving onwards travel information and integration between travel modes.

Monitoring progress

In order to monitor our progress and ultimately the success of the BSIP we have defined a number of targets.¹ Performance against these will be regularly measured and reported.

TARGETS	2018/19	2019/20	2020/21	2024/25	2029/30
Journey time Services operating with journey times of less than 4 minutes/ mile.	-	-	64%	70%	80%
Reliability improvements % of non-frequent bus services (less than 6 services/ hour) running on time	87%	89%	91%*	95%	98%
Passenger growth (trips pa) % increase on 2021/22 baseline	414,642	389,621	104,142	25%	40%
Customer satisfaction % point increase in customers satisfied with bus services from 2021/22 baseline	(2016) 49.48%	N/A	N/A	25 pp	40 pp

Funding

It is anticipated that a total of £3,537,499 is required in order to deliver all of the measures outlined within this BSIP. £2,741,500 would be required from the DfT's £3bn of transformation funding, up to £315,999 of alternative DfT funding (including £210,000 of Integrated Transport Block funding), up to £226,000 of our existing Council revenue budget and up to £254,000 in salary costs (existing). We may be able to use more of our public transport revenue budget to support improvements depending on the changes implemented at the first stage of BSIP delivery.

Conclusion

We hope the delivery of the measures within our BSIP will significantly enhance public transport within Rutland. However, at the time of writing, no confirmation of funding has been provided by the DfT and as such delivery of our vision is subject to a number of caveats. These are stated fully in section 4.1, but in summary these measures can only be

¹ It should be noted that the targets outlined within this document are subject to receiving full mutual agreement from operators and may therefore change during the process of developing the enhanced partnership.

delivered if we receive sufficient funding from the DfT alongside adherence to necessary RCC governance procedures.

Furthermore, even with substantial funding we cannot achieve our vision alone. In order for these improvements to have a significant and sustained social and environmental benefit we need everyone to use them. We therefore hope our residents will support this BSIP and come on the journey with us and our bus operators to bring the bus back better in Rutland. Our residents can demonstrate this support by making a choice to take a trip on the bus as often as possible – whether that's once a year, once a month or once a week. Through working in partnership, we can ensure the bus is a realistic alternative to the car, even in somewhere as rural as Rutland.

1 OVERVIEW

1.1 BSIPS AND THE NATIONAL BUS STRATEGY

In March 2021 the Government launched a new National Bus Strategy: 'Bus Back Better'.

The strategy sets out a fast-paced and ambitious vision to dramatically improve bus services in England outside London – in order to avoid a car led recovery from the Covid 19 pandemic. It aims to do this by making the bus a practical and attractive alternative to the car – reducing congestion, carbon and pollution whilst supporting those without access to private transport.

To achieve this goal, Local Transport Authorities (LTAs) such as Rutland County Council (RCC) and local bus operators must work together with local communities to plan and deliver services that are:

- more frequent,
- more reliable,
- easier to understand and use,
- better co-ordinated, and
- cheaper with simpler fares.

These plans are to be outlined in Bus Service Improvement Plans (BSIPs) – which this document forms.

The preparation of this BSIP is the essential first stage to delivering the step-change in bus services required by the Strategy. It sets the extent of the ambition, which will eventually be delivered through an Enhanced Partnership (section 1.3) and will form the basis of Government decisions regarding the allocation of future funding – including a share of £3 billion of new Government grant money.

1.2 VISION

Residents of Rutland (England's smallest county) are fortunate to live surrounded by beautiful countryside and small market towns. Many of our residents choose to live here to take advantage of this environment whilst also being within a relatively short distance of larger conurbations including Peterborough, Melton Mowbray, Grantham, Leicester, Corby and Nottingham. For the same reason the county is attractive to visitors who come to enjoy the countryside, market towns and numerous tourist attractions.

However, the rural nature of the county and its unique geography presents some transport challenges, especially when seeking to make the bus the mode of transport of choice. The county doesn't have any obvious strategic transport corridors and there isn't one single trip attractor. As highlighted in our 4th local transport plan our residents want to go to a diverse range of destinations within and outside the county. The same applies to visitors, whether

they are coming for leisure purposes or for employment they arrive from a dispersed range of origins and travel to a range of destinations within the county.

These factors lead to a higher than average level of car dependency, and while for a rural area we have a relatively good bus network we know that residents without a car can feel isolated and unable to travel outside of key operating hours. Furthermore, the bus network by nature is rather slow and does not present an attractive alternative to the car so it can be difficult to attract car drivers to public transport which has an impact both on the sustainability of the transport network (most service users currently do not pay fares) and on modal shift and the associated environmental benefits.

Delivery of this bus network is reliant on significant public funding which places a burden on RCC's limited financial resources but we recognise the value of public transport to our residents and our economy and so we have not made any significant cuts in recent years. However, we need to explore new ways of attracting fare paying users whose patronage could help sustain our bus services in the future.

As such we welcome the increased government funding that can help us to deliver our vision for bus transport in Rutland and help make the bus the transport mode of choice for our residents and visitors. We aspire to be an exemplar authority in terms of the delivery of rural bus services. Therefore building on the vision of our 4th Local Transport Plan which was "to provide a transport network and services that support sustainable growth, vulnerable residents and health and wellbeing", the vision of our BSIP is to:

"Create a county where the bus is a realistic transport choice through building a bus network and support system that enables residents of and visitors to Rutland to travel by bus wherever and whenever they need to in a convenient, seamless and environmentally friendly way"

We have spoken to our residents to find out what better bus services means to them and what we need to do in order to make them the transport option of choice. They have told us that that they will use the bus service more if: there are more frequent services, to more places, on more days and for longer hours. To support this they want better information, improved waiting facilities, cleaner buses and more environmentally friendly buses. This feedback formed the basis of our objectives (see below) and our wish list.

Based on what our residents have told us, we have developed a number of objectives to support and enable us to deliver our vision. These are:

- 1) To offer more bus services, more frequently to more people for more hours.
- 2) To provide a bus network of seamlessly integrated reliable services that are simple to understand;
- 3) To publish clearer information in simpler formats more frequently.
- 4) To create comfortable, convenient and clean waiting facilities.

- 5) To minimise the environmental impact of our bus network by exploring the suitability of electric vehicles.

We hope that if we can deliver on these objectives our residents will support our efforts by committing to changing their behaviour and using the bus because they want to, not because they have to. Patronage growth is vital to delivering a sustainable bus network in the mid to long term, therefore the success of the measures in this BSIP is dependent on the support of our residents demonstrated through increased bus use.

The rest of this document sets out how we deliver against these objectives in order to achieve our vision and bring the “Bus Back Better” in Rutland.

1.3 SCOPE OF THIS BSIP

This BSIP covers the full geographical area of Rutland county (figure 1) – which is governed by Rutland County Council as the local transport authority.

Rutland is a small rural county, covering an area of 382 km². Rutland’s total population is estimated at 40,476² and is relatively sparse with 1.06 persons per hectare. The county consists of 54 settlements, including the market towns of Oakham and Uppingham. The remaining 52 settlements vary in size from small hamlets to large villages.

A single rather than joint LTA BSIP has been prepared due to Rutland being more rural than its neighbouring counterparts, with differing travel patterns and demographics. In preparing a single LTA BSIP, covering all services operating within Rutland, we are able to provide an approach more suitably tailored for the unique needs of our rural population and visitors to the county. Furthermore, it should be noted that unlike a number of larger authorities, within this BSIP we have focused on countywide improvements opposed to route or area specific improvements. This approach was felt to be more commensurate with Rutland’s small size, which in this scenario offers a unique opportunity to take a holistic approach, delivering improvements for all.

Where services cross LTA borders, communication and cooperation will continue to take place with peers at neighbouring authorities to avoid gaps in service. One such example of existing cross border work, is that with Lincolnshire County Council regarding services operating between Oakham (Rutland) and Stamford (Lincolnshire). This joint working will be further strengthened through the creation of a Memorandum of Understanding between ATCO (Association of Transport Co-ordinating Officers) members regarding cross boundary co-operation and communication.

² Office for National Statistics mid-year estimates 2020.

Figure 1 - Map of Rutland



1.4 ENHANCED BUS PARTNERSHIP

To help deliver the ambitious improvements outlined within this BSIP, an enhanced bus partnership (EP) is to be created for Rutland – a statutory partnership between Rutland County Council (as a local transport authority) and bus operators serving the local area.

Supporting the EP will be an EP Plan outlining in more detail, the actions that partners will take to deliver improvements and meet targets.

The EP Plan consists of two elements:

- The plan itself, which will mirror this BSIP, but provide further clarity, and
- An associated EP scheme/s – a document (or documents) outlining the requirements that need to be met by local services that stop in Rutland.

Agreement to enter an Enhanced Partnership and prepare an Enhanced Partnership Plan was made at a meeting between RCC and local bus operators, held on 27th May 2021.

Subsequently, Rutland County Council submitted to the Department for Transport its formal notice of intent to prepare an Enhanced Partnership Plan and accompanying Enhanced Partnership Schemes, as required and set out in section 138F of the Transport Act 2000. A copy of this Notice of Intent is available to view online: <https://www.rutland.gov.uk/my-community/transport/national-bus-strategy/>

The EP scheme will be in place as of 1st April 2022.

1.5 INTEGRATION WITH WIDER STRATEGY

RCC's fourth local transport plan, Moving Rutland Forward, was approved in September 2019 and sets out RCC's long term vision for transport within the County, up to 2036 - to deliver a transport network and services that:

- facilitate delivery of sustainable population and economic growth;
- meet the needs of our most vulnerable residents; and
- support a high level of health and wellbeing (including combating rural isolation).

At the same time, RCC published a Passenger Transport Strategy. The Passenger Transport Strategy outlined how the Council planned to maximise the passenger transport offer within the county, recognising the challenges that rurality and low levels of fare paying bus users bring on the council's ability to do so. In response, an action emanating from the Passenger Transport Strategy was the requirement to review existing provisions and identify a baseline passenger transport service, supported by the expansion of a digital demand responsive transport system³.

This work was due to start at the beginning of the Covid 19 pandemic, however, lockdown resulted in reduced patronage levels, making any review unrepresentative – as such the review was put on hold.

During that time, to help facilitate a green recovery from the pandemic, the Government launched their 'Bus Back Better' strategy which seeks to improve bus provisions across the country and encourage more people to travel by bus than ever before.

³ A demand responsive transport system easily bookable via an app.

Unfortunately however, developed in a pre covid world, our Passenger Transport Strategy does not align with this vision and is therefore no longer fit for purpose, as it would not result in the increased patronage levels desired by Government. As a result, RCC's Passenger Transport Strategy is now being replaced by this BSIP, which supports the Government's ambition and the overarching vision of LTP4. Over the coming months our LTP4 will be updated to fully incorporate this BSIP – acknowledging its role as a sub document and replacing the previous Passenger Transport Strategy.

As we continue to recover from the pandemic, future, wider Council strategy revisions will also assist us in achieving the targets outlined within this BSIP – by giving buses priority over other modes of transport. For example, our revised Parking Policy (currently in draft) outlines mechanisms to reduce impact on the environment by encouraging behaviour change and a reduction in car use, in favour of bus transport. It sets out to do this through the use of:

- Parking restrictions that would enable the free flow of traffic (including buses) along our roads, thus making journeys more reliable and faster; along with
- Parking charges set with consideration of the need to discourage car dependency.

Finally this BSIP may evolve over time in support of other internal and external strategy and policy documents - for example the "Place based health and care plan".

1.6 DURATION OF PLAN AND REVIEW ARRANGEMENTS

To ensure alignment with wider transport policy for Rutland, this BSIP will span the same time frame as Moving Rutland Forward – Rutland's Fourth Local Transport Plan, and will therefore cover the period up to 2036.

The BSIP will however be a living document and undergo an annual review, to take into account any pertinent changes – whether that be to policy, services or plans.

Any changes required will be agreed in advance, between members of the Enhanced Partnership, during scheduled Bus Operator Meetings (which upon adoption of this BSIP will be held quarterly), with any agreed amendments fed through into the Enhanced Partnership Plan.

Future iterations of this BSIP will be provided to the Department for Transport and a copy uploaded to our website: <https://www.rutland.gov.uk/my-community/transport/transport-strategy/>

Further information on plan review and performance reporting can be found in section 5.

2 CURRENT OFFER TO PASSENGERS

2.1 MODE OF TRAVEL

Due to Rutland's rural nature and dispersed settlements, the county experiences high levels of car dependency. This is reflected in the 2011 census data (table 1) which shows that, during that year, 57.6% of the working age population in Rutland drove to work in a car or van compared to 54.5% of the UK population.

When considering bus travel, the difference is even greater, with just 1.37% of Rutland residents (of working age) travelling to work by bus, minibus or coach compared to 7.2% of the UK population.

Table 1 - Mode share for travel to work, 2011 Census⁴

	Rutland	UK
Mainly work at or from home	16.67	10.3
Train, underground, metro, light rail, tram	0.64	3.8
Bus; minibus or coach	1.37	7.2
Driving a car or van	57.62	54.5
Passenger in car or van	4.88	5
Bicycle	3.43	2.8
On foot	14.18	9.8
All other methods of travel to work	1.22	0.5

Although not directly comparable to the census, in 2016 RCC undertook a countywide travel survey, which indicated further growth in car dependency since 2011, with 74.2% of respondents travelling to work by car. Similar levels of bus travel (for work) were however recorded during 2016 (2.9%).

The Covid 19 pandemic and resulting lockdown has however led to increased levels of working from home and reduced bus use - as such work related travel patterns (when full data becomes available) are likely to look very different. Indeed, Council engagement with the public during the pandemic⁵ showed that the car was the predominant mode of transport for residents (83%) for all journeys, with just 1.7% of residents taking the bus. However, in part due to the pandemic and changing lifestyles, along with increased public concern regarding climate change and the environment, 42% of those providing feedback wanted to change the way they currently travel around the county.

4 <https://www.nomisweb.co.uk/census/2011/wp703ew>

5 Through the Future Rutland Conversation which ran in spring and summer 2021.

2.2 THE EXISTING NETWORK

2.2.1 LOCAL BUS SERVICES

Due to the rural nature of Rutland, combined with a sparse population, transport services within the county are currently limited in scope and frequency. All services are classified as non frequent⁶ with some parts of the county unserved by a scheduled bus provision (in Rutland, 1,800 residents (5%) do not have access to regular bus services and 25,000 (63%) currently have no access to demand responsive transport (DRT) – DRT is explained later). The county doesn't experience over provision, however there are some routes that are delivered by different operators at different times/ days of the week – causing confusion.

There are currently no evening or Sunday services operating within the county and registered school contracts underpin the network during term time.

Most services require financial support from RCC (and in some cases, from neighbouring authorities) in order to operate. Indeed, in recent years we have seen an increasing number of routes (or sections of) become non-commercial – requiring a decision to be made as to whether to intervene in the market to support a service.

The current conventional local bus services operating in Rutland at the time of writing (September 2021) are shown in figure 2 and listed in appendix A (along with information about the service such as frequency, days of operation, financial support and service type). These services can be divided into 'year round services' that serve the general public, and 'term time services' that primarily serve school and college children but are registered as local bus services to also allow other people to use them - such services operate term time only.

In Rutland commercial local bus services link Oakham to Stamford (limited hours) and Oakham to Melton Mowbray. Supported services offer access from Oakham or Uppingham to Stamford, Leicester and Corby covering some of the small villages in the area, but these have more limited frequency and operational hours.

Our two market towns, Oakham and Uppingham, are the main bus interchanges in the county – with all services arriving at these locations doing so at set minutes past the hour - enabling onward connections. Oakham also offers Rutland's only bus station (which was opened in 2014 and funded through the DfT's Local Sustainable Travel Fund) and the town also hosts Oakham train station – the only train station within the county. Under cover cycle parking is available at both Oakham bus station and train station, with non covered cycle parking at Uppingham interchange.

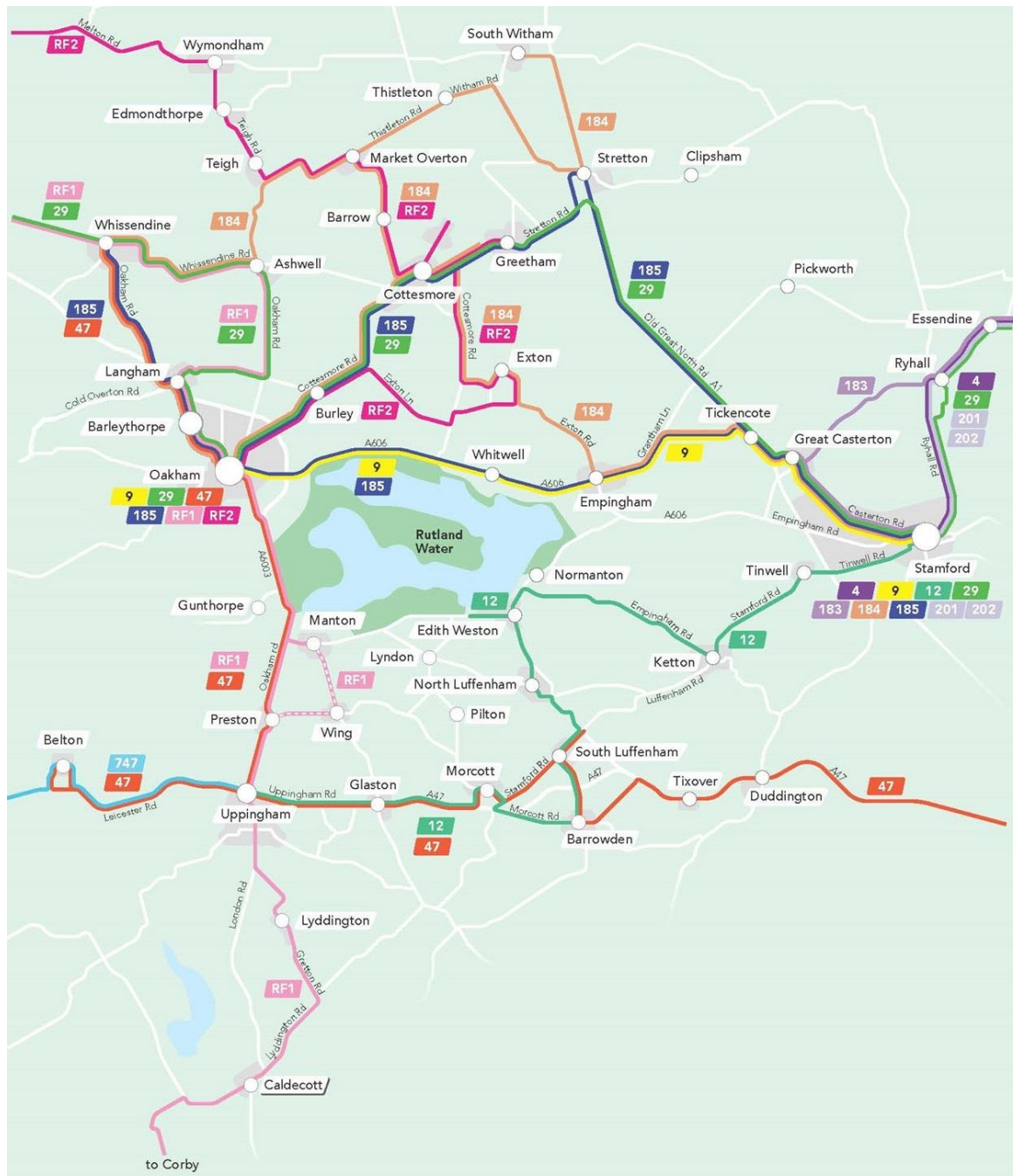
All scheduled bus services operate a hail and ride system enabling residents to pick up or get off at any point along the route – subject to it being safe for the bus to stop. Bus stops

⁶ Defined as less than 6 buses per hour.

and shelters are provided along these routes, at locations where there is greatest demand. The location of bus stops in Rutland can be found in Appendix B⁷.

Services operating within Rutland don't have centralised branding – as such it is hard for users to identify services that operate within Rutland. The exception to this is the Rutland Flyer 1 and Rutland Flyer 2.

Figure 2 - Map of bus routes in Rutland



⁷ Bus stop density/ density of service is not currently available. An action moving forward is to enhance the geographical information system data available for services and stops within the county – enabling this information to be calculated.

2.2.2 DEMAND RESPONSIVE TRANSPORT

To help provide transport to residents unserved by scheduled services, RCC currently has an agreement within Lincolnshire County Council, to deliver a demand responsive transport service called CallConnect that runs only in response to pre-booked requests. CallConnect currently covers the east of the county and is available 7.00am-7.00pm Monday to Friday and 7.30am-6.30pm on Saturdays. All vehicles are wheelchair accessible.

Residents within the CallConnect area can use the service to travel to any location within the service operating area, and if they are travelling further afield they can use the service to connect with other local bus or train services. Users must be registered as CallConnect members – but membership is free. Members can use the CallConnect bus service for any reason and use the service as often as they choose. Fares are broadly comparable with conventional bus service fares.

2.2.3 COMMUNITY TRANSPORT

Community transport within Rutland is provided by Voluntary Action Rutland (VAR). Through the service volunteers use their own cars to transport people who are either unable to use public transport, or for journeys where public transport is not available or is difficult. VAR also has three wheelchair-accessible vehicles (an MPV and 2 minibuses). The service currently receives funding from RCC.

In Uppingham there is also a free timetabled ‘Hopper’ community bus service operating 5 days a week and across the county there are a number of good neighbour schemes⁸ operating – offering residents without transport an additional transport option for socially necessary trips.

2.2.4 IN HOUSE SERVICES

RCC currently delivers an in house, free of charge ‘Hopper’ service in Oakham town centre. This is delivered using in house mini buses which are operated on a Section 19 permit.

2.2.5 TRAVEL TO HEALTHCARE

Alongside the provisions outlined above, eligible residents can access free of charge non-emergency patient transport or assistance with transport costs via the NHS. Rutland County Council does not have any role in the organisation, funding or provision of these services⁹.

Non-emergency patient transport (NEPT) is usually defined as: “non-urgent, planned, transportation of patients with a medical need for transport to and from a premises providing NHS healthcare and between NHS healthcare providers. This can and should encompass a wide range of vehicle types and levels of care consistent with the patients’

⁸ <https://www.rutland.gov.uk/my-services/health-and-family/health-and-nhs/health-and-support-services/coronavirus/information-and-advice-for-residents/i-need-help/good-neighbour-schemes/>

⁹ NEPT is commissioned by Clinical Commissioning Groups (CCGs), who have to provide services that meet the requirements as set out in legislation. Each CCG can decide who is eligible to receive transport in their area, based on the legislation and associated guidance

medical needs” (Department of Health, 2007). Transport is provided both to hospitals, and to hospital services delivered in the community.

NEPT is provided solely on the basis of medical needs; social need is not taken into account. Patients have to meet certain eligibility criteria in order to use NEPT¹⁰.

Patients who are not eligible for NEPT, but have a social need for transport can apply to the Healthcare Travel Costs Scheme. The aim of this scheme is to reimburse patient transport costs for travel to hospital or other NHS premises for NHS funded treatment. The scheme is available to individuals on a low income¹¹ who can reclaim the cost of their travel. The travel must be made using the most appropriate means of transport (defined in most cases as being public transport).

2.2.6 FARES

Bus fares for supported services are currently set in line with those on commercial services in the area. These fares are monitored to ensure fairness and consistency across routes.

The average fare for services operating in Rutland is 27p/ mile for an adult¹². A summary of available fare information is provided in appendix A.

Child and youth fares vary between operators, currently with differing age brackets.

Fares on any demand responsive transport service are set by RCC and are related to distance travelled. We review fare levels periodically to reflect changes in operating costs.

Donations for using community transport or a voluntary car scheme are suggested by the community organisation that runs the scheme.

2.2.7 TICKETING

Multi operator tickets are tickets which can be used on buses provided by more than one service operator. They can make bus use more convenient and affordable, and can help attract new passengers to bus services. At present there is no multi operator ticket scheme operating in Rutland, and limited smart ticketing.

Smart ticketing is where a ticket is stored electronically on a microchip rather than printed on a paper ticket. In most existing smart ticketing schemes, this microchip is embedded in a smartcard, but it could also be on a smart phone. Smart technology opens up alternative ways of buying, collecting and using tickets that are often easier for passengers. For example, a ticket can be bought online and loaded onto a smartcard at the start of a journey, or delivered directly to a mobile phone.

¹⁰ <https://www.westleicestershireccg.nhs.uk/your-health-and-services/non-emergency-patient-transport>

¹¹ Full criteria can be found online: <https://www.nhs.uk/nhs-services/help-with-health-costs/healthcare-travel-costs-scheme-htcs/>

¹² Ranging from as little as £0.08 to £0.36.

2.2.8 TRAFFIC, CONGESTION AND JOURNEY TIMES

The majority of Rutland's roads are rural and, with the exception of the A1 (currently governed by National Highways), single lane. There are currently no bus priority lanes within the county and the nature of our roads limits scope to implement any.

Although route (and time of day) specific vehicle speed and congestion data isn't currently available, figures published by the DfT recognise that congestion within the county is low compared to the majority of the country – as can be seen in table 2 (vehicle speeds) and table 3 (delays). The data highlights that average speeds on Rutland's A roads have remained consistent over the last 5 years and are nearly 17mph faster than those for England as a whole. Average delay times have also remained consistent in recent years and are currently only a third of that experienced on average in England, and also lower than the East Midlands average.

Whilst congestion reported along our A roads through the county is relatively low, some localised delays can occur as a result of:

- Level crossing down time in Oakham and some of our villages with train lines traversing through (with potential for further impact should freight journeys increase, as indicated),
- road closures or diversions,
- school gate related congestion (at drop off and pick up times), and
- inclement weather.

It is also important to note that although congestion plays an important factor on reliability/punctuality and journey time, for Rutland, journey times are extended in comparison to those undertaken in more urban areas, due to the rurality of Rutland. Our services traverse the county, travelling along small, winding roads, connecting villages with service centres and towns. End to end journey times are therefore comparably high - with the average scheduled journey time being 3.9 minutes/ mile (but ranging from 2.01 to 10.11 minutes/ mile). As mentioned previously, actual journey time data is not currently readily available, however as data availability on ABOD increases we will look to this resource for further detail and information.

Table 2 - Average speed

	Average speed (mph) on locally managed A roads					Change in last year
	2016	2017	2018	2019 ⁴	2020 ⁵	%
England	25.2	25.2	24.9	25.3	27.3	7.9%
East Midlands	29.5	29.3	28.9	29.1	31.1	6.9%
Rutland	41.7	41.6	41.4	41.2	41.4	0.5%

Table 3 - Average delay

	Average delay on locally managed A roads (spvpm) ^{1,2,3,4}					Change in last year %
	2016	2017	2018	2019 ⁵	2020 ⁶	
England	45.9	46.9	47.3	44.0	35.3	-19.8%
East Midlands	32.1	33.7	34.6	32.1	26.0	-19.0%
Rutland	11.8	11.7	12.4	12.2	12.1	-0.8%

2.2.9 PATRONAGE AND TRENDS

Within Rutland passenger trips remained consistent during 2017/18 and 2018/19 at around 414,000 trips per year (table 4). However in 2019/20 we saw a drop in passenger numbers of circa 4% (25,021) from 2018/19 – the reason for this is not known.

During 2020/21, when the country was in lock down, figures dropped drastically to 104,142 – a drop of circa 25% from 2018/19 levels and circa 27% from 2019/20 levels.

Interestingly however, when looking at the number of trips made with an ENCT pass (English National Concessionary Travel), although the number of trips dropped by circa 23% between 2017/18 and 2019/20 (table 5) the drop in use for ENCT trips as a result of the pandemic was lower than that by non ENCT trips – with an 11% drop from the previous year. Anecdotally, this may suggest that a higher proportion of those with ENCT passes continued to travel by bus due to having no alternative means of transport.

Table 4 - Total passenger trips by year

	2017-18	2018-19	2019-20	2020-21
TOTAL PASSENGER TRIPS	414,005	414,642	389,621	104,142

Table 5 - Total ENCTS trips by year

	2017-18	2018-19	2019-20	2020-21
ANNUAL ENCTS TRIPS	125484	102249	108495	96112

More granular information relating to passenger numbers by subsidised service, time of day and ticket type is currently not centrally collated¹³.

2.2.10 INFORMATION PROVISION

In collaboration with bus operators and delivery partners, bus information is provided in the following ways:

¹³ We will work with operators to ensure this data is more robustly collated as we move forward.

- Printed information – Due to the current pandemic we are not currently issuing paper copies of timetables. However, normally we produce a countywide bus times booklet and printed leaflets for individual bus services. As we move into post covid recovery we will continue to produce and distribute paper timetable booklets to appropriate information outlets as long as there is significant demand for them and they continue to be cost-effective. The booklets and leaflets are, as far as reasonably practicable, designed to conform with best practice as set out in guidance by the Association of Transport Co-ordinating Officers (ATCO).
- Information panels at bus stops – we work with bus operators to ensure that accurate and up-to-date timetable information is provided at all bus stops within Rutland. This information is provided in large print, as far as reasonably practicable.
- Council website page with information about all local bus services in Rutland, along with links to bus operators' websites that provide timetable and route maps, ticketing information and full fares information for most routes.
- Promoting the Traveline telephone number and website through our website and printed information materials.
- In Oakham bus station and at three bus stops in Uppingham there are also electronic information displays that show scheduled departure times. Real time information displays however are not currently available in the county.

We regularly review the methods and materials used to provide information to the public and adapt these as appropriate based on customer feedback, market intelligence and current circumstances.

2.2.11 INFRASTRUCTURE

The council provides and maintains infrastructure that facilitates passenger transport use. At present, this includes bus stop poles and shelters, information display cases, and Oakham bus station.

As outlined earlier, the location of bus stops in Rutland can be found in Appendix B¹⁴.

2.2.12 EXISTING BUS FLEET

The standard of vehicles currently in operation across the county varies considerably, however it would be fair to say that buses running on Rutland routes are generally older and less efficient than those found in cities and urban areas.

RCC doesn't currently hold an inventory of vehicles in use by operators serving Rutland (data is currently only available for those vehicles utilised as RCC's in house fleet). To address this moving forward, data will be gathered annually from members of the future EP

¹⁴ Bus stop density/ density of service is not currently available. An action moving forward is to enhance the geographical information system data available for services and stops within the county – enabling this information to be calculated.

and provided as an appendix to forthcoming iterations of this BSIP (with the first data set added as soon as possible after publication of this current version).

Data published will be illustrated for the county rather than per operator or route.

2.3 OPERATORS AND THE LOCAL TRANSPORT AUTHORITY

2.3.1 THE OPERATORS

The number of bus companies willing to operate conventional bus services in Rutland is very small. One operator (Centrebus) runs the majority of services across the county and three other operators (Blands Rutland Ltd, Delaine Buses and Vectare) cover the remaining services.

Competition is weak, because demand for passenger travel in the county has historically been limited and dispersed compared to urban areas. The county also lacks depot facilities where operators can base their in county operations.

In recent years, we have taken some steps to intervene in the marketplace to ensure that we get value-for-money where we are paying for services. The council has an internal fleet of accessible minibuses that we use where cost-effective to meet specialist travel needs (such as school transport, SEND and social care transport). Opportunities to utilise these vehicles during their downtime is kept under review, with vehicles directed to additional services or tasks as required, when not being used for specialist transport services. Current examples include delivery of a free town centre 'Hopper' service in Oakham and the provision of replacement minibus travel where diversions disrupt services.

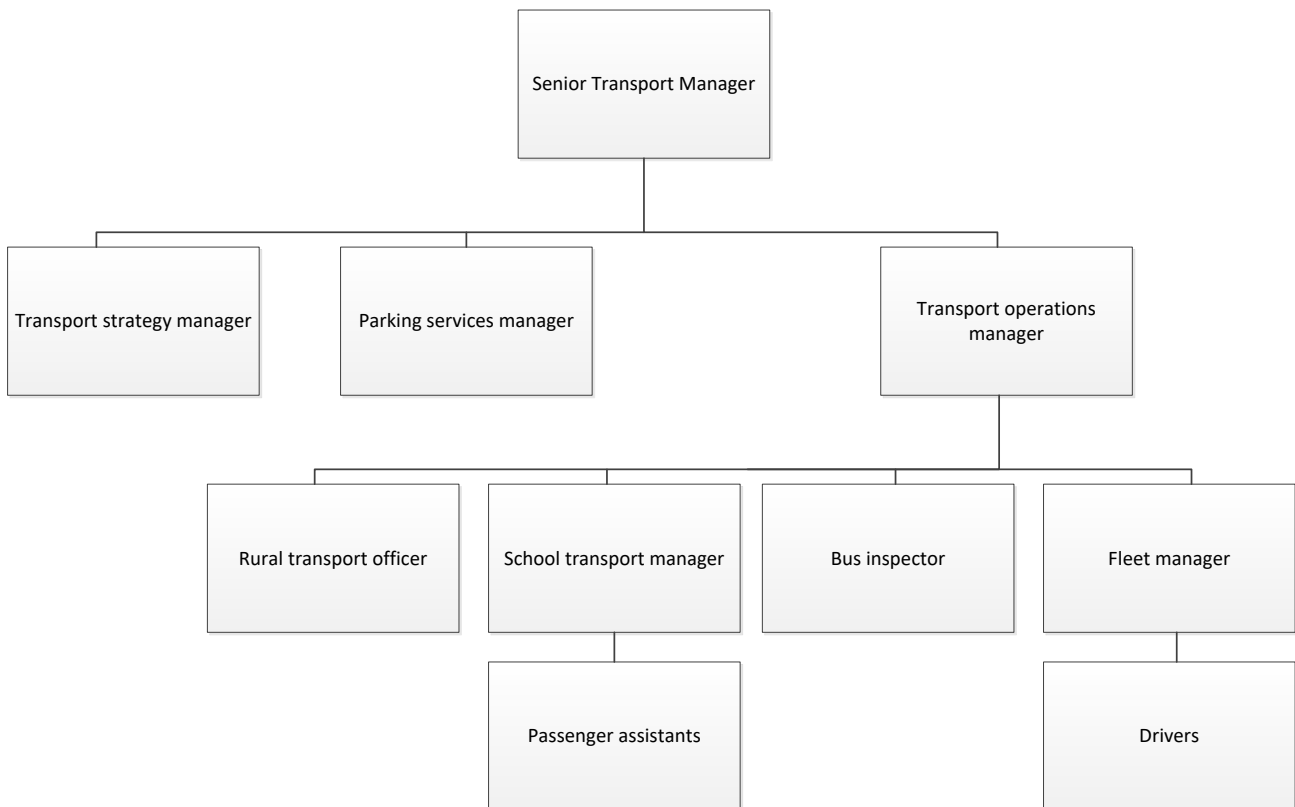
We are also party to an agreement with Lincolnshire County Council (LCC) for them to operate the CallConnect Demand Responsive Transport (DRT service) that covers east Rutland as well as south Lincolnshire. LCC contracts with an operator to provide the vehicle and drivers needed and handles booking, scheduling and dispatch functions from their 'Matrix centre' in Lincoln.

2.3.2 RUTLAND COUNTY COUNCIL AS LOCAL TRANSPORT AUTHORITY

RCC is a small unitary authority with one full time 'rural transport officer' responsible for promoting the local bus services and liaising with bus operators over timetables and service operation. Alongside this post is a 'bus inspector' – responsible for checking punctuality on public buses and school buses – as such only 50% of their time is spent solely on public transport provision.

Both of these roles sit within the Transport Operations Team (figure 3), under the transport operations manager and are complimented by a school transport officer and fleet manager that oversees the operation of internal fleet vehicles and services.

Figure 3 - Structure of the transport operations team



2.3.3 CO OPERATION AND COMMUNICATION CHANNELS

At present formal communication between RCC and local bus operators takes place during monthly Bus Operator Meetings which are minuted. During the development of this BSIP, these meetings provided a forum for operators and RCC to openly discuss views and ideas on BSIP targets, and potential measures that could help improve provisions and passenger levels in the county.

Upon adoption of this BSIP, we will continue to hold these meetings quarterly, with additional meetings held in between where required. To support the future EP, terms of reference will be produced for the operator meetings.

It is also envisaged that there will be opportunity to invite representatives from highways and other teams across the council, as well as external stakeholder groups (such as those representing individuals with disabilities, walking and/ or cycling groups) to future meetings where there are points of interest to raise. There will also be scope within these meetings to hold wider discussions with rail operators – with a view to ensuring co-ordinated services.

Communication also occurs more informally via telephone and email.

2.4 FUNDING

2.4.1 AVAILABLE FUNDING SOURCES

The following sources of funding are currently utilised to deliver passenger transport services and infrastructure in Rutland (either by RCC or operators). This is not necessarily an exhaustive list as we are constantly looking to find new ways of funding passenger transport in Rutland, and as further information is released by the DfT regarding new BSIP related funding we will update this section accordingly.

- **Our public transport revenue budget** – this is money allocated from the overall RCC revenue budget. Each year we are allocated circa £485,000 which is currently utilised to support non-commercial services. In addition to this, a further yearly budget allocation of £260,000 is provided to cover the cost of reimbursing bus operators for lost fees associated with trips carried out with a concessionary travel pass.
- **Government integrated transport block capital grant** – this is non ring-fenced¹⁵ capital funding paid as grant to local transport authorities. Local authorities decide on the specific small-scale infrastructure improvements that it is used for, which can include road safety measures and road improvements as well as passenger transport infrastructure such as new bus shelters. In previous years between £10,000 and £20,000 of this funding has been allocated for bus related improvements.
- **Bus service operator grant (BSOG)** – this is a grant paid by Government to bus operators to help them recover some fuel costs. Local authorities receive a sum related to the bus services that they support financially. At present, this grant is simply passed on by the council to the contracted bus operators (who historically used to receive it directly). However, the DfT are in the process of reviewing BSOG and future funding will be discretionary and tied to a local authority's compliance in creating enhanced partnerships as outlined by the DfT below:

'Only LTAs who have started to develop Enhanced Partnerships and operators co-operating with this process will receive the Coronavirus Bus Service Support Grant and Bus Service Operators Grant.'

From April 2022: 'The new discretionary forms of bus funding from Government will only be available to services operated, or measures taken, under an Enhanced Partnership or where a franchising scheme has been made. In addition, only services operated under these statutory agreements will be eligible for the reformed Bus Service Operators Grant, subject to consultation.'

¹⁵ 'Ring fenced' funding can only be used by a local authority for a specific purpose. Non 'ring fenced' funding can be reallocated by a council for a purpose other than the one that justified its provision.

- **Additional BSIP related funding** - The Government will be providing at least £3 billion of new revenue and capital funding to support the bus sector recover from the pandemic. Allocations for RCC are currently unknown, however funding will be discretionary and dependent on:
 - Publishing an ambitious BSIP by 31st October 2021 (this document)
 - Having an Enhanced Partnership active from April 2022.

We are currently awaiting guidance on how to access this fund.

- **Capacity funding** - The DfT have made £25 million available for 2021/22 to improve the capacity and capability of local authorities to deliver BSIPs and EPs. Of this funding, RCC was allocated £150,000 Local Transport Authority Bus Capacity Funding (Revenue) to help provide the resource capacity needed to create an enhanced partnership and BSIP.
- **Other central government grants** – These are usually made available through ad hoc competitions between local authorities for specific purposes.
- **Section 106 agreement contributions and Community infrastructure levy (CIL) contributions from developers** - When property developments are brought forward within the planning system, we will consider whether there is a case for the developer to provide funding for specific passenger transport services or related infrastructure to serve the development’s area of influence. We will also carry out internal discussions to identify whether CIL may be used to support bus service enhancements.
- **Contributions from public bodies, schools or colleges or employers** – Such contributions are usually to support particular services.
- **Temporary covid related funding** – During the pandemic the DfT have provided bus operators with additional funding to help support services. This funding was originally headed as the Covid Bus Service Support Grant (CBBSG) but is due to be replaced by a new bus recovery grant (BRG).

2.4.2 FINANCIAL SUPPORT FROM RCC

As previously outlined, a large proportion of services operating in Rutland are noncommercial – meaning they are not economically sustainable without additional financial support. The main reasons for this are:

- Low proportion of fare paying passengers (a lot of our passengers have an ENCT pass),
- Relatively low passenger numbers, and
- Longer journey distances with higher operational costs.

RCC currently spends circa £485,000 per year to support non-commercial services. Appendix A provides a list outlining which services are currently supported by RCC, however in summary, RCC supports 67% of bus services operating in Rutland – equating to circa 39,486 miles supported per month¹⁶ (excluding supported mileage figures for demand responsive services). A further five are patronised predominantly by school children entitled

¹⁶ Based on a typical month during school term time.

to transport via our home to school transport policy. Therefore these are indirectly supported as RCC purchases school transport passes on the service for eligible children. Operating these as registered local bus services is beneficial to residents as it gives them more transport options.

With the exception of service 9, the remaining services only briefly pass through Rutland while travelling between larger urban settlements out of county.

In addition to this, RCC also provides a high level of concessionary travel reimbursement back to operators, to cover the cost of trips made by individuals with a concessionary travel pass¹⁷. This spend is outlined in table 6.

Table 6 - Net current expenditure on concessionary travel in Rutland (adjusted for inflation to give expenditure at 2019/20 prices (taken from DfT table BUS0812b)

2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
£354, 000	£350, 000	£379, 000	£317, 000	£303, 000	£299, 000

2.5 OTHER FACTORS THAT AFFECT THE DELIVERY AND USE OF LOCAL BUS SERVICES

When reviewing this BSIP, it is important for the reader to understand any additional elements (alongside those already covered) that impact on the provision, operation and use of buses within the county. These elements have been summarised below.

2.5.1 RURAL SETTLEMENT

Rutland's sparse population and rural nature means a high proportion of residents are reliant on the car. To cater for those travelling by car, within Rutland's two towns, Oakham and Uppingham, both on and off street parking is provided by RCC.

Within Oakham there are 6 council owned, pay and display car parks and in Uppingham there are 3. Locations, along with charges for these (which are consistent across all provisions), can be found on the [RCC website](#)¹⁸. Limited waiting, on street free parking is also provided in Oakham and Uppingham town centres. Disabled parking is also available within the council car parks and on street.

At the time of publishing, RCC's Parking Policy is being revised and will take into account the need to prioritise bus travel over other means. As such the revised Parking Policy will outline how restrictions and enforcement¹⁹ will be implemented to reduce inconsiderate or

¹⁷ At the time of publishing (October 2021), there were the following number of active concessionary travel passes in Rutland: 9946 older person bus passes, 316 disabled person bus passes and 2 Travel Aid bus passes.

¹⁸ To our knowledge there are no privately owned pay and display public use car parks in Rutland, with the exception of those serving specific attractions (such as Rutland Water) or facilities.

¹⁹ Civil enforcement is carried out by RCC civil enforcement officers at an approximate cost of £110,000 - £130,000 per annum.

dangerous parking, in turn reducing associated congestion and delays to bus services. The revised parking policy will also set out the need to set parking charges, taking into consideration the need to reduce car dependency and encourage a shift towards bus travel and alternative, greener options.

2.5.2 TRIP GENERATORS AND POPULATION

Unlike other county's Rutland doesn't have a single prominent trip generator. Those travelling by bus (or indeed other means), do so to a wide range of destinations – including our two towns and villages, along with towns and city locations outside of Rutland (such as Melton Mowbray, Leicester, Peterborough and Nottingham). Lack of a dominant trip generator means more routes are required in order to cater for the varying needs of residents, which in turn increases delivery cost.

The financial viability of services is also limited due to low population levels located along key service routes.

2.5.3 LEVEL CROSSING CLOSURES

Rutland has one train station at Oakham. Services include a rail link to the east coast main line via Peterborough and direct trains to Stansted Airport to the east and Birmingham to the west. There is currently a once daily direct service to London St Pancras.

There are 2 level crossings within Oakham and 14 public level crossings in rural areas of our county which traverse a road or public right of way.

One of the main factors behind bus service delays in Rutland is the impact of level crossing down time – particularly for services operating through Oakham. This is compounded when there are rail service delays resulting in longer closures, or when there are freight services operating.

Due to the constraints of existing signalling equipment there is currently limited scope for freight train passage to increase on the line operating through Rutland. However, Network Rail is considering upgrading signalling equipment between 2019 and 2024. If such upgrades take place then growth in freight traffic could occur – increasing the amount of time level crossings are down, further impacting on service delays.

2.6 PUBLIC ENGAGEMENT AND PERCEPTION OF SERVICES

2.6.1 ENGAGEMENT TO DATE

As part of ongoing efforts to identify and address the needs of those living, working, visiting, and travelling across Rutland, RCC has conducted a series of specially designed surveys, open forums, and live discussion events throughout 2021 – seeking feedback on how 'Future Rutland' should look.

Through these ten themed ‘Future Rutland Conversations²⁰’, as well as a BSIP specific engagement survey (results available in appendix C), feedback has been sought from members of the public, businesses and stakeholder groups such as the Bus Users Forum and groups representing those with disabilities. A copy of the BSIP has also been sent to the local MP for Rutland.

Feedback received outlines four key areas where improvements could increase bus patronage. These have been summarised below and taken into consideration when developing plans to improve services (as outlined in section 4).

Availability & accessibility

“More frequent availability of public transport that doesn’t take an hour to travel a few minutes by car. Buses need to be available in the evening too to allow you to travel from a village pub to home. Local taxi services would also help.”

- Promote an accessible, interconnected, and coordinated public transport system.
- Increased frequency and extended operating hours at evenings and weekends.
- Improved access to essential services, healthcare, leisure, and recreation.
- More accessible transport services for those with disabilities.

Local & natural environment

“With a lot better Bus Service more people may be encouraged to leave their cars at home.”

- Move towards a more sustainable future for the county, supporting greening initiatives across varying transport modes.
- Drive behavior changes towards sustainable transport options; harnessing changing travel behaviors and attitudes post the inception of Covid-19.
- A desire to reduce traffic and congestion in towns and villages.

Access to recreation & leisure

“Better / more frequent bus links. Particularly for getting to Rutland Water and some of the smaller villages.”

- A demand for improved transport links to access leisure and recreation facilities more easily.
- Opportunity to improve and link cycle paths and footpaths with other transport.
- Whilst important across demographics, young people, and children, expressed a need for greater independence through transport.

²⁰ A countywide engagement opportunity with 10 themed areas for discussion with residents.

Information & inclusion

“Clearer information on bus timetables”

- Respondents are eager for clearer information in easily accessible formats.
- Some residents are not aware of existing bus offerings, in particular the availability of DRT.
- Desire amongst participants to create stronger connections with the local council, schools, and the wider community to tackle issues and disengagement amongst young people.

2.6.2 FUTURE ENGAGEMENT

Further engagement opportunities and surveys will be carried out to gather views on specific areas of bus use. The findings of these surveys will be used to identify and clarify areas for improvement.

2.7 HOW EXISTING SERVICES MEET OR FALL SHORT OF BUS BACK BETTER AMBITIONS AND OPPORTUNITIES FOR IMPROVEMENT

Within this section we have outlined the existing bus provision within Rutland, along with the barriers faced and a summary of public feedback on existing services.

Despite working with operators to deliver the best services possible within the funding limits available, there are a number of areas where our current offer falls short of the ambitions outlined in the Bus Back Better Strategy. Appendix D provides a summary table outlining current progress against the Strategy’s ambitions and in turn identifies areas and opportunities for improvement.

Section 4, along with the summary table in Section 6, outlines how we will deliver improvements, should sufficient funding become available.

3 HEADLINE TARGETS

Within this section we outline the key improvement targets that we will work with operators to achieve.

Alongside these targets we outline:

- How and why these targets were chosen, and
- How performance against targets will be monitored.

It should be noted that the targets outlined within this document are subject to receiving mutual agreement from operators and may therefore change during the process of developing the enhanced partnership.

In accordance with DfT guidance, this BSIP must include headline targets on:

- Journey times
- Reliability
- Passenger growth
- Customer satisfaction

Headline targets for the above are outlined below, along with additional monitoring areas for consideration during the EP development stage.

It should be noted, we have not broken our targets down between town and rural areas (as requested by the DfT) as due to the small size of our two towns, we feel separating these targets down would not add any further meaning to the results and would incur a disproportionate input to any potential benefit.

TARGETS	2018/19	2019/20	2020/21	2024/25	2029/30
Journey time	No data	No data	64% of services operate journey times of less than 4 minutes/ mile.	70% of services operating journey times of less than 4 minutes/ mile (a 6 percentage point increase on 2020/21 figures).	80% of services operating journey times of less than 4 minutes/ mile (a 16 percentage point increase on 2020/21 figures).

Reliability improvements	87% of non-frequent bus services (less than 6 services/hour) running on time	89% of non-frequent bus services (less than 6 services/hour) running on time	91%* of non-frequent bus services (less than 6 services/hour) running on time	95% of non-frequent bus services (less than 6 services/hour) running on time (a 4 percentage point increase on 2020/21 figures).	98% of non-frequent bus services (less than 6 services/hour) running on time (a 7 percentage point increase on 2020/21 figures).
Passenger growth	414, 642	389,621 trips	104,142	25% increase on new 2021/22 baseline.	40% increase on new 2021/22 baseline.
Customer satisfaction	2016 data 49.48% of bus users - Overall satisfaction with bus service	Not available	Not available	25 percentage point increase on new 2021/22 baseline.	40 percentage point increase on new 2021/22 baseline.

3.1 MEASURING JOURNEY TIME

3.1.1 AVAILABILITY OF DATA

Data to assess journey time is calculated internally based on available scheduled service timetables and a measurement of the shortest distance between end to end journey points.

3.1.2 JOURNEY TIME OBJECTIVES

The objectives of this BSIP are to ensure journey times do not increase and instead seek to reduce overall journey times through:

- Service reconfiguration – including the use of feeder services,
- Increased provision of DRT, and
- Measures to improve bus priority and reduce delays.

3.1.3 BACKGROUND AND JUSTIFICATION FOR TARGETS

For our rural county, we do not feel that significantly increasing vehicle speeds is viable due to the nature of our rural, often narrow and winding roads, combined with the need for our network to cater for dispersed rural settlements.

However, we do acknowledge that indirect journeys that are considerably slower than undertaking the journey by car, act as a barrier to bus use.

As such, to help make buses more appealing we will monitor the average journey time/ mile for all end to end services operating within the county and seek to make improvements and reconfigurations where it would be viable and safe to do so.

We feel that the targets set are aspirational yet realistic in light of the physical barriers we face.

3.1.4 HOW WILL WE MEASURE SUCCESS?

Success will be measured through an increase in the % of services operating journey times of under 4 minutes/ per mile by 2024/5 and 2029/30.

Journey time will be calculated based on the average speed per mile of journey – with the journey length calculated based on the shortest end to end journey distance (without intermediate stops).

This data will be collated and published every 6 months.

3.1.5 HOW WILL WE MONITOR AREAS FOR IMPROVEMENT?

To help identify areas for improvement, we will also undertake the following:

- Monitor the total average end to end journey time for all services combined,
- Resource permitting, monitor average scheduled journey time at different times of day and days of week - such as morning peak, inter-peak, afternoon peak, evening, and weekend services.
- Create a ranked list of services to help identify those that would most benefit from journey time improvements.

3.2 MEASURING RELIABILITY

3.2.1 AVAILABILITY OF DATA

RCC currently collects reliability data – calculated based on the % of services operating on time (with on time classified as 1 minute early or 5 minutes late).

3.2.2 RELIABILITY OBJECTIVES

Our objectives over the coming decade are to:

- By 2024/25, increase reliability on all buses to the level currently set by the Traffic Commissioner.

- By 2029/30, increase reliability on all buses to above the level currently set by the Traffic Commissioner.
- Reduce the impact of roadworks on services (via the introduction of a permit scheme).
- Reduce the impact of congestion on services (via implementation of the Parking Policy).
- Improve the condition of buses – reducing breakdowns.

3.2.3 BACKGROUND AND JUSTIFICATION FOR TARGETS

During 2019/20 and 2020/21, services within Rutland were operating at good reliability levels – with 89% and 91% of services (respectively) operating on time.

As an authority, our internal target for reliability was 83% of services operating on time.

Reliability increased slightly during 2020/21, however for a significant proportion of the year, the country was in national lockdown. As a result, our services operated with reduced patronage due to public restrictions and school closures (a number of our services offer term time transport for school and college pupils). In turn, services were subjected to smaller boarding queues, less pick up and set downs and removed congestion outside schools – which we believe added to increased reliability.

As members of the public return to the bus, we anticipate there may be an initial period whereby reliability drops due to increased patronage and associated delays. As such, we feel 95% reliability to be ambitious in light of the fact that some of the improvements delivered are likely to, initially, simply balance out any reduction in reliability as patronage begins to increase. Moving further ahead we will seek to deliver improvements that enable reliability to increase above the level set by the Traffic Commissioners ‘Standards for Local Bus Services’. If achieved, this will see a 7% point increase in reliability from 2020/21 levels.

3.2.4 HOW WILL WE MEASURE SUCCESS?

In the immediate future, success will be reported against a single target: ‘% of services operating on time’ as this is the factor that we have historical data for.

To measure this, RCC will deploy a bus inspector to carry out spot checks on reliability – with all routes being observed as minimum, once per month.

Overall reliability will then be calculated as a percentage based on this data.

This data will be collated and published every 6 months.

As data becomes more readily available on ABOD, we may look to replace, or complement, this method of data collection, with data available from operators on the ABOD system (discussed further below).

3.2.5 HOW WILL WE MONITOR AREAS FOR IMPROVEMENT?

To ensure we get a full picture, in addition to the headline target, we will seek to gather and monitor the following additional data for each service operating within the county:

- Number of journeys cancelled (operator data – gathered monthly)
- Number of break downs (operator data – gathered monthly)
- %of journeys tracking (ABOD - where available)
- % journeys on time (ABOD - where available)
- % journeys late (ABOD - where available)
- % journeys early (ABOD - where available)
- Reliability on different days of the week (RCC bus inspector – surveys – every 6 months if resource available: weekend, market days, weekdays)
- Reliability for different times of the day (RCC bus inspector – surveys – every 6 months if resource available.)
- KMs lost.

We will also look to record the following data to identify the impact of road works on service reliability:

- Number of planned roadworks notified to bus operators
- Number of planned roadworks not notified to bus operators
- Number of emergency roadworks affecting bus operators

This data will be collated on a monthly basis unless stated otherwise and reviewed annually.

3.3 MEASURING PASSENGER GROWTH

3.3.1 AVAILABILITY OF DATA

RCC collates from operators, figures relating to the number of passengers per service, each month. Data on the number of concessionary pass users each month is also recorded. However, gaps do exist in historic data – in particular where services are commercial.

Moving forward we will work to ensure robust data collection and utilise ‘overall number of passenger trips’ as the headline target to assess progress.

3.3.2 PASSENGER GROWTH OBJECTIVES

Our objectives over the coming decade are to:

- Increase the overall number of bus users travelling on services within Rutland.
- Increase the number of fare paying passengers.
- Increase the number of youth and young adults travelling by bus.
- Increase weekend use.
- Increase the sustainability of services by increasing usage.
- Broaden the range of journeys carried out by bus.
- Increase the proportion of services that are commercially sustainable.

3.3.3 BACKGROUND AND JUSTIFICATION FOR TARGETS

Although passenger numbers were already on a downward trend, the decline in 2020/21 was severe, as such we do not feel it would be suitable to use pre covid figures as a baseline, but instead will work from the new 2021/22 baseline (when available), which will give us a better indication of how buses in Rutland are currently being used in a post lockdown world.

Targets for growth will be set against the new 2021/22 baseline – with a target of 25% growth by 2024/25 and 40% by 2029/30.

Having lost a large proportion of our previous passenger base (in part due to increased home working), increasing bus use within the county will require refocus to encourage different sectors of the community to consider travelling by bus, in particular youth and young adults. This is something we will of course work hard, with operators and partners, to achieve – but particularly due to our rural nature and the long distances our buses travel, this is likely to be a hard challenge. As such, we feel the targets set are suitably ambitious given the demographics of our pre covid bus users.

3.3.4 HOW WILL WE MEASURE SUCCESS?

Success will be measured through an increase in the overall number of bus trips, with a target of 25% increase (on 2021/22 figures) by 2024/25 and 40% increase (on 2020/21 figures) by 2029/30.

This information will be gathered by requesting monthly returns from all operators and will be published every 6 months.

In the future, should ABOD enable recording of this data, we will utilise the data analysis feature on ABOD to collect this information.

3.3.5 HOW WILL WE MONITOR AREAS FOR IMPROVEMENT?

To help identify areas to promote in order to increase patronage, we will also monitor the following:

- Number of single trips by service (operator data – monthly)
- Number of single trips carried out by youth (operator data - monthly)
- Number of single trips at weekends (operator data - monthly)
- Number of single trips on (future) evening services (operator data - monthly)
- Proportion of trips carried out by concessionary pass holders (operator data - monthly)
- Trip purpose (surveys – twice a year)
- Ticket type purchased (operator data - monthly)
- Income received (operator data – monthly)
- Concessionary subsidy provided (RCC/ operator - monthly)

This data will be reported on annually, but will be kept under review during the year.

3.4 MEASURING CUSTOMER SATISFACTION

3.4.1 AVAILABILITY OF DATA

RCC does not currently collect regular customer satisfaction information. The last comprehensive set of data available is from our countywide travel survey, which went out to all households in Rutland in 2016. Through the survey a series of questions were asked – both to bus users and non bus users. Included were a number of questions on customer satisfaction – including ‘overall level of satisfaction with services’.

Between October 2021 and February 2022 we will undertake surveys on customer satisfaction, to provide us with a better indication of current satisfaction levels. Surveys will be carried out on a representative sample from across the different routes in operation and the findings will be used as the new baseline from which progress will be measured.

3.4.2 SUMMARY OF CUSTOMER SATISFACTION OBJECTIVES

Our objectives over the coming decade are to:

- improve overall satisfaction with public bus services
- improve overall satisfaction with value for money
- improve satisfaction with service frequency, journey time and reliability
- improve satisfaction with availability and integration of services
- improve satisfaction with fares and ticket availability
- improve satisfaction with standard of buses
- improve satisfaction with bus stop infrastructure
- improve satisfaction with bus service information

3.4.3 BACKGROUND AND JUSTIFICATION FOR TARGETS

Our latest available data (from 2016) identifies that just under 50% of bus users in Rutland were satisfied with bus services in Rutland generally.

As this data is over 4 years old (at the time of writing), we do not feel it would be appropriate to measure progress against this figure – but instead measure progress against a new 2021/22 customer satisfaction level (with surveys due to take place between October 2021 and February 2022). We will strive to deliver a 25% increase in satisfaction levels up to 2024/25 and 40% increased by 2029/30.

These targets are felt to be ambitious in light of the challenges, we as a rural county, will face when seeking service improvements – for example through limitations to our ability to improve journey time due to the majority of our services connecting remote locations over a wide area.

3.4.4 HOW WILL WE MEASURE SUCCESS?

Success will be measured through levels of ‘overall satisfaction with bus services’ and will be targeted at existing bus users. Satisfaction levels will be gathered for a number of areas relating to bus travel and then an overall satisfaction level generated from these.

This information will be gathered by face to face customer satisfaction surveys carried out by RCC's bus inspector. These surveys will take place two to three times a year and will be carried out: on buses, at bus stops and at Oakham bus station and Uppingham interchange.

Surveys will be carried out on a representative sample from each bus service and will be backed up by an online survey which will be promoted widely to bus users. Promotion will be sent to parishes and ward members to help raise awareness and ensure responses are received from bus users across the county.

We will also seek feedback on this indicator from our Bus Users Forum and bus Users Panel, which is open to all Rutland residents and takes place biannually. Group during scheduled meetings.

Feedback and progress will be published online every 6 months.

Subject to funding, in the future we may also look at taking part in NHT or Transport Focus surveys to enable comparison against other similar LTAs.

3.4.5 HOW WILL WE MONITOR AREAS FOR IMPROVEMENT?

To help understand satisfaction further, we will also monitor satisfaction with specific elements of public transport - to explain any overarching changes and identify improvement areas.

Areas for further monitoring will be identified through the current BSIP public engagement and will be based on the areas that are important to existing and potential bus users – however it is likely these will cover the objective areas outlined above. Over the coming years we will also (subject to resource) seek to gather more detailed data to identify how time of day, day of the week and service used impact on users' satisfaction levels.

To help gather this data we will either undertake surveys produced in house, or seek to utilise surveys carried out nationally such as NHT and Transport Focus Surveys – to enable us to more easily compare performance against other LAs.

4 DELIVERY

Within this section we outline the actions we will take (subject to confirmation and acceptance of sufficient additional funding) in order to deliver improvements to bus services and infrastructure within the county.

Appendix E outlines how these deliverables will help us to meet the objectives of Bus Back Better, whilst appendix F outlines the funding required to deliver these improvements and offers a funding priority ranking of each of these improvements (which is also outlined throughout the remainder of this section).

The deliverables outlined within this section have been identified (and prioritised) based on the findings of public engagement and discussions with operators.

It should be noted however, that the measures outlined within the remainder of this document are wholly dependent on securing the full levels of external funding outlined in appendix F and will not be possible without it (see 4.1 below).

Furthermore, funding requirements post 2025 are to be determined and depend on the success with which passenger levels have increased.

In summary, it is anticipated that a total of £ 3,537,499 is required in order to deliver all of the measures outline within this BSIP. Of which £2,741,500 would be required from the DfT's £3bn of transformation funding, up to £315,999 of alternative DfT funding (including £210,000 of Integrated Transport Block funding), up to £226, 000 of our existing Council revenue budget and up to £254, 000 in salary costs (existing revenue).

It should be noted however that the costs identified are estimates and subject to change should further investigation identify they have been over or underestimated.

4.1 CAVEAT TO DELIVERY

At the time of writing, no confirmation of funding has been provided by the DfT and as such the following caveats to this BSIP should be noted:

- The BSIP is an outline document at this stage and does not represent the council's definitive or immutable commitment or statement of intent.
- Upon notification from the DfT of any funding allocations, RCC will identify whether there is sufficient grant funding to deliver all of the improvements outlined within this BSIP, or if funding levels are lower than required (and it would be permissible to do so), identify which elements of the BSIP could be delivered with the funding levels available.
- If the DfT require LTAs to provide match funding, RCC will review what is possible, given the funding levels allocated.

- This BSIP is subject to ratification by Council.
- If sufficient additional funding is not available, RCC will not be bound to accept the funding, nor deliver the improvements outlined within this BSIP.

4.2 MORE FREQUENT AND RELIABLE SERVICES

4.2.1 ENHANCED FREQUENCY OF SERVICES (FUNDING PRIORITY 4²¹)

To help make buses more appealing and easier to use, during the creation of the enhanced bus partnership, RCC will work with operators to identify the frequency of services required in order to meet the needs of residents.

Detail on this has not yet been determined, however we hope to increase daytime weekday and Saturday service frequencies, in particular, to those areas of the county currently with limited or no provision.

Through engagement with our residents we will also explore opportunities to provide Friday and Saturday evening services to tie in with local activities and events such as cinema and theatre.

We will also trial Sunday services to enable shopping and tourism opportunities – for example to Rutland Water.

4.2.2 NETWORK DESIGN AND SIMPLIFYING SERVICES (FUNDING PRIORITY 5)

Alongside the review of service frequencies outlined above, we will work with operators to review the existing network design, to identify any gaps²² and consider how services could be simplified. During this time we will also liaise with community transport providers to ensure fully coordinated provisions.

Alterations, such as additional pick ups on existing services are likely to increase overall journey times and so, whilst detail is to be agreed, it is likely any alterations will consist of streamlining existing services and providing coordinated feeder links (likely through Digital Demand Responsive Transport) to key hubs. Through this approach we will enable faster, more frequent journeys that reach a higher proportion of our residents.

In addition, during the initial years of the BSIP we will amend existing services to better fit with school and college journeys (where to do so would not be to the detriment of fare paying commuters) and encourage fare paying transport for non-entitled home to school movements. We will also review the number and size of vehicles used opting for minibuses where numbers are low and double decker buses where 2 routes can be combined into 1.

²¹ 94.5% of BSIP survey respondents said increased frequency would encourage them to travel by bus, whilst 84% said Saturday and Sunday services would, and 80% said evening services would.

²² 88% of BSIP survey respondents said increased destinations would encourage them to travel by bus more.

Through the above improvements, not only do we hope to improve accessibility and frequency, but also help encourage services to become economically stable.

During the review of network design, we will also identify services that could be simplified and improved (funding priority 5). For example, there are currently multiple services operating between Oakham and Stamford, however there is little coherence between the services that operate the route. During the early stage of our BSIP we will work with operators and Lincolnshire County Council (under which Stamford falls) to identify whether services could be merged, or if not, whether a combined timetable can be published, clearly outlining the services available, along with clear promotion.

4.2.3 INCREASING BUS PRIORITY (FUNDING PRIORITY 13, 14 AND 15)

Central to the Bus Back Better strategy is the need to make buses an '*attractive alternative to the car for far more people*'. To support this, the DfT want to see LTAs prioritise buses, helping to make them faster and more reliable.

In urban areas of the country this will be done through the introduction of priority bus lanes in locations experiencing congestion. However, in Rutland, congestion is infrequent and all roads, with the exception of the A1 (currently governed by National Highways) are single lane. As such, there is not an evidenced need to implement bus priority lanes (or point closures) within the county, nor would it be viable given the available highway space.

However, although bus priority lanes won't be implemented we will work to minimise minor or infrequent disruptions to services in the following ways²³:

- Review within our Parking Policy (currently under review) parking provisions and use of restrictions along A roads and key bus routes – with a view to minimising any associated congestion.
- When planning new or amended highway engineering measures such as traffic calming, ensure consideration is given, as part of the feasibility and design stage, to the impact of the proposal on bus services operating along the highway.
- Introduce a utilities permit scheme (funding priority 14) - which will require utility service providers to apply for a permit to undertake work on the highway – providing RCC with more control over the scheduling of road closures and diversions, in turn helping minimise repeated closures, disruption and delays to bus services. We will also investigate the viability of providing buses with permits that enable them to pass through restricted road works areas, subject to it being safe and viable to do so.
- Review bus and taxi bays within our town centres, with the remit of improving passenger accessibility and ensuring bus priority (funding priority 15).
- Engage with schools to encourage parents and pupils to travel to school by alternative means than car - reducing motorised traffic outside of schools and

²³ 80% of BSIP survey respondents felt reduced delays and increased reliability would encourage them to travel by bus more, whilst 67% said quicker journeys would.

colleges, and in turn reduce delays caused by school gate congestion. To assist with this we will continue to support schools with Modeshift STARS and seek opportunities to trial School Streets (funding priority 13).

4.2.4 COUNTYWIDE DIGITAL DEMAND RESPONSIVE TRANSPORT (FUNDING PRIORITY 1)

In some more remote parts of Rutland, we know that conventional fixed route services are financially unsustainable and unappealing to the wider public – due to the resulting services being infrequent with long journey times.

However, as outlined within section 2, to help address this, Rutland already utilises a successful demand responsive transport scheme called Call Connect, which is operated by Lincolnshire County Council on behalf of RCC.

At present the service only operates in the eastern part of the county – however subject to receiving sufficient BSIP funding and undertaking procurement, we want to expand the existing demand responsive transport offer to cover the whole of the county (either through CallConnect or a similar service) and adding additional destination hubs of Uppingham town and Oakham town (Stamford in Lincolnshire is currently the main destination)²⁴.

Services will be planned to enable connecting journeys for onward travel to Corby, Melton Mowbray, Leicester and Peterborough – which offer further opportunities for a wider range of education, employment, social and health care opportunities.

We will also work with Lincolnshire County Council and service users to identify and trial, additional service extensions to meet community need – for example providing evening transport to local youth centres.

The viability of offering DRT transport to employment locations in remote areas and operating shift patterns will also be reviewed in co-operation with business owners – however it should be noted that this was trialled in 2012 as part of our LSTF bid and uptake was limited.

To help broaden the audience using DRT, we will also seek to make vehicle and ‘digital’ technology improvements that help to widen the appeal of the vehicles and thus reach a new audience. Improvements will include:

- Implementing new, flexible booking, including a phone app to provide booking and ticket purchasing;
- A new scheduling and despatch system making operation more efficient
- Improved vehicle quality and condition, with enhanced on-bus technology;
- Live tracking of vehicles - enable real-time passenger information;

²⁴ 52% of BSIP survey respondents said bookable on demand services would encourage them to travel by bus more.

- Smart ticket machines that accept ITSO smartcards and contactless payments; and
- deploying innovative reactive marketing to spread awareness and understanding of the service.

Alongside any expansion of DRT, we will also deliver publicity and education events – including roadshows – to help raise awareness of how DRT works and tackle any misconceptions such as services being less reliable than fixed routes.

In implementing these changes we want to “provide a sustainable DRT service fit for the future that appeals to all ages and represents an effective rural transport solution”.

4.2.5 BUS RAPID TRANSPORT NETWORKS

The DfT BSIP guidance states that authorities should consider the longer term transformation of services through bus rapid transport systems. Bus rapid transport systems offer fast, comfortable, and cost-effective services at metro-level capacities by providing services that operate along dedicated lanes or busways, with off board payment systems²⁵. A nearby example of this is the Cambridge busway.

Whilst RCC along with operators will strive to significantly improve services across the county, a bus rapid transport system in Rutland is not deemed viable for the following reasons:

- Congestion is minimal and can be resolved by alternative means, as outlined above.
- Service frequency does not currently warrant the need for dedicated lanes (all routes in Rutland operate less than 6 services per hour).
- There are limited locations that have issues with slow boarding.
- Rutland is a rural county with rolling countryside – the creation of a busway would be incongruous to the natural environment.

4.3 PLANNING AND INTEGRATION WITH OTHER TRANSPORT MODES

4.3.1 INTEGRATED SERVICES AND TRAVEL HUBS (FUNDING PRIORITY 21)

As we work more closely with operators of both bus and rail services, we will increase opportunities to integrate services as well as modes of travel – ensuring the bus does not operate as a standalone travel option.

We will upgrade Oakham bus station and Uppingham interchange, along with other bus stops, to become active travel hubs and seek opportunities to provide similar at Oakham train station (the only train station in Rutland) (funding priority 21). These new hubs will provide improved promotion – highlighting links between buses and trains as well as opportunities for safe onwards walking and cycling opportunities – and where possible

²⁵https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985379/bus-service-improvement-plans-guidance-to-local-authorities-and-bus-operators.pdf

supported by the provision of secure and undercover cycle parking²⁶ as well as information and guides on safe walking and cycling routes accessible from the bus stop/ station²⁷.

We will also continue to operate service timings that facilitate onward travel connections from Oakham and Uppingham and this will become more important as DRT feeder services are implemented. We will liaise with operators to identify improved communication channels between operators, to reduce instances of missed connections due to delayed feeder services.

4.3.2 SIMPLIFY SERVICES (FUNDING PRIORITY 14)

It is well documented that complicated services (or perception of) deter bus use.

To address this our BSIP outlines a number of improvements to help simplify services:

- Implementation of consistent numbering on supported services (priority 6),
- Investigate options for consistent age brackets and fares for youth travel across operators (priority 8),
- Look to set a schedule for timetable and service changes – to minimise multiple communications and coordinate changes
- Show all Rutland services on bus stop network maps (included within priority 7)
- Investigate opportunities for fare capping (included within priority 3 and 8)
- Investigate opportunities for integrated tickets between operators (funding priority 11²⁸)
- Streamline services that operate the same route (see example in 4.1.2).

In addition to the above, we will also work with operators to ensure as far as possible, services are the same in the evenings and weekends as they are in the daytime.

4.3.3 REVIEW SOCIALLY NECESSARY SERVICES

RCC currently supports a number of services that offer socially necessary journeys, but that aren't currently commercially sustainable.

However, there are further areas of the county currently unserved by a bus service and also potential for the impact of Covid 19 to threaten the viability of previously commercially viable services.

These two issues are to be addressed as a priority early in the life of this BSIP.

We will work with operators to undertake a review of existing services, to identify:

²⁶ 38% of BSIP survey respondents said secure cycle parking would encourage them to travel by bus more.

²⁷ 60% of BSIP survey respondents said better connectivity between buses and walking and cycling provisions would encourage them to use the bus more.

²⁸ 86% of BSIP survey respondents said better connections with other buses and trains would encourage them to travel by bus more.

- Whether services remain commercially viable, or could be with delivery of the improvements outlined in this BSIP, and
- where gaps in service exist and whether they can be addressed through alterations to existing services (without detriment to journey time).

Where neither of these options are viable, it is envisaged that expanded DRT (section 4.1) will offer feeder transport services to Oakham, Uppingham and Stamford, with further onward travel opportunities available from these destinations. Indeed, the expansion of DRT to the whole county alone will improve equity of service provision as, at the time of writing, the east of the county has the CallConnect scheme to connect rural communities without a conventional bus service to the town of Stamford, while the west of the county lacks such a service.

Through the above, we will ensure we meet the needs of vulnerable people and reach communities that are at risk of social isolation.

4.3.4 INVEST IN SUPERBUS NETWORKS

Although our proposals would result in higher frequency and lower fare services than currently in operation, Superbus networks (as outlined on page 47 of the National Bus Strategy) are best suited for ‘intermediate’ areas: neither fully urban or deeply rural.

Due to Rutland’s rural nature and low population (there are under 40, 000 residents in Rutland) a Superbus network would not be suitable and as such we will focus on delivering the other improvements outlined within this BSIP.

4.4 FARES AND TICKETING

4.4.1 FARES MUST BE LOWER AND SIMPLER (FUNDING PRIORITY 8, 3 AND 9)

To help encourage use, during the process of setting up an enhanced partnership, we will work with operators to investigate opportunities to offer lower and simpler fares. Exact details are still to be confirmed, however we hope to offer the following:

- Investigate the viability of standardised age categories for child and youth fare tickets across operators.
- Develop a council issued youth identity card for all Rutland residents under the age of 19 (funding priority 8). All school & college passengers utilising RCC provided school transport will be sent a youth identify card automatically each summer and an online application service for any other resident under 19 to easily access the cards.
- Offer discounted travel for children and youth during incentivised travel promotion schemes (funding priority 3).

Through the above it is hoped that we will be able to encourage a younger audience on to the bus - helping to make bus travel the norm, and encourage sustainable travel habits for life.

In addition to the above, during the development of the EP, we will assess the viability of bringing in lower fares, daily price caps, frequent traveller incentives and weekly or monthly

tickets. However, it should be noted that due to a number of services within the county being non-commercial, these reduced fares and discounts will require additional subsidy from RCC as the LTA and will require further discussion with operators during EP development.

Finally, to make purchasing tickets easier and allow integration between operators and modes of travel, we will explore the viability of buying in to Lincolnshire County Council's existing ETM system to enable cashless ticketing on Rutland services (funding priority 9).

4.5 PASSENGER EXPERIENCE

4.5.1 MODERN BUSES AND DECARBONISATION (FUNDING PRIORITIES 2, 19, 20 AND 12)

Rutland does not have any Air Quality Management Areas, however findings from recent public engagement²⁹ have highlighted increased concern from members of the public regarding climate change and the need to reduce environmental impact.

To address this concern, over the life of this BSIP, great importance will be given to reducing the emissions of bus services operating within Rutland, with the following actions planned:

- Pilot the use of 100% electric vehicles for our town centre 'Hopper' services (funding priority 2)³⁰. The pilot will last for 1 year initially, with comparison made against diesel vehicle operations. Due to the county's rural nature, the majority of services operating do so over longer distances than our urban counterparts. As such, whilst technologies are still developing our trial will focus on town centre Hopper services, where vehicle charge range would not pose a threat to service operation and reliability. A findings report will be produced at the end of the trial, with any recommendations for continuation or expansion included within it.
- Engage with operators to undertake a stock take of vehicles in use along with their associated emissions output. The resulting information will be used to optimise use of lower emission vehicles and prioritise any future investment that may be made available to replace vehicles with lower emission alternatives.
- Liaise with operators regarding the viability of electric charging provisions at their existing depots – identifying infrastructure improvements required in order for electric vehicles to be utilised in the future.
- Trial the use of an electric minibus to provide community transport (funding priority 19).
- Liaise with energy providers and develop a countywide EV strategy, considering the requirements needed to facilitate a move towards an electric fleet of buses.

²⁹ Via the Council's Future Rutland Conversation that took place in spring/ summer 2021.

³⁰ 68% of BSIP survey respondents said electric or zero emission vehicles would encourage them to travel by bus more.

In addition to lower emission vehicles, over the life of this BSIP we will work with operators, and on our own fleet, to improve the overall quality and provisions on offer as follows:

- Install Wi-Fi and USB charging on all existing vehicles (subject to funding) – enabling users to optimise their time whilst travelling (funding priority 20)³¹.
- Install audio and visual announcement provisions on existing vehicles (subject to funding)³² – to help improve accessibility for those with restricted eye site or hearing and provide confidence to passengers who don't know the area, such as tourists (funding priority 12).
- When replacing vehicles or re-procuring – merit will be given where operators are able to offer³³:
 - Audio and visual announcement provisions as standard
 - Wi-Fi and USB charging
 - Improved accessibility for those in wheelchairs, utilising mobility aids or travelling with pushchairs or luggage.
 - Where possible, space for bicycles³⁴ (for tourists and residents wishing to travel part of their journey on bike).
 - Enhanced vehicle cleaning protocols.
 - Buses that, as minimum, meet EURO VI standards.

4.5.2 PASSENGER SAFETY (FUNDING PRIORITIES 18, 10, 17 AND 12)

Ensuring actual and perceived safety of passengers is vital – both when travelling on and waiting for a bus³⁵. To help improve safety for our bus users, we will:

- Undertake walking and cycling route audits on the main footways leading to bus stops and Oakham bus station (funding priority 18). Audits will identify any safety or accessibility issues, such as poor footway camber, lack of dropped kerb crossing provisions, lack of lighting or natural surveillance. Findings from these audits will be used to identify potential infrastructure improvements that if delivered, would make bus stops safer and more accessible to reach.
- Audit bus stops (funding priority 10) – we will undertake an audit of all bus stops to assess (alongside timetable and information provision) the safety, comfort and

³¹ 39% of BSIP survey respondents said USB charging would encourage them to travel by bus more.

³² 81% of BSIP survey respondents said better on bus information such as next stop announcements would encourage them to use the bus more.

³³ The following percentages of BSIP survey respondents said the following improvements would encourage them to travel by bus more: better bus cleanliness (62%), modern buses (61%), better facilities for those with disabilities (60%), better condition buses (59%), better facilities for those with buggies or shopping (57%), better seating availability (52%) and ability to travel with bike/ e bike (43%).

³⁴ This was previously trialed through our LSTF bid. Uptake was minimal and so any future schemes would need careful research to identify the best solution.

³⁵ 67% of respondents said improved safety at bus stops and shelters would encourage them to use the bus more, whilst 74% said a better waiting environment would, 57% said seats at bus stops would and 54% said better facilities for those with disabilities would.

accessibility of the stop – with regards to factors such as lighting, presence of hardstanding, whether there is a sheltered waiting area and seating, if there are raised kerbs to assist boarding, presence of bicycle parking and whether there is a requirement for cctv. We will then grade all bus stops and implement a minimum standard. For example, using a scale of 1 – 3 with 1 being the highest level of provision. Grading of stops (criteria for which will be mutually agreed with operators within the EP) will enable us to prioritise funding of improvements (should funding become available) and produce a maintenance plan. In addition, we will also seek investigate interest from parishes to undertake financially supported upkeep of bus stops and shelters.

- Increased monitoring of Oakham bus station and Uppingham interchange – to help deter anti-social behaviour, we will increase monitoring and staff attendance of Oakham bus station and Uppingham interchange. This will be carried out by the Council's bus inspector (funding priority 17).
- Training – we will work with operators to ensure all drivers have undertaken relevant training. We will also work with operators to ensure emergency protocols are in place and that drivers remain accessible at all times through a mobile phone and on board trackers. We will also require buses to install (if not already present) CCTV on board.
- Customer relations – We will work with and encourage bus operators to ensure safety aspects are covered within their marketing. We will also ensure it is covered within the Passenger Charter – which will include clear mechanisms for submitting a complaint or suggestion relating to passenger safety. We will also seek opportunities to work with bus operators to engage with local police, other stakeholders and local schools to address safety concerns.
- Information provision – As outlined in other sections of this BSIP, we will also ensure information provision is improved and look to retrospectively install audio visual announcement systems on buses to reassure users and give them confidence in using the service (funding priority 12).

4.6 PASSENGER VOICE AND INFORMATION

4.6.1 PASSENGER VOICE

In order to ensure services are meeting the needs of those using them, and to further encourage more individuals to travel by bus, it is vital that we listen to the views of our service users.

In doing so we will be able to ensure services are accessible by all and identify any areas for improvement. To facilitate this we will:

- Continue to hold the Rutland Bus Users Panel meeting and Rutland Bus Users Forum meeting. Both of these meetings take place twice a year, the former is attended by an elected panel (including operators and bus user representatives), whilst the latter can be attended by any Rutland resident that wishes to do so.

Through these avenues, bus users can raise concerns or issues regarding bus travel within the county and offer a sounding post for future improvements and alterations.

- Carry out (quarterly or twice yearly) bus user satisfaction surveys to help identify overall level of satisfaction with services, as well as for example, satisfaction with specific elements of travel, routes or times of travel. The results of these surveys will be used to monitor progress against the target for customer satisfaction.
- Work with operators to prepare a single bus passenger charter (to be included as Appendix G) for all services operating within Rutland³⁶ – outlining bus users’ rights to certain standards of service such as:
 - punctuality,
 - vehicle cleanliness,
 - proportion of services operated,
 - accessibility standards (and the steps taken to ensure inclusive transport services) ,
 - infrastructure requirements,
 - information provision, and
 - information and redress.
- On the latter point, the charter will outline how passengers can make a complaint or provide feedback (at a local and national level) where the service levels are not met. It should be noted however, that where operators deliver services in multiple authority areas, confusion may result from the creation of multiple charters. As such, a nationally set passenger charter may prove more beneficial and offer continuity of service levels across authority borders. In the event that such a national charter is produced we will seek to adopt it.

4.6.2 NETWORK IDENTITY (FUNDING PRIORITY 6)

It is acknowledged that a key element to providing service users with confidence, is clear and consistent branding across services operating within the county.

However, within Rutland a number of services operate across local authority boundaries and as such, it is not always possible to apply consistent service numbering or branding to buses – as to do so may conflict with ‘network identity’ in neighbouring counties.

To help improve network identity within Rutland however we will set about re numbering all services that are subsidised by RCC and primarily serve Rutland (priority 6). These services will be re numbered in line with the existing Rutland Flyer 1 & 2, to improve consistency.

4.6.3 BUS STOP PASSENGER INFORMATION (FUNDING PRIORITY 10)

In recent years a number of improvements have been made to the information available at bus stops within the county. However, when undertaking bus stop audits (funding priority

³⁶ 69% of BSIP survey respondents said improved customer services would encourage them to travel by bus more.

10), we will also assess information provision at each stop with a view to further improve the clarity and accessibility of information through implementing the following³⁷:

- Develop, in conjunction with operators within the EP, tiered standards for road side information provision and promotion. Full criteria is to be mutually agreed, however minimum standards for bus timetable information will apply to ensure it is accessible by all (for example through setting minimum font sizes – something which is already in use after consultation with Rutland Accessibility Group and VISTA). Other areas to be covered through the standards are: stop names (or numbering), date of timetable issue and use of logos etc.
- Information on all services operating from the stop,
- Fares information,
- Onboard facilities – e.g. whether Wi-Fi and on board charging area available,
- Route and network maps,
- Onward journey information – including links with rail, walking and cycling routes,
- Information for those travelling with mobility scooters, pushchairs, dogs and bicycles,
- Information about nearby tourist attractions, and
- Links to further information online and online journey planning tools.

4.6.4 REAL TIME INFORMATION (FUNDING PRIORITY 16)

Although there are electronic information displays in Oakham and Uppingham town centre, no real time information displays are currently available in Rutland. This is due to a number of factors including:

- Existing electronic displays being unreliable,
- Comparatively low service frequencies compared to urban areas,
- Poor telecommunication signals in more remote areas, hindering data transfer, and
- Concern from communities regarding the urbanisation of rural areas.

Despite historically not being considered viable, as we plan to increase and improve services, we will carry out further investigation into the need and deliverability of countywide real time information displays and alternatives such as real time apps, to further help improve availability of information and accessibility³⁸.

4.6.5 TIMETABLE CHANGES

To help limit confusion, during the creation of the EP, we will work with operators to agree a process and schedule for implementing timetable changes – helping to enable coordinated changes and reduce the need for multiple press releases and promotion that may lead to confusion.

³⁷ 83% of BSIP survey respondents said better information at bus stops would encourage them to travel by bus more.

³⁸ 89% of BSIP survey respondents said real time information displays would encourage them to travel more by bus.

We will however ensure changes to services are promoted widely.

4.6.6 TRAVEL INCENTIVES AND PROMOTIONS (FUNDING PRIORITY 3 AND 7)

We will raise public awareness³⁹ to both existing bus users and non bus users through the following ways:

- Work with RCC communications team to develop an annual promotion and marketing calendar to alert residents to service changes, new services, available routes, discounted travel schemes or campaigns (funding priority 3).
- Work with Discover Rutland to promote bus services that support or serve access to tourist destinations across the county.
- Deliver targeted campaigns and free or discounted travel promotions to boost usage of particular services or of particular demographics such as youth and family travel. For example, to date during 2021, we have delivered two free or discounted travel campaigns, to raise general awareness and interest. We will look to make this a regular occurrence, with at least one offer per year, which could coincide with Catch the Bus Week or Rutland school holidays (funding priority 3).
- Produce new promotional materials and resources, including but not limited to: timetable booklets and 'underground' style route maps. Materials will offer clearer and easier to understand information and will highlight promotions and service enhancements to that may be delivered as a result of the BSIP (funding priority 7).
- Upgraded website with clearer information on services.
- Enhanced promotion of the Traveline public transport journey planning tool.

³⁹ 92% of BSIP survey respondents felt easier to find information would encourage them to use buses more, whilst 88% said journey planning tools would.

5 REPORTING

As previously outlined, BSIPs must include ambitious targets - stating what is to be achieved by 2025 and 2030. It is a DfT requirement that progress against these targets must be reported on publicly every six months, commencing from the implementation of the BSIP in April 2022. Section 3 provides further information on how data for these updates will be gathered. Alongside progress on targets, these reports will include updates on the deliverables outlined in Section 4.

To help ensure data collection remains on track, 'Targets' will be a standing agenda item of the quarterly meetings between RCC and operators within the EP. The first review is provisionally scheduled for October 2022 – with this, and all future progress updates, published online: <https://www.rutland.gov.uk/my-community/transport/transport-strategy/>

Internally, the findings of the 6 monthly progress reports will be presented to the Council's Highways and Transport Working Group prior to publication online. Data from the progress reports will be used to identify additional areas for improvement and/ or promotion and will be considered when undertaking the annual BSIP review (outlined in section 1).

Any resulting changes to the BSIP – emanating either from findings of the progress review, or changes to policy, services or plans, will be agreed in advance, between members of the Enhanced Partnership, during scheduled Bus Operator Meetings (which upon adoption of this BSIP will be held quarterly), with any agreed amendments fed through into the Enhanced Partnership Plan.

Any alterations to the BSIP will be signed off internally through powers delegated to the Council's Director for Places and Portfolio Holder with responsibility for public transport. A copy of the revised BSIP will also be taken to the Highway and Transport Working Group for information.

Future iterations of this BSIP will also be provided to the Department for Transport and a copy uploaded to our website: <https://www.rutland.gov.uk/my-community/transport/transport-strategy/>

6 OVERVIEW TABLE

Name of authority or authorities	Rutland County District Council
Franchising or Enhanced partnership (or both)	Enhanced Partnership
Date of publication	28th October 2021
Date of next annual update	28th October 2022
URL of published report	https://www.rutland.gov.uk/my-community/transport/transport-strategy/

Targets	2018/19	2019/20	Target for 2024/25	Description of how each will be measured (max 50 words)
Journey time	No data	No data	70% of services operating journey times of less than 4 minutes/ mile (a 6 percentage point increase on 2020/21 figures).	Measured through an increase in % of services operating journey speeds under 4 minutes/ per mile - calculated based on average speed per mile, with journey length based on the shortest end to end distance (without intermediate stops). Data published every 6 months and additional data monitored as per 3.1.5
Reliability	87% of non-frequent bus services (less than 6 services/ hour) running on time	89% of non-frequent bus services (less than 6 services/ hour) running on time	95% of non-frequent bus services (less than 6 services/ hour) running on time (a 4 percentage point increase on 2020/21 figures).	Single target outlining % of services running on time (between 1 minute early and 5 minutes late). RCC bus inspector to carry out reliability spot checks on all services, as minimum, once per month. Data to be published every 6 months. Additional data will be monitored - as per 3.2.5.
Passenger numbers	414, 642 trips	389,621 trips	25% increase on new 2021/22 baseline.	Success measured through increase in overall passenger trip numbers. Information gathered through monthly operator returns – which will be published every 6 months. Should data become available through ABOD we will look to use this instead. Further areas (3.3.5) will be monitored to assess progress and identify areas for promotion/ enhancement.
Average passenger satisfaction	Not available	Not available	25 percentage point increase on new 2021/22 baseline.	RCC's bus inspector will carry out in person surveys on representative samples from each service 2 - 3 times per year. Satisfaction with a variety of (consistent) elements will be combined into a single indicator – published every 6 months. We will consider partaking in national surveys to enable LTA comparison.

Delivery - Does your BSIP detail policies to:	Yes/No	Explanation (max 50 words)
Make improvements to bus services and planning		
More frequent and reliable services		
Review service frequency	Yes	<ul style="list-style-type: none"> Identify the service frequencies required to meet residents' needs. Investigate increasing daytime frequencies, particularly in areas with limited or no provision. Explore opportunities for Friday and Saturday evening services to tie in with local activities such as cinema and theatre and trial Sunday services to enable shopping and tourism opportunities.
Increase bus priority measures	Yes	<ul style="list-style-type: none"> Review existing corporate policies – such as our Parking Policy to ensure buses are prioritised. Introduce a utilities permit scheme – increasing control over the scheduling of road closures and diversions. Review bus and taxi bays within our town centres, ensuring bus priority. Encourage uptake of Modeshift STARS and deliver School Streets.
Increase demand responsive services	Yes	<ul style="list-style-type: none"> Expand existing DRT to cover the whole county and add additional destination hubs of Uppingham and Oakham – planned to enable onward travel. Explore opportunities to use Digital DRT for feeder services and service extensions to meet community need – e.g. transport to youth centres. Make service more accessible via booking app.
Consideration of bus rapid transport networks	No	<ul style="list-style-type: none"> RCC along with operators will strive to significantly improve services across the county, however a bus rapid transport system in Rutland is not deemed viable.

Improvements to planning/ integration with other modes		
Integrate services with other transport modes	Yes	<ul style="list-style-type: none"> Upgrade Oakham bus station, Uppingham interchange and key bus stops, to become active travel hubs and seek to provide similar at Oakham train station. Continue to operate service timings that facilitate onward travel connections from Oakham and Uppingham. Work with operators to identify improved communication channels between operators.
Simplify services	Yes	<ul style="list-style-type: none"> Implement consistent numbering on supported services Investigate consistent child and youth age brackets and fares, Set a schedule for timetable changes, Show all services on network maps Investigate fare capping and integrated ticketing Streamline services operating same route. Work with operators to provide consistent daytime, evening and weekend services.
Review socially necessary services	Yes	<ul style="list-style-type: none"> Work with operators to review existing services, to identify: <ul style="list-style-type: none"> - Whether services remain commercially viable, or could become so, - Where gaps exist and whether they can be addressed through service alterations (without detriment). Where neither option is viable, expanded DRT will offer feeder transport services with onward travel opportunities.
Invest in Superbus networks	No	<ul style="list-style-type: none"> Due to Rutland's rural nature and low population (there are under 40, 000 residents in Rutland) a Superbus network would not be suitable and as such we will focus on delivering the other improvements outlined within this BSIP.
Improvements to fares and ticketing		
Lower fares	Yes	<ul style="list-style-type: none"> Offer discounted travel for children and youth during incentivised travel promotion schemes. Deliver an annual promotion calendar - including a quarterly incentivised travel offer providing free, reduced or capped fare travel. Assess viability of standardised lower fares, daily price caps, frequent traveller incentives and weekly or monthly tickets.
Simplify fares	Yes	<ul style="list-style-type: none"> Investigate the viability of standardised age categories for child and youth fare tickets across operators. Develop a council issued youth identity card for all Rutland residents under the age of 19.
Integrated ticketing between operators and transport	Yes	<ul style="list-style-type: none"> Explore opportunities for integrated ticketing between bus operators and with rail services. Buy into Lincolnshire County Council's existing ETM system to enable cashless ticketing on Rutland services and assist facilitating ticket integration.
Make improvements to bus passenger experience		
Higher spec buses		
Invest in improved bus specifications	Yes	<ul style="list-style-type: none"> Seek to retrospectively install: <ul style="list-style-type: none"> - Wi-Fi and USB charging on vehicles - audio and visual announcement provisions on vehicles. When re-procuring – merit will be given where operators are able to offer the above, along with: improved accessibility, space for bicycles and buses that, as minimum, meet EURO VI standards.
Invest in accessible and inclusive bus services	Yes	<ul style="list-style-type: none"> Seek to install vehicle audio and visual announcements systems. Include accessibility criteria when re-procuring services. Audit bus stops to assess accessibility of stop and route to it – including footway camber, presence of hardstanding and raised kerbs to assist boarding. Minimum accessibility standards for timetable information.
Protect personal safety of bus passengers	Yes	<ul style="list-style-type: none"> Audit and grade stops and routes leading to them – assessing lighting, natural surveillance and CCTV. Increase presence at Oakham bus station and Uppingham interchange. Work with operators to ensure drivers have suitable training and emergency protocols are in place. Ensure on-board CCTV. Include safety within passenger charter and operator information.
Improve busses for tourist	Yes	<ul style="list-style-type: none"> Seek to retrospectively install audio and visual announcement provisions on existing vehicles. When re-procuring – merit will be given where operators are able to offer space for bicycles. Improved information including information at bus stops regarding nearby tourist attractions and onwards travel.
Invest in decarbonisation	Yes	<ul style="list-style-type: none"> Pilot electric vehicle town centre 'Hopper' services. Engage with operators to undertake a vehicle stock take – including emissions. Liaise with operators to identify viability of installing electric charging provisions at their depots – identifying infrastructure required. Trial an electric minibus for community transport provision.
Improvements to passenger engagement		
Passenger charter	Yes	<ul style="list-style-type: none"> Work with operators to prepare a single bus passenger charter for all services operating within Rutland – outlining bus users' 'rights to certain standards of service' such as: punctuality, vehicle cleanliness, reliability, accessibility standards, infrastructure requirements, information provision, and mechanism for complaints.
Strengthen network identity	Yes	<ul style="list-style-type: none"> Re number all services that are subsidised by RCC and primarily serve Rutland. These services will be re numbered in line with the existing Rutland Flyer 1 & 2, to improve consistency.
Improve bus information	Yes	<ul style="list-style-type: none"> Tiered grading of roadside information, with minimum standards set to ensure information is clear and accessible by all • Bus stops to include information on: services operating from the stop, fares, on board facilities, route and network maps, onward journeys, accessibility, tourist attractions and links to further information.
Other		
Other		

7 APPENDIX A - CURRENT BUS SERVICES OPERATING IN RUTLAND

259

Service	Route	Service type	Frequency	Supported	Operator	Single	Return	Week	Month
182	Stamford to Oakham/Corby Glen / Colsterworth/Oakham	Term Time	Less Than Every Two Hours	No	Blands Rutland LTD	£2.80	£4.30	£13	£52
183	Stamford to Oakham/Corby Glen / Colsterworth/Oakham	Term Time	Less Than Every Two Hours	No	Blands Rutland LTD	£3.80	£4.70	£21	£84
184	Stamford to Oakham/Corby Glen / Colsterworth/Oakham	Term Time	Less Than Every Two Hours	No	Blands Rutland LTD	£3.80	£4.70	£21	£84
12	Uppingham to Stamford	Year Round	Two Hourly	Yes	Blands Rutland LTD	£4	£7.40	£26	£104
185	Stamford to Oakham/Corby Glen / Colsterworth/Oakham	Term Time (Varies Outside of Term Time)	Less Than Every Two Hours	Yes	Blands Rutland LTD	£3.80	£4.70	£21	£84
185*	Oakham to Stamford	Year Round (Saturday Only)	Less Than Every Two Hours	Yes	Blands Rutland LTD	£3.80	£4.70	-	-
CallConnect (DRT)	Rutland to Stamford	Year Round	N/A	Yes	CallConnect	£4.80	£7.70	-	-
CC9	Rutland to Stamford	Year Round	Less Than Every Two Hours (Saturdays Only)	Yes	CallConnect	£4.80	£7.70	-	-

4	Grantham to Stamford	Year Round	Two Hourly	No	CallConnect Fixed Service	£5.50	£8.70	-	-
9	Oakham to Stamford	Year Round	Hourly	Yes	Centrebus	-	£8	£26	£85
RF1	Melton Mowbray to Corby	Year Round	Hourly	Yes	Centrebus	-	£8	£26	£85
29	Essendine to Brooksby College/Melton Vale post-16 Centre	Term Time	Less Than Every Two Hours	Yes	Centrebus	-	£8	£26	£85
747	Uppingham to Leicester	Year Round	Hourly	Yes	Centrebus	-	£4.40	£16	£56
RF2	Oakham to Melton Mowbray	Year Round	Two Hourly	Yes	Centrebus	-	£8	£26	£85
201	Bourne to Stamford and Peterborough	Year Round	Hourly	No	Delaine Buses	£3.40	£5	£21	£84
202	Bourne to Stamford and Peterborough	Year Round	Hourly	No	Delaine Buses	£3.40	£5	£21	£84
146	Oakham Hopper	Year Round	Hourly	Yes	RCC	£0.00	£0.00	£0.00	£0.00
47	Whissendine to Peterborough Schools	Year Round	Less Than Every Two Hours	Yes	Vectare	£5.20	£7.40	£38	£152

8 APPENDIX B – BUS STOP LOCATIONS

Bus stop location map

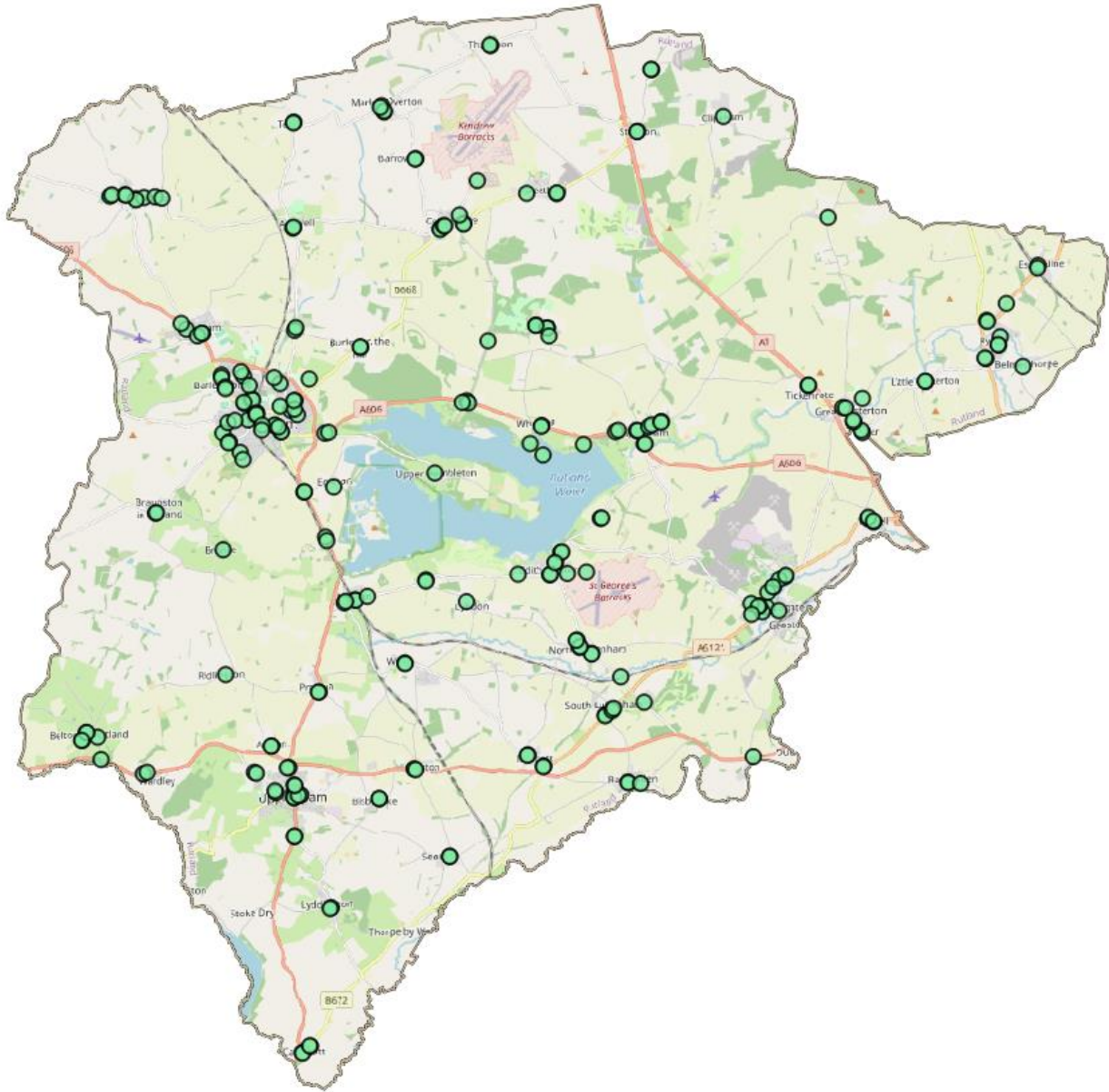


Table of bus stop locations

Area	Stop Location
Aldgate	Station Road (Church Road)
Ashwell	Crossroads (Enterprise Park)
Ashwell	Crossroads (opp Enterprise Park)
Ashwell	Oakham Road (Garage)
Ashwell	Oakham Road (opp Garage)
Ayston	Village (Church)
Ayston	Village (opp Church)
Barleythorpe	Main Road (opp Pasture Lane)
Barleythorpe	Main Road (Pasture Lane)
Barnsdale	A606 (Barnsdale Avenue)
Barnsdale	A606 (opp Barnsdale Avenue)
Barnsdale	Barnsdale Avenue (Gardens)
Barnsdale	Barnsdale Avenue (opp Barnsdale Lodge Hotel)
Barrow	Cottesmore Road (opp Main Street)
Barrow	Cottesmore Road (Main Street)
Barrowden	The Green (Church Lane)
Barrowden	The Green (opp Church Lane)
Barrowden	Wheel Lane (Kings Lane)
Belmesthorpe	Main Street (Castle Rise)
Belton-in-Rutland	New Road (opp Main Street)
Belton-in-Rutland	Church Street (opp Post Office)
Belton-in-Rutland	Church Street (Post Office)
Belton-in-Rutland	Leicester Road (opp Littleworth Lane)
Belton-in-Rutland	Littleworth Lane (Nether Street)
Belton-in-Rutland	New Road (Main Street)
Braunston-in-Rutland	Cedar Street (The Blue Ball)
Braunston-in-Rutland	Cedar Street (opp The Blue Ball)
Bisbrooke	Main Street (opp Telephone Box)
Bisbrooke	Main Street (Telephone Box)
Brooke	Main Street (Brooke Road)
Burley	Oakham Road (Burley Green)
Burley	Oakham Road (opp The Green)
Caldecott	Lyddington Road (opp Welland Close)
Caldecott	Main Street (opp Plough Inn)
Caldecott	Main Street (Plough Inn)
Caldecott	Lyddington Road (Welland Close)
Clipsham	New Street (opp New Road)
Cottesmore	Greetham Road (opp Toll Bar)
Cottesmore	Greetham Road (Toll Bar)
Cottesmore	Main Street (Sun Inn)
Cottesmore	Main Street (Village Shop)

Cottesmore	Main Street (opp Sun Inn)
Cottesmore	Main Street (opp Village Shop)
Cottesmore	Rogues Lane (opp Heath Drive)
Cottesmore	Rogues Lane (RAF Camp)
Edith Weston	Normanton Road (Car Park)
Edith Weston	Normanton Road (Church Lane)
Edith Weston	Normanton Road (opp Car Park)
Edith Weston	Normanton Road (opp Church Lane)
Edith Weston	Manton Road (opp Wheatsheaf)
Edith Weston	Manton Road (Wheatsheaf)
Edith Weston	Pennine Drive (opp Mendip Road)
Edith Weston	Welland Road (Severn Crescent)
Edith Weston	Windermere Road (opp Derwent Avenue)
Egleton	Hambleton Road (Church Road)
Egleton	A6003 (Hambleton Road)
Egleton	A6003 (opp Hambleton Road)
Empingham	Stamford Road (Church Street)
Empingham	Stamford Road (opp Church Street)
Empingham	Sykes Lane (Rutland Water Information Centre)
Empingham	Main Street (Exton Road)
Empingham	Main Street (opp Exton Road)
Empingham	Main Street (opp School Lane)
Empingham	Main Street (opp Willoughby Drive)
Empingham	Main Street (School Lane)
Empingham	Main Street (Willoughby Drive)
Essendine	Stamford Road (opp Village Hall)
Essendine	Stamford Road (Village Hall)
Exton	High Street (Fox & Hounds)
Exton	Stamford Road (Garden Road)
Exton	Stamford Road (opp Garden Road)
Exton	The Green (opp Fox & Hounds)
Exton	Empingham Road (opp Campden Close)
Glaston	Main Road (opp Old Pheasant)
Glaston	Main Road (Old Pheasant)
Great Casterton	Old Great North Road (Church)
Great Casterton	Old Great North Road (opp Tolethorpe)
Great Casterton	Old Great North Road (opp Church)
Great Casterton	Old Great North Road (opp The Plough)
Great Casterton	Old Great North Road (The Plough)
Great Casterton	Old Great North Road (Tolethorpe)
Great Casterton	Ryhall Road (College)
Greetham	Main Street (Wheatsheaf)
Greetham	Main Street (opp Wheatsheaf)
Greetham	Oakham Road (opp Locks Close)
Gunthorpe	Uppingham Road (Gunthorpe Turn)

Gunthorpe	Uppingham Road (opp Gunthorpe Turn)
Hambleton	Upper Hambleton (Hambleton Village)
Ketton	High Street (Northwick Arms)
Ketton	Empingham Road (Manor Green)
Ketton	Empingham Road (opp Manor Green)
Ketton	Empingham Road (Sharpe's Plain)
Ketton	High Street (opp Northwick Arms)
Ketton	High Street (Stock's Hill)
Ketton	High Street (Ketton Crossroads)
Ketton	High Street (opp Bull Lane)
Ketton	High Street (opp Pit Lane)
Ketton	High Street (Pit Lane)
Ketton	Luffenham Road (Church Road)
Ketton	Northwick Road (Spinney Road)
Langham	Melton Road (opp Manor Lane)
Langham	Burley Road (Jubilee Drive)
Langham	Burley Road (opp Jubilee Drive)
Langham	Melton Road (opp Melton road)
Little Casterton	Tolethorpe (opp River Court)
Little Casterton	Tolethorpe (River Court)
Lyddington	Main Street (opp Stoke Road)
Lyddington	Main Street (Stoke Road)
Lyndon	Church Road (opp Lyndon Church)
Lyndon	Lyndon Road (Nature Reserve)
Lyndon	Lyndon Road (opp Nature Reserve)
Manton	Lyndon Road (Stocks Hill)
Manton	Lyndon Road (Cemetery Lane)
Manton	Lyndon Road (opp Cemetery Lane)
Manton	Lyndon Road (opp Stocks Hill)
Market Overton	Main Street (Black Bull)
Market Overton	Main Street (opp Black Bull)
Morcott	High Street (opp Weares Close)
Morcott	High Street (opp Willoughby Road)
Morcott	High Street (Weares Close)
Morcott	High Street (Willoughby Road)
Normanton	Normanton Park Road (Normanton Farm)
Normanton	Normanton Park Road (opp Normanton Farm)
North Luffenham	Pinfold Lane (opp Bungalows)
North Luffenham	Church Street (opp School)
North Luffenham	Church Street (School)
North Luffenham	Digby Road (Kings Road)
North Luffenham	Digby Road (opp Kings Road)
North Luffenham	Pinfold Lane (Bungalows)
Oakham	Barleythorpe Road (Huntsman Drive)
Oakham	Barleythorpe Road (opp Rail Station)

Oakham	Barleythorpe Road (Rail Station)
Oakham	Foxfield Way (opp Oakfield)
Oakham	Lands End Way (Allotments)
Oakham	Lands End Way (opp Allotments)
Oakham	Lands End Way (Pillings Road)
Oakham	Schoefield Way (opp Withers Close)
Oakham	Stamford Road (opp Sewage Works)
Oakham	Stamford Road (Sewage Works)
Oakham	Ashwell Road (opp Chip Shop)
Oakham	Barleythorpe Road (opp Huntsman Drive)
Oakham	Bosal Road (Lands End Way)
Oakham	Braunston Road (Harrington Way)
Oakham	Braunston Road (opp Harrington Way)
Oakham	Burley Road (Co-Op)
Oakham	Burley Road (Ladywell)
Oakham	Burley Road (opp Ladywell)
Oakham	Cold Overton Road (Catmose College)
Oakham	Cold Overton Road (opp Memorial Hospital)
Oakham	Glebe Way (Lonsdale Way)
Oakham	High Street (Market Place)
Oakham	High Street (opp Market Place)
Oakham	John Street (Bus Station)
Oakham	Snowden Avenue (Grampian Way)
Oakham	South Street (Tesco)
Oakham	Station Road (opp Rail Station)
Oakham	Station Road (Rail Station)
Oakham	Station Road (Station Approach)
Oakham	Trent Road (opp Irwell Close)
Oakham	Trent Road (opp Spey Drive)
Oakham	Uppingham Road (Council Offices)
Oakham	Uppingham Road (opp Council Offices)
Oakham	Willow Crescent (English Martyrs)
Oakham	Willow Crescent (Willow Crescent)
Oakham	Woodland View
Oakham	Bosal Road (Lands End Way)
Pickworth	Bus Shelter (Church)
Preston	Uppingham Road (Glaston Road)
Preston	Uppingham Road (opp Glaston Road)
Ridlington	Top Road (Bus Shelter)
Ryhall	Church Street (opp Rutland Way)
Ryhall	Church Street (Rutland Way)
Ryhall	Turnpike Road (Mill Street)
Ryhall	Turnpike Road (opp Mill Street)
Ryhall	A6121 (Coppice Road)
Ryhall	A6121 (opp Coppice Road)

Ryhall	Essendine Road (Bus Depot)
Ryhall	New Road (The Square)
Seaton	Main Street
Seaton	Main Street (opp Bus Shelter)
South Luffenham	Stamford Road (opp The Coach House Inn)
South Luffenham	Stamford Road (The Coach House Inn)
South Luffenham	Station Road (CS Ellis)
South Luffenham	Stamford Road (Hall Lane)
South Luffenham	Stamford Road (opp Hall Lane)
South Luffenham	Station Road (Level Crossing)
Stretton	Manor Road (opp Rookery Lane)
Stretton	Manor Road (Rookery Lane)
Stretton	Stocken Prison (opp Hesketh Court)
Stretton	Stocken Prison (Hesketh Court)
Teigh	Ashwell Road (The Green)
Teigh	Ashwell Road (opp The Green)
Thistleton	Main Street (Church)
Thistleton	Main Street (opp Church)
Tickencote	Village Entrance (Bus Shelter)
Tickencote	Village Entrance (opp Bus Shelter)
Tinwell	Casterton Lane (Holme Close)
Tinwell	Casterton Lane (opp Holme Close)
Tinwell	Stamford Road (opp The Church)
Tinwell	Stamford Road (Tinwell Church)
Tixover	A47 (opp Jurassic Way)
Uppingham	Ayston Road (opp Wheatley Ave)
Uppingham	Ayston Road (Wheatley Ave)
Uppingham	Ayston Road (North Street East)
Uppingham	Ayston Road (opp North Street East)
Uppingham	Ayston Road (opp Surgery)
Uppingham	Ayston Road (Surgery)
Uppingham	Leicester Road (opp Queen's Road)
Uppingham	Leicester Road (Queen's Road)
Uppingham	Leicester Road (Shepherd's Way)
Uppingham	Leicester Road (opp Shepherd's Way)
Uppingham	North Street East (Bay 1)
Uppingham	North Street East (Bay 2)
Uppingham	North Street East (Bay 3)
Uppingham	Orange Street (High Street West)
Uppingham	Orange Street (opp High Street West)
Wardley	Uppingham Road A47 (Main Street)
Wardley	Uppingham Road A47 (opp Main Street)
Whissendine	Main Street (The Nook)
Whissendine	Main Street (opp The Nook)
Whissendine	Melton Road (opp Stanlands)

Whissendine	Oakham Road (Main Street)
Whissendine	Main Street (opp Station Road)
Whissendine	Main Street (Station Road)
Whissendine	Main Street (White Lion)
Whissendine	Melton Road (Stanlands)
Whissendine	Oakham Road (opp Main Street)
Whitwell	Bull Brig Lane (Cycle Shop)
Whitwell	Bull Brig Lane (Harbour Cafe)
Whitwell	A606 Stamford Road (Opp The Noel)
Whitwell	A606 Stamford Road (The Noel)
Whitwell	Whitwell Road (opp Rutland Water Visitor Centre)
Whitwell	Whitwell Road (Rutland Water Visitor Centre)
Wing	Top Street (Middle Street)
Wing	Top Street (opp Middle Street)

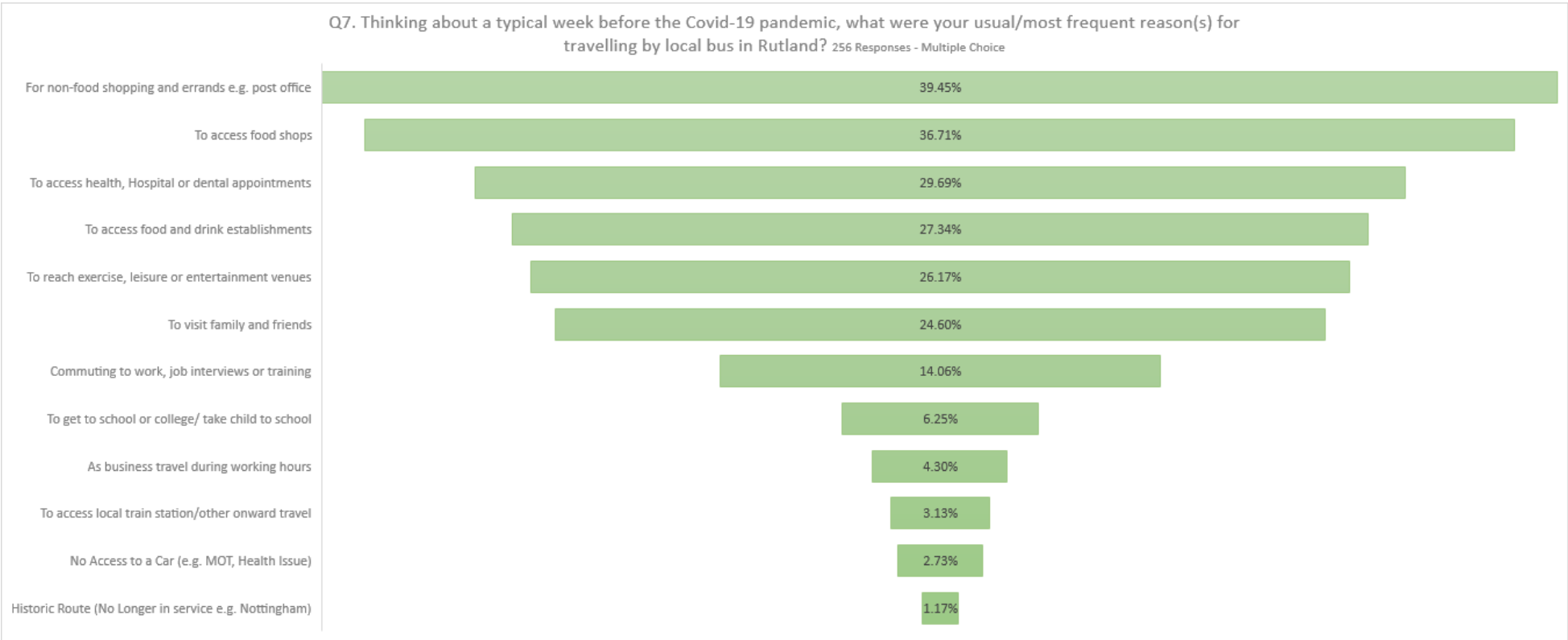
9 APPENDIX C – BSIP ENGAGEMENT

9.1 BSIP ENGAGEMENT – SURVEY ONE

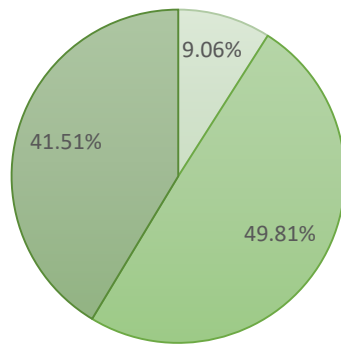
The following data was obtained through the initial BSIP engagement survey that ran between 23rd August and midnight on 26th September 21.

The key findings are provided below.

268

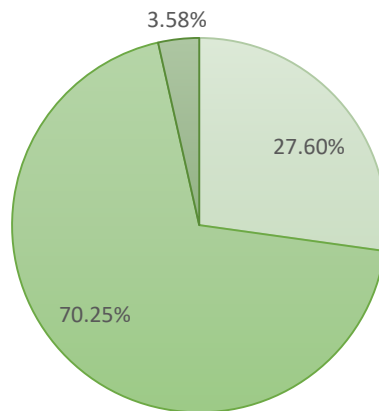


Q8. How does your bus use now compare to before the COVID-19 pandemic? 265 Responses



I use the bus more I use the bus less I use the bus about the same amount

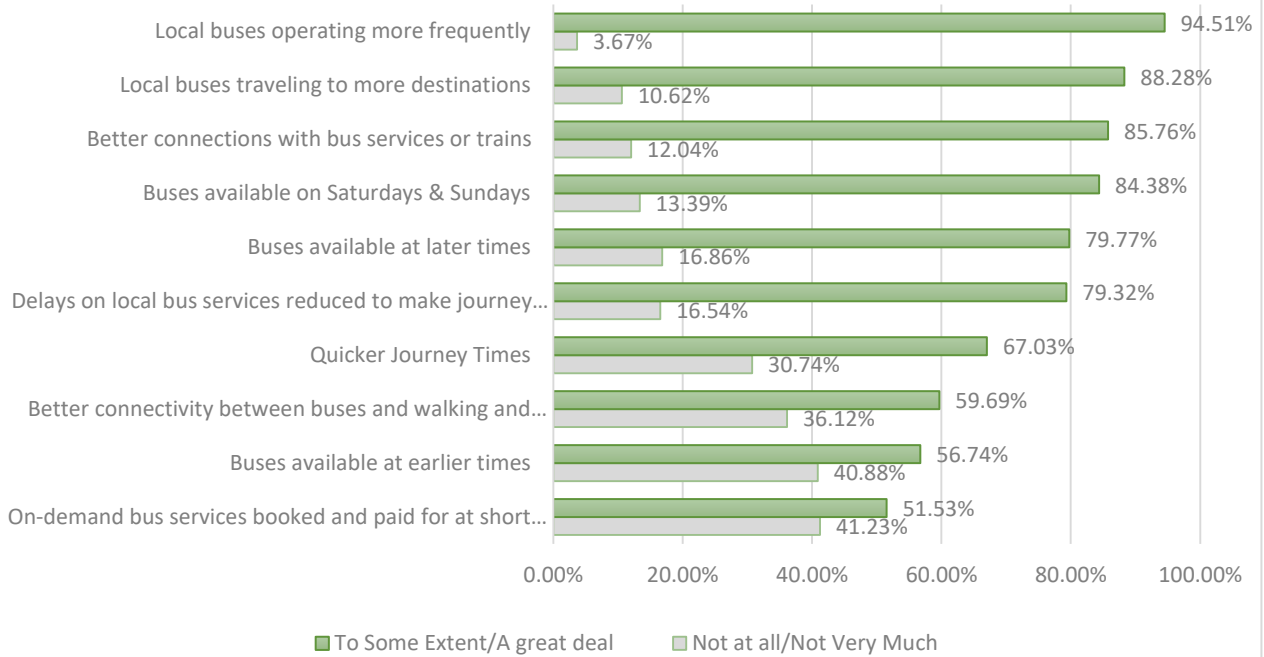
Q9. In the future how often would you like to travel by bus in Rutland? 279 Responses



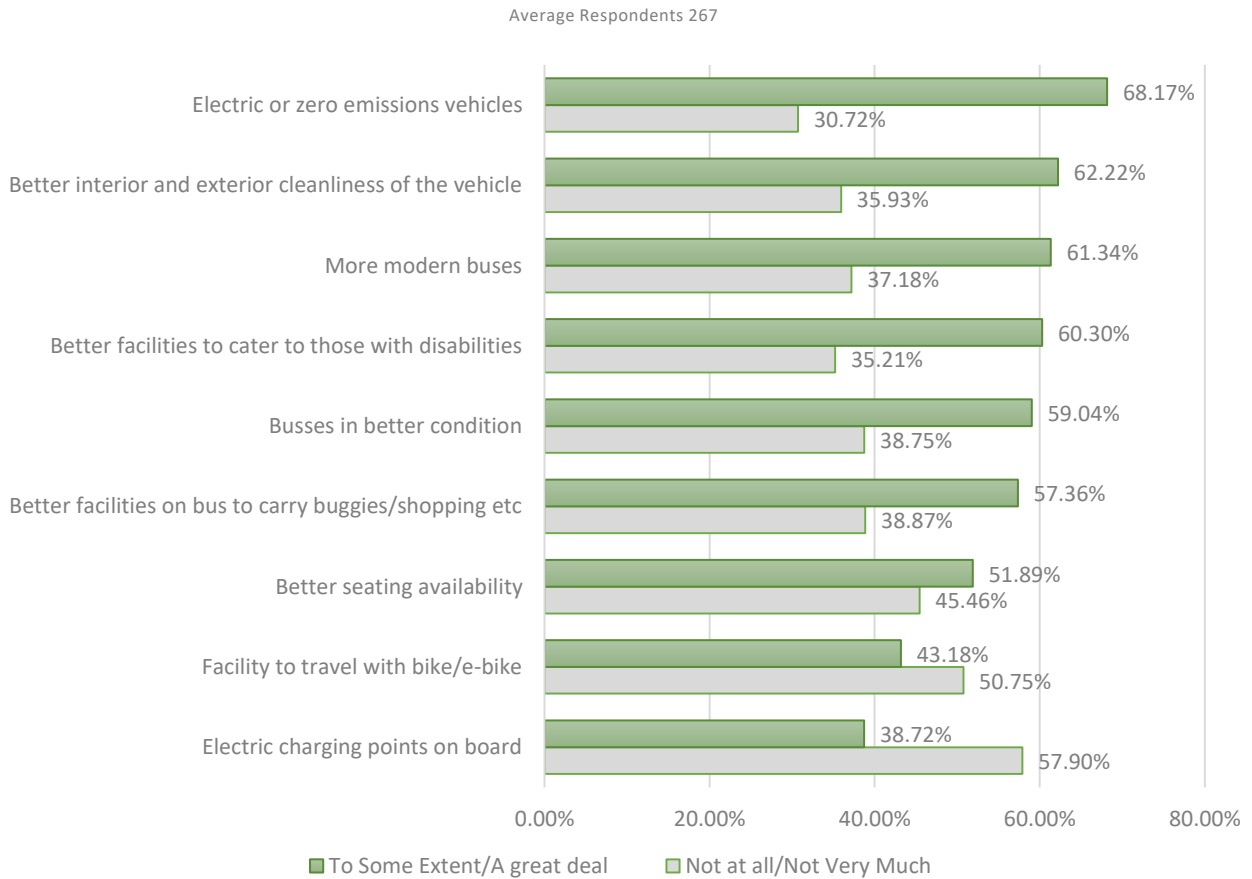
I would like to travel by bus as often as I did before the COVID-19 pandemic.
I would like to travel by bus more than I did before the COVID-19 pandemic

For questions 10 to 13, for clarity, responses of 'don't know' have been omitted.

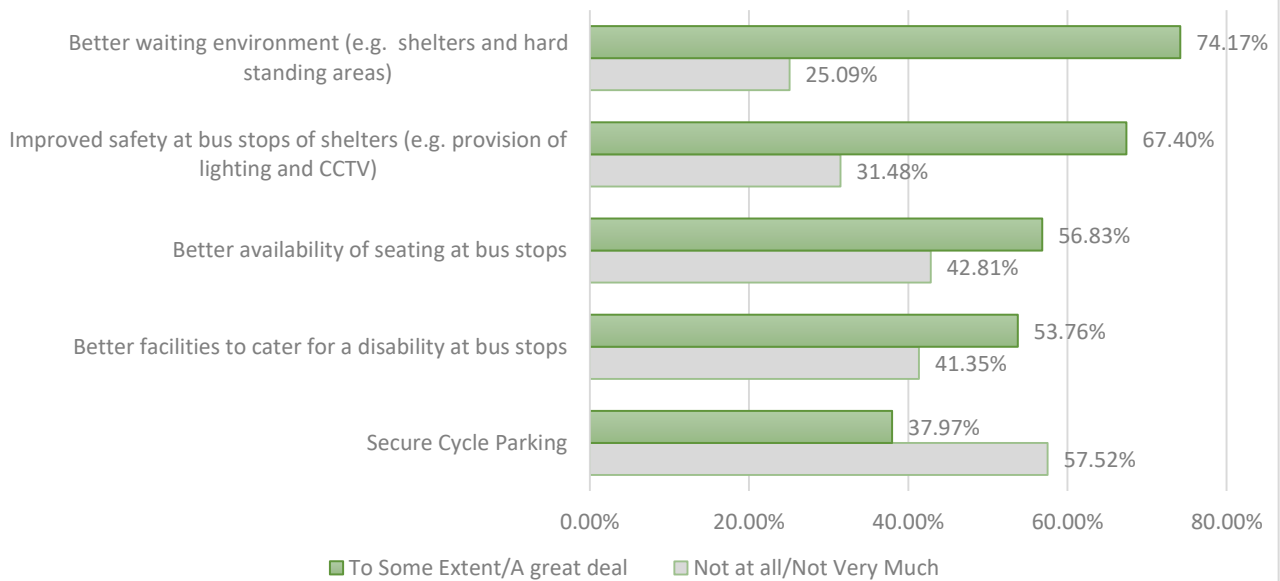
Q10. To what extent, if at all, would the following improvements to 'service reliability, frequency and availability' make you use local buses in Rutland more? Average Respondents 267



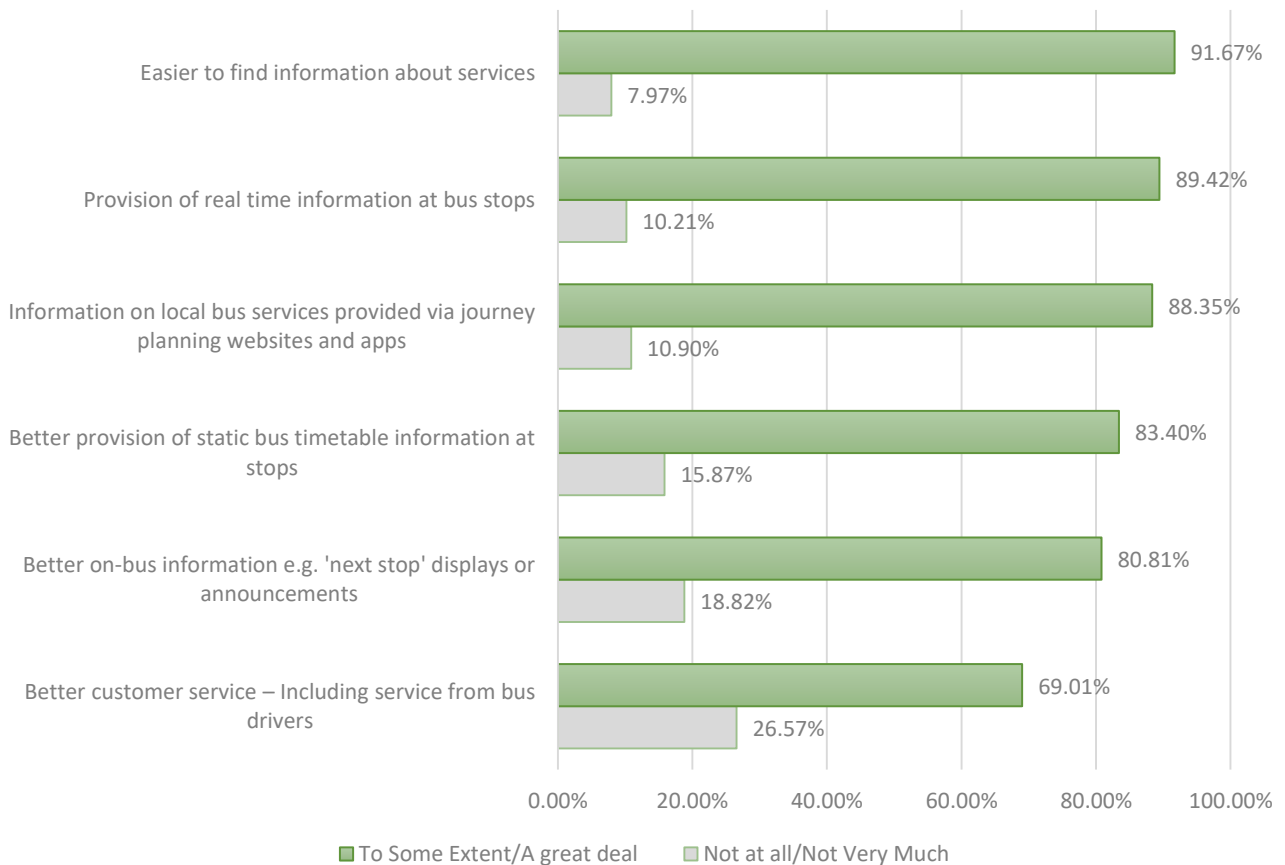
Q11. To what extent, if at all, would the following improvements to 'the buses and onboard facilities' make you use local buses in Rutland more? Average Respondents 267



Q12.To what extent, if at all, would the following improvements to 'bus stops' make you use local buses in Rutland more? Average Respondants 269



Q13.To what extent, if at all, would the following improvements to 'information and customer service' make you use local buses in Rutland more? Average Respondents 272



10 APPENDIX D – COMPARISON OF EXISTING PROVISIONS WITH BUS BACK BETTER OBJECTIVES

This appendix offers an overview of how current services and provisions compare to the objectives set out within Bus Back Better.

A RAG colour rating has been provided to show current progress against each of the priority areas, along with a brief overview for each element - helping to identify where there is need for improvement in order to bring standards up to those seen in areas of success as highlighted in Bus Back Better (such as Brighton & Hove, Harrogate and Bristol).

Frequent and reliable services

Area and RAG rating	Notes
High frequency services	Due to the rural nature of Rutland, combined with a sparse population, transport services within the county are currently limited in scope and frequency. All services are classified as non frequent ⁴⁰ with some parts of the county unserved by a scheduled bus provision.
Bus priority measures	There are currently no bus priority lanes within the county.
Demand responsive services	Demand responsive transport (under the name CallConnect) is available in the east of the county.
Bus rapid transport networks	There are no bus rapid transport networks in Rutland.

Planning and integration

Area and RAG rating	Notes
Services integrated with other transport modes	Arrivals into Oakham and Uppingham (our two market towns) are scheduled to enable onwards travel. Cycle parking is available at Oakham bus station, Oakham train station and Uppingham interchange.
Simple services	There are currently a handful of services within the county that are provided by multiple operators at different times of the day/ days of the week, causing some confusion to users.
Socially necessary services	RCC currently supports a number of services that offer socially necessary journeys, but that aren't currently commercially sustainable. However, there are further areas of the county currently unserved by a bus service and also potential for the impact of Covid

⁴⁰ Defined as less than 6 buses per hour.

	19 to threaten the viability of previously commercially viable services.
Superbus networks	Rutland does not have a Superbus network.

Fares and ticketing

Area and RAG rating	Notes
Low fares	Fares are moderate due to the associated operating costs of services in Rutland – which result from:: <ul style="list-style-type: none"> • Longer, cross county journey lengths • Low patronage on services • Low population along routes • High proportion of passengers are concessionary travel pass holders.
Simple fares	Charges and age brackets for child and youth fares varies across operators. There are no daily price caps or flat rate fares.
Integrated ticketing between operators and transport	There are no integrated ticketing options available on services operating in Rutland. Cashless tickets are not widely used on services operating within Rutland.

Higher specification buses

Area and RAG rating	Notes
High specification buses	Whilst the standard of vehicles currently in operation across the county varies considerably, buses in Rutland are generally older than those found in cities and urban areas – with very few having on board facilities such as USB charging or Wi – Fi.
Accessible and inclusive bus services	Where possible, information at bus stops is provided in large print with colour schemes suitable for those with restricted vision. All buses operating in the county are wheel chair accessible, however none have space for bicycles (although this was trialled in 2014 with LSTF funding). Very few buses operating within the county have on board audio and visual announcement systems.
Personal safety of bus passengers	CCTV and lighting exists at Oakham bus station, but safety measures are limited at other stops and on board.
Buses for tourists	Onwards travel information is provided at Oakham bus station. No buses offer space for bicycles (although this was trialled in 2014 with LSTF funding). Very few buses operating within the county

	have on board audio and visual announcement systems.
Decarbonisation	There are currently no electric buses operating in Rutland. The majority of buses are also comparatively old compared to buses found in towns and cities, and are less efficient

Passenger engagement

Passenger charter	There is currently no joint passenger charter for services in Rutland, however bus users can put forward views on services through the Rutland Bus Users Panel meeting or Rutland Bus Users Forum meeting. Both of these meetings take place twice a year, the former is attended by an elected panel (including operators and bus user representatives), whilst the latter can be attended by any Rutland resident that wishes to do so.
Network identity	There is limited consistency of branding, with the exception of the Rutland Flyer 1 & 2.
Bus information	Information is provided as follows: <ul style="list-style-type: none"> • Printed information and timetables • Information panels at bus stops • Online on the RCC website • Via promotion of Traveline • Electronic information displays at Oakham bus station and Uppingham interchange

11 APPENDIX E – LINKS BETWEEN DELIVERABLES AND TARGETS

The table below summarises how the deliverables outlined in section 4 will help us to reach the targets set in section 3.

275

	Quicker journey times	Reliability improvements	Increase passenger numbers	Improved customer satisfaction
Countywide Digital Demand Responsive Transport: Ensuring all residents have access to passenger transport	x		x	
Decarbonisation: Pilot electric town centre 'Hopper' services			x	x
Travel incentives & promotions: Annual promotions calendar including free or discounted travel campaigns			x	x
Enhanced frequency of services: Explore opportunity for more frequent week day services and evening and Sunday services to meet our residents' needs.			x	x
Simplifying services: Streamlining services delivered by multiple operators.	x	x	x	x
Renumbering of services: Strengthen the identity of Rutland's services - renumbering subsidised services to align with the Rutland Flyer 1 and 2.			x	x
Promotional materials: Enhanced promotion and marketing to raise			x	x

	Quicker journey times	Reliability improvements	Increase passenger numbers	Improved customer satisfaction
awareness of existing, new and enhanced services and travel incentives.				
Simplifying ticketing and growing youth patronage: Seek to simplify ticket options and age brackets and implement a youth travel id card.			X	X
Electronic ticketing machines: Modernising payment methods and improving accessibility	X	X	X	X
Bus stop audits and improvements: Improving the comfort, accessibility and safety of waiting areas.	X		X	X
Integrated ticketing: Seek to offer multi operator and mode travel tickets	X	X	X	X
Audio and visual on board announcements: Improving accessibility and information for residents and visitors.			X	X
Behavioural change measures: Encouraging sustainable travel options that reduce school gate congestion, causing delay to buses.	X	X	X	X
Utility permit scheme: Improve efficiency of roadwork scheduling to reduce delays and diversions.	X	X	X	X

	Quicker journey times	Reliability improvements	Increase passenger numbers	Improved customer satisfaction
Review of taxi and bus laybys: Review location and usage to enhance accessibility.	x	x	x	x
Real time information: To improve service information and public confidence.			x	x
Bus station and interchange monitoring: enhanced staffing presence to improve perceived and actual passenger safety.			x	x
Walking and cycling audits: Review walking and cycling routes to bus stops and identify areas for improvement.			x	x
Decarbonisation: Community transport electric minibus pilot			x	x
On board USB charging and Wi - Fi: Modernising buses to improve passenger experience			x	x
Creation of travel hubs: Improving onwards travel information and integration between travel modes.		x	x	x

Outline funding template for BSIP

* Within each category, please use multiple lines to show details of different projects or proposals where you can. For example, on bus priority, you should aim to include detail on specific corridors; or on bus service support, you may have a split between scheduled services and demand-responsive services to flag. This is particularly important where you wish to attach a different priority ranking to different parts of your proposals.

** Please rank each line with a number showing your view of priority to your BSIP outcomes: 1 being the highest priority, and every line receiving a different number thereafter.

*** Totals will automatically be calculated. Do not amend calculations in row 34 or columns Q and R.

Q1. Please complete the table below. All figures should be nominal (actual prices, unadjusted for inflation). Please delete guidance in [blue] when completing the template.

	Title of scheme	Detail on aspiration [e.g. 'additional bus priority on X corridor', 'flat fares of Y across operators']*	Priority Ranking**	Source of Funding		2022/23 (£ nominal)		2023/24 (£ nominal)		2024/25 (£ nominal)		Beyond 2025 (£ nominal)		Total cost of project or proposal (£ nominal) ***			
						Resource	Capital	Resource	Capital	Resource	Capital	R	C	Resource	Capital		
278	Bus priority infrastructure	Utility permit scheme: Improve efficiency of roadwork scheduling to reduce delays and diversions.	14	DfT - £3bn	-	10,000		2,000		2,000				14,000	-00		
					DfT other (please specify)										-00	-00	
					Other Government (please specify)											-00	-00
					Private	RCC staff costs (existing)	10,000		10,000		10,000					30,000	-00
	Behavioural change measures: Encouraging sustainable travel options that reduce school gate congestion, causing delay to buses.	Ongoing funding to deliver School Streets outside schools with high levels of congestion, which in turn causes delays to bus services. Continued support for schools taking part for schools taking part in Modeshift STARS	13	DfT - £3bn	-	20,000		20,000		20,000				60,000	-00		
					DfT other (please specify)										-00	-00	
					Other Government (please specify)											-00	-00
					Private	RCC staff costs (existing)	15,000		15,000		15,000					45,000	-00
	Review of taxi and bus laybys: Review	Undertake review of positioning and use of taxi and bus laybys -	15	DfT - £3bn	-		35,000		20,000		20,000			-00	75,000		

⁴¹ **Please note** - the costs identified are estimates and subject to change should further investigation identify they have been over or underestimated, or should prices increase. Furthermore, should we be successful in securing funding to deliver the projects outlined in the BSIP we will undertake further investigation into how projects can be best delivered. At this point there may be a requirement to switch funding between revenue and capital.

	Title of scheme	Detail on aspiration [e.g. 'additional bus priority on X corridor', 'flat fares of Y across operators']*	Priority Ranking**	Source of Funding		2022/23 (£ nominal)		2023/24 (£ nominal)		2024/25 (£ nominal)		Beyond 2025 (£ nominal)		Total cost of project or proposal (£ nominal) ***			
						Resource	Capital	Resource	Capital	Resource	Capital	R	C	Resource	Capital		
	location and usage to enhance accessibility.	assessing removal options and lining or engineering mechanisms for ensuring buses aren't restricted from re-joining traffic flow.		DfT other (please specify)	Integrated Transport Block		10,000		10,000		10,000			-00	30,000		
Other Government (please specify)															-00	-00	
Private				RCC staff costs (existing)	15,000		15,000		15,000							45,000	-00
Other infrastructure	Bus stop audits and improvements: Improving the comfort, accessibility and safety of waiting areas.	Audit all bus stops and implement a grading system to identify level of provision. Create prioritised programme of works and implement improvements to bus stops over 3 years to provide improved safety and comfort. Includes improvements to information provision.	10	DfT - £3bn			20,000		12,500		12,500			-00	45,000		
				DfT other (please specify)	Integrated transport block		20,000		20,000		20,000					-00	60,000
				Private	RCC staff costs (existing)	5,000		5,000		5,000						15,000	-00
	Real time information: To improve service information and public confidence.	Investigate viability of countywide real-time information displays and alternatives such as real time apps.	16	DfT - £3bn			100,000		50,000		50,000			-00	200,000		
				Private	RCC staff costs (existing)	10,000		5,000		5,000					20,000	-00	
	On board USB charging and Wi - Fi: Modernising buses to improve passenger experience	Retrospectively fit buses with USB charging and Wi-Fi provision.	20	DfT - £3bn			36,000							-00	36,000		
	Audio and visual on board announcements: Improving accessibility and information for residents and visitors.	Retrospectively install audio visual announcement systems on buses operating within Rutland.	12	DfT - £3bn			35,000		35,000					-00	70,000		
	Creation of travel hubs: Improving onwards travel information and integration between travel modes.	Create travel hubs with information about onwards travel. Provide secure and sheltered cycle parking.	21	DfT - £3bn		8,333		8,333		8,333					24,999	-00	
				DfT other	Integrated Transport Block		0,000		10,000		10,000					-00	30,000
				Private	RCC staff costs (existing)	5,000		5,000		5,000						15,000	-00
Walking and cycling audits: Review walking and cycling routes to	Undertake audits to identify suitability of walking and cycling routes to bus stops and stations.	18	DfT - £3bn		50,000		20,000		20,000					90,000	-00		

	Title of scheme	Detail on aspiration [e.g. 'additional bus priority on X corridor', 'flat fares of Y across operators']*	Priority Ranking**	Source of Funding		2022/23 (£ nominal)		2023/24 (£ nominal)		2024/25 (£ nominal)		Beyond 2025 (£ nominal)		Total cost of project or proposal (£ nominal) ***	
						Resource	Capital	Resource	Capital	Resource	Capital	R	C	Resource	Capital
	bus stops and identify areas for improvement.	Create a prioritised list of infrastructure improvements for delivery.		DfT other	Integrated Transport Block		30,000		30,000		30,000			-00	90,000
				Private	RCC staff costs (existing)	15,000		15,000		15,000					45,000
Fares support	Lower fares	Investigate opportunities to deliver lower fares and capped fares. However, initially these will be offered through quarterly incentivised travel incentives targeting particular demographics, services, days of the week etc. The cost of these incentives is include in 'Marketing - Annual Promotion Calendar'.	Included in priority 3											-00	-00
Ticketing reform	Electronic ticketing machines: Modernising payment methods and improving accessibility	Buy into Lincolnshire County Council's existing ETM system to enable cashless ticketing on Rutland services.	9	DfT - £3bn		50,000		10,000		10,000				70,000	-00
	Integrated ticketing: Identifying opportunities to offer multi operator and mode travel tickets	Explore opportunities for integrated ticketing between bus operators and with rail services.	11	DfT - £3bn		30,000		20,000		20,000				70,000	-00
	Simplifying ticketing and growing youth patronage: reviewing ticket options, age brackets and implementing a youth travel id card.	RCC to issue a youth identity card to all Rutland residents under the age of 19. Investigate application of consistent youth age brackets.	8	DfT - £3bn		20,000		5,000		5,000				30,000	-00
				Private	RCC staff costs (existing)	5,000		5,000		5,000				15,000	-00
Bus service support	Countywide Digital Demand Responsive Transport: Ensuring all residents have access to passenger transport	Expansion of existing DRT service to cover the whole county - providing feeder services for locations where it isn't viable to have a timetabled service. Expansion to include additional destinations of Oakham and Uppingham town centre to enable onwards travel opportunities. Enhancements to buses and administrative system including scheduling and dispatch system and smart ticket machine as well	1	DfT - £3bn		300,000		270,000		270,000				840,000	-00
				Private	RCC existing	42,000		42,000		42,000				126,000	-00

	Title of scheme	Detail on aspiration [e.g. 'additional bus priority on X corridor', 'flat fares of Y across operators']*	Priority Ranking**	Source of Funding		2022/23 (£ nominal)		2023/24 (£ nominal)		2024/25 (£ nominal)		Beyond 2025 (£ nominal)		Total cost of project or proposal (£ nominal) ***	
						Resource	Capital	Resource	Capital	Resource	Capital	R	C	Resource	Capital
		as promotion. Will also help streamline services.			revenue budget										
	Enhanced frequency of services: More frequent week day services and evening and Sunday services to meet our residents' needs.	More frequent week day services. Support Friday and Saturday evening services to tie in with local activities and events such as cinema and theatre. Trial Sunday services to enable shopping and tourism opportunities – for example to Rutland Water.	4	DfT - £3bn		220,000		220,000		220,000				660,000	-00
	Simplifying services: Streamlining services delivered by multiple operators.	Work with operators and Lincolnshire County Council to identify ways of streamlining the multiple services running between Oakham and Stamford.	5	DfT - £3bn		25,000		25,000		25,000				75,000	-00
				Private	RCC existing revenue budget	20,000		20,000		20,000					60,000
Marketing	Travel incentives & promotions: Annual promotions calendar including free or discounted travel campaigns	Produce and deliver an annual promotion calendar - including a quarterly incentivised travel offer, providing free or reduced fare travel. Include targeted campaigns with free, reduced or capped fares.	3	DfT - £3bn		30,000		30,000		12,000				72,000	-00
				DfT other	BSOG underspend	25,000		25,000		25,000				75,000	-00
				Private	RCC staff costs (existing)	6,000		6,000		6,000				18,000	-00
	Promotional materials: Enhanced promotion and marketing to raise awareness of existing, new and enhanced services and travel incentives.	Production of new timetables, service maps and in vehicle promotional materials such as 'underground' style route maps. Update website with clearer information.	7	DfT - £3bn		15,000		5,000		5,000				25,000	-00
				Private	RCC existing revenue budget	20,000		10,000		10,000				40,000	-00
	Renumbering of services: Strengthen the identity of Rutland's services - renumbering subsidised services to align with the Rutland Flyer 1 and 2.	Renumber all supported services to follow existing numbering of the Rutland Flyer 1 and Rutland Flyer 2. Upgrade timetable information and promote changes.	6	DfT - £3bn		3,500								3,500	-00
EP/franchising delivery: LTA costs	NB – we believed these costs to be covered through Capacity Funding.													-00	-00

	Title of scheme	Detail on aspiration [e.g. 'additional bus priority on X corridor', 'flat fares of Y across operators']*	Priority Ranking**	Source of Funding		2022/23 (£ nominal)		2023/24 (£ nominal)		2024/25 (£ nominal)		Beyond 2025 (£ nominal)		Total cost of project or proposal (£ nominal) ***	
						Resource	Capital	Resource	Capital	Resource	Capital	R	C	Resource	Capital
Zero emission buses	Decarbonisation: Pilot electric town centre 'Hopper' services	1 year pilot: Oakham and Uppingham town centre 'Hopper' services to be operated using electric minibuses. Funding to cover vehicle lease and charger install.	2	DfT - £3bn		18,000	8,000							18,000	8,000
	Decarbonisation: Community transport electric minibus pilot	1 year pilot: Electric minibus trial for community transport provider. Funding to cover vehicle lease and charger install.	19	DfT - £3bn		9,000	4,000							9,000	4,000
Additional safety enhancements	Bus station and interchange monitoring: enhanced staffing presence to improve perceived and actual passenger safety.	Increased monitoring of Oakham bus station and Uppingham interchange. To be carried out by RCC bus inspector. Further safety improvements associated with bus stop infrastructure are covered under 'Bus Stop Infrastructure'.	17	Private	RCC staff costs (existing)	2,000		2,000		2,000				6,000	-00
Essential elements	Additional staff resource	If funding is available to deliver all projects, additional staff resource will be required to support some elements of delivery.	Not prioritised	DfT - £3bn		60,000		60,000		60,000				180,000	-00
	Customer satisfaction surveys	Carry out twice yearly surveys to identify progress in levels of customer satisfaction.	Not prioritised	DfT - £3bn		20,667		20,667		20,667				62,001	-00
				DfT other	Capacity Funding	10,333		10,333		10,333				30,999	-00
TOTALS***						1,094,833	308,000	906,333	187,500	888,333	152,500	-00	-00	2,889,499	648,000

Q2. [optional] Please provide any additional notes to explain the other funding sources outside of the £3bn for buses (150 words maximum).

The following are the total costs (over the 3 years) per funding source:

£2,741,500 from DfT £3bn transformation funding
Up to £315,999 of alternative DfT funding (including £210,000 of Integrated Transport Block funding)
Up to £226, 000 of our existing Council revenue budget
Up to £254, 000 in salary costs (existing)

Additional funding from our public transport revenue budget (c £1.4 million over three years) may be unlocked for use as match funding if alterations are made to the network as a result of the changes implemented due to the BSIP. However £226k of this has already been included as match funding as outlined above as match funding.

Costs for 2025 and onwards currently unknown. A number of these projects will have ongoing yearly costs.

13 APPENDIX G – BUS PASSENGER CHARTER (TO FOLLOW)

Emma Odabas
Transport Operations Manager
Rutland County Council
Catmose House,
Catmose Street,
Oakham
Rutland
LE15 6HP

Monday 25th October 2021

Bus Service Improvement Plan

Dear Emma,

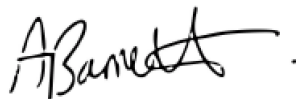
I am writing on behalf of Bland's (Rutland) Ltd in support of the Bus Service Improvement Plan submitted by Rutland County Council to the Department for Transport.

We support the drive to meet the unique transport needs of rural Rutland as efficiently as possible. As an operator we are committed to enhancing our partnership with Rutland County Council to deliver our shared and ambitious objectives outlined within the Bus Service Improvement Plan.

Covid-19 has had a profound impact on our services and the lives of our valued passengers. Whilst it is important that we act together to recover from the pandemic, our aim is to further our outlook to grow our passenger numbers and to create a thriving transport network within Rutland.

On receipt of appropriate funding from the Department for Transport, we will work with you and partners to deliver the vision, targets and the work packages identified in the Bus Service Improvement Plan.

Yours Sincerely,



Adam Barrett
Director
Bland's (Rutland) Ltd



Emma Odabas
Rutland County Council
Catmose
Oakham
Rutland
LE15 6HP

RE: RUTLAND COUNTY COUNCIL – BUS SERVICE IMPROVEMENT PLAN

In response to the National Bus Strategy for England, ‘Bus Back Better’ Rutland County Council has developed a Bus Service Improvement Plan (BSIP) with full consultation and support of all bus operators across the county.

Centrebus fully supports the Council’s BSIP and the measures contained within it. As a bus operator in Rutland, we are making every effort to recover from the Covid Pandemic, we welcome the funding from DfT to help with the recovery and deliver significant improvements to bus services in Rutland and help deliver our ambitious targets on patronage growth, reliability, punctuality, journey times and over passenger satisfaction.

Kind Regards

Andy Cook

Andy Cook
Bus Network Manager
Centrebus & High Peak Buses



Emma Odabas
Transport Operations Manager
Rutland County Council
Catmose House
Catmose Street
Oakham
Rutland
LE15 6HP

27/10/21

Dear Emma

RUTLAND COUNTY COUNCIL - BUS SERVICE IMPROVEMENT PLAN (BSIP)

Thank you for providing Delaine Buses with a copy of the draft of the Authority's BSIP. We are very pleased to support the aims and objectives of this BSIP and look forward to working with you in delivering the plan.

We have welcomed the opportunity to contribute our views and ideas on how to develop and improve bus services and believe that this BSIP provides a significant step in working with the bus operators to make bus travel in Rutland a much more attractive proposition.

Yours sincerely

A Delaine-Smith
Managing Director
Delaine Buses Ltd

Date: 28th October 2021

Crown House
Grantham Street
Lincoln
LN2 1BD

Tel: (01522) 553022
Email: localbus@lincolnshire.gov.uk

Emma Odabas
Transport Operations Manager
Rutland County Council
Catmose House,
Catmose Street,
Oakham
Rutland
LE15 6HP

Dear Emma,

Bus Service Improvement Plan

I am writing on behalf of Lincolnshire County Council in support of the Bus Service Improvement Plan submitted by Rutland County Council to the Department for Transport.

As a neighbouring local Authority, we have worked in partnership with Rutland County Council for a number of years to deliver cross boundary DRT (CallConnect) services and we support the objectives outlined within the Bus Service Improvement Plan.

On receipt of appropriate funding from the Department for Transport, we will work with you and partners to help deliver the vision, targets and the work packages identified in the Bus Service Improvement Plan.

Yours Sincerely,



Paul Sanders
Transport Services, Lincolnshire County Council

Tel: 01522 553022
E-mail: Paul.Sanders@lincolnshire.gov.uk
Web: www.lincolnshire.gov.uk


Date: 12-10-2021
Ref: Rutland CC BSIP

Dear Sir/Madam

Confirmation of support for Rutland Bus Service Improvement Plan

This is to confirm that Vectare Ltd have been engaged with Rutland County Council in the process of developing the Rutland Bus Service Improvement Plan (BSIP) and are fully supportive of its content.

Yours sincerely



Adam Hemingway
Commercial Manager
Vectare Ltd

VECTARE /
Advanced Technology
Innovation Centre,
Loughborough University,
Loughborough,
LE11 3QF

T / 0115 777 3035
E / info@vectare.co.uk
vectare.co.uk

This page is intentionally left blank