Total Transport Pilot Fund – Bidding Guidance

Please read the following bidding guidance carefully.

Please email the separate bidding proforma and supporting documentation to buses@dft.gsi.gov.uk putting “Total Transport Pilot Fund” in the subject line by Wednesday 11 February 2015.

If you have any questions about the bidding process, please contact Steve Blackmore on 020 7944 3339 or by email: steve.blackmore@dft.gsi.gov.uk

Guidance on the Application Process and this application form are available at:
www.gov.uk/government/publications

Introduction

The new Total Transport Pilot Fund is a £4 million fund from which local authorities in England can bid for resources to implement a cross-sector approach to the delivery of supported public road passenger transport services in their area. Its purpose is to integrate transport services currently commissioned by different central and local government agencies and provided by different operators. This will allow existing resources to be allocated and co-ordinated more efficiently, resulting in services to passengers that are more effective at meeting their needs.

Background

The Government recognises that public road passenger transport is fundamental to the sustainability and independence of communities, because it provides people with access to public services, healthcare, employment, education and training. Inadequate transport provision can be a barrier to the well-being and prosperity of all. Local public sector organisations such as local authorities and clinical commissioning groups play a vital role in providing transport services to meet this need.

Around £2 billion of public funding for transport services is currently provided each year by a number of agencies. For example:

- Local bus services support – (£350m pa) provided by the Department for Communities and Local Government (DCLG) for local authority support of socially necessary bus services.
- Home to school Transport¹ (£1bn pa) – provided to local authorities by DCLG.
- Non-emergency patient transport (£150m pa) – provided by the NHS to individual local Clinical Commissioning Groups.

However this funding is not in general co-ordinated or integrated at a local level, resulting in duplication and potential wastage of public funding.

In July this year, the Transport Select Committee published its report on ‘Passenger Transport in Isolated Communities’² in which the Committee expressed its belief that a total transport model could hugely benefit isolated communities. However, the report said there was no clear evidence of the benefits and costs of the total transport model because no trials had been carried out. The

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¹ Comprises mainstream transport to school/college pupils, as well as those with special educational needs.
Committee recommended that the Department for Transport work with local government to co-ordinate total transport pilot schemes in a range of urban and rural communities.

**What is this funding for?**

Service integration has not been attempted on any scale up to now. So the essential first step is for local authorities to work out how to go about it. The pilots will fund the administrative cost of undertaking feasibility studies (either using your own staff or consultants) and other groundwork to identify what scope there is for service integration in your area. Once this work is complete and depending on its conclusions, you will be required to submit a detailed plan to DFT for delivering that integration.

**Central Government Support**

As the report acknowledges, the Department for Transport also recognises the potential of the total transport model and believes the time is right to undertake pilot projects. That is the purpose of this bidding proposal.

How that support can be best applied to influence positive outcomes of the pilots will depend on individual projects. This bidding proposal has cross-Government support, so the bidding documents ask how that support can be best applied to progress individual bids. This will be considered further after the bidding process has completed.

**Principles of the Total Transport Pilot Fund**

The Total Transport Pilot Fund is open to county councils, integrated transport authorities, and unitary and combined authorities who provide public road passenger transport services. The fund is not open to district councils or lower tiers of local government.

The funding is only available in the 2014/15 financial year – with a single grant payment made in March 2015. Bidders are free to determine the length of pilot – although we would expect it to commence in the first half of next year and last for no more than 2 years. Extensions may be available by individual agreement with the Department, although no further funding will be made available.

We are particularly keen to support services in rural areas and bids from rural authorities will be favourably scored. However, bids that include areas encompassing the rural-outer urban boundary will also be considered. Funding is not available for proposals in exclusively urban areas and the attached breakdown at Annex A gives guidance on what areas are eligible.

Successful bidders will need to be clear that the funding is ring-fenced and can be applied only to integrating public road passenger transport provision – e.g undertaking network reviews, feasibility studies and other administrative functions aimed at testing new models for joined-up commissioning of transport across public sector boundaries - to achieve efficiencies in spending and provide a better services to passengers. Successful bidders can use internal resources themselves, or commission external help. The funding cannot be used for other purposes or to provide revenue or capital support for road transport services themselves – e.g funding cannot be used to provide local bus or community transport services.

**Bidding Criteria**

The bidding process is not intended to prescribe the extent or approach to be taken by each pilot area. This is for individual authorities to determine and will depend on a variety of factors, such as
the extent to which integration is possible within the timescale envisaged and what areas for integration are a priority. The bidding process does not require a proposal to integrate the provision of all road passenger transport services in the local authority area, although such bids will be favourably scored. It is for individual authorities to determine what integration fits best with their aspirations. Authorities are also able to submit joint bids with neighbouring authorities.

Bidding is open to all eligible local authorities, but successful bids will come from those authorities that can demonstrate:

(a) An understanding of the concept of total transport and a desire or intention to implement an integrated transport solution for their areas within the timescale of the pilot - written commitments at political and senior official level (e.g. Chief Executive, Director or Deputy Director) within the local authority and by local external transport providers will be favourably scored; and/or;

(b) Authorities that have already taken steps to integrate road passenger transport services. Demonstrating successful integration is desirable but not essential.

Bids must:

(a) Outline what types of transport provision are the subject of the bid, what geographical areas they cover and why they are a priority for integration – with supporting information and evidence, where available.

(b) Provide an outline model of how the authority proposes to assess the scope for service integration and deliver it in those areas.

(c) A proposed timescale for delivery of the integrated model.

(d) What benefits are expected to result from the integration of those services. For example, you may want to use accessibility mapping and modelling to demonstrate how integrating services and, for example, making some specialist services mainstream, can improve general accessibility to employment areas and key public services. You will be expected to set out why you think the total transport model will prove beneficial for your area. You must also set out in your bid how you intend to monitor and evaluate the success of this new approach.

(e) What organisations external to the local authority would be involved in the trial – e.g. clinical commissioning groups, further education colleges, hospital trusts and universities. Bids demonstrating support from bodies such as this will be considered favourably.

(e) Undertake to provide the Department for Transport with an interim progress report at the halfway point of the pilot and an implementation report at the end of the trial period. This would include successes, failures, lessons learnt and how difficulties were (or were not) overcome. There will also be an event at the end of the project where local authorities participating in the pilots will present the outcomes to central Government – to inform the way forward.

**Bidding and Assessment**

Bidders should complete all sections of the bidding form. You should provide as much information and evidence as possible to allow the Department to assess the bid. You will need to provide any supporting evidence mentioned in the bid.

Bids which are not submitted on the proforma will not be considered, nor will forms received after the advertised deadline.
**Scoring System**

Bids will be validated using the following essential criteria:

- That you are an eligible authority.
- That you have demonstrated an understanding of the total transport concept.
- That you have provided a proportionate and deliverable proposal for integrating the services in the area covered by the bid.
- That adequate governance, monitoring, evaluation and reporting will take place.

Bids will be scored according to the strength and analysis of the following desirable criteria:

- **Location** - Bids from rural authorities or covering rural areas will be considered favourably. The geographical information provided in the bid will be used to identify whether the services cover an area that is rural according to the definitions at Annex A. Applications will be ranked according to the extent to which they are ‘rural’ and ‘cross rural-outer urban’. A score out of three will be extrapolated from this.
- **Types of service covered** – the extent to which the bid would provide benefits to a range of passenger types – e.g those seeking healthcare, jobseekers, those in education, employment and older and disabled people. Bids are not required to cover all passenger types – although bids covering a wide range of services and/or passenger groups will be scored highly.
- **Delivery methodology** – An outline of the approach you intend to take. High scores will be given to those bidders that can already demonstrate success in delivering integration or are already working to move towards integration of services.
- **Existing commitment** – The extent to which you can demonstrate a desire by relevant internal and external stakeholders to deliver an integrated model – as stated previously, this might include written commitments at Member, Chief Executive and Director level from within the local authority and from senior level within local transport providers. What is important here is a commitment from key players to devise a plan to make integration work within the timescales set by the pilot.
- **Improving services** - How the bid demonstrates that integration will deliver improved services to passengers that use, or will use, the services covered by the pilot.
- **Monitoring, evaluation and reporting** - Whether the bid sets out proportionate mechanisms for evaluating the pilot scheme – including how to measure success and the mechanisms put in place to identify and deal with delivery issues. High scores will be given to bids that:
  
  (a) Set out robust monitoring and governance arrangements that can fully exploit success as well as anticipating and dealing quickly and effectively with problems; and
  
  (b) Can demonstrate that the end results of the pilot will be fully evaluated, providing clear outputs – such as factors affecting success and failure.

- **Strategic fit** – Bids that demonstrate a clear strategic fit with wider local transport and other local policies will be scored highly. For example, to what extent bids complement local transport strategies or those of local external stakeholders, such as clinical commissioning groups.

The following scoring system will be applied - raw markings against desirable criteria will be mapped onto these):

**Strong case**
Submitting Bids

You should submit the completed bidding proforma and any supporting documentation electronically in an email to buses@dft.gsi.gov.uk – with ‘Total Transport Pilot Fund’ in the subject line. Bids should be no longer than five pages in total.

Your completed bid will need to be submitted to the Department no later than Wednesday 11 February 2015 early bids would be welcomed.
ANNEX A – ELIGIBLE AREAS

AREAS NOT ELIGIBLE

Major urban  
100,000 people or 50% in urban areas with a population of more than 750,000

Large urban  
50,000 people or 50% urban areas with a population between 250,000 & 750,000

Other urban  
less than 26% living in rural settlements & larger market towns

ELIGIBLE AREAS

Significant rural  
between 26 & 50% living in rural settlements & larger market towns

Rural-50  
at least 50% but less than 80% living in rural settlements & larger market towns

Rural-80  
at least 80% living in rural settlements & larger market towns