

Transport and Environment Committee

10.00am, Thursday, 3 November 2022

Bus Partnership Fund – Quick Wins Programme

Executive/routine Wards Council Commitments	Executive 1, 2, 16 and 17
---	------------------------------

1. Recommendations

- 1.1 Transport and Environment Committee is asked to:
 - 1.1.1 Note the progress made with the Bus Partnership Fund (BPF), including the approval of Experimental Traffic Regulator Orders (ETROs) for five schemes (as outlined in paragraph 4.2 and Table 1);
 - 1.1.2 Approve progressing with ETROs for the schemes detailed in paragraph 4.3 and Table 2; and
 - 1.1.3 If recommendation 1.1.2 is approved, note the intention to progress with engagement and monitoring and evaluation (as outlined in paragraphs 4.6 – 4.11 and in Appendices 2 and 3) and that trials will commence immediately.

Paul Lawrence

Executive Director of Place

Contact: Jamie Robertson, Transport Manager

E-mail: jamie.robertson@edinburgh.gov.uk | Tel: 0131 469 3654

Bus Partnership Fund – Quick Wins Programme

2. Executive Summary

- 2.1 This report provides an update on the implementation of bus priority in response to the Coronavirus (COVID-19) pandemic and seeks approval to introduce Experimental Traffic Regulation Orders (ETROs) for the remaining trial schemes.

3. Background

Bus Priority Rapid Development Fund and Bus Partnership Fund

- 3.1 In 2020 and 2021, the Council introduced a series of measures across the city in response to the public health emergency (Coronavirus (COVID-19)).
- 3.2 Interventions included bus lanes implemented under Temporary Traffic Regulation Orders (TTROs) and delivered through the Scottish Government's Bus Priority Rapid Development Fund (BPRDF). These were approved by Committee on [1 October 2020](#).
- 3.3 On the [22 April 2021](#), Committee received an update on a collective South East of Scotland regional bid to Transport Scotland's [Bus Partnership Fund](#) (BPF). The bid identified £200m of bus priority interventions across the region.
- 3.4 On [14 October 2021](#), Committee were informed that an award of £3.03m had been agreed from the BPF as an initial tranche of funding. This funding was targeted at the delivery of 'Quick Win' measures and appraisal work to support the development of business cases which will detail how the investment will achieve strategic objectives, at both the national and local level.
- 3.5 The BPF funding was split as follows:
- 3.5.1 £1.4m to develop medium-term interventions, assessed through a Strategic Appraisal and Outline Business Case;
 - 3.5.2 £1.45m for the delivery of "Quick Win" measures; and
 - 3.5.3 £0.18m allocated to project management.
- 3.6 It is anticipated that further funding will be released once the Strategic Appraisal and Outline Business Case have been delivered, assuming successful progression through an associated gateway review process.

Strategic Appraisal

- 3.7 Jacobs Ltd have been commissioned to support the development and delivery of the initial Strategic Appraisal work (valued at £350,000). This will assess a series of bus priority interventions on all the major bus corridors between Edinburgh and the Region, including orbital movements around the city, and it is due to be completed early in 2023. The Strategic Appraisal will be reported to Committee at the earliest opportunity.

Quick Wins

- 3.8 Stantec have been recently appointed to support the Council in the development of a package of bus priority measures that can be delivered immediately (these measures are referred to as “Quick Wins”). An update to Committee on [18 August 2022](#) outlined the Quick Wins programme approach.
- 3.9 This programme will appraise the bus lanes installed at various locations across the city as part of the BPRDF during an 18-month trial period. The location of each Quick Win scheme is shown in Figure 3.1 below:

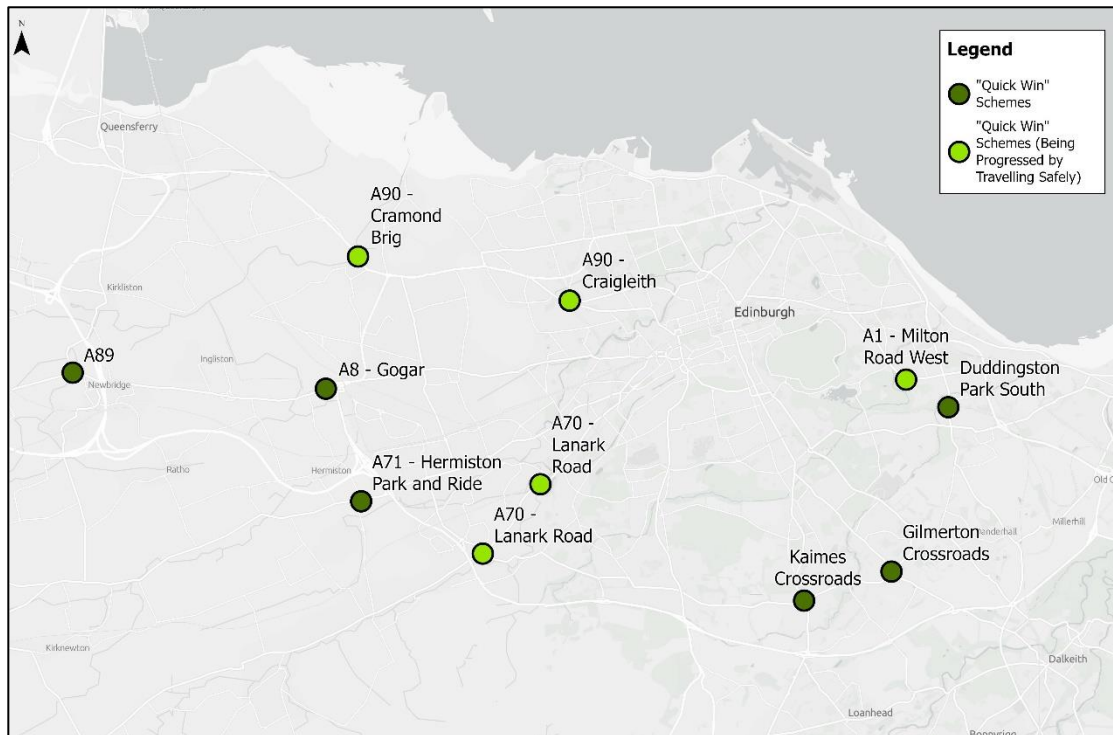


Figure 1: Quick Win Scheme Locations

- 3.10 The light green icons presented in Figure 1 above indicate the locations where trials are already underway (utilising ETROs) as part of the Travelling Safety Programme. The dark green icons shown in Figure 1 indicate the location of the remaining trial sites.

Edinburgh Bus Alliance

- 3.11 The BPF will complement the powers in the Transport (Scotland) Act 2019, enabling local authorities to work in partnership with bus operators to develop and deliver ambitious schemes that incorporate bus priority measures.

- 3.12 The Fund will focus on the evidence of how bus services will be improved by addressing congestion, but the partnership approach is also expected to leverage other bus service improvements to help tackle the climate emergency, reduce private car use and increase bus patronage.
- 3.13 One of the main conditions of the Fund is that partnerships must work towards achieving [Bus Service Improvement Partnership](#) (BSIP) status. On 28 July 2022, the Edinburgh Bus Alliance (EBA) was established to help work towards BSIP status.
- 3.14 The EBA will also help identify current challenges related to bus travel and improve the passenger experience when travelling in and around Edinburgh. The EBA acts as the steering group overseeing the development of the Strategic Appraisal and the delivery of the Quick Wins schemes. The EBA is chaired by the Council's Public Transport Manager. The members of the EBA are:



Public Transport Action Plan

- 3.15 Importantly, the BPF is a significant part of the Council's Public Transport Action Plan, which is due to be reported to Transport and Environment Committee in early 2023.

4. Main report

- 4.1 In order to progress with the Quick Wins programme, there are a number of actions required to deliver the programme including engagement activities. A monitoring and evaluation plan proposal is also required.

Schemes Already Agreed

- 4.2 Table 1 below shows the schemes which are included in the trial (as shown in Figure 1 above as light green icons) which have already been approved to progress.

Location	Description	Status
A90 - Cramond Brig to Barton Junction	Citybound bus lane, linked to existing Queue Management System on A90.	Approval to progress to ETRO granted by Transport and Environment Committee on 18 August 2022 (reconvened on 1 September) as part of the Travelling Safely report. Trials have already commenced.
A90 - Craigleith	Bus Lanes in both directions on approach to Craigleith Junction	Approval to progress to ETRO granted by Transport and Environment Committee on 18 August 2022 (reconvened on 1 September) as part of the Travelling Safely report. Trials have already commenced.
A1 - Milton Road	Bus lanes in both directions	Approval to progress to ETRO granted by Transport and Environment Committee on 18 August 2022 (reconvened on 1 September) as part of the Travelling Safely report. Trials have already commenced.
A70 – Lanark Road	Westbound Bus Lane and an extension of the Eastbound Bus Lane at the Gillespie Crossroads.	Approval to progress to ETRO granted by Transport and Environment Committee on 18 August 2022 (reconvened on 1 September) as part of the Travelling Safely report. Trials have already commenced.
A70 – Inglis Green Road	Small extension to existing bus lane at the Inglis Green Road Junction	Approval to progress to ETRO granted by Transport and Environment Committee on 18 August 2022 (reconvened on 1 September) as part of the Travelling Safely report. Trials have already commenced.

Table 1: Schemes already approved

Proposed Schemes

- 4.3 As noted in paragraph 3.2, there were a number of bus priority schemes introduced in 2021 in response to the Coronavirus pandemic.
- 4.4 As part of the BPF Quick Wins programme, it is proposed to retain these schemes for a period of up to 18 months to enable on-going monitoring of their effectiveness in making it easier for buses to travel into and around the city.
- 4.5 Table 2 below shows the schemes which are proposed to be extended, with a short note on the legislative approach (if required). Further details are provided in Appendix 1.

Location	Description	Status
A89 - Newbridge	Approximately 300 metres of Eastbound Bus Lane on approach to Newbridge Roundabout	Propose to progress under an ETRO as presented in this report. If approved, commence trial immediately
A8 - Gogar underpass	Eastbound Bus Lane for the length of Gogar underpass	Propose to progress under an ETRO as presented in this report. If approved, commence trial immediately
Hermiston Park & Ride	Traffic Signalisation of bus only exit from Park & Ride site	No traffic order required. Following Committee consideration of this report, commence trial immediately.
Kaimes Crossroads	Southbound Bus Lane on Howden Hall Road approach to Kaimes Junction and Westbound Bus Lane on Captains Road arm of Kaimes Junction.	Propose to progress under an ETRO as presented in this report. If approved, commence trial immediately
Gilmerton Crossroads	Parking restrictions on approach to Gilmerton Road junction.	Propose to progress under an ETRO as presented in this report. If approved, commence trial immediately
Duddingston Park South	Northbound Bus Lane on Duddingston Park South Road from approx. Bonnybridge Drive to Duddingston Yards	Propose to progress under an ETRO as presented in this report. If approved, commence trial immediately

Table 2: Additional schemes

Engagement Plan

- 4.6 If the recommendations in this report are approved, a formal six-month consultation period will commence. During this period individuals or organisations can make representations regarding the trial and all feedback will be considered throughout the consultation period. The Engagement Plan is detailed in Appendix 2.
- 4.7 A briefing note summarising the Quick Wins scheme programme was issued in October 2022 to: members of Transport and Environment Committee and relevant Ward Councillors.

Monitoring and Evaluation

- 4.8 A monitoring and evaluation plan has been developed to assess and consider the success, or otherwise, of schemes approved under the proposed trial. The monitoring programme will gather data to allow considered assessment and will help to inform any recommendations made on the post-trial future of schemes.

- 4.9 The initial implementation of the BPRDF schemes has provided an opportunity to test bus priority measures, collect live data and deliver early benefits to bus operators (during the pandemic). Should the recommendations in this report be approved, it will allow for the further examination of the measures installed and assess whether they have potential for retention now that there is a return to more traditional peak commuting travel patterns.
- 4.10 The next steps in the Monitoring and Evaluation Plan will include:
- 4.10.1 Data Collection – Data will continue to be collected on each of the schemes detailed in this report. This will include traffic flow counts, parking and queuing data and analysis of public transport journey time data from public transport operators. While baseline data from before the pandemic is not always available, ongoing data collection is likely to be useful to evidence the operation of each scheme. The data collected will also be considered alongside other factors, including any suggested problems or issues with the infrastructure’s presence, and historical data from sources such as Tom Tom Traffic Data;
 - 4.10.2 On-street Observations – On-street observations will be undertaken on each of the trial schemes at various times to be better understand the operation of the bus lanes during their period of operation. This will including observing how traffic interacts with the bus lanes, queuing, adherence to the restrictions and any wider impacts identified. This may lead to changes or alterations to individual schemes during the trial period; and
 - 4.10.3 Market Research – is likely to include focus groups to allow for in-depth conversations to be undertaken. These will examine, for example, how the measures are benefitting public transport operators and users alongside the potential impact on residents and businesses of the streets concerned.
- 4.11 Further details on the Monitoring and Evaluation Plan are provided in Appendix 3.

5. Next Steps

Implementation of the Trial Schemes

- 5.1 If the recommendations in this report are approved, the required ETROs will be made; subject to a minimum seven-day Public Notification period. In some cases, the ETRO plans may need to be refined subject to any final comments.
- 5.2 Following the introduction of the ETROs, a formal six-month consultation period will commence. During this period individuals or organisations can make representations regarding the trial and all feedback will be considered throughout the consultation period. The Engagement Plan as outlined in Appendix 2 will be executed during the six-month trial period.
- 5.3 Should any substantive or material matters arise during the trial periods, the Transport and Environment Committee and local ward Councillors will be updated.

Retaining schemes on a permanent basis

- 5.4 The results of the statutory consultation, alongside the outputs of the Monitoring and Evaluation Plan and any objection or support received during the initial six-month period will be reported to Committee for consideration prior to a final decision being taken on whether to retain schemes on a permanent basis.
- 5.5 The transition from ETRO to permanent TRO is described in new regulations set out by Scottish Government. These regulations have been adapted so that the transition does not involve any separate advertisement or objection period for the making of the permanent order. Rather, objections and representations made during the initial six months of ETRO operation require to be taken into consideration in the same way that it would if a TRO was advertised.
- 5.6 Should trial schemes be considered for retention, future funding and changes to infrastructure may be appropriate for longer-term road layouts. The scope and programme of any such retention would be considered by Committee at the appropriate time.

Orbital Bus Movements

- 5.7 The grant award from Transport Scotland also provides funding to develop a trial of priority interventions focused on orbital bus movements. Jacobs Ltd are currently working closely with the EBA, bus operators and Council officers to configure this trial. An update to Committee will be presented once the specific detail of the orbital trial is developed.

6. Financial impact

- 6.1 The funding allocated from the BPF to this Quick Wins programme is outlined in paragraph 3.5.1.
- 6.2 If the recommendations in this report are approved, the BPF allocation will be used to implement the schemes outlined in Tables 1 and 2.
- 6.3 Project Management costs associated with the delivery of the programme are covered by the £180,000 Project Management allocation contained within the grant award.

7. Stakeholder/Community Impact

- 7.1 The advertising process of ETROs will follow the same process adopted for formal Traffic Regulation Orders including an advert in a national newspaper, the provision of plans showing the proposed restrictions and prohibitions and copies of the draft ETRO schedules. Individuals or organisations were asked to respond directly to a dedicated email address. In addition, a notification email will be sent to the bodies normally consulted as part of the TRO statutory process, to Councillors, Community Councils and to key stakeholders.

- 7.2 In addition to the statutory process in paragraph 7.1 above, Appendix 2 outlines further engagement activities to be undertaken and Appendix 3 provides details of the monitoring and evaluation plan.

8. Background reading/external references

- 8.1 Presentation on the Bus Partnership Fund to the Edinburgh and South East Scotland City Region Deal Joint Committee – [2 September 2022](#).
- 8.2 Future Edinburgh Update on the Council Website - [2022](#).
- 8.3 2030 Climate Strategy Implementation Plan – Policy and Sustainability Committee, [November 2021](#).
- 8.4 City Plan 2030 – Planning Committee, [September 2021](#).
- 8.5 Edinburgh and South East Scotland City Region Deal Joint Committee Funding Award Announcement – [3 September 2021](#).
- 8.6 Business Bulletin for Transport and Environment Committee – [22 April 2021](#).
- 8.7 Edinburgh and South East Scotland City Region Deal Joint Committee Bid Submission Authorisation – [5 March 2021](#).
- 8.8 City Mobility Plan – Transport and Environment Committee, [February 2021](#).

9. Appendices

- 9.1 Appendix 1 – Quick Wins Programme Overview
- 9.2 Appendix 2 – Engagement Plan
- 9.3 Appendix 3 – Monitoring and Evaluation

Appendix 1 – Quick Wins Programme Overview

Background

1. In 2020 and 2021, the Council introduced a series of measures across the city in response to the public health emergency (Coronavirus (COVID-19)). Interventions included bus lanes implemented under Temporary Traffic Regulation Orders (TTROs) and delivered through the Scottish Government's Bus Priority Rapid Development Fund (BPRDF).
2. A total of 12 "Quick Wins" bus priority projects were introduced across the city with the aim of making bus services more reliable during various tiers of pandemic restriction. Note: One of the twelve schemes is being absorbed into a more relevant programme and therefore not shown in Figure 2.
3. The original premise of the projects, in the context of COVID-19, was that passengers would spend less time in the confined space onboard buses and, therefore, reduce their length of potential exposure to the virus.
4. In October 2021, the Council was awarded a further £1.45m from the BPF in order to evaluate the success of the temporary measures and to facilitate making permanent those measures deemed suitable for retention, subject to stakeholder engagement and future Committee approval.
5. Five of the Quick Win projects, including those on the A1, A70 and A90 have already been taken forward as part of the Travelling Safely project and were approved by Committee on 1 September 2022 to progress to ETRO.
6. The Quick Win schemes largely consist of sections of bus lane of varying length, alongside associated parking and loading restrictions. The location of each of the projects is shown in Figure 2 below.

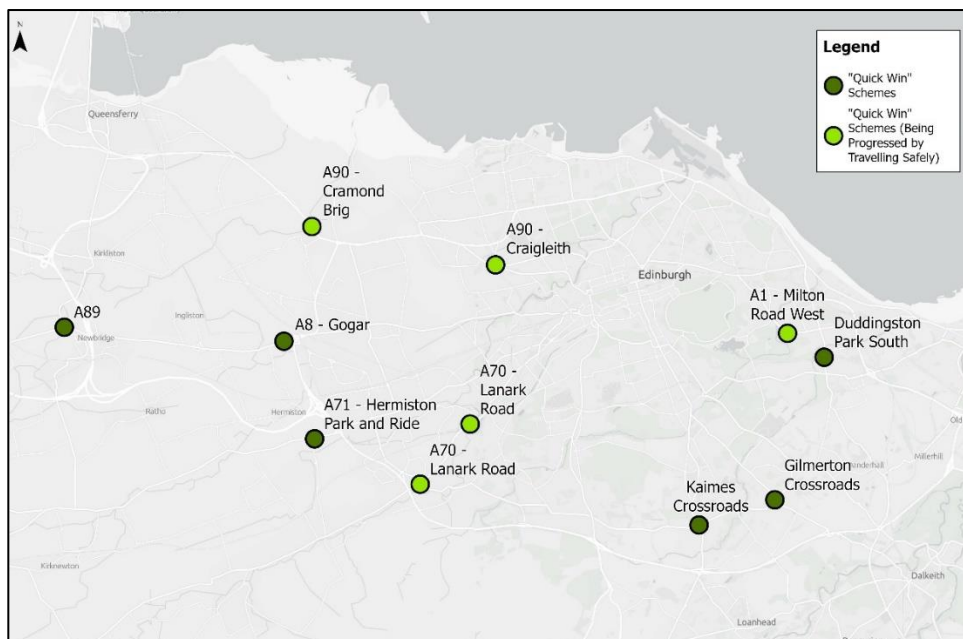


Figure 2: Quick Win Scheme Locations

7. Table 3 provides further detail on the location and describes the projects shown in Figure 2.

Location	Description of "Quick Win" Measure	Benefit of "Quick Win" Measure
A89	Approximately 300 metres of Eastbound Bus Lane west of the Newbridge Roundabout.	Bus Lane provides a queue jump to the A89 / B800 traffic signals which is of benefit to public transport in the AM Peak.
A8	Eastbound Bus Lane approximately 250m through the Gogar underpass.	Bus Lane provides a queue jump at peak periods to the Maybury traffic signals using a previously underutilised section of carriageway.
Hermiston Park & Ride	Traffic Signalisation of bus only exit from Park & Ride site.	Signalisation of the Park & Ride exit assists buses exiting the facility particularly during the PM peak. Previously the dominant westbound flow in the evening peak and the Give Way operation in place caused significant delays to public transport.
Kaimes Crossroads	Southbound Bus Lane on Howden Hall Road approach to Kaimes Junction and Westbound Bus Lane on Captains Road arm of Kaimes Junction.	Bus Lane provides a queue jump to the A701 / B701 traffic signals (north and East arms) which is of benefit to public transport in both the AM and PM Peak.
Gilmerton Crossroads	Parking restrictions on approach to Gilmerton Road junction.	Waiting and Loading restrictions on the approaches to the A772 / B701 traffic signals improves bus and general traffic movement. This is particularly important on the southern approach where buses were previously unable to pass stationary traffic at peak periods.
Duddingston Park South	Northbound bus lane of approximately 380m in length which links with a further section of existing bus lane on the approach to the A6106 / A1 signalised junction.	The existing carriageway width enabled a bus lane to be introduced in this location without any reduction in road capacity.
Trials are already underway on the following approved schemes		
A90 Cramond	Eastbound Bus Lane on at A90 at Cramond Brig on approach to Barnton Junction (linked to Queue Management System). (This project is being progressed through the Travelling Safely programme).	Bus Lane provides a queue jump to the A90 Barnton traffic signals which is of benefit to public transport in the AM Peak.
A90 Craigleith	Bus Lanes in both directions on approach to Craigleith Junction. (This project is being progressed through the Travelling Safely programme).	Bus Lane provides a queue jump to the A90 / B900 Craigleith traffic signals which is of benefit to public transport in both the AM and PM Peak.
A1 Milton Road	Bus Lanes in both directions along Milton Road. (This project is being progressed through the Travelling Safely programme).	Combined the bus lanes provide buses with a 'queue jump' ability on the approaches to the traffic signals and provide a more consistent approach to bus lane provision along this section of the A1.
A70 Lanark Road	Westbound Bus Lane and an extension of the Eastbound Bus Lane at the Gillespie Crossroads (This project is being progressed through the Travelling Safely programme).	Bus Lane provides a queue jump to the A70 / B701 Gillespie Crossroads which is of benefit to public transport in the AM Peak.
A70 Inglis Green Road	Small extension to existing bus lane at the Inglis Green Road Junction	The extension of the bus lane aids its effectiveness and reduces the likelihood of bus delays.

Table 3: Description of Quick Win Schemes

8. TTROs have a maximum duration of 18 months, with the individual TTROs having a range of expiry dates from November 2022 to March 2023 (note that the project at Hermiston Park & Ride is not subject to a Traffic Order).
9. While monitoring has been undertaken on the projects since their implementation, the true benefits of individual projects to bus users in terms of journey time savings and reliability can only be properly understood now that traffic flows have started returning to more traditional patterns.
10. On this basis, it is proposed that each of the Quick Win schemes are subject to further assessment of the suitability of each scheme prior to making a decision on whether each of the projects should either be removed or made permanent through a Traffic Regulation Order (TRO).

Proposed Experimental Traffic Regulation Order (ETRO) Process and Engagement

11. An ETRO has a maximum lifespan of 18 months, during which ongoing monitoring and evaluation are undertaken. Stakeholder feedback will be considered throughout the ETRO process. However, a formal consultation period covers the first six-months of the ETRO in operation.
12. Similar to a permanent TRO, the Council are legally obliged to advertise all ETROs and give the public an opportunity to state their support or objection. Traffic Orders can be viewed and representations can be made at any time during the six-month consultation period via the Council's [Traffic Orders webpage](#).
13. The results of the statutory consultation, detailing any objection or support received during the six-month consultation period, will be reported to Committee for consideration prior to a final decision being taken on whether to retain schemes on a permanent basis. Furthermore, relevant elected members will be kept updated on feedback received during the trial period as required.

Proposed Engagement

14. During the development of the BPRDF schemes, the Council reviewed previous transport studies and worked collaboratively with stakeholders, including other local authorities and bus operators, to help inform and refine measures before their implementation.
15. As a result of the measures implemented, continued engagement with bus operators confirms journey time savings and reliability improvements; which has aided patronage recovery and helped increase the attractiveness of public transport as an alternative to private car.
16. Prior to Committee on 3 November 2022, initial engagement with key stakeholders, such as Community Councils, relevant elected members and bus operators, has been undertaken.
17. In addition, other stakeholders and local residents will be made aware of the forthcoming ETRO process and associated six-month statutory consultation period.

18. As mentioned in Paragraph 13 above, following the introduction of the ETROs, the formal six-month consultation period will commence, and individuals or organisations can make representations regarding the trial with feedback considered throughout the consultation period. These comments will be publicly accessible after the ETRO consultation period.

Monitoring and Evaluation

19. The Quick Win programme will appraise the bus lanes installed at various locations across the city as part of the BPF during the ETRO trial period.
20. In partnership with the Council, bus operators have been continually monitoring the individual schemes since implementation and providing feedback in relation to observed journey time savings, reliability and other operational observations.
21. Positive feedback has been received from Lothian Buses in relation to each of the installed Quick Win schemes, including estimates on journey time savings. Other feedback includes support from Stagecoach in relation to the A90 scheme.
22. Operator suggestions have been provided in relation to minor adjustments or additions to the layout of a number of the schemes which could provide further improvements to bus journey times (such as enhanced signage etc). The incorporation of the suggested changes will be considered during the evaluation phase of the ETRO trial.
23. A monitoring and evaluation plan has been developed to assess and consider the success, or otherwise, of the trial schemes. The monitoring programme will gather data to allow considered assessment to inform the post-trial recommendations.
24. The Monitoring and Evaluation Plan will include the following key elements:
- Data Collection – Ongoing data collection include traffic flows counts, parking and queuing data and analysis of public transport journey time data from public transport operators.
 - On-street Observations - Ongoing observations will be undertaken on each Quick Win project in order to better understand the operation of the bus lanes, including how traffic interacts with the bus lanes, queuing, adherence to the restrictions alongside any wider impacts in order to identify any changes or alterations to each scheme.
 - Market Research - Likely to be focus groups to allow for in-depth conversations, to be undertaken examining, for example, how the measures are benefitting public transport operators and users alongside the potential impacts on residents and businesses of the streets concerned.
25. The outputs of the Monitoring and Evaluation plan will be reported back to Committee following the end of the initial six-month period.

Programme

26. The BPRDF Quick Win project consists of five distinct stages, with the project currently at Stage 3 as detailed in Figure 3.

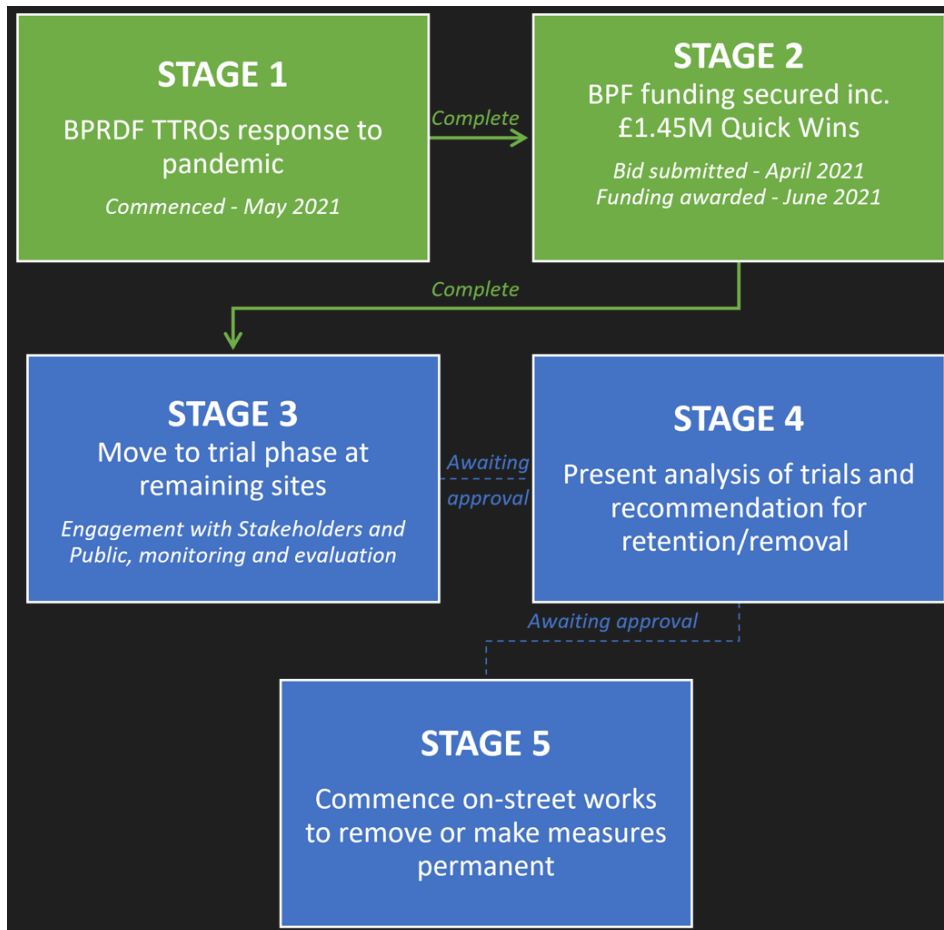


Figure 3: Project Stages

Scheme Drawings

27. The following scheme drawings show the measures in place at each location.

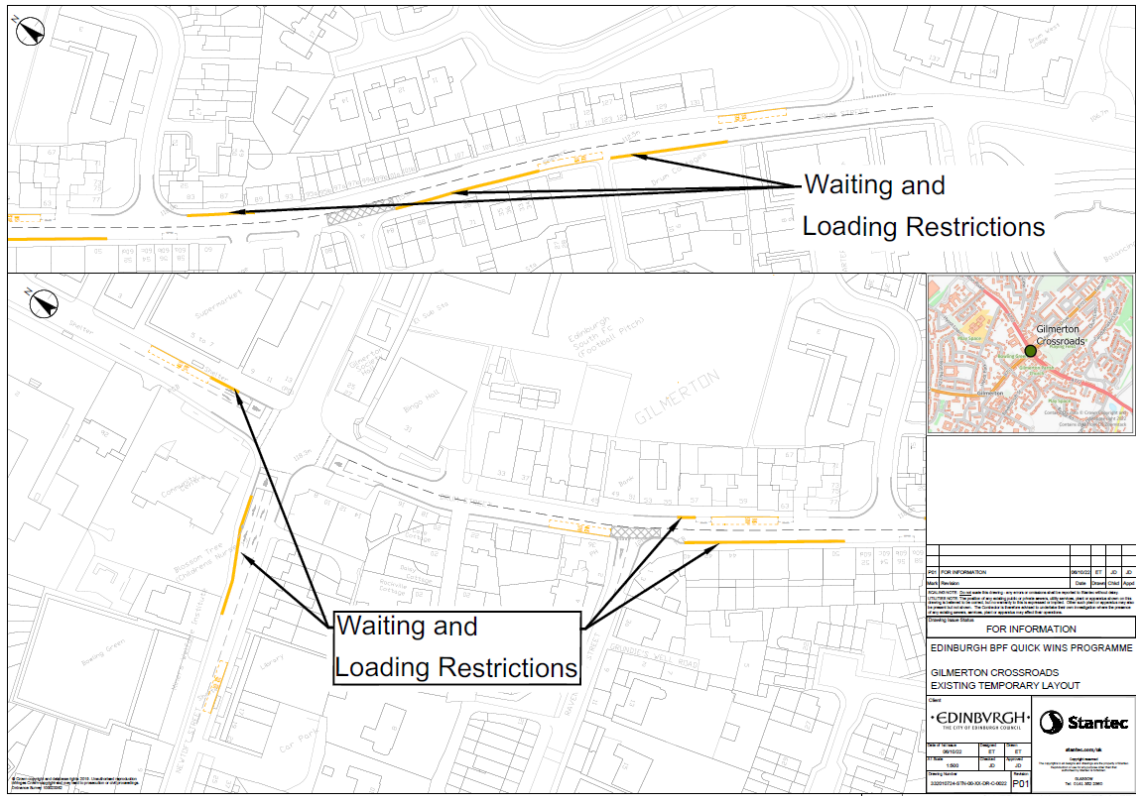


Figure 6 - Gilmerton Crossroads

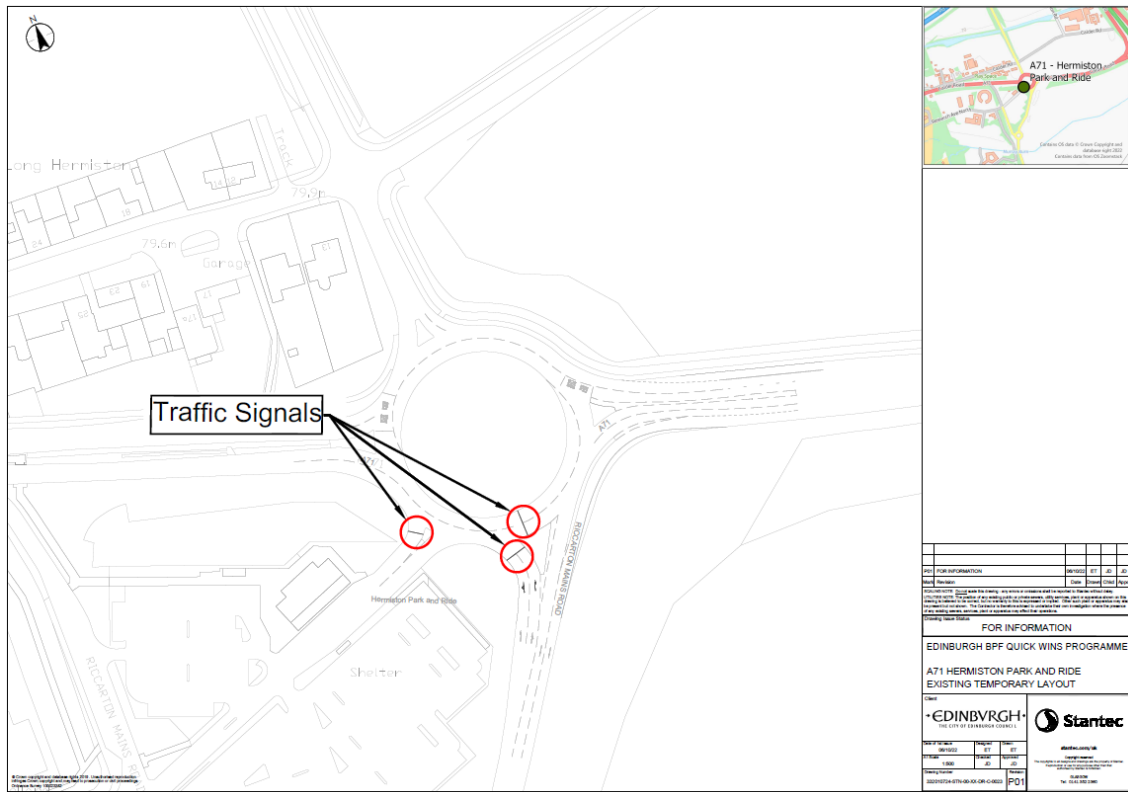


Figure 7 - Hermiston Park & Ride

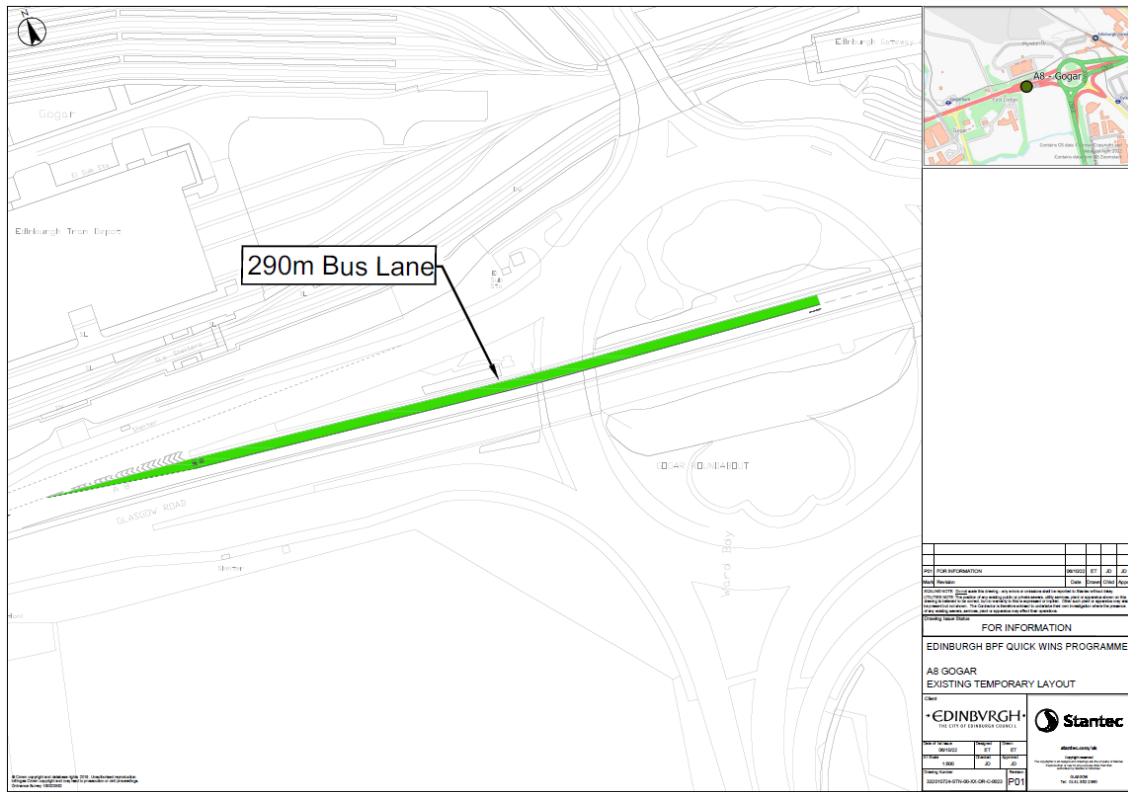


Figure 8 - A8 Gogar Underpass

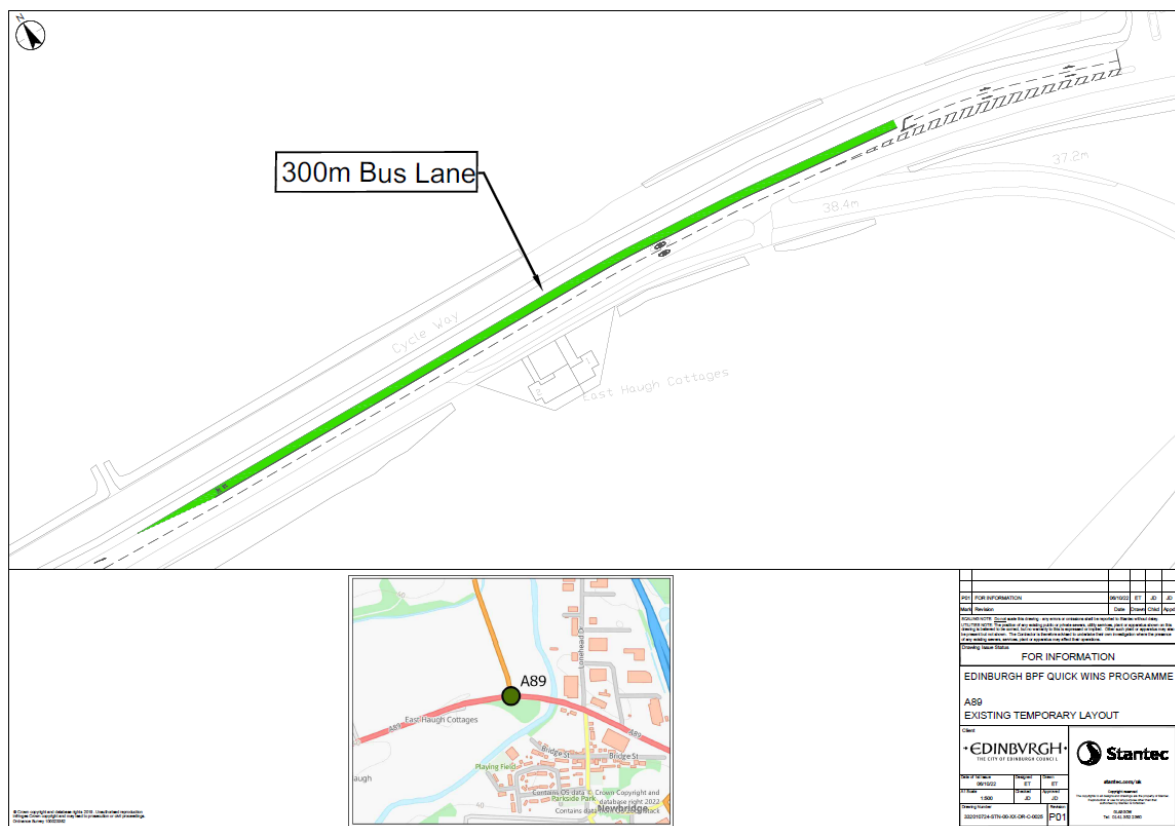


Figure 9 - A89 Newbridge

Appendix 2 – Engagement Plan

Background

1. Stantec UK Limited has been appointed by the Council to provide ongoing consultancy support to develop and deliver a number of bus infrastructure schemes following a successful bid to Transport Scotland's Bus Partnership Fund (BPF). The proposed "Quick Win" schemes form a range temporary bus measures previously implemented across the city by the Council under the Scottish Governments Bus Priority Rapid Deployment Fund (BPRDF).
2. Each of the individual Quick Win schemes will now be subject to review, refinement and engagement during the statutory Experimental Traffic Regulation Order (ETRO) process to allow further monitoring and evaluation.
3. The delivery of successful transport interventions begins and ends with participatory community and stakeholder engagement. Engagement ensures that the knowledge, ideas and experiences of people that live, work or visit the area are the basis for the development of transport interventions to meet future needs.
4. All engagement activities need to be inclusive and assist in the resolution of tensions between different interest groups by including all views at an early stage. The consultants (Stantec) will support Council officers throughout the project to deliver this Engagement Plan; which will remain a live document to ensure all relevant groups are able to feed into the process and inform any changes to each of the Quick Win schemes.

Engagement Plan

5. The Engagement Plan:
 - Establishes engagement objectives and key messages;
 - Establishes roles and responsibilities;
 - Establishes an initial list of Stakeholders; and
 - Develops and describes the communication and engagement techniques to be employed throughout the project.
6. The Plan is set out as follows and is summarised below:
 - Engagement Objectives and Key Messages;
 - Roles, Responsibilities and Governance; and
 - Engagement Activities.

Engagement Objectives and Key Messages

Engagement Objectives

1. To inform officers, Elected Members, stakeholders and local residents of the intention to promote ETRO's as BPF "Quick Wins" trial schemes at a number of locations around the city. Officers will gather feedback on key issues and opportunities to support the development process and will communicate the

ongoing opportunities for engagement during the ETRO statutory consultation process.

Key Messages

2. The Key messages associated with the project engagement activities will be subject to ongoing review and refinement, although are likely to include the following:
 - Based on information from bus operators, the BPF “Quick Wins” schemes aim to improve bus journey time reliability at each of the locations during the period of their operation;
 - While monitoring has been undertaken on each of the schemes since implementation during the pandemic, the real benefits of the individual projects to bus users in terms of journey time savings and service reliability can only be properly understood now that traffic flows and working patterns have started returning to normal;
 - Following the introduction of the ETROs, a formal six-month consultation period will commence. During this period, individuals or organisations can make representations on the trial and all feedback will be considered throughout the ETRO consultation period;
 - Details of the individual schemes will be hosted on the Council website, with a dedicated email address provided to enable feedback from stakeholders and the public; and
 - The results of the statutory consultation, alongside the outputs of the Monitoring and Evaluation Plan and any objection or support received during the initial six-month period, will be reported to Committee for consideration prior to a final decision being taken on whether to retain schemes on a permanent basis.

Roles, Responsibilities and Governance

1. The Edinburgh BPF “Quick Wins” project is being led by officers from City of Edinburgh Council’s Strategic Transport Planning and Projects Development team, with support from Stantec.

Team/ person	Role	Specific Responsibilities
Council project team	Oversight from a project and programme perspective, decision making, CEC ‘face’ of the project, collaboration with other projects	Provide lead role on internal governance procedures and approval of engagement and communication activities. Provide lead role on engagement activities with elected members. Provide stakeholder details and coordination role in engagement with internal officers and related project teams. Approval of all engagement materials.
Stantec	Advice, content creation, organise and run engagement activities, data gathering, lessons learnt and evaluation.	Preparation and ongoing updates to engagement and comms plan. Organise and prepare engagement material to be hosted on project webpage and run all engagement activities.

		Gather, analyse and report all data from engagement. Evaluate and report on lessons learnt.
Council Communications team	Advice, support, oversight from a wider CEC communications perspective,	Provide internal webpage that will host information on the wider Bus Partnership Fund project. Review all content before publication from a messaging/ brand perspective. Agree social media framework and post social media content and handle any queries / issues should they arise.

Table 4 – Engagement Roles and Responsibilities

2. Table 4 summarises roles and responsibilities for the delivery of project communications and engagement activities.

Engagement Activities

1. The aim of the engagement plan is to facilitate an ongoing working relationship between the project team, key stakeholders (internal and external) and local residents (adjacent to each of the “Quick Wins” schemes) to help review and refine the proposed measures, provide information on the proposed ETRO process and statutory consultation.
2. The plan proposes activities to promote respectful dialogue between everyone involved, aimed at improving understanding of the project and process by stakeholders and taking joint action to achieve positive change within and around the project area. This engagement plan is driven by the key principles of fairness and equality, and a commitment to learning and continuous improvement.
3. The proposed engagement materials and approach will be:
 - Effective – in meeting the needs and expectations of the people involved;
 - Efficient – by being well informed and properly planned; and
 - Fair – by giving people who may face additional barriers to getting involved an equal opportunity to participate.

Standards for community engagement

4. This plan will fulfil the following standards of community and stakeholder engagement:

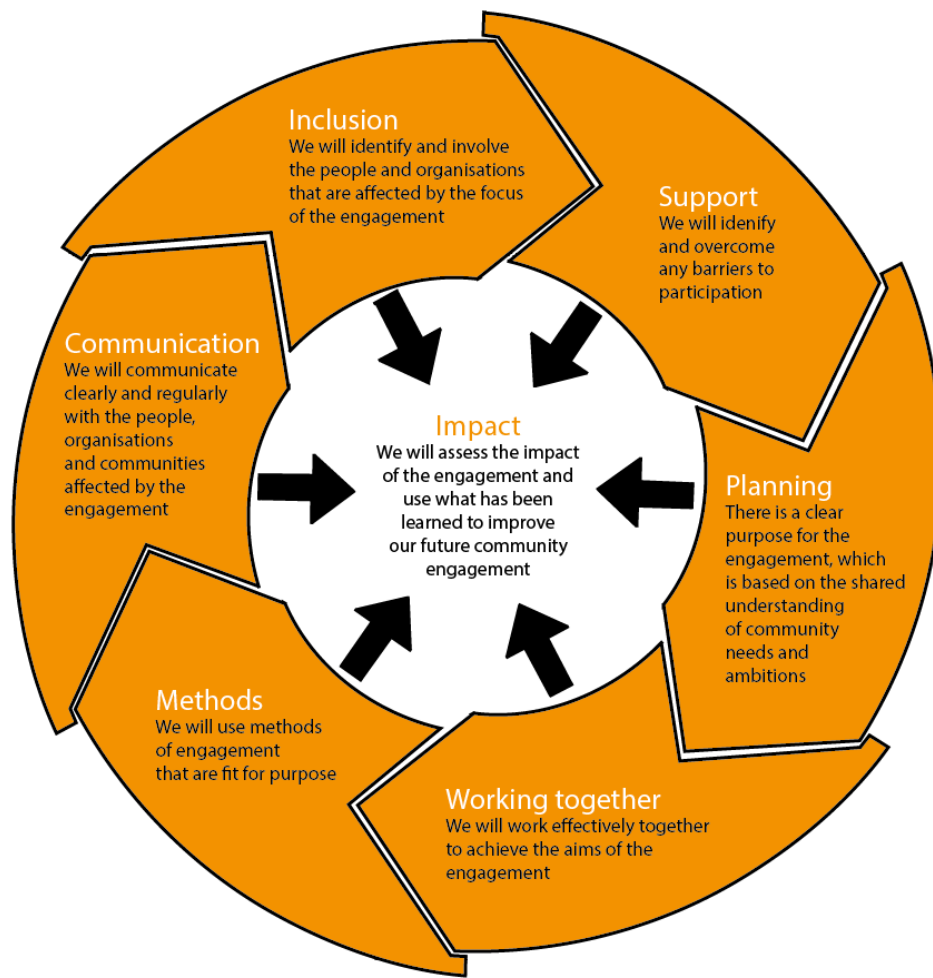


Figure 4- National Standards of Community Engagement

Stakeholders Identification

5. Stakeholders and appropriate representative organisations (relevant to the project) will be identified within a number of different areas of interest based on previous engagement on the “Quick Wins” project and information gathered from ongoing engagement work undertaken on interrelated projects such as Travelling Safely. Table 5 identifies likely stakeholder groups and associated areas of interest.

Commercial	Residents / Local Representatives	Political
Local businesses or employers located on each route.	Local residents in the vicinity of each route. Community Councils	Transport and Environment Committee Members Ward Councillors
Wider Areas of interest		
Visually impaired groups - RNIB Physical disability groups – MACS Public Transport Groups - EBUG	Active travel charities/groups Employment groups Social justice groups	Mental health groups Hearing impairment groups Older people groups

Table 5 - Stakeholder groups and associated areas of interest.

Engagement activities and draft programme

6. The programme of engagement is proposed to run between October 2022 and April 2023. We have identified a mixture of engagement activities appropriate to the stage and scale of the project, as shown in the table below with the aim of facilitating effective engagement prior to the introduction of ETRO's.

Activity	Audience	Provisional dates
Project Briefing Paper	Elected Members / Wider Stakeholder Groups. A high-level project briefing paper will be prepared identify the overall project objectives and individual schemes.	October 2022
Teams-based online sessions	Key stakeholders – e.g. local elected members, Community Councils, public transport operators etc.	October 2022 – November 2022
Dedicated web page	Local residents with a focus on those who live adjacent to the existing temporary measures.	October – November 2022
Statutory Consultation	Stakeholders / Local Residents / General Public	November – April 2023

Table 6: Proposed Engagement Activities

7. The engagement activities listed in Table 7 will be tailored to specific stakeholder groups and this will help to achieve the engagement objectives of the project. As the project affects a variety of relatively small, focused areas of the city, it is anticipated that most communication will be targeted at specific audiences.

	Engagement With	Purpose	Method
1.	CEC TEC Committee Members / Party Transport Spokespeople	For information	Briefing Note and follow-up Teams meetings if requested.
2.	Local Elected Members within each project area	To inform of the proposals and forthcoming ETRO process and to disseminate to constituents for opportunity to participate in the online engagement.	Briefing Note and follow-up Teams meetings if requested.
2.	CEC Internal teams	To keep informed of the study, gather feedback on key issues, problems experienced with the existing measures and opportunities to provide support for the option refinement process.	Teams meetings, Email, telephone calls
4.	Local Community Councils within the study corridor area	To keep the community aware, informed and involved in the engagement process to feedback ideas, issues and opportunities.	Briefing Note and follow-up Teams meetings if requested.
5.	Key Stakeholders	To inform of the proposals and forthcoming ETRO process and, gather feedback on key issues, problems experienced with the existing measures and opportunities for consideration during the option refinement process.	Briefing Note and follow-up Teams meetings if requested.
6.	Local residents / businesses & Wider Stakeholder Groups	To keep local residents and wider stakeholders / interest groups informed and aware of the project, the forthcoming statutory consultation period and to receive feedback on ideas, issues and opportunities to be considered during the ETRO process.	CEC Bus Partnership Fund webpage advertised through CEC social media promotion with dedicated feedback email address. Wider stakeholder groups will receive an email notification to promote the webpage.
7.	General Public	Statutory Consultation Period During first 6 months of the ETRO	CEC Bus Partnership Fund and Traffic Regulation Orders webpage with advertised through CEC social media promotion with dedicated feedback email address.

Table 7: Proposed Engagement Activities (maybe be subject to change)

Key Risks and Challenges

8. The purpose of the engagement is to raise awareness of the “Quick Wins” projects and inform stakeholders and local residents of the forthcoming ETRO process and associated six-month statutory consultation period.
9. Due to the “Quick Win” schemes being located in relatively small areas spread-out across the city, it may prove challenging to reach local residents adjacent to the schemes prior to the formal advertisement of the ETRO. This could be particularly challenging for those not on social media, without providing

additional advertisement material such as a leaflet drop. Guidance will be sought from local stakeholders, including Community Councils, on an appropriate approach to advertising the project webpage.

Appendix 3 – Monitoring and Evaluation Plan

Background

1. Monitoring is an often-neglected stage of the project lifecycle, yet it is as important, if not more important, than any other stage in the project; especially for trial-based projects. This Monitoring and Evaluation approach has been developed to assess and consider the success, or otherwise, of schemes approved under the proposed trial. The monitoring programme will gather data to allow considered assessment and will help to inform any recommendations made on the post-trial future of schemes.
2. A total of 12 “Quick Win” bus priority projects were introduced across the city in 2020 and 2021 with the aim of making bus services more reliable during various tiers of pandemic restriction.
3. While monitoring has been undertaken on the projects since their implementation, the true benefits of the individual projects to bus users in terms of journey time savings and reliability can only be properly understood now that traffic flows have started returning to more traditional patterns.

Proposed Monitoring Approach

Baseline Data

1. Due to the installation of the temporary measures during the COVID-19 pandemic, which were installed in response to a crisis, there was limited site specific baseline data collected prior to installation. However, the following sources of information are available to enable analysis of the network operation pre-COVID:
 - Tom Tom Journey time data;
 - Traffic flow information from the Council’s traffic signals SCOOT loops;
 - Department for Transport (DfT)and Transport Scotland traffic count locations; and
 - Journey-time information from public transport operators.
2. Tom Tom has the industry’s largest historical traffic database making the data ideal for the assessment of journey times pre- and post-pandemic (2019 v 2022). Data on journey times along selected route corridors can be obtained from TomTom and utilised to assess journey times pre-pandemic and before the measures were introduced and compare them to journey times post pandemic with the measures in place.
3. SCOOT Detector Flow Trends can be analysed at certain junctions in order to provide a general indication of traffic flow trends pre- and post-pandemic. While it is not possible to obtain accurate traffic flow data from this source, analysis of the background trends can indicate whether traffic flows at a certain location have returned to the pre-pandemic norm.
4. Bus operators record data on journey times between various timing points on the network and this data alongside operator’s experience can provide information on

bus journey times trends pre- and post-pandemic. Data on bus journey times before and after implementation will highlight whether the Quick Win schemes continue to provide a benefit to bus journey times.

5. Data from the above sources will enable a comparison to be made with similar data post installation of the “Quick Win” schemes providing a quantitative review of network performance in the vicinity of each “Quick Win” scheme.
6. An initial review of baseline data collected on a number of key corridors including the A8 and A90 suggests that general traffic flows and journey time trends in May 2022 were lower than the equivalent period in May 2019 and further analysis will be undertaken during the ETRO trial period.

Proposed Monitoring Methods

7. Since the introduction of the “Quick Win” schemes, officers and bus operators (in particular Lothian Bus) have been continually monitoring the individual projects through on-site observations since implementation and providing feedback in relation to observed journey time savings and operational observations.
8. The proposed monitoring programme will gather data to allow considered assessment and will help to inform any recommendations made on the post-trial future of schemes.
9. The Monitoring and Evaluation Plan will include the following key elements; with more detail on the individual methods to be employed contained in Table 1 below:
 - Data Collection – Ongoing data collection include traffic flows counts, parking and queuing data and analysis of public transport journey time data from public transport operators. This data will enable a quantitative assessment to be made on the benefits of the specific projects to public transport and identify any wider issues or trends associated with general traffic.
 - On-street Observations - Ongoing observations will be undertaken on each of the “Quick Wins” schemes in order to better understand the operation of the bus lanes during the period of operation including how traffic interacts with the bus lanes, queuing, adherence to the restrictions alongside any wider impacts in order to identify any changes or alterations to each scheme.
 - Market Research - likely to be focus groups to allow for in-depth conversations, to be undertaken examining for example how the measures are benefitting public transport operators and users alongside the potential impacts on residents and businesses of the streets concerned.

Potential Monitoring Methods			
Element	Baseline	Purpose	Frequency
Quantitative Tools			
Automatic vehicle counts	Not collected to date and only limited baseline data is available at DfT count sites or based on historical planning application data	Identify changes in use on existing sections and model junction performance.	As Required - Ongoing
TomTom Journey time survey information	Available at each "Quick Wins" location	Comparison of general traffic journey times pre / post installation of "Quick Wins" measures.	As Required - Ongoing
Council Traffic Signals SCOOT flows	Available at a limited number of traffic signal junctions	Analysis of general traffic flow trends although data is not suitable for use in more detailed analysis.	As Required - Ongoing
Public Transport Journey Time Information	Depending on the public transport operator historic data is available	Determine any changes in public transport journey time as a result of the "Quick Wins" measures.	As Required - Ongoing
Video Surveys	Not available	Video surveys to analyse queue lengths, parking and general adherence to the bus priority measures Identification of problem areas where adjustment of the installed measures may be required	As Required
Qualitative Tools:			
On-site observational studies	Data available from officer observations since installation	On-site analysis of the performance of the measures during appropriate peak periods	As Required - Ongoing
Internal Officer / Key Stakeholder Liaison	Liaison with key stakeholders and Officers to gain an insight on the operation of the network pre-pandemic	Ongoing liaison to understand issues and identify any changes to the proposed measures	As Required - Ongoing

<p>Community impact evaluation</p>	<p>Information collected through engagement with local residents / businesses</p>	<p>To understand community needs, issues and identify any changes to the proposed measures</p>	<p>To be determined</p>
---	---	--	-------------------------

Table 1 - Potential Monitoring Methods

Proposed Evaluation Approach

10. A well-designed monitoring framework provides a basis for undertaking the evaluation stage of the project. An outcome evaluation should attempt to determine the extent to which a project has delivered against its initial goals – i.e. has it delivered the objectives?
11. The collection of good quality monitoring data will enable the project team to carry out a robust evaluation and understand both quantified and behavioural impacts of their investment. It will also make it possible to gauge the extent to which the objectives have been achieved, spell out what has worked and what has not, and provide a basis for future prioritisation exercises.
12. The process evaluation will aim to identify lessons that could be learned for delivering similar schemes in the future. It will aim to gather a collection of qualitative and quantitative data to understand what worked well and what did not.