

**Neath Port Talbot County Borough Council**  
**Cyngor Bwrdeistref Sirol Castell-nedd**

**Democratic Services**  
**Gwasanaethau Democrataidd**

## **Decision Notice**

### **STREETSCENE AND ENGINEERING - URGENCY ACTION ,** **WEDNESDAY, 8TH APRIL, 2020**

Please see below approval of decision as follows:

1. **Covid 19 - Support to Bus Industry - 15TD - Urgency Action**  
**(Pages 3 - 24)**

To obtain Members' approval to delegate authority to the Director of Environment and Transport officers, in consultation with the Leader and relevant Cabinet Member, to enter into Covid19-Bus Industry Support agreements with Passenger Transport Operators.

That the Director of Environment and Regeneration, The Head of Engineering and Transport, The Integrated Transport Manager and Passenger Transport Manager, in consultation with the Leader and relevant Cabinet Member, be delegated authority to enter into Covid 19 Indemnity Agreements with Passenger Transport Operators under the guidance provided by Welsh Ministers, the Welsh Government Covid19-Bus Industry Support April 2020.

#### **For Immediate Implementation**

Yours sincerely

Tammie Davies

p.p Chief Executive

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

### **Streetscene & Engineering Cabinet Board**

#### **Report of the Head of Engineering & Transport**

David W. Griffiths

#### **Matter for Decision**

**Wards Affected:** All

#### **Covid19-Bus Industry Support.**

#### **Purpose of the Report:**

To obtain Members' approval to delegate authority to the Director of Environment and Transport officers to enter into Covid19-Bus Industry Support agreements with Passenger Transport Operators.

#### **Executive Summary:**

The Coronavirus pandemic has created uncertainty across all industries and sectors and the bus industry are no exception, many of whom are SME's or charities that are facing significant and unprecedented challenges in the provision of transport services. The Welsh Government Minister for Economy, Transport and North Wales has subsequently provided guidance and instructions to All Local Transport Authorities in Wales in terms of immediate support to maintain their viability in the short term, while longer term measures are developed.

#### **Background:**

The COVID-19 Pandemic, has resulted in significant restrictions on personal movement resulting in unprecedented impacts on contracted local bus service, home to school transport contracts, social care and other passenger transport providers.

The Council have received guidance from the Welsh Government Minister for Economy, Transport and North Wales, set out at Appendix A by way of letter dated April 2020 urging Local Authorities to maintain payments to transport providers.

Members are advised therefore that officers propose that NPTCBC continue to make contracted payments in the form of a retainer subject to the Operator's agreement to a letter of indemnity set out at Appendix B. It should be noted that this agreement does not apply to those contracts which continue on a reduced mileage basis, in which case payment will be made in full in accordance with the agreed rate.

From 1 April 2020, Neath Port Talbot County Council ('the Council') will make a payment of 75% of the daily rate of its local bus service, home to school, social care and other passenger transport contracts for up to three months, until these restrictions are lifted and normal patterns of travel return ('Retained Operator Payment'). Should these restrictions remain in place and operations remain limited or suspended for a longer period, the payment mechanism will be reviewed and operators informed. In order to receive the Retained Operator Payment the operator must sign and return the Retained Operator Payment Agreement.

On signing the Retained Operator Payment Agreement, the Operator agrees to:

- Maintain all staff and vehicle levels for all local bus service, home to school, social care and other passenger transport contracts.
- Continue to pay staff the wages in conjunction with the operation of these contracts.
- Release contracted resources (appropriately licensed vehicles and DBS cleared staff) to provide re-purposed transport on request of the Council. Payment for re-purposed transport will be made at 100% of the existing daily contract rate and not in addition to any Retained Operator Payment.
- Any additional costs incurred by the Operator in providing re-purposed transport will be paid in conjunction with the Variation of Contract clause within the Council's Conditions of Contract for the Provision of Passenger Transport Services or the operator will enter into a new contract for the re-purposed transport.

- Adhere to the Council's Conditions of Contract for the Provision of Passenger Transport Services.
- Provide copies of employee wage slips, National Insurance Numbers, Tax Identification Numbers or evidence of PAYE to the Council within 72 hours of request.
- Immediately declare to the Council any Indemnity Insurance received for loss of earnings in relation to local bus service, home to school contracted services, social care and other passenger transport contracts and return any Retained Operator Payments received.
- Disclose to the Council full details of payments made to operators as a result of Covid-19.
- Inform the Council immediately where any change in their circumstances has occurred or is likely to occur. These include (but are not limited to):
  - Any petition is presented or resolution passed or other action taken for an operator's bankruptcy or winding-up or a petition is presented for an administration order against an operator;
  - A receiver or an administrative receiver is appointed in respect of an operator or in respect of all or any part of an operator's assets;
  - A moratorium in respect of all or any of an operator's debts or a composition or an agreement with an operator's creditors is agreed, applied for, ordered or declared;
  - Operators are unable, or admit in writing their inability, to pay their debts as they fall due;
  - Any distress, execution, attachment or other process affects any of an operator's assets;
  - A statutory demand is issued against an operator;
  - An operator ceases, or threatens to cease, to carry on all or a substantial part of their business;

- Vehicles are decommissioned for any reason and are no longer at the disposal of the operator.

Should the Operator default on any of the above terms the Council reserves the right to:

- Withhold any Retained Operator Payment.
- Recover any monies paid under the Retained Operator Payment Agreement.
- Recover from the Operator any additional costs incurred by the Council for a period not exceeding six months, or until the expiry or termination of the Contract if earlier, for providing the contracted service if the Operator fails to perform the Contract on resumption of the schools reopening and restrictions being lifted.

The Council reserves the right to recover any monies paid under the Retained Operator Payment Agreement, where payments have been made to the Operator as a result of Covid – 19 from another party that duplicates the purpose of the Retained Operator Payment.

The Council will inform operators of any further announcements relating to contractual payments and Retained Operator Payments will be reviewed with any over or under payment reconciled in-line with the Welsh Government announcements.

The Council is committed to complying with data protection law and any personal information collected under the terms of Retained Operator Payment Agreement will be kept safe and secure, and only be used for the purposes of its management.

### **Financial Impacts:**

Home to school and social services transport are already budgeted for by the Council and continuing to pay routes that are not running at 75% will reduce overall spend.

Concessionary fares reimbursement is funded by Welsh Government along with a contribution from the Council. Local bus support is wholly funded by Welsh Government BSSG (Bus Services Support Grant). Welsh Government are releasing funding based on historical payments made to each Local

Authority. Financial spend will therefore be similar to last year and budgeted for.

### **Integrated Impact Assessment:**

A first stage Impact Assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment, attached at Appendix C, has indicated that a more in-depth assessment is not required.

### **Valleys Communities Impacts:**

No impacts.

### **Workforce Impacts:**

No impacts.

### **Legal Impacts:**

The Council has a statutory obligation to provide home to school transport under The Learner Travel (Wales) Measure 2008. Also under Section 145 of The Transport Act 2000 it is mandatory that concessionary travel schemes be provided by the bus operators and section 149 of the act requires travel concession authorities (such as County Councils) to reimburse operators for providing concessions.

### **Risk Management Impacts:**

No impacts.

### **Consultation:**

The proposal is in response to Covid19 emergency measures to support the Bus Industry in Wales by Welsh Government to maintain Transport Services in consultation with the Welsh Local Government Association, Local Authorities, and The Association of Transport Coordinating Officers.

## **Recommendations:**

That the Director of Environment and Regeneration, The Head of Engineering and Transport, The Integrated Transport Manager and Passenger Transport Manager, in consultation with the Leader and relevant Cabinet Member, be delegated authority to enter into Covid 19 Indemnity Agreements with Passenger Transport Operators in accordance with the guidance provided by Welsh Ministers, the Welsh Government Covid19-Bus Industry Support April 2020.

## **Reasons for Proposed Decision:**

The proposal will help maintain transport services in the short term and ensure that there are services at the end of the Covid19 public health crisis.

## **Implementation of Decision:**

The decision is proposed for immediate implementation.

## **Appendices:**

Appendix A Covid19-Bus Industry Support Letter April 2020.

Appendix B NPTCBC Indemnity Letter to Operators.

Appendix C – First Stage IIA.

## **List of Background Papers:**

None.

## **Officer Contacts:**

Peter Jackson ITU Manager  
Tel. No: 01639 686091  
Email: [p.jackson@npt.gov.uk](mailto:p.jackson@npt.gov.uk)

Brendan Griffiths Passenger Transport Manager  
Tel. No: 01639 686658  
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Ein cyf/Our ref: MA/KS/1088/20

To All Local Authorities Chief Executives  
by e-mail

02 April 2020

### **Covid19 – Bus industry support**

The Coronavirus pandemic has created uncertainty and challenge across all industries and sectors and the bus industry, the arteries of our public transport network, are no exception. My ambition remains to create a sustainable integrated public transport network, including community transport, across Wales. We therefore must act now to ensure that when we reach the other side of the pandemic we will have a viable bus network to allow us to achieve this ambition.

### **Continuity of payment to operators**

Our bus companies and community transport operators, many of whom are SMEs or charities, are facing a significant and unprecedented challenge. Travel demand has reduced significantly, and is likely to reduce further following the latest advice for everyone to stay at home unless in specific circumstances, the need for social distancing, widespread working from home, and the closure of the schools.

Following discussions with businesses and stakeholders to understand these impacts, it is clear that the industry needs immediate support in order to remain viable even for the next few months, while longer-term measures are developed.

My joint letter with the WLGA dated 20 March, sent to all local authority chief executives recommended that local authorities continue to pay a minimum of 75% of the contract value for school and other contracted local passenger services. I trust that this is being provided to all bus companies across Wales with urgency in providing assurance. I am working closely with Councillor Morgan from the WLGA and have seen the letter that was sent to you on Saturday reinforcing this point, and recommending that all local authorities provide 100% funding on all operational services (even if mileage and timetabling have been reduced) and 75% as a minimum on those that do not operate during this exceptional period.

Today I am announcing a further step that will help bus operators get through the inevitable uncertainty of the next 3 months. For the first quarter of the 2020/2021 financial year the

Canolfan Cyswllt Cyntaf / First Point of Contact Centre:  
0300 0604400

Bae Caerdydd • Cardiff Bay  
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[Correspondence.Ken.Skates@gov.wales](mailto:Correspondence.Ken.Skates@gov.wales)

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

grant funding provided through the Bus Services Support Grant and the MyTravelPass scheme, and the payments made in connection with the Mandatory Concessionary Fares scheme will be paid in advance and at pre-Covid-19 levels in recognition of the severe hardship facing the bus industry and the need to maintain the public service. As the monies will be front loaded to you during this quarter I expect these monies to flow through to bus companies as quickly as possible. The total funding made available across Wales will be based upon the value of previous historical payments made in connection with the Bus Services Support Grant, the MyTravelPass scheme, and the reimbursement of mandatory concessionary fares. In respect of these payments a financial reconciliation exercise will be necessary once the crisis has abated, to guard against overcompensation.

Please can you ensure that these monies are distributed to bus companies in your regions upon this principle and that local authority contributions to BSSG, MyTravelPass and mandatory concessionary fares payments continue to be provided as they have done historically.

In return for this support, all bus operators who will receive these payments must commit to the following for the next three months:

- Scheduled services will operate a foundation timetable (section 63 contracts to be agreed with Local Authorities), sufficient to allow key workers to get to work and those without a car to get to shops for essential food and medical supplies
- No bus will carry more than 50% of its maximum capacity
- All NHS workers who use a scheduled bus service will travel free of charge, including TrawsCymru services
- Each operator will provide Welsh Government and the Local Authorities with a weekly report showing how every bus in its fleet has met its obligations. Setting out what routes have been run, what times it arrived at terminal stops, how many passengers alighted, what the fare each passenger paid, etc.

This funding will allow a core network to operate without which some operators, particularly SMEs, will not survive and we would lose the value of having a continued bus service in Wales to transport key workers and provide transport for essential supplies.

In order to mitigate risks, particularly from providing funding up front can you please ensure that:

- you make clear to all operators that, for the time being, the grant payments (Bus Services Support Grant and MyTravelPass) and MCF funding will be maintained at current levels and that they will still be expected and/or legally required to carry those passengers.
- you provide funding to Bus Operators monthly rather than quarterly
- all operators will be required to operate on an 'open book' basis during the crisis so that their true costs/income can be assessed
- terms will include a 'clawback' provision so that where an operator has, for example, been able to take advantage of an alternative support mechanism such as the UK Government wages support scheme (which they will be encouraged to do), they will have to return to WG any 'over-subsidy' received.

I also ask that you increase the frequency of normal contractual payments to at least monthly in order to provide further support business cash flow.

I hope that this will give operators some short-term resilience to continue to deliver services, pay employees and sub-contractors, while we work to develop the comprehensive package of measures, called for by the scale of the crisis, to secure an efficient, sustainable, and robust bus network.

In addition, during this period when we are asking people to travel only for essential purposes, we will be withdrawing the offer of free weekend travel on the Traws Cymru network.

My officials are also working closely with Business Wales who are providing direct specialist support to bus companies across Wales which includes survival planning.

Industry stakeholders are also able to access immediate Business Wales advice and guidance and support during this emergency through their website at:  
<https://businesswales.gov.wales/coronavirus-advice>.

Central Government have also given a firm commitment through the job retention scheme and income support scheme to provide 80% support towards the wages of those affected by this crisis.

Further information regarding this is available on the gov.uk website through the following web links:  
<https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme>

<https://www.businesssupport.gov.uk/self-employment-income-support-scheme/>

In terms of the job retention scheme it states on line that the scheme will 'open' on the 1st of March 2020 but will not be 'up and running' until the end of April 2020, causing an immediate issue from the claim period to the period in which claims can be made. Grant payments regarding the income support scheme is not likely to take place until the beginning of June 2020.

The availability of contractual retainers will therefore be extremely beneficial in ensuring that companies do not go out of business, and may need to be off set beyond the end of April 2020 to compensate for the introduction of the above schemes in avoiding possible double payment with the caveat of reconciliation from retainer payments made in the interim.

These are difficult times and we need to work together to ensure bus companies are able to deliver these vital services as well as remaining viable.  
Your support and co-operation is vital in achieving this objective.

### **Variations to bus timetables**

My officials have been working closely with the Office of the Traffic Commissioner (OTC) and the Traffic Commissioner for Wales in order to ensure that changes to bus registrations can be made promptly through short notice due to exceptional circumstances from reduced patronage on services or shortage of staff whilst maintaining vital services to key workers as well as access to essential supplies.

Further details are available from the OTC's website at:  
<https://www.gov.uk/government/news/traffic-commissioners-require-electronic-communication-during-covid-19-outbreak>. This web page is being updated on a daily basis.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ken Skates', with a long horizontal flourish extending to the right.

**Ken Skates AC/AM**

Gweinidog yr Economi, Trafnidiaeth a Gogledd Cymru  
Minister for Economy, Transport and North Wales



Dear Operator

**Re:- UPDATED LETTER OF INDEMNITY – CONTRACTED LOCAL BUS SERVICE, HOME TO SCHOOL, SOCIAL CARE AND OTHER PASSENGER TRANSPORT - THIS LETTER IS LEGALLY BINDING**

Further to the closure of schools for educational purposes, and the subsequent significant restrictions on personal movement as a result of the COVID-19 Pandemic, the local authority recognises the unprecedented challenge facing its contracted local bus service, home to school, social care and other passenger transport providers. It will therefore continue to make contracted payments in the form of a retainer subject to the Operator's agreement to this letter of indemnity. This agreement does not apply to those contracts which continue on a reduced mileage basis, in which case payment will be made in full in accordance with the agreed rate.

From 1 April 2020, Neath Port Talbot County Council ('the Council') will make a payment of 75% of the daily rate of its local bus service, home to school, social care and other passenger transport contracts for up to three months, until these restrictions are lifted and normal patterns of travel return ('Retained Operator Payment'). Should these restrictions remain in place and operations remain limited or suspended for a longer period, the payment mechanism will be reviewed and operators informed. In order to receive the Retained Operator Payment the operator must sign and return the Retained Operator Payment Agreement.

On signing the Retained Operator Payment Agreement, the Operator agrees to:

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Amgylchedd ac Adfywio  
David W Griffiths Pennaeth Peirianeg a Chludiant  
Y Ceiau, Ffordd Brunel, Parc Ynni Baglan, Castell-nedd, SA11 2GG  
Ffôn 01639 686868 Ffacs 01639 686100

Environment and Regeneration  
David W Griffiths Head of Engineering & Transport  
The Quays, Brunel Way, Baglan Energy Park, Neath, SA11 2GG  
Phone 01639 686868 Fax 01639 686100

[www.npt.gov.uk](http://www.npt.gov.uk)

Croesewir gohebiaeth yn y Gymraeg a byddwn yn ymdrin â gohebiaeth Gymraeg a Saesneg i'r un safonau ac amserlenni.  
We welcome correspondence in Welsh and will deal with Welsh and English correspondence to the same standards and timescales.

- Maintain all staff and vehicle levels for all local bus service, home to school, social care and other passenger transport contracts.
- Continue to pay staff the wages in conjunction with the operation of these contracts.
- Release contracted resources (appropriately licensed vehicles and DBS cleared staff) to provide re-purposed transport on request of the Council. Payment for re-purposed transport will be made at 100% of the existing daily contract rate and not in addition to any Retained Operator Payment.
- Any additional costs incurred by the Operator in providing re-purposed transport will be paid in conjunction with the Variation of Contract clause within the Council's Conditions of Contract for the Provision of Passenger Transport Services or the operator will enter into a new contract for the re-purposed transport.
- Adhere to the Council's Conditions of Contract for the Provision of Passenger Transport Services.
- Provide copies of employee wage slips, National Insurance Numbers, Tax Identification Numbers or evidence of PAYE to the Council within 72 hours of request.
- Immediately declare to the Council any Indemnity Insurance received for loss of earnings in relation to local bus service, home to school, social care and other passenger transport contracts and return any Retained Operator Payments received.
- Disclose to the Council full details of payments made to operators as a result of Covid – 19.
- Inform the Council immediately where any change in their circumstances has occurred or is likely to occur. These include (but are not limited to):
- Any petition is presented or resolution passed or other action taken for an operator's bankruptcy or winding-up or a petition is presented for an administration order against an operator;

- A receiver or an administrative receiver is appointed in respect of an operator or in respect of all or any part of an operator's assets;
- A moratorium in respect of all or any of an operator's debts or a composition or an agreement with an operator's creditors is agreed, applied for, ordered or declared;
- Operators are unable, or admit in writing their inability, to pay their debts as they fall due;
- Any distress, execution, attachment or other process affects any of an operator's assets;
- A statutory demand is issued against an operator;
- An operator ceases, or threatens to cease, to carry on all or a substantial part of their business;
- Vehicles are decommissioned for any reason and are no longer at the disposal of the operator.

Should the Operator default on any of the above terms the Council reserves the right to:

- Withhold any Retained Operator Payment.
- Recover any monies paid under the Retained Operator Payment Agreement.
- Recover from the Operator any additional costs incurred by the Council for a period not exceeding six months, or until the expiry or termination of the Contract if earlier, for providing the contracted service if the Operator fails to perform the Contract on resumption of the schools reopening and restrictions being lifted.

The Council reserves the right to recover any monies paid under the Retained Operator Payment Agreement, where payments have been made to the Operator as a result of Covid – 19 from another party that duplicates the purpose of the Retained Operator Payment.

The Council will inform operators of any further announcements relating to contractual payments and Retained Operator Payments will be reviewed with any over or under payment reconciled in-line with these announcements.

The Council is committed to complying with data protection law and any personal information collected under the terms of Retained Operator Payment Agreement will be kept safe and secure, and only be used for the purposes of its management.

The Council and the Operator agree that the terms and obligations set out in this letter are legally binding.

Should you agree to the terms and obligations set out above please retain one copy of this letter and sign the duplicate Retained Operator Payment Agreement enclosed and return to the to the Council..

If you require this information in larger print, or in an alternative format, please contact the above named officer.

Yours sincerely

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**For HEAD OF ENGINEERING & TRANSPORT**

## Impact Assessment - First Stage

It is essential that all initiatives undergo a first stage impact assessment to identify relevance to equalities and the Welsh language as well as an evaluation of how the proposal has taken into account the sustainable development principle (the five ways of working); an incorrect assessment could ultimately be open to legal challenge.

The first stage is to carry out a short assessment to help determine the need to undertake a more in-depth analysis (the second stage).

Relevance will depend not only on the number of people/service users affected, but also the significance of the effect on them.

When completing the first step you must have regard to the following:

- Does the initiative relate to an area where important equality issues have been, or are likely to be, raised? (For example, funding for services to assist people who are victims of rape/sexual violence or individuals with particular care need; disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools)
- Is there a significant potential for reducing inequalities, or improving outcomes? (For example, increasing recruitment opportunities for disabled people).
- Does the initiative relate to instances where opportunities to use the Welsh language are likely to be affected or where the language is likely to be treated less favourably? (For example, increase the number of Welsh speakers moving from/to a certain area; closing specific Welsh language services or put those services at risk services;
- Does the initiative relate to the improvement of economic, social, environmental and cultural well-being? To what extent does the initiative prevent things getting worse? (For example, funding for services to assist in cultural well-being; changes in policies that promote independence and/or assist carers)

### 1. Provide a description and summary of the initiative.

Identify which service area and directorate has responsibility for the initiative.

### 2. Identify who will be affected by the initiative.

If you answer **Yes** to service users, staff or wider community continue with the first stage of the assessment

If you answer **No** to service users, staff or wider community or **Yes** to 'Internal administrative process only', go to **Question 5 – sustainable development principle**.

### 3. Using relevant and appropriate information and data that is available to you think about what impact there could be on people who share protected characteristics; whether they are service users, staff or the wider community.

Some things to consider include:

- transport issues
- accessibility
- customer service
- cultural sensitivity
- financial implications
- loss of jobs

Definitions of impacts (either positive or negative):

- High – likely to be highly affected by the initiative
- Medium - likely to be affected in some way
- Low - likely to be affected by the initiative in a small way
- Don't know - the potential impact is unknown

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You **must** provide reasons, and indicate what evidence you used, in coming to your decision.

4. Using relevant and appropriate information and data that is available, think about what impact there could be on opportunities to use the Welsh language and in treating the language no less favourably than English.

Definitions of impacts are the same as in **Question 3**.

The classification 'Don't Know' should be categorised as 'High Impact' in both questions 3 & 4.

5. Consider how the initiative has embraced the sustainable development principle in accordance with the Section 7c of the Well-being of Future Generations Act 2015.

Give details of the initiative in relation to the 5 ways of working:

- **Long term** - how the initiative supports the long term well-being of people
- **Integration** - how the initiative impacts upon our wellbeing objectives
- **Involvement** - how people have been involved in developing the initiative
- **Collaboration** - how we have worked with other services/organisations to find shared sustainable solutions;
- **Prevention** - how the initiative will prevent problems occurring or getting worse

6. The most appropriate statement must be selected (and the relevant box ticked) based on the first stage of the assessment and an explanation of how you have arrived at this decision must be given.

In addition a summary of the how the initiative has embraced the sustainable development principle must also be included.

Where the first stage of the assessment indicates that a more in-depth analysis is required the second stage of the assessment will need to be completed and this will need to be started immediately.

A first stage assessment must be included as a background paper for all Cabinet/Cabinet Board/ Scrutiny Committee Reports.

Where the first stage assessment is completed by an accountable manager it must be signed off by a Head of Service/Director.

## Impact Assessment - First Stage

### 1. Details of the initiative

<b>Initiative description and summary: Covid19-Bus Industry Support 2020</b>
<b>Service Area:</b> Passenger Transport Services (Public Bus Services, Home to School Contracts and Taxi Industry Contracts)
<b>Directorate: Environment.</b>

### 2. Does the initiative affect:

	Yes	No
Service users	✓	
Staff		✓
Wider community	✓	
Internal administrative process only		✓

### 3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		✓				Older generation (over 70's) have been advised not to travel, hence no impact. Younger generations must not either unless journeys are essential. Any transport provision supplied is for essential journeys only, hence no impact
Disability		✓				Those with underlying health issues have been advised not to travel. Persons who have no underlying health issues may travel for essential journeys only to and from place of work, for example key workers. Any transport provision supplied is for essential journeys only, hence no impact.

Gender Reassignment		✓				Those with underlying health issues have been advised not to travel. Persons who have no underlying health issues may travel for essential journeys only to and from place of work, for example key workers. Any transport provision supplied is for essential journeys only, hence no impact.
Marriage/Civil Partnership		✓				Those with underlying health issues have been advised not to travel. Persons who have no underlying health issues may travel for essential journeys only to and from place of work, for example key workers. Any transport provision supplied is for essential journeys only, hence no impact.
Pregnancy/Maternity		✓				Those with underlying health issues have been advised not to travel. Persons who have no underlying health issues may travel for essential journeys only to and from place of work, for example key workers. Any transport provision supplied is for essential journeys only, hence no impact.
Race		✓				Those with underlying health issues have been advised not to travel. Persons who have no underlying health issues may travel for essential journeys only to and from place of work, for example key workers. Any transport provision supplied is for essential journeys only, hence no impact.
Religion/Belief		✓				Those with underlying health issues have been advised not to travel. Persons who have no underlying health issues may travel for essential journeys only to and from place of work, for example key workers. Any transport provision supplied is for essential journeys only, hence no impact.
Sex		✓				Those with underlying health issues have been advised not to travel. Persons who have no underlying health issues may travel for essential journeys only to and from

						place of work, for example key workers. Any transport provision supplied is for essential journeys only, hence no impact.
Sexual orientation		✓				Those with underlying health issues have been advised not to travel. Persons who have no underlying health issues may travel for essential journeys only to and from place of work, for example key workers. Any transport provision supplied is for essential journeys only, hence no impact.

**4. Does the initiative impact on:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		✓				
Treating the Welsh language no less favourably than English		✓				

**5. Does the initiative impact on biodiversity:**

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?

To maintain and enhance biodiversity		✓				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		✓				

**6. Does the initiative embrace the sustainable development principle (5 ways of working):**

	Yes	No	Details
<b>Long term</b> - how the initiative supports the long term well-being of people	✓		The support provided to the bus industry will help maintain services and ensure that there are services at the end of the Covid19 public health crisis.
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives	✓		The proposal will retain minimal services to enable critical service users to access their places of work where possible in accordance with WG legislation.
<b>Involvement</b> - how people have been involved in developing the initiative		✓	The general public have not been consulted on the proposals which are driven by Welsh Government as emergency measures to support the Bus Industry in Wales.
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions	✓		The proposal is in response to Emergency action taken by Welsh Government to maintain Transport Services in consultation with the Welsh Local Government Association, Local Authorities, and The Association of Transport Coordinating Officers-Wales.

<b>Prevention</b> - how the initiative will prevent problems occurring or getting worse	✓		The proposals are intended to support the long term viability of bus services in Wales during and post the Covid19 emergency response.
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**7. Declaration - based on above assessment (tick as appropriate):**

A full impact assessment (second stage) <b>is not</b> required	✓
Reasons for this conclusion	
A full impact assessment is not required as the proposals are intended as immediate support measures to the Bus Industry as part of the Covid19 response.	

A full impact assessment (second stage) <b>is</b> required.	
Reasons for this conclusion	

	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Completed by	Peter Jackson	ITU Manager.		06.04.2020
Signed off by	David Griffiths	Head of Service/Director		06.04.2020