

Report on	Bus shelter collaborative workshop
Date of Meeting	11 th February 2020
Reporting Officer	Raymond Lowry

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

1.0	Purpose of Report
1.1	To update Members on the current bus shelter status following the recent bus shelter collaborative workshop, held on the 14 th January 2020, with elected Members and statutory authorities present.
2.0	Background
2.1	The purpose of the meeting was to inform and update Members of current bus shelter procedures, together with issues to date, with a view of streamlining the existing process with the help of representatives from Translink and DFI (Roads).
2.2.	The meeting was attended by eleven Members together with DFI (Roads), Translink representatives, and Council officers from the Technical Services team. PSNI and Education Authority were invited but were unable to attend on this date. They have however, agreed to participate in future discussions as part of a working group.
3.0	Main Report
3.1	<p>The current issues and difficulties were outlined with worked examples showing the main issues being:</p> <ol style="list-style-type: none"> 1. Correct contacts within the statutory authorities for responses for bus stop users. 2. Response times extended as wrong people being contacted within the statutory authorities. 3. Bus shelter design guide criteria being applied by DFI (Roads), caused delay due to difficulty finding suitable sites for the shelters and the need to acquire third party land.
3.2	<p>These issues were discussed and it was agreed that a way forward would include;</p> <ol style="list-style-type: none"> 1. Establish an officer working group, meeting bi-monthly with all statutory agencies involved to discuss all aspects of bus shelter application delivery. 2. Establish the correct personnel within the statutory authorities for bus shelter contact information and user numbers.

	<p>3. Establish a response time of 30 days for requests for information on all queries including user numbers.</p> <p>4. Proposed that all existing pick-up/drop-off points will be treated as such, and not new bus stops. This will remove the need for the implementation of the Design Guide criteria. This will mean a shelter can be installed as long as it does not impede visibility splays and can be safely set back from the roadside.</p> <p>5. If a new bus stop is being created then it must comply with the Bus Shelter Design Guide criteria.</p>
3.3	The first officer working group meeting will be scheduled at the end of February 2020 with an update report to the Environment Committee in March 2020.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: N/a
	Human: N/a
	Risk Management: N/a
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/a
	Rural Needs Implications: N/a
5.0	Recommendation(s)
5.1	To advise Members of the recommendations to set up officer working group to discuss bus shelter applications both current and future and create a more streamlined approach for their delivery.
6.0	Documents Attached & References
	N/a