

THE SOUTH YORKSHIRE MAYORAL COMBINED AUTHORITY

TRANSPORT ACT 1985 Travel Concession Scheme

To be valid

From 1st April 2024

**THE SOUTH YORKSHIRE
MAYORAL COMBINED AUTHORITY**

1985 ACT TRAVEL CONCESSION SCHEME

1st April 2024

The Scheme

1. This Travel Concession Scheme subsequently referred to as “the Scheme” has been established by The South Yorkshire Mayoral Combined Authority (“SYMCA”), in pursuance of its powers under:-
 - i. the Transport Act 1985 (as amended) (“1985 Act”);
 - ii. Travel Concession Scheme Regulations 1986 (“TCSR”);
 - iii. and all other relevant statutory regulations.
2. The Scheme will be administered by South Yorkshire Mayoral Combined Authority (“the Authority”)
3. The Scheme covers the discretionary concessions to be provided by operators under the 1985 Act as detailed in clause 7 below;
4. Unless otherwise defined in this Scheme words or terms used in the Scheme shall have the same meaning as given to such words or terms in the 1985 Act, and TCSR.

Operative Date

5. The Scheme shall come into operation in its entirety on 1st April 2024.

Principal Area

6. The principal area covered by the scheme is the Integrated Transport Area of South Yorkshire, which consists of the administrative areas of the Metropolitan District Councils of Barnsley, Doncaster, Rotherham and Sheffield (“Principal Area”).

Scheme Applicability

7. The Scheme shall apply:
 - (a) to eligible persons listed in Schedule 1 who tender to the operator on a Scheme Service (as defined below) the applicable permit or pass and notified fare (if any) for that category of concessionary passenger referred to in Schedule 1;
 - (b) when travelling on eligible services (as defined in section 94 (4) of the 1985 Act) which have been admitted or required to participate in the Scheme or on passenger rail and light rail networks; but

- (c) only on journeys:
 - (i) between places in the Principal Area; or
 - (ii) between places in the Principal Area and places outside the Principal Area as are detailed in Schedule 9 if any; or
 - (iii) between places outside but in the vicinity of the Principal Area, as are detailed in Schedule 9 if any.

For the purpose of this Scheme "journey" means a trip between two points without a change of vehicle or services and "Scheme Services" means a service referred to in paragraph 7(b) above.

Eligible Persons and Nature of Concession

- 8. Operators participating in the Scheme will be required on all Scheme Services to allow the concessions detailed in Schedule 1 to persons who satisfy the requirements set out in paragraph 7 above.
- 9. The Authority may from time to time by giving a minimum of 28 days notice in writing to operators to vary the class of eligible person or nature of the concessions to be provided or the reimbursement arrangements by notice and where relevant such notice should comply with the provisions of section 97(6) of the 1985 Act.

Notified Fare

- 10. The notified fare shall be the fare as notified to operators by the Authority from time to time being the fare to be charged by an operator to a person travelling as a concessionaire under the Scheme in respect of a 1985 Act Concession. There may be more than one notified fare applying at any time.

The operator shall admit any eligible person who tenders a valid permit or pass referred to in Schedule 1 and pays the notified fare to travel on any Scheme Service it provides and shall not charge any class of pass or permit holder more than the notified fare for any journey.

A person may be deemed to have paid the notified fare by virtue of holding a valid prepaid ticket of a design and type approved by or specified by the Authority from time to time.

Entry of Operators to the Scheme

- 11. Subject to paragraph 13 an operator shall be admitted into the Scheme from the next admission date following at least 28 days prior notice in writing from the operator to the Authority that it wishes to participate in the Scheme (the admission dates being 1 April, 1 July, 1 October and 1 January after expiry of such notices).
- 12. In accordance with Sections 96(4) and (5) of the 1985 Act, the Authority may make admission to or continuation by an operator in the Scheme conditional on the operator agreeing appropriate modifications to the reimbursement

arrangements where it appears to the Authority that the operators current or proposed fares for any eligible service include a "special amenity element" as defined in Section 96(6) of the 1985 Act.

13. If the Authority serves on the operator a participation notice, the operator shall participate in the Scheme in respect of the services specified from the date stated in and for the duration of such notice, and the operator may not give notice to withdraw from the Scheme whilst such notice remains in force.

Removal or Withdrawal of Operators from the Scheme

14. An operator who is participating in the Scheme, in respect of any of its Scheme Services, other than pursuant to a participation notice, must give the Authority at least 42 days notice in writing of withdrawal from the Scheme in respect of all or any of such Scheme Services.

SYMCA may terminate the Scheme by giving the operator not less than 3 months notice in writing.

Objective for Reimbursement of Operators

15. The objective of the Scheme (which is not a duty) in relation to reimbursement of operators under the 1985 Act is to provide that such operators both individually and collectively are no better and no worse off financially than they would be if they did not participate in the Scheme in accordance with the principles set out in the TCSR but the Authority shall not be liable for any failure to achieve such objective.

Payment Periods and Dates

16. The "payment periods" under the Scheme are as set out in Schedule 8 or as notified to the Operators from time to time by the Authority in writing.
17. Subject to paragraph 24 the Authority will make a payment to operators not later than the day which is half-way between the first and last days of each payment period, equal to not less than 85% of the sum the Authority estimates to be due to the operator in that period.
18. Subject to paragraph 24, the Authority will make a further payment to operators, not later than 3 months after the end of the relevant payment period, equal to the difference (if any) between:
 - (i) The sum already paid to the operator for the relevant payment period as set out in Paragraph 17 and,
 - (ii) The actual amount calculated as due to the operator for that relevant payment period.

If the amount paid under paragraph 17 above exceeds the amount calculated under paragraph 18(ii) such that the Authority has made an over payment for the relevant period the Authority shall either:

- (a) deduct the level of such overpayment from the next or any subsequent payment or
- (b) if no such further payment is likely to become due or to be insufficient to recover such overpayment, demand such overpayment by notice in writing to the operator who shall repay the same within 14 days of demand being made.

Standard Method of Determining Passenger Journeys and Fare Values/Reimbursement Arrangements

19. The standard method for assessing the total number of journeys made by eligible persons under the Scheme is set out in Schedule 2. The standard method for assessing the fares value to be attributed to those journeys is set out in Schedule 3. The standard method for calculating the reimbursement due to the operator will be on the basis of the formula and parameters set out in Schedule 4. The standard method for calculating the reimbursement for any costs additional to basic operating costs is set out in Schedule 10. In calculating the reimbursement due to the operator, the Authority will take into account any data supplied by the operator if it can be shown that the data supplied is more accurate than the standard method and is more likely to enable the Authority to meet its objective for reimbursement set out in paragraph 15.
20. By agreement between the operator and the Authority the standard method need not be applied in respect of calculating the reimbursement of that operator if any one of the following conditions are satisfied:
- (a) the vehicles normally used by the operator in providing services on which concessions are available have 8 or less seats available for fare-paying passengers;
 - (b) the mileage run by vehicles is less than 150,000 miles per annum within the area covered by the Arrangements during the times at which concessions are available;
 - (c) except during the first 3 months of operation of the Arrangements, there has not expired a period of 3 months commencing with the date on which the operator is admitted to participation in the Arrangements in respect of a service or (if appropriate) becomes subject to the obligation imposed by a participation notice to provide concessions on a service.
21. In accordance with regulation 11 of TCSR the Authority reserves the right in calculating the reimbursement of an operator to:
- a) divide the area covered by the Scheme into a number of separate parts; and
 - b) take into account the carrying capacity provided for passengers in different vehicles or classes of vehicles used by the operator;

and, in each case, calculate reimbursement in accordance with the standard method, but by reference to each separate area and/or class of vehicle, where the Authority considers this appropriate to ensure that it meets the objective

that the operator is financially no better and no worse off as a result of participation in the scheme.

Data

22. When an operator is first admitted or becomes obliged to participate in the Scheme, it shall supply to the Authority within 7 days:
 - (a) a list of Scheme Services to be operated by that operator;
 - (b) all relevant fares and fare tables and a list of the ticket types valid for travel on such services; and
 - (c) the running boards/drivers duties applicable to such Scheme Services;to enable surveys to be scheduled and assessment of its entitlement to reimbursement.
23. The operator shall inform the Authority of the introduction or cessation of any Scheme Services, changes to the times at which and routes on which Scheme Services operate and any circumstances leading to the temporary cessation or major disruptions to such services, within 7 days of such event occurring.
24. An operator shall provide data to the Authority in accordance with the provisions of Schedule 6.
25. If the operator fails to provide such information or data as is referred to above, or to allow such access for surveys as is required pursuant to schedule 5, then the Authority may in its discretion either defer all or part of any payment otherwise due to the operator until such omission is fully rectified or reimburse the operator on the basis of such estimated reimbursement as it considers appropriate in the absence of such data or survey information.
26. Where it becomes apparent to the Authority that any Scheme Service is or has been subject to material disruption, or has not been operated in accordance with the registered timetable, then the Authority may, after giving the operator the opportunity to comment on the effects of the same on the journeys being taken by eligible persons on such services, make such adjustments to the reimbursement due to such operators as it considers necessary to reflect the effects of such disruption or non-operation.

Review of Reimbursement

27. At the end of each financial year the Authority shall review the reimbursement calculations made in accordance with this Scheme during the previous financial year. Such review shall be concluded within 3 months.

If following the review it is determined by the Authority that the amount of reimbursement paid during the previous financial should have been higher the Authority shall pay the difference to the operator within 3 months of the date of recalculation.

If following the review it is determined by the Authority that the amount of reimbursement paid during the previous financial year should have been less the Executive shall:

- (a) deduct by equal instalments the amount of over reimbursement from the next three payments to be made under clause 17 above; and/or
- (b) if such next three payments are not or will not be sufficient to re-pay such over-reimbursement, demand such over-reimbursement from the operator by notice in writing, and the operator shall be obliged to make such repayment within 14 days of receiving such demand.

28 In the circumstances where participation in the Scheme by an operator is by virtue of a valid participation notice then if, following the review of the reimbursement calculations in accordance with the provisions of paragraph 26 above, there is a dispute between an operator and the Authority in respect of the level of reimbursement paid to that operator then if such dispute relates to either:

- (a) the fares value to be attributed to journeys by persons eligible to receive concessions on the operator's Scheme Services;
- (b) the total number of journeys made by persons eligible to receive concessions on such services; or
- (c) the number of additional journeys generated in consequence of the availability on such services of such concessions;

then such dispute shall be the subject of the dispute resolution procedure set out in Schedule 7.

Survey Facilities

29. The provisions of schedule 5 shall apply in respect of surveys.

Other Requirements of the Scheme

30. All operators participating in the Scheme will if required by the Authority display on his vehicle a sign, supplied by the Authority, for the purpose of showing that concessions are available on those vehicles.

31. Operators shall not discriminate against eligible persons or any class of eligible persons in the provision of Scheme Services or associated services and facilities.

Contact for Communications

32. All notices, data and other information required to be given to the Authority under the Arrangements shall be provided to the following contact point (or such other contact point as may be nominated by the Authority to operators in writing from time to time):

Position: Commercial Analytics Manager

Address: South Yorkshire Mayoral Combined Authority
Executive

11 Broad Street West
Sheffield S1 2BQ

E-mail: paul.foers@southyorkshire-ca.gov.uk

Telephone: 0114 220 3367

33. On first giving notice to be admitted to the Scheme or, if earlier, becoming obliged to participate in the Scheme, the operator shall provide to the Authority details of the name, address, telephone number and fax number of its official contact for communications in relation to these arrangements, and shall by notice in writing inform the Authority of any changes to the same.
34. Any notice or communication sent to the last such address, e-mail address or fax number as is referred to above shall be deemed to be duly served on the recipient. If an operator has failed to give notice in writing to the Authority of such an official contact, then the Authority may send any notice or other communication to any address set out in the most recent correspondence from the operator concerned, which shall be deemed to be its address for service.

Schedule 1

Eligible Person and Nature of Concession under 1985 Act (paragraph 8)

1. Bus

(i)	<p>Disabled persons (as defined in Section 146 Transport Act 2000).</p> <p>(Note: this concession together with the statutory concession means free travel at all times)</p>	<p>On production of an English National Travel Concession pass endorsed with an orange stripe a person shall be carried without charge on services to which the Scheme applies provided that the actual time of boarding falls during the following hours;</p> <p>(a) Monday to Friday (except when the day is a Bank Holiday) before 09.30 am; and</p> <p>(b) 11.00 p.m. until the end of normal service.</p>
(ii)	<p><u>Young Persons</u> (i.e. persons whose age is 5 years or greater but does not exceed 16 years except where they attain the age of 16 before 31st July in the relevant academic year in which case the maximum age is extended to include the period up to 31st July in the year that the person attained the age of 16)</p>	<p>On payment of the notified fare, any eligible person shall be carried without further charge on services to which the Scheme applies. Eligible persons of secondary school age wishing to travel at the notified fare may do so only on the production of a "Zoom under 16 or a MegaTravel".</p>
(iv)	<p><u>Older Young Persons</u> (i.e. persons whose age exceeds 16 years but does not exceed 18 years at the start of the academic year)</p>	<p>On production of a "Zoom 16-18 Travel Pass" and payment of the notified fare any eligible person shall be carried without further charge on all services to which the Scheme applies.</p>
(v)	<p><u>Pupils</u> (i.e. persons who qualify for free travel to and from school or college under the provisions of the Education Act 1996).</p>	<p>On production of a "Zoom Zero Fare Pass", eligible persons shall be carried without charge on services to which the Scheme applies on journeys to and from School or to and from a location specified on an authorised extension card on days when Schools are open, before 1900 hours, or at times specifically endorsed on the permit by authorised issuing staff.</p>
(vi)	<p><u>Carers</u> i.e a person travelling as a companion with a disabled person (who falls within category (i) above)</p>	

2. Train

	Class of Eligible Persons	Nature of Concession to be provided on scheme services provided by participating rail operators
(i)	Elderly Persons (As defined in S146 of the Transport Act 2000)	On production of an English National Travel Concession pass issued by South Yorkshire Mayoral Combined Authority endorsed with a blue stripe and on payment of the notified fare, a person shall be carried without further charge on services to which the Scheme applies, and which are services between any station pairings within South Yorkshire, provided that the scheduled time of departure from the boarding station falls during the following hours: Between 09.30 and 23.00 on weekdays excluding Bank Holidays At any time on Saturdays, Sundays or Bank Holidays.
(ii)	Disabled persons (as defined in Section 146 Transport Act 2000).	On production of an English National Travel Concession pass issued by South Yorkshire Mayoral Combined Authority endorsed with an orange stripe a person shall be carried without charge on services to which the Scheme applies.
(vi)	<u>Carers</u> i.e a person travelling as a companion with a disabled person (who falls within category (ii) above)	On production of an English National Travel Concession pass issued by South Yorkshire Mayoral Combined Authority endorsed with an orange stripe and a recognised "with carer" logo a single person shall be carried without charge on services to which the Scheme applies.

3. Tram

Class of Eligible Persons		Nature of Concession to be Provided On Scheme Services Provided by Sheffield Supertram
(i)	<u>Elderly Persons</u> (as defined in S146 of the Transport Act 2000)	On production of an English National Travel Concession pass endorsed with a blue stripe a person shall be carried without charge on services to which the Scheme applies, provided that the actual time of boarding falls during the following hours: (a) Monday to Friday (except when the day is a Bank Holiday) between the hours of 09:30 am and 11:00 pm (b) Saturday, Sunday or on a Bank Holiday at any time.
(i)	Disabled persons (as defined in Section 146 Transport Act 2000).	On production of an English National Travel Concession pass endorsed with an orange stripe a person shall be carried without charge on services to which the Scheme applies.
(iii)	<u>Young Persons</u> (i.e. persons whose age is 5 years or greater but does not exceed 16 years except where they attain the age of 16 before 31 st July in the relevant academic year in which case the maximum age is extended to include the period up to 31 st July in the year that the person attained the age of 16)	On payment of the notified fare, any eligible person shall be carried without further charge on services to which the Scheme applies. Eligible persons of secondary school age wishing to travel at the notified fare may do so only on the production of a “Zoom under 16 or a MegaTravel”.
(iv)	<u>Older Young Persons</u> (i.e. persons whose age exceeds 16 years but does not exceed 18 years at the start of the academic year).	On production of a “Zoom 16-18 Travel Pass” and payment of the notified fare any eligible person shall be carried without further charge on all services to which the Scheme applies.
(v)	<u>Pupils</u> (i.e. persons who qualify for free travel to and from school or college under the provisions of the Education Act 1996).	On production of a “Zoom Zero Fare Pass”, eligible persons shall be carried without charge on services to which the Scheme applies on journeys to and from School or to and from a location specified on an authorised extension card on days when Schools are open, before 1900 hours, or at times

		specifically endorsed on the permit by authorised issuing staff.
(vi)	<u>Carers</u> i.e a person travelling as a companion with a disabled person (who falls within category (ii) above)	On production by an accompanied disabled person of an English National Travel Concession pass endorsed with an orange stripe and a recognised “with carer” logo a single person shall be carried without charge on services to which the Scheme applies.

Schedule 2

Standard Method of Determining Passenger Journeys (paragraph 19)

1. Operation of the Standard Method

- 1.1 The Authority will determine its reimbursement payments to the operator on the basis of claims submitted by the operator as detailed in Schedule 6.
- 1.2 These claims shall be subject to audit by the Authority and may be adjusted by the Authority to correct errors.
- 1.3 Claims shall be submitted by the operator using the Authority's form Operator's Return 1 ("OR1") or by means of a functionally equivalent paper or electronic means in a format agreed by the Authority.
- 1.4 OR1 forms shall be submitted by the operator in accordance with the provisions of Schedule 6 and schedule 8.

2. Estimates to be made in the absence of information from the operator

- 2.1 In the event that the operator fails to provide sufficient information to enable the Authority to determine the number of concessionary journeys made during a particular period, the Authority may at its discretion make such estimates as it thinks fit of the concessionary journeys carried by the operator, subject to correction as and when better information becomes available.

Schedule 3

Standard Method of Determining the Average Fare that would be paid in the absence of the Concession (paragraph 19)

- (a) The Authority will determine its reimbursement payments to the operator so as to satisfy its legal obligations in respect of reimbursement.

Elderly and Disabled AFF

- (b) For Elderly Persons, Disabled Persons and Carers the Average Fare Forgone ('AFF') shall be calculated in accordance with Schedule 3 of the South Yorkshire Mayoral Combined Authority Travel Concession Reimbursement Arrangements made under the Transport Act 2000 valid from 1 April 2024.

Young Persons, Older Young Persons, and Pupils AFF

- (c) For Young Persons, Older Young Persons, and Pupils the AFF is calculated in accordance with Schedule 4 of this Scheme. For the purpose of that Schedule:-
- (i) "TDF" means the Ticket Discount Factor which reflects the likelihood that in the absence of the concession, a proportion of concessionary passengers' journeys would be made using discounted ticket products offered by operators such as daily tickets and weekly tickets, assuming the current mix and price of ticket products; and
 - (ii) "CDF" means the Commercial Discount Factor which reflects the extent to which in the absence of the concession, operators would modify the mixture and pricing of ticket products relative to the current offer.
- (d) For the purpose of calculating the AFF the Operator shall complete and return to the Authority the Authority's Operator Return Form 2 ("OR2") as often as required by the Authority.

Schedule 4

Standard Method of Determining Revenue Forgone (paragraph 19)

1. Calculation of Reimbursement Payments

- 1.1 The Authority will calculate reimbursement payments so as to satisfy the objectives set out in Paragraph 15 of the Scheme.
- 1.2 Calculation of the reimbursement due will be made in accordance with the payment periods and dates set out in Schedule 8.
- 1.3 For each payment period and for each operator, the calculation of reimbursement for Revenue Forgone will be as set out in Section 2 of this Schedule.

2 Reimbursement for Revenue Forgone (Elderly and Disabled Persons and Carers)

- 2.1 For Elderly Persons, Disabled Persons and Carers the calculation of reimbursement for Revenue Forgone will be as set out in Schedule 4 of the South Yorkshire Mayoral Combined Authority Travel Concession Reimbursement Arrangements made under the Transport Act 2000 valid from 1 April 2011.

3 Reimbursement for Revenue Forgone (Young Persons, Older Young Persons, and Pupils)

In reimbursing operators for Revenue Forgone in connection with travel by Young Persons, Older Young Persons, and Pupils (as defined in Schedule 1) the Authority will, subject to indexation, provide reimbursement in accordance with the following formulae.

- 3.1 The assumed fare forgone for any timeband (t) will be represented by F_t and will be calculated as follows:

$$F_t = (1 - D_t) * F_{\text{cash}}$$

D_t is the discount factor for timeband t and is assumed to take account of the discounting referred to as TDF and CDF in Schedule 3 paragraph (b).

F_{cash} is the average adult cash fare calculated as per Schedule 3.

- 3.2 Values of D_t are given in the following table

t	Description	Time	D_t
1	am Peak – school day	0730-0929	33%
2	am Peak – non-school day	0730-0929	62%
3	pm Peak – school day	1530-1759	33%
4	pm Peak – non-school day	1530-1759	62%
5	Off-peak – school day	all other times	62%
6	Off-peak – non-school day	all other times	62%

- 3.3 The assessment of the travel generated by the concession requires the calculation of a reimbursement factor (R_t) which will be calculated as follows:

$$R_t = \exp(\beta_t * (F_t^\lambda - F_0^\lambda))$$

β_t represents the “elasticity factor” for timeband t.

λ represents a “damping factor”

Note that β and λ taken together represent the fares elasticity. Note also that λ takes a value of 1 in all cases and so can be ignored in the formula. It is included for consistency with the formula used for elderly and disabled reimbursement.

- 3.4 Values of β_t are given in the following table

t	Description	Time	β_t
1	am Peak – school day	0730-0929	-0.2
2	am Peak – non-school day	0730-0929	-0.5
3	pm Peak – school day	1530-1759	-0.2
4	pm Peak – non-school day	1530-1759	-0.5
5	Off-peak – school day	all other times	-0.4
6	Off-peak – non-school day	all other times	-0.6

- 3.5 SYMCA will allocate journeys to timebands for the purposes of calculating reimbursement rates using data from its continuous monitoring survey.
- 3.6 SYMCA will notify operators individually of the values of D_t and β_t and the consequent reimbursement rates applying to their services at the beginning of each financial year and from time to time as changes are required.

TravelMaster and Operator own Young Persons Period Products

- 3.7 SYMCA will reimburse operators that introduce day and weekly products for Young Persons and Older Young Persons where the fare for the product is lower than the notified period product fare. The level of reimbursement will be calculated as a multiple of the operator reimbursement rate with the multiple being based on the fare for the product.
- 3.8 SYMCA will make payments to TravelMaster Limited for operator revenue forgone for any Young Persons and Older Young Persons TravelMaster period product sold based on the terms of the agreement reached with TravelMaster Limited. Reimbursement to operators will be made by TravelMaster Limited in accordance with the reimbursement rules applied by TravelMaster Limited.

Schedule 5

Survey Facilities (paragraph 29)

1. An operator shall allow the PTE's/CA's officers servants or agents to have access to (including the right to travel free of charge) the vehicles of the operator on which concessions are available for the purpose of:
 - (a) surveying or counting or estimating the number of passengers (whether generally or of any particular description) and the fares paid by those passengers; and
 - (b) obtaining information on other matters relating to the journeys made by passengers who are eligible to receive concessions and necessary to the calculation by the Authority of reimbursement payments.
2. The survey data will be utilised by the Authority in validating the data supplied by the operator for the purpose of enabling the Authority to calculate the reimbursement due to the operator.
3. Without prejudice to the generality of 1 above, the information to be obtained from passengers may include the following:-
 - (a) whether or not the passenger is a concessionary passenger;
 - (b) if the passenger is a concessionary passenger, what category of concessionary passenger he or she is;
 - (c) if the passenger is not a concessionary passenger, whether the passenger is an adult, a child or an elderly person;
 - (d) if the passenger has paid on-bus or is using a pre-paid ticket;
 - (e) if the passenger has paid on-bus, the fare paid and the type of ticket bought;
 - (f) if the passenger is using a pre-paid ticket, the type of ticket;
 - (g) the stage or stop at which the passenger boarded the bus and the stage or stop at which the passenger is to alight from the bus;
 - (h) permit or ticket fraud or mis-use on the relevant services; and
 - (i) such other information as the Authority may from time to time reasonably consider it necessary or desirable to obtain in order to enable the Authority to reimburse each operator in accordance with this Scheme.
4. Each operator is requested to procure that each driver of its vehicles will make available to any survey staff who request the same, the total value of cash fares shown, on the relevant vehicle's electronic ticketing machine, to have been collected on any journey surveyed by such survey staff.
5. In carrying out such surveys as are referred to in 1 above the Authority shall use its reasonable endeavours to undertake surveys on 0.2% of services operated.

Schedule 6

Data Provision (paragraph 24)

1. Every operator claiming reimbursement under the Scheme is required to submit to the Authority a statement containing the following:-
 - i. Within 7 working days of the end of each payment period the total number of passenger journeys made on the operators' services on which concessions are at any time availability during the preceding payment period.
 - ii. Within 7 working days of the end of each period the amount of fares received by the operator for the passengers referred to in i above (whether received on or off bus).
 - iii. Within 7 working days of the end of each payment period the total number of passenger journeys made on the operators' services by eligible persons in each of the concessions categories set out in Schedule 1.

The Authority may, at its sole discretion, extend the time period between submission of statements.

2. If required by the Authority, each such statement must be certified in accordance with Regulation 16 of the Travel Concession Scheme Regulations 1986), by a member of the Institute of Chartered Accountants in England and Wales, the Institute of Chartered Accountants of Scotland or the Chartered Association of Certified Accountants and be provided in the form from time to time specified by the Executive.

Schedule 7

Dispute Resolution Procedure (paragraph 28)

1. In the event of any dispute arising in connection with any matter arising for clause 28 which cannot be resolved by agreement between the parties representatives within 5 working days of the dispute arising, senior representatives of the parties shall, within 5 working days (or such longer period as the parties may agree) of a written request from either party to the other, meet in good faith to attempt to resolve the dispute.
2. If the dispute is not resolved as a result of such meeting, either the Authority or the Operator may (at such meeting or within 5 working days (or such longer period as the parties may agree) of its conclusion) propose to the other in writing that the dispute be referred to an independent expert ("Independent Expert")
3. If the parties are unable to agree on a Independent Expert or if the Independent Expert agreed upon is unable or unwilling to act then any party may within 5 working days from the date of the proposal to appoint a Independent Expert or within a further 5 working days of notice to either party that he or she is unable or unwilling to act, apply to the President of the Law Society to appoint an Independent Expert.
4. If any matter is referred to the Independent Expert for determination in accordance with Clause 3 above, then:
 - (a) the Independent Expert shall determine the matter, subject to the remaining provisions of this paragraph 4, on a basis that is fair and reasonable in all respects as between the Operator and the Authority and that takes into account all relevant factors and circumstances;
 - (b) the Independent Expert shall act as an expert and not as an arbitrator and its determination of the dispute shall be final and binding on the parties (save in the case of manifest error);
 - (c) the Authority and the Operator shall ensure that the Independent Expert has full access to all books, information and records in their possession or in the possession of their auditors and accountants that are relevant to the dispute and to his determination thereon; and
 - (d) the Independent Expert's fees shall be borne equally by the parties unless he shall decide that one party has acted unreasonably (in which case his fees shall be borne as he shall direct).

Schedule 8

Payment Period (paragraph 16)

SOUTH YORKSHIRE MAYORAL COMBINED AUTHORITY

CONCESSIONARY FARES – PAYMENT PERIODS

FINANCIAL YEAR 1 APRIL 2024 – 31 MARCH 2025

Period Dates

Period	Starts	Ends	Days
1	01/04/2024	27/04/2024	27
2	28/04/2024	25/05/2024	28
3	26/05/2024	22/06/2024	28
4	23/06/2024	20/07/2024	28
5	21/07/2024	17/08/2024	28
6	18/08/2024	14/09/2024	28
7	15/09/2024	12/10/2024	28
8	13/10/2024	09/11/2024	28
9	10/11/2024	07/12/2024	28
10	08/12/2024	04/01/2025	28
11	05/01/2025	01/02/2025	28
12	02/02/2025	01/03/2025	28
13	02/03/2025	31/03/2025	30

Schedule 9

Areas outside Principal Area (paragraph 7(c))

1. **Areas outside the Principal Area for purpose of paragraph 7(c)(ii)**
 - i. **Bus**

None
 - ii. **Rail**

For journeys on the Northern Franchise only and only in respect of the class of eligible person detailed in Schedule 1 Part 2 (ii) (Disabled persons + carers where the appropriate pass is carried) any journey between a station in the Principal Area and the first alighting point in West Yorkshire.
2. **Areas outside the Principal Area for purpose of paragraph 7(c)(iii)**

None

SCHEDULE 10

ADDITIONAL COSTS (PARAGRAPH 19)

1. Reimbursement for Additional Costs

- 1.1 An operator shall be entitled to additional reimbursement payments in accordance with regulation 5 of TCSR.
- 1.2 For Young Persons, Older Young Persons, and Pupils a fixed rate will be paid per generated passenger. This fixed rate is to cover all additional reimbursement payments. The fixed rate for 2024/25 is £0.09.
- 1.3 For Elderly and Disabled Persons, as recommended by DfT's Guidance, the Authority will calculate reimbursement for additional costs in accordance with Schedule 9 of the South Yorkshire Mayoral Combined Authority Travel Concession Reimbursement Arrangements made under the Transport Act 2000 and valid from 1 April 2011.