

WEST YORKSHIRE COMBINED AUTHORITY

**TRANSPORT ACT 1985
Local Government Act 2000
Travel Concession Scheme**

To be valid

**From 1st August 2021 (as varied from 30th March
2025)**

WEST YORKSHIRE COMBINED AUTHORITY

1985 ACT TRAVEL CONCESSION SCHEME and the well-being power under section 2 of the Local Government Act 2000

1ST August 2021 (as varied from 30 March 2025)

The Scheme

1. This Travel Concession Scheme subsequently referred to as “the Scheme” has been established by the West Yorkshire Combined Authority (the “Combined Authority”) , in pursuance of its powers under:-
 - i. the Transport Act 1985 (as amended) (“1985 Act”);
 - ii. Travel Concession Scheme Regulations 1986 (“TCSR”);

the well-being power under section 2 of the Local Government Act 2000 and all other relevant statutory regulations.
2. The Scheme will be administered by West Yorkshire Combined Authority (the “Combined Authority”).
3. The Scheme covers the discretionary concessions to be provided by operators under the 1985 Act as detailed in paragraph 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 came into operation in its entirety on 1st August 2021 and was varied to its current form from 30th March 2025.

Principal Area

6. The principal area covered by the scheme is the Combined Authority’s Area of West Yorkshire, which consists of the administrative areas of the Metropolitan District Councils of Leeds, Wakefield, Kirklees, Bradford and Calderdale (“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 including rail operators within the Principal Area.

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 8 if any; or
 - (iii) between places outside but in the vicinity of the Principal Area, as are detailed in Schedule 8 if any.

For the purpose of this Scheme "journey" means a trip between two points without a change of vehicle or service and "Scheme Service" means services 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. Where the Combined Authority wishes to vary the class of eligible person or nature of the concessions to be provided or the reimbursement arrangements they shall use reasonable endeavours to consult with all operators participating in the Scheme no later than 90 days prior to the date of intended variation and then may by giving a minimum of 28 days' notice in writing 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.

Concessionary Fare (Young Persons Only)

10. The concessionary fare shall be no greater than the fare as specified in the Young Persons Concessionary Fares Table by the Combined Authority in accordance with Schedule 5 being the maximum fare to be charged by an operator to such a person travelling as a concessionaire under the Scheme in respect of a 1985 Act Concession. For the avoidance of doubt, nothing in this Scheme shall prohibit the operator from charging a lower fare than that specified in the Young Persons Concessionary Fares Table.

The operator shall admit any eligible person referred to in schedule 1 and who pays the concessionary fare to travel on any Scheme Service it provides and shall not charge any eligible person more than the concessionary fare for any journey.

Entry of Operators to the Scheme

11. An operator shall be admitted into the Scheme following at least 56 days prior notice in writing from the operator to the Combined Authority that it wishes to participate in the Scheme or, if later, on commencement of their eligible service.

12. In accordance with Sections 96(4) and (5) of the 1985 Act, the Combined 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 Combined 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 Combined Authority serves on the operator a participation notice pursuant to section 97 of the 1985 Act, the operator shall participate in the Scheme in respect of the eligible services specified in the notice from the date stated in and for the duration of such notice, and the operator may not give notice to withdraw such specified eligible services 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 Combined Authority at least 56 days' notice in writing of withdrawal from the Scheme in respect of all or any of such Scheme Services.

The Combined Authority may terminate the Scheme by giving the operator not less than 1 month's 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 Combined 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 7 or as notified to the Operators from time to time by the Combined Authority in writing.
17. Subject to paragraph 24, the Combined 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 Combined Authority estimates to be due to the operator in that period.
18. Subject to paragraph 24, the Combined 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 Combined Authority has made an over payment for the relevant period the Combined Authority shall:

- (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.

The Combined Authority shall use reasonable endeavours to identify any overpayment promptly. The Combined Authority shall be entitled to set off any amount payable to an operator pursuant to this Scheme against any other amounts owed to the Combined Authority by such operator.

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. {In calculating the reimbursement due to the operator, the Combined 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 Combined Authority to meet its objective for reimbursement set out in paragraph 15.}
20. By agreement between the operator and the Combined 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.

Data

21. When an operator is first admitted or becomes obliged to participate in the Scheme, it shall supply to the Combined Authority within 7 days:
 - (a) a list of eligible 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 eligible services;

to enable assessment of the operator's entitlement to reimbursement.

22. The operator shall inform the Combined 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.
23. An operator shall provide data to the Combined Authority in accordance with the provisions of Schedule 6.
24. If the operator fails to provide such information or data as is referred to above, then the Combined 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.
25. Where it becomes apparent to the Combined Authority that any eligible service is or has been subject to material disruption, or has not been operated in accordance with the registered timetable, then the Combined 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.

Recalculation of Reimbursement

26. At the end of each financial year the Combined Authority shall reserve the right to review the arrangements, which may include, where relevant, to the calculation method specified in Schedule 3, elasticities, average fares and additional costs. If following the review, it is determined by the Combined Authority that changes are required a new Scheme will be issued for consultation.

Entitlement Rules for 1985 Act Concessionary Travel

28. For information purposes only the current rules for entitlement of a person to be issued with a travel concessions permit are attached hereto at the Appendix A.

Additional Costs

29. Where the standard method for reimbursement specified in Schedule 3 is that specified in schedule 3 to the Combined Authority's Transport Act 2000 Travel Concessions Reimbursement Arrangements, then an operator shall be entitled to additional reimbursement payments in accordance with regulation 5 of TCSR where the operator demonstrates (in accordance with paragraph 30 below) to the Combined Authority:-
 - (a) that the operator has necessarily incurred costs additional to basic operating costs and attributable to an increase in the number or the capacity of the vehicles used in providing services on which concessions are available in order to meet the extra demand created by the availability of those concessions; and
 - (b) that those costs are such that they will not be met by reimbursement payments made in accordance with the standard method during the

year in which the costs are incurred or during the 3 months immediately following the end of that year.

30. Any operator claiming additional reimbursement payments pursuant to paragraph 29 above (increase in the capacity or number of vehicles) shall, in making such a claim, provide the Combined Authority with sufficient information supporting their claim for additional costs to satisfy the criteria set out in paragraph 29(a) and 29(b), including, but not limited to:
 - (a) details of the additional number or capacity of vehicles used in providing Scheme Services as a result of concessions being available;
 - (b) information demonstrating that the additional capacity was required on those services, and is not spare capacity, and showing the extent to which the reason for requiring such additional capacity was due to the availability of concessionary travel;
 - (c) details of the cost of additional vehicles deployed (or provision of additional capacity) and details of how these have been utilised less any benefit realised by the operator from disposal (or other use) of vehicles previously used to provide such services and any other benefits e.g. generated commercial patronage; and
 - (d) any other information that the operator believes is relevant to its claim for additional reimbursement payments arising from providing additional vehicles or capacity to meet demand created by the availability of the concessions;
31. The Combined Authority shall use all data provided by the operator in conjunction with any further information that the Combined Authority may itself have to assess the additional costs incurred by the operator and assess the additional reimbursement payments to be made.
32. Payment of additional reimbursement payments shall be paid by 12 equal monthly instalments starting from the payment date following the date of calculation of the costs additional to the basic operating costs carried out by the Combined Authority in accordance with regulation 5 of TCSR.

Other Requirements of the Scheme

33. All operators participating in the Scheme will if required by the Combined Authority display on his vehicle a sign, supplied by the Combined Authority, for the purpose of showing that concessions are available on those vehicles.
34. Operators shall not discriminate against eligible persons or any class of eligible persons in the provision of eligible services or associated services and facilities.

Rail Services

35. The provisions of this Scheme shall apply to the passenger rail services specified in paragraph 7(c).
36. 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 Combined Authority details of the name, address, telephone number and email address of its official contact for communications in relation to these

arrangements, and shall by notice in writing inform the Combined Authority of any changes to the same.

37. Any notice or communication sent to the last such address or e-mail address 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 Combined Authority of such an official contact, then the Combined 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.

Contact for Communications

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

Position: Director of Transport Services
 Address: Wellington House, 40-50 Wellington Street, Leeds, LS1 2DE
 E-mail: Tim.Taylor@westyorks-ca.gov.uk
 Tel: 0113 251 7246

39. On commencing the provision of eligible services in the Principal Area, the operator shall provide to the Combined Authority details of the name, address, telephone number and email address of its official contact for communications in relation to the Arrangements and shall by notice in writing inform the Combined Authority of any changes to the same.
40. Any notice or communication sent to the last such address or email address 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 Combined Authority of such an official contact, then the Combined 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

Class of Eligible Persons		Nature of Concession to be Provided On Scheme Services Provided by Bus
(i)	<u>Senior Persons</u> (as defined in section 146 of the Transport Act 2000), presently: (a) in the case of a woman, her pensionable age, (b) in the case of a man, the pensionable age of a woman born on the same day	On production of a statutory travel concession permit a person shall be carried without charge on eligible services* to which the Scheme applies, provided that the actual time of boarding falls during the following hours: (a) Monday to Friday after 23.00hrs until am service commences
(ii)	<u>Disabled Persons (with and without companions)</u> (as defined in section 146 Transport Act 2000) (a) Persons who are blind or partially sighted (b) Persons who are profoundly or severely deaf (c) Persons without speech (d) Persons with a disability, or have suffered an injury, which has a substantial and long term adverse effect on their ability to walk (e) Persons who do not have arms or have long-term loss of the use of both arms (f) Persons with a learning disability, that is, a state of arrested or incomplete development of mind, which includes significant impairment of intelligence and social functioning (g) Persons who would, if they applied for the grant of a licence to drive a motor vehicle under Part III of the Road Traffic Act 1988, have their application refused pursuant to section 92 of the Act (physical fitness) otherwise than on the ground persistent misuse of drugs or alcohol. Concessions for disabled persons are available at any age.	On production of a statutory travel concession permit a person shall be carried without charge on eligible services* to which the Scheme applies, provided that the actual time of boarding falls during the following hours: (a) Monday to Friday after 23.00hrs until am service commences
(iii)	<u>Blind Persons (with or without companion)</u>	On production of a Blind Persons Permit (with or without companion) a person and companion, if appropriate, shall be carried without charge on eligible services* to which the Scheme applies at all times throughout the day**

(iv)	<u>Young Persons under age 5 years</u>	Travel free at all times. ***
V	Young Persons aged 5 to 18 years	<u>Singles</u> On payment of a fare no greater than that specified in the Young Persons Concessionary Fares Table, any eligible person shall be carried without further charge on services to which the Scheme applies <u>Metro School Pass</u> On production of a Metro School Pass an eligible person shall be carried without further charge from school to home on any registered bus or train service provided that it is the most direct route. Only available during school/college term time <u>MCard U19 tickets</u> An eligible person may purchase MCard U19 tickets and shall be carried without further charge on all eligible services* to which the scheme applies.

* Exclusions are certain special services, excursions, tours, private hire vehicles, school and works contract services and certain express bus services, which cross the West Yorkshire boundary.

** Concessions provided on a commercial basis by bus operators before 09:30hrs Monday to Friday

*** Commercial discount for children under 5 paid for by the operators

2. Rail

Class of Eligible Persons		Nature of Concession to be Provided On Scheme Services Provided by Rail
(i)	<u>Senior Persons</u> (as defined in section 146 of the Transport Act 2000), presently: (a) in the case of a woman, her pensionable age, (b) in the case of a man, the pensionable age of a woman born on the same day <u>Disabled Persons (with and without companions)</u> (as defined in Section 146 Transport Act 2000)	On production of a statutory travel concession permit and payment of a concessionary fare (paragraph 10) a person shall be carried on services to which the Scheme applies, provided that the actual time of boarding falls during the following hours: (a) Monday to Friday after 09:30hrs (b) Saturdays, Sundays and Bank Holidays all day
(ii)	<u>Blind Persons (with or without companion)</u>	On production of a Blind Persons Permit (with or without companion) a person and companion, if appropriate, shall be carried without charge on services to which the Scheme applies at all times throughout the day*
(iii)	<u>Young Persons</u> Young Persons under age 5 years Young Persons age 5 to 10 years Young Persons age 11 to 18 years School Pass	Travel free at all times Half fare travel at all times** On production of a Young Persons Photocard or an U19 PhotoCard and payment of a half fare any eligible person shall be carried without further charge on all services to which the Scheme applies**. On production of a School Pass an eligible person shall be carried without further charge from home to school on any registered bus or train service providing that it is the most direct route. Only available during school/college term time

* Concession provided on a commercial basis by train operators before 09:30hrs Monday to Friday & for Companion all Day.

**Reimbursement under this scheme is for half fare travel for 18 year olds

Schedule 2

Standard Method of Determining Passenger Journeys **(paragraph 19)**

Schedule 2a) Bus – Senior, Disabled, Blind & Companion

- 1.1 Refer to schedule 2 in the Transport Act 2000 travel Concessions reimbursement Arrangements.

Schedule 2b) Bus - Young Persons

1. Operation of the Standard Method

- 1.1. The Combined Authority will determine its reimbursement payments to the operator on the basis of the estimates it makes of the total number of eligible journeys made by eligible persons listed in Schedule 1 subject to the relevant concession listed in Schedule 1 on the operator's eligible services as defined in section 146 of the 2000 Act.
- 1.2. For the purposes of such calculation the Combined Authority will use with effect from 30th March 2025:
- 1.2.1. the number of eligible journeys recorded using smart ticketing as determined from data in the back office data stores operated by the Combined Authority; and
 - 1.2.2. manual journey records recorded by the operator using the electronic ticketing machine (ETM) on the vehicle in respect of an eligible journey where such operator was unable to reasonably record such eligible journey using smart ticketing, which shall include:
 - 1.2.2.1. Any eligible service operated using a vehicle without a smart ticket machine;
 - 1.2.2.2. For any eligible service operated using a vehicle with a smart ticket machine, any failure of the smart element of the statutory travel concession permit or any failure of the smart ticketing machine, provided that for each such eligible journey the operator identifies to the Combined Authority the reason for such failure to record the eligible journey using smart ticketing.
 - 1.2.2.3. Young Persons aged 5–10.
 - 1.2.2.4. Young Persons aged 11–18 who are only required to present a form of ID, such as an MCard 16-18 Photocard, an Under 16 Photocard, or an U19 PhotoCard if, they are not in school uniform and appear over 18.

2. Output from the Standard Method

- 2.1. The Combined Authority will access via it's back office data stores and manual journey records, for each of the payment periods and dates set out in

Schedule 7, the total number of eligible journeys made by eligible persons using the relevant concession on the operator's eligible services.

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

- 3.1. In the event that the operator fails to provide sufficient information to enable the Combined Authority to determine the number of concessionary journeys made during a particular period, the Combined Authority may at its discretion make such estimates as it thinks fit of the concessionary journeys made by eligible persons carried by the operator on eligible services, subject to correction when, and to the extent that, better information is made available to the Combined Authority.
- 3.2. In the event that any operator with smart ticketing machines fitted to their vehicles provides a materially greater proportion of manual journey records in accordance with paragraph 1.2 in respect of eligible journeys made on such vehicles than other operators with smart ticketing machines, then the Combined Authority shall be entitled to request further information from such operator(s) in respect of such returns, to identify whether such manual journey records properly relate to eligible journeys. For the avoidance of doubt, where the Combined Authority believes that such manual journey records do not reflect the actual number of eligible journeys, then the Combined Authority shall be entitled to make an estimate as it thinks fit, subject to correction when, and to the extent that, better information is made available to the Combined Authority.

Schedule 2c) Rail - Senior, Disabled, Blind, & Young Persons

4. Operation of the Standard Method

- 4.1. The Combined Authority will determine its reimbursement payments to the operator on the basis of the estimates it makes of the total number of passenger journeys made by eligible persons using the relevant concession on the operator's eligible services as defined in the 1985 Act.
- 4.2. For all operators except those for which alternative arrangements are made by agreement with the Combined Authority, the estimates of passenger journeys are calculated using data from the Combined Authority's back office systems and manual recording declarations from operators.
- 4.3. The operator is required to allow surveyors employed by the Combined Authority or its agents access to all passengers using its eligible services, as specified in Schedule 5.

5. Output from the Standard Method

- 5.1. The Combined Authority will calculate for each of the payment periods and dates set out in Schedule 7 the total number of passenger journeys made by eligible persons using the relevant concession on the operator's eligible services.

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

- 6.1. In the event that the operator fails to provide sufficient information to enable the Combined Authority to calculate the number of journeys made by eligible persons on the operators eligible services the Combined 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 Assessing the fare **(paragraph 19)**

Schedule 3a) Bus Senior, Disabled, Blind, Companion

Refer to schedule 3 in the Transport Act 2000 Travel Concessions Reimbursement Arrangements

Schedule 3) Bus – Young Persons

Single journey ticket – based upon a maximum fare equal to that specified for the relevant journey in the Young Persons Concessionary Fares Table as notified to the operators by the Combined Authority in accordance with Schedule 5.

Metro School Pass – the fare for an equivalent single journey ticket

MCard U19 product – the fare as set by the West Yorkshire Ticketing Company

Schedule 3c) Rail – Senior, Disabled, Blind, & Young Persons

The Combined Authority will determine its reimbursement payments to the operator so as to satisfy the objectives set out in the Travel Concession Scheme Regulations 1986 on the basis of the estimates it makes of the average commercial adult fare that would be paid by eligible persons using the relevant concession on the operator's eligible or relevant services, as defined in section 146 of the 2000 Act, in the absence of the scheme. This quantity is represented in the formulae set out in Schedule 4c & Appendix B by F_n , and will be calculated for each payment period set out in Schedule 7c.

In calculating reimbursement according to the formulae set out in Schedule 4c & Appendix B West Yorkshire Combined Authority reserves the right to reimburse an operator up to the average commercial adult fare for the West Yorkshire Combined Authority Area rather than the average commercial adult fare for the operator, where the latter is deemed to be significantly high.

Combined Authority Schedule 6c represents the minimum information that the operator is obliged to provide to the Combined Authority on revenues and passenger journeys as specified in the Travel Concessions Scheme Regulations 1986.

Please refer to Appendix B for Rail.

Schedule 4**Standard Method of Determining Reimbursement**
(paragraph 19)**Schedule 4a) Bus - Senior & Disabled & Blind & Companions**

Refer to schedule 4 in the Transport Act 2000 travel Concessions reimbursement Arrangements

Schedule 4b) Bus - Young Persons

The Young Persons Budget set by the Combined Authority pursuant to Schedule 5 will be split into Concessionary Fare Pools between the different concessionary fares based on the revenue for each concessionary fare. Each operator's share of each Concessionary Fare Pool will be calculated based on the number of journeys from the standard method multiplied by the corresponding fare within the Combined Authority fare structure for single journeys and notional fares, based on historic survey data, for MCard U19 bus only tickets and Metro school passes. More detailed examples of the reimbursement calculation are included in appendix B.

Schedule 4c) Rail – Senior, Disabled, Blind, Companions & Young Persons

Please refer to Appendix B for Rail.

Schedule 5

Young Persons Concessionary Fares table and budget

1. The fares table for Young Persons ("**Young Persons Concessionary Fares Table**") shall be as specified in Appendix C. or as varied in accordance with this Schedule 5. The fares specified in the Young Persons Concessionary Fares Table shall be the maximum fares chargeable to such eligible passengers by operators in participating in this Scheme. Nothing in this Scheme shall prohibit operators from charging such passengers lower fares.
2. The Combined Authority shall commence a review of the fares specified in the Young Persons Concessionary Fares Table no later than 31 October in each calendar year, taking into account data in respect of the academic year ending in that calendar year.
3. Where the Combined Authority wishes to vary any fare specified in the Young Persons Concessionary Fares Table ("**Young Persons Fare Change**"), they shall notify all operators participating in this Scheme no later than 90 days prior to the proposed date of such Young Persons Fare Change. Such notice shall include details of the proposed change in fares, and specify a period for comments by operators on such changes, which shall be no less than 30 days from the date of such notice.
4. The Combined Authority shall, acting reasonably, consider all comments received from operators participating in this Scheme in respect of the relevant Young Persons Fare Change, and where the Combined Authority determines that it wishes to proceed with a Young Persons Fare Change following such consultation, it shall notify all participating operators of the revised Young Persons Concessionary Fares Table, incorporating such Young Persons Fare Change, no later than 30 days prior to the date on which such change is due to take effect, and the revised Young Persons Concessionary Fares Table shall have effect from such date.
5. The budget used for the purposes of reimbursing operators for providing the concessionary fares specified in the Young Persons Concessionary Fares Table shall be determined by the Combined Authority in advance of 1 April of each year (**Young Persons Budget**). The initial Young Persons Budget was £6,160,008 for the period 1st August 2021 to 31st March 2022 and the annual Young Persons Budget notified for the period from 1 April 2024 to 31 March 2025 was £10,944,648 and for the period 1 April 2025 to 31 March 2026 was £10,944,648 which will apply following variation on 30 March 2025.
6. The Combined Authority shall notify operators of the proposed Young Persons Budget for the next financial year, as soon as reasonably practicable after the Combined Authority has determined a preliminary estimate of such budget. Where the Combined Authority notifies operators of such an amount the operators acknowledge that such information shall be provided to them on a confidential basis, and that the operators shall only use such information for the purposes of providing comments to the Combined Authority in respect of the operators views of the impact of any changes in the proposed Young Persons Budget.
7. Where Operators are provided with a draft Young Persons Budget, they shall provide any comments on such budget promptly to the Combined Authority and in any event within such period as may be specified by the

Combined Authority. The Combined Authority shall use reasonable endeavours to provide operators with at least 28 days to consider any such budget, or where this is not possible, as close to a 28 day period as may be reasonably practicable whilst allowing the Combined Authority sufficient time to set the Young Persons Budget in accordance with its governance procedures.

8. The Combined Authority shall consider all comments received from operators within the specified timescale and shall promptly notify all participating operators of the revised Young Persons Budget promptly following such budget being determined by the Combined Authority, and such Young Persons Budget shall apply for the purposes of the Scheme from the date so specified by the Combined Authority.

Schedule 6

Data Provision (paragraph 23)

Schedule 6a) Bus Senior, Disabled Blind & Companions

Refer to schedule 6 in the Transport Act 2000 Travel Concessions reimbursement Arrangements

Schedule 6b Bus Young Persons

Data Provision for Combined Authority's Reimbursement Calculations

- 1) Within 7 working days of the end of each payment period every operator claiming reimbursement under the Scheme is required to submit to the Combined Authority a statement containing the following:-
 - i. The amount of fares received by the operator for the passengers journeys made on all eligible services split on bus and off bus
 - ii. The amount of fares received by the operator for singles for young persons aged 5 – 19 made on all eligible services split by fare, service and on and off bus sales
 - iii. The number of MyDay U19 tickets sold on bus and revenue received
 - iv. The number of MyWeek U19 tickets sold on bus and revenue received
- 2) 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 Combined Authority.

Schedule 6d) Young Persons Day & Week

Every operator claiming reimbursement under the Scheme is required to submit to the Combined Authority a statement containing the number of MyDay and MyWeek U19 tickets sold on bus and revenue received.

Schedule 7**Payment Periods (paragraph 16)****Schedule 7a) Bus Payment Senior & Disabled & Blind & Companions & Young persons**

The payment periods will be each calendar month and the payment day will be the mid point of the payment period

Schedule 7b) Rail

Payment based upon Metro historical survey data at mid point of each month as agreed with rail operators. Data is annualised and divided equally over the year in 12 equal payments.

The “payment periods” under the Arrangements are set out above or as notified to the operators from time to time by the Authority in writing

Schedule 8**Areas outside Principal Area (paragraph 7(c))****1. Areas outside the Principal Area for purpose of paragraph 7(c)(ii)****Bus Travel - Senior, Disabled, Blind Persons, Companions & Young Persons**

The Scheme shall apply only on a journey commencing within West Yorkshire to a neighbouring authority.

Rail Travel

The Scheme shall apply only on a journey to & from the West Yorkshire boundary.

2. Areas outside the Principal Area for purpose of paragraph 7(c)(iii)**Bus Travel**

The Scheme shall not apply to journeys wholly within neighbouring authority areas.

Rail Travel

The Scheme shall not apply to journeys wholly within neighbouring authority areas.

Schedule 9

Modifications for Rail Services (paragraph 36)

1. Schedules 2c) 3c) 4c) 6c) have been modified for rail.
2. Please refer to Appendix B for Rail reimbursement calculations
3. **Additional costs**

This section should be read in conjunction with Appendix B & applies to rail only. The Authority will pay an amount calculated by the following formulae to Rail operators in respect of additional costs for generated travel as a result of operators participating in the Authority's scheme. No further claims for additional costs will be accepted.

Total reimbursement TR is given by the following formulae:

$$TR = RF + AC$$

$$AC = J_{conc} * C_y * D * (1-A)$$

Where:

RF is amount of reimbursement for revenue forgone as defined for rail in Appendix B

AC is the amount of reimbursement for additional costs incurred

J_{conc} is the number of concessionary Journeys

C_y is the cost of reimbursement per generated journey for year y (value given below)

D is adjustment to journeys where concessions are charged below the maximum (F_c) given by the formula in Appendix B for Rail.

A is defined in Appendix B for Rail by Equations (3) & (1)

In Equation (1) in Appendix B

C_y & is annually inflated using the all items price index at Jan prior to the commencement of that year using the following formulae:

$$C_y = C_0 * RPI_y / 100$$

Where $C_0 = £0.0288$ at the base price level of Jan 1987 (when the RPI was 100)

For 17/18 Jan 17 RPI = 265.5

$$C_y = 0.0288 * 265.5 / 100 = 0.0765$$

For the example in Appendix B for Rail Senior Persons off peak

$$J_{conc} = 1,500$$

$$D = 1$$

$$A = 0.69098$$

$$AC = J_{conc} * C_y * D * (1-A) = 1500 * 0.0765 * 1 * (1 - 0.69098) = £35.46$$

Total reimbursement = TR = RF + AC

$$TR = £572.96 + £35.46 = £608.42$$

Appendix A

Entitlement to Concessionary Travel Permit (paragraph 28)

1. Senior Persons

(as defined in section 146 of the Transport Act 2000), presently:

- (a) in the case of a woman, her pensionable age,
- (b) in the case of a man, the pensionable age of a woman born on the same day.

Must be a resident of West Yorkshire

2. Disabled Persons

Available to any eligible person of any age who meets the following criteria: -

- partially sighted;
- profoundly or severely deaf;
- without speech;
- someone who has a disability or injury, which has substantial and long-term adverse effect on their ability to walk;
- someone who does not have arms, or has a long-term loss of the use of both arms;
- someone who has a learning disability, that is, a state of arrested or incomplete development of mind, which includes significant impairment of intelligence and social functioning;
- someone who has been or would be refused a driving licence on certain medical grounds.

Disabled people who are unable to travel conveniently alone, may be entitled to a special permit entitling a companion (it need not be the same person for every journey) to the same concessions when travelling with them.

Must be a resident of West Yorkshire

3. Blind Persons

In general terms a person will be eligible if they cannot see (with glasses, if worn) the top letter of the eye test chart used by opticians and doctors, at a distance of 3 metres.

Must be a resident of West Yorkshire

4. Disabled & Blind Companion

Persons who may require a companion when travelling must obtain a special 'with/without' companion permit.

The companion need not be a resident of West Yorkshire.

5. Young Persons (up to age 10yrs)

Available to any person up to the age of 10yrs.

6. Young Persons (Under 19s)

Available to West Yorkshire Residents aged under 19 to the day before the holder's 19th Birthday holding a Under 19 PhotoCard

Young Persons MyDay & Under 19 Tickets (Bus Only)

Available to a person who is under 19 and resident in West Yorkshire. Where they look over 18 this must be evidenced by them holding a Metro Young Persons PhotoCard, Metro U19 Photocard or any other form of official photographic identification which evidences that they meet these requirements, such as a passport, driving licence or NUS card. Where they are on a journey to or from a school or college and wearing school uniform no further evidence of validity is required.

Appendix B

Concessionary Travel Reimbursement

For Rail, & Young Persons On Bus

1. Introduction

This appendix provides supplementary and detailed information on the calculation of reimbursement for the West Yorkshire Concessionary Travel Scheme for all Rail categories & Young Persons on Bus. It applies from 30 March 2025 until further notice.

2. Reimbursement Formula

The amount of reimbursement is calculated separately for the following categories:

Rail - Senior Persons, Disabled Persons and Companions

(a) peak (for historical survey data 15:00 - 18:00 only). From September 2020 this category is no longer reimbursed.

(b) off-peak periods (for historical survey data 9:30 – 15:00 & after 18:00). From September 20 9:30 – 16:00 & after 18:30.

Rail - Blind Persons

(c) all periods

Rail - Young Persons

(d) peak periods

(e) off-peak periods.

Bus - Young Persons

(f) all periods

2.1 Rail – All Categories

The amount of reimbursement for revenue forgone, **RF**, due in each category is then calculated from the formula:

$$\mathbf{RF} = J_{\text{conc}} \cdot D(A \cdot F_n - F_c) \quad (1)$$

where -

RF is amount of reimbursement for revenue forgone

J_{conc} is number of concessionary journeys

F_n is average commercial adult fare (in £s)

F_c is average maximum concessionary fare (in £s)

D is adjustment to journeys where concessions are charged below the maximum (F_c) given by the formula:-

$$D = (1 + B_y.F_d) / (1 + B_y.F_c) \quad (2)$$

A is given by the formula:

$$A = (1 + B_y.F_c) / (1 + B_y.F_n) \quad (3)$$

where -

B_y are constant for each Eligible category for a given year (values given below)

F_d is the average concessionary fare actually charged.

(Note that $D = 1$ where maximum concessions are charged ie where $F_d = F_c$)

Values for B_y are adjusted annually for inflation using the following formula:

$$B_y = B_o \times 100/RPI_y \quad (4)$$

where -

B_y are the B values for the financial year Y

B_o are the B values at the base price level of January 1987 (when the RPI was 100)

RPI_y is the Retail Price Index for January of year Y.

In (4) B_o takes the following values (with fares and reimbursements both in £s) as at January 1987:

B_o	Peak	Off-Peak
Rail Senior, Disabled Persons and Companions	1.187156	2.147008
Rail Young Persons	0.733214	2.147008
Rail Blind Persons and Companions	2.147008	2.147008

Hence in (2) and (3) for 2017/18 B_y takes the following values (with fares and reimbursements both in £s).

B_y	Peak	Off-Peak
Rail Senior, Disabled Persons and Companions	0.447	0.809
Rail Young Persons	0.276	0.809
Rail Blind Persons and Companions	0.809	0.809

(The effect of these adjustments is to increase money reimbursement at any given money fare; if fares are changed in line with inflation then reimbursement will also change with inflation.) Operators will be notified of the B values for the year (B_y), following publication of the January RPI.

2.2 Bus – Young Persons

The Combined Authority fixed budget will be split into pools based on the revenue for the following ticket/permit types:

- Singles that comply with the fare structure set by the Combined Authority

- Metro School Passes*
- MySingle sold on App
- MyDay tickets sold off bus
- MyDay tickets sold on bus
- MyWeek sold on bus
- MyWeek sold off bus
- MyMonth sold off bus
- MyTerm sold off bus
- MyAcademic Year and MyYear sold off bus

* Revenue for a journey using a Metro School Pass is assumed to be the same as the equivalent journey within the fare structure set by the Combined Authority

Each pool will be distributed between operators as follows:

Singles

For each operator the Combined Authority will calculate a value of travel based on the number of Eligible journeys made on eligible services (J_{conc}) multiplied by the relevant fare within the fare structure determined by the Combined Authority

For example, if the fare structure is:

- Journeys up to a mile capped at £0.80 (F1),
- Journeys longer than a mile £1.60 (F2)

The value of travel for an operator would be calculated as:

$$J_{conc} \times F1 + J_{conc} \times F2$$

The pool will then be apportioned between operators based on their value of travel as a share of the total value of travel for all operators.

Metro School Pass

For each operator the Combined Authority will take the output of the standard method for determining the number of eligible passenger journeys with the Metro School Pass and multiply it by a notional fare derived from Metro's Survey data to calculate a value of travel.

The pool will be apportioned between operators based on their value of travel for eligible passenger journeys as a share of the total value of travel for all operators for such eligible passenger journeys.

U19 - Bus Only Ticket (App Single)

For each operator the Combined Authority will take the output of the standard method for determining the number of eligible passenger journeys with this ticket and multiply it by the notional fare used in the apportionment of MCard revenue, as agreed with the West Yorkshire Ticketing Company, to calculate a value of travel.

The pool will be apportioned between operators based on their value of travel for eligible passenger journeys as a share of the total value of travel for all operators for such eligible passenger journeys.

U19 - Bus Only Ticket (MyDay on Bus)

For each operator the Combined Authority will take the output of the standard method for determining the number of eligible passenger journeys with this ticket and multiply it by the notional fare used in the apportionment of MCard revenue, as agreed with the West Yorkshire Ticketing Company, to calculate a value of travel.

The pool will be apportioned between operators based on their value of travel for eligible passenger journeys as a share of the total value of travel for all operators for such eligible passenger journeys.

U19 MyDay - Bus Only Ticket (Sold Off Bus)

For each operator the Combined Authority will take the output of the standard method for determining the number of eligible passenger journeys with this ticket and multiply it by the notional fare used in the apportionment of MCard revenue, as agreed with the West Yorkshire Ticketing Company, to calculate a value of travel.

The pool will be apportioned between operators based on their value of travel for eligible passenger journeys as a share of the total value of travel for all operators for such eligible passenger journeys.

U19 - Bus Only Ticket (MyWeek on Bus)

For each operator the Combined Authority will take the output of the standard method for determining the number of eligible passenger journeys with this ticket and multiply it by the notional fare used in the apportionment of MCard revenue, as agreed with the West Yorkshire Ticketing Company, to calculate a value of travel.

The pool will be apportioned between operators based on their value of travel for eligible passenger journeys as a share of the total value of travel for all operators for such eligible passenger journeys.

U19 - Bus Only Ticket (MyWeek sold off Bus)

For each operator the Combined Authority will take the output of the standard method for determining the number of eligible passenger journeys with this ticket and multiply it by the notional fare used in the apportionment of MCard revenue, as agreed with the West Yorkshire Ticketing Company, to calculate a value of travel.

The pool will be apportioned between operators based on their value of travel for eligible passenger journeys as a share of the total value of travel for all operators for such eligible passenger journeys.

U19 - Bus Only Ticket (MyMonth sold off Bus)

For each operator the Combined Authority will take the output of the standard method for determining the number of eligible passenger journeys with this ticket and multiply it by the notional fare used in the apportionment of MCard revenue, as agreed with the West Yorkshire Ticketing Company, to calculate a value of travel.

The pool will be apportioned between operators based on their value of travel for eligible passenger journeys as a share of the total value of travel for all operators for such eligible passenger journeys.

U19 - Bus Only Ticket (MyTerm)

For each operator the Combined Authority will take the output of the standard method for determining the number of eligible passenger journeys with this ticket and multiply it by the notional fare used in the apportionment of MCard revenue, as agreed with the West Yorkshire Ticketing Company, to calculate a value of travel.

The pool will be apportioned between operators based on their value of travel for eligible passenger journeys as a share of the total value of travel for all operators for such eligible passenger journeys.

U19 - Bus Only Ticket (MyAcademic & MyYear)

For each operator the Combined Authority will take the output of the standard method for determining the number of eligible passenger journeys with this ticket and multiply it by the notional fare used in the apportionment of MCard revenue, as agreed with the West Yorkshire Ticketing Company, to calculate a value of travel.

The pool will be apportioned between operators based on their value of travel for eligible passenger journeys as a share of the total value of travel for all operators for such eligible passenger journeys.

3. Hypothetical Examples

Rail - Senior Persons Off Peak

Suppose revenue forgone reimbursement for Senior Persons travelling by Rail in the off-peak is to be calculated.

Assume :

J_{conc} (number of journeys)	= 1,500
F_n (average commercial adult fare)	= £2.00
F_c (average concessionary fare)	= £1.00
F_d	= F_c (ie maximum fares charged)
RPI for the year in question	= 265.517/1815)

First, it is necessary to calculate the appropriate B value for the year in question. (WYCA publishes these figures each year. NB not to be confused with Beta values for Bus - Senior & Disabled, Blind & Companions)

From equation (4):

$$B_y = 2.147008 \times 100/265.5 = 0.809$$

Next, the A value can be calculated using equation (3):

$$A = (1 + 0.809 \times £1.00) / (1 + 0.809 \times £2.00) = 0.69098$$

NB. The value of A will only remain at this value for the year if the Average Commercial Adult fare and the concessionary fare do not change during the year.

Assuming that maximum concessionary fares are charged (ie. No operator gives a discount on concessionary fares)

Then $F_d = F_c$

It follows from equation (2) that $D = (1 + B_y F_c) / (1 + B_y F_c) = 1$

Now, reimbursement can be calculated using equation (1):

$$R = 1,500 \times 1 \times (0.69098 \times £2.00 - £1.00) = £572.96$$

4. Reimbursement Rates

The descriptions below show the B or G values (for 17/18) & times they apply for the reimbursement payable from 1 April 2017 to 31 March 2018 for different categories of journeys.

4.1 Rail - Senior & Disabled in Peak Periods

Rail S&D peak $B_y = 0.447$

This applies on Mondays to Fridays (excluding Public Holidays) for Senior and Disabled Persons travelling by Rail from 15:00-18:00 hours only.

4.2 Rail Young Persons in Peak Periods

Rail peak $B_y = 0.276$

This applies on Mondays to Fridays (excluding Public Holidays) for Young Persons travelling by rail boarding before 09:30 and from 15:00 to 18:00 hours. The figures for Young Persons apply to Young Persons (aged 5 to 18) except those (aged 5 to 18) using School Pass.

Note:

To calculate reimbursement payments assume that an operator's average concessionary fare is exactly half their no scheme fare. However, because of rounding down to the nearest 1p this is not necessarily exactly the case and actual revenue foregone reimbursement may differ slightly from the amounts calculated. (See Young Persons in schedule 1 Eligible persons of the Scheme travelling by rail.)

4.3 Rail Senior & Disabled in Off-Peak Periods (also Rail Blind Persons in all periods*)

Rail S&D off-peak $B_y = 0.809$

This applies on Mondays to Fridays for Senior and Disabled Persons travelling by rail, boarding from 09:30 to 15:00 hours and from 18:00 hours, and all day on Saturdays, Sundays and Public Holidays.

* Blind Persons (and in certain cases their companions - see Eligible Persons in schedule 1) pay zero fare all day every day.

4.4 Rail Young Persons Off-Peak

Rail YP off-peak $B_y = 0.809$

This applies on Mondays to Fridays for Young Persons boarding on rail from 09:30 to 15:00 hours and from 18:00 hours, and on Saturdays, Sundays and Public Holidays all day. This covers those aged 5 to 18 except those (aged 5 to 18) using School Pass.

Appendix C**Young Persons Concessionary Fares Table**

Journey type	Maximum fare
Journeys up to a mile	£0.80
Journeys longer than a mile	£1.60