



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

MAYORAL BUS REFORM TASK FORCE TERMS OF REFERENCE

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BUS REFORM PROGRAMME

DATE: December 2019

1 BACKGROUND AND CONTEXT

As part of the Devolution Agreement, Transport Authority powers were transferred to the Cambridgeshire and Peterborough Combined Authority (CPCA) from Cambridgeshire County Council and Peterborough City Council. Such powers cover responsibility for passenger transport including bus services.

In November 2017, CPCA commissioned a Strategic Bus Review intended to undertake a high-level study of the bus network and make recommendations for the way forward for bus provision across the region.

In January 2019 the CPCA Board took note of the recommendations of the Strategic Bus Review and approved the establishment of a cross-organisational group to respond to the Strategic Bus Review by developing an implementation strategy.

In March 2019 the Board approved the governance arrangements for the Bus Reform Programme and gave approval to draw down funds of £400k within the 2019/20 budget to commence its work, including preparing the programme brief, developing the bus subsidy assessment framework and procuring external consultancy support.

The programme was established in April 2019 with officers from Cambridgeshire County Council, Peterborough City Council and Greater Cambridge Partnership, led by a Bus Reform Programme Manager appointed by CPCA. A Programme Board has been established, comprising senior officers from CCC, PCC, GCP and CPCA, which meets monthly under the chairmanship of the CPCA Head of Transport. The programme is accountable to the CPCA Transport and Infrastructure Committee and the CPCA Board.

Following consultation with a range of stakeholders, including bus user groups, bus operators and local authorities, the group prepared a Programme Initiation Document (PID) for a Bus Reform Programme that set out the key outcome of the programme to be:

To improve, in both the short- and long-term, the service delivered by buses in the CPCA region, aligning with the Combined Authority's Ambition 2030 goals.

This PID was signed off by CPCA directors in July 2019.

The work of the programme has now advanced to a point where it has been agreed by the Mayor to establish a Bus Reform Task Force – a group of expert advisors to help to guide the programme's work by providing strategic direction and expertise.

This note sets out the draft terms of reference for the Bus Reform Task Force for comment/ approval at its inaugural meeting.

2 PURPOSE AND TERMS OF REFERENCE

Purpose

The purpose of the Bus Reform Task Force (BRTF) is to provide strategic guidance and feedback to the team working to implement the strategic bus review, and to advise the Mayor in future decisions regarding buses in the region. It is intended that this body should add value by injecting external expertise and knowledge, and by bringing the voice of the bus user to this work.

Terms of reference:

1. Provide strategic guidance to the Bus Reform Programme, based on external experience and inputs from bus users and other stakeholders
2. Comment and feed back on key activities undertaken by the Programme
3. Review and approve deliverables generated by the Programme
4. Use their influence with operators and other bodies to further the CPCA's interests in relation to bus reform
5. Bring to the attention of the Programme any relevant national or local matters that may be of relevance
6. Actively participate in the development of the vision for buses and other strategic matters
7. Represent communities in the region in the development of bus-related strategies
8. Advise the Mayor on key decisions relating to buses in the region

Ways of working

- The BRTF will meet broadly quarterly, in line with deliverables from the programme, at a location within the CPCA region.
- It will take papers and invite the programme to submit progress reports.
- Members of the BRTF will be unremunerated
- Members of the BRTF must declare any possible interest in matters under consideration, and may be excluded from discussion on such matters at the sole discretion of the Chair

3 MEMBERSHIP:

The Expert Group will include individuals with professional background in the bus industry and public transport issues, representatives of bus users in the CPCA area, local councillors and leaders of the Bus Reform Programme.

The initial membership is:

Mayor James Palmer (Chair)

Mike Bartram, Policy Advisor, Transport Focus

Professor David Begg, Transport Consultant

Richard Wood, Secretary, Cambridge Area Bus Users Group

Dawn Badminton–Capps, Director for England, Bus Users

Darren Shirley, CEO, Campaign for Better Transport

Cllr Josh Schumann, Deputy Leader East Cambridgeshire District Council (deputy Cllr Anna Bailey)

Cllr Judy Fox, Peterborough City Council

Cllr Anna Bradnam, Vice-Chairman of South Cambridgeshire District Council

Cllr Lis Every, East Cambridgeshire District Council

Cllr Ian Bates, Cambridgeshire County Council

TBA Fenland District Council

TBA Huntingdonshire District Council

Paul Raynes, Director of Strategy and Delivery, CPCA

John Gregson, Bus Reform Programme Manager, CPCA

Oliver Howarth, Bus Strategy Manager, CPCA

Rowland Potter, Head of Transport, CPCA