

Bus Coach and Tram Task Force: terms of reference

1. Introduction and purpose

1.1 The Task Force is established by resolution of the Board in London on 10 September 2014. These terms of reference were approved by the Board meeting in Cardiff on 14 May 2015.

1.2 The Task Force does not have delegated authority from the Board to make policy or to direct or sanction executive action. The primary purpose of the Task Force is to consider, reflect upon and, where helpful, challenge **in some detail** proposals from the industry or government, or responses to them by staff and management, arrive at a reasoned view, and report back to the Board. Issues coming before the Task Force will normally be proposed by the Passenger Director and / or Head of Policy and Issues and agreed by the Chair of the Task Force.

1.3 The Task Force shall take account of any further guidance or direction that the Board from time to time so determines in respect of its purpose, objectives and/or tasks.

1.4 Bus Coach and Tram Task Force members acting individually shall not enter in to any form of confidentiality or non-disclosure agreement with any other body **unless** such an agreement relates only to, and is limited to undertaking an agreed assessment of, a specific commercial process to which the Task Force has collectively agreed.

2. Objectives and tasks

2.1 to develop a keen understanding of the structure, operation, regulation and funding of the bus, coach and tram industry in England (and changes to the regime insofar as they change from time to time) so that a policy response may be generated and maintained which, once agreed by the board, provides a framework for executive action and advocacy.

Bus

2.2 to keep under review the programme of subsidy and grant reform, quality contracts/partnerships/franchising, concessionary travel, punctuality (and in particular the Traffic Commissioners proposals in this respect) and accessibility issues, and, in particular, rural bus issues, and advise the board accordingly.

2.3 to consider what the results of the bus passenger survey suggest in terms of passenger policy, and advise the board accordingly.

Coach

2.4 to keep under review the operation and performance of the domestic coach industry as it affects its user's and consider proposals for future aspirations and the specification and results of any research upon which they based, and advise the board accordingly.

Bus Coach and Tram Task Force: terms of reference

Tram

2.5 to keep under review the operation and performance of the tram industry as it affects its user's and consider proposals for future aspirations and the specification of any research upon which they based, and advise the board accordingly.

2.6 to consider what the results of the tram passenger survey suggest in terms of passenger policy, and advise the board accordingly.

Other

2.7 to discuss, request or do anything on its own initiative or at the request of the board that is not inconsistent with but may be regarded as complementary or incidental to its purpose.

3. Meetings

The Task Force will meet on no less than two occasions per year as determined by the level of business.

4. Membership

4.1. Membership of the Task Force is as follows:

Paul Rowen	Chair
Stuart Burgess	
Diane McCrea	
Bob Linnard	

4.2. The following will normally attend the meetings of the Task Force.

David Sidebottom	Passenger Director
Mike Hewitson	Head of Policy and Issues
Mike Bartram	Bus Policy Adviser

5. Proceedings

5.1 The provisions of part 2 of the [Constitution General](#) shall have effect.

5.2 The preparation of the agenda and supporting papers, and recording of and agreement to minutes, will normally be undertaken by a member of the chief executives team.

Document history

Version	Author	Comments	Approved by	Date
V1	Jon Carter	Original draft for DS	n/a	09/10/14
V2	Michelle Calvert	Change to Transport Focus	n/a	26/03/15
V3	Michelle Calvert	Inclusion of 'franchising'	n/a	18/06/15

Bus Coach and Tram Task Force: terms of reference

