

Franchising Task Force: terms of reference

Nov 14 BM 10.0

1. Introduction and purpose

1.1 The Task Force is established by resolution of the Passenger Focus Board meeting in London on 10 September 2014. These terms of reference were approved by the Board meeting in Birmingham on 13 November 2014.

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 Head of Passenger Issues and Passenger Issues Manager 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 Franchising 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 franchise within a remit agreed by / under the auspices of Passenger Focus.

2. Objectives and tasks

2.1 to develop a keen understanding of the franchising policies and practices of the Department for Transport and the devolved administrations (and changes to these regimes insofar as they change from time to time) so that when a new policy response is required it may be generated and which, once agreed by the board, provides a framework for executive action and advocacy.

2.2 to keep under review the franchising programme and Passenger Focus's approach to it and the resourcing of any involvement, and advise the board accordingly.

2.3 keep under review the basis and methodology through which Passenger Focus staff and board members contribute towards the assessment of (parts of) franchise bids, but **not** to become involved to any meaningful extent with the assessment of any specific franchise bid.

2.4 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.

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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:

Bob Linnard	Chair
Marian Lauder	
Paul Salveson	

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

Mike Hewitson	Head of Passenger Issues
Sharon Hedges	Passenger Issues Manager

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 SH.	n/a	09/10/14
V2	Sharon Hedges	Updated original	n/a	10/10/14
V3	Jon Carter	Final draft for Task Force	n/a	12/10/14