

**SUPPORTED BUS SERVICES - TOTAL TRANSPORT MEMBER STEERING
GROUP TERMS OF REFERENCE**

To: **Economy and Environment Committee**

Meeting Date: **12 October 2017**

From: **Executive Director, Economy, Transport and Environment**

Electoral division(s): **All**

Forward Plan ref: **Not applicable** *Key decision:* **No**

Purpose: **To agree the Terms of Reference for the review of supported bus services.**

Recommendation: **Committee is recommended to:**

- a) Agree to amend the responsibility of the current Total Transport Member Policy Steering Group;**
- b) Agree to the proposed amendments as set out in para 2.2-2.5 to the Terms of Reference, and;**
- c) If a) and b) are approved, to appoint an additional four members to the Total Transport Member Policy Steering Group.**

<i>Officer contact:</i>		<i>Member contacts:</i>	
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1. BACKGROUND

- 1.1 At the Economy & Environment Committee on 10th August 2017 it was requested that officers undertake a full Countywide review of contracted bus services and community transport provision with a view to identifying further efficiencies and alternative means of provision.
- 1.2 It was further requested that officers come back to Committee with Terms of Reference for the Review to include members as part of the review group.

2. MAIN ISSUES

- 2.1 It is proposed to amend the Terms of Reference for the existing Total Transport Member Steering Group and that this Group's membership and remit be increased accordingly. This is believed to be the best approach rather than have two different groups as it will help to explore any potential synergies between the work streams. The current terms of reference for this Group are attached in Appendix A.

- 2.2 The background to the Terms of Reference could be amended to add the following paragraph:

At the Economy & Environment Committee on 10th August 2017 it was requested that officers undertake a full Countywide review of contracted bus services and community transport provision with a view to identifying further efficiencies and alternative means of provision, and that members are included as part of this review group.

- 2.3 It is suggested to amend the membership of the group and consider increasing it from eight to twelve and to reflect the political balance and geographical spread across the county. The additional members will be proposed and agreed by E&E Committee as this is the responsible Committee for approving the membership. *(Note: The current members of the steering group are set out below):*

Councillor A Bailey (Con)
Councillor B Hunt (Con)
Councillor Lina Joseph (Con)
Councillor D Jenkins (LD)
Councillor Giles (Ind)
Councillor M McGuire (Con)
Councillor S van de Ven (LD)
Councillor J Whitehead (Lab)

- 2.4 The purpose of the Group will be extended and the following added:

The group will support the officer review of contracted bus services and community transport provision, in particular by:

- Offering a steer on factors to be evaluated, including but not limited to cost of contract, passenger numbers, cost per passenger journey, availability of alternative arrangements, time of journeys, days of operation and journey purpose.
- Considering and commenting on efficiencies and alternative means of provision identified by officers
- Providing a champion role for potential alternative means of provision, in particular where these may be community delivered solutions and working with communities to

support such solutions.

2.5 Under reporting and recommendations it is proposed to add:

The review of contracted bus services and community transport provision will be presented to Economy & Environment Committee on 24 May 2018.

3. APPOINTING ADDITIONAL MEMBERS

3.1 Subject to agreeing the above proposed changes to the terms of reference, the Committee is asked to agree four additional member appointments. In respect of proportionality, only Committees and Sub-Committee are required to be constituted proportionally and are not requirements that have to apply to Groups unless the Committee wishes to agree to this approach. If proportionality was to be applied on 12

3.2 The breakdown would be:

7 Conservative + 3 Lib Dems + 1 Labour + 1 Ind.

Currently with 8 members it is 4 Conservative + 2 Lib Dems + 1 Labour + 1 Ind.

4. ALIGNMENT WITH CORPORATE PRIORITIES

4.1 Developing the local economy for the benefit of all

The following bullet point sets out details of implications identified by officers:

- The role of local bus services remains critical to the success of the County and its employers and businesses. Local bus services continue to ensure that car traffic is reduced and does not add to the existing congestion experienced in the county.

4.2 Helping people live healthy and independent lives

The following bullet point sets out details of implications identified by officers:

- Local bus services offer a convenient way of accessing employment, businesses and public services; hence allowing people to live independently. That role is illustrated by the fact that a proportion of journeys made are undertaken by concessionary pass holders.

4.3 Supporting and protecting vulnerable people

The following bullet points set out details of implications identified by officers:

- A community impact assessment is attached as appendix B.

5. SIGNIFICANT IMPLICATIONS

5.1 Resource Implications

There are no significant implications within this category.

5.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications within this category.

5.3 Statutory, Legal and Risk Implications

The following bullet point sets out details of implications identified by officers:

- There is a duty under the 1985 Transport Act to secure the provision of such public passenger transport services as the Council consider it appropriate to secure to meet any public transport requirements within the County which would not in their view be met apart from any action taken by them for that purpose. The duty, however, is only to consider and there is no duty to provide services.

5.4 Equality and Diversity Implications

The following bullet point sets out details of implications identified by officers:

- A community impact assessment is attached as appendix B.

5.5 Engagement and Communications Implications

There are no significant implications within this category.

5.6 Localism and Local Member Involvement

There are no significant implications within this category.

5.7 Public Health Implications

There are no significant implications within this category.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heywood
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Yes Name of Officer: Paul White
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Fiona McMillan
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Eleanor Bell

Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Kate Parker

Source Documents	Location
None	

Total Transport Policy Member Steering Group

Terms of Reference

Version 4

Revised 11 May 2016

Approval Agreed at 11 May 2016 meeting

Background to the Group

Cambridgeshire County Council is facing significant financial challenges. This means that new ways of working will be needed in the coming months and years, and that even so difficult decisions will be faced.

The purpose of the Group is to assist members in gaining a detailed understanding of some of the opportunities and challenges relating to transport, and of the possible consequences of decisions regarding service levels, fares, etc.

The Cambridgeshire Future Transport (CFT) programme was launched as a joint initiative with partners from across Cambridgeshire and Peterborough working together to find solutions to Cambridgeshire's transport and accessibility challenges. These partners included local authorities, health services, community groups and transport providers.

The Total Transport project represents the next iteration of the CFT work. It is based on the simple idea that, on the ground, it doesn't make sense for different vehicles to collect neighbouring residents who are making similar journeys but for different purposes (healthcare, education, social care, etc.) In rural areas in particular, integrating the provision of transport will allow scarce resource to be used more efficiently, so that the impact of reduced budgets can be softened.

Membership of the Group

The Group will consist of:

- 8 named County Councillors, as approved by Group Leaders. The intention is to provide a political and geographical balance.
- 1 member representative of each District Council.

An officer from each District, as well as specific officers from the County Council, will also participate in meetings. It is the views of elected members (both County and District) that are being sought, however.

Purpose of the Group

The purpose of the Group is to receive reports, share views, encourage wider debate and make recommendations about a range of passenger transport issues. These should challenge existing practice and seek ways of delivering the best possible service whilst recognising the financial situation facing the Council.

The Group will also specifically support the implementation of a Total Transport pilot, in particular by;

- Offering a steer on possible changes to practice and procedure
- Ensuring consideration is given to the views of all those who may be affected by the project, with specific emphasis on local factors
- Helping build consensus on potentially controversial questions
- Removing barriers to the implementation of integrated transport solutions

Decision Making

The Group is advisory in nature and does not have any executive decision making powers.

Reporting & Recommendations

The Group will make recommendations to the General Purposes Committee, as agreed by Group Leaders on 10 December 2015.

The Group will also receive reports from, and submit recommendations to, the Total Transport Programme Board. This is chaired by the Service Director: Strategy and Development, and provides senior officer oversight of the Total Transport project.

Meetings

The frequency of meetings will be set by the group to reflect the progress of the project and the issues expected to arise. In principle meetings are anticipated to be roughly monthly.

A chair and vice-chair of the group will be appointed at the first meeting of each financial year (April). For the purposes of electing a chair, only those members of the group who are County or District Councillors will be able to vote.

Review of the Terms of Reference

Unless a specific reason for an earlier review arises, these Terms of Reference shall next be reviewed in March 2017.

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport and Environment (ETE) Passenger Transport		Name: Paul Nelson
Proposal being assessed		Job Title: Interim Head of Passenger Transport
Reduction in Passenger Transport services		Contact Details: (01223) 715608
Business Plan Proposal Number (if relevant)		Paul.Nelson@cambridgeshire.gov.uk
		Date completed: 05/9/17
		Date approved: 05/9/17
Aims and Objectives of the Service or Function affected		
<p>The Passenger Transport service provides passenger transport services to a wide range of clients across the county, although it should be noted that there is no statutory duty to do so. This is primarily through subsidised bus services where commercially viable services cannot be provided but are considered to be needed. It also includes financial support for the community transport sector through direct grants, subsidising the cost of using community car schemes and taxicard schemes.</p> <p>In addition to the local bus service provision the Total Transport project is designed to better integrate the commissioning and delivery of transport and to:</p> <ul style="list-style-type: none"> • Provide more efficient and tailored passenger transport services to meet community needs. • To pool budgets from different providers of transport and thus allow for more efficient overall provision. • To provide a more simple and integrated means of gaining information about passenger transport services. <p>The previous CFT programme ran from 2012 and successfully changed the model of public transport investment in Cambridgeshire.</p> <p>From 2015/16, the local bus budget and all other funding towards community transport has been considered under one budget heading. This reflects the common objective of the (formerly) separate funding streams being used to help residents and visitors to Cambridgeshire access employment, education and training and public and leisure services.</p>		

What is the proposal?
To undertake a full Countywide review of contracted bus services and community transport provision with a view to identifying further efficiencies and alternative means of provision.
Who will be affected by this proposal?
<p>A proposal may affect everyone in the local authority area or alternatively it might affect specific groups or communities, please describe</p> <ul style="list-style-type: none">• Whether the proposal covers all of Cambridgeshire or specific geographical areas• Which particular service user groups would be affected• Whether certain demographic groups would be affected more than others• Any other information to describe specifically who would be affected <p>All users of contracted local bus services across all of Cambridgeshire. The proposal may particularly affect the elderly, disabled, lower income groups and isolated communities.</p>
What positive impacts are anticipated from this proposal?
None
What negative impacts are anticipated from this proposal?
Please see the list of disproportionate impacts below. In general the proposal will remove or severely reduce the opportunity for residents to travel and risks isolating users of these services so they are unable to access education, work and other services.
Are there other impacts which are more neutral?
Transport solutions may be provided that enable people to continue to travel, but these solutions are likely to require travel to be undertaken in a different way to now.

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

Impact	Tick if disproportionate impact
Age	X
Disability	X
Gender reassignment	
Marriage and civil partnership	
Pregnancy and maternity	X
Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	X
Deprivation	X

Details of Disproportionate Impacts on protected characteristics and how these will be addressed

Age

The elderly form a disproportionate share of the users of supported rural bus services. The withdrawal of services will have an impact on their ability to access shops and local services and engage in social activities.

Disability

Some disabled people are unable to drive as a result of their disability. The withdrawal of services will have an impact on their ability to access shops and local services and engage in social activities

Pregnancy and maternity

Some pregnant women are unable to drive as a result of pregnancy. The withdrawal of services will have an impact on their ability to access shops and local services and engage in social activities.

Deprivation

Local bus services are used by those without access to a car. The withdrawal of services will have an impact on their ability to access shops and local services and engage in social activities.

Rural communities

Reducing local bus services will mean fewer services provided and journey choice reduced.

Access to employment and education and training

Local bus services are used by residents of all ages, but could disproportionately impact younger people who do not have access to a car due to age or finances. Again, transport choice will be reduced and the withdrawal of services will have an impact on their ability to access employment and education and training.

Isolation

Individuals within communities may feel isolated if their regular bus service to the nearest service centre (particularly in more rural areas) is removed.

Where users cannot travel or afford increased cost there will be an impact on the Council's outcomes of: Older people live well independently as they will not be able to travel to essential services such as shopping and health; People with disabilities live well independently as they will not be able to travel to essential services such as health and shopping, as well as removing opportunity to work; People lead a healthy lifestyle as older people in particular will become more housebound. There is the risk of Impact on public health and wellbeing through people's inability to travel; organisational reputation through withdrawing this ability to travel; and other services and/or external partners such as health and social care where there could be a need to travel to residents rather than residents travelling to services, as well as the social care implications of increased isolation.

