

ENHANCED PARTNERSHIP FORUM DRAFT TERMS OF REFERENCE

VERSION 2.0 DATE 07/07/2022

1. STATEMENT OF INTENT

To be the conscience of the travelling public of South Yorkshire; supporting the Enhanced Partnership Board in its remit to making the public's experience of South Yorkshire's bus network better, by reflecting the travelling public's wider needs in the Enhanced Partnership Board's considerations.

2. PURPOSE

The purpose of the Enhanced Partnership (EP) Forum is to support EP Board by ensuring the travelling public and stakeholder views are taken into account as part of any decisions agreed by the EP Board.

The EP Forum advises the EP Board of any emerging areas of concern from a travelling public perspective and may request the EP Board to commission activity to further examine issues to identify potential service improvements.

3. MEMBERSHIP

Chair: Bus Users UK/Transport Focus Senior Representative

Members of the Forum:

Member of Partnership Board (Chair)
Business Representative
Disabled Representative
Young Persons' Representative
Schools representative
Academic representative
Trade Union Representative
Current and Potential Passenger Representatives
Current and Potential Passenger Representatives
Current and Potential Passenger Representatives
Current and Potential Passenger Representatives
Peak District National Park
Derbyshire County Council or Chesterfield District Council
Nottinghamshire County Council
West Yorkshire Combined Authority
Community Officers
Community Officers
Community Officers

Community Officers
Non users
Non users
Non users
Health sector
Bus Operator
Bus Operator
Bus Operator
Senior MCA Officer
Pensioners

4. RESPONSIBILITIES

The EP Forum shall cover the following areas of work:

- Review of progress on the annual work programme of the Partnership
- Inform content and activity as part of the annual update of the BSIP from a passenger perspective
- Support the delivery of any further elements of the Bus Improvement Programme agreed by the MCA in January 2020 (“the 7-Point Plan”)
- Include stakeholder views when developing new, or amending existing, Enhanced Partnership Schemes.
- Identify potential new opportunities for service improvement aligned to the Enhanced Partnership (either for inclusion in a future scheme or amendment to the existing)
- Provide the chair with items of escalation to be taken and considered by the EP Board.

5. MEETING FREQUENCY

Meetings will take place every two months, in between EP Board meetings, ideally within sufficient time to take proposals and comments to the EP Board in a timely manner.

In turn, the supporting groups to the EP Forum (the South Yorkshire Regional Transport User Groups and Transport Youth User Group) should meet in the preceding weeks to the EP Forum to ensure their items of note can be suitable escalated as required.

6. SECRETARIAT

The Mayoral Combined Authority Executive Team will provide the secretariat for the EP Forum.

Papers and presentations for EP Forum meetings will be circulated to Forum members seven calendar days in advance of the meeting.

The EP Forum shall have access to the same reporting format and structure as that of the EP Board, noting that the timeliness of data may differ (in reporting periods) to that of the EP Board.

7. NOT IN SCOPE (DECISION MAKING)

The EP Forum does not have the following responsibilities:

- Decision-making powers over specific amendments to the existing EP scheme, approval of scheme variations or the creation of a new scheme
- Financial approvals at any level of expenditure

8. MEETING RECORD

Draft minutes will be issued to members within ten calendar days of the Forum meeting taking place.

The final meeting record (approved minutes) will be shared with Forum members five calendar days prior to the subsequent Operating Group meeting.

9. AMENDMENTS TO TERMS OF REFERENCE

These Terms of Reference will be reviewed annually. Any changes will be approved by Transport and Environment Board (TEB) or any other relevant formal governance boards.

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