

## **Annex A**

### **Terms of Reference**

#### **1. Introduction**

The Sheffield City Region Mayor (Dan Jarvis) has launched a time limited commission to examine all aspects of South Yorkshire's bus transport system and services with a view to identifying and recommending improvements that will benefit users as well as supporting the broader sustainability of the bus transport sector.

#### **2. Purpose**

The Bus Review is being undertaken to provide the Mayor with independent assessment of:

- The current condition of the commercial bus and community transport sector in South Yorkshire, including the reasons for the decline in both registered bus services and bus passenger numbers;
- The social, environmental and economic impacts of this decline in bus services and passenger numbers; and
- The steps which should be taken to ensure commercial bus and community transport services meet the needs of South Yorkshire residents.

Specific key lines of enquiry (KLEs) flowing from the above will be determined by the Chair and the panel of commissioners; in addition to the Mayor's transport ambition as articulated in the SCR Vision for Transport and related Transport Strategy. The Review will broadly consider:

- Trends in bus use, factors contributing to these trends how to increase bus patronage - generally as well as in relation to different demographic groups including young people, the elderly, minority ethnic groups; key workers; those on low incomes, those with mobility issues;
- How to improve provision for potentially isolated residents and communities;
- How to improve 'quality' of services with an emphasis on the bus user experience;
- The relationship between the bus system and other modes of transport and travel such as the tram network and active travel;
- The implementation of bus priority measures by local leaders in South Yorkshire;
- The environmental impact that buses can have on congestion, pollution and air quality;
- The commercial operation of the bus sector including the responsibilities of bus operators, strategic planning and regulatory matters;
- Adequacy of funding and best approaches to securing future investment in the sector and ensuring sustainability; and
- What can be learnt from other towns, cities and/or city regions about any of the review's key lines of enquiry.

#### **3. The Review Panel: Chair and Commissioners**

The Review will be chaired by Clive Betts MP. The Chair will lead the work of the Review to ensure that it independently considers all the evidence available to fulfil its purpose.

The Chair will be supported by a small (>6) panel of independent commissioners. The appointment of these commissioners will be determined by the Chair taking into consideration advice from SCR MCA officers (who will provide a Secretariat function – see below).

The ambition will be to appoint a 'balanced panel' comprising a range of independent experts and informed user voices and having regard to diversity criteria.

Stakeholder groups, such as transport operators, will not be directly represented on the Commission – though their informed views will be sought and given full consideration in evidence gathering. Officials will support the Chair throughout the appointments process.

#### **4. Timescales and Meeting Frequency**

The Chair and the panel will meet on a monthly basis as a minimum and will hold meetings with external stakeholders. They will decide how they wish to gather evidence for the review including the balance of meetings held in private and in public.

Interim findings will be presented to the Mayor for discussion in Autumn 2019 with a final report including recommendations submitted by early 2020 at the latest. A final report will be published at the end of the full term of the inquiry.

#### **5. Review outputs**

The output of the Review should be a report that:

- Summarises the evidence available in relation to the three areas set out in section 1.
- Draws conclusions on what this evidence is saying in terms of the performance of the bus network.
- Makes recommendations to the Mayor on the actions he should take to address this issue.

#### **6. Secretariat Support**

The Review will be supported by a small secretariat function provided by the Sheffield City Region Executive. Working with the Chair, the function will be responsible for:

- Organising meetings of the Commission and providing secretariat support;
- Supporting evidence gathering activities, including any call for evidence;
- Supporting stakeholder engagement processes in concert with the Chair and Panel; and
- Bringing together the interim report and report of the Review outcomes.

Subject to discussion with the Chair, the work of the Secretariat may be supplemented with specialist technical analysis. This will help bring together the evidence received and support the panel in its interpretation and the development of conclusions.

A budget (to be determined) will be made available for the Review to meet the costs of dedicated secretariat support, additional specialist analytical support, and external travel and events.

