

TERMS OF REFERENCE

Review Title: O&S Review of Passenger Transport Headroom Project

Context

The Council is pursuing a series of 'Headroom Projects' with the aim of creating best value efficiencies within the organisation. Priority has been given to opportunities that were already being addressed to a degree through current activities within services.

A *Passenger Transport Headroom Project* has been initiated, from an original idea raised by the EYCL O&S Panel, to investigate opportunities around improving service delivery and costs across the whole range of Council managed passenger transport provision, including:

- Home to school transport routes and costs
- Public transport subsidies
- Use of Council fleet
- LGA 2003 opportunities for discretionary charging
- Cost & use of concessionary fares
- Community Transport initiatives (inc. volunteer drivers & dial-a-ride)
- Changing needs of Social Services
- Subsidised taxi services

The headroom project will investigate issues and opportunities around these themes with a view to seeking improvements to the way in which passenger transport services are managed and provided by the Council. Main project stages are:

1. Research & identification of best practice (Jan – June '04)
2. Engagement with relevant stakeholders to inform a comprehensive needs analysis (July -Nov '04) (with O&S acting as the principle communication channel)
3. A range of options identified with recommendations to the Executive for an improved service delivery model (early 2005)

Overview & Scrutiny involvement - A Joint O&S Panel

The issues raised by the Passenger Transport Headroom Project cut across the remit of 3 different O&S Panels so a special Joint Panel, comprising councillors from each, has been set up. The relevant Panels contributing members to this review are:

- Planning, Transportation, Economy & Sustainability (PTES)
- Education, Youth, Culture & Leisure (EYCL)
- Health & Social Services (H&SS)

The Chairs of these 3 panels have agreed membership arrangements for this Panel to ensure wide geographic representation (city, town & country) from across the Local Authority area. The Panel is politically proportional as per other O&S Panels operated by the Council. The PTES Chair has been nominated as overall Chairman of the joint Panel.

Purpose of O&S Review

The purpose of O&S Panel involvement is to support the headroom project by acting as the key communication channel for the Engagement phase of the project (stage 2 above). Members will be able to take soundings from a range of consultees (through the open public O&S process) and represent these views (as findings to support recommendations) in a Panel report to the Council Executive and Passenger Transport Project Team.

This method of working is classified as the 'overview' role of Overview and Scrutiny, where the Panel is acting in a pathfinder context to challenge the Executive to develop policy, formulate plans and make decisions around important community issues.

Objectives of O&S Review

The objectives of this Overview & Scrutiny Review are to:

- Understand the issues relating to passenger transport provision by Bath & North East Somerset.
- Undertake public engagement on the issues to inform and widen the debate around the future direction of passenger transport provision by the Council.
- Provide the Panel's findings and recommendations on the issues to the Headroom Project team and Council Executive to inform their decisions on implementation of future plans.

Scope of O&S Review

To achieve its objectives, the Panel will:

- Receive a background briefing and a comprehensive report from the Headroom Project team on the whole range of passenger transport issues and opportunities for Bath & North East Somerset, including:
 - the current range of Council supported public transport services: Taxis; Dial-a-ride, supported bus services, etc.
 - current Council plans and policies to address local issues as well as initiatives already under development within existing service plans.
 - government policy that regulates the Council's role in providing services and future opportunities developing nationally through recent changes in Government policy.
- Consider current good practice to bring an external and objective view to the issues, including:
 - pioneering developments in other authorities
 - the views of national organisations that represent the interests of users
 - good practice highlighted by the Audit Commission
 - related Local Government Association (LGA) reports
- Seek views of local service users, service providers, and representative support organisations to explore the Council's passenger transport services from the community's perspective.
- Seek views of relevant Executive Members, Council Departments / service officers that contribute to the provision of passenger transport services.

Excluded from this Review

This review is about Council provided and Council supported passenger transport and does not include the wider issues of general transport provision, e.g. it excludes:

- Competitive public transport services provided by commercial operators such as regular bus services and rail services,
- Highways
- Planning
- The Local Transport Plan (LTP)
- Traffic management
- Cycling

Outputs of this Review

- Notes & papers from public O&S Panel meetings.
- Short summary report incorporating key findings, conclusions and recommendations for the Council Executive and Passenger Transport Project Team.

Constraints

- The review must be managed within the budgets available to the 3 constituent O&S Panels.
- The review will be carried out in accordance with the Bath & North East Somerset Council Overview and Scrutiny project management processes.

Resources: Members and Officers involved in the O&S Review

Chair of Panel:	<ul style="list-style-type: none"> • Cllr. Peter Metcalfe (from PTES)
Panel Members:	<ul style="list-style-type: none"> • Cllr. Peter Edwards (PTES) • Cllr. Gerry Curran (H&SS) • Cllr. Bryan Organ (H&SS) • Cllr. Andy Furse (EYCL) • Cllr. Sally Davis (EYCL) • Cllr. Hillary Fraser (EYCL)
Strategic Director:	<ul style="list-style-type: none"> • Peter Rowntree – Passenger Transport Headroom Project Sponsor
Passenger Transport Project Team:	<ul style="list-style-type: none"> • Dave Thompson – Head of Commercial Services, Project leader • Fiona Horn – Corporate Performance Unit Projects Manager • Steve Howell – Head of TAWM • Nick Lacey – Education transport issues • Nick Harris – Social Services Transport issues (+ Service managers and officers from across the Council as required)
O&S Project Manager:	David Langman (O&S Project Team, Democratic Services)
Committee Administrator:	Michaela Gay (Democratic Services)

Review Steering Group

A Steering Group will undertake planning of this O&S review, comprising:

- Chairs of the constituent O&S Panels; Cllrs. Peter Metcalfe (PTES); Andy Furse (EYCL), and; Gerry Curran (H&SS)
- Headroom Project Team members: Peter Rowntree; Dave Thompson, Fiona Horn; Steve Howell; Nick Lacey; Nick Harris.
- O&S Project Manager: David Langman

Outline Plan for O&S Involvement

Date	Stage / Activity	Meeting Type
January to June 2004	Headroom project initiated and discussion with relevant O&S Chairs over involvement and Review structure.	Various discussion meetings
28 July	Project Steering Group: Scoping O&S involvement in the Headroom project.	Steering Group
30 July	Passenger Transport introductory presentation & discuss/agree Terms of Reference	Panel briefing
Early Aug.	Plan details of O&S Review	Steering Group
August to mid October	<ul style="list-style-type: none"> • Benchmarking & research • Press / media / web page to publicise review & invite public comment • Witness / contributor selection & briefing 	n/a
Early/mid October	National best practice, policies & case study briefings.	Informal Panel meeting / seminar
Early November	Public engagement meeting - Panel takes soundings on passenger transport issues: <ul style="list-style-type: none"> • Public speaking • Contributor presentations & interviews 	Public Panel meeting
Late November	Panel review information received, debate to reach conclusions, and make recommendations for inclusion in summary report.	Public Panel meeting
By mid December	Final report agreed and sent to Council Executive and Headroom Project Team	Steering Group meeting