



**Devon County Council
DevonBus - Enhanced Partnership Board Meeting**

Thursday 3rd November, 2022 at 11.30am – 1.30pm, County Hall, Exeter (or via Teams)

Board members present:

Damien Jones – DCC Head of Transport

Councillor Andrea Davis – DCC Cabinet Member for Climate Change, Environment and Transport

Ian James (via Teams) – Traffic Management Group Manager

Don McIntosh – Tally Ho Coaches (Representative – small/medium operators)

Mike Watson (via Teams) – Stagecoach Southwest (Representative – large operators)

DCC Officers/others present:

Mike Tucker (DCC)

Rachel Phillips (DCC)

Jamie Hulland (DCC)

Tim Reynolds (WSP)

AGENDA

1. Welcome and Introductions – there were no apologies.
2. Board Structure and Meeting Timeline
 - This was discussed and agreed as per the Governance Arrangements detailed in section 6 of the EP Plan and Scheme document. We will need to appoint the Chair of the BUS Forum to the board when this is set up.
 - Don McIntosh will represent and engage with smaller operators, and will schedule individual meetings with them all initially.
 - DCC will facilitate two operator forums each year, the first will be in January 2023.
 - Board meeting will be held quarterly, additional meetings can be called with 5 days notice.
3. Agree Terms of Reference & meeting standards
 - These were agreed as per the EP Plan and Scheme document
 - The board will sit as an outside body to Devon County Council. Meetings will not be held in public, but minutes will be published on the www.traveldevon.info website.
4. DFT / Funding update
 - Funding is ready to be awarded by DfT apart from the requested amendments to the EP Plan and Scheme document (see agenda item 6). Funding will be released when the document is published on the www.traveldevon.info website.
5. Capital Project update
 - Preparation for all Capital Projects is progressing well – we have appointed a program manager through WSP – Paul Goodenough. A capital project board has also been set up which meets monthly. WSP will be assisting with delivery of the schemes, although we do also have embedded resource from DCC.

- Pinch point project designs - input on scheme suggestions is required from bus operators. Don M to assist in gaining feedback on this when visiting operators. There is a £100K pot, and we are looking for small projects in the region of £5K – 10K each – small interventions which will enable buses to serve communities more easily.
- Larger capital schemes will still need to be passed for Capital approval and go through relevant external consultation processes– meeting set up to discuss this process with senior leadership team.
- The board stressed the need to make sure that projects are set up for success at consultation phase – especially given the need to address our Net Zero target for 2030, and the active travel agenda.
- DCC elected members have already been briefed on all schemes during the BSIP process.
- It was noted if schemes are not delivered, we may have to return funding to the DfT

6. Review of EP Plan & Scheme and agreement to proposed variations per DfT requests

- The board agreed to all proposed changes and v. 5.0 of the Scheme and Plan has now been made and published using the variation mechanism.
- With regards to OpEx savings, the board wished to note that these may not always equate to “vehicle savings” but other benefits such as service reliability and viability – these savings should not be ignored, especially as services are still recovering patronage post pandemic.

7. BUS Forum – Membership, Chair and Structure of Meetings

- The board discussed the structure of the forum – it was noted we should learn from setting up the Devon Rail Forum – start small and not make it “all encompassing” or it will be difficult to achieve any of the aims of the Forum.
- Membership will be limited to;
 - Bus operator representatives
 - One representative (8 in total) from each HATOC committee (this will then ensure adequate representation of county and district councillors)
 - Two representatives from the Parish and Town Councils, via Devon Association of Local Councils
 - Representatives from bus user groups/other relevant organisations with a recognised constitution (e.g. the Exeter Bus User group, Living Options)
 - Key Stakeholders from education, health, other modes of transport such as rail operators
 - DVSA, Travel Watch and any other recognised industry bodies
- DCC will put together a draft invitation list and draft Terms of Reference for the group – meetings will be held quarterly, with the first one being at the end of January 2023.

8. Making of the Customer Charter

- This will be agreed following discussion at the BUS Forum meeting – DCC to come up with a draft charter for discussion.

9. AOB & next meeting date

- 19 January 2023. 11.00am.