

4. Governance and Review

EP Plan and Scheme length and review

- 4.1 The EP Plan and Scheme will take effect on [date] 2022 until further notice.
- 4.2 The EP Plan and Scheme will be initially reviewed no later than [date] 2025, to align with the end of the anticipated BSIP funding period. Further reviews will take place at no greater than three-yearly intervals from the date of the previous review but may take place more frequently where required.
- 4.3 The EP Scheme is only applicable if the EP Plan is in place. Therefore, should the EP Plan be revoked, the EP Scheme will automatically cease to take effect. Equally, the EP Plan would be revoked should no EP Scheme(s) be in force.

Governance arrangements

- 4.4 A new Enhanced Partnership Board will be created with 10 voting members – 5 officers from the public sector and 5 from the private sector, as detailed in Table 5 below.

Member organisation	Votes
Oxfordshire County Council officers	3
Oxfordshire City & District Councils officers	2
Operator with >25% market share: Go Ahead Group (Oxford)	2
Operator with >25% market share: Stagecoach West	2
Other Bus Operators	1

Table 5: Proposed Oxfordshire EP Board members

- 4.5 In this way, neither the public nor private sectors have an absolute veto on measures to be enacted through the EP Plan and Scheme. A simple majority is required for decisions to be made. **It should be emphasised that, while the aim is for decisions to be made by the Partnership as much possible, as the LTA is in effect the accountable body for the EP, formal decisions on budget / funding and legal requirements to support schemes (for example Traffic Orders) are a matter for the County Council as Transport Authority to ultimately decide.**
- 4.6 The Board will meet at least four times per year, in person or virtually. The position of Chair will be held on a rotational basis with public and private sector partners each holding it twice per year. Similarly, District/City representatives would be agreed annually, via process to be agreed with Oxfordshire Partners.
- 4.6 For a proposal to be accepted, a majority of those in attendance is required, i.e. meetings require a minimum of six Board members to be quorate. Board members are required to propose deputies should they be unable to attend particular meetings. Should other bus operators achieve >25% market share, the Board will be reconstituted as appropriate.

Annex 2 – EP Governance (extract from EP document)

- 4.7. To support the EP Board, a separate Partnership Forum will be created, to meet twice annually and comprise Board members plus (six) other stakeholders who have a financial interest in the bus network. These are currently:
- Oxford Brookes University;
 - University of Oxford;
 - MEPC plc (owners of Milton Park);
 - Harwell Campus / Science and Technology Funding Council;
 - UKAEA Culham Science Centre; and
 - Oxford University Hospitals NHS Trust
- 4.8. Other stakeholders, such as bus user and transport interest groups, may be invited to join and/or present at individual meetings as appropriate. Consideration may also be given to potential partner or Stakeholder attendance at EP Board Meetings on a ‘non-voting’ basis if agreed. A process setting all this out will be established for the final Partnership document.
- 4.9. The EP Board, while it represents the formal Governance, will be supported by Working Groups aligned to the BSIP and EP objectives outlined in Section 1. The Working Groups will be the main delivery mechanism for measures approved by the EP Board and will provide the opportunity for other organisations to be involved in shaping and influencing the Partnership.
- 4.10. The Working Groups and the areas that each is proposed to cover are shown in Table 6 below and reflect the interventions the partnership believes are necessary to deliver the objectives of the EP. Membership of the groups will be open to Stakeholders including District/City Council and other partners, for decision by the EP Board. **To maximise their effectiveness, the working groups will be encouraged to push recommendations up to the Board for decision / implementation, so involvement in them is a major opportunity to influence.**

Group Name	Areas covered
Keeping buses at the heart of decision-making	Interaction of enhanced partnership outputs with other council / Stakeholder workstreams Bus strategy
Making buses faster and more reliable	Bus priority schemes Roadworks management Pinch points and congestion hotspots Punctuality improvement
Upgrading bus infrastructure	Bus stops, Mobility hubs & Bus Interchanges Real Time Information (estate / systems) New developments – bus access Decarbonisation infrastructure
Improving the image of buses	Branding and marketing Quality standards Vehicle features
Making buses easier to access and understand	Smart ticketing Behavioural change initiatives Real Time Information (customer facing tools) Publicity and customer information Customer charter

Table 6: EP Board Working Groups