

BUS VANNIN ACCESSIBILITY STEERING GROUP

TERMS OF REFERENCE

1 BACKGROUND

1.1 In April 2021, Mr C Thomas MHK brought forward a Motion regarding the adoption by Bus Vannin of the non-statutory voluntary code for bus operators regarding mobility scooters.

1.2 After extensive debate, the following amendment to the Motion was agreed:

"That Tynwald is of the opinion that the Department of Infrastructure should commit to adopting the United Kingdom Confederation of Passenger Transport Voluntary Code of Best Practice for the use and acceptance of mobility scooters on low floor buses adapted to carry wheelchairs in a way that is appropriate to the Isle of Man whilst recognising the policy approach of the Government to be in line with UK Equality Act related Codes of Practice and Guidance; and further is of the opinion that the Department should establish a steering group to include disability user and passenger representation, to inform adoption of the Code and other aspects of accessibility to bus services; and that the Department should submit a report with recommendations to Tynwald no later than the October 2021 sitting of Tynwald Court."

1.4 In accordance with the April 2021 Tynwald Motion, the Bus Vannin Accessibility Steering Group has been established.

2 MEMBERSHIP

2.1 Membership of the Group is as follows:

- Political Member for Transport Services (Chair);
- The Equality Champion;
- Transport Services Passenger Representative.

2.2 Additional members can be added to the Membership as and when required, in order to represent the views of service users and people with disabilities.

2.3 The Steering Group is supported by:

- The Deputy Chief Executive
- the Director of Transport Services and;
- Projects Officer, Central Support & Change Division.

3. **ROLE**

The role of the Committee is to:

- inform the adoption by Bus Vannin of the CPT Voluntary Code of Best Practice for the use and acceptance of Mobility Scooters on low floor buses and;
- develop other aspects of accessibility in relation to Bus Vannin services, including:
 - meaningful stakeholder engagement and dialogue on disability access to Bus Vannin services and barriers to travel;
 - the development of an accessible bus travel framework and outcomes;
 - an accessible bus travel action plan;
 - review of stakeholder feedback, including results of consultations, focus groups, etc.,
- the production and submission of a report to Tynwald.

4 **SCOPE**

4.1 The Steering Group will make recommendations to the Minister for Infrastructure regarding the adoption of the CPT Voluntary Code of Best Practice for the use and acceptance of Mobility Scooters on low floor buses and the strategic direction for accessibility to Bus Vannin services. This does not extend to direct operational instructions.

4.2 Out of scope: Heritage Railways

5 **KEY RELATIONSHIPS**

- Minister, Department of Infrastructure
- The Chief Executive Officer, Department of Infrastructure
- Local and National Third Sector Organisations
- Department of Health & Social Care
- Isle of Man Government Equality Advisor (when appointed)
- UK City Councils and Bus Operators

6 **MEETINGS AND NOTES**

6.1 Formal meetings of the Bus Vannin Accessibility Steering Group meetings will follow a fixed agenda.

6.2 Representatives are expected to attend all meetings unless instructed otherwise. Apologies will be accepted either during the preceding meeting or in writing to the Chair.

6.3 The Deputy CEO, in consultation with the Chair, is responsible for ensuring that:

- meetings are scheduled monthly and invitations are sent at least one week prior to the meeting;
- all meetings are quorate;
- all actions and decisions are recorded in writing and circulated to the Group within two weeks of the meeting.

6.4 Additionally, the Chair will:

- on behalf of the Group, authorise any papers / recommendations arising from its Business.

6.5 Stakeholder meetings and Focus Groups may be required to explore issues and to obtain the views of new and existing service users.

7 QUORUM

7.1 A minimum of two Group members is required for the meeting to be quorate.

8 DATA PROTECTION AND INFORMATION SECURITY

8.1 All members of the Group are required to ensure the secure handling of both manual and electronic data whilst it is under their personal control.