

## Community Bus Working Group

<b>Year</b>	2024
<b>Purpose:</b>	The purpose of this group is to take forward the project initiated by TTC to establish a new voluntary run organisation to deliver the 'Thame Community Bus' service to serve Thame and, if the need is clearly identified, surrounding villages.
<b>Reports to:</b>	Planning Committee
<b>Membership</b>	<p>The membership of the working group will be a minimum of three and will include two Town Councillors who will be nominated by the Town Council. The remaining members will be co-opted residents. The members will elect one person from the group to be the Chair.</p> <p>All members are required to abide by the Code of Conduct adopted by TTC.</p>
<b>Meetings &amp; Methods of Work</b>	<p>The working group will meet at a time, place and frequency agreed by the members but no less than once a month to progress the project.</p> <p>All members will have equal voting rights and the Chair will have the deciding vote in the event of a split vote.</p> <p>Methods of work (e.g. consultations, press releases, surveys, progress reports, letters, etc) are entirely up to the Working Group to decide.</p>
<b>Resources and Budget</b>	The Group will be allowed the use of Town Council meeting rooms and online meeting facilities to allow in person, remote or hybrid meetings. Administration resources and officer time will be allocated on request, as required. Any funding authorisation is to be sought from the Planning Committee, through provision of the relevant information and reports.
<b>Quorum</b>	Minimum of 3, including Chair and 1 Councillor.
<b>Records</b>	Relevant documentation is stored in the Hopper Bus Teams area on the Town Council Teams system.
<b>Approved by / on:</b>	

### Delegations

- To develop the Community Bus service that best meets Thame's- needs,
- Where necessary to identify sources of and obtain professional advice (subject to funding approval by TTC),
- To determine the most financially viable way in which it this service can be delivered,

- To identify the most appropriate non-profit legal structure needed to deliver this service,
- Following approval, to progress and establish an organisation to deliver the Thame Community Bus.

## Deliverables

- Developing a business case and delivery plan for a new Thame Bus Service. To include the following work:
  - Liaise with other similar community groups to develop an advisory support network as needed.
  - Review the work already carried out around a community bus service, including a full review of community need.
  - Carry out additional research, if required, to prioritise what needs the Thame Community Bus service will address.
  - Complete a detailed 'Options Analysis' for how this service could be delivered, including clear financial modelling for each option identified.
  - From this, to determine, if financially viable, the best 'Option' to progress the Thame Community Bus.
  - Review the possible legal structures for the new voluntary run organisation that will be responsible for making sure the Option identified is delivered.
  - Prepare/draft a business case and delivery plan based on above points.
- Present the Business Case and Delivery Plan for the new Thame Bus Service to the Planning Committee for approval. Including
  - Details of reasons for decisions made
  - Details of which individuals will be responsible within the proposed organisation once it is established, providing details of experience and qualifications that make them capable of taking on and delivering the new Thame Bus Service as proposed.
  - Identifying the implications for Thame Town Council, including staff resource and financial input that will be needed on an annual basis to enable the smooth running of this new organisation, and successful delivery of the Thame Bus Service.
  - Recommendations to the Planning Committee about approving the proposed structure, and agreeing that the finances earmarked for the project can be given to this organisation once it is established.
- Following approval, go on to set up a new community group, with the necessary legal structure to allow responsibility and finance for the project to be transferred to this new organisation to deliver the Thame Community Bus. This will include:
  - Setting the objectives of the new organisation.
  - Setting up relevant policies and procedures for this organisation as needed, including but not limited to, safe guarding, code of conduct, complaints.
  - Identifying and purchasing relevant insurance as required.
  - Securing all relevant permissions, Service Level Agreements, Licences etc. needed to enable the Thame Community Bus to be delivered.
  - To identify and apply for additional funding to ensure the continued delivery of the service.
  - To set up communication processes with Thame Town Council to ensure that the relevant support is requested and obtained from the Council, and that communication is maintained at all times.