

Mapping exercise for E&E Select Committee – Bus Service Scrutiny Review

Issue	Who identified to address this/provide data and interview? (whether they are internal SBC or external partner)	What evidence / data can they provide?	Meeting interview/ evidence received date: (Link to Committee meeting where evidence/interview was undertaken)	Meeting scheduled for date: How will the info be gathered? (i.e. formal meetings, informal sub-groups, written responses)	Action & date required If complete sign off in table:
Agree Scope for the review		N/A	Draft scope for the review was agreed at 14 June 2023 meeting	14 June 2023	Updated with Members comments at 14 June Meeting
Agree a form of words with the Chair for the questions for witnesses – Prioritise witnesses for 6 July 2013	Chair of E&E Select Committee and Scrutiny Officer.	N/A	6 July 2023	Included in agenda for 6 July 2023.	Deadline - Monday 26 June 2023 ✓
Interview the HCC Executive Portfolio Holder, Highways & Transport	Cllr Phil Bibby, HCC Executive Portfolio Holder, Highways & Transport	Will be linked to the HCC Transport Unit Officer response.		Interview at E&E Thursday, 6 July 2023 Spoken evidence at meeting.	Invite by Scrutiny Officer by Mid-June ✓ Written questions circulated 26/06/23 ✓
Interview a representative from HCC Passenger Transport Unit	Simon Aries, HCC Director, Transport, Waste & Environment. Dan Tancock HCC Transport Unit.	Expecting some written response to the data request & verbal response to the questions raised		Thursday, 6 July 2023 Written response to data request and questions &	Invite by Scrutiny Officer by Mid-June ✓ Data requested 21/06/23 ✓

Issue	Who identified to address this/provide data and interview? (whether they are internal SBC or external partner)	What evidence / data can they provide?	Meeting interview/ evidence received date: (Link to Committee meeting where evidence/interview was undertaken)	Meeting scheduled for date: How will the info be gathered? (i.e. formal meetings, informal sub-groups, written responses)	Action & date required If complete sign off in table:
		by the Chair – 06 07 23		spoken evidence at meeting.	Written questions circulated 26/06/23 ✓
Interview a representative from Arriva Bus, Centrebus and Uno Bus Company	Michael Jennings, Area Head of Commercial Arriva South Kent, Medway, Essex and Southend Hertfordshire, Luton and Bedfordshire.	Expecting some written response to the data request and to the questions raised by the Chair – 04 09 23		Monday, 4 September 2023	Invite by Scrutiny Officer to Arriva Bus Company by Mid-June ✓ Data requested 21/06/23 ✓ Written questions circulated 26/06/23 ✓ <i>Centrebus and Uno Bus approach still needed – requested contact details from HCC Transport Unit.</i>
Interview a representative from local bus user group BUGS	Representative from local bus user group BUGS			4 September 2023 Spoken evidence at meeting.	Invite by Scrutiny Officer by Mid-June ✓

Issue	Who identified to address this/provide data and interview? (whether they are internal SBC or external partner)	What evidence / data can they provide?	Meeting interview/ evidence received date: (Link to Committee meeting where evidence/interview was undertaken)	Meeting scheduled for date: How will the info be gathered? (i.e. formal meetings, informal sub-groups, written responses)	Action & date required If complete sign off in table:
Interview the SBC AD Planning and Regulatory, Zayd Al-Jawed / Interview SBC Engineering Manager, Robert Woodisse	SBC AD Planning and Regulatory, Zayd Al-Jawed / SBC Engineering Manager, Robert Woodisse	Any planning policy related docs – links to be sent to Members.		4 September? Spoken evidence at meeting.	Invite by Scrutiny Officer by 30 June 2023.
Interview with Exec Portfolio Holder for Transport.	Cllr Lloyd Briscoe, SBC Executive Portfolio Holder for Transport.	Verbal input.		10 Oct or 1 Nov 2023 - Spoken input at meeting.	Invite by Scrutiny Officer by 30 June 2023.
Interview the SBC Climate Change Officer & SBC Head of Climate Change.	Veronica Chan, SBC Climate Change Officer & Fabian Oyarzun SBC Head of Climate Change	Any relevant docs that can be shared with Members re Sustainability and public transport.		10 Oct or 1 Nov 2023 - Spoken input at meeting and supporting documents.	Invite by Scrutiny Officer by end of July 2023.
Interview HCC Executive Portfolio Holder for Sustainability, Cllr Eric Buckmaster	Cllr Eric Buckmaster, Executive Portfolio Holder for Sustainability.	Will be linked to the HCC Sustainability Officer response.		10 Oct or 1 Nov 2023	Invite by Scrutiny Officer by 30 June 2023.

Issue	Who identified to address this/provide data and interview? (whether they are internal SBC or external partner)	What evidence / data can they provide?	Meeting interview/ evidence received date: (Link to Committee meeting where evidence/interview was undertaken)	Meeting scheduled for date: How will the info be gathered? (i.e. formal meetings, informal sub-groups, written responses)	Action & date required If complete sign off in table:
				Written response to questions. Oral evidence.	
Interview HCC Director of Sustainability	Lynne Ceeney, Director for Sustainability, HCC	Any relevant docs that can be shared with Members re Sustainability and public transport.		10 Oct or 1 Nov 2023 Written response to questions. Oral evidence	Invite by Scrutiny Officer by 30 June 2023.
Have a “critical friend” to help the review	Approach former Councillor Adrian Brown to provide some input as a current bus driver working in the industry in a “critical friend” capacity and also Cllr Michael Downing as a regular bus user.	N/A		To be either scheduled as a witness at an E&E meeting or arrange separate session with the Chair – to be determined.	Invite by Scrutiny Officer by Mid-June ✓ (follow up with an email – by 30 June)
Issue for review to cover - Various data requests from	HCC Transport Unit & various Bus Companies	As detailed elsewhere in this document.		Data request to HCC and Bus companies.	Send email request by Scrutiny Officer by 23 June

Issue	Who identified to address this/provide data and interview? (whether they are internal SBC or external partner)	What evidence / data can they provide?	Meeting interview/ evidence received date: (Link to Committee meeting where evidence/interview was undertaken)	Meeting scheduled for date: How will the info be gathered? (i.e. formal meetings, informal sub-groups, written responses)	Action & date required If complete sign off in table:
partners – Bus Companies, and HCC Transport Unit.					✓ (HCC & Arriva)
Issue for review to cover - Consider alternative options for zero emission buses in Stevenage. What lessons can be learned from the failed ZEBRA (Zero Emissions Bus Regional Area) scheme for Stevenage? Are there any other opportunities for future funding schemes?	Covered by session with HCC & Arriva 6 July and 4 Sep.	As detailed elsewhere in this document.	Will be covered at meetings on 6 July and 4 September.	Written questions to witnesses	To be agreed.
Issue for review to cover - Provide a focus on the state of the current bus services in Stevenage	Covered by session with HCC & Arriva 6 July and 4 Sep.	As detailed elsewhere in this document.	Will be covered at meetings on 6 July and 4 September.	Written questions to witnesses	To be agreed.
Issue for review to cover - Barriers to people using public transport and ways to encourage more bus use/modal shift	Covered initially by session with HCC & Arriva 6 July and 4 Sep & with HCC Sustainability 10 Oct or 1 Nov 2023	As detailed elsewhere in this document.	Will be covered at meetings on 6 July and 4 September.	Written questions to witnesses	To be agreed.
Issue for review to cover - Site visit to an authority that has an			To be arranged.	Site visit to be arranged.	To be agreed.

Issue	Who identified to address this/provide data and interview? (whether they are internal SBC or external partner)	What evidence / data can they provide?	Meeting interview/ evidence received date: (Link to Committee meeting where evidence/interview was undertaken)	Meeting scheduled for date: How will the info be gathered? (i.e. formal meetings, informal sub-groups, written responses)	Action & date required If complete sign off in table:
existing Electric Bus – possibly Oxford or Coventry					
Issue for review to cover - E&E Members conduct bus journeys around Stevenage to see ease of use and quality of service			To be arranged.	Member led activity.	To be agreed.
Issue for review to cover - <u>Equalities & Diversity Issues</u>	Various witnesses. The review could reach out to disabled umbrella group to canvass opinions.	The review should consider what equality issues there are for bus users in Stevenage such as access to bus services for disabled users, older people, young people as well as the impact on other people who are low income.	To be arranged.	N/A	To be agreed.