Appendix 1 - Bus Service Review Project Plan

						2017/18											
			Q4			Q1			Q2			Q3			Q4		
	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
GOVERNANCE																	
Project Board meetings (monthly)																	
WORKSTREAM 1 - Data & Intelligence																	
Collation of existing data from TSS - % concessions, HTS contracts etc																	
On-Board Surveys - define brief, obtain costs, undertake surveys, analysis																	
Accessibility analysis - define brief, obtain costs, undertake analysis																	
Collation of data within GIS - visual presentation of accessibility levels																	
WORKSTREAM 2 – Network re-design / develop consultation proposals																	
CEC & TSS to develop proposals to rationalise services for consultation																	
Workshop with local bus operators																	
WORKSTREAM 3 – Consultation																	
Develop Consultation Plan for approval																	
Develop Communications Plan for approval																	
Develop consultation material & questionnaire for approval																	
Launch 10 week consultation - including Scrutiny Committee																	
WORKSTREAM 2&3 APPROVALS																	
Report to Cabinet (9th May)																	
WORKSTREAM 4 - Analysis & Develop Cabinet Recommendations																	
Headline consultation results																	
Full consultation analysis (4 weeks)																	
Present findings to Environment & Overview Scrutiny Committee																	
Develop recommendations for Cabinet on proposed changes & mitigation																	
Report to Senior Management Team																	
November Cabinet decision - report deadline mid September																	
WORKSTREAM 5 – Mitigation Strategy																	
Develop mitigation strategy																	
Develop and deliver mitigation measures																	
WORKSTREAM 6 - Implementation																	
Contract notice period (3 months)																	
New tender process if needed (4 months)																	
Implementation date - 1st April 2018																	