

## **DEPARTMENT OF INFRASTRUCTURE 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."*

1.3 In accordance with the April 2021 Tynwald Motion, the Bus Vannin Accessibility Steering Group was established.

1.5 On 30<sup>th</sup> September 2022, Minister Thomas agreed that the remit of the Steering Group be extended to other areas of the Department (Ministerial Decision No 82-22)

#### **2 MEMBERSHIP**

2.1 Membership of the Group is as follows:

- Department of Infrastructure Political Member (Chair);
- Department of Infrastructure Political Member (Vice Chair);
- Transport Services Passenger Representative or equivalent;
- 2 Members with a disability

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 Department of Infrastructure Chief Officer;
- the Head of Operations, Bus Vannin;
- a representative of Highway Services Division and;
- Projects Officer, Central Support & Change Division.

### 3. **ROLE**

The role of the Committee is to:

- inform the Minister on 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, submitting of a report with recommendations;
- identify, report on and consider the facilities and services provided by the Department, to ensure that they meet the relevant policy and regulatory standards on equality and access and;
- recognising the Social Model of Disability\*, identify and report on the barriers that affect or impinge upon journeys made on the Isle of Man by people with disabilities, specifically in relation to Bus Vannin services, highways and the airport and;
- contribute to the creation of the accessibility content of the Department's Transport Strategy, as required in "*Our Island Plan*."

This remit includes, but is not limited to:

- meaningful stakeholder engagement and dialogue on access to the Department's services and barriers to travel;
- review of stakeholder feedback, including results of consultations, focus groups, etc.

\*the social model says that people are disabled by barriers in society, not by their impairment or difference. The social model helps us recognise barriers that make life harder for disabled people. Removing these barriers creates equality and offers disabled people more independence, choice and control

## **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.
- Policy matters regarding transport that affect people with a disability

4.2 Out of scope: Heritage Railways

## **5 KEY RELATIONSHIPS**

- Minister, 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 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 Projects Officer, in consultation with the Chair, is responsible for ensuring that:

- meetings are scheduled bi-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;
- copies of the signed notes from the meetings will be published on the Department's website.

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 and the Chair or Vice Chair 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.

## **9. CONFIDENTIALITY**

- 9.1 The Steering Group will be responsible for strategic assessment in a number of areas, some of which may be politically and financially sensitive. Therefore, unless by agreement of the Steering Group, its Business should remain confidential only to the Group and authorised stakeholders.