

**Purpose, Structure, Budgets**

**1. Purpose**

The purpose of the Regional Bus Team is:

- to coordinate and support the bus-related functions of the 10 local authorities of the Cardiff Capital Region (CCR)
- to manage any bus-related funding made available on a regional basis, including (but not limited to) the Bus Services Support Grant (BSSG, circa £11.5m pa), the Bus Emergency Scheme (BES, circa £30m in 20/21) and any successor schemes, with advice by the South East Wales Bus Funding Project Board
- to support the work of the CCR Transport Authority
- undertake any other bus-related work requested by the CCR City-Deal Office

The establishment of the MCC Regional Bus Team has been approved by the CCR Regional Cabinet in Dec 2020. The role of the team would evolve as the capability and capacity of the team expands, potential functions could include development of common regional standards, assessment and procurement of socially necessary services, preparation of funding bids, including peer review/value engineering, procurement and management of bus-related infrastructure and management of printed timetable information at bus stops. It is expected that following completion of certain legal requirements the team will transition from MCC to the CCR City-Deal Office.

**2. Structure**

The Regional Bus Team will initially consist of:

- Regional Bus Manager
- Bus Funding & Projects Officer
- Bus Funding & Projects Assistant

Appendix 1 sets out the proposed job descriptions for the initial team members.

As set out in the CCR Regional Cabinet report, other roles could be added to it. Appendix 2 sets out the indicative longer-term team structure.

**3. Budgets**

Since 2014/15 MCC has managed a BSSG grant of £11.1-11.6m per year. In 2020/21 BSSG will receive £11,578,981, and the same is expected for 2021/22. In 2020/21 MCC has also managed a BES grant of £20,526,367. It is expected that there will be a further BES in 2021/22. The Welsh Government draft budget suggests that around £18m will be made available initially (of which the CCR could expect around ½). The overall amount will depend on the rate of recovery of patronage once the Covid-19 epidemic is over. There is a potential

for changes to Welsh Government bus-funding mechanism to lead to the regionalisation of concessionary fares administration and potentially of other funding streams during 2021/22<sup>1</sup>.

MCC has traditionally used around 0.5% of the BSSG to pay for grant administration (£51,808 in 2020/21). The latest BES grant letter explicitly states: “The Funding may also be used to cover costs that are incurred in the administration of this scheme or to procure other systems and services required to address the Priorities.” It is proposed that up to 1% of the grant will be used to support the regional bus team.

MCC also holds a bus funding reserve of £50,000, initially established by Sewta.

The following budgets are proposed for 2021/22:

### 3.1 BSSG

Income – WG Grant	£11,578,981
Spend – regional supported bus services, supported CT & associated services	£3,700,294
Spend – bus km scheme	£7,438,248
Spend – CT km scheme	£324,649
Spend - Admin	£115,790
Spend - total	£11,578,981

### 3.2 BES

Income – WG Grant	£9,000,000
Spend – bus & CT services	£8,910,000
Spend – Admin	£90,000
Spend - total	£9,000,000

### 3.3 Regional Bus Unit – corporate budget

Income – from BSSG	£115,790
Income – from BES	£90,000
Income – from CCR City-Deal	£0
Income - total	£205,790
Spend – salaries	£105,000
Spend – on-costs	£36,750
Spend – MCC finance & audit costs	£5,000
Spend – contingency	£59,040
Spend - total	£205,790

### 3.4 Regional Bus Unit – staff cost breakdown

Position	Salary	On-cost
Regional Bus Manager	£55,000	£19,250
Bus Funding & Projects Officer	£27,500	£9,625
Bus Funding & Projects Assistant	£22,500	£7,875

<sup>1</sup> In some previous years MCC has also managed various other smaller regional bus funding streams, including funding for installation of audio-visual displays in vehicles, for bus infrastructure and for the young persons’ discount scheme

## Appendix 1 – initial team members job descriptions

### 1. Regional Bus Manager

#### ROLE PROFILE

**ROLE TITLE:** REGIONAL BUS MANAGER

**POST ID:** tbd

**GRADE:** tbd (expected salary £55k)

**HOURS:** 37 per week

**LOCATION:** Usk County Hall, which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

**RESPONSIBLE TO:** Chief Officer Enterprise

**WELSH LANGUAGE ASSESSMENT:** Welsh Language skills are desirable for this post

#### **PURPOSE OF POST:**

Regional Bus team – who we are

MCC is the regional lead-authority for regional bus funding for the Cardiff Capital Region (CCR). The MCC Regional Bus Team coordinates and supports the bus-related functions of the 10 local authorities of the CCR, manages any bus-related funding made available on a regional basis, including (but not limited to) the Bus Services Support Grant (BBSG), the Bus Emergency Scheme (BES) and any successor schemes, with advice by the CCR Bus Funding Project Board. It supports the work of the CCR Transport Authority (CCRTA) and the CCR City-Deal Office.

#### The Purpose of this role:

The Regional Bus Manager is the key role within the MCC Regional Bus Team. Initially the team will comprise of 2 bus funding and admin staff but is expected to expand over time. Your role will be to lead and manage the team over this crucial phase of its development, to ensure that all grant funding is well-managed and to support the CCR City-Deal Office, the CCRTA Board and the CCR Regional Cabinet in developing and implementing the new arrangements. A key part of the role will be liaison with CCR member authorities, the Welsh Government, Transport for Wales, operators, passenger representatives and a wide range of partners and stakeholders.

#### **EXPECTATION AND OUTCOMES OF THIS ROLE:**

The Regional Bus Manager is expected to ...

- Direct the management of more than £10m of grant funding, in coordination with the Bus Funding Project Board, and in accordance with any grant conditions;
- Develop strategies and programmes for the development of the regional bus network;
- Steer the developing Regional Bus Team over the next crucial phase of its development;
- Work with many partners in a complex technical and political environment;
- Have thorough understanding of the bus industry and the relevant policy environment.

For further information see Appendix 2 of Item 9 of the CCR Regional Cabinet meeting of 9 December 2020.

#### **POST HOLDER RESPONSIBILITIES:**

The post holder will be responsible for:

- Management and direction of the Regional Bus Team and its personnel;
- Financial control of regional bus-funding and budgets;
- Provision of expert advice to the CCR/CCRTA on all bus-related matter;
- Management of the Bus Funding Project Board activities;
- Development and delivery of regional bus strategy, plans and programmes;
- Liaison with CCR member authorities, the Welsh Government, Transport for Wales, operators, passenger representatives and a wide range of partners and stakeholders;
- Representation of CCR at senior policy level, at public events and conferences.

### **PERSON SPECIFICATION**

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

#### Experience

- |           |                                                                                                                                                                                                                                                                                                                                         |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Essential | <ul style="list-style-type: none"><li>• A track-record of developing and delivering bus-related strategies, programmes and projects;</li><li>• Experience of working effectively in a multi-partner environment;</li><li>• At least 12 year experience of working with local &amp; central government and with bus operators.</li></ul> |
| Desirable | <ul style="list-style-type: none"><li>• Experience of financial management and public grant administration;</li><li>• Experience of liaison with senior officials in local &amp; central government and bus operators.</li></ul>                                                                                                        |

#### Knowledge / qualifications

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|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Essential | <ul style="list-style-type: none"><li>• Thorough understanding of bus industry, including legal framework;</li><li>• Thorough understanding of strengths, weaknesses, threats and opportunities of the current bus market in the Cardiff Capital Region;</li><li>• Knowledge of key partners &amp; stakeholders, and their aims and interests;</li><li>• Degree in transportation or business management, or qualified transport manager, or equivalent;</li><li>• Membership of relevant professional institution;</li><li>• Thorough understanding of principles and practice of project management;</li><li>• Practical skill, knowledge and experience of a range of IT applications, including word and excel.</li></ul> |
| Desirable | <ul style="list-style-type: none"><li>• MBA or equivalent qualification in management studies;</li><li>• Ability to speak Welsh (or willingness to learn).</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

#### Interpersonal Skills / competencies

- |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Essential | <ul style="list-style-type: none"><li>• Excellent team player within a multi-disciplinary environment, working on own initiative and under pressure;</li><li>• Ability to lead the development of a team, to build lasting, positive &amp; supportive relationships with a wide variety of people;</li><li>• Effective and efficient communication skills, both written and verbal;</li><li>• Accuracy and attention to detail;</li><li>• Dynamic and effective with strategic vision;</li><li>• Willing to engage with new ideas and looks for ways to make them work and develop.</li></ul> |
| Desirable | <ul style="list-style-type: none"><li>• Proficient in discussing technical issues in non-technical language.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## 2. Bus Funding & Projects Officer

### **ROLE PROFILE**

**ROLE TITLE:** BUS FUNDING & PROJECTS OFFICER

**POST ID:** tbd

**GRADE:** tbd (expected F or G?)

**HOURS:** 37 per week

**LOCATION:** Usk County Hall, which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

**RESPONSIBLE TO:** Regional Bus Manager

**WELSH LANGUAGE ASSESSMENT:** Welsh Language skills are desirable for this post

#### **PURPOSE OF POST:**

Regional Bus team – who we are

MCC is the regional lead-authority for regional bus funding for the Cardiff Capital Region (CCR). The MCC Regional Bus Team coordinates and supports the bus-related functions of the 10 local authorities of the CCR, manages any bus-related funding made available on a regional basis, including (but not limited to) the Bus Services Support Grant (BSSG), the Bus Emergency Scheme (BES) and any successor schemes, with advice by the CCR Bus Funding Project Board. It supports the work of the CCR Transport Authority and the CCR City-Deal Office.

#### The Purpose of this role:

The purpose of the post is to manage the administration of BSSG, BES and any other regional bus-funding that may be paid to MCC. This includes managing grant applications, offers, award letters and claims, verification, maintaining a database of all grant received and paid out and all financial transactions and associated paperwork. It further includes reporting on all activities to CCR member authorities, the Welsh Government and Transport for Wales, and to administer and monitor all terms & conditions associated with any grant, including bus quality standards, and delivery of any related projects.

#### **Expectation and Outcomes of this Role:-**

You will be expected to ensure that all tasks associated with the management of BSSG, BES and any other grant managed by the team are undertaken in a timely and efficient manner. The outcome is that grant recipients are paid accurately and quickly and MCC will be able to account for its spending to the Welsh Government and Auditors. You will be guided by the Regional Bus Manager and the CCR Bus Funding Project Board and your outcomes and outputs will be linked to the teams project plan.

The post holder will be expected to review relevant strategies and guidance, check that internal processes and procedures match the strategies and guidance, and ensure that agreed processes and procedures are followed to guarantee the correct governance of public funds. To support continuous improvement the post holder will be expected to evaluate guidance and processes and make recommendations for improvements, and implement changes once agreed. The post holder will be expected to liaise with a number of officials from CCR member authorities, Welsh Government, Transport for Wales, bus & CT operators and other partners and stakeholders.

The post holder will be expected to decide if applications and claims meet the conditions set out in the grant agreement or contract. The post holder will need to make recommendation as to actions taken when issues arise.

**Post holder responsibilities are to:-**

- With Regional Bus Manager, plan and manage ongoing bus-funding activities;
- Ensure grant administration is undertaken effectively and efficiently, to enable settlement of grant applications and contract obligations in line with Welsh Government arrangements;
- Liaise with CCR member authorities, Welsh Government Transport for Wales, operators and other partners and stakeholders at senior level;
- Administer grant applications and claims, including checking and assessing applications and information provided to ensure they are compliant and in-line with relevant guidance and processes;
- Administer grant and contract payment applications by providing support for the assessment of payment applications and to ensure payments are received in a timely manner;
- Provision of support and advice (email, phone and face to face) to CCR member authorities, operators and any other grant applicants / recipient;
- Lead the work of the Bus Funding & Projects Assistant;
- To manage correspondence with more than 50 operators and local authorities;
- Gather and compiling financial and operational information;
- Monitor bus quality standards and update management of any changes;
- To provide analysis and reports to the Bus Funding Project Board;
- To support the Bus Funding Project Board and the CCR City-Deal Office as required;
- Communicating the outcomes of decisions which may or may not accord with the wishes of the enquirer;
- To undertake actions for the audit process and auditor.

**PERSON SPECIFICATION**

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

Experience

- |           |                                                                                                                                                                                                                                                                                                                                                                            |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Essential | <ul style="list-style-type: none"><li>• Several years of experience of working effectively with local &amp; central government and with private sector partners</li><li>• Experience of financial management and grant administration</li><li>• Experience of working in a public transport context</li><li>• Good communication skills – both oral and written.</li></ul> |
| Desirable | <ul style="list-style-type: none"><li>• Experience in an audit or compliance role which requires a high level of attention to detail.</li><li>• The ability to analyse complex information and determine and outcome solution</li></ul>                                                                                                                                    |

Knowledge / qualifications

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|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Essential | <ul style="list-style-type: none"><li>• Practical skill, knowledge and experience of a range of IT applications, including word and excel.</li><li>• Experience of grant administration</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Desirable | <ul style="list-style-type: none"><li>• Understanding of Bus Services Support Grant / bus funding issues</li><li>• Understanding of bus industry, and of strengths, weaknesses, threats and opportunities of the current bus market in the Cardiff Capital Region</li><li>• Knowledge of key partners &amp; stakeholders, and their aims and interests</li><li>• Possession of a relevant professional qualification</li><li>• Experience from a financial compliance background</li><li>• Experience of audit processes</li><li>• Ability to speak Welsh (or willingness to learn)</li><li>• Membership of relevant professional institution</li></ul> |

### Interpersonal Skills / competencies

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|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Essential | <ul style="list-style-type: none"><li>• Good team player within a multi-disciplinary environment, working on own initiative and under pressure.</li><li>• Ability to building lasting, positive &amp; supportive relationships with a wide variety of people.</li><li>• Effective and efficient communication skills, both written and verbal.</li><li>• Accuracy and attention to detail</li></ul> |
| Desirable | <ul style="list-style-type: none"><li>• Willing to engage with new ideas and looks for ways to make them work and develop</li><li>• Contributes ideas to better manage systems, processes or practices</li></ul>                                                                                                                                                                                    |

### 3. Bus Funding & Projects Assistant

#### **ROLE PROFILE**

**ROLE TITLE:** BUS FUNDING & PROJECTS ASSISTANT

**POST ID:** tbd

**GRADE:** tbd (expected D or E?)

**HOURS:** 37 per week

**LOCATION:** Usk County Hall, which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

**WELSH LANGUAGE ASSESSMENT:** Welsh Language skills are desirable for this post

**RESPONSIBLE TO:** Regional Bus Manager

#### **PURPOSE OF POST:**

Regional Bus team – who we are

MCC is the regional lead-authority for regional bus funding for the Cardiff Capital Region (CCR). The MCC Regional Bus Team coordinates and supports the bus-related functions of the 10 local authorities of the CCR, manages any bus-related funding made available on a regional basis, including (but not limited to) the Bus Services Support Grant (BBSG), the Bus Emergency Scheme (BES) and any successor schemes, with advice by the CCR Bus Funding Project Board. It supports the work of the CCR Transport Authority and the CCR City-Deal Office.

#### The Purpose of this role:

The purpose of the post is to assist in the administration of BSSG, BES and any other regional bus-funding that may be paid to MCC, and to support the regional bus team and any related projects.

#### **Expectation and Outcomes of this Role:-**

You will be expected to undertake a wide range of administrative tasks associated with the management of BSSG, BES and any other regional bus-funding that may be paid to MCC in a timely and efficient manner. You will work to ensure grant recipients are paid accurately and quickly.

You will be guided by the Regional Bus Manager and the Bus Funding & Projects Officer. The post holder will be expected to closely follow agreed processes, procedures and guidelines to ensure the correct governance of public funds. The post holder will be expected to liaise with a number of officials from a range of different sectors.

The post holder will be expected to review applications and to advise line management whether these are in line with scheme guidelines, to answer enquiries received from CCR member authorities and other partners and stakeholders.

**Post holder responsibilities are to:-**

- Administer ongoing activities in liaison with the Regional Bus Manager and the Bus Funding & Projects Officer, to ensure grant management is undertaken effectively and efficiently;
- Liaise with CCR member authorities and operators;
- Communicating the guidelines to applicants as well as checking applications and providing support for the assessing applications to ensure they are compliant in line with guidance and processes;
- Provision of support (email, phone and face to face) to CCR member authorities and operators;
- To administer correspondence with CCR member authorities, operators and other partners and stakeholders;
- Gather and compiling financial and operational information;
- Monitor bus quality standards;
- Organise meetings;
- Minute board meetings;
- To provide admin support to the Regional Bus Manager and the Bus Funding Project Board as required;
- To undertake actions for the audit process and auditor.

**PERSON SPECIFICATION**

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

Experience

- |           |                                                                                                                                                                                                                                                                                                                                            |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Essential | <ul style="list-style-type: none"><li>• Experience of working effectively with local authorities and with private sector partners</li><li>• Experience of preparing, supporting and minuting meetings</li><li>• Experience of working in a public transport context</li><li>• Good communication skills – both oral and written.</li></ul> |
| Desirable | <ul style="list-style-type: none"><li>• Experience of financial management and grant administration</li><li>• Experience in an audit or compliance role which requires a high level of attention to detail.</li></ul>                                                                                                                      |

Knowledge / qualifications

- |           |                                                                                                                                                                                                                                                                                          |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Essential | <ul style="list-style-type: none"><li>• Practical skill, knowledge and experience of a range of IT applications, including word and excel.</li><li>•</li></ul>                                                                                                                           |
| Desirable | <ul style="list-style-type: none"><li>• Experience of grant administration</li><li>• Understanding of Bus Services Support Grant / bus funding issues</li><li>• Possession of a relevant professional qualification</li><li>• Ability to speak Welsh (or willingness to learn)</li></ul> |

Interpersonal Skills / competencies

- |           |                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Essential | <ul style="list-style-type: none"><li>• Good team player within a multi-disciplinary environment, working with limited supervision and under pressure.</li><li>• Ability to support lasting, positive &amp; supportive relationships with a wide variety of people.</li><li>• Effective and efficient communication skills, both written and verbal.</li><li>• Accuracy and attention to detail</li></ul> |
| Desirable | <ul style="list-style-type: none"><li>• Contributes ideas to better manage systems, processes or practices</li></ul>                                                                                                                                                                                                                                                                                      |

DRAFT

**Appendix 2 – indicative longer-term team structure:**

<b>Role</b>	<b>Staff - initial</b>	<b>Staff - interim</b>	<b>Staff - future</b>	<b>notes / responsibilities</b>
Manager	1	1	1	Head of unit, reports to CCRTA joint bus group & board, lead contact with WG/TfW/other regions. Initially strategy/standards lead
Finance	1 officer, 1 assistant	1 officer, 1 assistant	1 lead, 1-3 finance, 1-3 mystery shoppers	Management of bus-related grants, including BSSG, BES, any successor schemes and any other bus-related funding made available on a regional basis, monitor grant conditions incl. quality standards
Strategy & Standards	0	0	1 lead, 1 assistant	Development of strategy & standards
Network planning & procurement	0	1	1 lead, 3-6 officers	Planning, procurement & management of regional section 63 services (supported bus services) using regional funding. Supporting planning, procurement & management of local supported bus services by LAs
Infrastructure planning	0	1	1 lead, 1-2 transport planners	Planning & delivery of bus infrastructure investment programme in coordination with LAs, incl. bid development, contracting consultancy support, etc
Infrastructure & information operations	0	1	1 lead, 2-3 mobile staff	Planning & management of bus stop infrastructure & information. Also bus stations if these will be managed regionally
Integrated ticketing	0	1	1 lead, 1-2 officers	With TfW, planning & delivery of integrated ticketing systems, management of concessionary fares, My Travel Pass, Network Rider and any future regional integrated tickets
Travel Planning Officer	0	0	1-2	Provide public transport travel planning assistance to large employers, hospitals, universities, colleges, etc