

## **UK Bus Manufacturing Expert Panel**

### **Terms of Reference – March 2025**

#### **Background & Purpose**

On 8 October 2024, the Department for Transport announced plans to create a new UK Bus Manufacturing Expert Panel. This panel will bring together industry experts and local leaders to explore ways to ensure the UK remains a leader in bus manufacturing.

These Terms of Reference seek to clarify the purpose of the expert panel, membership and function.

#### **Role of the Expert Panel**

The Expert Panel provides a structure to ensure effective cooperation and collaboration between government, bus manufacturers, bus operators, and local transport authorities. Engagement at senior level aims to promote understanding of key drivers impacting the UK bus industry, discussing governmental policies of mutual interest and establishing a forward look of potential fleet requirement/bus orders for the next 5-10 years.

The Department for Transport will provide a forward look of topics for discussion following steers from representatives of the bus industry. Meetings should be outcome focused and produce agreed actions.

#### **Panel Objectives**

The Expert Panel will focus on three central objectives:

- 1. Support UK Bus Manufacturing Growth**  
Develop an action plan in partnership with central and local governments and the bus sector to support UK manufacturing. The plan should aim to grow UK manufacturing businesses, increase their market share, and reduce reliance on imports, while prioritising the production of high-quality buses that meet the needs of passengers and operators.
- 2. Establish a Bus Order Pipeline**  
Develop a pipeline of likely and possible future bus orders to give better planning certainty to the sector and support manufacturer investment in product development; develop a collaborative approach between the main purchasers of buses to smoothing out peaks and troughs in the pipeline to improve efficiency.
- 3. Enhance Passenger-Centric Bus Design**  
Explore ways to improve future bus designs to meet the full range of passenger needs. Take a holistic approach to addressing issues faced by disabled people, women, and others who may encounter barriers to bus travel, aiming to reduce passenger conflicts and promote inclusivity.

#### **Structure & Membership**

The Panels membership will comprise of two classifications: Standing Members and Additional Members. Organisations will be represented by senior-level officials.

Standing Members will include Government departments, bus operators, local transport authorities and wider industry bodies. Additional Members will be invited to relevant meetings when particular issues are under consideration.

#### Standing Members

- The Department for Transport (DfT) (Chair)
- The Department of Business and Trade (DBT)
- The Society of Motor Manufacturers and Traders (SMMT)
- The Urban Transport Group (UTG)
- Confederation of Passenger Transport UK (CPT)
- The Association of Local Bus Managers (ALBUM)

*By exception: others may be invited as appropriate when particular issues are under consideration. Named members may nominate alternative attendees.*

A list of Additional Member organisations can be found in **Annex A**.

#### Chair and Secretariat Services

The role of chair, and responsibility for producing agendas, formal meeting notes and actions arising, shall be held by the Department for Transport.

After each monthly meeting, the Department for Transport shall share meeting minutes with members to ensure actions can be promptly taken throughout the panel's lifecycle.

The circulation of papers will be as follows:

- Commissioning of papers – 14 days before
- Agenda – 7 days before
- Circulation of papers – 3 days before
- Minutes circulated – up to 7 days after

#### Frequency of Meetings

The Panel will meet every 6 weeks for a period of 10-12 months. Meeting location will be shared 3 weeks ahead of the meeting. All meetings should be held in person, with remote access available via Microsoft Teams when required. Meetings will be recorded for note taking purposes, recordings will then be deleted.

#### Compliance Statement – to be read by the chair before each meeting

This meeting is gathered in accordance with the Terms of Reference shared on 12<sup>th</sup> March 2025.

We have a responsibility to all attendees to keep discussions within these Terms of Reference.

Attendees are free to not engage or leave the room during discussions relating to bus orders (current or future) and order strategies.

This will be reflected in the meeting minutes.

In no circumstances should our discussion:

- include any consensus discussion of individual corporate strategy, market behaviour or pricing policy; or
- extend to any kind of volume or price data (e.g. price levels, discounts, policies or margins) or customer specific information or other commercially sensitive information
- reveal the commercial circumstances or contractual relationship between specific parties.

The meeting minutes will record that this guidance was read out and agreed at the start of the meeting.

**Annex A: Additional Members of the Expert Panel**

Additional Members to be invited to relevant meetings when particular issues are under consideration are outlined in the table below.

<b>Organisation</b>
Alexander Dennis Ltd
Arriva
Cambridgeshire and Peterborough Mayoral Combined Authority
Disabled Persons Transport Advisory Committee
East Midlands Mayoral Combined County Authority
FirstGroup
Go-Ahead
Greater Manchester Mayoral Combined Authority
Liverpool City Region Mayoral Combined Authority
Local Government Association
Mellor Bus
National Express
National Wealth Fund
North East Mayoral Combined Authority
Pelican UK
South Yorkshire Mayoral Combined Authority
Stagecoach
Switch Mobility
Tees Valley Mayoral Combined Authority
The Association of Directors of Environment, Economy, Planning & Transport (ADEPT)
Translink
Transport for London
Transport for Wales
Transport Scotland
UK Export Finance
Unite the Union
West Midlands Mayoral Combined Authority
West of England Mayoral Combined Authority
West Yorkshire Mayoral Combined Authority
Wright Technology Research Centre, Queens University Belfast (W-Tech)
Wrightbus
York and North Yorkshire Mayoral Combined Authority
Zemo Partnership
Zenobe

*By exception: others may be invited as appropriate when particular issues are under consideration. Named members may nominate alternative attendees.*