



Report to Partnership Meeting of 15 June 2012

RESEARCH AND STRATEGY DEVELOPMENT

Forum of Chairs of Regional Transport Partnerships

SUMMARY

The Report provides the Board with background on the processes by which the Regional Transport Partnership (RTP) Chairs work together to support the work of RTPs as a whole and to support The Scottish Government in delivering the National Transport Strategy. The report in addition provides details of the short term working group being set up jointly by the Chairs and The Minister for Housing and Transport to establish how best RTPs and Government can best work together to achieve this aim.

DETAIL

Following the statutory establishment of Regional Transport Partnerships in 2006 a forum of RTP Chairs was established to enable cross-RTP discussion and liaison on matters of joint interest and to provide opportunities to improve transport planning and delivery through sharing of best practice and information. The Memorandum of Understanding for the Group is attached at Appendix A for information.

The Chairs met with the Minister for Housing & Transport, Keith Brown MSP on 7 March as part of their regular and on-going dialogue with The Scottish Government. At that meeting discussion focussed on how the RTPs can best support The Scottish Government in delivering the National Transport Strategy (NTS), including improving and maximising the role of bus services; promoting Active Travel; addressing Health & Transport issues; and delivering on proposals contained in the Scottish Government's Strategic Transport Projects Review (October 2009) and Infrastructure Investment Plan (December 2011).

It was agreed to establish a joint RTPs/Transport Scotland Working Group to act as a focus for on-going development and collaborative working on delivery of NTS and RTS priorities across the range of modal transport issues. A Terms of Reference for that group has been developed in consultation with Transport Scotland and is included at Appendix B for information. Work is continuing on the development of a Work Programme, as referred to in the Terms of Reference, for reporting on progress to the next RTP Chairs meeting, which will be held on 5 September 2012 at Swestrans.

RECOMMENDATIONS

The Partnership is asked to note the Report and the action being taken by the RTP Chairs and the Minister for Housing and Transport to optimise delivery of the National Transport Strategy.

Risk	impact	comment
RTS delivery	√	The RTS supports delivery of the Scottish Government's overall purpose, its Economic Strategy and its national Transport Strategy. Actions between the RTPs and Government to aid delivery of the NTS therefore directly support delivery of the RTS
Policy	-	
Financial	-	
Equality	√	Both the NTS and the RTS support delivery of outcomes that support all sections of society on an equal basis.

Report by: Dave Duthie
Designation: Partnership Director
Date: 4 June 2012

Appendix A: Item 10

Forum of Chairs of Scottish Regional Transport Partnerships Memorandum of Understanding

1. Members

The Chairs of the Highland & Islands, North-East of Scotland, South-East of Scotland, South-West of Scotland, Shetland, Strathclyde and Tayside & Central Scotland Transport Partnerships (respectively referred to as HITRANS, Nestrans, SEStran, SWestrans, ZetTrans, SPT and Tactran) agree to form an informal association to discuss matters of mutual interest relating to regional, local and national transport strategy and delivery. The association shall be known as the Forum of Chairs of Scottish Regional Transport Partnerships.

2. Objects

- a) To provide a forum for discussion of matters of common interest to member Partnerships and a means by which joint views may be formulated and expressed.
- b) To provide opportunities to improve transport planning and delivery in Scotland through the sharing of best practice.
- c) To disseminate and share accurate and timely information on all matters relating to transport and other relevant issues.
- d) To make available the skills of the individual Partnerships to provide a range of cost-effective services to other Partnerships in accordance with their wishes.

3. Meetings

Meetings shall be held quarterly, or as required, and shall deal with such business as may have been notified by the Chairs of the Partnerships to the Secretariat. Each Partnership shall be represented by its Chair, Vice Chair or other nominated member, accompanied by an officer if they wish. In the event of no member being available, an officer of an RTP may represent their Partnership.

4. Chair

The Chair of the Partnership hosting any meeting shall chair the meeting.

5. Secretariat

The Forum shall appoint one of its member Partnerships to provide a Secretariat which will hold office for a period of 2 years, following which provision of the Secretariat shall pass to another member Partnership, and so on in rotation.

The Secretariat shall ensure the timely preparation and issue of Agenda and all relevant reports that member Partnerships may wish to place before the Forum.

The Secretariat shall take a note of each meeting which, once approved in draft by the Chair of that meeting, shall be circulated to members prior to adoption at the next meeting of the Forum.

6. Withdrawal from the Association

At any time a Partnership may intimate by notice in writing to the Secretariat the withdrawal of that Partnership from the Forum with immediate effect.

7. Alteration of the Memorandum and Dissolution of the Forum

At any meeting a Partnership may propose that this Memorandum be altered or that the Forum be dissolved. Such a proposal shall take immediate effect if passed by a majority of the Partnerships in membership of the Forum at the time when the motion is proposed, each Partnership having a single vote.

8. Statements on behalf of the Association

Statements or other representations will only be made in the name of the Forum or on behalf of the RTP Chairs where there is unanimity of view to do so.

15 September 2006
Amended 7 December 2007

Appendix B: Item 10

Scottish Government / Regional Transport Partnership Working Group

Terms of Reference

INTRODUCTION

This document sets out the Terms of Reference of the Scottish Government / Regional Transport Partnerships Working Group established by the RTP Joint Chairs Forum and the Minister for Housing and Transport at their meeting on 7th March 2012.

BACKGROUND

Regional Transport Partnerships (RTPs) were established under the Transport (Scotland) Act 2005 to put in place new delivery structures for transport and bring a strong regional approach to the planning and delivery of transport infrastructure and services.

The principal purpose of the RTPs is to strengthen the planning, delivery and effectiveness of regional transport and related developments. This role is supplemented and reinforced by a statutory duty under the 2005 Transport Act to engage in Community Planning. Subsequent to the 2005 Act the statutory role and duties of RTPs have been enhanced by their designation as Key Agencies in the Development Planning process, reflecting the crucial importance of coordinating strategic land use and transport planning, and their designation as “Major Players” with “high impact and influence” within Guidance developed under the Climate Change (Scotland) Act 2009.

The primary responsibility of each RTP is to prepare a statutory Regional Transport Strategy setting out a 15-year vision for transport within the region and also taking into account transport to and from the region. Each RTS is supported by a Delivery Plan where RTPs set out when and how projects and proposals would be prioritised and delivered. The Regional Transport Strategies were approved by Ministers in June 2008.

The 2005 Act enables the transfer, or concurrent adoption, of delivery powers between Councils and RTPs. SPT, ZetTrans and Swestrans have adopted powers to procure passenger transport services and associated facilities and SPT owns and operates the Glasgow subway and major bus stations across the west of Scotland. The opportunity exists to extend these and other shared services efficiencies through more widespread adoption of the delivery powers currently available under the 2005 Act within the context of a planned increased emphasis on partnership working through Community Planning and wider public sector reform.

The RTPs engage closely with Transport Scotland on the development of policy and delivery of national transport infrastructure priorities and proposals identified in the National Transport Strategy, Strategic Transport Projects Review (October 2009) and Infrastructure Investment Plan (December 2011).

The seven RTPs are:

- [Highlands and Islands Transport Partnership](#) (HITRANS)
- [North-East of Scotland Transport Partnership](#) (Nestrans)
- [South-East of Scotland Transport Partnership](#) (SEStran)
- [Strathclyde Partnership for Transport](#) (SPT)
- [South-West of Scotland Transport Partnership](#) (SWestrans)
- [Tayside and Central Scotland Transport Partnership](#) (Tactran)
- [Shetland Transport Partnership](#) (ZetTrans)

The Minister for Housing and Transport and the RTP Joint Chairs Forum met on 7th March 2012 where it was agreed to the setting up of a Working Group between the RTPs, Transport Scotland (TS) and Scottish Government (SG). It was proposed that the group would look at various issues of joint SG/TS/RTP interest, including those raised in the National Transport Strategy and in Regional Transport Strategies, with a view to working in partnership and maximising the role of RTPs to deliver the agenda for improving Scotland's transport systems.

PURPOSE AND REMIT

Purpose

The primary purpose of the Working Group is to establish how RTPs can assist Government in the delivery of the National Transport Strategy and its outcomes outlined below :-

- **NTS Outcome 1:** Improve journey times and connections between our cities and towns and our global markets to tackle congestion and provide access to key markets
- **NTS Outcome 2:** Reduce emissions to tackle climate change
- **NTS Outcome 3:** Improve quality, accessibility and affordability of transport, to give people the choice of public transport and real alternatives to the car

Remit

The remit of the Group is to examine and develop the role of the RTPs in improving policy and delivery of transport within the current and evolving public sector landscape, available resources and relationships with Local Government, Transport Scotland, Scottish Government and transport providers, for the benefit of communities and transport users.

The Group will review and advise the RTP Chairs and Minister on the following;

- Effectiveness;
- Functions;
- Delivery mechanisms;
- Funding.

The Group will have a strategic policy and delivery focus to maximise effectiveness, inputs, outputs and outcomes, with the aim of delivering added value within the current strategic statutory and operational roles and duties of RTPs and Transport Scotland in

relation to National and Regional Transport Strategies, Community Planning, Development Planning and Climate Change.

MEMBERSHIP

Core membership of the Group is as follows;

- RTP Lead Officers
- TS Director
- Reps from TS Bus and Local Transport Policy Team (plus specialist reps as and when required)
- COSLA (Observers)

CHAIR

The RTP Secretariat will provide the Chair of the Group.

OUTPUTS AND TIMESCALES

The first meeting will agree the remit for the Group and develop this into a Work Programme and tasks will be allocated to individuals or sub-groups. Servicing of the Group will be dependent on the work streams that are developed to meet the purpose of the Group. It is envisaged that the Group will complete its initial purpose within 6 – 9 months of establishment.

The Group will report on the following basis:

- Terms of Reference agreed by RTP Leads meeting May 2012
- Terms of Reference submitted to RTP Boards' in June/July 2012
- Terms of Reference agreed by Minister in June 2012
- Progress report to Minister and RTP Chairs in September 2012
- Final report to Minister and RTP Chairs in December 2012

FREQUENCY

Group to meet on the same frequency as RTP Lead Officers and ad-hoc as required.

May 2012