



NOTICE OF MEETING

There will be a meeting of the Partnership at the Aros Centre, Portree, Isle of Skye, on **Friday 5 June 2009 at 9:30am**. There will be an informal meeting of the Partnership for a briefing at the Aros Centre, on 4 June 2009 commencing at 6.00 pm, followed by dinner at 7:30pm at the Bosville Hotel, Portree, Isle of Skye.

AGENDA

APOLOGIES AND INTRODUCTIONS

MINUTES

- 1 **Minute of Meeting of 3 April 2009** (enclosed)
- 2 **Matters Arising**

FINANCE

- 3 **HITRANS Revenue Budget Report 2008/09** (enclosed)
Report by Partnership Treasurer
- 4 **Travel Plans Programme 2009/10** (enclosed)
Report by Partnership Manager Ranald Robertson

RESEARCH

- 5 **Orkney Smart Card Enabled Integrated Ticketing Pilot** (enclosed)
Report by Partnership Manager Ranald Robertson

STRATEGY DEVELOPMENT AND DELIVERY

- 6 **Research/Strategy Development Programme for 2009/10** (enclosed)
Report by Partnership Director

PARTNERSHIP

- 7 **Annual Report 2008/09** (enclosed)
Report by Partnership Manager Ranald Robertson
- 8 **RTP Chairs Meeting Update**
Verbal Report by the Chair

COMMUNITY PLANNING

- 9 **Single Outcome Agreements – Update** (to follow)
Report by Partnership Director

AOCB

Item:
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Minute of Meeting held in the
HITRANS Office, Inverness Airport
on Friday 3 April 2009 at 9.30 am

- PRESENT**
- Mr Duncan Macintyre (Chairman) – Argyll and Bute Council
Mr Donald Manford – Comhairle nan Eilean Siar
Mr George McIntyre – Moray Council
Mr Jim Foubister – Orkney Islands Council
Mr Wilson Metcalfe
- IN ATTENDANCE**
- Mr Dave Duthie – HITRANS
Mr Ronald Robertson - HITRANS
Mr Howard Brindley – Orkney Islands Council
Mr Donald Macrae – Comhairle nan Eilean Siar
Mr Gordon Holland – Moray Council
Mr David Summers – Highland Council
Mr Frank Roach – HITRANS
Mr Robert Pollock – Argyll and Bute Council
Mr Derek Mackay – Comhairle nan Eilean Siar
- APOLOGIES**
- Mr John Laing (Vice-Chairman) – Highland Council
Ms Louise Smith
Mr Sam MacNaughton – Highland Council
Mr Tony Jarvis – Highlands and Islands Enterprise
Mr Douglas Forson – Scottish Government
Mr Mike Mitchell – Highland Council
Pip Farman – NHS, Highland
Mr Okain MacLennan
Mr Gareth Williams - SCDI
- Welcome**
- The Chairman welcomed the representatives from Stagecoach to the Meeting. The Chairman welcomed Mr Peter Fuller, Halcrow to the Meeting and indicated the Mr Fuller would give a presentation in respect of Item 7.
- Tribute**
- The Chairman referred to the death of Mr Bill Fulton, former Councillor with Highland Council. The Chairman, on behalf of HITRANS extended condolences to Mr Fulton's family.

MINUTES

- HITRANS** 1 The Minute of Meeting of 6 February 2009 was **approved**.
- Matters Arising** 2 Mr Howard Brindley updated Members in relation to Item 9 – Livestock Transport. A copy of a letter received from NFU Scotland was circulated which indicated that they shared the concerns expressed by HITRANS and suggesting that officers remain in contact in relation to this matter.

It was agreed;

- (1) **to note the letter from NFU Scotland; and**
- (2) **that Mr Howard Brindley would ensure that HITRANS were represented at the forthcoming NFU Scotland/Crofters Commission Conference being held in Inverness on 20 April 2009.**

FINANCE

HITRANS Revenue Budget 2008/09 3 The Board considered a Report by the Partnership Treasurer detailing HITRANS Revenue Monitoring Position for the period ending 28 February 2009. The Report stated that income and expenditure were in line with the budget outturn target and it was predicted that a balanced budget would be delivered by the end of the financial year. The Partnership Director indicated that financial year outturn as suggested in the Report was still on track although the commencement of work on the Delivery of Transport Services had been delayed within the procurement process to ensure the best appointment was made and that as a result the anticipated expenditure in Research and Strategy Development will not be fully achieved.

It was agreed to note the Report.

Travel Plans Programme 2008/09 4 The Partnership Manager submitted a Report in relation to the Travel Plan Programme 2008/09. The Report stated that the Programme objectives were to increase the number of employees, visitors and suppliers in Local Authorities, Health Boards and other employers across the highlands and islands using more sustainable modes of transport.

It was agreed to note the Report.

Business Plan 2009/010 5 The Partnership Director submitted a Report detailing the Draft Business Plan 2009/10. The Business Plan highlights how HITRANS would work with constituent Local Authorities and stakeholders to improve the delivery of transport services across the Highlands and Islands and defines how HITRANS will move forward in promoting and implementing the Regional Transport Strategy.

It was agreed:

- 1) **to approve the HITRANS Business Plan 2009/10;**
- 2) **that Mr Howard Brindley would provide an update on the Orkney Ferry Services Review to the next Meeting; and**
- 3) **that a special Meeting of HITRANS would be held at the appropriate time in order to agree a response to the Ferry Services Review consultation.**

RESEARCH

Rail Studies 6 The Partnership Manager submitted a Report updating Members on progress on a number of rail studies across the region which would inform the development and future investment decision making at national level in relation to rail services. Updates were provided on the Inverness – Aberdeen Sunday Services Study, the West Highland Section Running Times Study, the Sutherland Timber Terminal project, the Far North Level Crossings Study and work on switches and crossings on the RETB Routes.

It was agreed to note the Report.

Congestion and Urban Issues in the Inner Moray Firth 7 The Chairman welcomed Mr Peter Fuller, Halcrow to the Meeting. Mr Fuller proceeded to give a presentation on the outcomes on the Halcrow Study on Congestion and Urban Issues in the Inner Moray Firth area which focused on the feasibility of developing park and ride opportunities to relieve congestion on key arteries into Elgin and Inverness. The Study had looked at potential demand for park and ride facilities at Elgin and Inverness and the study indicated that, based on existing traffic conditions and population, park and ride was unlikely to be successful in Elgin at the present time. The opportunities for park and ride sites on the four key arteries into Inverness were detailed and potential sites for park and ride facilities had been identified and evaluated. The Study indicated that a scheme for the A96 corridor at Smithton would provide an best opportunity to deliver real improvements in a short timescale, and that a trial on the A9 north corridor could also be of value in reducing congestion in and around the city.

It was agreed;

- (1) **to note the Halcrow Study on Congestion and Urban Issues in the Inner Moray Firth;**
- (2) **that HITRANS would co-ordinate a Meeting with Highland Council, Stagecoach, Transport Scotland and the Transport Minister to discuss how the Inverness Trunk Link Road could be co-ordinated with the development of park and ride facilities on the A96 corridor into Inverness.**

Quality Partnership Opportunities in the Highlands and Islands 8 The Partnership Manager submitted a Report detailing the opportunities that existed add value to transport services in the Highlands and Islands by developing Statutory Quality Partnerships that could secure a partnership between Bus Operators, Local Authorities, HITRANS and Transport Scotland. Such a Partnership would support the delivery of high quality bus services within the Highlands and Islands and would feature modern buses, real time information, improved bus stop infrastructure and bus priority measures. The Report stated that a Quality Partnership was a scheme whereby Local Authorities would provide particular facilities and operators of local services who wish to use the facilities would undertake to provide services of a particular quality standard when using them.

It was agreed;

- (1) **to note the Report;**
- (2) **that further investigation of Statutory Quality Partnership opportunities would be undertaken.**

Highlands and Islands Fuel Study 9 HITRANS considered a Report by Mr Tony Jarvis detailing the outcome of the element of the Fuel Study looking into fuel prices in the Highlands and Islands undertaken by Experian Catalist on behalf of HITRANS, HIE and The Highland Council. The findings of the Study were detailed and Members expressed concerns at the lack of information available from the industry which had meant that a meaningful and comprehensive Report was not available.

It was agreed to defer consideration of this matter until the next Meeting to allow partners the opportunity to come back with detailed written evidence which would inform the findings of the Report.

Oban Five a Day 10 The Partnership Manager submitted a Report detailing an economic analysis that had been undertaken for a frequency enhancement to five trains per day between Glasgow and Oban. The Report stated that the Regional Transport Strategy made the case for four trains per day being the minimum for Highland Rural Routes and this had been achieved on the Wick and Kyle lines. Currently Oban had three trains per day in each direction and this frequency was unacceptable given Oban's position as a key interchange for ferry services to the islands and as an important tourist destination. It is proposed to consider the application of option values and other wider economic benefits in order to further refine and strengthen the already significant business case and to investigate alternative funding streams which may allow the project to start up in advance of the next Scot Rail franchise.

It was agreed to note the Report.

COMMUNITY PLANNING

Single Outcome Agreement 11 The Partnership Director submitted a Report detailing the development of Single Outcome Agreements for 2009/10 by Community Planning Partnerships within the HITRANS area. The Board was asked to consider the Draft Single Outcome Agreements as presented and respond to each Community Planning Partnership confirming HITRANS's commitments to the Single Outcome Agreement and highlighting ways that further value could be added to the draft documents.

It was agreed;

- (1) to support the draft Single Outcome Agreements for Highland, Moray, Argyll and Bute and Orkney;
- (2) that the Partnership Director would engage with Comhairle nan Eilean Siar in relation to the Draft Outer Hebrides Single Outcome Agreement, and that the Board would welcome the opportunity to consider a further developed proposal from the Partnership at its next Meeting;
- (3) the Chairman and the Partnership Director be authorised to sign off each Single Outcome Agreement on behalf of HITRANS

STAFF

It was agreed that the public, including the press, be excluded from the Meeting during consideration of the following item on the grounds that exempt information as defined in Paragraph 6 of Schedule 7A to the Local Government (Scotland) Act 1973 would be disclosed.

Salary Grade and Regarding of Office Manager Posts 12 The Partnership Director submitted a Report in relation to a request for acceleration through the current salary grade of the Office Manager and to consider re-grading the Office Manager Posts.

It was agreed that the Office Manager Post be re-graded from AP2/3 to AP3 (SCP23-26) and that Mrs Catherine Cunningham be placed on the second point of the AP3 Scale as of 1 April 2009.

AOCB

Board Membership 13 The Partnership Director updated Members on the proposal that Mr Okain MacLennan be nominated as the new Board Member for HITRANS representing health issues. The Director indicated the appointment had been approved in principal by Scottish Ministers and that NHS Highland were seeking the agreement of other Health Boards in the area that Mr MacLennan, a member of the NHS Highland Board, be appointed to HITRANS as a representative from the Health sector to add his knowledge and experience to the HITRANS Board, in particular when considering health related issues.

It was agreed to note the update.

Item:
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Report to Partnership Meeting of 3 April 2009

FINANCE

Provisional Outturn Revenue Budget Monitoring Report – 1 April 2008 to 31 March 2009

Report by Partnership Treasurer

SUMMARY

This report sets out the provisional outturn revenue monitoring position for the year to 31 March 2009.

1. CURRENT POSITION

- 1.1 The annual budget is as approved at the Board Meeting held on 1 February 2008, amended for the recovery of the 2007/08 overspend of £17,555 approved at the Board meeting on 5 September 2008. The attached summary statement shows the provisional outturn financial position for the year ended 31 March 2009. At present the figures are showing an underspend of £6,891.
- 1.2 Total income is ahead of budget, mainly as a result of receiving unbudgeted income of £32,446 in respect of reimbursement of maternity cover for Orkney Islands Council, contributions towards strategy development costs and interest on revenue balances.
- 1.3 At the 6 February meeting the Board were advised, due to a clerical oversight, the 2007/08 travel plan grant would not be paid, however officials were in discussion with Scottish Government officials, consequently there may be potential for the shortfall of £70,000 to be met by both parties 50:50. Further to these discussions, the shortfall will now be met on an equal shared basis, consequently the shortfall is now £35,000.

2. YEAR-END PROJECTION

- 2.1 The year to date actual figures represent the transactions for the year ended 31 March 2009 and are in line with management expectations. At present officers are not aware of any anomalies that will distort the overall financial position.
- 2.2 Board Members will note that based on the financial performance to date, the provisional outturn shows an overall underspend of approximately £6,891, however this amount may change once all known income and expenditure for 2008/09 is included in the final HITRANS accounts.

3. MAJOR ISSUES AND VARIANCES

- 3.1 Overall expenditure has come within budget, with savings on property costs meeting the shortfall on travel plan grant.

- 3.2 The publicity underspend has been utilised on further research and strategy development work.
- 3.3 Current legislation in respect of Regional Transport Partnerships does not allow them to retain reserves, however there is scope to carry forward small under and over spends on committed expenditure but not incurred at the end of the financial year. This will allow HITRANS to meet its legal obligation of breaking even for 2008/09.

4. RECOMMENDATION

- 4.1 Board Members are asked to note the above information as well as the attached schedule showing the provisional outturn revenue monitoring position for the year ended 31 March 2009.

Signature:

Designation: Partnership Treasurer

Date: 26 May 2009

Author: Mike Mitchell, Finance Manager, Highland Council

HITRANS - SUMMARY					
STATEMENT OF REVENUE OUTTURNS:		31ST MARCH 2009 - NEAR FINAL			
		2008/2009			
BUDGET HEADINGS	ANNUAL BUDGET		ACTUAL TO DATE		(OVER) / UNDER
INCOME					
Councils	(£200,000)		(£200,000)		£0
Scottish Executive - Match Funding	(£200,000)		(£200,000)		£0
Scottish Executive - Travel Plan	(£107,000)		(£107,000)		£0
Scottish Executive - Regional Transport Strategy	(£415,000)		(£415,000)		£0
Orkney Islands Council - Maternity Cover Income	£0		(£26,457)		£26,457
Other Misc Income	£0		(£5,802)		£5,802
Interest on Revenue Balances	£0		(£187)		£187
	(£922,000)		(£954,446)		£32,446
DIRECT RUNNING COSTS					
Director	£89,400		£89,369		£31
Programme Managers	£111,100		£112,484		(£1,384)
Office Managers	£49,500		£50,973		(£1,473)
Staff Travelling and Subsistence	£25,000		£24,875		£125
Members and Advisers Travel and Subsistence	£10,000		£8,420		£1,580
Partnership/Consultation Meetings	£25,000		£19,989		£5,011
Office Costs - Property	£50,000		£18,500		£31,500
Office Costs - Admin	£30,000		£28,548		£1,452
	£390,000		£353,158		£36,842
PROGRAMME COSTS					
Publicity	£25,000		£15,099		£9,901
Travel Plan Work	£107,000		£107,189		(£189)
Research & Strategy Development	£336,445		£355,218		(£18,773)
Orkney Islands Council - Maternity Cover Costs	£0		£25,055		(£25,055)
Loss of 2007/08 Travel Plan Grant	£0		£35,000		(£35,000)
2007/08 Deficit	£17,555		£17,555		£0
	£486,000		£555,116		(£69,116)
Finance and Administrative Services	£46,000		£39,281		£6,719
TOTAL COSTS	£922,000		£947,555		(£25,555)
(UNDER) / OVERSPEND	£0		(£6,891)		£6,891

Report to Partnership Meeting – 5th June 2009

FINANCE

TRAVEL PLANS PROGRAMME 2009/10

PURPOSE OF REPORT

To seek approval of the proposed budget programme for the £35,000 2009/10 allocation by Scottish Government to HITRANS towards *Mainstream SMART Measures by Local Authorities and Health Boards*. This is the new programme designation the Scottish Government has applied to the previous Travel Plans budget and reflects the revised targets against which success of the programme is being measured with a focus on the delivery travel plans by all local authorities and health boards.

BACKGROUND

The main expected outcome of the Programme is to increase the number of staff, visitors and suppliers in Local Authorities and Health Boards using more sustainable modes of transport. The objectives of the grant are:

- i. work with Local Authorities and Health Boards to implement and expand the coverage and monitoring of Travel Plans and disseminate lessons learnt through the production of case studies; and
- ii. work with Local Authorities, and other sustainable and active travel stakeholders, to encourage organisations and individuals, for example through best practice, leadership, national events, promotion of publications, websites and tools, to test and habitually use more sustainable forms of transport.

The targets against which progress in achieving objectives / expected outcomes will be monitored are:

- i. The continuation or implementation of a monitoring scheme by April 2009. Implementation of the Energy Saving Trust Travel Plan monitoring tool, by all Local Authorities and Health Boards by April 2010;
- ii. The development of at least two travel plan case studies for each Local Authority and each Health Board within the RTP area per financial year.

The case studies can cover any element of the travel plan process including development, gaining senior management support, implementation of a measure and monitoring or reviewing of the travel plan. The case study should be at least one page in length and contain the following elements:-

- The rationale for the process i.e. why it was done
- The outputs i.e. what was done
- The outcome i.e. what was achieved
- Learning experience i.e. what would be done differently
- Link to National indicators and targets; and
- Signed off by a senior member of the Local Authority or Health Board

At least one case study per organisation should cover the implementation of a travel plan measure that was put into operation within the last 12 months.

- iii. Increase the coverage of the Local Authority and Health Board Travel Plans to cover at least 60% of staff by April 2009, 80% of staff by April 2010. This should exclude teachers and other educational staff working in schools.
- iv. Produce at least one case study of a project which implements the advice contained in SPP17, or PAN76, within the area covered by the RTP by April 2010.
- v. Produce an action plan detailing measurable sustainable and active travel outcomes that the RTP will be implementing. For example this could be increase the number of people using a car sharing database or an increase use of tele / home working.

This is the final year that Scottish Government intends to support this work with direct Grant funding to RTPs.

ISSUES IDENTIFIED IN TERMS OF GRANT CONDITIONS

HITRANS officers have previously expressed concerns with Scottish Government civil servants regarding what we see as the very large number of case studies we in the Highlands and Islands are required to produce by this Programme. The conditions previously required 23 Case Studies to be produced each year which was extremely challenging. HITRANS officers have given Scottish Government officials an assurance that we will work with partners in local government and the four Highlands and Islands NHS Board areas to produce as many of these case studies as possible. To date five case studies have been submitted for 2008/09 but all of these were produced by HITRANS in relation to our own travel plan and travel planning activities, and not by other public sector partners.

The Scottish Government has set as a condition of the grant the "Implementation of the Energy Saving Trust Travel Plan monitoring tool, by all Local Authorities and Health Boards by April 2010." The supply of the necessary Energy Savings Trust monitoring tool has been delayed so while we are keen to deliver this condition this will be determined by the availability of the monitoring tool in an achievable timescale. We will continue to work closely with Scottish Government, other RTPs, the EST and ACT Travelwise partners to improve travel plan monitoring which we see as critical to the ongoing success in achieving workplace modal shift as an important element of reducing carbon emissions in the public sector.

The final issue of note in terms of the funding in 2009/10 to HITRANS under the *Mainstream SMART Measures by Local Authorities and Health Board* programme is that this budget has been reduced from £107,000 in 2008/09 to £35,000 for 2009/10. This reduction will change the scope of our activities this year. However there is still ongoing funding available through the Energy Savings Trust to support businesses in implementing workplace travel planning and HITRANS is well placed to play a key role in encouraging businesses across the Highlands and Islands to access this support to their individual benefit.

PROPOSED USE OF THE 2009/10 GRANT

Get Healthy, Get Active!

HITRANS introduced 'Get Healthy, Get Active!' our sustainable travel grant scheme in 2007/08 and achieved good results in terms of promoting better travel with participation by our partner Councils. This success continued into 2008/09 with a further £21,480 awarded to The Moray Council and Highlands & Islands Airports Limited to improve active travel facilities at various workplaces in the region.

With the reduction in the HITRANS budget for travel plan related activities in 2009/10 an allocation of £10,000 is recommended to continue the good progress achieved through the *Get Healthy, Get Active!* scheme in earlier years.

www.IfYouCareShare.com

HITRANS launched our journey sharing web portal in June 2008 with the simple and easily remembered domain name [www.IfYouCare Share.com](http://www.IfYouCareShare.com). This name was selected as the favourite from over 100 very good entries in a competition HITRANS ran in schools throughout the Highlands and Islands. The winning name was the product of some really good thinking on the parts of two S2 pupils at Sgoil Phaibil in North Uist.

HITRANS contract with Jambusters to manage and deliver the site will run to February 2013 giving continuity of access to the portal. However if we are to achieve our original target of 2,500 registered users of the site it is essential that we continue to promote the site through local radio and media. A budget of £5,000 is recommended for this activity.

Active Travel Regional Audit Match Funding

The Active Travel Regional Audits are continuing in 2009/10 and will see more Regional centres audited to identify barriers to active travel in each location, and identify how these might in time be overcome. To support member local authorities to deliver some of the infrastructure works recommended in past and future Active Travel Audits HITRANS officers recommend setting a budget of £20,000 aside in the travel planning programme. This funding would be available to part fund the costs of making improvements recommended in the Audits. This funding will be available to local authorities to support a maximum of 50% of their costs.

RECOMMENDATIONS

1. Members are asked to note the report.
2. Members are asked to consider the proposed programme and approve the expenditure as proposed in the report.

Report by: Ranald Robertson
Designation: Partnership Manager
Date: 21st May 2009

Item:
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Report to Partnership Meeting 5 June 2009

RESEARCH

Orkney Smart Card Enabled Integrated Ticketing Pilot

Purpose of Report

To update members on the progress made by Orkney Islands Council, in partnership with Transport Scotland and HITRANS, in developing their Integrated Ticketing Pilot Project. This follows the approval at the Partnership meeting on 5th December 2008 that HITRANS would support this project with funding of up to £25,000.

Background

Orkney Islands Council have identified a multi modal integrated ticketing pilot project that would test the opportunity to build on the infrastructure established to support the national concessionary fares system and national entitlement card.

This pilot project aims to deliver one integrated ticket for bus and ferry journeys to allow travellers to travel seamlessly on Orkney's internal transport network, and incorporating Orkney's local concessionary travel scheme.

Scottish Government through Transport Scotland are interested in Pilot Projects being developed to test the issues involved in delivering Integrated Ticketing in advance of nationwide deployment as identified as a priority in the STPR. Integrated ticketing was a key commitment made in the bidding for Glasgow to host the 2014 Commonwealth Games.

Current Status

At the present time there are a number of ticket machines, types of ticket, styles of ticket and back office systems in operation in Orkney. Visitors find themselves purchasing several tickets as part of their travels and residents eligible within the local concessionary travel scheme have large booklets of vouchers for local travel. Orkney Islands Council has some ways of tracking these journeys and how vouchers are used, but a significant amount of effort is required to do this.

Whilst the public transport timetables allow seamless travel in many cases, each element of the journey requires a transaction, and in the case of the bus ticket this requires cash. This is considerable effort and hassle whereas a single integrated ticket could incorporate all these elements and could be purchased by credit card in advance requiring no cash payment.

This would also contribute to the resolution of a long term problem on the isles, where visitors arrive having spent their cash on travel tickets and then find attractions and facilities on the isles can only take cash payments.

Orkney Ferries are developing systems to allow passengers to pay by credit card onboard the vessel, and indeed, most of the vessels are now equipped with this technology. Online booking is also under development.

Why Orkney?

Orkney is an excellent location for a pilot project for integrated ticketing, as it contains many key challenges which would be faced in other larger areas, but in a small, confined area of limited population. These are described below.

Geography:

Orkney's geography benefits from a hub and spoke layout, with the Mainland of Orkney at its centre, and the smaller islands surrounding it. For the smaller islands to access the Scottish mainland, residents must first travel to Orkney Mainland. This differentiates Orkney from many other island communities, which have a direct link to the Scottish mainland. It means that there are a high proportion of journeys within Orkney rather than to towns and service centres in neighbouring authorities to access goods and services.

Orkney covers an area of 974 square kilometres, with more than half being taken up by the Mainland of Orkney. There are 13 other inhabited islands, and the archipelago of Orkney has 70 islands in total. Orkney has very low population densities; the 2001 Census identified the population of Orkney as 19,245 residents, making it Scotland's smallest local authority area in terms of population.

Tourism:

Tourism inputs around £27m each year into Orkney's economy, and with around six times more visitors each year than there are residents there is considerable demand for visitor transport.

Multiple Modes of Transport:

Ferries and air services provide lifeline services to residents of Orkney's isles. In spite of the small population, 315,000 passenger journeys were made on Orkney Ferries' network. The following diagram shows a breakdown of these journeys between the Mainland and the outer isles.



Public bus services operate on Orkney Mainland and in some of the larger isles, and there are a number of bus operators. The internal air service is operated by Loganair, and serves six of the outer isles. External air and ferry services are also present.

Multiple Needs from Integrated Ticketing

A local concessionary travel scheme is in operation for residents of the isles who are over 60 or disabled. Uptake for the national concessionary travel scheme has been good in Orkney and there is the desire to integrate local and national schemes on to a single card for easier administration and user benefits. Tourists also would benefit from a means of travelling seamlessly throughout the isles and an integrated ticket offers such benefits.

Stakeholder Buy-in

Orkney Islands Council has achieved stakeholder buy-in from the close knit community contained within it; presently all operators work together with the Local Authority to deliver transport services. Partnership working is an integral part of island life.

This will allow integrated ticketing on internal bus and ferry services. In time the system may be extended to external links and as part of future tendering of the internal Air Service PSO there could be an opportunity to include aviation in the modes covered by the scheme.

Project Phasing

The Project Initiation Document (PID) developed by Orkney Islands Council as project managers identified the need to take forward this project in the following phases.

Phase 1 - Install ticket machine technology and devise back office systems

Phase 2 - Investigation into card types

Phase 3 - Initial staff trials

Phase 4 - Investigate bus and ferry tariff structure including incorporating vehicle element of local concessionary travel scheme.

Phase 5 - Trials for isles residents multi-journey ticket

Phase 6 - Incorporate bus ticketing

Phase 7 - Migration of multiple journey tickets on to the Local Concessionary Travel Scheme Card

Phase 8 - Issue Smartcards for Local Concessionary Travel Scheme

Phase 9 - Investigate integration with National Entitlement Card

Phase 10 - Migration of OIC concession scheme with the National Entitlement Card

Progress to Date

Presently phases 1 and 4, from the PID have been undertaken. These are:

Phase 1: Install ticket machine technology and devise back office systems

The first stage of the project will be to obtain and install the ticket machine technology, on vehicles, in the Travel Centres and in the case of vessels, on handheld devices. This is currently work in progress and requires liaison with manufacturers, Transport Scotland and other bodies to ensure compliance, compatibility, training and operability. Stagecoach now has ticket machines in place, as do Orkney Ferries.

Phase 4: Investigate bus and ferry tariff structure including incorporating vehicle element of local concessionary travel scheme.

At the present time the charging structure for the ferry services are regarded as relatively complex. MVA have been commissioned to undertake a review and recommend how best this structure can be simplified to fit with an integrated ticketing package.

A workshop with Alco consultants took place on 4th April 2009 to consider the technical and management issues of the project. This workshop was attended by representatives of the project partners and was a very useful session covering a number of factors that must be considered in the development of the Pilot Project and the issues that could undermine the success of the project. The workshop session has helped map out the aims and objectives of each partner in the project and has helped flag up a number of issues that require partner agreement before proceeding to the next phase of the project.

The next stage in the project will be the completion of the MVA review of Orkney Ferries fare structure. This will feed in to the next Project Group meeting where partners will consider the budgetary implications of the project and how to move the pilot forward. Transport Scotland have indicated that a budget is likely to exist to fund the development of Integrated Ticketing in Scotland as this is a key delivery area identified in STPR. Transport Scotland support this

and also agree that Pilot Projects are key to the development of Integrated Ticketing solutions in Scotland. They have been very supportive of the Orkney Project as key partners.

Recommendation

1. Members are asked to note the report.
2. The Partnership Manager and OIC Permanent Advisor will report back to the Partnership at the next critical phase in the project.

Author: Ranald Robertson
Designation: Partnership Manager
Date: 21st May 2009

Item:

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Report to Partnership Meeting of 5 June 2009

STRATEGY DEVELOPMENT AND DELIVERY

Research/Strategy Development Programme for 2009/10

SUMMARY

The Report informs the Partnership on progress on the Functions and Air Services reviews, and seeks approval from the Partnership for a study to identify the needs for transport investment in the Highlands and Islands to support the development and delivery of renewable off shore wind energy around Scotland's shores.

DETAIL

The Partnership at its meeting of 3 April agreed the HITRANS Business Plan for 2009/10 which includes a Programme for Research/Strategy Development for 2009/10 in support of development, implementation and delivery of the HITRANS Transport Strategy.

Two key Reviews are included in the Programme and are currently progressing well.

The Review of Delivery of Transport Services in the Highlands and Islands has commenced with Atkins being appointed to undertake the commission. They have commenced the round of consultations with key Stakeholders and have arranged a Regional Transport Roundtable event for 17 June at Eden Court Inverness to facilitate further engagement in the review, to which the Partnership Members will be invited. A copy of the presentation made to the Client Group on 22 May will be distributed separately to Board Members for their background information. The overall review will be completed by late July and the findings reported to the Partnership Meeting in September.

The Review of Air Services has also commenced, with Mott MacDonald being appointed to undertake the commission. This is a joint study being undertaken in Partnership with ZetTrans and arrangements have been made to hold stakeholder engagement events in Shetland, Orkney, Stornoway, Oban, and in Inverness in August. The study will be completed in late September and presented to the Partnership at its meeting in December.

Off-shore Wind Development – Necessary Transport Interventions

The Regional Transport Strategy aims to enhance the region's viability by improving interconnectivity for the whole region, a key aim being to promote and enable sustainable economic growth. Some of the key sectors in which the Highlands and Islands can add significant value to the country's economic future are in renewable energy, tourism, food and drink, and forestry. Recent announcements and actions by both UK and Scottish Government have identified the extent to which Scotland has a leading role to play in the delivery of off-shore wind energy

production with major infrastructure investment requirements in the next 10 years. The UK is the leading location world wide for implementation of this form of renewable energy which is available using proven technology. Scottish waters uniquely offer some 25% of Europe's potential off shore wind energy capacity and government is encouraging developers to realise the opportunities thus created in this sector. The technologies developed in extracting oil from the North Sea are common with those needed to develop off-shore wind, and thus Scotland is in a strong position to support this sector of the renewable industry in terms of its location and experience, its facilities, and the skills needed to provide this energy to the European market.

As with oil developments in the 1970s, to realise optimum delivery of support to this sector transport networks have to be available that provide unrestricted and efficient access to key locations around the country. The needs of the renewable energy sector will be different in nature to that for oil, the support structures will for instance be smaller but far greater in number, and there is value in establishing in discussion with the industry what their needs are and in particular what transport infrastructure and service improvements will be required to meet their needs, and most importantly, establish when these will be required.

The timeframe within which necessary transport investment will be required is likely to be very tight if this region is to provide optimum support to the industry. It is therefore proposed at this time to undertake a short study to identify what work is required within the Highlands and Islands to support Government by identifying the potential industry needs and the timeframe within which intervention is required to optimise delivery of this energy resource.

The cost of such a Study is estimated to be £25,000 and it is proposed to fund this from within the Research and Strategy Development Budget by postponing work on Development of the Regional Traffic Model to 2010/11 and slipping some £10,000 of expenditure on Sustainable travel initiatives/ projects into 2010/11, given the time criticality of the Off-Shore Wind Energy Study

RECOMMENDATIONS

The Partnership is asked to

1. Note progress on the two key Reviews
2. Approve the amendment to the Research/Strategy Development Programme to include a Study into Off-Shore Wind Energy Development – Necessary Transport Interventions

Report by: Dave Duthie
Designation: Partnership Director
Date: 25 May 2009

Item:
7



Report to Partnership Meeting – 5th June 2009

PARTNERSHIP

Annual Report 2008/09

Purpose of Report

To update Members and Advisors on the proposals for publication of HITRANS third Annual Report, covering the 2008/09 financial year period.

Background

HITRANS is required to produce an Annual Report each year detailing the activity of the Partnership in that year. This follows on from the implementation of the Business Plan produced in advance of the year and gives anyone with an interest details of what we have achieved and how this relates to our initial plan for the year.

Structure and Contents of Annual Report

In previous years the HITRANS Annual Report has provided useful information on the Partnership's activities over the course of the year. This has included in particular information on the areas of delivery, research and development.

The proposed structure of the 2008/09 Annual Report will see the following topics highlighted:

- Foreword by HITRANS Chair
- The HITRANS Team
- Review of the Year
- Delivery of the Regional Transport Strategy
- Rail Activities
- Bus Route Development
- The START Project
- Travel Planning
- Equalities Scheme
- Budget

Production of Annual Report

The Annual Report must be accessible and easy to read as the target audience should be wide and include anyone with an interest in the activities of HITRANS as a public body. Therefore officers believe it would be worth this year producing a hard copy of the report to send out to key stakeholders and offer to anyone who expresses an interest in receiving the document. The Annual Report will also be placed on the HITRANS website for downloading and large print copies will be made available on request.

The design and printing costs of the Annual Report are estimated to be no more than £5,000 and it is proposed to meet this cost from within the Publicity element of the budget.

RECOMMENDATION

1. Members are asked to note the report.
2. Members are asked to approve the allocation of £5,000 from the Publicity budget to meet the graphic design and printing costs of the Annual Report.

Report by: Ranald Robertson
Designation: Partnership Manager
Date: 20th May 2009