



## **Report to Partnership Meeting 8<sup>th</sup> April 2011**

### **PARTNERSHIP**

#### **Annual Report 2010/11**

#### **Purpose of Report**

To introduce discussion and request budget allocation for the publication of HITRANS Annual Report for 2010/11.

#### **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 Business Plan produced in advance of the year and gives anyone with an interest an update on what we have done 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 areas of delivery, research and development.

The proposed structure of the 2010/11 Annual Report will see the following topics highlighted:

- Foreword by HITRANS Chair
- The HITRANS Team
- The Regional Transport Strategy
- Supporting Single Outcome Agreements
- European Funding
- Research and Development
- Intelligent Transport Systems
- Rail Development
- Bus Service Development
- Travel Planning
- Cearcaill na Gaidhlig
- Equalities Scheme
- Stakeholder Engagement
- Budget
- Monitoring the Regional Transport Strategy

## **Production of Annual Report**

The Annual Report should be accessible and easy to read as the target audience should be anyone with an interest in the activities of HITRANS as a public body. Therefore officers believe it would be worth producing a hard copy of the report to send out to key stakeholders and 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 also be sent out on request.

The design and printing costs of the Annual Report are estimated to be no more than £6,000 and it is proposed to set this sum as the budget for this project and that this allocation be made available from the Partnership's publicity budget.

## **Recommendation**

1. Members are asked to approve the report.
2. Members are recommended to approve the allocation of £6,000 from the Publicity budget to meet the costs of producing the 2010/11 Annual Report.

Risk	Impact	Comment
RTS delivery	-	
Policy	✓	Meets HITRANS duty to publish an Annual Report.
Financial	-	Funding available within the agreed 2011/12 Budget
Equality	✓	The document will be available various print sizes.

**Report by:** Ranald Robertson  
**Designation:** Partnership Manager  
**Date:** 24<sup>th</sup> March 2011