

Minute of Meeting held in the
 Victoria Hotel, Rothesay on
 Friday 30 November 2007 at
 9.30am.

PRESENT	Mr Duncan Macintyre (Chairman) – Argyll and Bute Council Mr John Laing (Vice-Chairman) – Highland Council Mr Jim Foubister – Orkney Islands Council Mr George McIntyre – Moray Council Mr Donald Manford – Comhairle nan Eilean Siar Ms Louise Smith Mr Wilson Metcalfe Mr Donald MacNeill
IN ATTENDANCE	Mr Dave Duthie – HITRANS Mr Ranald Robertson - HITRANS Mr Frank Roach – Highland Rail Partnership Mr Mike Mitchell – Highland Council Mr Sam MacNaughton – Highland Council Ms Naomi Coleman – Orkney Islands Council Mr Murdo Gray – Comhairle nan Eilean Siar Mr Blair Fletcher – Argyll and Bute Council Mr David Summers – HIPTF Mr Douglas Forson – Scottish Government Mr Donald J Macsween – Comhairle nan Eilean Siar (Substitute Member) Mr Derek Mackay – Comhairle nan Eilean Siar
APOLOGIES	Mr Gordon Holland – Moray Council Mr Iain Duff - SCDI

MINUTES

HITRANS	1	The Minute of Meeting of 5 October 2007 was approved with the inclusion of the following text at item 5: “consideration be given to contributing towards the overspend on the Spinal Route, North Uist Project from the HITRANS Capital Programme 2007/08.”
Matters Arising	2	Members were informed that the Chairs of the Regional Transport Partnership’s would be meeting with Mr John Swinney, Cabinet Secretary for Finance and Sustainable Growth on 11 December 2007. The Chairman indicated that, if required, a Meeting of the Board would take place on Tuesday 18 December 2007 in Inverness to consider the outcome of discussions.

It was agreed to note the Report.

RESEARCH

Research and Feasibility Studies 3 With reference to the Minute of Meeting of 13 April 2007 the Partnership Director submitted a Report in relation to the Research and Feasibility Studies Programme 2007/08. The Programme incorporated a number of Studies relating to the development of the Regional Transport Strategy and an update on progress was detailed together with proposed revisions to a number of Studies to incorporate changes which would ensure optimum delivery of the Strategy. Consideration would be given to ensuring that the outcomes of the various Studies were progressed.

It was agreed:

- (1) to approve the revised Research and Feasibility Studies Programme 2007/08 as detailed in the Report; and
- (2) that consideration of the progressing of the Research and Feasibility Studies Programme would be made at the next Meeting.

FINANCE

Capital Programme 2007/08 4 The Partnership Programme Manager submitted a Report detailing progress with the delivery of the HITRANS Capital Programme 2007/08. The Report detailed progress with each of the projects within the Capital Programme and the projects within the Public Transport Network Programme.

It was agreed:

- (1) to note the revised Capital Programme 2007/08; and
- (2) to authorise the Partnership Programme Manager to make further revisions to the Capital Programme 2007/08 following consultation with Members and Principal Advisors.

Revenue Budget Monitoring Report 5 The Partnership Treasurer submitted a Report detailing the revenue position to 31 October 2007. The Report indicated that income contributions, mainly from Highlands and Islands Enterprise, towards costs in respect of research work had been received and consequently the outturn figure was higher than budgeted by £20k.

It was agreed to note the Report.

Mr Ranald Robertson, Partnership Programme Manager declared an interest and left the Meeting during consideration of the following item.

Programme Manager Salary Scale Report 6 The Partnership Director submitted a Report in relation to the salary scale for the Partnership Programme Manager. The Report stated that the salary for the post had been increased to reflect the increased duties and responsibilities when compared with similar posts in other Regional Transport Partnerships and discussions had been held to establish whether a single point or a salary scale appointment was appropriate in reflecting with the nature of the post.

It was agreed that, in order to reflect the strategic level of duties and responsibilities associated with post of Partnership Programme Manager, it be graded at spinal column points 51-53 with the initial placement on the scale at SCP51 with effect from April 2007.

Scottish Government Budget Spending Review 7 The Partnership Director gave a verbal update in relation to the Scottish Government Budget Spending Review. The Economic Strategy had been launched by the Scottish Government on 13 November 2007 with the Budget Statement being made on 14 November 2007. Further information was awaited in relation to the distribution of funding but an indication had been given that Demand Response Transport funding would now be distributed by Local Authorities.

It was agreed:

- (1) to note the update in relation to the Scottish Government's Budget Spending Review; and**
- (2) any applicants for Demand Response Transport funding who had applied to HITRANS would be redirected to the relevant local authority.**

GENERAL

Journey Sharing Website 8 The Partnership Director submitted a Report in relation to the promotion of journey sharing throughout the HITRANS area. A pilot journey sharing scheme had been introduced in the Caithness area and the outcome of the pilot study was detailed. The Report stated that journey sharing website tools had proved popular with other Regional Transport Partnerships with many having well developed branded liftshare portal sites.

It was agreed to proceed with conversion of the journey share Caithness Liftshare Scheme to HITRANS wide scheme on the following basis:

- **the Caithness portal identity be retained.**
- **separate private groups for the five Local Authorities be included.**
- **a telephone facility be included.**
- **the progress of the Scheme be regularly monitored.**
- **a full review of the Scheme be carried out towards the end of the contract period to determine whether it should be continued.**

Broadford Airport, Skye 9 The Partnership Director submitted a Report in relation to proposals for the introduction of scheduled air services between Skye and Central Scotland. The Report stated that a meeting with Civil Aviation Authority had taken place in order to discuss their aerodrome licensing standards and the runway development options at Broadford Airport. The Report further stated that, now that the Twin Otter aircraft was a long term prospect, incremental development of the air service was possible beginning with limited runway improvements which would not preclude future expansion.

It was agreed that Highland Council would be asked to take the lead on proposals for the development of Broadford Airport, Skye in partnership with HITRANS and Highland and Islands Enterprise.

Arising from consideration of this item it was agreed to request an invitation for Member/Officer representations at future Meetings of the Conference of Peripheral Maritime Regions.

Draft Equality Scheme 10 The Partnership Director submitted a draft Equality Scheme which set out HITRAN's proposed policies and arrangements for complying with statutory duties in relation to gender, disability, race and other equalities issues.

It was agreed to approve the Equality Scheme as detailed in the Report.

- 11 Members discussed the operation of the Ferry Users Groups and it was indicated that Calmac had requested that the Meetings scheduled for December 2007 be rescheduled to January 2008. The Partnership Director circulated a poster which set out the mechanisms for commenting on Calmac services.

It was agreed:

- (1) that substitute Members would be authorised to attend meetings of the Tier 1 Ferry Users Groups;**
- (2) that the Tier 1 meetings scheduled for December would be rearranged to January 2008 in order to allow Calmac to attend;**
- (3) that the Partnership Director would raise the issue of the display of the Comments Poster for Calmac Services with the Scottish Government;**
- (4) that the Partnership Director would circulate the presentations made at the recent Scottish Transport Conference to Members;**
- (5) that copies of all Agendas/Minutes would be sent to substitute members and earlier issue of the pres agendas would be made; and**
- (6) to note that Reports on the provision of fuel at Portree and the Dornoch Rail Crossing would be submitted to the January 2008 Meeting.**