



THE HIGHLANDS AND ISLANDS STRATEGIC TRANSPORT PARTNERSHIP

HIGHLANDS AND ISLANDS TRANSPORT PARTNERSHIP

Minute of Meeting of the
Shadow Board held in the
Council Chamber, Lerwick on
Friday 17 February 2006 at
11.30am.

PRESENT

Mr C King, Highland Council (Chairman)
Mr R Sclater, Orkney Council (Vice-Chairman)
Mrs R Hossack, Moray Council
Mr D MacIntyre, Argyll and Bute Council
Mr D Manford, Comhairle nan Eilean Siar

OFFICIALS IN ATTENDANCE

Mr C Kemp, Highland Council
Mr B Fletcher, Argyll and Bute Council
Mr A Ritchie, Moray Council
Mr M Gray, Comhairle nan Eilean Siar
Mr D Macneil, HIE
Mr F Roach, Highland Rail Partnership
Mr D Summers, Highlands and Islands Passenger Transport Forum

MINUTES

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| Highlands and Islands Transport Partnership | 1 | <p>The Minute of Meeting of 20 January 2005 was approved.</p> <p>Arising out of consideration of this item it was agreed that Mr Howard Brindley would invite Mr Inglis Lyons, HIAL, to the July meeting of the Transport Partnership.</p> |
| Meeting Timetable 2006 | 2 | <p>Mr Howard Brindley submitted a Report detailing proposed dates and venues for meetings of the Partnership during 2006.</p> <p>It was agreed that the dates and venues for Partnership meetings in 2006 would be as follows;</p> <p>Friday 31 March – HITRANS Office, Inverness
Friday 5 May – Stornoway
Friday 7 July – HITRANS Office, Inverness
Friday 1 September – HITRANS Office, Inverness
Friday 3 November – HITRANS Office, Inverness</p> |
| Other Members Interview Arrangements | 3 | <p>The Partnership was informed that the shortleeting of candidates for the “other members” positions on the Partnership would be undertaken on Wednesday 1 March 2006 and that interviews would take place in Inverness on Thursday 30 March 2006. All five Council Members would serve on the Interview Panel. Following the Interview Process recommendations would be made to the Minister in relation to the appointment of “other members” to the Partnership.</p> <p>It was agreed to note the Report.</p> |

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 1 of Schedule 7A of the Local Government (Scotland) Act 1973 would be disclosed, namely, Information relating to a particular employee.

Mr Howard Brindley and Mr Ranald Robertson left the meeting during consideration of the following item.

Staffing Arrangements 4 The Partnership considered a Report detailing the proposed staffing arrangements with relation to the posts of Co-ordinator, Transport Development Officer, Office Assistant and Travel Plan Officer.

It was agreed that:

- (1) all Personnel issues relating to the Partnership would be undertaken by Comhairle nan Eilean Siar;**
- (2) Mr Howard Brindley would continue as HITRANS Co-ordinator until 31 March 2007;**
- (3) in relation to the Transport Development Officer, Comhairle nan Eilean Siar's terms and conditions of employment would be adopted and job evaluation would be taken by Comhairle nan Eilean Siar;**
- (4) the proposals detailed in the Report for the appointment of a Travel Plan Officer be approved;**
- (5) a job description and salary scale for the position of Office Assistant be agreed with Comhairle nan Eilean Siar and that an advert is placed in local papers for Inverness and Moray with the appointment being made by the Co-ordinator, assisted by Comhairle nan Eilean Siar's Personnel staff.**

Corporate Image 5 Mr Howard Brindley submitted a Report indicating that the HITRANS brand was well recognised and it would be advantageous to retain this for the new Highlands and Islands Transport Partnership. The Report further proposed that the Partnership should utilise the current HITRANS website. HITRANS currently had a contract with Intermedia Services to design and print publications and to provide Technical Support for IT and the HITRANS website. The Report indicated that the contract would terminate at the end of March 2006 and it was proposed to extend the contract for a further year to enable the permanent advisors to develop the specification for publicity, IT and website services.

It was agreed:

- (1) to use the HITRANS brand for the Highlands and Islands Transport Partnership;**
- (2) that the permanent advisors would report back to a future meeting on proposals for website content and navigation; and**
- (3) to extend the contract to Intermedia Services to provide publicity, IT and website support for the Partnership until 31 March 2007.**

Office Premises 6 Mr Howard Brindley reported that the lease for the Highlands and Islands Transport Partnership office at Inverness Airport had been signed and arrangements were being made to furnish the property. Members were informed that, as well as providing office space there would be an Meeting Room which could accommodate Partnership meetings.

It was agreed to note the Report.

Strategy Work
Programme
2006/07

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Mr Howard Brindley submitted a Report indicating that the primary duty of the Partnership for 2006/07 would be to prepare a Regional Transport Strategy in terms of the Transport Act 2005. The Report detailed the key stages in the Strategy preparation and indicated that Steer Davies Gleave would be developing detailed proposals in relation to the work programme which would be considered by the Permanent Advisors prior to the next meeting.

It was agreed that a Report be submitted to the next meeting in relation to the work programme for the Regional Transport Strategy.