

Minute of Meeting held in the
HITRANS Office, Inverness
on Friday 1 February 2008 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 MacNeill
Ms Louise Smith
Mr Wilson Metcalfe

IN ATTENDANCE

Mr Dave Duthie – HITRANS
Mr Ranald Robertson - HITRANS
Mr Frank Roach – HITRANS
Mr Mike Mitchell – Highland Council
Ms Naomi Coleman – Orkney Islands Council
Mr Murdo Gray – Comhairle nan Eilean Siar
Mr Gordon Holland – Moray Council
Mr Derek Mackay – Comhairle nan Eilean Siar
Mr Blair Fletcher – Argyll and Bute Council
Mr Iain Duff - SCDI
Mr Douglas Forson – Scottish Government
Mr David Summers – Highland Transport Forum

APOLOGIES

Mr Donald Manford – Comhairle nan Eilean Siar
Mr Sam MacNaughton – Highland Council

MINUTES

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|-----------------|---|--|
| HITRANS | 1 | The Minute of Meeting of 30 November 2007 was approved . |
| Matters Arising | 2 | <p>The Members discussed matters arising from the Minute of 30 November 2007 and the following points were raised.</p> <ul style="list-style-type: none"> • Tenders for the journey sharing website were being evaluated and it was anticipated that a tender acceptance would be issued within the following seven days. It was hoped to develop the pilot journey sharing scheme throughout the Highlands and Islands. • The latest round of Tier one Ferry User's Consultative Committee Meetings had been held. • With relation to the Dornoch Rail Crossing, the Local Action Group had completed their Study and had presented it to the Scottish Government. Members confirmed that HITRANS position would remain unchanged unless the Scottish Government came back with a different view |

It was agreed that the Partnership Director would arrange Tier 2 Ferry User Consultative Committee Meetings for the Clyde and Hebrides and Northern Isles Ferry Services together with a joint Meeting of the Tier 2 groups.

FINANCE

Finalised Accounts 2006/07 3 The Partnership Treasurer submitted a Report detailing the HITRANS Finalised Accounts 2006/07. The Report detailed the final financial results for the year compared to the budget. The Report further detailed the Statement of Accounting Policies and the Statement on the System of Internal Financial Control from Audit Scotland. Members thanked the Partnership Treasurer for his ongoing work in relation to the preparation and monitoring of the accounts.

It was agreed to note the report.

Revenue Budget 2007/08 4 The Partnership Treasurer submitted a Report detailing the revenue position to 31 December 2007. The Report stated that income and expenditure was broadly in line with the budget outturn target, with this figure being higher than Budget by £20K due to increased income contributions, mainly from Highlands and Islands Enterprise, towards costs in respect of research work.

It was agreed to note the report.

Capital Budget 2007/08 5 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 in the Capital Programme and the projects within the Public Transport Network Programme.

It was agreed to note the report.

Revenue Budget 2008/09 6 The Partnership Treasurer submitted a Report detailing the proposed Revenue Budget for 2008/09 which would cover the Partnerships running costs and Research and Strategy Development Programme costs. The Report detailed anticipated income from partner local authorities and the Scottish Government in order to cover these costs.

It was agreed:

- (1) **to approve the Revenue Budget 2008/09, in principle, subject to agreement of funding contributions from Local Authority partner members: and**
- (2) **that the Partnership Director would prepare a briefing note on the work of HITRANS to be circulated to Local Authorities:**

STRATEGY DEVELOPMENT

Regional Transport Strategy 7 The Partnership Director submitted a report detailing a proposed submission to Mr John Swinney MSP, Cabinet Secretary for Finance and Sustainable Growth following his letter of 17 January sent in relation to his Meeting with the Chairs of the seven Regional Transport Partnerships. Mr Swinney had requested that HITRANS review its Strategy in the context of focusing on the Governments key objectives and concentrating on strategic high level issues.

It was agreed:

- (1) **that the Chairman, the Partnership Director and Mr Donald MacNeill, would prepare a draft submission to the Scottish Government in relation to the HITRANS Strategy and that the draft response would be submitted to all members for their comments prior to submission.**
- (2) **that the chair would write to the Transport Minister requesting that consideration be given to top slicing the Strategic Transport Projects Review Budget for 2012-22 in order to provide the disproportionate investment in transportation at a strategic level that was required in the Highlands and Islands to enable it to positively contribute to the Scottish economy;**

- (3) **to note the delay in the provision of a Monitoring and Approval Framework for implementation of the Regional Transport Strategy pending approval by the Scottish Government.**

Research and
Strategy
Development
Programme 2008/09

8 The Partnership Director submitted a Report in relation to the ongoing Research and Strategy Development work that was required to support the case for delivery of better transportation as promoted in HITRANS draft Regional Transport Strategy and to ensure that the Partnership had the best knowledge and information on changing circumstances and opportunities within the transport sector. The proposed Research and Strategy Development Programme for 2008/09 was detailed in the appendix to the Report.

It was agreed:

- (1) **to approve the Research and Strategy Development Programme 2008/09 as detailed in the appendix to the amended Report circulated at the Meeting; and**
- (2) **that Mr Donald Maneill and Ms Louise Smith, in consultation with the Permanent Advisors, would explore potential funding sources for the Studies in the Research and Strategy Development Programme.**

Air Services –
Response to
Heathrow
Consultation

9 The Partnership Director submitted a Report in relation to the Department of Transportation's consultation of the future growth of Heathrow Airport through the provision of a further new terminal and a third runway. The Report detailed a proposed response to the consultation on behalf of HITRANS.

It was agreed

- (1) **that the response detailed in the report be sent to the Department of Transport as HITRANS response to the consultation on additional capacity at Heathrow Airport; and**
- (2) **the Chair be authorised to write to the Secretary of State for Transport and the Parliamentary Under Secretary seeking a meeting to discuss the issues surrounding access to the Heathrow hub from Inverness and other air service issues.**

ORGANISATIONAL MATTERS

Transfer of
Employees for
Highland Rail
Partnership

10 The Partnership Director submitted a Report detailing proposals to transfer employees from Highland Rail Partnership to HITRANS from 1 April 2008. The Report stated that, with HITRANS moving from a Voluntary to a Statutory Partnership it was felt that greater benefit could be achieved by integrating the efforts of Highland Rail Partnership within HITRANS thus ensuring close working between transport sectors, optimum use of resources and the further development of rail service improvement across the region.

It was agreed

- (1) **to transfer the Highland Rail Partnership employees to HITRANS from 1 April 2008; and**
- (2) **to authorise the Chairman and the Vice-Chairman to execute any transfer agreement and any other documentation required in connection with the transfer of Highland Rail Partnership staff.**

Lease of Arasaig Station	11	<p>Mr Frank Roach, Partnership Rail Advisor, submitted a Report detailing proposals to lease Arisaig Station on the West Highland Line – Mallaig extension. The Report stated there was an opportunity for HITRANS, at a nominal cost, to support the development of Arisaig Station on a trial basis for the benefit of rail users in the area and the local community. The Report detailed proposals for the future use of the station.</p> <p>It was agreed that HITRANS would take on the lease of Arisaig Station for an experimental one year period and would explore further potential uses in order to enhance its transport function.</p>
Date of Next Meeting	12	<p>The next Meeting of the Partnership will take place in Orkney on 4 April 2008</p>