

Minute of Meeting held  
in the McCaig Suite,  
Corran Halls, Oban, on  
9 April 2010 at 9.00am.  
**DRAFT**

All items can be found at: <http://hitrans.org.uk/Documents/agenda.html>

- PRESENT**
- Mr Duncan Macintyre (Chairman) - Argyll & Bute Council
  - Mr John Laing (Vice Chairman) - The Highland Council
  - Mr George Macintyre - Moray Council
  - Mr Okain McLennan
  - Mr Wilson Metcalfe
- IN ATTENDANCE**
- Mr Dave Duthie – HITRANS
  - Mr Ranald Robertson - HITRANS
  - Mr Frank Roach – HITRANS
  - Mr Sam MacNaughton – The Highland Council
  - Mr Donald MacRae – Comhairle nan Eilean Siar
  - Mr Gordon Holland – Moray Council
  - Mr Gareth Williams – Scottish Council Development & Industry
  - Mr Tony Jarvis – Highlands & Islands Enterprise
  - Mr Robert Pollock – Argyll & Bute Council
  - Mr Gordon Frith - Comhairle nan Eilean Siar
- APOLOGIES**
- Mr Jim Foubister – Orkney Council
  - Mr Pip Farman – General Health Advisor
  - Mr Mike Mitchell – HITRANS
  - Mr David Summers – Highlands and Islands Transport Coordinating Officers Group
  - Mr Roddy McCuish – Argyll & Bute Council
  - Mr Donald Manford – Comhairle nan Eilean Siar
- WELCOME**
- The Chairman on behalf of the Board welcomed Pearl Tate Audit Scotland, Graeme Sinclair Orkney Islands Council, and Moira Ingram Argyll & Bute Council, to the meeting.
- Tribute**
- 1 The Chairman referred to the resignation of Louise Smith from the HITRANS Board.
- It was agreed to request The Partnership Director to write to Louise Smith recording the Board's appreciation for her hard work on behalf of the Board and to wish her well in the future.

## MINUTE

- Minute of Meeting 5 February 2010
- 2 The Minute of Meeting of 5 February was approved

## FINANCE

- Revenue Budget Monitoring Report 2009/10
- 3 There was submitted revised Revenue Budget Monitoring Report for the period 1 April 2009 to 28 February 2010 by the Partnership Treasurer. It was intimated in the Report that overall the budget was in line with Budget Profile and that it was anticipated that the full budget allocation of £872,185.00 was expected to be expended by 31 March 2010. It was further intimated that, at present, Officers of HITRANS were not aware of any anomalies which would distort the overall financial position for the 2009/10 financial year and that the requirement for HITRANS to deliver a balanced budget by the end of 2009/10 financial year, based on current financial information, would be fulfilled.

**It was agreed to note the revised Revenue Budget Monitoring for the period 1 April 2009 to 28 February 2010, as detailed in the schedule to the Revised Report submitted to the Board.**

- 4 The Partnership Managers submitted a Report giving information on the final spending position achieved by HITRANS in delivering a programme of travel planning and sustainable transport measures through the £35,000 2009/10 allocation made available by the Scottish Government to mainstream SMART measures by Local Authorities and Health Boards. It was stated in the Report that the main aim of the programme was to increase the number of staff, visitors and suppliers in Local Authorities and Health Boards using sustainable modes of transport.

The Report commented on the allocation of the 2009/10 grant and in particular referred to the Get Healthy Get Active Travel Grants Scheme and support of the website [www.IfYouCareShare.com](http://www.IfYouCareShare.com). The Report also referred to the projects being delivered by the The Highland Council, Comhairle nan Eilean Siar, Argyll and Bute Council, Moray Council and Orkney Islands Council, in terms of the Travel Plan Programme for 2009/10. The Report also detailed the position with regard to active travel audits.

**It was agreed to note the Report.**

**It was further agreed that:**

- (1) Proposed presentation to Local Authorities on the positive impacts of Active Travel Audits would be arranged by Officers of HITRANS working with officers in the Local Authorities, and would be given on the basis that interested representative(s) of local Health Board would be invited to attend these presentations;**
- (2) that an invitation be extended to SUSTRANS to attend a future meeting of the Board, particularly to discuss the maintenance arrangements for cycle paths;**
- (3) that the Partnership Director be requested to write to Transport Scotland in relation to the impact of the reduced road capacity, which would result at the Kessock Bridge, whilst waterproofing operations were being undertaken, emphasising the crucial importance associated with involving all relevant stakeholders, including those in the Orkney and Western Isles, prior to the commencement of works.**

Highlands and Islands Transport Partnership Annual Audit Plan 2009/10

- 5 There was submitted a Highlands and Islands Transport Partnership Annual Audit Plan 2009/10, dated February 2010, which had been prepared by Audit Scotland. The Audit Plan gave a summary of the planned audit activity, and also detailed the responsibility of the auditors and the approach which would be taken throughout the audit, together with information on the format of the accounts which would be produced. The Report also referred to audit issues and risks and intimated that based on discussions with Officers of HITRANS and consideration of the risk management arrangements put in place by HITRANS, that the following main risks had been identified as facing the Partnership, namely:

- (1) Delivering the Regional Transport Strategy; and
- (2) Implementing the international Financial Reporting Standards (IFRS)

It was further stated that generally actions were either planned or underway to address the risks around delivery of the Plan. A full range of outputs which would be delivered by the Audit Team were summarised in the Report.

The Chairman invited Mrs Pearl Tate, Senior Audit Manager, Audit Scotland to address the meeting.

Following Mrs Tate's presentation an opportunity was afforded to Members of the Board to ask questions of Mrs Tate.

The Chairman thanked Mrs Tate, for her presentation.

**It was agreed to note the Highlands and Islands Transport Partnership audit plan 2009/10 dated February 2010, which had been prepared by Audit Scotland.**

CPMR Conference of Peripheral Maritime Regions Workshop on Ferries Bornholm

- 6 The Partnership Director submitted a Report giving information on the discussions and outputs from the CPMR Islands Commission Workshop on transport held on 18, 19 February in Bornholm, Denmark. It was stated in the Report that the Workshop focused primarily on maritime transport issues, and in particular on the European Commission's imminent 5th Report on Maritime Cabotage.

**It was agreed to note the discussions and outputs from the CPMR Islands Commission Transport Workshop, as providing valuable background for the Board's consideration of the consultation on the Draft Scottish Ferries Plan due out in early summer 2010.**

**It was further agreed to request the Partnership Director to invite Mr Alex A MacDonald, President of the CPMR Islands Commission, and Convener, Comhairle nan Eilean Siar and Jean Didier Hache and a representative(s) of the Scottish Government to a future meeting of the Board to discuss the wider aspects of ferry service procurement and to circulate the main conclusions and recommendations emerging from the CPMR Islands Commission Workshop on Transport on 18, 19 February 2010 to constituent Councils.**

East Coast Franchise Consultation Draft

7 The Partnership Manager submitted a Report setting out the proposed HITRANS response to the East Coast Franchise consultation from the Department for Transport. It was stated in the draft response that HITRANS would continue to ensure that any local services it promoted would provide the opportunity to connect with the “East Coast Rail Route” and that HITRANS record on “Invernet” demonstrated this continuing commitment.

**It was agreed to approve the content of the draft response to the Department for Transport in relation to the East Coast franchise as detailed in the Report.**

Publicity

8 The Partnership Manager submitted a Report concerning the HITRANS website, which it was stated was the first point of contact for a number of stakeholders with the Partnership. It was emphasised in the Report that it was important for the website to be easy to use and to include all the important information on the Partnership which stakeholders were seeking to access. The limitations of the existing website were referred to in the Report and proposals for the planned changes to the website were detailed, with particular regard to the links and relationships with other websites, such as the web portal [www.IfYouCareShare.com](http://www.IfYouCareShare.com).

**It was agreed to:**

**(1) note the Report; and**

**(2) approve the allocation of a budget of up to £20,000 from the publicity budget allocation for the procurement of a website overhaul/replacement of [www.hitrans.org.uk](http://www.hitrans.org.uk), on the basis detailed in the Report.**

Annual Report

9 There was submitted the Annual Report for the Highlands and Islands Transport Partnership for 2008/2009. The Annual Report detailed the activity of the Partnership in 2008/9 and it was intimated that the Partnership’s Business Plan for 2008/9 had been produced in advance of the Annual Report, which gave an summary of what the Partnership had achieved during 2008/9 and how this related to the initial Business Plan.

**It was agreed to note the HITRANS Annual Report for 2008/9.**

**It was further agreed that Members of the Board be requested to notify Ranald Robertson, Partnership Manager, of any format changes that they would wish to see incorporated in future Annual Reports.**

HITRANS  
Business Plan  
2010/11

- 10 The Partnership Director submitted a Report seeking an approval for the HITRANS Business Plan for 2010/11. It was intimated that the Business Plan had been prepared, on the basis that it set out what the Highlands and Islands Transport Partnership intended to do during 2010/11 in working with constituent councils and stakeholders to improve the delivery of transport services across the Highlands and Islands. The Plan further defined how the Partnership would move forward in promoting and implementing the Regional Transport Strategy. A copy of the Business Plan for 2010/11 was appended to the Report.

**It was agreed to approve the one year business plan for 2010/11 as submitted.**

**It was further agreed to amend the Business Plan to make specific reference to the Partnership continuing to work with the CPMR and the Scottish Government to promote best practice in the Maritime sector.**

EU Funding  
START  
Project

- 11 The Partnership Manager submitted a Report giving information in relation to the extension of the coverage associated with the Real Time Passenger Information Project in Argyll and Bute, which would be part funded through HITRANS involvement in the INTERREG IV Atlantic Area Start Project. The background to the Project was given in the Report, together with the progress made to date and details associated with the Project in relation to the Implementation Plan, which set out key milestones for delivery of the Real Time Passenger Information Project in Argyll and Bute.

The Report referred to ongoing discussions with the Strathclyde Partnership for Transport, which could lead to securing additional project outputs and funding that would enable a yet more ambitious Project to be implemented. A revised implementation plan would be developed and reported to a future Board Meeting for approval, if appropriate.

**It was agreed to note the Report and approve the project implementation plan, as set out in the Report for the Real Time Passenger Information Project in Argyll and Bute.**

Trans Tour  
Project Update

- 12 The Partnership Manager submitted a Report giving information in relation to the Sustainable Transport in Rural Tourism Project which had been submitted to the Northern Periphery Programme for consideration. Details of the proposed funding of the Project were given in the Report which had a total value of 241,270 Euros, of which 76,500 Euros would be made available from HITRANS through direct funding and support in kind. The Report detailed an outline of the Project, together with the relevant outputs. It was intimated that if successful the Project would commence in September 2010 and would run for a period of three years.

**It was agreed to note the current progress on developing the Sustainable Transport in Rural Tourism Project.**

AOCB

- 13 **Following discussion in relation to the Partnership's role in road safety it was agreed to include links to Local Authority websites, the website of the Royal Society for the Prevention Of Accidents (ROSPA), and other relevant road safety organisations with an interest in road safety in the Highlands and Islands in the revised HITRANS website.**

**It was further agreed to request the Partnership Director to invite a representative(s) of Transport Scotland to a future meeting of the Board to discuss progress on delivering the Strategic Transport Projects Review, and that the possibility of using video - conferencing to facilitate the above mentioned discussion be investigated.**