



Minute of Meeting held in Golf View Hotel, Nairn, on 4 February 2011 at 9.30am.

- PRESENT**
- Mr Duncan Macintyre (Chairman) - Argyll & Bute Council
 - Mr John Laing (Vice Chairman) - The Highland Council
 - Mr George MacIntyre – Moray Council
 - Mr Okain McLennan
 - Prof David Gray
- IN ATTENDANCE:**
- Mr Dave Duthie – Partnership Director
 - Mr Ranald Robertson – Partnership Manager
 - Mr Frank Roach – Partnership Manager
 - Mr Mike Mitchell – Partnership Financial Manager
 - Mr Derek Mackay – Partnership Secretary
 - Mr Sam MacNaughton – The Highland Council
 - Mr Murdo Gray – Comhairle nan Eilean Siar
 - Mr Gordon Holland – Moray Council
 - Mr Tony Jarvis – Highlands & Islands Enterprise
 - Mr David Summers – HITRANS Transport Coordinating Officers Group
 - Ms Pip Farman – NHS Highland
 - Mr Robert Pollock – Argyll & Bute Council
 - Mr Graham Laidlaw – Transport Scotland
 - Mrs Natasha Farrell – Transport Scotland
 - Mr Andrew Flockhart - CMAL
 - Mrs Audrey Liddle - CMAL
 - Mr Stuart Maclean – A82 Action Group
 - Mr Brian Murphy – A82 Action Group
 - Mr Nigel Wunsch – Network Rail
 - Mrs Pearl Tate – Audit Scotland
- APOLOGIES**
- Mr Jim Foubister – Orkney Islands Council
 - Mr Donald Manford – Comhairle nan Eilean Siar
 - Mr Wilson Metcalfe
 - Ms Sarah Jane Fox – Orkney Islands Council
 - Mr Gareth Williams – Scottish Council Development & Industry

MINUTE

- Minute of Meeting of 3 December 2010 1 The Minute of Meeting of 3 December 2010 was **approved**.
- Matters Arising 2 There were no matters arising from the Minute.

PRESENTATION

- Small Ferries Project 3 Mr Andrew Flockhart, CMAL, gave a presentation in relation to the small ferries project which sought to establish how to best design, build and procure a replacement fleet of small ferries which would be used to deliver lifeline ferry services serving rural communities of the Scottish and Irish coastlines. The project has been taken forward through a partnership between CMAL, the Department for Regional Development in Northern Ireland and the Department of Community, Equality and Gaeltacht Affairs in Ireland. Members were afforded the opportunity of asking questions of Mr Andrew Flockhart and Mr Graham Laidlaw of Transport Scotland.

It was agreed to:

- (1) note the presentation; and**
- (2) make the presentation available to local authorities**

Network Rail RUS
Consultation
(postponed from
December meeting

- 4 Mr Nigel Wunsch, Network Rail gave a presentation in relation to the Rail Utilisation Strategy Consultation. Mr Wunsch highlighted the key issues and options within the consultation document and indicated that the final document would be published in summer 2011. Members were afforded the opportunity of asking questions of Mr Wunsch.

It was agreed:

- (1) to note the Report;**
- (2) to make further representations to the Transport Minister in respect of funding for Conon Bridge station; and**
- (3) to make representation to Political Parties seeking the inclusion of commitments to fund Highland rail network improvements within their manifestos for the 2011 Scottish Parliament Election.**

FINANCE

Revenue Budget
Monitoring Report

- 5 The Partnership Treasurer submitted a Report detailing the revenue position for the period to 31 December 2010. The Report indicated that income and expenditure was broadly in line with the budget outturn target and officers were not aware of any anomalies that would distort the overall financial position.

It was agreed to note the Report.

Revenue Budget
Proposal 2011/12

- 6 The Partnership Treasurer submitted a Report detailing the draft budget for 2011/12 which would cover the Partnerships running costs and Research and Strategy Development Programme Costs. The Report detailed the proposed income from partner Councils and the Scottish Government to cover these costs.

It was agreed to note the Report.

HITRANS 2010/11
Audit Plan

- 7 Mrs Pearl Tait, Audit Scotland, addressed Members in relation to Audit Scotland's planned audit activity and Annual Audit Plan for 2010/11. The Report further detailed the summary Assurance Plan and the financial statements audit timetable.

It was agreed to note the Report.

RESEARCH AND STRATEGY DEVELOPMENT

European Hub Link

- 8 The Partnership Director provided an update on progress with the development of a European Hub Link with Inverness Airport.

It was agreed:

- (1) to note the update in relation to the European Hub Link; and**
- (2) to authorise the Partnership Director, in consultation with the Chairman and Vice Chairman, to approve the contribution from HITRANS towards the delivery of a European Hub Air Link based on the development of a proposal by HIAL and the potential Operator.**

Research and
Development
2010/11

- 9 With reference to item 7 of the Minute of the Meeting of 3 December 2010 the Partnership Director submitted a Report detailing progress with the Research/Strategy Development Programme. The Report highlighted changing priorities and adjustments to spending profiles which had arisen since the December board meeting and detailed proposed amendments to the Programme.

It was agreed to:

- (1) note continuing progress on delivery of the Research/Strategy Development Programme for 2010/11; and**
- (2) approve the amendments to the Research/Strategy Development Programme 2010/11 as detailed in the Appendix to the Report.**

Research and Development Proposal 2011/12 10 The Partnership Director submitted a Report detailing the provisional project programme for Research/Development and Delivery 2011/12. The Report stated that provisional programme had been developed on the basis of provisional budget availability which had been estimated based on initial indications from Scottish Government of a 15% reduction on the Regional Transport Partnership grant line within Scottish Government's proposed budget for 2011/12 and continued funding by constituent councils in line with current commitments.

It was agreed to approve the Research, Strategy and Development Programme for 2011/12.

A82 Update 11 The Partnership Director submitted a Report detailing the latest position with regard to improvement of the A82 between Glasgow and Fort William. The Report stated that the A82 was one of the Partnership's three strategic road corridors and one which required significant investment to allow it to fulfil its function as the strategic transport link serving much of the West Highlands and Islands. The Report further detailed the latest position with the Crianlarich Bypass and the Pulpit Rock improvement schemes.

It was agreed:

- (1) to confirm HITRANS commitment towards upgrading the A82;**
- (2) to make representation to political parties seeking the inclusion of commitments to upgrade the A82 within their manifestos for the 2011 Scottish Parliament Election;**
- (3) to be represented at the Meeting called by Mr Jim Mather MSP on 4 March 2011 which would consider the objections to the current Improvement Schemes on the A82 and to arrange a pre-meeting with interested groups by the end of February 2011; and**
- (4) to issue a press release confirming HITRANS commitment to the A82 Improvement Schemes at Crianlarich Bypass and Pulpit Rock.**

EUROPEAN PROJECTS

AFLOAT 12 The Partnership Manager submitted a Report in relation to the Afloat Project proposal. The Report highlighted the objectives and expected results of the project and indicated that the overall aim was to share best practice between partners, and identify and implement appropriate standardisation measures to increase passenger numbers in a sustainable way across the Atlantic area. The Project if successful in obtaining funding would investigate opportunities for integrating ferry terminals with cruise liner facilities and the local public transport network, the development and implementation of strategies to maximise passenger and tourist levels for local ferries, the introduction of sustainable improvements to ferry operations, the development and implementation of solutions to counter problems caused by variations in accessibility between ports across the Atlantic area, and the integration of ferry terminals with local bus, rail, air and road networks through provision of more appropriate services and facilities.

It was agreed to:

- (1) note the report;**
- (2) approve the drawing together of a potential project programme of projects in the Highlands and Islands based on proposals submitted by Partnership Advisors; and**
- (3) approve HITRANS engagement at officer level with Merseytravel and other potential project partners in developing a project proposal for the Atlantic Area project call, without making a formal commitment to any Project at this stage .**

- EFFIPLAT
- 13 The Partnership Manager submitted a Report in relation to the possible EFFIPLAT ERDF Project which aimed, if successful in obtaining funding, to improve logistical efficiency in the Atlantic transport corridor. The Report stated that the project was aimed at port authorities, local authorities or logistic companies and the Portuguese lead Partner was seeking involvement from relevant organisations within the UK who may be interested in becoming a project partner.
- It was agreed to recommend that Members:**
- (1) **note the report;**
 - (2) **approve the drawing together of a potential project programme consisting of a group of individual but linked projects in the Highlands and Islands, based on proposals developed by individual Partnership Advisors, aimed at promoting the efficient transfer by rail of wood from remote fragile areas to the biomass and wood processing market; and**
 - (3) **approve HITRANS engagement at officer level with the Portuguese lead partner and other potential project partners in developing a project proposal for the Atlantic Area project call, without making a formal commitment to any Project at this stage.**
- EU Passenger Rights – Ferry
- 14 The Partnership Manager submitted a Report in relation to European Regulations which would when implemented reimburse or re-route ferry passengers should a ferry be more than ninety minutes late. The Report stated that the legislation sought to ensure the same high level of protection was available to passengers travelling by maritime and inland waterway transport when compared to other modes of transport.
- It was agreed to note the Report.**
- EU Passenger Rights – Bus
- 15 The Partnership Manager submitted a Report detailing the current position with regard to proposals by the European Parliament to introduce a set of basic rights for bus and coach passengers. The Report highlighted the main requirements that would apply to all bus and coach services. The full effect of the regulation on passenger rights for bus and coach passengers would only be known once the Department for Transport issued guidance to the Scottish Government on how the regulation was to be applied within the United Kingdom.
- It was agreed to note the Report.**
- MARITIME SAFETY**
- Maritime Emergency Response Capability
- 16 The Partnership Director submitted a Report in relation to the UK Governments decision to no longer supply the cover of four Maritime and Coastguard Agency tugs which currently provide an emergency response capability around the UK coastline. The Report stated that it was not clear whether adequate protection for Highlands and Islands coastal communities and their respective economies could be relied upon from the private sector alone, were the emergency towing vessels to be withdrawn.
- It was agreed to note the Report.**
- PARTNERSHIP**
- Risk Management
- 17 The Partnership Director submitted a Report detailing a draft Risk Management Strategy to ensure that significant risks to the Partnership were identified, evaluated and controlled. The Report stated that, while the management of risk was not a new concept to HITRANS, there was a need for a corporate framework to facilitate a consistent and logical approach which should lead to better decision making and use of resources, which the Strategy would provide.

It was agreed to recommend that Members:

- (1) approve the Risk Management Strategy as included in the Appendix to this Report,**
- (2) approve the development of a HITRANS Risk Register to support good management of the strategic risks faced by HITRANS,**
- (3) instruct the Partnership Director to present the Register to the Board on at least an annual basis for monitoring and approval,**
- (4) instruct officers from April 2011 to include with each Report placed before the Board details of any related Policy, Financial, Strategy Delivery, or Legal risks associated with implementing the recommendations.**