

Minute of Meeting held in the Golf View Hotel, Nairn on Friday 3 February 2012 at 9.30 am.

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| PRESENT | Mr Duncan Macintyre (Chairman) - Argyll & Bute Council
Mr Donald Manford – Comhairle nan Eilean Siar
Mr George MacIntyre – Moray Council
Mr Wilson Metcalfe
Prof David Gray
Mr Okain McLennan
Mr Brian Murphy – The Highland Council |
| IN ATTENDANCE: | Mr John Mackay – Comhairle nan Eilean Siar
Mr Dave Duthie – Partnership Director
Mr Ranald Robertson – Partnership Manager
Mr Frank Roach – Partnership Manager
Mr Sam MacNaughton – The Highland Council
Mr Iain MacKinnon – Comhairle nan Eilean Siar
Mr Gordon Holland – Moray Council
Mr Mike Mitchell – Partnership Financial Manager
Mr Fraser Grieve -SCDI
Mr Sandy MacTaggart - Argyll & Bute Council
Mrs Katy Cunningham – HITRANS, Office Manager
Mr Gordon Firth – Comhairle nan Eilean Siar |
| APOLOGIES | Mr John Laing - The Highland Council
Mr Robert Pollock - Argyll & Bute Council
Mr Derek Mackay - Comhairle nan Eilean Siar
Mr Gareth Williams - SCDI
Ms Pip Farman – NHS Highland
Mr David Summers - HITRANS, Transport Co-ordinating Officers Group |

MINUTE

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| Minute of Meeting of 6 October 2011 | 1 | The Minute of Meeting of 6 October 2011 was approved |
| Matters Arising | 2 | The Partnership Director reported that there were no specific matters arising which had to be reported to the Board. |

FINANCE

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| Revenue Budget Monitoring Report 1 April 2011 to 31 December 2011 | 3 | The Partnership Treasurer submitted a Report setting out the revenue position for the period to 31 December 2011 and the projected year end position. It was intimated in the Report that at present income and expenditure were broadly in line with the budget outturn target and that, insofar as the year end projections were concerned, Officers of the Partnership were not aware of any anomalies that would distort the overall financial position and that it was envisaged that at the end of the financial year the budget would deliver a balanced budget. |
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It was agreed to note the Report

Revenue Budget 4 The Partnership Treasurer submitted a Report detailing the budget which was being
Proposal 2012/13 recommended for approval for the next financial year covering the Partnership's
running costs and research and strategy development programme costs, together
with income from Partner Councils and the Scottish Government.

The Report gave detailed information in relation to costs in the following budget
areas:

- (a) employees; and
- (b) research and strategy development.

It was intimated in the Report that the overall proposed commitments comprised
£722,750.

It was agreed to note the Report.

RESEARCH AND STRATEGY DELIVERY

North of Scotland Air 5 Mr Ranald Robertson submitted a Report concerning the commissioning of
Issues Evidence consultants to undertake evidence based analysis to support North of Scotland Air
Note the development of the UK's future Aviation Policy. The work is being
undertaken jointly with NESTRANS to enable a collective approach to campaigning
for North of Scotland aviation issues and concerns to be given a fair hearing within
the transport aviation policy framework consultation and review process and
highlighted that a key area for concern for both Partnerships was the need to keep
regions connected to global markets.

It was intimated in the Report that the total value of the work involved was £12,872
and that these costs would be shared equally with NESTRANS.

It was agreed to

- (a) **note the Report; and**
- (b) **retrospectively approve the decision of the Chair and Vice Chair to
award the contract to develop the Air Issues Evidence Note to MVA
Consultancy.**

Research and 6 The Partnership Director submitted a Report in relation to the Research/ Strategy
Development Programme for the 2011/12 financial year as of February 2012. The
Update 2011/12 Report provided an update and sought approval of amendments to the Programme to
reflect commitments made, changing priorities and funding opportunities identified
since the last review of the programme in October 2011. Full details of the Research
and Development Programme for 2011/12 were appended to the Report and it was
intimated that work was continuing on the delivery of the Programme, as outlined in
the Appendix to the Report, with adjustments being made to reflect changing
circumstances and in particularly the initial failure of the bid for the European Union
AFLOAT Project and the budgetary impact of the final underspend for 2011/12 which
had previously been reported to the Board in October 2011.

It was intimated in the Report that the Partnership advisors and officers had
discussed and developed the proposed revised programme in January 2012.

**It was agreed to approve the amendment to the Research/Strategy
Development Programme for 2011/12 as detailed in the Appendix to the Report.**

- Research and Development Programme 2012/13
- 7 The Partnership Director submitted a Report which set out to facilitate discussion on the Research Development and Delivery activities to be taken forward by the Partnership in 2012/13. The Report gave background information in relation to the meetings which had taken place with Partnership Advisors in January 2012, in relation to consideration of a number of avenues for development/
- Full details of the proposed Research Development and Delivery Programme for 2012/13 were appended to the Report.
- It was agreed to approve the overall budgetary allocation of £306,250 for Research, Development and Delivery in 2012/13.**
- It was further agreed to recommend that further consideration be given to the undernoted research projects, namely:**
- (a) A9 Berriedale Design**
 - (b) Ferry Deck Space Utilisation Survey**
 - (c) Broadford Plockton Airport Marketing Study; and**
 - (d) Advertising of the Inverness/Amsterdam Air Link in the Low Countries.**
- Highlands and Islands Air Freight Study
- 8 Mr Ranald Robertson submitted a Report concerning the commissioning of consultants to undertake a review of the issues, constraints and opportunities for air freight development to, from and within the Highlands and Islands with a view to increasing the regional economic base. It was intimated in the Report that this project was being delivered in partnership with Highlands and Islands Airports Limited. The Highlands and Islands Air Freight Study aims to increase the knowledge and understanding of the client group and industry representatives, on the potential for air freight development in the short, medium and longer term. Details of the process involved in the appointment of consultants to undertake this study were given in the Report.
- It was agreed to:**
- (a) note the report; and**
 - (b) approve the award of the contract to Northpoint Aviation to deliver the Highlands and Islands Air Freight Study at a cost to HITRANS of £5,000.**
- Draft Ferries Plan for Consultation
- 9 Mr Ranald Robertson submitted a Report giving an update on the process associated with the submission of a HITRANS response to Transport Scotland's consultation on the draft Ferries Plan.
- The Report gave background information in relation to the purpose of the Scottish Ferries Review, together with detailed information on the consultation process involved. It was emphasised in the Report that while the draft plan consultation process focused on the type of ferry services each community needed it was important for HITRANS' response also covered other strategic issues which would form part of the final Plan. The HITRANS Partnership meeting had been preceded by a workshop session at which the opportunity had been afforded to HITRANS Members and Advisors to discuss aspects of the draft ferries plan document and consider the approach the Partnership might take in responding to the consultation, which would include the following issues:
- (a) fares;
 - (b) responsibility for ferry service delivery;
 - (c) regulation of ferry services; and
 - (d) route specific considerations.
- It was agreed to note the Report and approve the process detailed in the Report, including holding meetings of the Ferry Users Groups, for preparing and submitting the HITRANS response to the Draft Ferries Plan Consultation.**
- It was further agreed that the response to be made to the draft Ferries Plan Consultation would refer to the need for future ferry service contracts to include a requirement for provision of an effective booking system that would ensure optimum use of available deck space.**

ScotRail Franchise
2014 Consultation

- 10 Mr Frank Roach submitted a Report giving information on the process associated with the submission of a response to Transport Scotland Rail 2014 Consultation. It was intimated in the Report that following the workshop session on 2 February 2012 a draft response would be circulated to all Members and Advisors for comment and review and that the final response would be submitted on or before the 20 February deadline, on the basis that the final response would be approved by the Chair and Vice-Chair.

It was agreed to note the Report and agree:

- (a) to HITRANS submitting a response based on the output from the Members Workshop of 2 February and as approved by the Chair and Vice Chair; and**
- (b) that HITRANS should hold a workshop with prospective franchise bidders in the run up to the franchising process.**

Multi Modal Real
Time Project

- 11 Mr Ranald Robertson submitted a Report providing details of the elements within the proposed multi modal real time information projects to be undertaken in partnership with partner local authorities and other stakeholders. The Project is to be funded within the Research/Strategy Development Programme 2011/12 at an estimated cost of £30,000. The Report gave background information in relation to the projects involved and gave detailed information in relation to the following:

- (a) Server to Server Interface For Multi Modal Real Time Information;
- (b) Inter-Urban Bus Corridors;
- (c) Epi/Benefits/Open Source Data Management.

It was further stated in the Report that in respect of the Inter-Urban Bus Corridors project the list of routes was not exhaustive and could be prioritised and amended at a future date. The Report highlighted that a significant number of buses had been equipped with real time on-vehicle computers and that an opportunity existed to bring together multi modal real time data where it was sensible to do so and to present Multi Modal travel information wherever possible.

It was agreed:

- (a) to note the report;**
- (b) to approve the allocation of £5,000 to develop a real time information feed from ScotRail's database to the HITRANS real time system;**
- (c) to approve a budget of £15,000 from the 2011/12 Research/Strategy Development budget to be made available as part funding towards the cost of equipping inter urban bus route fleet with real time on vehicle computers, this budget is based on the expectation that local authorities would offer match funding; and**
- (d) to approve a budget of £10,000 from the 2011/12 budget towards developing an Electronic Passenger Information system that covers the entire HITRANS region that can utilise QR codes to generate real time displays.**

EUROPEAN PROJECTS

- START Project Up-date
- 12 Mr Ranald Robertson submitted a Report giving information on the progress made in relation to the delivery of the START project actions in the Highlands and Islands in 2011/12. It was stated that HITRANS has secured funding for projects totalling €789,163.69 and at that the START Project had commenced on 1 January 2009. The Report identified that HITRANS had allocated £25,000 from the research and development budget 2011/12 to support activities that match the START project criteria and that this funding had allowed a number of new schemes to be introduced that would deliver real benefits to passengers. The Report commented in detail on the following projects:
- (a) Activity 8 – Advanced Traveller Information Systems - Argyll RTPI;
 - (b) Activity 8 – Advanced Traveller Information Systems – Travelline Scotland App Development;
 - (c) Activity 8 – Advanced Traveller Information Systems – Orkney Real Time Information;
 - (d) Activity 10 – Improving Transport Services – Kirkwall Airport JET Service;
 - (e) Activity 10 – Improving Transport Services – Airport CIS Project;
 - (f) Activity 10 – Improving Transport Services – Bus Wifi Project; and
 - (g) Activity 10 – Improving Transport Services – Improving Access On New Coaches.

It was agreed to note the Report.

The Board agreed to record its appreciation for the work undertaken by Ranald Robertson in connection with the START project.

- Transtourism Giant Puffin Up-date
- 13 Mr Frank Roach submitted a Report giving an update on progress on the Giant Puffin element of the Transtourism Project. It was intimated that the web-site product should be ready to go live in the late spring of 2012.

It was further intimated in the Report that 2 of the European partners involved in the project Co Down and Action Renewables (Northern Island) and The Burren (Ireland) had expressed an interest in potentially sharing the “Journey Genie” concept with a view to developing their own web-sites. The Report invited the Board to consider whether it should welcome other regions to become involved at this stage in the project, or whether it would be better to complete the web-site, trial its usage for a year, and make ongoing adjustments as was necessary. It was considered this approach would best allow other regions to learn from the HITRANS experience.

It was agreed to:

- (a) **note the report; and**
- (b) **not to invite other European Project partners to engage at this point of the Transtourism Project - Giant Puffin, but that consideration be given to so doing after the completion of the website development and the initial trial year of service.**

Food Port Project
Up-date

- 14 Mr Frank Roach submitted a Report concerning the preparation of a bid into the Food Port project. It was stated that Food Port aimed to develop the North Sea Region as the best food cluster and hub in Europe for food product delivered via efficient and sustainable transport systems, for example, "green transport corridors". Details of the Food Port project were given in the Report and it was intimated that in total 18 partners would be involved.

It was stated in the Report that the central aim of the food project was:

- (a) optimisation and coordination of food logistic chains in the North Sea Region thereby improving accessibility and transport logistics system of different food cluster in the North Sea Region; and
- (b) strengthening the food industry within the North Sea Region and that the Food Port priorities would be as follows:
 - (1) promotion of the development of Multi Modal and Transnational Transport corridors: and
 - (2) promoting the development of efficient and effective logistic solutions.

It was stated that HITRANS had the opportunity to bid for funds from the Project and that this could lead to a follow up of the Whiskey Logistics Study. Subject to appropriate levels of partner funding being confirmed the HITRANS element of the funding could potentially be provided from within the "Partner Funding for ERDF Projects" line in the Research Development and Delivery Programme for 2012/13 and similarly in 2013/14.

It was agreed to

- 1. note the report; and**
- 2. agree that Officers take forward a bid for HITRANS to participate in Food Port in 2012-13 and 2013-14, subject to confirmation of partner funding.**

PARTNERSHIP

Standing Orders and
Scheme of
Delegation

- 15 The Partnership Director submitted a revised HITRANS Standing Orders and Scheme of Delegation as detailed at Appendix 1 and Appendix 2 to the Report for approval.

It was agreed to adopt the Standing Orders and Scheme of Delegation as detailed in the Appendices to the Report on the basis that they be implemented forthwith and subject to the inclusion of the following text

Delegation to the Chair of the Partnership

Additional Paragraph 3 as follows

to agree variations to the Partnership Research and Development Programme subject to:

- a. obtaining agreement from the Partnership's Vice Chair**
- b. consulting the Partnership Director**
- c. reporting such action to the next formal Meeting of the Partnership;**

Revised Paragraph 3, now Paragraph 4 as follows

to incur expenditure to meet the expenses of the office of Chair of the Partnership and the provision of reasonable hospitality to a maximum of £2,000.00 per financial year such expenditure to be reported to the Board;

Review of Financial Regulations and Contract Standing Orders

- 16 The Partnership Director submitted a Report intimating that the HITRANS Business Plan for 2011/12 identified that the bi-annual Review of the Financial Regulations and Contract Standing Orders of the Partnership should be undertaken at this time. It was intimated that the HITRANS Financial Regulations and Contract Standing Orders were based on The Highland Council documents, with HITRANS taking the place of the Highland Council in relation to HITRANS activities.

It was agreed to approve the application to HITRANS of The Highland Council Financial Regulations and Contract Standing Orders, subject to the application details contained in the Report, on the basis that the Financial Regulation and Contract Standing Orders be implemented forthwith.

Risk Management – Risk Register Update Jan 2012

- 17 The Partnership Director submitted a Report inviting the Board to review the Strategic Management/Operational and Financial Risks faced by the Partnership and through doing so ensure significant risks were identified, evaluated and controlled. It was intimated that the risks faced by the Partnership were reflected in the Risk Register and that these risks continued to be monitored by HITRANS Officers and Advisors and subsequently presented to the Partnership for monitoring and approval on at least an annual basis.

It was agreed to approve the adoption of the HITRANS Risk Register Jan 2012 as included in the Appendix to the Report.

RESEARCH AND STRATEGY DELIVERY

Potential New Air Service – Oban to Glasgow

- 18* This item was withdrawn.

URGENT ITEMS

Concessionary Fares

The Board agreed to consider an urgent item raised by the Chair relating to the application of the National concessionary fare scheme and the Board further agreed to express its support for the following view.

That HITRANS support the replacement of the concession for island and peninsular resident 16 to 18 year olds to be entitled to 2 free return ferry trips to the Mainland per annum, with a unlimited entitlement to a 30% reduction on fares on entitled journeys, as proposed by Strathclyde Partnership for Transport, but only for those entitled travellers who so chose.

The Partnership took this view in reflection of the substantially different travel patterns and needs for this entitled group depending on the proximity of their island or peninsular home to their place of study or work,

Air Ambulance Service

The Board agreed to consider an urgent item raised by Cllr Donald Manford relating to the current tendering the Air Ambulance Service.

Arising out of consideration of this matter the Board agreed to seek information regarding the current Scottish Air Ambulance Service Tendering Process.

It was agreed to request the Scottish Air Ambulance Service identify how they had encompassed the feedback from their consultation in October 2010 in preparing the contract specification for the air ambulance services as currently being tendered.