



Minute of Meeting held in The Golf View Hotel, Seabank Road, Nairn, on Friday 15 June 2012 at 9.30am.

- PRESENT**
- Mr John Semple (Chair), Argyll and Bute Council Member
 Ms Fiona Murdoch (Vice-Chair), Moray Council Member
 Mr Graham Phillips, Highland Council Member
 Mr John Mackay, Comhairle nan Eilean Siar Member
 Mr James Stockan, Orkney Council Member
 Mr Wilson Metcalfe, Non-Councillor Member
 Prof David Gray, Non-Councillor Member
- IN ATTENDANCE**
- Mr David Duthie, Partnership Director
 Mr Ranald Robertson, Partnership Manager
 Mr Frank Roach, Partnership Manager
 Mr Gordon Holland, Moray Council
 Mr Sam MacNaughton, Highland Council
 Mr Robert Pollock, Argyll and Bute Council
 Mr Iain Mackinnon, Comhairle nan Eilean Siar
 Mr Fraser Grieve, SCDI
 Mr David Summers, HITRANS Transport Coordinating Officers Group
 Mr Tony Jarvis, HIE
 Ms Pip Farman, NHS Highland
 Mr Mike Mitchell, Partnership Treasurer
 Mr Derek Mackay, Partnership Secretary
 Mrs Katy Cunningham – HITRANS, Office Manager
 Mr Uisdean Robertson, Substitute Comhairle nan Eilean Siar Member
- APOLOGIES**
- Mr Okain Maclennan, Non-Councillor Member
 Mr Brian Archibald, Orkney Islands Council

CONSTITUTION

- Appointment of Chair 1 The Partnership Director chaired the Meeting and called for nominations for Chair of the Partnership Board. Mr Graham Phillips, seconded by Ms Fiona Murdoch, moved the appointment of Mr John Semple.
- There being no further nominations, the Partnership Director declared that Mr John Semple had been duly elected as Chair of the Partnership Board.**
- Appointment of Vice-Chair 2 The Chair called for nominations for Vice-Chair of the Partnership Board. Mr Graham Phillips, seconded by Mr Wilson Metcalfe, moved the appointment of Ms Fiona Murdoch.
- There being no further nominations, the Chair declared that Ms Fiona Murdoch had been duly elected as Vice-Chair of the Partnership Board.**

MINUTES

- Minute of Meeting of 13 April 2012 3 **The Minute of Meeting of 13 April 2012 was approved with the inclusion of Mr David Summers in the list of those present.**

- Matters Arising 4 The Partnership Director reported that responses from the Partnership to the Draft Ferries Plan Consultation and the Department for Transport's Consultation on Heavy Goods Road Charging had been submitted.

It was agreed to note the update.

FINANCE

- Near Final
Outturn Revenue
Budget
Monitoring Report
– 1 April 2011 to
31 March 2012 5 The Partnership Treasurer submitted a Report detailing HITRANS Revenue Monitoring position for the 2011/12 Financial Year. The Report stated that the provisional outturn financial position for the year showed an underspend of £20,158.00 which equated to 2.4% of the total budget. The Treasurer confirmed that the underspend would be carried forward as committed expenditure and would allow HITRANS to meet its legal obligation of breaking even.

It was agreed to note the Report and the provisional outturn revenue position for the year ended 31 March 2012.

PARTNERSHIP

- Arrangements for
Appointment of
the new
Partnership
Director 6 The Partnership Director submitted a Report detailing the proposed arrangements for the employment of a new Partnership Director. The Report stated that advertisements for the post would be issued on 19 June 2012, the closing date for applications being Monday 16 July 2012. The Report detailed proposals for short listing and interviews which would consist of each candidate being invited to make a 10 minute unaided presentation on a set subject followed by 35 minutes of questioning by the Interview Panel.

It was agreed to approve the proposals detailed within the Report regarding the process for appointment of a new Partnership Director, and confirm the interview period of the evening of 2 August 2012 and all day on 3 August 2012.

- Adopt an Intern 7 The Partnership Director submitted a Report in relation to the Centre for Scottish Public Policy "Adopt an Intern" Programme. The Programme created internships for graduates to allow them to gain work experience. The intention of the internship was to offer graduates a minimum term of employment of three months. The Centre for Scottish Public Policy would take the prospective employers requirements, carry out an assessment of the needs of the graduate and provide the employer with the top three candidates for interview. The Report stated that the employment of a graduate under the "Adopt an Intern" Programme could be met from overall project funding streams with no direct impact on the Partnerships core revenue budget for 2012/13.

It was agreed to approve participation in the Centre for Scottish 'Adopt an Intern' Programme and agreed to take on an Intern on the terms included in the Report for a period of 14 weeks.

RESEARCH AND STRATEGY DEVELOPMENT

- Air Ambulance
Service (SAS) 8 The Chair welcomed Mr Gary Fraser, Scottish Air Ambulance Service to the meeting. Mr Fraser gave a presentation on the tendering process for the Air Ambulance Service Contract which would commence in April 2013.

It was agreed to:

- (1) note the presentation; and**
- (2) assist the Scottish Air Ambulance Service to lobby the Civil Aviation Authority with regard to the application of rules on flying in adverse weather conditions.**

Rail - to 2014 and Beyond 9 The Partnership Manager submitted a Report providing Members with an update on rail developments including an update on the re-letting of the Scot-Rail Franchise in 2014 and Scottish Ministers requirements for the 2014-2019 Network Rail Control Period. The Report stated that HITRANS aspiration was that two of the Strategic Transport Projects Review projects that received tier 3 development funding in 2009/14, Highland Main Line and Inverness – Aberdeen Upgrades, would migrate into the Network Rail Control period as capital projects funded through the Regulatory Asset Base Mechanism.

It was agreed to note the report.

Forum of Chairs of Regional Transport Partnerships 10 The Partnership Director submitted a Report in relation to the Regional Transport Partnerships Chair's Forum which had been established to enable cross RTP discussion and liaison on matters of joint interest and to provide opportunities to improve transport planning and delivery through sharing of best practice and information. The Report stated that at the most recent meeting between the Forum and the Minister for Housing and Transport it had been agreed to establish a joint Regional Transport Partnership/ Transport Scotland Working Group to act as a focus for ongoing development and collaborative working on delivery of the National Transport Strategy and Regional Transport Strategy priorities across a range modal transport issues.

It was agreed to note the Report and the action being taken by the RTP Chairs and the Minister for Housing and Transport to optimise delivery of the National Transport Strategy.

Highlands and Islands Air Freight Study 11 The Partnership Manager submitted a Report providing details of the outcomes of the Highlands and Islands Air Freight Study which had been jointly commissioned by HITRANS and Highlands and Islands Airports Limited. The Study sought to review the issues, constraints and opportunities associated with air freight services to, from and within the Highlands and Islands with a view to establishing how air freight could be developed in the short, medium and long term to support economic development throughout the Highlands and Islands. Prof David Gray advised the Board that Robert Gordon University was undertaking a study into the carbon footprint of North East Scotland fish catches which would include aspects relating to transport, and he would report back on the findings of the study.

It was agreed:

(1) to note the report; and

(2) to approve ongoing Officer engagement with HIAL aimed at delivering the steps identified in the Action Plan output from the Study.

Conon Bridge Station Up-date 12 The Partnership Manager submitted a Report providing an update on the project to re-open Conon Bridge Rail Station.

It was agreed to note the Report

EUROPEAN PROJECTS

TransTourism Giant Puffin-JourneyGenie Website 13 The Chair welcomed Mr Fred Gangemi, Steer Davis Gleave and Mrs Vicky Brock, GMP to the meeting. Mr Gangemi and Mrs Brock gave a presentation on development of the JourneyGenie itinerary planning project website.

It was agreed to note the presentation on the developing JourneyGenie website.

Food Port - Lifting
the Spirit Up-date

- 14 The Partnership Manager submitted a Report providing an up-date on progress on the promotion of a trial of moving whisky products by rail between Moray and the Central Belt through the EC funded Food Port Project. The Report stated that the Food Port Project aimed to develop the North Sea Region as the best food cluster and hub in Europe for food products delivered via efficient and sustainable transport methods. The Project sought to optimise and co-ordinate food logistic chains within the North Sea Region, and improve the accessibility and transport logistics system of different food clusters. The Report stated that the whisky trial sought to fund trial movements of bulk spirit by rail and HITRANS would work with the Scottish Whisky Association and a number of distillers to identify volume availability, location, distance from rail head, loading time and loading facilities in order to devise a plan for trialling the efficient transport of containers of bulk spirit from Elgin to Central Scotland.

It was agreed to note the report.

RESEARCH AND STRATEGY DEVELOPMENT

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 6 of Schedule 7A to the Local Government (Scotland) Act 1973 namely Information relating to the financial or business affairs of any particular person other than HITRANS would be disclosed.

North of Scotland
Aviation Issues
Evidence Note

- *15 The Partnership Manager submitted a Report detailing the output of the North of Scotland Air Issues Evidence Note which had been jointly commissioned by HITRANS and NESTRANS and which sought to support the case for stronger legislation to protect access to Gatwick and Heathrow for UK peripheral regions which had no effective alternative means of land based transport to access these hubs and, through them, onto world markets.

It was agreed:

- (1) to note the Report;**
- (2) to approve the use of the Evidence Note to support HITRANS' response to the Department for Transport Aviation Policy Consultation; and**
- (3) to approve the use of the Evidence Note to support an influencing campaign in support of North of Scotland Air Issue Remedies as identified in the note.**