



Minute of Meeting held in The Golf View Hotel, Seabank Road, Nairn, on Friday 5 October 2012 at 9.30am.

PRESENT  
Cllr John Semple (Chair), Argyll and Bute Council Member  
Cllr Fiona Murdoch (Vice-Chair), Moray Council Member  
Cllr John Mackay, Comhairle nan Eilean Siar Member  
Cllr Bet McAllister, The Highland Council Substitute Member  
Mr Wilson Metcalfe, Non-Councillor Member  
Prof David Gray, Non-Councillor Member  
Mr Okain Maclennan, 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, The Highland Council  
Mr Robert Pollock, Argyll and Bute Council  
Mr Iain Mackinnon, Comhairle nan Eilean Siar  
Mr Fraser Grieve, SCDI  
Mr David Summers, HITCOG  
Mr Tony Jarvis, HIE  
Ms Pip Farman, NHS Highland  
Mr Mike Mitchell, Partnership Treasurer  
Mrs Katy Cunningham, Office Manager, Inverness  
Mrs Christine Kendall, Office Manager, Lairg  
Miss Mairi Sine Macdonald, Substitute Partnership Secretary

APOLOGIES  
Cllr James Stockan, Orkney Council Member  
Cllr Graham Phillips, The Highland Council Member  
Mr Gareth Williams, SCDI  
Mr Derek Mackay, Partnership Secretary

Welcome  
The Chairman welcomed Ms Maggie Bruce, Audit Scotland to the Meeting.

## **MINUTES**

Minute of Meeting of 15 June 2012 1 The Minute of Meeting of 15 June 2012 was **approved subject to the removal of an additional 'd' at Item 7.**

## **FINANCE**

Revenue Budget Monitoring Report – 1 April 2012 to 31 August 2012 2 The Partnership Treasurer submitted a Report detailing the HITRANS Revenue Monitoring position for the period 1 April 2012 to 31 August 2012. The Report stated that the audit had now been completed with no change to the previously reported underspend of £20,158 which would be carried forward in the 2012/13 Research and Strategy Development budget. The Appendix to the Report provided a summary of the financial position to 31 August 2012, which showed that income and expenditure was broadly in line with the budget out-turn target and, based on the financial performance to date, it was anticipated that the financial year-end would deliver a balanced budget.

### **It was agreed**

- (1) **to note the Report and the revenue outturn position for the period 1 April 2012 to 31 August 2012 as detailed in the Appendix to the Report; and**
- (2) **to note subsequent Statements of Revenue Monitoring would contain additional information to the Partnership in relation to 'definite commitments'.**

## **RESEARCH AND STRATEGY DELIVERY**

Research and Strategy Development Programme 2012/13 3 The Partnership Director submitted a Report providing a progress update on the 2012/13 Research and Strategy Development Programme. The Report sought approval of amendments to the Programme to reflect changes in priorities and funding opportunities that had been identified since the 2012/13 Business Plan had been approved at the Partnership Meeting in April 2012. The Report further stated that the Partnership's Permanent Advisors and Officers had agreed the proposed revised Programme in September 2012 with a view to focussing expenditure on actions that supported the Scottish Government and Councils to deliver the Government's overall purpose of sustainable economic growth by supporting transport improvements across the HITRANS area that delivered the Regional Transport Strategy.

The available funding for the 2012/13 Programme had been increased by inclusion of an underspend of £20,158 from the 2011/12 Budget and the Delivery Programme was detailed in the Appendix to the Report.

**It was agreed to approve the amendment to the Research and Strategy Development Programme 2012/13 as detailed in the Appendix to the Report.**

Talking Traveline Apps 4

The Partnership Manager submitted a Report informing Members of proposals for the introduction of an audio facility within the Traveline Scotland smart phone applications (Apps) for blind and partially sighted public transport passengers. The Report stated that, through participation in the INTERREG IVB Atlantic Area START Project, HITRANS had supported the development of Traveline Scotland smart phone Apps on the Blackberry and Windows phone platforms and the service launched in Autumn 2011 provided the travelling public with useful tools to allow access to up to the minute information on the transport network on mobile devices.

The Report further stated that Traveline Scotland proposed to create an App, specifically designed for use by blind and partially sighted people and viewed this as an opportunity to build on the existing family of Apps, and to improve accessibility for a small, but important group of customers. The current facility currently cost participants £200 and the improved service would now be provided free of charge. Detailed proposals were outlined in the Report and the project would ensure that every bus stop in the NAPTAN database would become an audio enabled stop. Traveline Scotland had sought a contribution of £2,200 from HITRANS to support the development of this App made through a request to all Regional Transport Partnerships (RTP) which had been agreed at the joint RTP Chairs Meeting on 5 September 2012.

**It was agreed to**

- (1) **note the Report; and**
- (2) **homologate the decision to approve £2,200 funding from the 2012/13 Research and Strategy Development Budget, within the Real Time Information Project, to part grant fund Traveline Scotland for the development of the Talking Traveline Service.**

HITRANS Health and Transport Agenda 5

The Partnership Health Advisor submitted a Report summarising HITRANS Health and Transport Agenda to inform new HITRANS Members and to address a number of issues that had been highlighted at previous meetings. The Report stated that the four main areas defined within the Health and Healthcare Agenda in relation to transport were:-

- Promoting Health
- Transport for Health
- Transport for Healthcare; and
- Urgent Transport for Healthcare

The Report outlined some of the key issues, national developments and actions HITRANS is taking with partners in relation to delivering and meeting transport policy objectives where these overlap with health sector objectives.

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

Bus Route 6  
Development –  
Campbeltown-  
Glasgow  
Progress Report

The Partnership Manager submitted a Report providing an update on the Kick Start Bus Route Development Project in partnership with Argyll and Bute Council and Scottish Citylink on Service 926 from Campbeltown to Glasgow. The Report stated that the Partnership allocated funds, in the form of a Public Service Concessions Contract, of £20k in 2011/12 and that support would continue, for a further two years at a lower rate of contribution of £10k for 2012/13 and 2013/14 respectively which would be matched by Argyll and Bute Council. The service would become commercially viable from year 4 (2014/15) onwards.

The Report further stated that the Project had delivered real improvements in terms of service frequency and vehicle quality and the route had benefited from significant investment in the form of a new fleet of coaches. The Report highlighted the impacts in terms of passenger growth for Year 1 (2011/12) which had recorded a 30% increase over the previous year. Year 2 data for would be reported to a subsequent Meeting of the Partnership.

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

Changes to 7  
Scottish  
Government's  
Infrastructure  
Improvement  
Programme

The Partnership Director submitted a Report providing an overview of the on-going commitments made by the Scottish Government to deliver major transport projects within the Highlands and Islands. The Report stated that the Highlands and Islands Transport Strategy and related Delivery Plan include a number of aspirations for improvements to the national transport network serving the region, which had subsequently been taken forward as commitments by Scottish Ministers. The Report provided an update with regard to the delivery of these commitments, and any changes due to anticipated and existing budgetary and project delivery constraints. Members acknowledged the merits of the Report and proposed that a regular update with complimentary reports, when required, should be submitted to the Board at relevant points in the future.

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

Skye Air Service 8  
Feasibility Study

The Partnership Manager submitted a Report detailing proposals to undertake a consultation exercise on the feasibility of a Skye Air Service. The Report stated that HITRANS, in partnership with HIE and The Highland Council intended to commission consultants to undertake an economic assessment and analysis of the business case of the options available to reinstate a Skye Air Service and to undertake a demand modelling exercise for the route.

The Report stated that the study would consist of an analysis of air service options and the forecasting of passenger demand. The study would include recommendations on how the development of air services could deliver socio economic benefits to the area and present an overall business case and identify any other relevant factors that would assist in determining whether such air services were feasible. The Report proposed that a client group comprising officials from The Highland Council, HIE, Highlands and Islands Airports Ltd. and HITRANS would oversee the study. The estimated Project costs were £20k, to be shared equally among each partner and there was flexibility within the budget to allow for increases. It was anticipated that HITRANS share of the costs would be in the region of £7k.

**It was agreed to**

- (1) note the Report; and**
- (2) approve an increase in the budget from the current estimate of £5k to a maximum of £10k**

Active Travel 9  
Audits Update

The Partnership Managers submitted a Joint Report providing an update on a range of Active Travel projects supported by HITRANS through collaborative work with partner local authorities. The Report indicated that HITRANS had commissioned work to audit the barriers to Active Travel within all Regional Centres in the Highlands and Islands with the aim to assess where best to apply available funding in order to increase the potential for active travel and ideally to increase the number of people choosing to walk or cycle. As a result of this audit process, HITRANS had developed a methodology to assess existing and proposed active travel infrastructure based on key parameters. The outputs from the application of the methodology resulted in the formation of an Active Travel Prioritised Action Plan and a Travel Master Plan and the detailed findings of each audit were available on HITRANS website.

The Report highlighted the benefits of the plans as a tool to attract external funding and examples were given of the projects that had received funding in 2011/12. Further details were provided in the Report of the work that had been undertaken as part of the three-year ERDF Green and Active Travel Improvements Project and the proposals for future work to be completed during the remainder of this Project.

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

Regional Transport Strategy (RTS) Monitoring Report 10 The Partnership Director submitted a Report on the Regional Transport Strategy (RTS) Monitoring and Evaluation for the 2011/12 period, which was read in conjunction with the spreadsheet provided separately to Members containing updated data. It was a requirement of the Partnership that this information be provided within the detailed spreadsheet of agreed indicators in the 2011/12 Annual Report as part of HITRANS overall RTS Monitoring processes.

The Report stated that HITRANS had commissioned an independent consultant, The Spyrta Partnership to update the RTS Monitoring Spreadsheet for 2011/12 and the outcomes were detailed in the Report, which provided an overview of emerging trends, issues for consideration and future monitoring requirements.

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

#### **CONSULTATION**

InterCity East Coast Rail Franchise – Department for Transport (DfT) Consultation Response 11 The Partnership Manager submitted a Report detailing HITRANS response to the InterCity East Coast (ICEC) Rail Franchise – Department for Transport (DfT) Consultation. The purpose of the consultation was to seek views from stakeholders on the minimum requirements the Government should set in the new ICEC franchise due to commence in December 2013. The closing date for consultation responses was 18 September 2012 and the DfT would publish a report summarising stakeholders' views, which would form a key reference document for the franchise bidders. HITRANS response to the consultation was detailed in the Report.

In addition, the Appendix included a number of points for consideration in the InterCity East Coast (ICEC) franchise.

**It was agreed to note the Report**

Department for Transport (DfT) UK Aviation Policy Framework – Consultation 12

The Partnership Director and the Partnership Manager submitted a Joint Report seeking approval of a HITRANS draft response to the Department for Transport (DfT) UK Aviation Policy Framework Consultation as detailed in the Appendix to the Report. The Report stated that the Government's primary objective from their Aviation Policy Framework was to achieve long-term economic growth and the consultation document set out the Government's draft sustainable framework for UK aviation (referred to as the "Aviation Policy Framework"). It was proposed that the final Aviation Policy Framework would be a high-level strategy, setting out the Government's overall objectives for aviation and the policies to achieve these objectives and the main elements of the Framework were detailed in the Report. The closing date for submissions was 31 October 2012 and the full consultation document was available on the DfT website at <http://www.dft.gov.uk/consultations/dft-2012-35>.

**It was agreed to**

- (1) **note the Report;**
- (2) **note that a draft consultation response would be circulated to all HITRANS Members and Advisors by 24 October 2012 for comments prior to submission to the Department for Transport; and**
- (3) **authorise the Chair, Vice-Chair and Partnership Director to submit a finalised response by 31 October 2012.**

**EUROPEAN PROJECTS**

Food Port Project – Lifting the Spirit Up-date 13

With reference to Item 14 of the Minute of 3 February 2012, the Partnership Manager submitted a Report providing an update on progress in the promotion of a trial to moving whisky product by rail between Moray and the Central Belt through the Food Port Project, which has been developed as part of the North Sea Region INTERREG IV Programme. The Report detailed progress to date and the next steps which would involve HITRANS issuing an Invitation to Tender (ITT) to rail freight operating companies and seeking the services of a logistics manager. The Report proposed to establish a Project Subgroup of distillers in addition to a Project Steering Group comprising HITRANS, HIE and Moray Council.

The estimated Project budgetary costs were stated in the Report which showed a shortfall of €23k attributable to additional work within the yard. The Vice-Chair informed Members that a formal request for financial assistance of £20k would be made to Moray Council to ask them to consider meeting these costs. The Project Risk Register was detailed in the Appendix to the Report.

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

## **PARTNERSHIP**

Risk Management – Risk Register Update September 2012 15 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. The Report stated 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 would be presented to the Partnership for monitoring and approval on at least an annual basis.

**It was agreed to approve adoption of the HITRANS Risk Register September 2012 as detailed in the Appendix to the Report.**

Programme of Meetings 2013 16 The Partnership Director submitted a Report seeking approval of a Programme of Meetings of the HITRANS Partnership for 2013.

**It was agreed:**

- (1) to approve the Timetable of Meetings for 2013 subject to an amendment to the Orkney dates to 25 and 26 April 2013;**
- (2) to note that upon confirmation, the venue for the April Meeting in Orkney would be circulated to Members; and**
- (3) to note that additional Meetings may be called if required.**