

Item:
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Report to Partnership Meeting 23 August 2013

PARTNERSHIP

HITRANS / SUSTRANS Active Travel Officer

Purpose of Report

To update Members on HITRANS partnership project with Sustrans Scotland that involves the recruitment of an Active Travel Project Officer with responsibilities for promoting and developing cycling across the HITRANS area.

Partnership Proposal and Recruitment Process

Earlier this year Sustrans Scotland approached HITRANS with a view to developing a new partnership initiative that could assist in delivering more comprehensive, coherent and high quality active travel networks for the HITRANS region. Sustrans has recently entered into similar agreements with Strathclyde Partnership for Transport (SPT) and Edinburgh City Council.

The partnership will see the recruitment of a Senior Project Officer with primary responsibility for supporting the management of strategic planning, day-to-day operation and co-ordination of active travel projects. The post-holder will be expected to progress the plan for a cohesive active travel network across the HITRANS catchment area, detailed multi-year work plan development for capital projects, overall project delivery and oversight, time and budget planning and reporting.

It is expected that the post-holder will be able to where applicable support member Local Authorities in such areas as; the promotion and marketing of walking and cycling within the HITRANS area, development and delivery of active travel projects, submission of applications for external funding, monitoring of cycle usage and prioritisation of infrastructure projects. They will also be expected to work closely with the Sustrans team based in Edinburgh to coordinate work on the delivery of the National Cycle Network route No. 78 between Inverness and Campbeltown which has recently received capital funding from the Scottish Government.

The post-holder will be based at HITRANS offices at Inverness Airport but will be expected to travel throughout the HITRANS area and will also be required to visit Sustrans offices in Edinburgh and Bristol.

The post-holder will report to the HITRANS Partnership Manager on a day to day basis but will also be expected to report to Sustrans, Infrastructure Partnerships Manager for those elements of the post which relate directly to Sustrans Scotland including the management of Sustrans work in the Great Glen project (NCN78).

Workload for the postholder will be steered by a joint HITRANS/Sustrans Steering Board made up of senior staff from HITRANS and Sustrans Scotland.

The position was advertised on 15th July on the MyJobScotland portal and more generally through our partners. The closing date for applications was Monday 5th August 2013. Candidates also had the opportunity to apply on a secondment basis. At the time of writing this report, the 15 applications received were being assessed in conjunction with colleagues at Sustrans with a view to selecting candidates for interview week commencing 26th August 2013.

Funding

The HITRANS Research and Strategy Delivery Programmes for 2013/14 and 2014/15 have an allocation of £50,000 per annum for Active Travel Infrastructure Delivery.

In order to protect the HITRANS capital allocation and satisfy Sustrans preference that their funding contribution be towards capital projects, an agreement has been reached whereby Sustrans match fund our original capital allocation thus preserving an estimated budget of £100,000 for the new post-holder over their initial two year contract period while HITRANS allocation funds the recruitment of the new member of staff.

Recommendation

1. Members are asked to note the report.

Risk	Impact	Comment
RTS delivery	√	This work supports RTS objectives and the monitoring of their implementation.
Policy	√	This work supports the development of our Active Travel Policies H27a to H27d
Financial	-	A budget of £50K in 2013/14 and £50K in 2014/15 has been allocated
Equality	√	HITRANS support for Active Travel helps eliminate the barriers to travel for all and removes a number of physical accessibility barriers

Report by: Neil MacRae
 Designation: Partnership Manager
 Date: 7th August 2013