

Minute of Meeting held in the
Newton Hotel, Nairn, on Friday 8
November 2013 at 9.15am.

PRESENT	Cllr James Stockan (Chair), Orkney Council Member Cllr Fiona Murdoch (Vice-Chair), Moray Council Member Cllr John Mackay, Comhairle nan Eilean Siar Member Cllr Graham Phillips, The Highland Council Member Cllr Duncan Macintyre, Argyll and Bute Council Member Mr Wilson Metcalfe, Non-Councillor Member Prof David Gray, Non-Councillor Member Mr Okain Maclennan, Non-Councillor Member
IN ATTENDANCE	Mr Ranald Robertson, Partnership Director Mr Frank Roach, Partnership Manager Mr Neil MacRae, Partnership Manager Mr Graham Leadbitter, Moray Council Substitute Member Mr Uisdean Robertson, Comhairle nan Eilean Siar Substitute Member Mr Gordon Holland, Moray Council Mr Tony Jarvis, HIE Mrs Moya Ingram, Argyll and Bute Council Mr Iain Mackinnon, Comhairle nan Eilean Siar Mr Fraser Grieve, SCDI Mr Sam MacNaughton, The Highland Council Mr Mike Mitchell, Partnership Treasurer Mr Derek Mackay, Partnership Secretary Mrs Katy Cunningham, HITRANS Ms Fiona McInally, HITRANS Mr Douglas Norris, HITRANS Mr Stephen Cooper, Moray Council Ms Joani Macbride, Audit Scotland
APOLOGIES	Mr Brian Archibald, Orkney Islands Council Ms Pip Farman, NHS Highland

Welcome The Vice-Chair welcomed Mr Duncan MacIntyre representative of Argyll and Bute Council. The Vice Chair further welcomed Ms Fiona McInally, Active Travel Officer to her first meeting of the Partnership.

APPOINTMENTS

Resignation of Chair / Appointment of Chair	1	The Partnership Secretary submitted a Report intimating that Councillor John Semple had submitted his resignation as Chairman of the Partnership and had indicated that he would no longer be representing the Argyll and Bute Council following a change of political administration. The Board was informed that Mr Duncan Macintyre would be the new representative for Argyll and Bute Council.
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The Vice Chair sought nominations for the Chair of the Partnership. Councillor John Mackay, seconded by Professor David Gray moved the appointment of Councillor James Stockan as Chair.

There being no further valid nominations it was agreed to appoint Councillor Stockan as Chair of the Partnership Board.

MINUTES

Minute of Meeting of 23 August 2013	2	The Minute of Meeting of 23 August 2013 was approved with the inclusion at Item 11 of the comments made by Councillor James Stockan in relation to the Thurso-Edinburgh sleeper service.
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Matters Arising 3 The Partnership Manager reported that an alternative date for the August 2014 Meeting would be set and reported back to Members.

It was agreed to note the update.

FINANCE

Revenue Budget 4 The Partnership Treasurer submitted a Report detailing HITRANS revenue monitoring
Monitoring Report – 1 April 2013 to 30 September 2013

It was agreed to note the Report.

ISA260 Report 5 Ms Joanie McBride presented Audit Scotland's Report to those charged with Governance on the 2012/13 Audit and Audit Scotland's Annual Report on the 2012/13 Audit. The Reports stated that as Audit Scotland had offered an unqualified opinion and no significant issues had been identified there was therefore no requirement for an Action Plan. Ms McBride reported that, in future years, the annual accounts would require approval at a full meeting of the Partnership Board. Members congratulated the Partnership Treasurer and HITRANS Officers for all their work in relation to the Partnership's accounts and governance.

It was agreed to note the Report.

RESEARCH AND STRATEGY DELIVERY

Research and Strategy 6 Mr Ranald Robertson provided an update on progress with the delivery of the Research
Development Programme 2013/14 Update
The Report provided a summary of proposed amendments to the programme which reflected a number of new opportunities together with a reduction in budget requirement for a number of projects. The Report further stated that the available funding for the 2013/14 programme had been increased by £59,294 from that included within the 2013/14 Business Plan, in reflection of the core budget under spend in 2012/13 which had been reported in the final accounts for that year.

It was agreed to approve the amendments to the Research and Strategy Development Programme 2013/14 as detailed in the Appendix to the Report.

Active Travel/ 7 With reference to Item 17 of the Minute of Meeting of 23 April 2013, Mr Neil Macrae
Community Links Funding
submitted a Report in relation to HITRANS Partnership with SUSTRANS Scotland to recruit an active travel officer with responsibilities for promoting and developing cycling across the HITRANS area. The Report stated that following a joint recruitment with SUSTRANS, Ms Fiona McNally had been appointed to the post of Active Travel Officer and would help to progress plans for a more cohesive active travel network across the HITRANS area through the management of strategic planning, day to day operations and coordination of active travel projects or initiatives.

It was agreed to note the Report.

Smart Ticketing Project Update	8	<p>Mr Ranald Robertson submitted a Report providing an update on the Smart Ticketing Project. The Report stated that the Scottish Government/ Transport Scotland had set out a vision that would see all future journeys on Scotland's bus, rail, ferry, subway and tram networks facilitating a greater ease of use for travellers and it was believed that Smart Ticketing could provide greater choice to passengers across the country. The Report stated that Transport Scotland had set out a Smart and Integrated Ticketing Programme which sought to identify the architecture required to establish Smart Ticketing across Scotland's transport network and a series of Pilot Projects had covered a number of different aspects of smart and integrated ticketing would be established across Scotland. The Report further stated that a total of 5 Pilot Projects would be delivered within the HITRANS area and details of each was outlined in the Report.</p> <p>(a) Members are asked to note the report.</p> <p>(b) Members are asked to consider the list of pilot projects and input to the consultant project manager / Partnership Director on the priorities that should be focussed on in each project.</p>
Bus Investment Fund	9	<p>With reference to Item 13 of the Minute of Meeting of 23 August 2013, Mr Neil Macrae submitted a Report in relation to the Scottish Government's Bus Investment Fund which sought to enable the development of projects which had the potential to deliver improvements to bus services and infrastructure through Partnership working between local transport authorities, bus operators and others. The Report indicated that Transport Scotland had confirmed that the funding application for East Inverness Bus Improvement Corridor Project had received sufficient marks to secure funding from the Bus Investment Fund. A decision on whether the Tagsa Uibhist Community Services Project would be successful was awaited. The Report further stated that HITRANS officials had arranged to meet with Transport Scotland to discuss project management and detailed project milestones for the East Inverness Project. It was anticipated that further applications to the Bus Investment Fund would be sought in future years. Members would be invited to consider suitable schemes which could be developed as funding applications.</p> <p>It was agreed:</p> <p>(a) to note the Report; and</p> <p>(b) to consider opportunities for potential projects that could be submitted should further applications to the Bus Investment Fund be sought in the future.</p>
Oban 6.2 Rail Service Enhancements Update	10	<p>With reference to Item 14 of the Minute of Meeting of 23 August 2013, Mr Frank Roach submitted a Report providing an update on the enhancements to be made to rail services between Oban and Glasgow on the West Highland line. The Report further stated that HITRANS had provided £15,000 in 2013/14 to ensure the successful start up of the new services, including improved station facilities designed to attract new customers and interaction with the new sleeper franchise.</p> <p>It was agreed to note the Report.</p>
Regional Service Development Study	Air 11	<p>With reference to Item 13 of the Minute of Meeting of 26 April 2013, Mr Neil Macrae submitted a report detailing the draft executive summary of the Regional Air Service Development Study Report and outlining proposed action to progress recommendations identified in the study. The Report stated that an initial review indicated that the two Scottish Government Twin Otter Aircraft would have very limited spare time available for other uses reflecting the extent of their commitments to existing Scottish Government PSO routes. The research did identify the potential to use BN2 islander aircraft and SAAB aircraft to create additional capacity and a number of potential routes were identified for further consideration.</p> <p>It was agreed to approve the actions proposed to progress the key recommendations identified in the Report.</p>

Regional Transport Strategy Monitoring Report for 2012/13 12 Mr Ranald Robertson submitted a Report in relation to the Regional Transport Strategy monitoring and evaluation for 2012/13. The Report stated that consultants had been commissioned to update the Regional Transport Strategy monitoring spreadsheet for the 2012/13 monitoring period and to comment on any emerging trends from the analysis and consider future monitoring requirements in light of the Scottish Government's most recent investment plan. The Report further stated that the monitoring Report and full spreadsheet of indicators would be published within the 2012/13 Annual Report on the HITRANS website and HITRANS Officers and permanent Partnership Advisors would consider the detail of the indicators and identify where delivery was falling behind the timetable.

Members are asked to note the Report.

EUROPEAN PROJECTS

Food Port – Lifting the Spirit Update 13 With reference to item 15 of the Minute of Meeting of 23 August 2013, Mr Frank Roach submitted a Report providing an update on the Food Port – Lifting the Spirit Project which was being delivered by HITRANS with funds secured through the ERDF Interreg IVB North Sea Area Food Port Project Partnership contributions from Moray Council, HIE and HITRANS. A summary of the project status was detailed in the Report. Trains had been running from the beginning of September 2013 and a stakeholder event coinciding with the Food Port Partner Meeting at Elgin had been held. The Report further stated that trains had been running once per week rather than twice weekly as the volumes being transported were lower than anticipated.

Members are asked to note the report.

SPARA Update 2020 14 With reference to item 16 of the Minute of Meeting of 23 August 2013, Mr Ranald Robertson submitted a Report providing an update on the SPARA 2020 Project. The Project sought to address various challenges faced by peripheral and remote airports. The Report provided an update on the work undertaken to date and outlined the Project Work Plans.

It was agreed to note the Report.

Journey (Giant Puffin) Update 15 With reference to item 18 of the Minute of Meeting of 23 August 2013, Mr Frank Roach submitted a Report in relation to the Journey Genie itinerary and journey planner project. The Project sought to help visitors to plan and make trips by public transport, thereby increasing public transport usage, increasing sustainable travel, particular to remote areas and facilitate easier access throughout the Highlands and Islands. The Report provided an update on the Trans Tourism Conference held in Mallaig on 25 September 2013.

It was agreed to note the Report.

PARTNERSHIP

Risk Management – Risk Register Update October 2013 16 Mr Ranald Robertson submitted a Report reviewing the Strategic Management/ Operational and Financial Risks faced by the Partnership. The risks would continue to be monitored by Officers and Advisors and reported to the Board on an annual basis.

It was agreed to approve the adoption of the HITRANS Risk Register October 2013 as included in the Appendix to the Report.

Proposed Office Relocation 17 Mr Ranald Robertson submitted a Report detailing a proposal to relocate the HITRANS office from the existing site at Inverness Airport to a location in central Inverness.

It was agreed to:

- (a) **approve the proposal to relocate from the Inverness Airport office to a new location at Ardross Terrace and co-locate on a single office floor with the Scottish Council for Development and Industry.**
- (b) **approve the proposal to relocate the main HITRANS office site to Ardross Terrace, Inverness; and**
- (c) **approve the office relocation and authorise the Partnership Director to manage the relocation process including staff relations.**

CONSULTATION

East Coast Rail Franchise 18 Mr Frank Roach submitted a Report providing an update on the East Coast Rail Franchise retendering and outlining HITRANS involvement in the East Coast Main Line Authorities Consortium which sought to gather evidence to put to franchise bidders and to Central Government in order to attract additional investment.

It was agreed to note the Report and to approve the contribution of £1500 to the ECMA Consortium.

HITRANS officials were congratulated for the work in facilitating the Food Port and Trans Tourism Conferences in September 2013.