

Minute of Meeting held in  
HITRANS Office, Inverness on  
Tuesday 3 June 2014 at  
10.30am.

**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 Okain Maclennan, Non-Councillor Member

**IN ATTENDANCE**

Mr Ranald Robertson, Partnership Director  
Mr Neil MacRae, Partnership Manager  
Mr Mike Mitchell, Partnership Treasurer  
Mr Tony Jarvis, HIE  
Mrs Moya Ingram, Argyll and Bute Council  
Mr Iain Mackinnon, Comhairle nan Eilean Siar  
Mr Derek Mackay, Partnership Secretary  
Ms Fiona McNally, HITRANS  
Ms Joni MacBride, Audit Scotland

**APOLOGIES**

Prof David Gray, Non-Councillor Member  
Mr Wilson Metcalfe, Non-Councillor Member

## MINUTES

Minute of Meeting of 4 April 2014 1 The Minute of Meeting of 4 April 2014 was **approved**.

Matters Arising 2 Mr Ranald Robertson provided an update on the actions taken following the April Meeting. The Board were informed of correspondence sent and meetings which had been arranged with the Scottish Government, Transport Scotland and Calmac to discuss Ferry Services.

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

## FINANCE

Final Outturn Revenue Budget Monitoring Report – 1 April 2013 to 31 March 2014 3 The Partnership Treasurer submitted a Report detailing HITRANS revenue monitoring position for the period 1 April 2013 to 31 March 2014. The Report detailed the final outturn financial position for the year ended 31 March 2014 which showed an underspend of £10,483, which equated to 0.7% of the total budget. Current legislation in respect of Regional Transport Partnerships did not allow the retention of reserves, however there was scope to carry forward small underspends on committed expenditure but not incurred at the end of the financial year which would allow HITRANS to meet its legal obligation of breaking even for 2013/14.

**It was agreed to approve the final outturn revenue monitoring position for the year ended 31 March 2014.**

Unaudited Accounts 2013/14 4 Mr Mike Mitchell provided an update on the Unaudited Accounts 2013/14. The accounts would be signed off by the Chair and Partnership Director and emailed to Members.

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

## PARTNERSHIP

HITRANS Board Membership – Non Council Member Confirmation 5 With reference to item 19 of the Minute of Meeting of 7 February 2014 Mr Ranald Robertson submitted a Report in relation to the maintenance of a link with the health sector through Non Council Board Member Mr Okain MacLennan. The Partnership Chair wrote to Ms Elaine Mead, Chief Executive of NHS Highland asking that Ms Mead facilitate the Board recommendation through the NHS North of Scotland Planning Group. NHS Highland followed up the request and responded to HITRANS indicating that it had not been possible to secure a consensus of support for Mr Okain MacLennan continuing to represent the health sector on HITRANS Board. The Report confirmed that the health sector would continue to be represented at Permanent Advisor level.

**It was agreed to note the Report which confirmed that Mr Okain MacLennan would not provide a link from the health sector to the HITRANS Board and his status would be entirely independent as a Non Council Board Member.**

## RESEARCH AND STRATEGY DELIVERY

Research and Strategy Development Programme 2014/15 6 With reference to item 8 of the Minute of Meeting of 4 April 2014 Mr Ranald Robertson submitted a Report detailing progress with delivery of the Research and Strategy Development Programme 2014/15. The Partnership had approved its Business Plan 2014/15 at the April Meeting which included a programme for Research and Strategy Development for 2014/15 in support of the development, implementation and delivery of the HITRANS Regional Transport Strategy. The Report highlighted the variations to the Programme in light of changing circumstances. The Report further stated that the Programme included provision for the contingency of an underspend emerging on any of the individual projects by allowing for a modest overspend.

**It was agreed to approve the amendments to the Research and Strategy Development Programme 2014/15 as detailed in the Appendix to the Report incorporating the comments of Members and Permanent Advisors.**

Active Travel and Communication Links Funding Update 7 With reference to item 12 of the Minute of Meeting of 4 April 2014 Miss Fiona McNally submitted a Report on Active Travel projects within the HITRANS area. The Report provided an update on the Community Links funding and indicated that within the HITRANS area 22 projects were successful, with each local authority being successful with their largest application. The Report further stated that, within 2014/15, HITRANS would benefit from £2,678,169, which represented almost 18.5% of the community links budget for the year. Additionally a further £1,075,000 had been committed to projects in the area for 2015/16, where projects were expected to take two years to complete.

**It was agreed:**

- (1) to note the Report;**
- (2) to note that further progress Reports would be brought to future Partnership Meetings; and**
- (3) that the Chair would make representations to Scottish Ministers on the importance of continuing Community Links funding in future years.**

Public Transport Information Provision 8 With reference to item 13 of the Minute of Meeting of 4 April 2014 Mr Neil Macrae submitted a Report providing an update on the proposal to combine existing resources allocated to the provision of public transport information to create a single position with responsibility for this function across the whole HITRANS region and which would be cost and resource neutral to member Local Authorities. The Report detailed the proposed contributions from each partner required for the position including overheads and equipment / materials. The Report further stated that one of the key benefits of adopting a shared services approach was that it would provide new opportunities to apply for external funding to help improve the delivery of these key transport functions across the region and the intention was to develop an application to the Bus Investment Fund to significantly extend provision of roadside information and infrastructure within the lifetime of the project.

**It was agreed to approve:**

- (1) the development of a new post with the responsibility for co-ordinating the provision of public transport information across the HITRANS area;**
- (2) the funding contributions for each Local Authority as set out in the table within the Report;**
- (3) that a finalised job description, person specification and Memorandum of Understanding be agreed between the Partnership Director and the Local Authority Permanent Advisors;**
- (4) that advice from the Partnerships Human Resources support be sought on the appropriate remuneration and conditions of service; and**
- (5) the position of Public Transport Information Officer be advertised subject to the completion of the above recommendations**

Highlands Integrated Transportation Provision Pilot Project 9 Mr Ranald Robertson submitted a Report detailing the current status of the Highland Integrated Transport project which secured funding from the Scottish Government as one of two pilot Integrated Transport Projects designed to explore new approaches to the provision and integration of health and social care transport. The scope of the project incorporated the key sectors of health and social care and, in addition, the requirement to support social inclusion and to consider aspects of home to school transport delivery in rural areas in developing an overall integrated transport service capable of meeting the project objectives. The key project milestone delivered to date was the appointment of the third sector delivery partner, Voluntary Action Lochaber (VAL). VAL had begun stakeholder engagement in Lochaber and had reported back to the project on the early findings from this process. The project had been well received from all stakeholders, partners and transport delivery partners engaged with to date. Even at this early stage of the project it was clear that there were a number of issues emerging around fragility of Community Transport Groups and weakness in the pool of volunteer drivers currently available.

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

**CONSULTATION**

National Walking Strategy Consultation 10 Miss Fiona McInally submitted a Report in relation to the Scottish Government's consultation on the draft National Walking Strategy Report stated that the consultation had run from 7<sup>th</sup> – 20<sup>th</sup> May 2014 and because of the short timescales it had not been possible to circulate the draft Strategy for comment. The Report detailed HITRANS response to the consultation.

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

The Chairman ruled that in accordance with the provisions of Section 50 of the Local Government (Scotland) Act 1973 the following item be considered as a matter of urgency in order to allow the Board to take a view on the matter prior to the next meeting of the RTP Chairs.

RTPs/ Scottish  
Government  
Working Group

- 11 Mr Ranald Robertson submitted a Report indicating that in March 2012 the Minister for Transport and Veterans and the Chairs of the Regional Transport Partnerships (RTPs) agreed to establish a Scottish Government/RTPs Working Group to examine how RTPs could further assist the Scottish Government in delivering the National Transport Strategy and Government's wider strategic objectives, and would maximise RTPs role in delivering their Regional Transport Strategies. The key recommendations of the Group were detailed in the Report.

**It was agreed to note the finalised Draft Report from the Working Group which had been approved by RTP Chairs at their meeting on 5th March 2014 and would be finalised with the minor edits agreed when the Chairs meet again on 4th June 2014.**