

Minute of Meeting held in The  
Townhouse, High Street,  
Inverness on Friday 26  
September 2014 at 9.30am.

**PRESENT**

Cllr James Stockan (Chair), Orkney Council Member  
Cllr Thomas Prag (Vice-Chair), The Highland Council Member  
Cllr John Cowe, Moray Council Member  
Cllr John Mackay, Comhairle nan Eilean Siar Member  
Prof David Gray, Non-Councillor Member  
Mr Wilson Metcalfe, 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 Mike Mitchell, Partnership Treasurer  
Mr Stephen Cooper, Moray Council  
Mrs Nicola Moss, Moray Council  
Mr Tony Jarvis, HIE  
Mrs Moya Ingram, Argyll and Bute Council  
Mr Brian Archibald, Orkney Islands Council  
Mr Iain Mackinnon, Comhairle nan Eilean Siar  
Ms Fiona McInally, HITRANS  
Mr Fraser Grieve, SCDI  
Mr Allan Macdonald, Comhairle nan Eilean Siar  
Mr David Summers, HITCOG  
Ms Maggie Bruce, Audit Scotland

**APOLOGIES**

Cllr Duncan Macintyre, Argyll and Bute Council Member  
Mr Stuart Black, The Highland Council  
Mr Derek Mackay, Partnership Secretary  
Ms Pip Farman, NHS Highland

#### **CONSTITUTION**

Appointment of Vice-Chair 1 The Chair called for nominations for Vice-Chair. Mr Okain Maclennan, seconded by Cllr John Mackay, moved the appointment of Cllr Thomas Prag.

**There being no further nominations it was agreed to appoint Cllr Prag as Vice-Chair.**

#### **MINUTES**

The Minute of meeting of 3 June 2014 2 The Minute of Meeting of 3 June 2014 was **approved** with the following amendments.

Include Mr Okain Maclennan and Professor David Gray in the list of apologies; and at item 8(4) delete "re-numeration" insert "remuneration"

Matters Arising 3 The Partnership Director provided an update detailing the actions taken following the last meeting of HITRANS.

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

#### **FINANCE**

Revenues Budget Monitoring Report – 1 April 2014 to 31 August 2014 4 Mr Mike Mitchell submitted a Report detailing HITRANS revenue monitoring position for the period 1 April 2014 to 31 August 2014. The Report stated that income and expenditure were both in line with the budget outturn target and it was predicted that a balanced budget would be delivered at the end of the financial year.

**It was agreed to approve the revenue monitoring Report for the period 1 April 2014 – 31 August 2014.**

Report to those Charged with Governance on the 2013/14 Audit 5 Ms Maggie Bruce presented Audit Scotland's Report to those charged with governance on the 2013/14 audit. Ms Bruce indicated that Audit Scotland had audited the financial statements and examined aspects of governance performance within the Partnership and found that the financial stewardship of HITRANS was satisfactory. Ms Bruce further indicated that the governance arrangements reflected the fundamental principles of openness, integrity and accountability and the systems of internal control provided an appropriate means of preventing or detecting material misstatement, error, fraud or corruption.

**It was agreed;**

- (1) **to note the Report; and**
- (2) **that the Chairman and Partnership Director would liaise with Audit Scotland to ensure that Audit Scotland dealt with matters earlier in the financial year in order to avoid unnecessary adjustments and to allow the Partnership Board to have access to a written Report from Audit Scotland in good time prior to being discussed at the relevant Partnership meeting**

**PARTNERSHIP**

Programme of Meetings 2015 6 Mr Randal Robertson submitted a Report detailing the proposed programme of Meetings for the Partnership Board and Permanent Advisors for 2015:

Date	Partnership Meetings	Advisors meetings	Location
22 January 2015		Morning	Inverness
5 and 6 February 2015	Evening meeting followed by full Partnership meeting on Friday morning		Inverness
19 March 2015		Morning	Orkney
9 and 10 April 2015	Evening meeting followed by full Partnership meeting on Friday morning		Inverness
2 June 2015	Board Members only meeting with tele listening in facilities available to Advisors		Inverness
13 August 2015		Morning	Inverness
3 and 4 September 2015	Evening meeting followed by full Partnership meeting on Friday morning		Inverness
5 November 2015		Morning	Inverness
26 and 27 November 2015	Evening meeting followed by full Partnership meeting on Friday morning		Moray

**It was agreed:**

- (a) **that the HITRANS Partnership and Advisors meet in 2015 as detailed above; and**
- (b) **that additional Meetings may be called if circumstances required the Board to meet.**

Travel Information Officer 7 With reference to item 8 of the Minute of Meeting of 3 June 2014, Mr Neil Macrae submitted a Report providing an update on the proposal to create a new post with responsibility for co-ordinating the provision of public transport information across the HITRANS area. The Report detailed a memorandum of understanding, job description and person specification for the post which had been agreed with partners.

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

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 would be disclosed.

Our Islands Our  
Future/Governme  
nt Responses

8 Mr Ranald Robertson submitted a Report in relation to the options for HITRANS to take forward the transport impacts that had been identified from the Scottish and UK Governments responses to the Island Authorities, "Our Islands Our Future" campaign

**It was agreed to:**

- (a) **note the Report;**
- (b) **consider how HITRANS could support actions that develop from the next stages of discussion on the Scottish and UK Government responses to Our Islands Our Future;**
- (c) **approve engagement by the HITRANS Chair, Director and Officers with colleagues in partner Councils, particularly Orkney Islands Council and Comhairle nan Eilean Siar, in the transport implications of the Scottish and UK Government prospectuses;**
- (d) **to approve HITRANS officer involvement with officers from the partner Councils and Transport Scotland on developing the solutions identified in the Scottish Government prospectus; and**
- (e) **approve HITRANS officers' involvement with officers from the Partner Councils and Transport Scotland to build from the Framework in developing working relationships with DfT on reserved matters.**

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 1 of Schedule 7A to the Local Government (Scotland) Act 1973, namely, information relating to a particular employee, former employee or applicant to become and employee would be disclosed.

Active Travel  
Officer

9 With reference to item 7 of the Minute of Meeting of 3 June 2014, Mr Ranald Robertson submitted a Report in relation to the successful HITRANS partnership with Sustrans that involved the creation of an Active Travel Project Officer post with responsibility for promoting and developing cycling across the HITRANS area. The Report stated that the success in the partnership project with HITRANS had led Sustrans to develop similar arrangements with other Regional Transport Partnerships. The Report stated, as the midterm stage in the initial appointment approached, it was clear that the appointment of an Active Travel Officer had delivered significant results for HITRANS and Partner Authorities, secured significant new investment for walking and cycling in the area and helped support member Authorities and community groups.

**It was agreed to:**

- (a) **approve the proposal to make the position of Active Travel Officer permanent; and**
- (b) **approve the proposal to place the permanent position of Active Travel Officer on the SJC 34-38 pay scale.**

#### **RESEARCH AND STRATEGY DELIVERY**

Research/  
Strategy  
Development  
Programme for  
2014/15

10 With reference to item 6 of the Minute of Meeting of 3 June 2014, Mr Ranald Robertson submitted a Report detailing progress with the delivery of the Research and Strategy Development Programme 2014/15. The Report stated that the Programme supported the development, implementation and delivery of HITRANS Regional Transport Strategy and the variations to the Programme in light of changing circumstances were detailed. The Report indicated that the Programme included provision for the contingency of an underspend emerging on any individual Project and the Programme would be updated once a clear achievable spend was identified for the Inverness Campus, North Bridge Project which would dictate the level of funding drawn down from Sustrans in the current financial year.

**It was agreed to approve the amendments to the Research and Strategy Development Programme 2014/15 as detailed in the Appendix to the Report.**

Active Officer	Travel	11	<p>With reference to item 7 of the Minute of Meeting of 3 June 2014 Mrs Fiona McInally submitted a Report detailing Active Travel Projects within the HITRANS area. The Report provided an update on the Community Links funding received since the Meeting of HITRANS on 14 April 2014.</p> <p><b>It was agreed to note the Report.</b></p>
Oban 6.2		12	<p>With reference to item 10 of the Minute of Meeting of 8 November 2013, Mr Frank Roach submitted a Report in relation to the introduction of the Oban 6.2 Project. The Report stated that the Project had seen a step change in service frequency from 3 trains per day to 6 trains per day with an additional short working service to/from Dalmally to Oban which allowed the transportation of school pupils to Oban high School. The Report further detailed the key activity which had taken place to ensure the successful introduction of the rail service enhancements.</p> <p><b>It was agreed to note the Report.</b></p>
RTS Refresh/Emission Baseline Review		13	<p>Mr Ranald Robertson submitted a Report in relation to proposals to undertake a light touch refresh of the Regional Transport Strategy. The Report stated that HITRANS Regional Transport Strategy had been approved by Scottish Ministers in July 2008 and covered a 14 year period. The Report further stated that it had been agreed with Audit Scotland that a refresh of the Regional Strategy Delivery Plan would be a satisfactory approach to checking that the Strategy was current and fit for purpose. It was proposed to undertake a light touch refresh of the Strategy which would see an update to the text of the main document with the inclusion of key policy changes and programmes including the Ferries Plan, National Planning Framework 3 and Cycling Action Plan for Scotland. The Delivery Plan would also be updated to better reflect the Infrastructure Investment Plan, the Strategic Transport Projects Review and Partner Authority Capital Programmes.</p> <p><b>It was agreed to:</b></p> <p><b>(a) note the Report; and</b></p> <p><b>(b) approve the award of a further £10,000 in the 2014/15 Business Plan Research and Strategy Delivery Programme for the RTS light touch refresh to be incorporated into the earlier budget commitment for an RTS/Green Transport Emissions baseline review.</b></p>
Branchliner		14	<p>Mr Frank Roach submitted a Report detailing a proposed timber transport by rail project. The Report stated that HITRANS had been working in conjunction with the Highland Timber Transport Group for a number of years in relation to the transport of timber by rail. The Report stated that it was proposed to deliver a managed trial of rail haulage of timber between Caithness and the Flow Country to Inverness during the summer of 2015. The Report detailed the key aims of the Project together with the potential outputs.</p> <p><b>It was agreed to note the Report and to approve HITRANS' involvement in leading the Branchliner Project.</b></p>
A95 Route Action Study		15	<p>Mr Ranald Robertson and Mr Stephen Cooper submitted a joint Report detailing progress with the delivery of a Route Action Study being undertaken in partnership with Moray Council/Moray Economic Partnership to consider the opportunity for making strategic interventions along the route of the A95 between Keith and Aviemore.</p> <p><b>It was agreed to:</b></p> <p><b>(a) note the Report; and</b></p> <p><b>(b) approve the award of a further £10,000 in the 2014/15 Business Plan Research and Strategy Delivery Programme for the A95 Route Action Study.</b></p>
Bus Investment Fund		16	<p>With reference to item 9 of the Minute of Meeting of 4 April 2014, Mr Neil Macrae submitted a Report providing an update on the application submitted to the 2014/15 round of Scottish Government's Bus Investment Fund and seeking approval of proposed matched funding contributions. The Report stated that the fund for projects submitted in the 2014/15 round would run for two years and Transport Scotland had invited applications for projects seeking the maximum contribution of £500,000 over the two year period. The Report stated that the successful applications were expected to be announced in October/November 2014 and a summary of the HITRANS application and the projects supported by HITRANS were detailed.</p> <p><b>It was agreed to support the application submitted to the Bus Investment Fund and approve the financial contributions made in support of the HITRANS, Tagasa Uibhist, Argyll &amp; Bute Council and Moray Council applications all of which were subject to the assessment process undertaken by Transport Scotland.</b></p>

Dalcross Station Strategic Business Case 17 With reference to item 8 of the Minute of Meeting of 4 April 2014 Mr Frank Roach submitted a Report in relation to the proposed re-opening of Dalcross Station. The Report indicated that the business case analysis for the station had been produced and the Report on the technical aspects was being finalised.

**It was agreed to note the Report and to approve HITRANS' involvement in leading the project.**

Air Service Research Update 18 Mr Neil Macrae submitted a Report providing an update in relation to recent developments in support of Regional Air Services by HITRANS, Member Authorities and other key Stakeholders. The Report stated that HITRANS and other key partners had commissioned a number of studies which had considered opportunities for supporting and developing Regional Air Services within the area including the Skye Airport Feasibility Study, the Regional Air Service Development Study, the Review of Air and Ferry Provision to Orkney's Northern Isles and opportunities to improve air services between Stornoway and Aberdeen.

**It was agreed to recommend that the Board:**

- (a) note the Report and approve the ongoing actions being undertaken to progress the development of Regional Air Services in the HITRANS area; and**
- (b) approve retrospectively the additional HITRANS spend of £4,000 towards the Glasgow – Barra service enhancement which did not represent additional budgetary commitment, as a spend of £25,000 by HITRANS was approved within the Business Plan and the total HITRANS spend being increased from £8,000 to £12,000 was approved under delegation by the Director based on the Business Plan approval.**

Scottish Stations Fund Application 19 Ms Fiona McNally submitted a Report detailing HITRANS first submission to the Scottish Station Fund which aimed to lever in third part investment to provide new stations and associated facilities. The Report stated that the focus of the submission was to provide improvements to customer information systems and active travel facilities at stations.

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

#### **CONSULTATION**

Airports Commission Discussion Paper 20 Mr Ranald Robertson submitted a Report detailing the response to the independent Airport Commission Discussion Paper on Utilising the UK's Existing Airport Capacity. The Report stated that the response focused on making HITRANS case, anchored by evidence, for the Highlands and Islands and other peripheral UK Regions to be included in the slot allocation following increased hub airport capacity in the South East of England resulting from the final recommendations of the Airports Commission. The Report also identified the absolute need for the economy of the Highlands and Islands to have fit for purpose access to an alternative EU hub airport in the short term.

**It was agreed to:**

- (a) note the Report; and**
- (b) approve an allocation of £5,000 to support any research requirement to make the case for an international PSO linking Inverness to an EU hub with morning and evening rotations to suit business travel.**

Bus Service registration Consultation 21 Mr Ranald Robertson submitted a Report in relation to Transport Scotland's Consultation on Bus Service Registration in Scotland. The Report detailed a draft HITRANS response to the consultation.

**It was agreed to:**

- (a) note the Report; and**
- (b) authorise the Partnership Director to submit the HITRANS response, as detailed in Appendix A of the Report.**

Carrbridge – Dalwhinnie CRP 22 The Chairman welcomed Mr James Wilkin, ACORP. Mr Wilkin gave a presentation on the Carrbridge-Dalwhinnie Community Rail Partnership. Members were afforded the opportunity of asking questions of Mr Wilkin.

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