

Minute of Meeting held in
HITRANS Office, Inverness on
Friday 4 September 2015 at
9.30am.

PRESENT Cllr. James Stockan (Chair), Orkney Council Member
Cllr. John Mackay (Vice-Chair), Comhairle nan Eilean Siar Member
Audrey Sinclair, The Highland Council Member
Prof. David Gray, Non-Councillor Member
Mr Wilson Metcalfe, 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 Derek Mackay, Partnership Secretary
Mrs Nicola Moss, Moray Council
Mr Iain Mackinnon, Comhairle nan Eilean Siar
Mr Tony Jarvis, HIE
Mrs Moya Ingram, Argyll and Bute Council
Mr Gavin Barr, Orkney Islands Council
Mr Malcolm Macleod, The Highland Council
Mr Fraser Grieve, SCDI
Ms Pip Farman, NHS Highland
Ms Fiona McNally, HITRANS
Ms Jayne Westbrook, HITRANS

APOLOGIES Cllr. Robert G Macintyre, Argyll and Bute Council, Substitute Member
Cllr. John Cowe, Moray Council Member
Mr Okain MacIennan, Non-Councillor Member

CONSTITUTION

Appointment of 1 It was agreed to appoint Cllr John Mackay as Vice-Chair.
Vice-Chair

MINUTES

Minute of Meeting of 2 The Minute of Meeting of 2 June 2015 was **approved**.
2 June 2015

Matters Arising 3 There were no matters arising.

FINANCE

Revenue Budget 4 Mr Mike Mitchell submitted a Report detailing HITRANS revenue monitoring position for
Monitoring Report – the period 1 April 2015 to 31 August 2015. The Report stated that income and
1 April 2015 to 31 expenditure were both in line with the budget outturn target and it was predicted that a
August 2015 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 2015 to 31 August 2015.

Statement on 5 Mr Mike Mitchell submitted a Report which detailed the assessment of the adequacy,
Internal Control reliability and effectiveness of the Partnership's system of internal control and provided
2014/15 & Audit information for the Partnership's Governance Assurance Statement contained within the
Matters Arising Statement of Internal Control. On the basis of the work undertaken during the year, it was
considered that the key systems operate in a sound manner and that there has been no
fundamental breakdown in control resulting in material discrepancy. The Report further
stated that an audit opinion of full assurance had been given.

It was agreed to note the content of the Statement of Internal Control and the audit opinion provided.

External Funding Timetable 6 Ms Jayne Westbrook submitted a Report which provided an overview of ITRANS external funding opportunities. The Report detailed all HITRANS live or planned projects and identified where each project stood in terms of timescales and project value.

It was agreed to note the Report.

PARTNERSHIP

Programme of Meetings 2016 7 Mr Ranald Robertson submitted a Report detailing the proposed programme of Meetings for the Partnership Board and Permanent Advisors for 2016:

| Date | Partnership Meetings | Advisors meetings | Location |
|------------------------|--|-------------------|-----------------|
| 21 January 2016 | | morning | Inverness |
| 4 & 5 February 2016 | Evening meeting followed by full Partnership meeting on Friday morning | | Inverness |
| 17 March 2016 | | Morning | Inverness |
| 14 & 15 April 2016 | Evening meeting followed by full Partnership meeting on Friday morning | | Western Isles |
| 7 June 2015 | Partnership Meeting – Board only | Morning | Inverness |
| 25 August 2015 | | Morning | Inverness |
| 15 & 16 September 2016 | Evening meeting followed by full Partnership meeting on Friday morning | | Argyll and Bute |
| 3 November 2016 | | Morning | Inverness |
| 24 & 25 November 2016 | Evening meeting followed by full Partnership meeting on Friday morning | | Inverness |

It was agreed:

- (1) that the HITRANS Partnership and Advisors meet in 2016 on the above dates and locations; and**
- (2) note that additional meetings may be called if circumstances required the Board to meet.**

Climate Change Public Bodies Reporting Duty 8 Mr Ranald Robertson submitted a Report detailing the implications of Part 4 of the Climate Change (Scotland) Act 2009 which set out the expectations that the Scottish Government had regarding how public sector organisations manage and take action on climate change. One of the measures provided for in Part 4 was the introduction of mandatory reporting for public sector organisations in relation to sustainability and climate change. The Scottish Government was resourcing the Sustainable Scotland Network (SSN) to support the public sector in preparation for this initiative, which would be new for many organisations. SSN has been closely involved in the process of developing the new reporting template and guidance and was well placed to offer this support.

As part of the support SSN hosted a Member Event which was attended by HITRANS Officers on 1 September 2015 which focussed on providing assistance with completing part 3 (Corporate Emissions, Targets and Project Data) of the Public Sector Climate Change Duties reporting template, and highlight the tools and support available to assist with populating this section of the template. The Report proposed that HITRANS should consider engaging with the SSN network and thereafter work closely and collaboratively with the other Model 1 RTPs to develop a response to the Reporting Duty that was proportionate for organisations

It was agreed to:

- (1) note the Report;**
- (2) note the attendance at the SSN event on 1 September 2015; and**
- (3) authorise the Partnership Director to determine whether HITRANS should join the SSN network.**

RESEARCH AND STRATEGY DELIVERY

Research/Strategy Development Programme for 2015/16 9 With reference to item 4 of the Minute of Meeting of 2 June 2015 Mr Ranald Robertson submitted a Report providing an update on progress on delivering the Research and Strategy Development Programme 2015/16 and seeking approval of amendments to the Programme to reflect commitments made, changing priorities and funding opportunities identified since the approval of the 2015/16 Business Plan.

It was agreed to approve the amendments to the Research and Strategy Development Programme 2015/16 as detailed in the Appendix to the Report.

Active Travel / Sustrans Partnership and Community Links Update 10 With reference to item 11 of the Minute of Meeting of 10 April 2015 Miss Fiona McNally submitted a Report providing an update on active travel projects within the HITRANS area. The Report stated that the HIE/HITRANS South Bridge Project was nearing completion and discussions were ongoing with HIE and Network Rail in relation to the North Bridge. It was anticipated that the Corran Ferry to Ballachulish Project would be completed by November 2015. The Report provided an update in relation to Station cycle parking.

It was agreed to note the Report.

Passenger Focus Presentation on Inverness Station Study 11 The Chairman welcomed Mr Iain Bramley (Populus) and Mr Robert Sampson (Transport Focus) to the meeting. Mr Bramley and Mr Sampson gave a presentation in relation to research which had been undertaken to understand rail passengers' experience of Inverness station and to identify possible areas for improvement. Members were afforded the opportunity to ask questions of Mr Bramley and Mr Sampson.

It was agreed to note the Presentation.

Branchliner 12 With reference to item 8 of the Minute of Meeting of 2 June 2015 Mr Frank Roach submitted a Report in relation to the Branchliner Project. The report stated that HITRANS had engaged a team of separate consultants to cover the following Work Packages:

WP1 Civil engineering: terminal design, improvements
WP2 Rail operations: procurement, wagons, haulage, pathing, possessions
WP3 Road logistics: trip to and from terminals, road space allocation
WP4 Product supply: harvesting, loading to rail, off loading
WP5 Facilitation: promoting and establishing the alliance
WP6 Economic case: establishing the value of timber to the Highland economy
WP7 Environmental assessment: impact of mode shift

The Report detailed progress with each of the work packages.

It was agreed to note the Report.

Bus Investment Fund – East Inverness & HI-Travel 13 With reference to item 9 of the Minute of Meeting of 10 April 2015 Mr Neil Macrae submitted a Report on the implementation of the two Bus Investment Fund Projects for which HITRANS was the lead partner - East Inverness Bus Improvement Corridor and HI-Travel. The Report stated that the total budget for the East Inverness Bus Improvement Corridor project was £2,715,844 which included a contribution of £1.7million from Stagecoach North Scotland towards 12 new Euro 5 low floor vehicles which now operated in the city. Contributions of £107,922 from HITRANS and £200,000 from The Highland Council were used to secure £707,922 from the Scottish Governments Bus Investment Fund. In relation to Hi-Travel the Public Transport Information Officer had been working with member Local Authorities to roll out various improvements identified in the application.

It was agreed to:

- (1) note the Report; and**
- (2) consider specific opportunities for deploying that element of the HI-Travel budget still to be allocated.**

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| Inverness Airport (Dalcross) Station Strategic Business Case | 14 | <p>With reference to item 8 of the Minute of Meeting of 10 April 2015 Mr Frank Roach submitted a Report providing Members with an update on Inverness Airport (Dalcross) Station. The Report stated that the Consultants continued to work on the strategic business case. The model was being altered to accommodate new CAA data being employed to break down airport users' journey to the station in order to quantify the impacts on airport parking demand. HITRANS was seeking additional funds locally to back the £450k land value in order to progress a successful application to the Scottish Stations Fund. It was anticipated that funds could come from HITRANS, HIE, Highland Council and Inverness Airport Business Park/HIAL. The Report indicated that the Scottish Stations Fund would only contribute a proportion of car park costs for the 150 space scheme.</p> <p>It was agreed to note the Report and to consider funding options.</p> |
| CHFS and NIFS Contract Updates | 15 | <p>Mr Neil MacRae submitted a Report in relation to the ongoing tendering process for the Clyde & Hebridean Ferry Services contract (CHFS) and recent work in advance of the Northern Isles Ferry Services (NIFS) contract which was due to go to retender in 2018.</p> <p>It was agreed to note the update and consider any recommendations to officers involved on the ongoing tendering process for the Clyde & Hebridean Ferry Services contract (CHFS) and recent work in advance of the Northern Isles Ferry Services (NIFS) contract.</p> |
| Highland Integrated Transport Provision Pilot Project | 16 | <p>Mr Ranald Robertson submitted a Report in respect 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. This report summarised current position with regards to the Lochaber action learning project's principal initiative, the Lochaber Transport Advice and Bookings Service.</p> <p>It was agreed to note the Report.</p> |
| ScotRail in the Community – SITCOM | 17 | <p>Mr Frank Roach submitted a Report in respect of ScotRail's community engagement programme and proposed a change to HITRANS Rail Stakeholder arrangements. The Report stated that HITRANS ran three tiers of Rail Forums. The Rail Advisory Group (RAG) was the Working Group consisting of representatives from HITRANS, Network Rail, ScotRail, Passenger Focus, Transport Scotland and local authority transport officers. The Rail Stakeholder Group (RSG) acted as the umbrella group for wider industry, public sector, voluntary and heritage interests and featured formal presentations from leading industry figures in a conference style format. The Rail Users Group (RUG) covered the voluntary Rail User Groups for the rural North Highland and West Highland Lines.</p> <p>The Report stated that it was proposed to widen the RUG to incorporate the Highland Main Line Community Rail Partnership (CRP) and the West Highland CRP, as well as the Community Liaison Executive (CLIVES). The Report stated that HITRANS had declined a seat on the CRP Boards for these routes but would act as an observer, as has Tactran, and ScotRail were in the process of creating a Stakeholder Advisory Panel which would have an advisory role to ScotRail on planning, performance and development work.</p> <p>It was agreed to note the Report and approve the changes to HITRANS Rail Stakeholder arrangements.</p> |
| Points Seminar Update | 18 | <p>With reference to item 10 of the Minute of Meeting of 10 April 2015 Mr Frank Roach submitted a Report detailing the Points North-North Highland Lines (NHL) performance and progress following the seminar HITRANS hosted in March 2015. The Report stated that Network Rail were looking at ways to decrease NHL journey time and improve performance. A list of 28 projects had been drawn up, with short, medium and long term timescales. The Report further stated that recent performance and reliability had been poor, largely but not wholly due to driver shortages. HITRANS had arranged for representatives from Network Rail/Abellio ScotRail Alliance to travel on the line in November to see the problems at first hand and to meet stakeholders affected. It was proposed to hold a Points North seminar later in the year to ensure wide dissemination of problems and progress.</p> <p>It was agreed to note the Report.</p> |

NTS / RTS / 19
Regional Active
Travel Strategy
Updates

Mr Neil MacRae submitted a Report providing an update on the status of the National Transport Strategy (NTS) Refresh, the proposed HITRANS Regional Transport Strategy (RTS) Refresh and the Regional Active Travel Strategy which would form part of the RTS refresh. The Report stated that the Minister for Transport and the Islands had recently announced that the Scottish Government intended to 'refresh' the NTS by the end of December 2015. The exact scope of the work had yet to be formally set out but the indication was that the Refresh would not revisit major investment decisions or the Strategic Outcomes of the original document. Rather the aim of the refresh was to take cognisance to the changes in the strategic context since 2006, clarify governance rather than any root and branch review, update policy to reflect changes since 2006 and develop the coverage of areas such as Intelligent Transport Systems where there had been significant technological advances. The Report further stated that HITRANS Regional Transport Strategy required to be updated in a similar fashion to the NTS. While a number of central tenets to the RTS remained valid not least it's focus on supporting the economic growth and vitality of the region it was important that it properly reflected the national funding programmes and the funding pressures facing local and regional partners.

It was agreed to note the Report.

Towards a Highland CP6 20

Mr Frank Roach submitted a Report in relation to future rail funding opportunities arising from Control Period 6 2019-2024. The Report stated that Network Rail was working on its Scotland Route Study which was designed to inform Control Period 6 and beyond. Network Rail would draw up the Initial Industry Plan in 2016 following which the Government would produce its High Level Output Statement (HLOS). This would be accompanied by the Statement of Funds Available. The Report detailed a list of enhancements which could be included in CP6 and indicated that there would be an opportunity to present these enhancements at the Highland Business Week event, and to make information available to each political party as they prepared their manifestos for the 2016 Scottish Parliamentary election.

It was agreed to note the Report and to consider projects for inclusion.

EUROPEAN / EXTERNAL FUNDING

SPARA 2020 21
Project Update /
Project Officer

Mr Ranald Robertson submitted a Report detailing progress made in developing the SPARA 2020 INTERREG IVB Northern Periphery Programme project. The Northern Periphery and Arctic Programme had approved an innovative project aimed at addressing some of the special needs of the smaller civilian airports in the region. This three year €2.4 million project brought together a range of public authorities, academic institutions, airports, SMEs, and specialists to focus on the particular challenges of airports serving remote and peripheral areas. The project included work on Innovative Technologies to improve airport performance and control cost and which involved a close examination of Remote Air Traffic and Remote Security technologies as well as distributed training, benefitting in essence from broadband and communication technology advances. The Report stated that the project would also examine the business case for Airport Collaborative Decision Making as suited to the smaller airport (and budget) context. The HITRANS Partner budget within SPARA 2020 included a budget of €119,040.70 towards staffing costs and €17,856.12 towards our office / administration costs. It was proposed to utilise part of this budget to appoint a Project Support Officer to run the day to day project activity for a fixed 24 month term.

It was agreed to:

- (1) note the Report.**
- (2) approve the Job Description for the SPARA EU Project Officer detailed at Appendix A of the Report; and**
- (3) approve the recruitment of the SPARA EU Project Officer www.MyJobsScotland.com with support provided by Comhairle Nan Eilean Siar.**

COMBI: Commuting by bike as an alternative in rural regions 22

With reference to item 7 of the Minute of Meeting of 2 June 2015 Ms Fiona McNally submitted a Report providing an overview of a full stage 1 application to Interreg VB North Sea Region. Programme priority 4: Smart and Green Mobility. The Report stated that HITRANS had applied for a project worth €£1.6M over 3 years, starting in January 2016. The intervention rate was 50% from the NSR Interreg programme, and HITRANS had secured agreement for the other 50% of funding from Sustrans Scotland, subject to their funding being agreed with TS for future financial years. The Report stated that the Project sought to undertake work in the following areas:

- PTP toolkit, maps and cycle parking, working with LA's and SMEs.
- E bike pilot
- Bikes on buses pilot
- Creating a Scottish rural standard for cycling infrastructure: guidance document for cycle design and developing test pilot sites for infrastructure.

It was agreed to note the Report.