

Minute of Meeting held in John Rae Room, The Warehouse, Stromness, Orkney on Friday 27 November 2015 at 9.00am.

PRESENT

Cllr. James Stockan (Chair), Orkney Council Member
 Cllr. John Mackay (Vice-Chair), 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 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
 Ms Joanne Gray, Transport Scotland
 Mr Malcolm Macleod, The Highland Council
 Mr Fraser Grieve, SCDI
 Mrs Naomi Bremner, Eyland Skyn (for item 8)

APOLOGIES

Cllr. Robert Macintyre, Argyll and Bute Council, Substitute Member
 Cllr. John Cowe, Moray Council Member
 Cllr Audrey Sinclair, The Highland Council Member
 Mr Mike Mitchell, Partnership Treasurer
 Ms Pip Farman, NHS Highland

MINUTES

Minute of Meeting of 4 September 2015	1	The Minute of Meeting of 4 September 2015 was approved .
Minute of Meeting of 24 September 2015	2	The Minute of Meeting of 24 September 2015 was approved .
Matters Arising	3	There were no matters arising.

FINANCE

Revenue Budget Monitoring Report – 1 April 2015 to 31 October 2015	4	With reference to item 4 of the Minute of Meeting of 4 September 2015 Mr Mike Mitchell submitted a Report detailing HITRANS revenue monitoring position for the period 1 April 2015 to 31 October 2015. 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.
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It was agreed to approve the revenue monitoring position for the period 1 April 2015 to 31 October 2015.

RESEARCH AND STRATEGY DELIVERY

Research and Strategy Development Programme for 2015 to 31 October 2015 5 With reference to item 9 of the Minute of Meeting of 4 September 2015 Mr Ranald Robertson submitted a Report providing an update on progress with delivery of 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:

- (1) approve the amendments to the Research and Strategy Development Programme 2015/16 as detailed in the Appendix to the Report; and**
- (2) authorise the Partnership Director, in consultation with the Chair and Permanent Advisors, to develop the scope and budget for the Aviation Scoping Study.**

Active Travel Update/Sustrans Partnership Report 6 With reference to item 10 of the Minute of Meeting of 4 September 2015 Miss Fiona McInally submitted a Report providing an update on active travel projects within the HITRANS area for 2015/16. The Report stated that Cycling Scotland (CS) had developed a range of CPD accredited courses for professionals working in Active Travel, or whose work area may link into this field. Through discussions with CS, it was proposed to run two days of training in Inverness for partners in the Highlands and Islands to allow CPD to take place without travelling to the central belt.

It was agreed to note the Report.

A82 Tarbert to Invernanan Consultation Response 7 With reference to item 7 of the Minute of Meeting of 28 November 2014 Mr Neil Macrae submitted a Report which detailed a draft HITRANS response to the Transport Scotland consultation on the Preferred Route Option for the proposed upgrade of the A8 between Tarbert and Invernanan. The Report stated that, along with the A9 and A96, the A82 was highlighted in the HITRANS Regional Transport Strategy as one of the three key routes where priority action was required. The Report identified the A82 as the transport corridor across the whole of the Highlands and Islands which performed most poorly against the strategic functions it served.

It was agreed to approve the HITRANS response to the Transport Scotland consultation on the Preferred Route Option for the proposed upgrade of the A8 between Tarbet and Invernanan detailed in Appendix A of the Report and that the carriageway be built to 7.3 metre wide carriageway standard as the route is such an important strategic corridor for the north of Scotland.

Regional Transport Strategy Monitoring Report for 2014/15 Annual Report 8 The Chairman welcomed Mrs Naomi Bremner, Eyland Skyn, to the Meeting who gave a presentation on the monitoring and evaluation of the Regional Transport Strategy for the 2014/15 monitoring period. Members were afforded the opportunity to ask questions of Mrs Bremner.

It was agreed to note the presentation.

Branchliner 9 With reference to item 12 of the Minute of Meeting of 4 September 2015 Mr Frank Roach submitted a Report in relation to the Branchliner Project. The Report stated that discussions were ongoing with forestry owners in the Kinbrace area on the creation of an alliance or joint venture to permit a single customer interface with the rail industry. In the meantime, HITRANS would continue to fulfil the role of 'virtual customer', taking the dialogue and analysis forward towards a formal tendering process. The Report provided an update on a meeting with Network Rail's Scotland Freight Manager and a meeting that was convened on 28 September by Forestry Commission Scotland, attended by representatives of the landowners in the Flow Country and Cooperative Development Scotland, at which HITRANS gave a presentation on Branchliner. The Report further stated that Transport Scotland had started the public consultation towards a rail freight strategy for Scotland.

It was agreed that HITRANS would continue its role in the Branchliner Project.

Regional Transport Strategy Update 10 With reference to item 19 of the Minute of Meeting of 4 September 2015 Mr Neil Macrae submitted a Report in respect of the Regional Transport Strategy Refresh. The Report stated that The Transport Scotland Act 2005 required Regional Transport Partnerships to prepare Transport Strategies for their regions which would enhance economic wellbeing; promote safety, social inclusion and equal opportunity; plan for a sustainable transport system, and integrate across boundaries with other Partnerships. The Report further stated that the Strategy should take account of future needs and set priorities for transport development and improvement. The Report indicated that the updated Strategy would develop a clear rationale for the investment in transport infrastructure and services in rural and peripheral areas. In order to achieve some of these strategic transport objectives it was recognised that policies relating to other areas such as planning, housing, education and health need to be aligned and integrated in order to realise the strategic outcomes. Consideration would be given as to how integrated transport policies could be developed in partnership with other Community Planning Partnership bodies and consideration would be given to the impact and opportunities presented by the Community Empowerment (Scotland) Act 2015.

It was agreed:

(1) to note the Report;

(2) to hold a Regional Transport Strategy Workshop around the February 2016 Meeting; and

Active Travel Strategy 11 With reference to item 19 of the Minute of Meeting of 4 September 2015 Ms Fiona McInally submitted a Report in respect of the refresh of the Active Travel Strategy. The Report stated that the update of Active Travel priorities and the development of a specific Regional Active Travel Strategy would reflect changes in European, National and Local Government policies and would link into the key strategic priorities and policies within the HITRANS area. The Regional Active Travel Strategy would identify both where investment to address the actions within the seventeen Action Plans should be prioritised and also set out those parts of the strategic network where walking and cycling facilities need improved and align this with the aspiration for developing a National Cycling and Walking Network in National Planning Framework 3.

It was agreed to note the Report.

Oban Hub 12 Mr Frank Roach submitted a Report in respect of potential developments at Oban's Railway Pier. The Report stated that refranchising of the Clyde and Hebrides Ferry Services (CHFS) following the commencement of the Serco and ScotRail franchises provided an opportunity for looking at the interchange experience at Oban, particularly as passenger numbers on all modes were growing. The expansion of CalMac traffic with the introduction of RET and a second Mull service soon after the rail enhancement, together with smart ticketing initiatives on rail and bus provided a renewed focus for improving connectivity between modes. The Report stated that the key aim would be alignment with the current and future commercial requirements of Serco Caledonian Sleepers and Abellio ScotRail on the rail side, and those of CMAL and the successful CHFS bidder on the ferry side.

It was agreed to note the Report.

Orkney Outer Isles STAG Study 13 With reference to item 17 of the Minute of Meeting of 10 April 2015 Mr Neil Macrae submitted a Report detailing progress with the work to undertake a STAG Part 2 Appraisal of transport connectivity to the outlying islands of Orkney which aimed to develop a timed and costed network-wide strategy and implementation plan for future inter-island transport connections. The Report stated that the appraisal process would consider all internal transportation routes and services for the Inner, South and North Isles of Orkney, namely thirteen islands including infrastructure that currently serving nineteen piers/terminals and six isles airfields. The Report indicated that, following a tendering exercise, Peter Brett Associates had been appointed to undertake the appraisal and an initial report on the emerging findings was anticipated by 31 March 2016.

It was agreed to note the Report.

Inverness Airport (Dalcross) Station Strategic Business Case 14 With reference to item 14 of the Minute of Meeting of 4 September 2015 Mr Frank Roach submitted a Report providing Members with an update on Inverness Airport (Dalcross) Station. The Report provided an update on the upgrade of the Aberdeen – Inverness line and indicated that the business case would be completed once the size of the car park had been confirmed and discussions were continuing in relation to the size and operation of the car park. The Report further stated that The Highland Council and HIAL were both proposing to contribute capital funding to the project.

It was agreed to note the Report and to consider funding options.

HIE Argyll and Bute Transport Connectivity and Economic Study 15 Mr Neil Macrae submitted a Report in respect of the Study commissioned by HIE in relation to transport connectivity and the economy in Argyll and Bute. The Report stated that the consultants were asked to assess the extent to which transport connectivity between the five main population and economic centres (Campbeltown, Dunoon, Lochgilphead, Oban and Rothesay), and to these from the Glasgow/Inverclyde area, had a real impact on businesses, service providers, and the potential for future economic growth and to consider the scope for major transformative investments in transport infrastructure to produce transformative economic impacts. The Report detailed the emerging findings from the Study.

It was agreed to note the Report.

EUROPEAN PROJECTS

Spara 2020 16 With reference to item 21 of the Minute of Meeting of 4 September 2015 Mr Ranald Robertson submitted a Report detailing progress made in developing the SPARA 2020 INTERREG IVB Northern Periphery Programme project. The Report stated that, following the last meeting of the Board, the recruitment process for a Project Officer was undertaken. Following advertising and interview Miss Jayne Westbrook was appointed to the position.

It was agreed to note the Report

PARTNERSHIP

Adopt an Intern 17 With reference to item 19 of the Minute of Meeting of 6 February 2015 Mr Ranald Robertson submitted a Report in relation to the Centre for Scottish Public Policy's Adopt an Intern Programme. The Report stated that the Adopt an Intern Programme took the prospective employer's employee requirements, carried out an assessment of the needs of the graduate, and provided the employer with the three top candidates for interview. The Report stated that the Active Travel Officer would be taking a period of maternity leave and consideration had been given to how best to cover this absence. Following HITRANS successful participation in the Programme on two previous occasions it was considered that the Programme offered the best option to cover the absence. The Report further stated that employment of a Graduate under Programme over a six month term between December 2015 and June 2016 would cost the Partnership in the region of £6,500, based on an hourly rate of £10 per hour and a 25 hour working week. This cost could be met from the cost saving in the Staff salaries budget during the period of maternity leave taken by the Active Travel Officer. Undertaking the necessary tasks identified through other means would cost considerably in excess of the Adopt an Intern Programme option which in addition helped the graduate gain valuable experience.

It was agreed to:

(1) participate in CSPP 'Adopt an Intern' Programme and to agree the Partnership taking on an Intern on the terms included in the Report for a period of 26 weeks; and

(2) examine the financial implications of having a full time post during the period of employment.

RTPs/Scottish Government/CoSLA Working Group Report 18 With reference to item 11 of the Minute of Meeting of 3 June 2014 Mr Ranald Robertson submitted a Report detailing the joint RTPs/Scottish Government/CoSLA Working Group Report on maximising the role of Regional Transport Partnership's in furthering improvements to transport in Scotland. The Report stated that RTP Chairs met with the Minister of Transport and Islands on 11 June 2015 where it was agreed to make a number of revisions to reflect the discussions that took place. The Report had been approved by the Minister in September 2015 and would inform the refresh of the National Transport Strategy.

It was agreed to note the Report.

Risk Management: 19 With reference to item 19 of the Minute of Meeting of 28 November 2014 Mr Ranald Robertson submitted a Report in relation to HITRANS Risk Register. The revised list of Risk Register Update – October/November 2015 Risk Management Controls were detailed in the Appendix to the Report. The Report stated that the Risk Register covered strategic, management and operation and financial risks faced by HITRANS and would continue to be monitored by officers and advisors and presented to the Partnership for approval on an annual basis.

It was agreed to approve the HITRANS Risk Register November 2015 as detailed in the Appendix to the Report.

Annual Report 2014/2015 20 Mr Ranald Robertson submitted a Report seeking approval of the draft 2014/15 Annual Report and on the proposals for publication. The Report stated that HITRANS was required to produce an Annual Report each year detailing the activity of the Partnership following the implementation of the Business Plan produced in advance of the year. The Annual Report detailed HITRANS achievements in relation to the Business Plan..

It was agreed to:

- (1) approve the allocation of £1,000 from the Publicity budget to meet the graphic design and printing costs of the Annual Report; and**
- (2) authorise the Partnership Director to finalise the Report, incorporating the comments of Board Members.**

Programme of Meetings 2016 21 With reference to item 7 of the Minute of Meeting of 4 September 2015 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
28 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
27 September	Partnership Meeting – Board only		Tele-Conference
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 dates and at the locations detailed above; and;**
- (2) that additional meetings would be called if circumstances required the Board to meet.**

Climate Change Public Bodies Reporting Duty 22 Mr Ranald Robertson submitted a Report in respect of the reporting duty under Part 4 of the Climate Change (Scotland) Act 2009. The Report stated that reporting offered an opportunity to gauge the sector's contributions to the achievement of national targets and for individual organisations to view a snapshot of their work in climate change over the course of a given year.

It was agreed to approve HITRANS Climate Change Public Body Report on HITRANS Carbon Emissions detailed Appendix A to the Report.