

Minute of Meeting held in the Meeting Room, 7 Ardross Terrace, Inverness on Tuesday 28 June 2016 at 10.30am.

PRESENT Cllr James Stockan (Chair), Orkney Council Member (by tele-conference)  
 Cllr John Mackay (Vice Chair), Comhairle nan Eilean Siar Member (by tele-conference)  
 Cllr Audrey Sinclair, The Highland Council Member  
 Prof David Gray, 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 (by tele-conference)  
 Mr Mike Mitchell, Partnership Treasurer  
 Ms Maggie Bruce, Audit Scotland

APOLOGIES Cllr Robert Macintyre, Argyll and Bute Council  
 Cllr John Cowe, Moray Council  
 Mr Okain MacIannan, Non-Councillor Member  
 Mr Wilson Metcalfe, Non-Councillor Member  
 Mr Gavin Barr, Orkney Islands Council  
 Mr Iain Mackinnon, Comhairle nan Eilean Siar  
 Mr Malcolm Macleod, The Highland Council  
 Mr Fergus Murray, Argyll and Bute Council  
 Mr Tony Jarvis, HIE  
 Ms Pip Farman, NHS Highland

**MINUTES**

Minute of Meeting of 15 April 2016 1 The Minute of Meeting of 15 April 2016 was **approved** with the following amendments:  
 At item 3 delete “31 December 2015” insert “29 February 2016”  
 At item 3 delete “balanced budget would be delivered at the end of the financial year” and insert “it was predicted that the budget would deliver an underspend of £6,840 at the end of the financial year.”  
 At item 4 (2) delete “2016/17” inset “2015/16”

Matters Arising 2 Mr. Ranald Robertson indicated that the initial draft of the Air Services Scoping Paper had been circulated and would be reported to the September 2016 meeting. Mr. Robertson confirmed that the Audit Fee for 2015/16 would be £10,500. Mr. Neil Macrae indicated that a further workshop on the Regional Transport Strategy Main Issues Report would be held and reported to the September 2016 meeting.

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

**FINANCE**

Revenue Budget Monitoring Report – 1 April 2015 to 31 March 2016 3 With reference to item 3 of the Minute of Meeting of 15 April 2016 Mr Mike Mitchell submitted a Report detailing HITRANS revenue monitoring position for the period 1 April 2015 to 31 March 2016. The Report stated the annual budget approved at the Board Meeting held on 6 February 2015 was subsequently amended to include the 2014/15 underspend of £28,152, and the committed but unclaimed portions of the 2014/15 Bus Investment Fund grant together with the 2014/15 Sustrans embedded project funding grant. The budget had been increased for additional grants as part of the Community Links Project for both the Ballachulish to Corran Ferry cycle route and the South and North Bridges to the UHI Inverness Campus. The Report detailed the major issues and variances and indicated that the final outturn figure detailed an underspend of £1,701.

**It was agreed to approve the revenue monitoring position for the year to 31 March 2016.**

Unaudited Accounts 2015/16 4 Mr Mike Mitchell submitted a Report detailing the unaudited Annual Accounts for 2015/16. The Report stated that the Accounts summarised transactions and provided the year end position as at 31 March 2016. The Accounts detailed a balanced budget which allowed HITRANS to meet its legal obligation of breaking even over the financial year.

**It was agreed to approve the final outturn revenue monitoring position for the year ended 31 March 2016**

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

Research Development Budget 2016/17 Update 5 With reference to item 7 of the Minute of Meeting of 15 April 2016, Mr Ranald Robertson submitted a Report providing an update on progress with delivery of the Research and Strategy Development Programme 2016/17 and seeking approval of amendments to the Programme to reflect commitments made, changing priorities and funding opportunities identified since the approval of the 2016/17 Business Plan.

**It was agreed to approve the amendments to the Research and Strategy Development Programme 2016/17 as detailed in the Appendix to the Report.**

Inverness City-Region Deal 6 Mr Neil Macrae submitted a Report in respect of the Inverness City Region Deal. The Report stated that agreement on the Deal had been reached between the Scottish Government, UK Government and The Highland Council. The City-Region Deal involved a large number of funded projects and commitments across a range of areas including transport, health, digital connectivity, skills and employability. For each commitment a lead organisation had been identified with HITRANS leading on the delivery of the commitment relating to Inverness Air Access.

**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 items 7 and 8 on the grounds that exempt information as defined in Schedule 7A to the Local Government (Scotland) Act 1973 would be disclosed

SNP Manifesto "Transport" Commitments 7 The Board considered a Report prepared by Mr George Eckton, SESTRan, in respect of emerging work priorities from the Scottish Government's Programme for Government 2016-17. The Report detailed the manifesto commitments outlined pre-election which would have a number of legislative and strategic actions which would have clear impacts for the policy areas covered by Regional Transport Partnerships (RTP's). The Report sought to inform the Lobbying and Influencing Strategy to be agreed at the RTP's Chairs Forum.

**It was agreed:**

- (1) to note the Report.**
- (2) that Mr Ranald Robertson would prepare a briefing note for members in relation to transportation commitments within the SNP Manifesto;**
- (3) to invite Mr Humza Yousaf, Minister for Transport and the Islands to a future Partnership Board meeting.**

Rail Revolution – Towards the 2018 Timetable 8 Mr Frank Roach submitted a Report detailing the latest position in relation to ScotRail's 2018 timetable proposals.

**It was agreed to note the Report**