

Minute of Meeting held in The Royal Hotel, Ullapool on Friday 25 November 2016 at 9.00am.

PRESENT

Cllr James Stockan (Chair), Orkney Islands Council Member
 Cllr John Mackay (Vice-Chair), Comhairle nan Eilean Siar Member
 Cllr Audrey Sinclair, The Highland Council Member
 Cllr Graham Leadbitter, The Moray Council Member
 Prof David Gray, Non-Councillor Member
 Mr Ranald Robertson, Partnership Director
 Mr Frank Roach, Partnership Manager
 Mr Neil MacRae, Partnership Manager
 Mr Derek Mackay, Partnership Secretary
 Mr Mike Mitchell, Partnership Treasurer
 Mrs. Nicola Moss, Moray Council
 Mr Gavin Barr, Orkney Islands Council
 Mr Iain Mackinnon, Comhairle nan Eilean Siar
 Mr Richard Gerring, The Highland Council
 Mrs. Moya Ingram, Argyll and Bute Council
 Mr Tony Jarvis, HIE
 Ms Pip Farman, NHS Highland
 Mr. Fraser Grieve, SCDI

APOLOGIES

Cllr John Cowe, Moray Council
 Mr Wilson Metcalfe, Non-Councillor Member
 Cllr Robert Macintyre, Argyll and Bute Council
 Mr Okain MacIennan, Non-Councillor Member
 Mr Malcolm Macleod, The Highland Council

IN ATTENDANCE

Mr Colin Howell, The Highland Council

WELCOME

The Chairman welcomed Mr Richard Gerring and Mr Colin Howell to the Meeting.

MINUTES

Minute of Meeting of 16 September 2016 1 The Minute of Meeting of 16 September 2016 was **approved** with the amendments detailed at the Meeting, namely that the 28 April 2017 meeting would be held in Inverness and the 22/23 June 2017 Meeting would be held in Moray.

Minute of Meeting of 28 September 2016 2 The Minute of Meeting of 28 September 2016 was **approved**.

Matters Arising 3 There were no matters arising.

FINANCE

Revenue Budget Monitoring Report - 1 April 2016 to 31 October 2016 4 With reference to item 3 of the Minute of Meeting of 16 September 2016, Mike Mitchell, Partnership Treasurer, submitted a Report which set out the revenue monitoring position for the period to 31 October 2016 and the projected year end position. The Report stated that income and expenditure was broadly in line with the budget out-turn target and that it was predicted that at the end of the financial year the budget would deliver a balanced budget.

It was agreed to approve the revenue monitoring position for the period to 31 October 2016.

Statement of Internal Control 2015/16 & Audit Matters Arising 5 Mr Mike Mitchell submitted a Report which detailed an assessment of the adequacy, reliability and effectiveness of the Partnership's systems of internal control and provided information for the Partnership's Governance Assurance Statement. The Report stated that, in relation to Statement of Internal Control, it was considered that the key systems operated in a sound manner and there had been no fundamental breakdown in control resulting in material discrepancy. The Report stated that it was the audit opinion that reasonable assurance could be given upon the adequacy and effectiveness of the Partnership's internal control systems for the year to 31 March 2016.

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

Review of Financial Regulations and Contract Standing Orders 6 Mr Ranald Robertson submitted a Report which detailed proposed amendments to HITRANS Financial Regulations and Contract Standing Orders. The Report stated that the documents were based on The Highland Council's Financial Regulations and Contract Standing Orders.

It was agreed to approve the application to HITRANS of The Highland Council Financial Regulations June 2016 and Contract Standing Orders April 2016.

RESEARCH AND STRATEGY DELIVERY

Research and Strategy Development Programme for 2016/17 7 With reference to item 7 of the Minute of Meeting of 16 September 2016 Mr Ranald Robertson submitted a Report which provided an update on progress on delivering of the Research and Strategy Development Programme and sought approval of amendments to the programme to reflect commitments made and changing priorities and funding opportunities identified since approval of the 2016/17 Business Plan. The Report stated that the programme included provision for the contingency of an underspend emerging on any of the individual projects by allowing for an overspend of £52,500 on a working budget of £1,200,000.

It was agreed to note the latest budget position for the Research and Strategy Development Programme 2016/17 as detailed in the Appendix to the Report.

Active Travel Update/ Cycling Scotland Officer Proposal 8 With reference to item 15 of the Minute of 16 September 2016 Ms Fiona McNally submitted a Report which provided an update on Active Travel projects and a proposed partnership between HITRANS, three of its constituent Local Authorities and Cycling Scotland for an embedded officer based in the HITRANS region to promote and help deliver cycling training in support of achieving CAPS 2020 targets. The Report stated that Cycling Scotland had been in discussions with HITRANS with regard to a proposal for a new regional post to help develop cycle training, in particular Bikeability and adult training across the region.

It was agreed to note the active travel update.

Branchliner 9 With reference to item 12 of the Minute of Meeting of 16 September 2016 Mr Frank Roach submitted a Report which provided an update on progress on the Branchliner Project. The Report stated that following the Branchliner Seminar, negotiations were proceeding with suppliers, freight operators and mills. The Report stated that HITRANS and Highland Council were working with Network Rail to progress the rail sidings. The Report indicated that HITRANS had drawn up a train specification for rail haulage and that prices had been received from two Freight Operating Companies.

It was agreed to note the Report.

Skyefall Tram Train Option 10 Mr Frank Roach together with Mr Colin Howell, The Highland Council, gave a presentation on the potential for a train/tram solution to provide a by-pass at Stromeferry. It was indicated that further discussions would take place with Transport Scotland.

It was agreed to note the Presentation.

Regional Transport Strategy Update 11 With reference to item 19 of the Minute of Meeting of 16 September 2016 Mr Neil Macrae submitted a Report in respect of the refresh of the Regional Transport Strategy (RTS). The Report stated that the Scottish Government had confirmed that they would be undertaking a full review of both the National Transport Strategy and the Strategic Transport Projects Review (STPR) and the refresh of the RTS would present an opportunity to feed into and shape the emerging National Transport Strategy. The Report detailed a proposed timetable for the refresh which would extend the consultation period beyond the Local Government Elections 2017 to enable new Elected Members to input into the Strategy.

It was agreed to approve the timetable for the refresh of the Regional Transport Strategy as detailed in the Report and that Board Members would submit comments to Mr Neil MacRae by the end of December 2016.

- Cycle Training – West Highland Line and Sleepers
- 12 Mr Frank Roach submitted a Report which provided members with a proposal to analyse the demand for cycle carrying capacity on the West Highland Lines and Serco Caledonian Sleeper. The Report stated that HITRANS proposed to carry out a study to establish the level of demand for train cycle carrying, to establish the benefits of rail/cycle visitors and to identify future trends and options for managing the demand. The Report indicated that Transport Scotland would be funding partners and that HITRANS would engage with Visit Scotland, Sustrans, Cycling Scotland and other cycling organisations.
- It was agreed to undertake a Study to establish demand for train cycle carrying on the West Highland Lines and Secco Caledonian Sleeper.**
- Local Authority Ferry Services
- 13 Mr Neil MacRae submitted a Report which provided an update on progress with the Scottish Transport (STAG) Appraisal of those routes which were served by Local Authority ferry services with a view to establishing sustainable funding solutions in the context of Scottish Government commitments within the Scottish Ferries Plan (2013-2022).
- It was agreed to note the Report and support HITRANS further engagement with its partner Local Authorities, Transport Scotland and Highlands and Islands Enterprise to establish sustainable transport solutions for those routes currently served by lifeline ferry services.**
- Inverness Airport (Dalcross) Station Update
- 14 With reference to item 14 of the Minute of Meeting of 16 September 2016 Mr Frank Roach submitted a Report providing an update on the progress of the Inverness Airport Dalcross station. The Report stated that the planning application had been lodged and was anticipated to be presented to the South Planning Application Committee on 17 January 2017. The Report detailed the current funding status for the project and intimated that the Scottish Stations Fund application had been lodged and would be discussed by the Route Investment Review Group in November 2016
- It was agreed to note the Report.**
- Value of Transport
- 15 Mr Neil MacRae submitted a Report detailing the proposed potential scope for a study to assess the wider socio-economic value of the transport network and services within the HITRANS area. The Report detailed the existing research in the area and a proposed scope of work which could be undertaken to support and further develop understanding and in doing so help support the strategic case for retention and increase of transport budgets at a local, regional and national level.
- It was agreed to:**
- (1) approve the objectives of the proposed research and the scope outlined the outcomes of which will support the development of policies promoted in the updated Regional Transport Strategy; and**
 - (2) support the commissioning of initial desk based research with potential for extending commission in future to include some primary research involving one or more suitable case studies.**
- Points North
- 16 With reference to item 10 of the Minute of Meeting of 10 April 2015 Mr Frank Roach submitted a Report detailing proposed interventions to restore North of Inverness Rail Performance. The Report stated that HITRANS was involved in regular meetings with Network Rail and ScotRail working through the Points North 20 Interventions and informed by the Far North Performance Study, with a key target to restore reliability to the timetable in May 2017. The Report stated that HITRANS had organised a seminar on 16 December 2016 on Network Rail's Scotland Route Study, the Performance Improvement Programmed, 158 maintenance/scenic trains, level crossings, RETB signaling upgrade and timetable development.
- It was agreed to note the Report.**

PARTNERSHIP

- Adopt an Intern 17 With reference to item 17 of the Minute of Meeting of 27 November 2017 Mr Ronald Robertson submitted a Report in relation to the Centre for Scottish Public Policy (CSPP) 'Adopt and Intern' Programme. The Report indicated that there was an opportunity to consider the temporary employment of an Intern by HITRANS through the CSPP. The intention of the Internship was to offer individual graduates a minimum term of employment of 3 months, working not less than 20 hours per week on the following key tasks:
- Office administration/management tasks.
 - Policy development
 - Stakeholder engagement
 - Development of project management practice
 - Support HITRANS work in developing EU, Community Links and other funding opportunities.
- It was agreed to participate in the Centre for Scottish Public Policy 'Adopt an Intern' Programme and that HITRANS would take on an Intern on the terms included in the Report for a period of 18 to 26 weeks.**
- Risk Management: Risk Register Update – October/ November 2016 18 With reference to item 19 of the Minute of Meeting of 27 November 2015 Mr Ronald Robertson submitted a Report in relation to the HITRANS Risk Register. The revised list of Risk Management Controls was detailed in the Appendix to the Report. The Report stated that the Risk Register covered strategic, management and operational 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 adoption of the HITRANS Risk Register November 2016 as detailed in the Appendix to the Report.**
- Records Managements Plan (RMP) 19 Ms Katy Cunningham and Mr Ranald Robertson submitted a Joint Report providing an update on the progress of the Records Management Plan (RMP) following the receipt of an invitation from the Keeper of the Records of Scotland to submit a Records Management Plan by 31 December 2016. The RMP had identified various policies and schedules that required to be reviewed/developed with regards to storage requirements, retention issues or destruction. The draft HITRANS Record Management Plan was detailed in the Appendix to the Report. The Chairman thanked Mrs. Katy Cunningham for her work in developing the Records Management Plan.
- It was agreed to:**
- (1) **note the Report;**
 - (2) **to approve the structure and broad content of the draft "Records Management Plan" and associated documents for submission to the Keeper of the Records Scotland for consideration and approval by deadline 31 December 2016; and**
 - (3) **authorise the Partnership Director to sign off the final Records Management Plan prior to submission to the Keeper of the Records.**
- Draft Minute of Islands Transport Forum (ITF) Meeting 29 September 2016 20 **It was agreed:**
- (1) **to note the draft Minute of the Island Transport Forum of 29 September 2016;**
 - (2) **that the Air Services Scoping Paper would be raised at the next RTP's Joint Chairs Meeting; and**
 - (3) **that the Partnership Director would seek the introduction of an agenda setting tele-conference prior to each Meeting of the Islands Transport Forum.**
- Climate Change Duty 21 Ms Jayne Westbrook submitted a Report in respect of climate change duties. The Report stated that in Part 4 of the Climate Change (Scotland) Act 2009 there had been an introduction of mandatory reporting for public sector organisations in relation to sustainability and climate change. The HITRANS organisational carbon emissions for 2015/16 were detailed in the appendix to the Report with the next steps being to identify organisational targets for reducing its carbon emission, and to explore methods of reporting tools to help continue to monitor carbon emissions throughout the year.
- It was agreed to approve HITRANS Climate Change Public Body Report on HITRANS Carbon Emissions detailed in Appendix A to the Report.**

EUROPEAN

Low Carbon
Transport and
Travel: Pre
Application Support
Funding (PASF)

- 22 With reference to item 21 of the Minute of Meeting of 25 November 2016 Ms Fiona McNally submitted a Report providing an update on work being undertaken within the HITRANS area for projects which had been awarded funding from Transport Scotland's Pre-Application Support Fund. The funding had been made available to help the public, community, and third sector organisations develop ideas for the European Regional Development Fund Low Carbon Travel and Transport Challenge Fund. It was intimated in the Report that HITRANS had been awarded £10,000 towards the feasibility and scoping of active travel hubs for Active Travel projects in Argyll and Bute and Lochaber.

It was agreed:

- (1) to note the Report and consider other opportunities to submit applications to the Low Carbon Travel and Transport Fund:**
- (2) to discuss opportunities for match funding with Transport Scotland and the European Regional Development Fund; and**
- (3) to present Transport Scotland with region wide options.**

SPARA 2020
Update

- 23 With reference to item 18 of the Minute of Meeting of 15 April 2016 Ms Jayne Westbrook submitted a Report updating members of the progress made in developing the SPARA 2020 INTERREG IVB Northern Periphery Programme project that had secured funding for the Northern Periphery and Artic Area INTERREG Programme with HITRANS as Lead Partner. It was intimated in the Report that the SPARA2020 work packages were progressing well, with HITRANS maintaining regular communication between project partners to ensure overall progress and to ensure that each work package met its project deliverables.

It was agreed to note the Report.