

Item:
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Minute of Meeting held in the Argyll Hotel, Dunoon on Friday 20 April 2018 at 9.00am.

PRESENT

Cllr Allan Henderson, The Highland Council Member (Chair)
Cllr Uisdean Robertson, Comhairle nan Eilean Siar Member
Cllr Roderick McCuish, Argyll and Bute Council Member
Cllr Graham Sinclair, Orkney Islands Council Member (By Teleconference)
Mr Wilson Metcalfe, Non-Councilor Member
Mr Okain McLennan, Non-Councilor Member
Prof David Gray, Non Councilor Member

IN ATTENDANCE

Mr Ranald Robertson, Partnership Director
Mr Frank Roach, Partnership Manager
Mr Neil MacRae, Partnership Manager
Ms Mairi Sine Macdonald, Comhairle nan Eilean Siar
Mr Gavin Barr, Orkney Islands Council (By Teleconference)
Mr Iain Mackinnon, Comhairle nan Eilean Siar
Mr Richard Gerring, The Highland Council
Mrs Moya Ingram, Argyll and Bute Council
Mr Fraser Grieve, SCDI
Mrs Nicola Moss, Moray Council
Mr Fergus Murray, Argyll and Bute Council

APOLOGIES

Cllr John Cowe, Moray Council Member (Vice Chair)
Mr Mike Mitchell, Partnership Treasurer
Mr Derek Mackay, Partnership Secretary
Mr Brian Archibald, Orkney Islands Council
Mr Malcolm Macleod, Highland Council
Ms Pip Farman, NHS Highland

MINUTES

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| Minute of Meeting of 2 February 2018 | 1 | The Minute of Meeting of 2 February 2018 was approved . |
| Matters Arising | 2 | Mr Ranald Robertson provide an update in respect of the following:

Item 8 - Inglis Lyon, Managing Director, HIAL had been unavailable attend and it was anticipated that the Air Traffic Control Strategy would be presented to the next meeting of the Partnership.

Item 11 - it was noted that the final report from the InJunction study was now with Transport Scotland.

Item 12 – it was noted that a there had been a meeting with Transport Scotland on 19 April to discuss HITRANS concerns around the level of redaction in the CHFS Contract Commitments. A further meeting will be arranged with CalMac Ferries Limited to understand areas where local stakeholders can support the delivery of CHFS commitments. |

It was agreed to note the update.

FINANCE

Revenue Budget Monitoring Report 1 April to 28 February 2018 3 With reference to item 3 of the Minute of Meeting of 2 February 2018, Mr Ranald Robertson, Partnership Director presented the Revenue Budget Monitoring Report to 28 February 2018 and the projected year end position. The Report stated that the annual budget had been approved by the Board on 3 February 2017 and amended for the inclusion of the 2016/17 underspend of £6,610 and grants for the Community Links Project and Carplus. The Year end projections predicted underspend of £4,584 and there were no major issues or variances as outlined in Section 3 to the Report.

It was agreed to approve the revenue monitoring position for the period to 28 February 2018.

HITRANS Business Plan 2018/19 4 With reference to Item 4 of the Meeting of 13 April 2017, Mr Ranald Robertson, Partnership Director, submitted a Report seeking approval of the HITRANS Business Plan for 2018/19. The Plan sets out the strategy and planned activities for HITRANS working with constituent Councils and stakeholders with a view to improving transport services across the Highland and Islands. Appendix 3 to the Report detailed the two year Research and Development Programme agreed at the February Meeting of the Partnership. The approved Business Plan would be submitted to Scottish Government and it was anticipated that the document would be published in PDF format in three weeks.

It was agreed to:

- (1) note the Report; and**
- (2) approve the Business Plan for Financial Year 2018/19, subject to the following changes:**
 - **highlight the Transport Bill in the foreword;**
 - **remove the dartboard diagram;**
 - **include references to the RTS supporting the development of Local Transport Strategy; and**
 - **update the EU Project Officer's details**

PARTNERSHIP

Non Council Board Member 5 Mr Ranald Robertson, Partnership Director submitted a Report seeking approval of the process to appoint a Non-Council Board Member subsequent to the departure of Mr Wilson Metcalfe from the Board following the meeting on 20 April 2018. The Chairman on behalf of the Board took the opportunity to thank Mr Metcalfe for his contribution and expertise over the years since his appointment in March 2006 and wished him well for the future. It was noted that Mr Metcalfe had agreed to Chair the next meeting of the Aviation Consultation Group Meeting.

The Report stated that the Board was currently supported by three Non Council Members and outlined the process for recruitment. The Report further highlighted the opportunity to appoint observers to the Board and proposed that officers investigate the feasibility of appointing a Young People Observer.

It was agreed:

- (1) that the Partnership's personnel adviser arrange to advertise the Non Council Board Member vacancy;**
- (2) that the selection panel for shortlisting the applications comprise the Chair, Vice Chair, Board Member and the Partnership Director;**
- (3) Mr Uisdean Robertson would be the Board Member on the selection panel**
- (4) that the interview panel compose of two Board Members an office bearer and the Partnerhsip Director. The panel to be finalised when a date for interview is set following selection of candidates;**
- (5) that the term of appointment be for a four year period after which time the role will be readvertised with the incumbent able to apply for a further term; and**
- (6) to authorise officers to identify a suitable Young People representative to be invited to become a Board Observer. The preferred candidate to be approved by the Board at the first opportunity.**

Model Publication Scheme 6 With reference to Item 19 of the Meeting of 25 November 2017, Mr Ranald Robertson, Partnership Director and Ms Katy Cunningham, Office Manager submitted a Joint Report advising of HITRANS statutory requirement under the Public Records (Scotland) Act 2011 to produce and submit a Records Management Plan (RMP) to the Keeper of Records Scotland. The Report stated that the RMP set out the arrangement in place for the preservation and management of all relevant records created by HITRANS. Subsequent to a draft submission, the Keeper requested a number of revisions and specifically the management of the Freedom of Information Publication Scheme. Accordingly the Report proposed that additional text be added to the section to the Scheme as outlined in the Report.

It was agreed:

- (1) to note the Report; and**
- (2) approve the proposed text to be added to HITRANS Model Publication Scheme of 'Accessing Information Not Included in the Publication Scheme'.**

Proposed
Restricted Roads
(20mph Limit) Bill –
HITRANS Position

- 7 Mr Ranald Robertson, Partnership Director, submitted a Report in respect of a proposed Restricted Roads (20mph Limit) Bill. The Report stated that Mark Ruskell MSP had completed a consultation on a Members Bill to change the default speed limit in built up areas across Scotland from 30mph to 20mph and was seeking a wide range of support prior to parliamentary scrutiny this year. The Report stated that the request had been received by the Partnership Chair and proposed that any support offered would be on the basis, that if the Bill was implemented, that it be fully funded through the local government funding settlement and that there would be no financial burden or additional costs to local authorities.

It was agreed

- (1) to note the Report; and**
- (2) to offer a letter of support in principle to Mr Ruskell MSP on the Proposed Restricted Roads (20mph Limit) Bill on the basis outlined in the Report.**

GDPR and Cyber
Security

- 8 Mr Ranald Robertson, Partnership Director and Ms Katy Cunningham, Office Manager submitted a Joint Report detailing preparation for the General Data Protection Regulation (GDPR) and the Scottish Government's Cyber Security Plan. The Report stated that as HITRANS managed their own IT in-house there was a requirement to consider cyber security and the actions detailed in the Action Plan (Appendix 2). Subsequent to completion of a cyber pre-assessment funded by Scottish Government on 27 March it was noted that HITRANS process achieved 85% compliance. The cost of the actual assessment would be met by each organisation and estimated to be £1.5k.

The Report further indicated that GDPR would introduce significant fines for personal data breaches from 25 May 2018 and following a review of the status of current information governance initiatives, it was concluded that there were a number of compliance tasks HITRANS required to address.

It was agreed to approve:

- (1) the Data Protection Policy and Privacy Notice for implementation in advance of the General Data Protection Regulation (GDPR) coming into force on 25 May 2018;**
- (2) the appointment of the Projects and Policy Office as HITRANS Data Protection Officer; and**
- (3) that the recommended option of Cyber Essentials Plus Accreditation be undertaken.**

RESEARCH AND STRATEGY DELIVERY

Research/ Strategy Development Programme 2017/18 9 With reference to item 9 of Minute of Meeting of 2 February 2018, Mr Ranald Robertson, Partnership Director, submitted a Report providing an update on progress with delivering the Research and Strategy Development Programme 2017/18 and sought approval of amendments to the Programme to reflect commitments made and changing priorities and funding opportunities identified since approval of the 2017/18 Business Plan. The Report summarised the key changes and further information was provided in the Appendix to the Report. The Report further highlighted a small overspend against budget that was likely to fall further at year end reconciliation and which included budget for and from EU projects which were not constrained to a single financial year.

It was agreed to:

- (1) **note the Report; and**
- (2) **approve the amendments to the Research and Strategy Development Programme 2017/18 as detailed in the Appendix to the Report.**

Scottish Islands Passport 10 Mr Neil MacRae, Partnership Manager, submitted a Report seeking Members views on the concept and merit of a Scottish Islands Passport as a marketing initiative with the potential to support lifeline ferry and air services and develop tourism opportunities especially for the most remote islands. The Report highlighted the success of the West Highlands Way, NCN500 and the 'Wild Atlantic Way' Passport which attracted 1.3m visitors to the west coast of Ireland last year. The Report further highlighted the potential of encouraging visitors to all of Scotland's 93 inhabited islands and sought Members views on the merits of a Scottish Islands Passport and how this could be developed. The Board was supportive of the concept and the proposal to explore funding options to take this forward.

It was agreed to:

- (1) **support the concept of a Scottish Islands Passport; and**
- (2) **that the Board write to the Humza Yousaf MSP, Minister for Transport and the Islands and the Cabinet Secretary for Culture, Tourism and External Affairs on the proposal.**

Electric Vehicle Strategy 11 With reference to Item 12 of the Meeting of 15 September 2017, Mr Neil MacRae, Partnership Manager, submitted a Report introducing the HITRANS Electrical Vehicle Strategy (EVS) and Action Plan. A revised Appendix to the Report was circulated at the meeting which detailed the Executive Summary and identified actions across four key themes i.e. regional planning, model integration, tourism and renewable energy. A budget allocation of £30k had been identified to support implementation of the action plan and following adoption of the EVS it was proposed to create a Stakeholder Group to perform a similar role as that of the various other groups HITRANS currently administers for other modes of transport.

It was agreed:

- (1) **to approve the adoption of the Electrical Vehicle Strategy and Action Plan;**
- (2) **to approve a budget line of £30k in the 2018/19 HITRANS Research and Delivery plan to help support the implementation of the priorities set out in the Strategy Action Plan; and**
- (3) **that the Client Group review detail of Action RP7 before publishing the final EV Strategy document.**

Car Club Development – End of Project Report 12 With reference to Item 11 of the Meeting of 13 April 2017, Mr Sean Cowell, Car Club Development Officer, submitted a Report providing an update on the outcomes of the Car Club Development Officer post which had supported the development of existing and new car clubs within the HITRANS area over the past 10 months. The Report summarised a three phase approach to developing car clubs, the main barriers to development in the HITRANS region, the main achievements through the course of the project and future opportunities. A Car Club Leaflet promoted by HITRANS was appended to the Report.

It was agreed to note the Report.

Fish'n'Trips 13 With reference to item 11 of Minute of Meeting of 24 November 2017, Mr Frank Roach, Partnership Manager, submitted a Report providing an update on research HITRANS had been asked to undertake by Transport Scotland and Scotland Food and Drink in relation to the aquaculture industry. Subsequent to the identification of six strategic priorities and the formation of an Industry Leadership Group working group it was proposed that the delivery of 20 specific actions should afford the sector an opportunity to attain long-term social and economic benefits for Scotland. It was proposed to engage with Local Authority Planners and Economic Development contacts.

The Report stated that a funding package of £20k had been provided through Highlands and Islands Enterprise for the research with a view to engaging consultants to undertake the work similar to that of the Whisky Logistics Study and would be included in the Research and Development Programme 2018/19.

It was agreed to note the Report.

Active Travel Update 14 With reference to item 14 of Minute of Meeting of 2 February 2018, Ms Fiona McNally, Active Travel Officer, submitted a Report providing an update on active travel. A £100k had been allocated by Sustrans Scotland from the Community Links Fund for regional activity and the projects and costs were outlined in the table to the Report. The remaining £4k of the budget was associated with other general funds towards active travel. It was noted that additional funding was available from Sustrans to the end of June 2018 to undertake the Inverness Active Travel Cordon count, feasibility of the Stromness to Stenness active travel route and the active count at Inverness Railway Station.

The Report provided further updates on the following projects funded through the Community Links Fund:-

- Accessing Inverness
- HITRANS Support for Active Aviemore; and
- CNES Active Travel Strategy

It was agreed to note the Report.

Skye Air Service Short Life Working Group 15 With reference to Item 21 of the Meeting of 15 September 2017, Mr Randal Robertson, Partnership Director, submitted a Report providing an update on the Skye Air Service. The Report stated that the feasibility work had focussed on establishing a strategic business case and capturing the benefits of the project against cost. The total operating costs for the service, based on similar requirements at Barra were £880-£980k if a PSO was applied and £690-£790k based on an ADS model. The Report further detailed capital expenditure and a development strategy and it was proposed the project promoters would now seek ministerial support to develop the most viable option and that the partnership be extended to include Transport Scotland and HIAL to form a short life working group on the basis outlined in the Terms of Reference appended to the Report. It was proposed that any associated design costs be met by HITRANS, HIE and the Highland Council.

It was agreed:

- (1) **to note the Report; and**
- (2) **to write to Humza Yousaf MSP, Minister for Transport and the Islands on the proposal to establish a short life working group with membership to include HIAL and Transport Scotland.**

- Rail Policy Update 16 Mr Frank Roach, Partnership Manager, submitted a Report in relation to Rail Policy, Control Period 6 (2019-2024) (CP6) and specifically the Route Business Scotland Route Strategic Plan and the Freight and National Passenger Operators Route Strategic Plan (FNPO). The Report highlighted the positive Rail Enhancement and Capital Investment Strategy (RECIS) and options in the HITRANS area included Far North Connectivity and Highland and West Highland improvements. It was noted that Transport Scotland would hold a series of workshops and one had been scheduled in Inverness on Friday 27 April and an update would be provided on outcomes to the next meeting of the Partnership. The Report further highlighted the £2m Local Rail Development Fund (LRDF) 2018-19 and the potential to attract LRFD for Inverness Rail East for pre-pipeline assessment and which may enable a number of RTS schemes.
- Mr Roach further highlighted a press release published by Transport Scotland on the West Highland Lines Review Group which would look at opportunities to improve performance and journey times on the route from Helensburgh Upper to Fort William, Mallaig and Oban. It would also use a partnership approach, of which HITRANS would be included, to identify rail related initiatives for passengers and freight that exploit and enhance the economic and social value of the line and the communities it served.
- It was agreed to note the Report.**
- Orkney Inter-Island Transport Study Outline Business Case 17 With reference to Item 9 of the Meeting of 2 February 2018, Mr Neil MacRae, Partnership Manager, submitted a Report providing an update on progress with the Orkney Inter-Island Transport Study (OIITS). The Report confirmed that subsequent to an initial STAG, Part 1 pre-appraisal, a part 2 Optional Appraisal had been undertaken jointly funded by Orkney Islands Council, HITRANS, HIE and Transport Scotland. The final Strategic Business Case (SBC) was equivalent in detail with a STAG based 30 year strategy for the future of internal transport connections and an equivalent study had been undertaken for Shetland Islands Council. The Report further highlighted the additional £5.5m for Orkney Islands Council inter island ferry services included in the the Scottish Government's budget for 2018/19.
- Subsequent to finalising the Strategic Business Case, the Report stated that partners were now in the process of agreeing the scope and phasing of the Outline Business Case (OBC) and that the next phase would involve a similar level of funding as the SBC and the key capital OBCs to be progressed would be Outer North Isles and Rousay/Egilsay/Wyre. It was proposed that HITRANS officers lead the procurement of the OBC and that there was budget allocation to support this work within the 2018/19 Business Plan.
- Mr Graham Sinclair and Mr Gavin Barr representing Orkney Islands Council expressed their thanks to HITRANS officers for their support and assistance throughout the process and going forward.
- 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 undertake the priority Outline Business Cases or Orkneys Inter-Islands Transport network with the a view to agreeing a Final Business Case of Sustainable transport solution for those islands.**
- HIAL Car Parking Charge Introduction – Public Transport Options 18 Mr Neil MacRae, Partnership Manager, submitted a Report providing an update on car parking charges of £3 per 24 hours to be introduced at three of HIALS airports this summer; Sumburgh, Kirkwall and Stornoway and to consider opportunities to improve public transport connectivity at these airports. The Report stated that HIAL had invested £500k, with the expectation that this be recouped within the first year and to thereafter reinvest to maintain and improve the facilities at these airports. The Report recognised a need to identify sustainable transport alternatives for passengers accessing these airports through improving public transport connectivity.
- It was agreed to note the Report and support the work of Officers in identifying adequate sustainable transport alternatives for passengers accessing Stornoway and Kirkwall Airports following the introduction of parking charges at these airports.**

- Wood you use Rail? 19 With reference to item 19 of Minute of Meeting of 2 February 2018, Mr Frank Roach, Partnership Manager gave a presentation providing an update on the feasibility and desirability of moving round timber or finished products by rail. Mr Roach stated that survey work had been conducted in February 2018 and the key issue was supply and of 16 respondents only one had indicated a lack of interest. There were currently seven companies using rail and others considering it. The presentation gave an overview of the barriers to using rail and solutions and the proposed next steps and HITRANS would undertake the following actions:
- organise meetings with Rail Freight Operators to discuss the findings;
 - catalogue existing and dormant facilities that could be used for timber;
 - identify terminals that can be reactivated; and
 - identify new terminal opportunities (Ayrshire, West Highland, Inverness) that could support cluster working

It was agreed to note the Presentation.

URGENT ITEM

- Outer Hebrides 20 Mr Iain Mackinnon, Partnership Adviser, Comhairle nan Eilean Siar submitted a Report on STAG Assessment providing an update on matters associated with the Outer Hebrides Ferry Services Scottish Transport Appraisal Guidance (STAG) Assessment. The Report stated that the Vessel Replacement and Deployment Plan (VRDP) 2015 had noted forecast growth on the Stornoway-Ullapool and Uig-Tarbert/Lochmaddy services and identified increasing capacity pressures on the Uig-Tarbert-Lochmaddy, Stornoway-Ullapool and Berneray-Leverburgh routes. The VRDP Annual Report 2016 had also shown increased pressure on these routes and capacity issues on the Sound of Barra and Mallaig-Lochboisdale routes.

The Report further stated that the next stage of the process would undertake a proportionate transport appraisal to consider the evidence based social and economic need of the Outer Hebrides communities and identify options for the future investment and provision in detail. The scope, methodology and timetable of the appraisal process, including details of the proposed engagement and consultation to be undertaken as part of the process were outlined in the Report. Following the comprehensive engagement and consultation exercise it was proposed to request that the assessment team meet with Comhairle nan Eilean Siar Transportation and Infrastructure Committee in June 2018.

This item generated considerable discussion and whilst the STAG process had been welcomed, Members were of the view that it did not address short term issues. Recent media attention had highlighted cancellations and disruptions across the network due to the absence of MV Clansman and incidents to two other vessels in the fleet which had a knock-on effect for the Western Isles routes at Easter. CalMac's vessel deployment, under capacity, concerns around resilience and lack of vessels, the location of staff and the impacts on tourism and the lifeline services to the many islands had been the subject of representations been made by the Comhairle to CalMac and the Minister for Transport and the Islands. It was proposed that HITRANS also write to the Minister making representations for short term solutions on the back of the concerns raised at the Meeting.

It was agreed:

- (1) **to invite Graham Laidlaw, Deputy Director Ferries Division, Transport Scotland and representatives from CMAL and CalMac to meet with HITRANS; and**
- (2) **that the Partnership Director, on behalf of the Board write to Humza Yousaf MSP, Minister for Transport and the Islands highlighting the concerns raised and seeking short term solutions.**