

- HITRANS Business Plan 2019/20
- 4 With reference to item 4 of the Minute of the Meeting of 8 February 2019, Mr Ranald Robertson, Partnership Director, submitted a Report in respect of the HITRANS Business Plan for 2019/20. The Plan detailed the intended method of delivery of the HITRANS Strategy in the upcoming financial year working with constituent Councils and Stakeholders and the identified priorities to optimise transport connectivity to and within the Highlands and Islands. The programme of work set out included a two year Research and Strategy Development Programme.

It was agreed to approve the HITRANS Business Plan 2019/20 incorporating the comments of Board Members and Partnership Advisors.

PARTNERSHIP

- Equalities Duties
- 5 With reference to item 5 of the Minute of Meeting of 13 April 2017 Mr Ranald Robertson, Partnership Director submitted a Report in relation to the reporting requirements for the public sector equalities duties. The Report stated that HITRANS, as a Regional Transport Partnership had a statutory requirement to comply with the requirements of the Equalities Act 2010. The Mainstreaming the Equality Duty Report which would demonstrate how HITRANS promoted equality and the Equality Outcome Report detailed the set of outcomes which would enable HITRANS to better perform the general equality duty. The draft Reports were detailed in Appendix A and B of the Report

It was agreed to:

- (1) note the Report; and**
- (2) approve the draft “Mainstreaming of Equality Duty” and the “Equality Outcomes” Reports as a basis for publication by 30 April 2019.**

- Local Governance Review
- 6 Mr Ranald Robertson, Partnership Director, submitted a Report which detailed the outcome of scoping research undertaken by CP1919Plus 21 into the impact and potential opportunities for HITRANS from the Scottish Government’s Review of Local Governance. The research investigated the level of local democracy and subsidiarity of key transport services and reviewed the transport outcomes required across the HITRANS area. The research highlighted the opportunity to deliver improved outcomes in partnership with constituent Councils whilst maintaining the principles of subsidiarity and strengthening local democracy and participation.

It was agreed to:

- (1) note the Report;**
- (2) approve further discussion with HITRANS partners initially through the Partnership Advisors Group on the Report’s recommendations, and;**
- (3) approve the Report being shared with Partners through the Community Planning Partnership process and direct to partner Councils.**

Strategic Transport
Projects Review 2
(STPR2)

- 7 Mr Ranald Robertson, Partnership Director, submitted a Report in respect of the Transport Scotland Strategic Transport Projects Review 2 (STPR2). The Review would consider future investment in all transport modes including the strategic road and rail networks as well as active travel, island connectivity, ferries and buses. HITRANS lobbying had seen the creation of a Working Group specifically for the Region in relation to STPR2, which streamlined the process as opposed to working between multiple separate groups. HITRANS commissioned Consultants to undertake analysis of the inclusive growth contributions from smaller scale capital investments compared to larger scale national projects ahead of the STRPR2 consultation phase commencement. The Provocation Piece produced by the Consultants was appended to the Report.

It was agreed to:

- (1) note the Report;**
- (2) approve further discussion with HITRANS partners, initially through the Partnership Advisors Group, on the Report's recommendations, and;**
- (3) approve the Report being shared with Partners including Transport Scotland.**

Protection of Children
and Vulnerable
Adults Policy

- 8 Ms Vikki Treffer, Active Travel Officer, submitted a Report which provided an update on the requirement for a Protection of Children and Vulnerable Adults (PVCA) Policy under the terms and conditions of a grant award from Smarter Choices Smarter Places (SCSP). The Protection of Children and Vulnerable Adults policy was detailed in the appendix to the Report.

It was agreed to:

- (1) note the Report, and;**
- (2) approve the PVCA Policy in full.**

CONSULTATION

Infrastructure
Commission Call for
Evidence

- 9 Mr Ranald Robertson, Partnership Director, submitted a Report in respect of the call for evidence from the Infrastructure Commission from Scotland. The Commission was tasked with advising the Scottish Government on the priorities for investment over the next 30 years to meet economic growth and societal demands and how this might be delivered. The Commission would advise on the key strategic and early foundation investments that are required to boost economic growth and support the delivery of Scotland's low carbon objectives and achievement of its climate change targets. The draft HITRANS response to the call for evidence was detailed in Appendix 2 of the Report.

It was agreed to:

- (1) note the Report;**
- (2) consider the Call for Evidence document and suggest areas that should be covered in the HITRANS response;**
- (3) authorise the Partnership Director to prepare the final HITRANS response to the Call for Evidence based on discussions at the Partnership Meeting and the comments from Board Members and Permanent Advisors, and;**
- (4) agree to the final Infrastructure Commission for Scotland Call for Evidence response being approved by email sign off in advance of the Infrastructure Commission for Scotland deadline of Friday 3rd May.**

RESEARCH AND STRATEGY DELIVERY

Research/Strategy
Development
Programme for
2018/19

- 10 With reference to item 7 of the Minute of the Meeting of 8 February 2019, Mr Ranald Robertson, Partnership Director, submitted a Report which provided an update on the progress of delivering the Research and Strategy Development Programme and presented amendments to the Programme. The amendments reflected changes in commitments, priorities and funding opportunities since the Plan was first approved at the Partnership meeting on 20 April 2018.

It was agreed to approve the amendments made to the Research and Strategy Development 2018/19 Programme as detailed in the Report.

Midnight Train to
Georgemas

- 11 With reference to item 15 of the minute of meeting of 14 September 2018 Mr Frank Roach, Partnership Manager, submitted a Report to update members on the proposal to operate an overnight train service between Caithness and Central Scotland. HITRANS had received a draft Report on Rolling Stock Feasibility. The Report would complement the work previously undertaken by Systra and Reference Economics. The finalised Rolling Stock Report would be presented to Transport Scotland.

It was agreed to note the Report.

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| Regional Electric Vehicle Stakeholder Fund | 12 | <p>Mr Neil MacRae, Partnership Manager, submitted a Report seeking approval for HITRANS to establish a Regional Electric Vehicle Stakeholder Forum. The Forum would initially meet two to three times per annum, and would function similarly to the pre-existing Stakeholder groups already administered by HITRANS for rail and ferry services. The Report detailed draft Terms of Reference for the Forum.</p> <p>It was agreed to:</p> <p>(1) approve the establishment of a HITRANS Regional Electric Vehicle Stakeholder Forum</p> <p>(2) approve the draft Terms of Reference for the Forum detailed in the appendix to the Report.</p> |
| Local Rail Development Fund | 13 | <p>With reference to item 10 of the minute of meeting of 16 November 2018 Mr Frank Roach, Partnership Manager, submitted a Report in respect of the second round of the Local Rail Development Fund (LDRF). It was proposed to submit the Evanton Station, Skyefall, Oban Hub and Branchliner II Projects, which had been rejected in the first round, to the second round of LDRF funding.</p> <p>It was agreed to:</p> <p>(1) note the Report, and;</p> <p>(2) approve the four Projects detailed in the Report for submission to the second round of the Local Rail Development Fund.</p> |
| West Highland Line Analysis Tool | 14 | <p>Mr David Thomson, KTP Associates, submitted a Report which detailed the support work the Knowledge Transfer Partnership (KTP) had undertaken for the West Highland Line Review Group. The main purpose of the work was to provide an automated link between existing rail and bus timetables and a user-friendly desktop tool. The tool under development would aim to provide insight into service details on any rail line in the Region alongside equivalent bus travel.</p> <p>It was agreed to:</p> <p>(1) note the Report, and;</p> <p>(2) support the proposal for further development of tools to facilitate analysis.</p> |
| April Fuel | 15 | <p>Mr Frank Roach, Partnership Manager, submitted a Report which updated members on progress with alternatively-powered trains. The Report detailed the various meetings HITRANS had held with partners. HITRANS, HIE and the Scottish Hydrogen and Fuel Cell Association had organised a Workshop in Inverness on 29 May 2019 which would allow a number of projects in the Highlands and Islands to be showcased with the intention of supporting similar projects to take shape. HITRANS were in the process of procuring consultancy support to investigate the business case for a battery powered train to operate between Wick and Thurso.</p> <p>It was agreed to note the Report.</p> |
| Active Travel Update | 16 | <p>With reference to item 12 of the Minute of Meeting of 8 February 2019, Ms Vicki Trelfer, Active Travel Officer, submitted a Report which provided an update on Active Travel Projects. Details of Projects funded to date in the current financial year including Bikes on Buses, Cycle Parking at Transport Interchanges, the Active Travel Masterplan Action Plan, and Active Travel Design & Feasibility were outlined in the Report.</p> <p>It was agreed to note the Report.</p> |

Fastline Faslane 1 Mr Frank Roach, Partnership Manager, submitted a Report to update the members on the
7 Local Rail Development Fund project to improve connectivity at Faslane Naval Base. The Report indicated that consultants would be engaged to undertake a multi-modal transport study of connectivity in line with Scottish Transport Appraisal Guidance. The Royal Navy had designated the Base as its UK Submarine Centre of Specialisation and the increased activity would require increased infrastructure capacity. The Study would examine how MOD personnel and private sector contractors could access the Base with minimum disruption to the Base and to the local community.

It was agreed to note the Report.

Scottish Island 1 With reference to item 10 of the minute of meeting of 20 April 2018 Mr Neil MacRae,
Passport 8 Partnership Manager, submitted a Report which provided an update on progress being made to develop a Scottish Islands Passport and seeking approval for the appointment of a fixed term Project Manager to develop and implement the Project subject to the approval of an application for EU LEADER funding to develop the proposal.

It was agreed to:

(1) note the Report, and;

(2) approve the recruitment of a Project Manager who would be responsible for the refinement of the Scottish Island Passport Proposal and its implementation subject to the approval of HITRANS EU LEADER application.

Aviation 2050 1 With reference to Item 21 of the Minute of the Meeting of 8 February 2019, Mr Neil MacRae,
Regional Event and 9 Project Manager, submitted a Report which provided an update on work to develop a
Consultation coordinated response, in partnership with HIAL and Highlands and Islands Enterprise, to
Response the Department for Transport's consultation on a new Aviation Strategy – Aviation 2050. HITRANS appointed Northpoint Aviation to assist in preparing a response to the consultation. Northpoint Aviation had undertaken a number of consultations with key stakeholders across the Highlands and Islands and assembled the evidence base to support key priorities for the Region. The draft response was detailed in the Appendix to the Report.

It was agreed to:

(1) note the Report;

(2) consider the areas for the Highlands and Islands which the response to the Aviation 2050 consultation should prioritise, and;

(3) authorise the Partnership Manager to circulate a final version of the response to Members for review in the absence of a Partnership meeting before the consultation deadline.

STPR Highland Rail 2 Mr Frank Roach, Partnership Manager, submitted a Report which set out the commitments
0 made by Scottish Government in the first Strategic Transport Projects Review and restated in the Control Period publication of Network Rail in relation to improvements in the HITRANS area. The Report updated members on the latest developments in rail policy and proposed research to underline the importance of these past commitments being delivered comprehensively, as well as recommending a Study that would compare proposed and actual outputs of STPR1 and provide evidence of the need for their full delivery.

It was agreed to:

(1) note the Report; and

(2) compare proposed and actual outputs of STPR1 and provide evidence of the need for their full delivery.

EUROPEAN PROJECTS

- EU Funding Consolidated Update
- 2 Ms Jayne Golding, Projects and Policy Officer, and Mr Ranald Robertson, Partnership
 - 1 Director, submitted a Report which updated Members on HITRANS involvement in the Horizon 2020, INTERREG Northern Periphery and Arctic Area (NPA), North Sea Region (NSR) and North West Europe (NWE) European funded Projects. The Report sought approval for the appointment of temporary staff cover to support activity on these Projects for a short period of high activity on financial claims and project management during the summer of 2019.

It was agreed to:

- (1) **note the Report;**
- (2) **approve the use of EU project funding for the short term appointment of an Administrative Assistant at an estimated one off cost of £8,500, and;**
- (3) **approve the use of funding from the 118,000 EURO staff budget allocation within the INCLUSION Horizon 2020 project of a Project Manager to lead the pilot project phase of the project as a fixed / short term appointment at an estimated one off cost of £14,000.**

- FASTER
- 2 With reference to item 18 of the Minute of the Meeting of 8 February 2019, Ms Jayne
 - 2 Golding, Projects and Policy Officer, and Mr Ranald Robertson, Partnership Director, submitted a Report which updated Members on the recent submission of the FASTER project to the INTERREG VA Programme, supported by the European Regional Development Fund (ERDF), working with Partners from Scotland, Northern Ireland and Ireland. The Report sought approval for the appointment of two fixed term posts to support the implementation of the Project subject to the successful outcome of the application.

It was agreed to:

- (1) **note the Report;**
- (2) **approve the appointment of officers to support the delivery of the FASTER project subject to the application being approved, and;**
- (3) **authorise the Partnership Director to finalise the job description, term and salary following confirmation of the terms of the application award and undertaking benchmarking of the two positions.**

ITS

- Virtual In-Car Variable Message Signs
- 2 Mr George Brown, Cubic Transportation Systems, gave a presentation on Virtual In-Car
 - 3 Variable Message Signs. The presentation indicated that variable message signs were a long established facility on the roads network. Cubic Transportation systems were working with Transport Scotland to develop a trial system directly integrating with standard infotainment units in production cars to create a dynamic, extensive and effective means of informing and warning drivers.

It was agreed to note the Presentation.