

HITRANS ANNUAL REPORT

19



LOGANAIR
G-LGNC



THE WEE ELECTRIC
BUS

zero Emission

our bus being electric

FOREWORD

2019/20 has been an exciting year for HITRANS.

We have continued to work with partner Councils on shared service activity in Public Transport Information, EU projects and key delivery areas including active travel.

At a research and project level we have continued to work innovatively with partners in Scotland, the rest of the UK and across the European Union to deliver meaningful improvements in transport services within the Highlands and Islands. This has included our work as lead partner of the PAV North Sea Area project and as a partner in the North Sea Region projects – MOVE; Stronger Combined; and G-PaTRA. We have also completed our work in the INCLUSION Horizon 2020 project.

The end of the year saw us focus on the development of the largest and most ambitious Mobility as a Service (MaaS) programme ever delivered in the United Kingdom following the award of nearly £0.5M from Transport Scotland MaaS Investment Fund for HITRANS to develop an app and associated transport services that allows passengers to plan book and pay for multi modal transport services. Partners met to set out the delivery route map in January 2020 and we are excited by the challenge that we will have delivering this cutting edge advance in transport innovation.

HITRANS also received direct budget from Transport Scotland to support the delivery of a Regional Active Travel Fund and at the end of the financial year an allocation from the unallocated Transport Scotland Active Travel programme to deliver the following projects:

- Feasibility and Design of Active Travel Routes
- Bikes on Buses
- Cycle Parking at Interchanges
- Active Travel Masterplan Implementation
- Inverness eBike Dock System
- Active Travel Bridge Upgrade

In addition to the above projects, the Active Travel partnership with Sustrans during 2019/20 secured a grant allocation of £100,000 from the national Places for programme to support the development and provision of Active Travel projects across the region. During 2019/20 projects delivered under this programme include:

- Active Travel Workplace Challenge
- Cycle Counters
- Cycle Shelters
- Cycle Stands
- Cycle Lockers
- Active Travel Maps
- Active Travel Facilities at Transport Hubs

Bus services are the backbone to our public transport system providing vital access to employment, education, health and leisure services and connecting with other modes. In 2019/20 HITRANS has helped improve intelligent transport information systems building on our existing real time information provision.

We would like to thank our many public and private partners for their support in making 2019/20 a successful year and look forward to building upon this in the year ahead.



Randal Robertson, *HITRANS Partnership Director*

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BOARD, ADVISORS AND STAFF

The HITRANS Board comprises a Councillor from each local authority area covered by the partnership and 3 non-council members appointed in a personal capacity by the Board and approved by the Minister for Transport following open advertisement and selection. The Board has appointed a group of professional advisers who play an important role, working with the executive team, in developing strategy. The executive team report to the Board.

BOARD

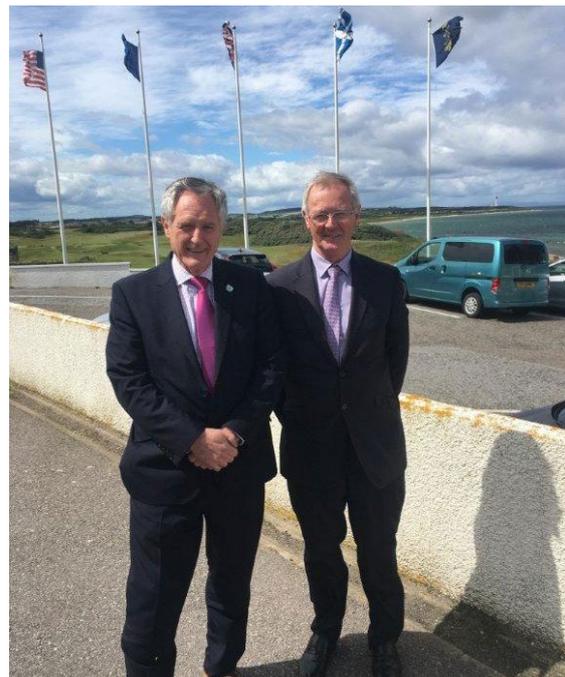
Cllr Allan Henderson, Chair (Highland Council)
Cllr John Cowe, Vice Chair (Moray Council)
Cllr Graham Sinclair (Orkney Islands Council)
Cllr Uisdean Robertson (Comhairle Nan Eilean Siar)
Cllr Robin Currie (Argyll and Bute Council)
Mrs Naomi Bremner
Prof David Gray
Mr Robert Andrew

ADVISORS

Gavin Barr (Orkney Islands Council)
Fraser Grieve (Scottish Council for Development and Industry)
Fergus Murray (Argyll and Bute Council)
Angus Murray (Comhairle Nan Eilean Siar)
Malcolm MacLeod (Highland Council)
Nicky Sobey (Highlands and Islands Enterprise)
Nicola Moss (Moray Council)

STAFF TEAM

Ranald Robertson (Partnership Director)
Katy Cunningham (Business Manager)
Neil MacRae (Partnership Manager)
Vikki Trelfer (Active Travel Officer)
Frank Roach (Partnership Manager)
Julie Cromarty (Public Transport Information Officer)
Jayne Golding (Projects and Policy Officer)
Rachael MacKenzie (Business Support Assistant)
Sarah Compton Bishop / Kirsten Gow
(Project Manager - Scottish Islands Passport)



Cllr Allan Henderson, Chair (Highland Council), right
Cllr John Cowe, Vice Chair (Moray Council), left

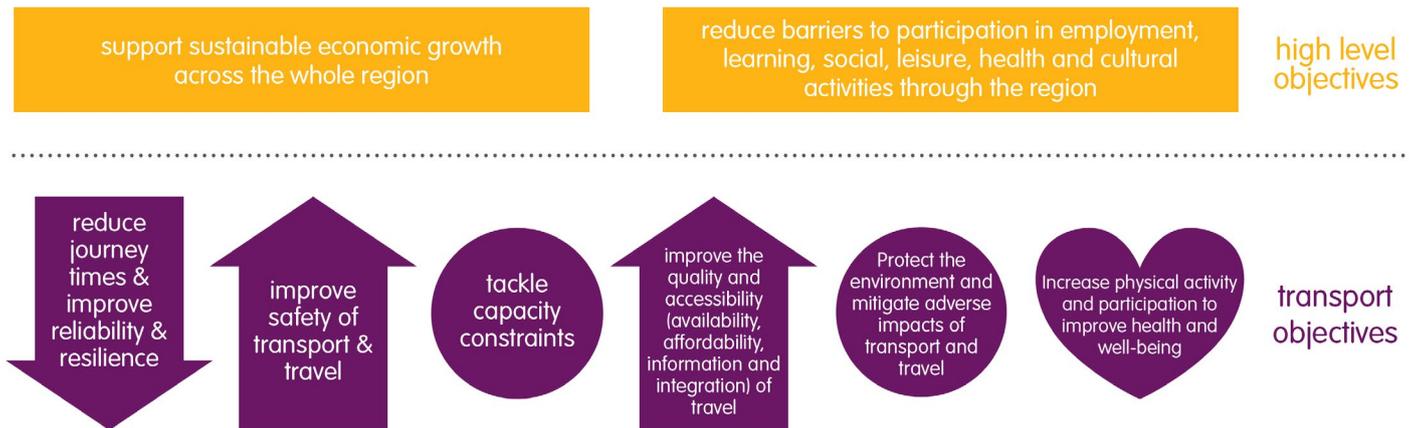
THE REGIONAL TRANSPORT STRATEGY

The Transport Scotland Act 2005 placed the preparation of the Regional Transport Strategy as the first duty of the Regional Transport Partnerships. The Strategies are strategic high level documents that focus on the transport strategies necessary to support Government's key objectives and the single outcome agreements of the constituent local authorities.

HITRANS updated Regional Transport Strategy (2018), sets out a vision to deliver connectivity across the region which enables sustainable economic growth and helps communities to actively participate in economic and social activities.

The RTS objectives were also updated as set out below. They were underpinned by two high level objectives which were to:

- Support sustainable economic growth across the whole region
- Reduce barriers to participation in employment, learning, social, leisure, health and cultural activities throughout the region



SUPPORTING LOCAL OUTCOME IMPROVEMENT PLANS



As a statutory community planning partner HITRANS works across our five CPP areas to provide transportation support to the process. The work of CPPs continues to evolve and Single Outcome Agreements are now to be replaced with Local Outcome Improvement Plans that will enable priority areas to be identified and addressed by Partners.

The modern transport system that is detailed in the Regional Transport Strategy will support a smarter community through better access to learning opportunities. The Strategy and the joint working of the Partnership, its Councils and Community Planning partners will help people across the Highlands and Islands to sustain and improve their health, ensuring faster, more reliable, and more affordable access to healthcare, and greater opportunities to lead an active lifestyle through active travel access to local services and facilities. HITRANS is actively engaging in the SOA process covering each of the five Community Planning Partnerships in our region.

RESEARCH AND STRATEGY DELIVERY



The Regional Transport Strategy (RTS) and its associated RTS Delivery Plan set out the key priorities, proposals and interventions required to support successful implementation and realisation of the Strategy's Vision and Objectives. Each year the Partnership approves a Business Plan which sets out the Partnership's key delivery priorities for the financial year concerned.

The Business Plan details the projects the Partnership is involved in and an update is reported to the Partnership Board which meets four times per annum. These projects link to the aims of the strategy and the Annual Report provides a report of performance against objectives, targets and performance indicators as outlined in the Regional Transport Strategy.

During 2019/20 the Business Plan set out a wide range of regional, local regional and national scale projects that have been delivered. These include:-

- Ongoing development, monitoring and refresh of the RTS
- Skye Air Service Development
- Orkney Internal Air and Ferry Study Outline Business Case
- Real Time Passenger Information
- Inverness Airport (Dalcross) Station Development
- HiTravel Shared Service Travel Information Project
- Fort William STAG
- Corran Narrows Fixed Links Options
- Inverness Campus Community Links Project
- Smarter Choices Smarter Places Project Support
- G-PaTRA North Sea Area Project
- MOVE North Sea Area Project
- INCLUSION Horizon 2020 Project
- PAV North Sea Region Project
- Stronger Combined North Sea Region Project
- ERDF Smart Cities – Scotland's 8th City ERDF
- Low Carbon Transport and Travel ERDF
- EU Project Development (FASTER)
- MaaS Investment Fund – HITRANS Led Project



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In addition to its principal focus on developing and delivering the RTS through work on the Research and Strategy Delivery Programme a significant proportion of staff time and resource was committed to supporting Community Planning engagement and activity in all five partner Council areas.

Further information on the Partnership's activity, the Regional Transport Strategy and our Revenue and Strategy Delivery Programme work can be obtained by visiting our website www.hitrans.org.uk.

EQUALITIES SCHEME

HITRANS as the Transport Partnership for the Highlands and Islands has statutory duties to have an Equalities Scheme and take very seriously engagement in matters relating to equality. Since the Partnership was established at the beginning of 2006, we have made significant progress in adopting and implementing policies in the human resources area which have equalities of opportunity enshrined within them. In addition, a major theme throughout our Regional Transport Strategy is the need for equality of access to transport facilities and services and through these to jobs, health care, education, shopping and social activities.

We have a statutory duty to publish an equalities scheme under legislation covering Race, Gender and Disability and we chose to introduce a single scheme addresses what we intend to do in these areas. It also addresses our proposals in other areas as well, for example age, religion/belief and sexuality.

We have chosen to combine these commitments in one equalities scheme rather than publish a series of individual schemes addressing specific legal duties but we have made it clear in the scheme which sectors of society should benefit from our proposals. The publication of this scheme is not the end of our duty to promote equal opportunities but simply the beginning. We hope that stakeholders and service users find this scheme informative and we welcome constructive feedback with a view to its improvement.

STAKEHOLDER ENGAGEMENT

ACTIVE TRAVEL ADVISORY GROUP

The Active Travel Advisory Group (ATAG) meets twice per year. The Group is attended by local authority transport officers, Sustrans, Cycling Scotland, cycle campaigners, access officers, and representatives from the health sector and transport operators.

The group has been engaged in the Active Travel Town Audit/ Masterplan process and acts as a forum for those interested in the greenest form of transport to share ideas and expertise at a regional level.



FERRY CONSULTATION ARRANGEMENTS

The Scottish Government tasked the Regional Transport Partnerships to put in place arrangements to provide consultative mechanisms between the operator, users and public agencies for the ferry network serving the Clyde, Hebrides, and Northern Isles.

The first line of consultation is between island groups and the ferry operator (Tier 1), with three second tier committees largely concerned with longer term planning and route development. The arrangements are now well established and the Tier 1 groups meet two to three times per annum.

There are four ferry user groups. These are:

- Clyde, Kintyre and Islands
- Argyll, Lochaber, Skye, Raasay and Small Isles
- Hebrides
- Orkney Transport and Travel Forum

AVIATION CONSULTATION GROUP

Our strategy for aviation is to enhance connectivity within the region and to our national gateways; to increase links with countries outside the UK; to retain the London services particularly through Heathrow and Gatwick; and to manage the environmental impact of aviation on the region without adversely affecting economic growth and sustainability of our communities.

To help us take forward these strategic aspirations HITRANS has established the Aviation Consultation Group with membership drawn from representatives of our key aviation stakeholders. The Group is chaired by HITRANS Board Member Wilson Metcalfe who brings a wealth of practical real world experience to the Group.

TRANSPORT COORDINATORS GROUP

The HITRANS Transport Coordinating Officers Group (HITCOG) is formed of officers from HITRANS and local authority transport officers and aims to deal with technical issues and share good practice in relation to the management and delivery of passenger transport coordination across the Highlands and Islands. The group meets two or three times each year.

FINANCIAL PERFORMANCE

The Audited Annual Accounts presented a public statement on the stewardship of funds for the benefit of both members of the Transport Partnership and the public. The Partnership is funded by The Highland Council, Moray Council, Comhairle Nan Eilean Siar, Orkney Islands Council and Argyll & Bute Council (excluding Helensburgh and Lomond).

The Partnership's financial results for the year, compared against budget, are as shown below. The full Audited Accounts are available at this [link](#).

BUDGET PERFORMANCE STATEMENT FOR THE YEAR ENDED 31 MARCH 2020

2019/20			
	Budget £000	Actual £000	Variance £000
Staff costs	445	484	39
Property costs	22	22	-
Travel and subsistence costs	30	25	(5)
Administration and meeting costs	30	37	7
Research and strategy development costs	910	1,051	141
Publicity costs	10	13	3
European projects costs	23	852	829
Support services	40	38	(2)
Gross expenditure	1,510	2,522	1,012
Government grants	(1,030)	(993)	37
Other grants	(100)	(934)	(834)
Other income	(157)	(379)	(222)
Constituent Council requisitions	(223)	(223)	-
Gross income	(1,510)	(2,529)	(1,019)
Net expenditure	-	(7)	(7)

Overall the budget was underspent by £0.007m and this sum was transferred to the General Fund Reserve with the main variations from budget during the year being as follows:

- The overspend on staff costs was due to employing additional staff on the Scottish Islands Passport project, however the additional costs were funded through additional income included in other income.
- Government grants fell short of their target due to project works not fully complete at the end of the financial year, however the grants will be available to meet expenditure incurred in 2020/21 financial year.
- The overspends in both research and strategy development costs and European projects costs are offset by third party contributions, included in other income, for project work and grant income received in respect of European projects. Given the nature of the unpredictability of both the expenditure and income profiles at budget setting time it is very hard to set a definitive budget. However, going forward, a more realistic budget will be set and adjusted through the regular financial monitoring reported to the Partnership Board.
- The budget for other grants relates to a grant from Sustrans for cycling project work. The majority of the favourable variance relates to grant income for European projects.

PUBLIC SERVICES REFORM (SCOTLAND) ACT 2010

HITRANS 19/20

Section 32(1)(a) of the Public Services Reform (Scotland) Act 2010 provides that as soon as reasonably practicable after the end of each financial year each listed public body must publish a statement of the steps it has taken during the financial year to promote and increase sustainable growth through the exercise of its functions.

During 2019/20 HITRANS has continued implementing a number of initiatives that have improved efficiency, effectiveness and economy and these are outlined below, following on from our actions the previous year. The table below details the information we publish under the Public Service Reform (Scotland) Act 2010 which can also be accessed at this [link](#).

HITRANS, as a statutory Regional Transport Partnership, is a listed body within the Act.

HITRANS Public Reforms Act Information Period covering 01/04/2019 - 31/03/2020			
1)	Public Relations Statement		
	Category	Supplier	External costs - invoiced
			Supplier Total
	Orkney Transport Guide Summer 2019 - Advertising	Orkney Islands Council	£85.00
	MAAS Scotland Membership Annual Renewal	Technology Scotland	£500.00
	Annual domain costs islandpassport.scot and islandspassport.scot	Calico	£80.00
	Issuing Drafting and Writing Services	Gordon Fyfe	£270.00
	Artwork Annual Report	Mako Creative	£250.00
	HITRANS Website Support	Velocity Design	£1,000.00
	Enable Magazine Thistle Card Advert May-Sept 2019 & Scotland 2019 - Advertising	Tactran	£699.00
	Orkney Transport Guide Winter 2019 - Advertising	Orkney Islands Council	£85.00
	RTP Share of transport report in Holyrood Magazine issue 434 - Advertising	Edinburgh City Council - Sustran	£642.86
	Business Plan Artwork	Mako Creative	£225.00
	Issuing Drafting and Writing Services	Gordon Fyfe	£210.00
	Issuing Drafting and Writing Services	Gordon Fyfe	£210.00
	HITRANS Website Support	Velocity Design	£1,000.00
	Issuing Drafting and Writing Services	Gordon Fyfe	£90.00
	Thistlecard Advertising - Inclusion	STV Central	£12,118.00
	Smarter Choices Smarter Places Advertising	STV Central	£7,882.50
	Consumer Research Thistle Card and HiTravel	STV Central	£1,300.00
	Thistlecard Advertising - Inclusion	STV Central	£10,000.00
	Total		

2) Overseas Travel							
Reason	Origin / Destination	No. Employees / Members	Travel Costs	Accommodation / Meals	Other Expenditure	Total	
INCLUSION - Partner Conference - Funded by EU Project	Groningen, Netherlands - June 2019		£352.83	£176.52	£26.00	£555.35	
Faster - Project Meeting	Dublin, Ireland - August 2019		£299.69	£410.85	£108.19	£818.73	
G-PaTRA - Project meeting - Funded by EU Project	Germany, March 2019		£171.24	£61.62	£0.00	£232.86	
G-PaTRA - Partner Conference - Funded by EU Project	Trondheim, Norway - September 2019		£617.75	£1,039.49	£0.00	£1,657.24	
MOVE - Partner Meeting - Funded by EU Project	Copenhagen, March 2019		£147.85	£410.48	£0.00	£558.33	
PAV - Partner Meeting - Funded by EU Project	Amsterdam, Feb 2020		£262.44	£326.46	£0.00	£588.90	
Stronger Combined - Partner Meeting - Funded by EU Project	Karlstad, March 2019		£181.43	£319.63	£0.00	£501.06	
Total			£2,033.23	£2,745.05	£134.19	£4,912.47	

3) Hospitality & Entertainment		
Date	Reason	Cost
Total		£0.00

4) External Consultancy			
Supplier	Project / Service	Total	Supplier Total
SYSTRA	Aquaculture Logistiics Midnight Train Timetable Review	£582.75	
AECOM	IRE New Staion feasibility x 2 payments	£14,462.50	
PBA / Stantec	Fastline Faslane STAG Appraisal x 3 payments	£27,599.00	
SYSTRA	Wick / Thurso Feasibility	£14,983.00	
SYSTRA	Midnight Train & HML Review	£10,000.00	25,565.75
Arcadis	MaaS Project x 2 payments	£13,339.50	
AECOM	Walking & Cycling Network Fort William Black Parks	£18,750.00	33,212.50
Harper Macleod LLP	Skye Air Services Project	£3,244.40	
PBA / Stantec	Orkney OBC Interim Account - Joint with HIE x 10 payments	£110,830.00	
PBA / Stantec	Coran Narrows STAG - Joint with HIE x 4 payments	£52,000.00	190,429.00
Pedersen Consulting	NTS - Ferries and Islands Plan Study	£1,875.00	
Conigital	EV Strategy	£4,000.00	
Northpoint Aviation	H&I Aviation 2050	£17,570.00	
Reference Economic Consultants	National Transportt Strategy Consultation	£3,600.00	
Total		£292,836.15	

5) Payments in Excess of £25,000			
Payee	Commodity / Service Description	Payment Date	Amount
Mull & Iona Trust	Regional Active Travel Fund - Mull & Iona Roads Feasibility	20/03/2020	£35,000.00
VIX	Smart Cities - Funded by Project	27/03/2020	£94,320.39
Moray Council	Construction of Dufftown Pedestrian Improvements	21/06/2019	£40,000.00
Falco Argyll & Bute Council	Regional Active Travel Fund - Cycle Shelters/lockers/racks at various locations	05/07/2019	£39,155.00
	Transport Scotland Unallocated Fund - A816 Riverside Footway Lochgilphead	19/07/2019	£199,998.72
Total			£408,474.11

6) Members or employees who received remuneration in excess of £150,000			
	Nil return.		

The Highlands and Islands Transport Partnership (HITRANS)
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