

Minute of Meeting held in the Board Room, Inverness College UHI, on Thursday 6 October 2022 at 12.30pm.

Present	<p>Mr Uisdean Robertson, Comhairle nan Eilean Siar Member (Chair)          Mrs Amber Dunbar, Moray Council Member (Vice-Chair)          Mr Andrew Kain, Argyll and Bute Member          Mr David Dawson, Orkney Islands Council Member          Mr Michael Green, The Highland Council Substitute Member          Mr Robert Andrew, Non-Councillor Member          Prof David Gray, Non-Councillor Board Member          Mrs Naomi Bremner, Non-Councillor Board Member</p>
In Attendance	<p>Mr Ranald Robertson, Partnership Director          Mr Neil MacRae, Partnership Manager          Mr Frank Roach, Partnership Manager          Ms Vikki Trelfer, Active Travel Officer          Mr David Macleod, Comhairle nan Eilean Siar          Mrs Linda Cunningham, Comhairle nan Eilean Siar          Mr Fergus Murray, Argyll &amp; Bute Council          Mr Jim Buck, Orkney Islands Council          Mr Gareth Waterstone, Orkney Islands Council          Ms Tracey Urray, The Highland Council          Mr Nicholas Sobey, Highlands and Islands Enterprise          Mr Grant Campbell, SCDI          Mr Derek Mackay, Partnership Secretary          Ms Rebecca Dillon Robinson, Ramboll          Mr Mike Stevens, Ramboll</p>
Apologies	<p>Mr Ken Gowans, The Highland Council Member          Ms Carolyn Moir, Partnership Treasurer          Mr Calum Mackenzie, Comhairle nan Eilean Siar          Mr Malcolm Macleod, The Highland Council          Mrs Nicola Moss, Moray Council</p>
Declaration of Interest	<p>Mr Robert Andrew declared that he had retired as Stagecoach Scotland Regional Director in June 2020 and was employed on a part-time basis as Director of Scottish Citylink and also provided ad hoc consultancy advice to Shiel Buses.</p>

**MINUTES**

Minute of Meeting of 24 June 2022	1	The Minute of Meeting of 24 June 2022 was <b>approved</b> .
-----------------------------------	---	---

Matters Arising 2 Mr Ranald Robertson indicated that Scottish Ministers had established a Bus Task Force. The first meeting would take place this afternoon and Mr Robertson would attend on behalf of Regional Transport Partnerships.

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

#### **FINANCE**

Revenue Budget Monitoring Report – 1 April 2021 to 31 March 2022 3 With reference to item 3 of the Minute of Meeting of 22 April 2022 Ms Carolyn Moir, Partnership Treasurer, submitted a Report setting out the revenue monitoring position for the year ended 31 March 2022.

**It was agreed to approve the Report and the schedule showing the revenue monitoring position for the period to 31 March 2022.**

HITRANS Annual Audit Report 4 Mr Ranald Robertson indicated that the Annual Audit Report was not yet available but would be circulated to Board Members and Permanent Advisors.

Revenue Budget Monitoring Report – 1 April 2022 to 31 August 2022 5 With reference to item 3 of the Minute of Meeting of 22 April 2022 Ms Carolyn Moir, Partnership Treasurer, submitted a Report setting out the revenue monitoring position for the period to 31 August 2022 and the projected year end position.

**It was agreed to approve the Report and the schedule showing the revenue monitoring position for the period to 31 August 2022.**

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

Research/Strategy Development Programme for 2022/23 6 With reference to item 5 of the Minute of Meeting of 24 June 2022, Mr Ranald Robertson, Partnership Director, submitted a Report providing an update on progress on delivering the Research and Strategy Development programme. The Report detailed amendments to the programme to reflect commitments made and changing priorities and funding opportunities identified since approval of the 2022/23 Business Plan.

**It was agreed to note the amendments to the Research and Strategy Development Programme 2022/23 as detailed in the Appendix to the Report.**

Net Zero, Energy and Transport Committee Ferry Inquiry 7 Mr Ranald Robertson, Partnership Director, submitted a Report seeking homologation of the response to the Net Zero, Energy and Transport Committee of the Scottish Parliament's inquiry into a Modern and Sustainable Ferry Service for Scotland. The inquiry aims to seek out how best to secure a ferry service that is future proofed, compatible with Scotland's net zero goals and meets the need of service users.

**It was agreed to:**

- (1) note the Report**
- (2) approve the response which had incorporated changes from Members to the draft version shared in advance of the submission deadline of 26 August 2022.**

Active Travel Transformation Project 8 With reference to item 10 of the Minute of Meeting of 24 June 2022, Mr Ranald Robertson, Partnership Director, and Mr Neil Macrae, Partnership Manager, submitted a Joint Report providing an update on the Active Travel Transformation Project. The Report stated that, to inform the first phase of the Project round and evidence gathering, and to feed into the development at Phase 2 of the Project on evidenced proposals for an alternative holistic system for Active Travel, Transport Scotland had undertaken an initial assessment of capacity and capability in the existing delivery landscape. Appendix A to the Report detailed engagement with delivery partners and provided a summary of the questionnaire responses submitted.

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

Rail Round Up 9 Mr Frank Roach, Partnership Manager submitted a Report providing an update on the following rail matters:

- Evanton Station;
- Hydroban;
- Zero Emissions Train;
- Flow Country to Inverness;
- Fastlane Faslane;
- Inverness Airport Station;
- Fair Exchange; and
- Ford Transit.

**It was agreed to**

- (1) note the Report;**
- (2) note that Mr Frank Roach would discuss the Fastlane Faslane project with Argyll and Bute Council;**
- (3) note that a presentation on Inverness Station Masterplan would be given at the next Board Meeting; and**
- (4) note that Mr Frank Roach would circulate an update on Dalcross Station.**

Active Travel Update 10 With reference to item 10 of the Minute of the Meeting of 24 June 2022, Ms Vikki Trelfer, Active Travel Officer, submitted a Report providing an update on Active Travel projects in which HITRANS were currently involved. The Report highlighted the additional funds received earlier in the year from unallocated funds within the Transport Scotland budget and provided details of those projects now complete or nearing completion.

**It was agreed to note the Report and consider opportunities for advancing projects within the Active Travel funding streams in 2023-24 which would support HITRANS wider policy objectives and priorities.**

Demand Responsive Transport App – ‘Moove Flexi’ 11 With reference to item 10 of the Minute of the Meeting of 22 April 2022, Ms Rebecca Purvis, Project Officer – Digital and Demand Responsive Transport (DRT), submitted a Report detailing progress on the Demand Responsive Transport App being deployed by HITRANS to help support the operation, booking and marketing of non-scheduled transport services across the Highlands and Islands. The Report indicated that HITRANS have been working with Liftango to develop the branding, marketing and advertisement of the DRT app and have recently finalised the brand name as ‘Moove Flexi’.

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

20 Minute Rural Neighbourhoods - Living Well Locally 12 With reference to item 17 of the Minute of the Meeting of 17 September 2021, Ms Vicki Telfer, Active Travel Officer, submitted a Report providing an update on the 20 Minute Neighbourhoods projects in which HITRANS have recently been involved with.

Ms Rebecca Dillon Robinson and Mr Mike Stevens, Ramboll, gave a presentation on baseline mapping for 20 Minute Communities in a rural context.

**It was agreed to note the Report and presentation.**

SATE Project Update 13 With reference to item 14 of the Minute of the Meeting of 12 November 2021, Ms Jayne Golding, Projects and Policy Manager, submitted a Report providing an update on HITRANS involvement in the Innovate UK Sustainable Aviation Test Environment (SATE) Project. The Report indicated that, part-funded by UK Research and Innovation (UKRI) through the Industrial Strategy Challenge Fund, the SATE project created the UK's first operationally based, low-carbon aviation test centre at HIAL's Kirkwall Airport in the Orkney Islands.

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

Scottish Islands Passport Update 14 With reference to item 11 of the Minute of the Meeting of 22 April 2022, Ms Sarah Compton-Bishop, Scottish Islands Passport Project Manager, submitted a Report providing an update on the Scottish Islands Passport Project. The Report stated that, since the Ministerial launch in April 2022, there had been significant growth in app activity, far exceeding projections. The Report detailed highlights of the project, including over 8,000 app downloads and nearly 50,000 unique sessions as of the start of August.

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

Request Stop 15 Mr Frank Roach, Partnership Manager delivered a presentation in relation to Request Stop which was an electronic system to access trains. The system would cover eight stations on the Wick to Inverness line and it was intended to roll out on the Kyle and West Highland lines.

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

#### **EUROPEAN PROJECTS**

EU Funding Consolidated Update 16 With reference to item 11 of the Minute of the Meeting of 24 June 2022, Ms Jayne Golding, Projects and Policy Manager, submitted a Report providing an update on HITRANS involvement in European funded projects. The Report indicated that HITRANS was currently involved in eight ongoing European projects, as well as providing support to the Low Carbon Travel and Transport (LCTT) projects. The Appendix to the Report provided details on all projects, including status, timelines, description of main activities, a Gantt Chart showing involvement into 2023 and a consolidated budgets table. The Report stated that as of September 2022, the total HITRANS budget for European projects was £4,624,815.

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

## PARTNERSHIP

Programme of Meetings 2023 17 Mr Ranald Robertson, Partnership Director, submitted a Report detailing proposed dates for Partnership Board and Permanent Advisors meetings in 2023. It was indicated that officers would explore the possibility of the February 2023 meeting of the Board taking place in the Western Isles.

**It was agreed that HITRANS Partnership and Advisors meet in 2023 on the following dates and locations:**

Date	Partnership Meeting	Advisors Meeting	Location
19 January 23		Morning	Virtual
3 February 23	Partnership Board Meeting		Virtual
30 March 23		Morning	Virtual
21 April 23	Partnership Board Meeting		Inverness
24 August 23		Morning	Virtual
14 and 15 September 23	Partnership Board Meeting		Orkney
26 October 23		Morning	Virtual
9 and 10 November 23	Partnership Board Meeting		Moray

Regional Transport Strategy Update 18 With reference to item 9 of the Minute of the Meeting of 24 June 2022, Mr Ranald Robertson, Partnership Director, submitted a Report providing an update on the Regional Transport Strategy (RTS) development as it enters the Case for Change stage. The redeveloped RTS will set the strategic framework for the development of transport in the HITRANS region over the next 20 years with the aim of delivering a transport system that reduces inequalities, takes climate action, helps deliver inclusive economic growth, and improves the health and wellbeing of people in the HITRANS region.

**It was agreed to**

- (1) note the Report; and**
- (2) note that the Case for Change would be circulated to Board Members and Partnership Advisors prior to stakeholder consultation.**

Programme for Government 19 Mr Ranald Robertson, Partnership Director, submitted a Report which summarised the key transport related aspects of the Programme for Government (PfG) published on 6th September 2022. The Report noted that the 2022 - 23 Programme for Government titled 'A Stronger and More Resilient Scotland' and the Programme itself is separated in nine key sections: The Cost Crisis; A Stronger & More Resilient Scotland; Children, Young People and Scotland's National Mission on Child Poverty; Excellent Public Services: Recovering Strongly from the Pandemic; Transforming Our Economy; Tackling the Climate Emergency; Restoring Our Environment; Supporting Our Communities and Scotland in the World.

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