

Minute of Meeting held in Corran  
Halls, Oban, on Friday 11  
November 2022 at 9.30am.

Present	<p>Mr Uisdean Robertson, Comhairle nan Eilean Siar Member (Chair) Mr Paul McBain, Moray Council Substitute Member Mr Andrew Kain, Argyll and Bute Council 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 Carolyn Moir, Partnership Treasurer Ms Vikki Trelfer, Active Travel Officer Mr David Macleod, Comhairle nan Eilean Siar Mrs Linda Cunningham, Comhairle nan Eilean Siar Mr Jim Buck, Orkney Islands Council Mrs Nicola Moss, Moray Council Mr Fergus Murray, Argyll &amp; Bute Council Ms Laura Cromarty, Orkney Islands Council Mr Nicholas Sobey, Highlands and Islands Enterprise Mr Grant Campbell, SCDI Ms Debbie Halliday, Moray Council Mr Scott Dalgarno, The Highland Council Mr Derek Mackay, Partnership Secretary Ms Jayne Golding, HITRANS Ms Becca Purvis, HITRANS Ms Gemma Robinson, HITRANS Ms Sarah Compton-Bishop, HITRANS Ms Rebecca Wallace, HITRANS</p>
Apologies	<p>Ms Amber Dunbar, Moray Council Member (Vice-Chair) Mr Ken Gowans, The Highland Council Member Prof David Gray, Non-Councillor Board Member Mr Malcolm Macleod, The Highland Council Ms Tracy Urray, The Highland 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 provided ad hoc consultancy advice to Shiel Buses.</p>

## MINUTES

- Minute of Meeting of 6 October 2022 1 The Minute of Meeting of 6 October 2022 was **approved**.
- Matters Arising 2 The following updates were provided:
- Item 9 – Mr Frank Roach indicated that Transport Scotland had provided comments in relation to Fastlane Faslane and it was expected that the Case for Change would be approved shortly.
- Item 12 – Ms Vikki Trelfer indicated that the 20 Minute Neighbourhood web-based tool was now live and could be accessed through the HITRANS website.
- Item 17 – The Board Meeting on 3 February 2023 would be held in Stornoway.

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

## FINANCE

- Revenue Budget Monitoring Report – 1 April to 30 September 2022 3 With reference to item 5 of the Minute of Meeting of 6 October 2022 Ms Carolyn Moir, Partnership Treasurer, submitted a Report setting out the revenue monitoring position for the period 1 April to 20 September 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 30 September 2022.**

- HITRANS Annual Audit Report 4 With reference to item 4 of the Minute of Meeting of 6 October 2022 Ms Carolyn Moir, Partnership Treasurer, provided a verbal update in relation to the Annual Audit Report.

**It was agreed:**

**(1) to note the update; and**

**(2) that the Annual Audit Report would be circulated by email for approval.**

- Statement of Internal Control 2021/22 5 Ms Carolyn Moir, Partnership Treasurer, submitted a Report in relation to the Statement on Internal Control 2021/22. The Report included an assessment of the adequacy, reliability and effectiveness of the Partnership's system of internal control and provided information for the Partnership's Governance Assurance Statement. The HITRANS Internal Audit Annual Report 2021/22 was provided as an Appendix to the Report.

**It was agreed to note the content of the Statement of Internal Control and the audit opinion provided for both financial years.**

## RESEARCH AND STRATEGY DELIVERY

- Research/Strategy Development Programme for 2022/23 6 With reference to item 6 of the Minute of Meeting of 6 October 2022 Mr Randal Robertson, Partnership Director, submitted a Report providing an update on progress on delivering the Research and Strategy Development Programme 2022/23. 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.**

Active Travel Update 7 With reference to item 10 of the Minute of Meeting of 6 October 2022 Ms Vikki Trelfer, Active Travel Officer, submitted a Report providing an update on Active Travel projects in which HITRANS were currently involved. Transport Scotland had requested draft proposals in respect of the 2023-24 Regional Active Travel Budget by 23 November and final proposals by 16 December 2022. HITRANS outline proposal which had been submitted to Transport Scotland was detailed in the Report.

**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.**

Inverness Airport Station 8 With reference to item 11 of the Minute of Meeting of 15 November 2019 Mr Frank Roach, Partnership Manager, submitted a Report detailing progress in respect of Inverness Airport (Dalcross) Station. It was indicated that the project would deliver a two-platform station on the Inverness-Aberdeen line. The station had 64 car parking spaces with 10 electric charging facilities, four disabled spaces and cycle parking, along with a new access road to the station for motorists and access to both platforms for pedestrians and cyclists.

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

Shared Services Update – Public Transport Information Provision 9 With reference to item 15 of the Minute of Meeting of 11 September 2020 Ms Shirleen Ariwi, Public Transport Information Officer and Mr Neil MacRae, Partnership Manager submitted a Joint Report which provided an update on the shared service model for coordinating the provision of public transport information across the HITRANS area. The Report detailed the number of stops for which wayside information is currently provided by area and the contributions from each local authority for the provision of the shared service approach in respect of public transport information. A status update on the MENTZ system (DIVA) was provided in the Report and a list of the 164 real time assets across the HITRANS area was included at Appendix A to the Report.

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

Bus Taskforce 10 Mr Ranald Robertson, Partnership Director, submitted a Report which provided an update on the establishment of a Bus Taskforce by the Minister for Transport. It was stated in the Report that the taskforce would address the immediate challenges to help bus networks to move to a more sustainable footing following Covid and to ensure that recovery was fully supported by wider policies to improve bus services across Scotland. It was further stated that the taskforce would convene for a total of three meetings over the course of six months, after which progress would be reviewed. Details of the Regional Steering Groups, whose output would be fed into the Taskforce through the RTP members on the Taskforce, was outlined in the Report.

**It was agreed to:**

**(1) note the Report; and**

**(2) approve the establishment of a HITRANS Regional Steering Group whose membership would be agreed by HITRANS partner local authorities and permanent advisors.**

SATE Project Update 11 With reference to item 13 of the Minute of Meeting of 6 October 2022 Rebecca Wallace, Project Officer, Innovative UK Sustainable Aviation Test Environment (SATE) Project, submitted a Report in respect of the SATE Project. The role of HITRANS in the project was to lead on the five Use Case Developments. A Project Officer had been appointed to lead on this work and identify potential end users of the emerging technologies across the Highlands and Islands.

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

Scottish Islands Passport Update 12 With reference to item 14 of the Minute of Meeting of 6 October 2022 Sarah Compton-Bishop, Scottish Islands Passport Project Manager, submitted a Report which provided an update on the Scottish Islands Passport Project. The Report stated that continued growth in app activity had been recorded and the website, [www.island.scot](http://www.island.scot), had been updated to reflect recent developments. In terms of marketing, work continued with island partners to promote the project at a local and project level via social media, local publications and on-island advertising. The project was fully funded until September 2023 and additional funding and investment would be sought to ensure continuity of the work and to respond to interest in expansion and further development.

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

Digital DRT Project Update 13 Ms Becca Purvis, HITRANS, delivered a presentation on the development of a demand responsive transport app that will help support the operation, booking and marketing of non-scheduled transport services across the Highlands and Islands. Work would continue with partner local authorities to identify potential routes and to tie in with existing demand responsive transport routes.

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

Regional Strategy Update 14 With reference to item 18 of the Minute of Meeting of 6 October 2022 Mr Ranald Robertson, Partnership Director, submitted a Report providing an update on the Regional Transport Strategy (RTS) development and sought approval that the finalised Case for Change and supporting Impact Assessments be consulted on through an online consultation. The Report set out an overview of the Case for Change Report and detailed the RTS programme milestones up to August 2023. The next stage in the Strategy process would be to develop options in response to problems identified and qualitatively appraise these in context of the prevailing policy, the Strategic Objectives and the STAG criteria.

**It was agreed to:**

- (1) note the Report; and**
- (2) approve an online consultation on the draft Case for Change and associated impact assessment reports.**

#### **EUROPEAN PROJECTS**

EU Funding Consolidation Update 15 With reference to item 16 of the Minute of Meeting of 6 October 2022 Ms Jayne Golding, Projects and Policy Manager, submitted a Report which provided an update on HITRANS involvement in European funded projects which included Interreg North Sea Region, Interreg VA Cross Border, Interreg North-West Europe, European Commission and Horizon Europe. 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.

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

FASTER Project 16 With reference to item 18 of the Minute of Meeting of 22 April 2022 Ms Gemma Robinson, Projects Officer, FASTER, submitted a Report which provided an update on the development of the FASTER project, which was funded through the INTERREG VA Programme, supported by the European Regional Development Fund (ERDF) and was launched in October 2020. The Report stated that the key objective of FASTER was to install 73 interoperable rapid charge points (50KW capacity) in the INTERREG VA region by June 2023, ensuring that the availability of charging stations was not a major obstacle to the EV market penetration. It would also provide an additional supportive, enabling environment for suppliers and consumers, providing increased confidence and reassurance in regional commitment to the emerging EV market. It was further stated that HITRANS would lead the technical work package on the procurement and would install 24 rapid charge points across the three local authority areas covered within the programme area.

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

#### **PARTNERSHIP**

Risk Management Risk Register Update – November 2022 17 With reference to item 20 of the Minute of Meeting of 12 November 2021 Mr Ranald Robertson, Partnership Director, submitted a Report in respect of the HITRANS Risk Register which reviewed the Strategic, Management, Operational and Financial Risks faced by the Partnership and ensuring that significant risks were identified, evaluated and controlled. The risks faced by the Partnership, as reflected in the Risk Register, would continue to be monitored by HITRANS Officers and Advisors and would be presented for monitoring and approval on an annual basis.

**It was agreed to approve adoption of the HITRANS Risk Register November 2022, as detailed in the Appendix to the Report.**

Electric Vehicle Infrastructure Fund (EVIP) Programme 18 Mr Ranald Robertson, Partnership Director, submitted a Report which outlined a proposed shared service which would see HITRANS put in place project management resource on behalf of the Highlands and Islands local authorities to take forward local activity under the Electric Vehicle Infrastructure Fund (EVIF). The Report stated that Transport Scotland restructured funding model would allow local authorities to access £30 million worth of funding nationally and aimed to leverage in a further £30 million of private sector investment bringing the total investment for Scotland to £60 million.

**It was agreed to:**

- (1) note the Report;**
- (2) approve the shared service as set out in the Report and the Appendix be approved; and**
- (3) approve the recruitment of the Project Manager (Electric Vehicle Infrastructure) as detailed in the Report.**