

Report to Partnership Meeting 07 November 2025

PARTNERSHIP

Staffing

PURPOSE OF REPORT

To seek approval from Members to:

1. Extend the contracts of the Transport Integration Manager, Smart Travel Choices Officer and Business Support Assistant (Active Communities: Western Isles) posts for a further 12 months to 31 March 2027. These posts remain fully funded through Transport Scotland's People and Place Programme.

BACKGROUND

The Partnership has experienced significant growth in workload and responsibilities resulting from the People and Place Programme. This delivers on the Scottish Government's increased funding for Active Travel and regional delivery, which saw HITRANS allocated £1,626,186 in 2024/25 and £2,431,884 in 2025/26. We are expecting a similar allocation in 2026/27.

The People and Place Programme has substantially increased the operational, financial, and governance requirements of the organisation, and the posts were initially funded to 31st March 2026.

This will synchronise all the People and Place Programme roles, with the newer roles created this year also running to 31st March 2027.

Proposed Changes

In order to retain the skills and experience of current staff members who are working well within the Active Travel Team, it is proposed to provide security of the continuation of the roles at least until the end of 2026/27 financial year.

Extension of Transport Integration Manager, Smart Travel Choices Officer and Business Support Assistant (Active Communities: Western Isles)

- Contracts to be extended for 12 months.
- Salary to remain unchanged, in line with current grades.
- Posts continue to be fully funded through Transport Scotland's People and Place Programme, ensuring no cost to HITRANS core budget.

Financial Implications

There will be no overall increase in the staff costs budget and salary costs will be fully met by the People and Place Programme budget.

RISK REGISTER

RTS Delivery

Impact – Positive

Comment - Improved staffing resilience ensures delivery of key programmes.

Policy

Impact – Positive

Comment - Supports government priorities on People and Place and sustainable transport.

Financial

Impact – Neutral

Comment – Salary costs fully funded through external allocations.

Equality

Impact – Neutral.

RECOMMENDATION

Members are asked to:

1. Note the contents of the report.
2. Approve the extension of the Transport Integration Manager, Smart Travel Choices Officer and Business Support Assistant (Active Communities: Western Isles) contracts for a further 12 months, with salaries remaining at the current grades.

Report by:	Ranald Robertson
Designation:	Partnership Director
Date:	21 st October 2025