

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

Minute of Meeting of the Tayside and Central Scotland Transport Partnership held in the Canmore Room, County Buildings, Forfar on Tuesday 12th December 2017 at 10.30am.

Present: Provost Ronnie Proctor and Councillor Bill Duff (Angus Council); Councillors Will Dawson, Mark Flynn (substitute for Lynne Short) and Brian Gordon (Dundee City Council); Councillors Henry Anderson (substitute for Andrew Parrott), Alasdair Bailey and Bob Brawn (Perth & Kinross Council); Councillor Jim Thomson (Stirling Council); Bob Benson, Trudi Craggs, and David Scotney (Members).

In Attendance: E Guthrie (Director); N Gardiner, A Roger and M Scott (Tactran); G Taylor (Secretary); I Cochrane (Angus Council); N Gellatly (Dundee City Council); A Deans and C Robertson (Perth & Kinross Council); M Davies (Sustrans).

Apologies for absence were received from: Councillor Lynne Short (Dundee City Council); Councillor Andrew Parrott (Perth & Kinross Council); Councillor Danny Gibson (Stirling Council); Mark Craske and Gavin Roser (Members).

1. DECLARATIONS OF INTEREST

None.

2. MINUTE OF MEETING OF 12 SEPTEMBER 2017

T Craggs asked that the recorded Declaration of Interest be amended to reflect her position as being a Reporter to the Scottish Government. With this correction the minute of meeting of the Tayside and Central Scotland Transport Partnership of 12 September 2017 was submitted and approved as a correct record.

In relation to Item 4 – ScotRail Timetable 2018 Presentation, the Director advised that ScotRail had presented on their Revolution in Rail 2018 proposals and had also formally launched a public consultation on Highland Main Line timetable proposals at the Tactran Regional Rail Forum in Perth on 30 November 2017.

In relation to Item 10 (ii) – Director’s Report, the Director advised that the Partnership’s Public Sector Climate Change Duties reporting for 2016/17 had been duly submitted to the Sustainable Scotland Network on 29 November 2017, following consideration and approval by the Executive Committee.

3. MINUTE OF EXECUTIVE COMMITTEE MEETING OF 16 NOVEMBER 2017

The minute of the Executive Committee held on 16 November 2017 was noted.

The Chair formally welcomed Bob (Robert) Benson to the Partnership as a non-Councillor member.

4. LOCAL ISSUES PRESENTATION: ANGUS

I Cochrane gave a presentation detailing the transport arrangements and planning for the 147th Open golf championship to be held in Carnoustie in July 2018. He emphasised the economic importance of hosting the event for Angus and the wider region, with the event attended by over 200,000 visitors and watched by over 500 million people worldwide, generating approximately £100m for the regional economy.

Provost Proctor asked about the parking arrangements. I Cochrane advised that the regulations and changes that affect areas will be well publicised locally and for visitors to the event through social media and other outlets.

T Craggs asked about the permissions required for any works, signage etc. on the A92 and wider strategic road network and about arrangements for encouraging increased spectator access by rail. I Cochrane advised that traffic routing and signage are dealt with by the R&A and their signing contractor and that discussions were ongoing with ScotRail to ensure adequate capacity for spectators travelling to the event by rail, learning from previous experience.

Councillor Anderson asked how event information is publicised and if there were any maps or apps that provided details. I Cochrane advised that dedicated travel information, including public transport and park & ride availability, is provided when purchasing tickets on the Open website, with letters sent to residents detailing travel plans and arrangements for addressing any local disruption.

Councillor Duff asked if the rail timetable changes outlined at the Tactran Rail Forum on 30 November will be in place in time for the Open. I Cochrane confirmed the new timetable to be launched from May 2018 will include some incremental improvements, with additional services and longer trains being provided specifically for the Open, and with other options being considered including enhanced bus service from the likes of Monifieth.

B Benson asked what arrangements were in place for disability access. I Cochrane advised there was parking on the course side for blue badge holders and that Carnoustie leisure centre will be dedicated to blue badge parking, with the R&A dealing with the on course access arrangements. B Benson asked about arrangements for catering for people not arriving by car and I Cochrane agreed to raise this and provide an update.

The Chair thanked I Cochrane for his informative presentation and wished Angus every success for the event.

5. APPOINTMENT OF COUNCILLOR AND NON COUNCILLOR MEMBERS

There was submitted a report by the Secretary (RTP/17/32) updating the Partnership on the appointment of Councillor and non-Councillor members and related appointments.

The Secretary welcomed back Councillor Thomson as an appointed Stirling Council representative on the Partnership and asked for any nominations for the position of Deputy Chair vacated as a consequence of the resignation of Councillor Tweed. In the absence of any nomination it was agreed that T Craggs would be the sole Deputy Chair of the Partnership.

Resolved:

- (i) To note the appointment of Councillor Jim Thomson as a Stirling Council member of the Partnership;
- (ii) To agree not to appoint a second Deputy Chairperson following the resignation of Councillor Evelyn Tweed;
- (iii) To approve the appointment of Councillor Thomson as Stirling Council representative on the Executive Committee; and
- (iv) To note the appointment of Mr Bob Benson as a non-Councillor member of the Partnership.

6. COMMUNITY PLANNING DUTY: LOCAL OUTCOMES IMPROVEMENT PLANS

There was submitted a report by the Director (RTP/17/33) seeking the Partnership's endorsement of Local Outcomes Improvement Plans (LOIPs) for Angus, Dundee City and Perth & Kinross and approval of comments on the Draft Stirling Local Outcomes Improvement Plan.

Councillor Dawson suggested that, given references within the various LOIPs to City Deals contributing to the achievement of local outcomes, there would be merit in making contact with community planning in Fife in terms of awareness of, and the potential for contributing towards, outcomes of cross-boundary interest. It was agreed that officers be remitted to make contact with Fife Community Planning colleagues and SEStran on this.

T Craggs expressed support for the recommended approach of agreeing in principle to contribute to Participatory Budgeting but sought confirmation that this involved no specific financial or resource commitment at this stage. The Director confirmed that the Partnership was being asked to approve the principle of contributing to Participatory Budgeting, subject to further consideration of the detailed resource implications, which would be reported for Partnership consideration and approval in due course.

Resolved:

- (i) To endorse the Angus, Dundee City and Perth & Kinross Local Outcomes Improvement Plans as outlined in the report;
- (ii) To write to the Perth & Kinross Community Planning Partnership requesting membership of the Perth & Kinross CPP Executive Officer Group;
- (iii) To approve a response to consultation on the Draft Stirling Local Outcomes improvement Plan as detailed in sections 3.27 – 3.37 of the report;
- (iv) To commit to continuing to engage proactively in each Community Planning Partnership to support the development and achievement of Local Outcomes Improvement Plans, Locality Plans and associated Action Plans;
- (v) To remit officers to review the Regional Transport Strategy and RTS Delivery Plan to take account of approved Local Outcomes Improvement Plans, Locality Plans and Action Plans;
- (vi) To agree in principle to contributing to Participatory Budgeting in each Community Planning Partnership subject to further consideration of the detailed resource implications of this; and
- (vii) To agree to receive reports on progress on contributing to and on the delivery of Local Outcomes Improvement Plans in each constituent Council area not less than annually.

7. ACTIVE TRAVEL PROGRESS UPDATE

There was submitted a report by the Senior Partnership Manager (RTP/17/34) updating the Partnership on award of funding from the 2017/18 Tactran Active Travel Grant scheme and providing an update on progress with Phase 2 of the Active Travel Audit programme.

M Scott gave an oral update on the various cycle training and development initiatives including the very successful media launch of the Adult Cycling project. Councillor Bailey congratulated M Scott on the excellent press coverage for the Adult Cycling project, adding that he was pleased that the primary school in his ward had achieved the Cycle Friendly Campus award which, with the new bike shelter, was engaging and encouraging young children to cycle.

Resolved:

- (i) To note the award of grant funding from the 2017/18 Active Travel Grant under delegated authority, as detailed in the report; and
- (ii) To note progress on the Active Travel Audits initiative and various active travel activities undertaken by the Cycle Training & Development Officer, as outlined in the report and updated orally.

8. 2017/18 REVENUE BUDGET AND PROGRAMME

There was submitted a joint report by the Director and Treasurer (RTP/17/35) providing a monitoring update on 2017/18 Revenue expenditure and seeking the Partnership's agreement to various revisions to the Core budget and the granting of delegation of authority to officers and the Executive Committee to approve the use of underspends and Contingency funding.

The Director advised that, as a result of changing roles and responsibilities within Perth & Kinross Council's Finance service, C Robertson is moving on from his role as Tactran Finance Officer and thanked Craig for all of his work on treasury management and accountancy support since taking on this role in April 2013.

N Gardiner provided an oral update from the Tactran Regional Rail Forum held on 30 November 2017 in Perth. This had been attended by approximately 50 representatives from a range of partner and stakeholder organisations. Presentations included ScotRail on Revolution in Rail 2018 and Highland Main Line timetable proposals; Caledonian Sleeper Cross Border Service; Highland Spring on the proposed Blackford rail freight facility; Nicol Russel Studio on Dundee and Stirling Station enhancements; ScotRail in the Community; Transport Integration; and the 3 Community Rail Partnerships in the region. All had been well received. Most of the presentations were now available on the Partnership's website

Councillor Duff advised he had attended the event and thought it was excellent. He was pleased with the proposals going forward, in particular the Highland Spring plans, adding that these were of particular interest in relation to aspirations for similar development of rail freight facilities serving Montrose Port.

Resolved:

- (i) To note the position regarding Core Revenue expenditure as at 31 October 2017 as detailed in Appendix A;
- (ii) To agree to vire funds from the Staff Costs budget to the Supplies and Services Budget and delegate authority to the Director and Treasurer to approve replacement and upgrading of IT equipment and capacity, as discussed in section 3.5 of the report;
- (iii) To note progress on the 2017/18 RTS Revenue Programme and related expenditure as discussed in sections 3.7 - 3.49 of the report and detailed in Appendix B;
- (iv) To agree to delegate authority to approve the use of remaining Contingency funds in the RTS Revenue Programme budget to the Executive Committee; and
- (v) To agree that any final year end underspend in Core and RTS Revenue Programme funding is carried forward as Deferred Income to supplement the 2018/19 Revenue Budget and Programme.

9. 2018/19 CORE REVENUE BUDGET

There was submitted a joint report by the Director and Treasurer (RTP/17/36) seeking the Partnership's approval of a proposed 2018/19 Core Revenue Budget.

Councillor Duff asked whether consideration had been given to sharing office space with Perth & Kinross Council. The Director advised that, at the time of its establishment in 2005/06, the Partnership and partner Councils had agreed that, as an independent public sector body, Tactran should occupy its own separate premises. At various times since, consideration had been given to the potential for sharing accommodation but the current arrangements had been found to be the most-cost and operations-effective option. As noted in paragraph 3.8 of the report a mid-term review of the office accommodation lease is due in November 2018, at which time the matter could be reviewed.

Resolved:

- (i) To approve the proposed 2018/19 Core Revenue Budget as detailed in the Appendix to the report;
- (ii) To request that partner Councils make provision for their proposed respective funding contributions within their 2018/19 Revenue Budgets; and
- (iii) To agree to receive a report with a finalised 2018/19 Core Revenue Budget and proposed 2018/19 Regional Transport Strategy Revenue Programme Budget at its next meeting.

10. GENERAL CONSULTATIONS

There was submitted a report by the Senior Partnership Manager (RTP/17/37) seeking approval of responses to Scottish Government consultations on Local Bus Services in Scotland – Improving the Framework For Delivery and on The Future of Smart Ticketing in Scotland; asking the Partnership to delegate authority to the Executive Committee to consider and approve Tactran and joint RTP responses to a Scottish Government consultation on Financial Accounting Arrangements for Regional Transport Partnerships; and informing the Partnership of consultation responses approved for submission by the Executive Committee under delegated authority.

Provost Proctor welcomed the proposed responses to the consultation on Local Bus Services in Scotland, as detailed in Appendix A, highlighting the need to ensure that any new framework for bus service delivery addressed the specific accessibility needs of rural areas. The Director advised that it was anticipated that the responses to the consultation would inform Scottish Government's drafting of a Transport Bill, expected for consultation in the Spring of 2018, with a further opportunity then to influence the development of legislation on this point, which would be reported to a future meeting.

Councillor Duff sought clarification on the implications of proposals outlined in the consultation relating to providing transport authorities with powers to franchise bus services. The Director outlined the relative processes and risks associated with socially necessary bus service procurement through the current service tendering and suggested franchising processes, confirming that the proposed response in Appendix A supported the availability of franchising as an additional procurement option which should be available to transport authorities in the event of market failure in the provision of commercially operated or tendered bus services delivery.

Resolved:

- (i) To approve the proposed response to Scottish Government's consultation on Local Bus Services in Scotland – Improving the Framework for Delivery, as detailed in Appendix A;
- (ii) To approve the proposed response to Scottish Government's consultation on The Future of Smart Ticketing in Scotland, as detailed in Appendix B;
- (iii) To delegate authority to the Executive Committee to consider and approve joint RTP and Tactran responses to Scottish Government's consultation on Financial Accounting Arrangements for Regional Transport Partnerships, for submission by the deadline of 12 January 2018; and
- (iv) To note the responses to Scottish Government consultations on Free Bus Travel for Older and Disabled People and Modern Apprentices and on Building Scotland's Low Emission Zones approved by the Executive Committee at its meeting on 16 November 2017, as shown in Appendices D and E respectively.

11. DEVELOPMENT PLANNING CONSULTATIONS

There was submitted a report by the Senior Partnership Manager (RTP/17/38) asking the Partnership to note representations made to the Proposed Dundee Local Development Plan 2; to note publication of the approved TAYplan Strategic Development Plan (2016 – 36); and to approve delegation of authority to the Executive Committee to consider and approve representations to the Proposed Perth & Kinross Local Development Plan 2 and response to the Cairngorms National Park Local Development Plan 2020: Main Issues Report consultation.

Resolved:

- (i) To note the representations to the Proposed Dundee Local Development Plan 2 approved by the Executive Committee, as detailed in Appendix A;
- (ii) To note the publication of the TAYplan Strategic Development Plan (2016 - 2036), as approved by Scottish Ministers on 11 October 2017;
- (iii) To delegate authority to the Executive Committee to consider and approve any representations to the Proposed Perth & Kinross Local Development Plan 2 (LDP2), for submission by the deadline of 2 February 2018; and

- (iv) To delegate authority to the Executive Committee to consider and approve any response to the Cairngorms National Park Local Development Plan 2020: Main Issues Report consultation by the deadline of 2 March 2018.

12. DIRECTOR'S REPORT

There was submitted a report by the Director (RTP/17/39) seeking delegation of authority to the Executive Committee to consider and approve for publication the 2016/17 Annual Report; advising on the publication of a national Action Plan for Cyber Resilience and implications for the Partnership; providing an update on the National Transport Strategy Review, Planning Bill and City Deals; and updating members on various policy and other matters of interest and relevance to the Partnership.

The report noted developments with the establishment of the Tay Cities Joint Committee (TCJC) and invited the Partnership to consider how it would wish to be engaged in the evolving governance structure and processes for the Tay Cities Deal and City Deals generally. Councillor Dawson strongly supported the need for the Partnership to be directly engaged within the emerging Tay Cities governance structure to contribute to and assist in informing discussions and potential decisions on determining future responsibilities for regional governance. The importance of the Partnership being able to contribute directly to, inform and influence the development of proposed new regional governance arrangements and processes was supported by the Chair, Provost Proctor, Councillor Duff and T Craggs, noting that an option appeared to exist within the TCJC constitution for co-option of, for example, the Tactran Chair to the new Committee, which might be an appropriate form of representation.

It was agreed that the Partnership would write to the Tay Cities Joint Committee requesting that Tactran is formally included and represented within the emerging Tay Cities Deal governance structure and processes.

Resolved:

- (i) To agree to delegate authority to the Executive Committee to consider and approve the 2016/17 Annual Report for publication and submission to Ministers;
- (ii) To note the publication of the Public Sector Action Plan on Cyber Resilience, as outlined in the report and Appendix A; to agree to designate the Director as the responsible person taking overall responsibility for this; and to agree to receive a further report on compliance with the Action Plan at its next meeting;
- (iii) To note progress on the National Transport Strategy Review as outlined in the report and Appendices C and D;
- (iv) To note publication of the Planning Bill and agree to receive a detailed report on this to the Partnership's next meeting;
- (v) To note progress on City Deals as outlined in the report and Appendices E and F;

- (vi) To agree to write to the Tay Cities Joint Committee requesting that Tactran is formally included and represented within the emerging Tay Cities Deal governance structure; and
- (vii) To note the various other updates and information provided in the report and accompanying appendices.

13. PARTNERSHIP STAFFING

There was submitted a report by the Director (RTP/17/40) updating the Partnership on progress in implementing previously approved revisions to the Partnership's staffing establishment and further discussing succession planning arrangements in relation to the position of Director.

Councillor Flynn left the meeting.

The report updated members on progress in appointing to vacancies in the approved revised staffing structure. The Director commented that the appointments now made provided the Partnership and other partners including Councils, City Deals, Community Planning and other partner organisations with an excellent blend of skills and experience to support addressing the various challenges and opportunities ahead.

On succession planning the Director advised that it had not proved possible to hold further discussions with Councils on options for management arrangements following the Director's planned retirement, to enable considered options to be reported back to this meeting. In these circumstances, and having regard to the Partnership's decision of 12 September 2017, the report recommended that the Partnership should seek to appoint a new Director on the basis of a 2-year fixed term contract, having regard to various ongoing processes, including the National Transport Strategy Review and associated review of roles and responsibilities.

Councillor Dawson advised that he fully supported the Director's recommendation commenting that it was important that, as a statutory partnership, the organisation retained a permanent chief executive officer to provide leadership through a challenging period ahead.

Councillor Bailey questioned whether the report had fully addressed the Board's remit as agreed on 12 September 2017. Referring to the minuted decision of 12 September 2017 the Director reiterated that, despite best endeavours by all parties, it had not proved possible to hold discussions with Councils. In these circumstances, he had offered his own recommendation on the most appropriate succession planning option, based on his experience in the role and having regard to existing and potential responsibilities and demands in the foreseeable future.

Provost Proctor commented that succession planning had been discussed at some length and agreed with Councillor Dawson's support for the Director's recommendation. The Chair and T Craggs also confirmed their support.

Following discussion and agreement that the position of Partnership Director should be advertised as recommended in the report, the Secretary invited members to consider arrangements for dealing with the recruitment and appointment process. It was agreed that responsibility for progressing and concluding the recruitment and appointment process would be delegated in full to the Executive Committee, with a report on the outcome to be submitted to the next Partnership meeting on 27 March 2018.

Resolved:

- (i) To note progress on appointing to the previously approved revised staffing structure as discussed in the report and detailed in Appendix A;
- (ii) To agree to advertise the position of Partnership Director on the basis of a 2-year fixed term contract;
- (iii) To agree to delegate authority to progress and conclude the recruitment and appointment process to the Executive Committee, supported and advised by the Director, Partnership Secretary and Human Resources advisors as appropriate; and
- (iv) To receive a progress report on the outcome of the appointment process at the next Partnership meeting on 27 March 2018.

14. MEMBERS ISSUES AND AOCB

None.

15. DATES OF NEXT MEETINGS

10.30am on Tuesday 27 March 2018 in Dundee
10.30 am on Tuesday 26 June 2018 in Perth
10.30 am on Tuesday 25 September 2018 in Stirling
10.30 am on Tuesday 18 December 2018 in Forfar