

21 NOVEMBER 2006

**DIRECTOR'S REPORT**

This report provides a progress update on various issues and seeks the Partnership Board's approval of matters which require early decisions.

**1 RECOMMENDATIONS**

That the Partnership Board :-

- (i) notes the award of a contract to Wm J Davidson for alterations to the Partnership Headquarters at Bordeaux House, at a cost of £53,969.21;
- (ii) agrees to endorse the Director's membership of the Society of Chief Officers for Transportation in Scotland (SCOTS) and Association of Transport Coordinating Officers (ATCO);
- (iii) considers making a nomination to attend the Royal Garden Party 2007; and
- (iv) otherwise notes the updates given in the report.

**2 DISCUSSION**

- 2.1 The report updates the Partnership Board on progress with various organisational matters and seeks the Board's approval on matters which require decision ahead of the Board's next scheduled meeting on 19 December 2006.

**Board Membership**

- 2.2 At its meeting on 26 September 2006 the Board agreed to fill the vacancy created by the resignation of Paula Woolgar, by inviting applications from suitably experienced and qualified individuals (Report RTP/06/34 refers). Following consultation with the Scottish Executive, arrangements are in hand for advertisement of the current vacancy, using a similar procedure to that employed by the Executive when seeking original expressions of interest in RTP Board Membership.
- 2.3 The Executive has confirmed that, in keeping with the previous process, a short-list of potential candidates must be submitted for consideration and the selection of a suitable appointee by the Transport Minister. Meetings of the Executive Committee will be arranged to deal with consideration of applications and interview of candidates in due course.
- 2.4 A number of expressions of interest in becoming Advisors/Observers to the Board have been received. It is proposed that this matter is addressed in a

report on wider Governance issues, to the Board's next meeting on 19 December 2006.

### **Partnership Headquarters**

- 2.5 At its meeting on 17 August the Board agreed to select accommodation in Bordeaux House, 31 Kinnoull Street, Perth as the preferred location for the TACTRAN Partnership Headquarters, and delegated authority to the Director to negotiate and conclude detailed Terms of Lease for the accommodation and to arrange for the necessary adaptation works to the property (Report RTP/06/29 refers).
- 2.6 A lease has now been concluded with the landlord, ABL, at a rental cost of £12,000/annum, based on the 6-year term with 3-year break clause reported on 17 August 2006. The agreement includes a 6-month rent free period, effective from taking possession of the property on 20 November. The rental is eligible for review at the end of the initial 3-year term, in accordance with market rates.
- 2.7 The original cost estimate for carrying out alterations to the property, including disabled access, communications link and professional fees, was £63,000 (excluding furnishings and other equipment). Following competitive tendering this cost has risen to £70,264.59. In accordance with the delegation of authority granted by the Board on 17 August, the Director has approved the award of a contract to the lowest tenderer, Wm J Davidson, at a cost of £53,969.21. The contractor is due to start work on site on 20 November.
- 2.8 The costs associated with establishment of the Partnership Headquarters are eligible for recovery from the Scottish Executive as RTP Transitional Costs grant. The Executive has been advised of and has accepted the above cost increase.

### **Partnership Staffing**

- 2.9 A report seeking the Board's approval of an initial core staffing establishment for the current "Model 1" RTP forms a separate Agenda item. At its meeting on 17 August the Board approved the appointment of a Travel Plan Officer (Report RTP/06/28 refers). A total of 15 applications were received for this post. Interviews are being held on 17 November and an oral update on the outcome of the appointment process will be provided.
- 2.10 At its meeting on 26 September the Board approved the appointment of an Office Manager/PA. A total of 67 applications have been received for this post and interviews are being held on 30 November.

### **Membership of Professional Associations**

- 2.11 The Society of Chief Officers of Transportation in Scotland (SCOTS) has invited the Chief Officers of each RTP to take up membership. SCOTS provides a forum for giving policy and professional advice and interchange of information on a national basis across transportation policy matters, including roads, transportation, public transport and related issues concerning land use, development and physical environment. Membership includes two officers at

Chief Officer or Depute level from each local authority. The membership fee is currently £55/annum.

- 2.12 The Director is currently a member of the Association of Transport Coordinating Officers, which provides a national forum for advising on public transport policy and exchange of best practice. The membership fee is currently £35/annum.
- 2.13 Membership of professional bodies such as SCOTS and ATCO helps to enhance and strengthen professional officer relationship and engagement between the RTP's and local authorities. The Board is asked to endorse the Director's membership of SCOTS and continuing membership of ATCO.

### **Holyrood Garden Party 2007**

- 2.14 The Scottish Executive has written to RTP Chief Officers seeking nominations to attend the Royal Garden Party to be held in the Palace of Holyroodhouse in the last week of June or first week of July 2007. Nominations are invited under 2 categories – Personal Nominations, where a particular person and their spouse/partner is nominated to receive an invitation and Organisation Nominations, where an individual is nominated to receive an invitation to attend as a representative of their organisation. It is open to the Partnership to nominate under either category.
- 2.15 The Board is asked to consider making either a Personal or Organisation nomination to attend the Royal Garden Party in 2007.

## **3 CONSULTATIONS**

- 3.1 This report has been prepared in consultation with the Partnership's Proper Officers.

## **4 RESOURCE IMPLICATIONS**

- 4.1 This report has no direct resource implications.

**Eric Guthrie**  
**Director**

For further information email [ericguthrie@pkc.gov.uk](mailto:ericguthrie@pkc.gov.uk) or tel. 01738 476544

### **NOTE**

The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing the above Report; (list papers concerned)

None