

Report to Partnership Meeting – 5th June 2009

PARTNERSHIP

Annual Report 2008/09

Purpose of Report

To update Members and Advisors on the proposals for publication of HITRANS third Annual Report, covering the 2008/09 financial year period.

Background

HITRANS is required to produce an Annual Report each year detailing the activity of the Partnership in that year. This follows on from the implementation of the Business Plan produced in advance of the year and gives anyone with an interest details of what we have achieved and how this relates to our initial plan for the year.

Structure and Contents of Annual Report

In previous years the HITRANS Annual Report has provided useful information on the Partnership's activities over the course of the year. This has included in particular information on the areas of delivery, research and development.

The proposed structure of the 2008/09 Annual Report will see the following topics highlighted:

- Foreword by HITRANS Chair
- The HITRANS Team
- Review of the Year
- Delivery of the Regional Transport Strategy
- Rail Activities
- Bus Route Development
- The START Project
- Travel Planning
- Equalities Scheme
- Budget

Production of Annual Report

The Annual Report must be accessible and easy to read as the target audience should be wide and include anyone with an interest in the activities of HITRANS as a public body. Therefore officers believe it would be worth this year producing a hard copy of the report to send out to key stakeholders and offer to anyone who expresses an interest in receiving the document. The Annual Report will also be placed on the HITRANS website for downloading and large print copies will be made available on request.

The design and printing costs of the Annual Report are estimated to be no more than £5,000 and it is proposed to meet this cost from within the Publicity element of the budget.

RECOMMENDATION

1. Members are asked to note the report.
2. Members are asked to approve the allocation of £5,000 from the Publicity budget to meet the graphic design and printing costs of the Annual Report.

Report by:
Designation:
Date:

Ranald Robertson
Partnership Manager
20th May 2009