

Minute of Meeting held in the
HITRANS Office, Inverness
Airport on Friday 5 December
2008 at 9.30am.

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| PRESENT | <p>Mr Duncan Macintyre (Chairman) – Argyll and Bute Council
Mr John Laing (Vice-Chairman) – Highland Council
Mr Jim Foubister – Orkney Islands Council
Mr George McIntyre – Moray Council
Mr Donald Manford – Comhairle nan Eilean Siar
Mr Wilson Metcalfe
Ms Louise Smith</p> |
| IN ATTENDANCE | <p>Mr Dave Duthie – HITRANS
Mr Ranald Robertson - HITRANS
Mr Mike Mitchell – Highland Council
Mr Sam MacNaughton – Highland Council
Mr Howard Brindley – Orkney Islands Council
Mr Murdo Gray – Comhairle nan Eilean Siar
Mr Gordon Holland – Moray Council
Mr Frank Roach – HITRANS
Mr David Summers – Highlands and Islands Public Transport Forum
Mr Douglas Forson – Scottish Government
Mr Ian Duff - SCDI
Mr Tony Jarvis – Highlands and Islands Enterprise
Mr Derek Mackay – Comhairle nan Eilean Siar
Mrs Judith Ainslie – Scottish Government
Mr Bob Clark – Audit Scotland
Mr Justin Muir – Experian Catalist
Mr Arthur Renshaw – Experian Catalist
Mr Ian Jones – Department for Transport</p> |
| APOLOGIES | <p>Mr Donald Macrae – Comhairle nan Eilean Siar
Ms Roseanne Urquhart – NHS Highland</p> |

MINUTES

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| HITRANS | 1 | The Minute of Meeting of 5 September 2008 was approved . |
| Matters Arising | 2 | There was no matters arising from the Minute. |

FINANCE

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| HITRANS Audited Statement of Accounts – 2007/2008 | 3 | The Partnership Treasurer submitted a Report in relation to HITRANS Annual Accounts 2007/08. Mr Bob Clark, Audit Scotland addressed members in relation to the Audit of the financial statements and review of the partnerships governance arrangements. It was stated that Audit Scotland had given an unqualified opinion on the financial statements of HITRANS for 2007/08. |
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It was agreed to note the information as well as the Auditors Clearance Report on the Statement of Accounts for the year ended 31 March 2008.

Revenue Budget Monitoring 4 The Partnership Treasurer submitted a Report detailing HITRANS revenue monitoring position for the period ending 31 October 2008. The Report stated that income and expenditure were in line with the budget outturn target and it was predicted that a balanced budget would be delivered by the end of the financial year.

It was agreed to note the Report.

Travel Plans Programme 5 The Partnership Manager submitted a Report detailing progress with delivery of the Travel Plans Budget funded through the Scottish Governments allocation to mainstream SMART measures by Local Authorities and Health Boards. The Report highlighted the objectives of the grant and indicated that, in line with the recommendations made by Scottish Government, the budget had been earmarked for research and development of measures that would support sustainable travel and modal shift.

It was agreed to note the Report.

STRATEGY DEVELOPMENT

Highlands and Islands Fuel Study – Presentation 6 The Chairman welcomed Mr Justin Muir and Mr Arthur Renshaw, Experian Catalist to the Meeting and indicated that Mr Muir and Mr Renshaw would give a presentation in relation to the Highlands and Islands Fuel Study. The key factors arising from the Study were detailed together with a case study in respect of the provision of fuel in Caithness and Orkney.

It was agreed that the Permanent Advisor’s would examine the Highlands and Islands Fuel Study and report back to the next Meeting.

Road Transport Bio Fuels and UK RTFO Consultation 7 The Chairman introduced Mr Iain Jones from the Department for Transport and indicated that Mr Jones would give a presentation in relation to consultation on the Draft Renewable Transport Fuel Obligations (Amendment) Order 2009 which proposed that the introduction of bio fuels be slowed resulting the delay of up to three years compared with the original RTFO targets. The Partnership Director submitted a Report highlighting a proposed response to the consultation.

It was agreed:

- (1) **that the Partnership Director would arrange a Special Meeting of HITRANS in January 2009 to considered the RTFO consultation;**
- (2) **that the Partnership Director would engage with MP’s, MSPs and MEP’s and the Conference for Peripheral Maritime Regions in relation to the RTFO consultation; and**
- (3) **to authorise the Partnership Director to finalise the response to the RTFO consultation, following the receipt of comments from Members.**

RESEARCH DEVELOPMENT

Review of Highlands and Islands Air Services 8 The Partnership Director submitted a Report in relation to Highlands and Islands Air Services. The Report stated that air provision has changed significantly since the introduction of ADS, both in terms of service provision and the cost of using services. The Report stated that it would be an appropriate opportunity to review the changes that have occurred in relation to Highlands and Islands Air Services following HITRANS promotion of a PSO network and the subsequent changes which were introduced by the previous Scottish Executive.

It was agreed:

- (1) that the permanent Advisors, in consultation with the HITRANS members of the of the Aviation Group, would develop a Brief for the study into Highlands and Islands PSO Air Services; and
- (2) that the HITRANS members on the Aviation Group be authorised to meet with Loganair/Flybe to discuss Highlands and Islands Services and the Partnership Director would invite members to highlight issues with these services prior to the Meeting.

Orkney Smart Card Enabled Integrated Ticketing Pilot 9 The Partnership Manager submitted a Report indicating that Orkney Islands Council, in partnership with Transport Scotland, had developed a multi-modal integrated ticketing pilot project to test the opportunity to build on the infrastructure established to support the national concessionary fare system and national entitlement card thus allowing integrated ticketing on internal bus and ferry services.

It was agreed that HITRANS allocate £10K in 2008/09 to the set up costs of the Orkney Integrated Ticketing pilot and that a further £10K be allocated during 2009/11.

Research and Strategy Development Programme 2008/09 10 The Partnership Director submitted a Report detailing progress with HITRANS Research and Strategy Development Programme. The Report highlighted proposed amendments to the Programme to reflect changing priorities and indicated that the major changes would include a reduction in expenditure on research into rail/air and road based public transport to reflect changing priorities and that funding would be reallocated to meet the costs to be incurred in progressing the roles and functions review and the review of the Highlands and Islands Air Services.

It was agreed to approve the revised Research and Strategy Development Programme 2008/09.

CONSULTATION

Ferry User Groups Review 11 The Partnership Manager submitted a Report detailing proposals to alter the system of Ferry Users Groups in light of the comments made by the Transport Infrastructure and Climate Change Committee as part of their review of Scotland's Ferry Services. The Report detailed proposals to merge the Argyll Ferry Users Group with the Kintyre and its Islands Ferry Users Group which would retain local accountability but avoid duplication of attendance and repetition of the items covered for discussion.

It was agreed to amalgamate the Kintyre and Argyll Ferry Users Groups.

Rail Engagement with Stakeholders	12	<p>The Partnership Manager submitted a Report in relation to proposals to establish a rail stakeholder group. The Report stated that representatives of existing rail service user groups had met with HITRANS Officers to discuss the most effective way to input into the partnership's Policy and Strategy Development. The Report stated that there would be value in establishing a HITRANS Rail Users Group consisting of representatives from duly constituted groups representing the views of rail service users in the Highlands and Islands area and Passenger Focus in order to discuss service related issues.</p> <p>It was agreed to establish a Rail Users Group consisting of duly constituted groups representing the views of rail service users in the Highlands and Islands.</p>
ScotRail Franchise Consultation	13	<p>The Partnership Manager submitted a Report detailing a proposed response to Transport Scotland's consultation on the Scotrail franchise extension.</p> <p>It was agreed to approve the response to Transport Scotland in relation to the consultation on the Scotrail Franchise Extension.</p>
RTP Chairs Meeting Update	14	<p>The Partnership Director gave a verbal update in relation to the Regional Transport Partnership's Chairs Meeting which had taken place in Nairn on 4 December 2008. The main items discussed at the Meeting were detailed</p> <p>It was agreed:</p> <ul style="list-style-type: none"> (1) to note the update from the RTP's Chairs Meeting; and (2) that the Partnership Director would circulate the note of the RTP Chairs Meeting to Members.
European Week of Regions and Cities	15	<p>The Partnership Director submitted a verbal update in relation to the European Week of Regions and Cities.</p> <p>It was agreed to note the update on the European Week of Regions and Cities.</p>
Review of the Roles and Functions of HITRANS	16	<p>The Partnership Director submitted a Report detailing proposals to review the roles and functions of HITRANS in order to identify how the Partnership could aid the delivery of better and more sustainable transport across the Highlands and Islands area.</p> <p>It was agreed to undertake a Study, funded from the Research and Strategy Development Programme 2008/09, reviewing the roles and functions of HITRANS.</p>
AOCB	17	<p>Mr Murdo Gray indicated that he had raised local concerns in respect of Uig pier with The Highland Council.</p> <p>It was agreed to note the update.</p>