

Minute of Meeting held in the
HITRANS Office, Inverness
Airport on Friday 3 April 2009
at 9.30 am

PRESENT	Mr Duncan Macintyre (Chairman) – Argyll and Bute Council Mr Donald Manford – Comhairle nan Eilean Siar Mr George McIntyre – Moray Council Mr Jim Foubister – Orkney Islands Council Mr Wilson Metcalfe
IN ATTENDANCE	Mr Dave Duthie – HITRANS Mr Ronald Robertson - HITRANS Mr Howard Brindley – Orkney Islands Council Mr Donald Macrae – Comhairle nan Eilean Siar Mr Gordon Holland – Moray Council Mr David Summers – Highland Council Mr Frank Roach – HITRANS Mr Robert Pollock – Argyll and Bute Council Mr Derek Mackay – Comhairle nan Eilean Siar
APOLOGIES	Mr John Laing (Vice-Chairman) – Highland Council Ms Louise Smith Mr Sam MacNaughton – Highland Council Mr Tony Jarvis – Highlands and Islands Enterprise Mr Douglas Forson – Scottish Government Mr Mike Mitchell – Highland Council Pip Farman – NHS, Highland Mr Okain MacIannan Mr Gareth Williams - SCDI
Welcome	The Chairman welcomed the representatives from Stagecoach to the Meeting. The Chairman welcomed Mr Peter Fuller, Halcrow to the Meeting and indicated the Mr Fuller would give a presentation in respect of Item 7.
Tribute	The Chairman referred to the death of Mr Bill Fulton, former Councillor with Highland Council. The Chairman, on behalf of HITRANS extended condolences to Mr Fulton's family.

MINUTES

HITRANS	1	The Minute of Meeting of 6 February 2009 was approved .
Matters Arising	2	Mr Howard Brindley updated Members in relation to Item 9 – Livestock Transport. A copy of a letter received from NFU Scotland was circulated which indicated that they shared the concerns expressed by HITRANS and suggesting that officers remain in contact in relation to this matter.

It was agreed;

- (1) to note the letter from NFU Scotland; and
- (2) that Mr Howard Brindley would ensure that HITRANS were represented at the forthcoming NFU Scotland/Crofters Commission Conference being held in Inverness on 20 April 2009.

FINANCE

HITRANS Revenue Budget 2008/09 3 The Board considered a Report by the Partnership Treasurer detailing HITRANS Revenue Monitoring Position for the period ending 28 February 2009. 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. The Partnership Director indicated that financial year outturn as suggested in the Report was still on track although the commencement of work on the Delivery of Transport Services had been delayed within the procurement process to ensure the best appointment was made and that as a result the anticipated expenditure in Research and Strategy Development will not be fully achieved.

It was agreed to note the Report.

Travel Plans Programme 2008/09 4 The Partnership Manager submitted a Report in relation to the Travel Plan Programme 2008/09. The Report stated that the Programme objectives were to increase the number of employees, visitors and suppliers in Local Authorities, Health Boards and other employers across the highlands and islands using more sustainable modes of transport.

It was agreed to note the Report.

Business Plan 2009/10 5 The Partnership Director submitted a Report detailing the Draft Business Plan 2009/10. The Business Plan highlights how HITRANS would work with constituent Local Authorities and stakeholders to improve the delivery of transport services across the Highlands and Islands and defines how HITRANS will move forward in promoting and implementing the Regional Transport Strategy.

It was agreed:

- 1) to approve the HITRANS Business Plan 2009/10;**
- 2) that Mr Howard Brindley would provide an update on the Orkney Ferry Services Review to the next Meeting; and**
- 3) that a special Meeting of HITRANS would be held at the appropriate time in order to agree a response to the Ferry Services Review consultation.**

RESEARCH

Rail Studies 6 The Partnership Manager submitted a Report updating Members on progress on a number of rail studies across the region which would inform the development and future investment decision making at national level in relation to rail services. Updates were provided on the Inverness – Aberdeen Sunday Services Study, the West Highland Section Running Times Study, the Sutherland Timber Terminal project, the Far North Level Crossings Study and work on switches and crossings on the RETB Routes.

It was agreed to note the Report.

Congestion and Urban Issues in the Inner Moray Firth 7 The Chairman welcomed Mr Peter Fuller, Halcrow to the Meeting. Mr Fuller proceeded to give a presentation on the outcomes on the Halcrow Study on Congestion and Urban Issues in the Inner Moray Firth area which focused on the feasibility of developing park and ride opportunities to relieve congestion on key arteries into Elgin and Inverness. The Study had looked at potential demand for park and ride facilities at Elgin and Inverness and the study indicated that, based on existing traffic conditions and population, park and ride was unlikely to be successful in Elgin at the present time. The opportunities for park and ride sites on the four key arteries into Inverness were detailed and potential sites for park and ride facilities had been identified and evaluated. The Study indicated that a scheme for the A96 corridor at Smithton would provide an best opportunity to deliver real improvements in a short timescale, and that a trial on the A9 north corridor could also be of value in reducing congestion in and around the city.

It was agreed;

- (1) to note the Halcrow Study on Congestion and Urban Issues in the Inner Moray Firth;**
- (2) that HITRANS would co-ordinate a Meeting with Highland Council, Stagecoach, Transport Scotland and the Transport Minister to discuss how the Inverness Trunk Link Road could be co-ordinated with the development of park and ride facilities on the A96 corridor into Inverness.**

Quality Partnership Opportunities in the Highlands and Islands 8 The Partnership Manager submitted a Report detailing the opportunities that existed add value to transport services in the Highlands and Islands by developing Statutory Quality Partnerships that could secure a partnership between Bus Operators, Local Authorities, HITRANS and Transport Scotland. Such a Partnership would support the delivery of high quality bus services within the Highlands and Islands and would feature modern buses, real time information, improved bus stop infrastructure and bus priority measures. The Report stated that a Quality Partnership was a scheme whereby Local Authorities would provide particular facilities and operators of local services who wish to use the facilities would undertake to provide services of a particular quality standard when using them.

It was agreed;

- (1) to note the Report;**
- (2) that further investigation of Statutory Quality Partnership opportunities would be undertaken.**

Highlands and Islands Fuel Study 9 HITRANS considered a Report by Mr Tony Jarvis detailing the outcome of the element of the Fuel Study looking into fuel prices in the Highlands and Islands undertaken by Experian Catalist on behalf of HITRANS, HIE and The Highland Council. The findings of the Study were detailed and Members expressed concerns at the lack of information available from the industry which had meant that a meaningful and comprehensive Report was not available.

It was agreed to defer consideration of this matter until the next Meeting to allow partners the opportunity to come back with detailed written evidence which would inform the findings of the Report.

Oban Five a Day 10 The Partnership Manager submitted a Report detailing an economic analysis that had been undertaken for a frequency enhancement to five trains per day between Glasgow and Oban. The Report stated that the Regional Transport Strategy made the case for four trains per day being the minimum for Highland Rural Routes and this had been achieved on the Wick and Kyle lines. Currently Oban had three trains per day in each direction and this frequency was unacceptable given Oban's position as a key interchange for ferry services to the islands and as an important tourist destination. It is proposed to consider the application of option values and other wider economic benefits in order to further refine and strengthen the already significant business case and to investigate alternative funding streams which may allow the project to start up in advance of the next Scot Rail franchise.

It was agreed to note the Report.

COMMUNITY PLANNING

Single Outcome Agreement 11 The Partnership Director submitted a Report detailing the development of Single Outcome Agreements for 2009/10 by Community Planning Partnerships within the HITRANS area. The Board was asked to consider the Draft Single Outcome Agreements as presented and respond to each Community Planning Partnership confirming HITRANS's commitments to the Single Outcome Agreement and highlighting ways that further value could be added to the draft documents.

It was agreed;

- (1) **to support the draft Single Outcome Agreements for Highland, Moray, Argyll and Bute and Orkney;**
- (2) **that the Partnership Director would engage with Comhairle nan Eilean Siar in relation to the Draft Outer Hebrides Single Outcome Agreement, and that the Board would welcome the opportunity to consider a further developed proposal from the Partnership at its next Meeting;**
- (3) **the Chairman and the Partnership Director be authorised to sign off each Single Outcome Agreement on behalf of HITRANS**

STAFF

It was agreed that the public, including the press, be excluded from the Meeting during consideration of the following item on the grounds that exempt information as defined in Paragraph 6 of Schedule 7A to the Local Government (Scotland) Act 1973 would be disclosed.

Salary Grade and Regarding of Office Manager Posts 12 The Partnership Director submitted a Report in relation to a request for acceleration through the current salary grade of the Office Manager and to consider re-grading the Office Manager Posts.

It was agreed that the Office Manager Post be re-graded from AP2/3 to AP3 (SCP23-26) and that Mrs Catherine Cunningham be placed on the second point of the AP3 Scale as of 1 April 2009.

AOCB

Board Membership 13 The Partnership Director updated Members on the proposal that Mr Okain MacIennan be nominated as the new Board Member for HITRANS representing health issues. The Director indicated the appointment had been approved in principal by Scottish Ministers and that NHS Highland were seeking the agreement of other Health Boards in the area that Mr MacIennan, a member of the NHS Highland Board, be appointed to HITRANS as a representative from the Health sector to add his knowledge and experience to the HITRANS Board, in particular when considering health related issues.

It was agreed to note the update.