

## Strathclyde Partnership for Transport

### Minute of meeting

**3 May 2013**

held in Consort House, Glasgow

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## **Minute of the meeting of the Strathclyde Partnership for Transport held in Consort House, Glasgow, on 3 May 2013**

- Present** Councillors George Redmond (Chair), Malcolm Balfour, Tony Buchanan, John Cairney (substitute), Eddie Devine, David Fagan, Bill Grant, Kaye Harmon, Chris Kelly, Alan Moir, Robert G MacIntyre, Bobby McDill, Patrick McGlinchey, Pauline McKeever, Denis McKenna, James Scanlon (substitute), Hamish Stewart, and David Wilson and appointed members Ann Faulds, Anne Follin, Tom Hart, Alan Malcolm, Jim McNally and Gavin Scott.
- Attending** Valerie Davidson, Assistant Chief Executive (Business Support)/ Secretary; Eric Stewart, Assistant Chief Executive (Operations) and Charlie Hoskins, Director of Projects.

### **1. Apologies**

Apologies were submitted from Councillors John Bruce, Jim Coleman and Chris Thompson and appointed members Niall McGrogan and Susan Nicol.

### **2. Declaration of interest in terms of the Ethical Standards in Public Life etc (Scotland) Act 2000**

Councillor David Wilson declared an interest in respect of agenda no.7, as he was a Director of Link Housing and the company had an interest in the land at the old Arnott's site referred to in the report.

### **3. Minute of previous meeting**

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The minute of the meeting of 15 February 2013 was submitted and approved as a correct record.

### **4. Committee minutes**

The minutes (issued/tabled) of the undernoted committees were noted:-

- (1) Operations Committee of 15 March 2013;  
[Click here to view minute](#)
- (2) Strategy and Programmes of 22 March 2013;  
[Click here to view minute](#)
- (3) Audit & Standards Committee of 22 March 2013; and  
[Click here to view minute](#)
- (4) Personnel Appeals Sub-Committee of 30 April 2013.  
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### **5. Publication Scheme: Freedom of Information (Scotland) Act 2002**

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There was submitted a report (issued) of 28 March 2013 by the Assistant Chief Executive (Business Support)

3 May 2013

- (1) reminding members that the Freedom of Information (Scotland) Act 2002 required public authorities to adopt and maintain a publication scheme that had the approval of the Scottish Information Commissioner (SIC);
- (2) advising members that SPT's existing publication scheme was about to expire;
- (3) intimating that public authorities were encouraged, when submitting new schemes for approval, to adopt the SIC's latest Model Publication Scheme;
- (4) appending SPT's proposed version of the guide and model publication scheme which would subsist until 31 May 2017 at which time further approval would require to be sought; and
- (5) recommending that the Partnership
  - (a) adopt the SIC Model Publication Scheme 2013;
  - (b) approve SPT's version of the guide and publication scheme; and
  - (c) agree that the Assistant Chief Executive (Business Support) review and update the guide and scheme annually.

After consideration and having heard Mrs Davidson in answer to members' questions, the Partnership approved the recommendations at (5) above.

## 6. Records Management Policy

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There was submitted a report (issued) of 12 March 2013 by the Assistant Chief Executive (Business Support)

- (1) informing members that The Public Records (Scotland) Act 2011 required SPT to produce a Records Management Plan in relation to its public records and to submit this to the Keeper of the Records of Scotland for approval;
- (2) intimating that a Records Management Policy would underpin the effective management of the Partnership's records and information and was an essential element of the Records Management Plan;
- (3) explaining that the policy covered records created by or on behalf of SPT and records created by or on behalf of a contractor in carrying out SPT's functions and it applied to all SPT members, employees, agents, consultants and contractors who created, collected, held, used or disposed of SPT information;
- (4) appending SPT's proposed Records Management policy; and
- (5) recommending approval of the policy to the Partnership.

After consideration and having heard Mrs Davidson in answer to members' questions, the Partnership approved the recommendation at (5) above.

3 May 2013

**7. Paisley bus facilities improvements study**

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There was submitted a report (issued) of 8 April 2013 by the Assistant Chief Executive (Business Support)

- (1) intimating
  - (a) that SPT, in partnership with Renfrewshire Council, had commissioned a study to examine options for improvements to bus facilities in Paisley; and
  - (b) that the study had been undertaken by Atkins consultants and managed by SPT;
- (2) informing members
  - (a) that following the identification of nine potential sites and an initial sifting, two sites had been shortlisted for more detailed consideration;
  - (b) that both sites had been appraised against STAG based criteria of affordability, operations, integration, safety and acceptability; and
  - (c) that the option centred around Gauze Street, Smithhills Street, Central Road and Gilmour Street had scored highest and was the preferred option to develop to the next stage of delivery;
- (3) explaining
  - (a) that as a key requirement of the study was to ensure that bus facilities were integrated into the wider town centre plans, the next stage of design and analysis would require to examine specifically the traffic management arrangements in detail as well as the phasing of the works, most notably the possible re-opening of Gilmour Street, southbound for buses; and
  - (b) that as this next stage would require detailed traffic analysis, design and phasing with ongoing consultation with bus operators, a joint team comprising SPT and the council would take this forward. The council would lead and manage the detailed design, traffic management, planning and on site works with SPT providing operations and bus expertise and financial input;
- (4) advising members that the initial budget estimate, as contained in the recently approved capital programme, was £1.8m for the bus hub facilities together with the associated bus corridor/layover and traffic management improvements; and
- (5) recommending that the Partnership
  - (a) note the findings of the recent study and the on street option as the preferred solution;
  - (b) agree to proceed to the next stage of delivery for the option centred around Gauze Street, Smithhills Street, Central Way and Gilmour Street; and
  - (c) note that progress reports would be provided to the Strategy and Programmes Committee at key milestones.

3 May 2013

After discussion and having heard Mr Stewart in answer to members' questions, the Partnership approved the recommendations at (5) above.

**8. SPT response to call for written evidence by Scottish Parliament, Infrastructure and Capital Investment Committee Inquiry: 'How can community transport systems be improved?'**

[Click here to view report](#)

There was submitted and approved a report (issued) of 17 April 2013 by the Assistant Chief Executive (Operations)

- (1) informing members that the Infrastructure and Capital Investment Committee of the Scottish Parliament had launched an Inquiry into how community transport systems could be improved;
- (2) outlining the Inquiry's key themes;
- (3) appending SPT's proposed response;
- (4) explaining that the opportunity to respond to the Inquiry had provided SPT with the chance to highlight the good work being undertaken currently in the west of Scotland and to make further the case for improving the co-ordination, training, support, safety, governance and quality of community transport across Scotland through organisations such as SPT; and
- (5) recommending that the Partnership approve SPT's proposed response to the Inquiry.

**9. Framework for design and technical services: Tender assessment for list of suppliers (LOTS 6 to 6e)**

[Click here to view report](#)

With reference to the minute of 15 February 2013 (page 5, paragraph 11) when the Partnership, inter alia,

- (1) had agreed to the inclusion of a number of consultancies in the approved SPT framework for the provision of design and technical services for LOTS 1-5 and 8; and
- (2) had noted that tender assessments for LOTS 6 to 6e were still underway and would be presented to the Partnership in due course,

there was submitted and approved a report (issued) of 8 April 2013 by the Assistant Chief Executive (Operations) recommending that the undernoted consultancies be included in the framework for the period March 2013 to March 2016, with the option to extend this timescale if required:-

<b>Framework Company</b>	<b>Lot</b>
AECOM	6
Atkins	6, 6a, 6b, 6c & 6e
GHD	6c & 6e

3 May 2013

Framework Company	Lot
Halcrow	6, 6a, 6b, 6c, 6d & 6e
Interfleet Technology Ltd	6a, 6b, 6c & 6e
Mott MacDonald	6 & 6b
Orton	6d
Ove Arup	6a, 6b, 6c & 6e
Racon Management Services Ltd	6a, 6b, 6c & 6e
Systra	6a, 6b, 6c, 6d & 6e
David Simmonds Consultancy Ltd	6
Turner Townsend	6
URS Infrastructure & Environment UK Ltd	6

**10. Subway modernisation: Office accommodation at Broomloan depot – Proposed award of contract**

[Click here to view report](#)

After consideration of a report (issued) of 18 April 2013 by the Assistant Chief Executive (Operations) on tenders received for the refurbishment of the office building at Broomloan depot, the Partnership agreed to the award of a contract to the lowest tenderer, Clark Contracts Ltd, to the value of £1,454,573.27.

**11. UITP Congress 2013**

[Click here to view report](#)

After consideration of a report (issued) of 18 April 2013 on proposed attendance at the UITP (The International Association of Public Transport) World Congress and Mobility & City Transport Exhibition in Geneva from 26 – 30 May 2013, the Partnership

(1) noted

- (a) that the estimated cost for travel and accommodation (excluding meals), together with entry to the Congress was approximately £2,000 per person; and
- (b) that SPT had received complimentary passes for entry to the exhibition, thus reducing the overall costs; and

(2) agreed

- (a) that SPT be represented at the Congress by the Assistant Chief Executive (Operations) and the Director of Projects; and
- (b) that a report on the outcomes and benefits be submitted to a future meeting, including whether or not member attendance would be beneficial at future events.

**12. Register of Tenders and Variations**

The Partnership noted that the Register of Tenders and Variations for the period 1 January to 31 March 2013 was available for inspection after the meeting.