

Strathclyde Partnership for Transport

Minute of meeting

9 May 2014

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 9 May 2014

Present Councillors Jim Coleman (Chair), Malcolm Balfour, John Bruce, Gilbert Davidson, Eddie Devine, Charlie Gilbert (substitute), Bill Grant, Kaye Harmon, Alan Moir, Bobby McDill, Pauline McKeever, Denis McKenna, Hamish Stewart, Chris Thompson, Paul Welsh and David Wilson and appointed members Ann Faulds, Anne Follin, Tom Hart, Jim McNally and Gavin Scott.

Attending Valerie Davidson, Assistant Chief Executive (Business Support)/Secretary; Kirsten Clubb, Committee Support Officer; Gordon MacLennan, Chief Executive; Eric Stewart, Assistant Chief Executive (Operations) and Charlie Hoskins, Director of Projects.

1. Apologies

Apologies were submitted from Councillors Tony Buchanan, David Fagan and Chris Kelly and appointed member Alan Malcolm.

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

The Partnership noted the following declarations of interest in respect of items on the agenda:-

- (1) Ann Faulds declared an interest in respect of her advisory role to the Buchanan Galleries Partnership and as a Non-Executive Director of Lothian Buses;
- (2) Anne Follin declared an interest in respect of her planning advisory role for Aecom in relation to Fastlink; and
- (3) Councillor Paul Welsh declared an interest as he held shares in WH Smith.

3. Minute of previous meeting

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The minute of the meeting of 21 February 2014 was submitted and approved as a correct record.

4. Committee minutes

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

- (1) Operations Committee of 14 March 2014;
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- (2) Strategy & Programmes Committee of 28 March 2014; and
[Click here to view minute](#)
- (3) Audit & Standards Committee of 28 March 2014.
[Click here to view minute](#)

Arising from the minute of the Strategy and Programmes Committee (page 8, para 10), Mrs Davidson advised members that as a result of a review of governance processes within the Community Rail Partnership, and the changes in the legal structures, SPT should not become a member of the Partnership at this stage, but she confirmed that SPT would continue to offer advice and support.

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5. Appointed members – proposal to extend period of appointments

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There was submitted and approved a report (issued) of 4 April 2014 by the Secretary,

- (1) informing members that the tenure of 4 of the appointed members had come to an end on 31 March 2014; and
- (2) proposing that their periods of appointment be extended as undernoted, subject to the consent of Scottish Ministers:-

Niall McGrogan	extend to 31 August 2015
Tom Hart	extend to 31 March 2016
Alan Malcolm	extend to 31 March 2018
Gavin Scott	extend to 31 March 2018

In response to members' questions, Mrs Davidson confirmed that SPT's recruitment process was consistent with that expected of public appointments.

6. Code of Conduct for members of the RTP

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With reference to the minute of the Audit & Standards Committee of 22 March 2013 (page 1, paragraph 4) when that committee had

- (1) approved SPT's response to the Scottish Government's consultation on proposed amendments to the Model Code of Conduct for members of devolved public bodies; and
- (2) noted that an amended Code of Conduct would be presented for consideration once the revised Members' Code was re-issued by the Scottish Government,

there was submitted and approved a report (issued) of 1 May 2014 by the Assistant Chief Executive (Business Support)

- (a) informing members
 - (i) that SPT had now received from the Scottish Government a model code (approved by the Scottish Parliament on 4 December 2013) specifically for members of RTPs, which SPT was expected to adopt;
 - (ii) that, whilst this model Code was based on the previous consultation and brought about a level of consistency with the Councillors' Code, there were some specific differences; and
 - (iii) that there was an expectation that SPT would adopt the model Code with minimal change before the end of May 2014;
- (b) appending a copy of the Code of Conduct adapted specifically for members of SPT;
- (c) highlighting the various changes to the Code; and
- (d) recommending that the Partnership
 - (i) approve the Code of Conduct for SPT members; and

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- (ii) note that further guidance and specific “On Board” training would be provided in due course, including a briefing before a future Partnership meeting.

7. **SPT Complaints Handling Procedure**

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There was submitted and approved a report (issued) of 15 April 2014 by the Assistant Chief Executive (Business Support)

- (1) informing members
 - (a) that Section 16(C) of the Scottish Public Services Ombudsman Act 2002 required SPT to adopt a Complaints Handling Procedure (CHP) which complied with the model complaints handling procedure produced by the Scottish Public Services Ombudsman (SPSO);
 - (b) that the aim of the model CHP was to provide a standardised approach to dealing with customer complaints across the public authorities’ landscape in Scotland with the emphasis on quicker and simpler complaints handling with local, early resolution by empowered and well-trained staff; and
 - (c) that the model CHP had been devised to help public bodies “get it right first time” with a focus on resolving complaints at the frontline wherever possible and placing significance on valuing complaints, recording all complaints, reporting key information and using the lessons learned to improve service delivery;
- (2) highlighting the key elements of the model CHP;
- (3) appending a copy of SPT's proposed CHP;
- (4) explaining that a report on analysis of complaints information would be published on a quarterly basis, including the outcome of complaints and the actions taken in response. In addition, reports would be published on performance in handling complaints annually in line with SPSO requirements which would include performance statistics showing the volumes and types of complaints and key performance details e.g. the time taken and the stage at which complaints were resolved; and
- (5) recommending that the Partnership approve the adoption of the CHP.

In answer to members' questions, Mrs Davidson confirmed that the exact structure of the report would be confirmed later in the year and subsequently presented to the Audit & Standards Committee who had previously expressed an interest in receiving this information.

8. **Regional Transport Strategy Delivery Plan 2014-2017**

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With reference to the minute of 15 February 2013 (page 3, paragraph 8) when the Partnership had agreed, inter alia, to a one year extension of the current Regional Transport Strategy (RTS) Delivery Plan to allow officers to undertake a review and create a new plan, there was submitted a report (issued) of 11 April 2014 by the Assistant Chief Executive (Operations)

- (1) informing members
 - (a) that, since then, officers had engaged with SPT's constituent councils, the Glasgow

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and Clyde Valley Strategic Development Planning Authority and Transport Scotland in the creation of the new Delivery Plan; and

- (b) that the new proposed RTS Delivery Plan 2014–2017 had a strong focus on the specific services, initiatives and projects which SPT sought to deliver over the next three years and integrated the RTS with SPT's business planning processes which reflected current social, environmental and economic circumstances at local, regional and national levels;
- (2) appending a draft version of the RTS Delivery Plan 2014–2017, together with a diagram which summarised the relationship between SPT's principal plans and reports and its Community Planning partners' Single Outcome Agreements;
- (3) explaining
- (a) that fifteen work streams had been identified as the key actions and outputs necessary to make progress against the RTS Outcomes over the next 3 years, given available resources;
 - (b) that, although the work streams were built upon existing services, projects and initiatives, the plan was ambitious and innovative in key areas whilst remaining practical and deliverable; and
 - (c) that the plan would be monitored through the SPT Annual Report, which would incorporate the RTS annual monitoring report from 2014, and be monitored also on a local level through the Transport Outcomes Reports which were prepared annually for each council; and
- (4) recommending that the Partnership approve the RTS Delivery Plan 2014-2017.

After consideration and having heard Mr Hoskins in answer to members' questions, the Partnership approved the RTS Delivery Plan 2014-2017, taking into account the views expressed by members which included a request to have a specific link to the National Transport Strategy.

9. Subway Modernisation – progress update

[Click here to view report](#)

There was submitted a report (issued) of 23 April 2014 by the Assistant Chief Executive (Operations)

- (1) providing information on the overall progress made on the Subway modernisation project since the last update to the Partnership in December 2013, including
 - (a) the package of new trains, signalling and control systems with two companies/consortia submissions currently progressing through the procurement process;
 - (b) the station refurbishment works, with works completed at Ibrox and Kelvinhall Stations and progressing on schedule at St Enoch;
 - (c) the installation of new escalators, with escalators recently completed at Govan and Kelvinbridge stations;

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- (d) the significant uptake of smartcard ticketing, which had gone live in November 2013, and the progress towards delivering integrated car parking later in 2014;
 - (e) the completion of scoped infrastructure tunnel lining works at Buchanan Street to Cowcaddens stations;
 - (f) the commencement of replacement traction cable works; and
 - (g) the tender processes for the replacement tunnel pumping stations, ramps and turnouts and tunnel lining works which were progressing to schedule;
- (2) explaining that, as part of the wider programme of activities for Subway modernisation,
- (a) the refurbishment of the accommodation and depot facilities at Broomloan was on schedule for occupation in Summer 2014; and
 - (b) consultations with Accessibility and Equality Groups following positive feedback from the last meeting in March were continuing; and
- (3) advising members that all work streams were within their original timescale for completion and budget.

After having heard various officers in further explanation of the report and following discussion by members in relation to recent adverse stories in the press re visits by SPT officials to the bidders' reference sites, the Partnership noted the terms of the report.

10. Collegelands, High Street, Glasgow

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After consideration of a report (issued) of 24 April 2014 by the Assistant Chief Executive (Business Support) requesting the Partnership's consent to negotiate and conclude a sale, jointly with the owners of adjoining land, of SPT's land at Collegelands, High Street, Glasgow, the Partnership agreed that consideration of the report be continued to the next meeting of the Partnership in order that further detail could be provided on the area of land identified in the report.

11. Transport for the Commonwealth Games 2014 – SPT progress update

[Click here to view report](#)

With reference to the minute of 20 September 2013 (page 3, paragraph 8) when the Partnership had noted that a progress report on transport for the Commonwealth Games 2014 (CG2014) would be submitted to every meeting of the Partnership until further notice, there was submitted a report (issued) of 23 April 2014 by the Assistant Chief Executive (Operations)

- (1) appending a summary of SPT's current status in terms of operational readiness, project delivery and transport planning advice and support;
- (2) advising members that SPT managed projects and operational activities were on programme and on budget for completion in time for the Commonwealth Games;
- (3) intimating that, since the last update to the Partnership,
 - (a) CG2014 had requested formally further SPT assistance, notably in relation to co-ordinating additional bus resources which might be required during Games time;

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- (b) an agreement covering bus, Subway, ticketing, additional bus resources and Travel Demand Management, was now in effect;
 - (c) SPT had now recruited a dedicated CG2014 Operations Co-ordinator for the build-up to the Games and had seconded that officer, together with 2 others from Bus Operations and Communications, to CG2014 up to and including Games time; and
 - (d) the internal working group and reporting structure covering all SPT activity for the Games had also been strengthened and was chaired by the Assistant Chief Executive (Operations); and
- (4) informing members that the response from staff to SPT's internal volunteering scheme to allow non-operational staff to assist operational colleagues had so far been encouraging and plans were being prepared to allow those staff to be trained in readiness for their role during the Games.

After consideration and having heard Mr Stewart in further explanation, the Partnership

- (i) noted the terms of the report; and
- (ii) commended Mr Stewart and his team for their hard work in achieving many of the SPT managed projects and operational activities ahead of programme.

12. SPT responses to consultation documents

Ann Faulds left the room for the duration of the discussion of both items having previously declared an interest in the items.

There were submitted and approved reports of 28 and 23 April 2014 respectively (issued) by the Assistant Chief Executive (Operations) appending SPT's proposed response to each of the following consultations:-

- (1) Network Rail's consultation on the proposed redevelopment of Glasgow Queen Street Station; and
[Click here to view report](#)
- (2) The Department for Transport consultation on the implementation of Competition Commission remedies on bus registration.
[Click here to view report](#)

13. Kiosks at Buchanan and Partick Subway Stations

[Click here to view report](#)

Cllr Paul Welsh left the room for the duration of the discussion having previously declared an interest in the item.

Following consideration of a report (issued) of 24 April 2014 by the Assistant Chief Executive (Business Support) recommending the Partnership's approval to accept a request by W H Smith for early termination of the retail kiosk leases at Buchanan and Partick Subway Stations, the Partnership agreed to the request on the terms outlined in the report.

14. Robroyston – Proposal for a new rail station with Park and Ride – Progress report

[Click here to view report](#)

There was submitted a report (issued) of 23 April 2014 by the Assistant Chief Executive (Operations)

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- (1) informing members
 - (a) that the further development of the Robroyston area was a key priority of both the Glasgow and Clyde Valley Strategic Development Plan and Glasgow City Council (GCC) with the area designated for development and planning permission granted for a further 1,600 homes with associated infrastructure and amenities; and
 - (b) that a new rail station at Robroyston, to include park and ride facilities, was one of the key transport needs identified in accordance with Scottish Transport Appraisal Guidance to support the developing area and provide park & ride capacity for strategic traffic movements such as trips to Glasgow using the adjacent M80;
- (2) explaining
 - (a) that, in support of the above, SPT was working closely with GCC, Transport Scotland and Network Rail to deliver the initial design phase of the project which would provide the technical requirements for the construction of the station, pedestrian and road access requirements and design of the park and ride facility, and would also provide more detail on the construction costs; and
 - (b) that to progress the project, and in discussion with GCC, it was proposed that SPT would contract Network Rail to undertake the design of the station at GRIP Stage 4. In addition, GCC, grant funded by SPT, would undertake design of the access roads (including pedestrian routes) and design of the park and ride facility;
- (3) intimating
 - (a) that there was commitment in SPT's Capital Programme of £100,000 which would support the design of the access to the station, the main element being the park and ride car parks (north and south of the station) which were likely to be constructed in two phases of approximately 200 spaces each, to meet demand as it increased over a likely 15 - 20 year period;
 - (b) that it was planned that this design phase would be completed by spring 2015 and, in parallel, work would continue with partners to identify a funding package; and
 - (c) that the detailed design and construction phases would follow GRIP Stage 4, subject to all necessary funding being in place and timescales to complete these stages would be determined as a result of the initial phase;
- (4) advising members
 - (a) that SPT and GCC had discussed the project with Network Rail who had provided a cost estimate of £417,000 to undertake the development and design to GRIP Stage 4;
 - (b) that SPT had been requested by GCC to assist with the GRIP Stage 4 station development cost by contributing a further £100,000, with the remaining £317,000 to be met by the Council with developer contribution; and
 - (c) that although Robroyston station had been included as a 'priced option' in the Invitation to Tender for the ScotRail franchise, additional contributions would be sought by making an application to Network Rail for funding from the Scottish Stations Fund; and

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- (5) recommending that the Partnership
 - (a) agree that SPT enter into an agreement with Network Rail to deliver GRIP Stage 4 initial station design; and
 - (b) approve a further contribution of £100,000 from SPT's Capital Programme for 2014/2015 towards the completion of GRIP Stage 4.

After consideration and having heard Mr Hoskins in further explanation, the Partnership approved the recommendations at (5) above.

15. Register of Contracts Awarded and Variations

The Partnership noted that the Register of Contracts Awarded and Variations for the period 1 January to 31 March 2014 was available for inspection after the meeting.