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journeys*

**SPT**

partnership minute

## **Strathclyde Partnership for Transport**

### **Minute of meeting**

**10 December 2010**

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 10 December 2010.

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<b>Present:</b>	East Ayrshire	Robert McDill
	East Renfrewshire	Eddie Phillips
	Glasgow	Archie Graham
	Glasgow	Jonathan Findlay (Chair)
	Glasgow	Tommy Morrison
	Glasgow	Jim McNally
	Glasgow	George Roberts
	Inverclyde	David Wilson
	North Lanarkshire	Robert Burrows
	North Lanarkshire	David Fagan
	North Lanarkshire	Mark Griffin
	South Ayrshire	Bill Grant
	South Lanarkshire	Ian Gray
	South Lanarkshire	Denis McKenna
	Appointed Member	Tom Hart
	Appointed Member	Alan Malcolm
	Appointed Member	Niall McGrogan
	Appointed Member	Gavin Scott
	Appointed Member	Bill Ure

<b>Apologies</b>	Argyll & Bute	Duncan MacIntyre
	East Dunbartonshire	Alan Moir
	Renfrewshire	Marie McGurk
	Appointed Member	Ronnie Mellis

**Attending:** Valerie Davidson, Secretary; Valerie A. Bowen, Senior Clerk; Gordon MacLennan, Chief Executive; Eric Stewart, Assistant Chief Executive (Operations); and Terry Lynch, Senior Legal Adviser.

### 1. Chair's remarks

The Chair, on behalf of the Partnership, extended his thanks to all SPT staff for their efforts during the extreme weather conditions.

### 2. Declarations of interest

The Partnership noted that there were no declarations of interest.

### 3. Minute of previous meeting

The minute of the meeting of 20 August 2010 was submitted and approved as a correct record.

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Arising from the minute with regard to page 2, paragraph 2(2), the Chair informed members that the Chair and Vice-Chairs had been made most welcome at the various political party conferences and that the presentations on smartcard ticketing and Subway modernisation had been particularly well received.

#### **4. Committee minutes**

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

- (1) Personnel Committee of 8 October 2010;
- (2) Operations Committee of 5 November 2010;
- (3) Audit and Standards Committee of 19 November 2010; and
- (4) Strategy & Programmes Committee of 19 November 2010.

#### **5. Arrangements for the post of Chief Executive: Appointment of Recruitment Committee**

Reference was made to the minute of the Personnel Committee of 9 April 2010 (page 2, paragraph 6) when that committee had agreed, inter alia,

- (1) that the Assistant Chief Executive (Operations) be appointed as Chief Executive on an interim basis; and
- (2) that the interim position be in place for a period of twelve months and be reviewed within that period.

After having heard the Chair in further explanation, the Partnership agreed

- (1) that responsibility for the recruitment process be delegated to a Recruitment Committee; and
- (2) following nominations on proposed representation on the Committee, membership be as follows:-

Jonathan Findlay;  
David Fagan;  
Denis McKenna;  
Bill Grant;  
Duncan MacIntyre;  
George Roberts; and  
David Wilson.

#### **6. Audit Commission report and findings**

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There was submitted a report (issued) of 1 December 2010 by the Secretary, presenting the findings of the Controller of Audit's report on Strathclyde Partnership for Transport in

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relation to the way in which SPT managed and controlled its travel expenses, which had been considered at a meeting of the Accounts Commission on 4 November 2010.

Following considerable discussion and having heard Mrs Davidson and Mr MacLennan in answer to members' questions, the Partnership, having due regard to all information available and confirmation that all appropriate approvals had been complied with

- (1) noted
  - (a) that the recommendations made by KPMG, SPT's external auditor who had carried out the investigation which had led to the Controller of Audit's report, had all been implemented or were in the process of implementation prior to the publication of the Accounts Commission findings;
  - (b) that the significant changes which had been made to the membership and senior management of the Partnership had been recognised by the Commission;
  - (c) that SPT was now addressing the Commission's recommendation that the training and development needs of all members should be further considered; and
  - (d) that all expenditure assessed by the Partnership as personal had been recovered; and
- (2) concluded that, with regard to seeking payment of the balance of expenditure in the sum of £1,205 as identified in the report, it was not appropriate to seek payment of these costs.

## **7. Proposed draft revenue budget 2011/12**

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There was submitted a report (issued) of 2 December 2010 by the Assistant Chief Executive (Business Support)

- (1) outlining the background to the production of SPT's draft revenue plan and budget for financial years 2011/2012 and 2012/2013 which took account of the current reductions in public service funding;
- (2) reminding members that, in anticipation of reduced funding, SPT had embarked on a full review of all expenditure and, where possible, action had been implemented to reduce commitments on future expenditure as it had been anticipated that SPT would require to reduce its expenditure by up to £5.8m over the next three years;
- (3) appending a draft expenditure plan based on information known to date which highlighted planned expenditure of £38.391m in 2011/2012 and which took account of
  - the recent restructuring of departments (HR, Communications and Projects), together with other workforce planning changes resulting in a reduced salary bill of £1.4m. (members were asked to note that this had been reflected in the headcount position which had reduced from 686 as at 31 March 2010 to a current position of 655);

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- further reductions in communications (marketing, public affairs, web development and maintenance, travel planning advocacy and media) third party spend of £120,000;
  - review and subsequent reduction in technology maintenance support costs of £75,000;
  - reductions in external supplies and services across the organisation of £298,000 – arising as a result of reduced planned spend in general supplies, as well as better procurement and greater economies of scale;
  - reduced subway maintenance third party spend of £220,000 arising as a result of better planning and utilisation of resources;
  - an assumption of a pay freeze for all staff for the current year; and
  - the current state of the bus market in terms of service delivery and the increased pressure this was bringing to the network and the ability to ensure it was maintained which would result in an increased spend of £350,000, which however would not provide increased service levels but merely maintain the current service provision;
- (4) informing members that it was anticipated that the next stage of the review of departmental re-organisations (looking at Technology Solutions, Subway and Bus Operations) would commence shortly to ensure that any savings were generated during 2011/2012 and captured for the 2012/2013 financial plan;
- (5) highlighting the likely draw on reserves which would be required to accommodate the impact of different requisition reduction scenarios ranging from 2.6% to 6.4%; and
- (6) advising members that, although early work and discussions had been ongoing with SPT's funding partners, these were contingent upon the outcome of the Comprehensive Spending Review process and the local government settlement.

After considerable discussion and having heard Mrs Davidson in answer to members' questions, the Partnership

- (a) noted
- (i) the impact of the changes implemented to date and the financial benefits;
  - (ii) the significant savings generated during the current financial year; and
  - (iii) the likely draw on reserves in the range detailed; and
- (b) agreed
- (i) the service expenditure changes as outlined in the report; and
  - (ii) that a finalised budget be presented to the meeting of the Partnership scheduled to take place on 11 February 2011.

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**8. Progress on the development of the capital programme and budget 2010/2011 to 2013/2014**

[Click here to view report](#)

There was submitted a report (issued) of 2 December 2010 by the Assistant Chief Executive (Business Support)

- (1) reminding members that SPT's capital programme was a three year rolling programme which had been devised to ensure that capital investment underpinned the approved Regional Transport Strategy and Delivery Plan which had identified 6 key priorities and allocated approximately 70% of resources to their delivery;
- (2) explaining
  - (a) that although the Scottish Government's last three year comprehensive spending review had allocated an average of £25m to SPT each year until 2010/2011, the allocation for 2011/2012 would only become clear with the publication of the local government settlement;
  - (b) that it was anticipated that capital resources would be lower than in previous years; and
  - (c) that discussions would continue with the Scottish Government in an attempt to maximise the amount of capital funding available to SPT to meet as many of the infrastructure and customer service improvement aspirations as possible;
- (3) highlighting that, as consistent with previous years, the investment proposals had been categorised as follows:-
  - category 1 those projects for which approval was being sought to incur expenditure in year 1 which best met the policies of SPT and the delivery priorities of the Regional Transport Strategy (RTS);
  - category 2 those projects which matched less well with the RTS, particularly the top six priorities, or which required further development or additional funding to ensure smooth delivery; and
  - category 3 those projects which required further development or were planned to be delivered in future years;
- (4) appending a proposed three year capital programme which took account of estimated delivery status and the agreed priorities of the Transport Outcome Reports for each council area, based on information received to date;
- (5) summarising the capital bids over each category and year as currently assessed which would be reviewed continually to take account of changes in delivery status as well as funding; and
- (6) informing members
  - (a) that further information would be sought from funding partners on project programmes and submission priorities and whether or not they would be providing

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partial funding from their own capital programmes in order to assist with the overall programme allocation process; and

- (b) that the capital programme and budget would be refined over the next two months and a further report presented to the February meeting of the Partnership.

After considerable discussion and having heard Mrs Davidson in answer to members' questions, the Partnership agreed that a final budget be presented to the meeting of the Partnership on 11 February 2011, taking cognisance of the available funding and any movements between the current year and 2011/2012.

## 9. Freedom of Information Policy

[Click here to view report](#)

There was submitted a report (issued) of 15 November 2010 by the Assistant Chief Executive (Business Support)

- (1) informing members that the Scottish Information Commissioner (SIC) would carry out an assessment of SPT's freedom of information practice in March 2011 which would comprise a review of SPT's freedom of information documentation, an on-site inspection and the production of a report which would be published on the SIC website;
- (2) explaining
  - (a) that, on reviewing SPT's policies and procedures in preparation for the assessment, it had been identified that the Partnership did not have a formally approved freedom of information policy; and
  - (b) that, although there was no legal obligation to have a policy, its approval by the Partnership would emphasise the importance placed on compliance with the Freedom of Information (Scotland) Act 2002 and help ensure fairness and consistency in dealing with applications for information under the Act; and
- (3) appending a draft freedom of information policy for approval by the Partnership.

After consideration and having heard Mrs Davidson in answer to members' questions, the Partnership

- (i) approved the freedom of information policy; and
- (ii) agreed that an exercise be carried out into the cost to the organisation of dealing with requests for information and that the outcome be reported to a future meeting of the Partnership.

## 10. Sustainable Glasgow: SPT involvement

[Click here to view report](#)

There was submitted a report (issued) of 15 November 2010 by the Assistant Chief Executive (Business Support)

- (1) reminding members

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- (a) that SPT had been invited to become part of Sustainable Glasgow, a collaboration among the University of Strathclyde, Glasgow City Council and various other organisations; and
  - (b) that the initiative would take an integrated, co-ordinated and strategic approach to deliver projects with the most impact for the city in reducing carbon emissions, drawing in investment, regenerating communities and improving the city's image on a national and international stage;
- (2) informing members that the initiative also provided SPT with the opportunity to raise the profile of sustainable transport initiatives and seek innovative opportunities to develop partnership working; and
- (3) explaining that, in order to facilitate meaningful partnership working between the private and public sector members of Sustainable Glasgow, the project steering board had considered it essential that each member organisation sign a confidentiality agreement (Non Disclosure Agreement) together with an agreement to allow new members to become part of the project (Deed of Accession) on the same terms.

After consideration, the Partnership authorised

- (i) the Assistant Chief Executive (Business Support) to sign the Non Disclosure Agreement and Deed of Accession; and
- (ii) the attendance of the Chair or his nominee at meetings of the Sustainable Glasgow Steering Board together with appropriate representation on the Steering Group and working groups by SPT officers.

#### **11. Response to consultation on the Glasgow and Clyde Valley Strategic Development Plan Main Issues report and Strategic Environmental Assessment**

[Click here to view report](#)

There was submitted a report (issued) of 15 November 2010 by the Assistant Chief Executive (Business Support)

- (1) informing members that SPT had been invited to respond to a public consultation by the Glasgow and Clyde Valley Strategic Development Planning Authority (GCVSDPA) on the Main Issues report of the new Strategic Development Plan (SDP);
- (2) identifying the 5 main issues and outlining SPT's proposed response to each;
- (3) advising members that SPT's response would
  - (a) strongly welcome the prominence given to SPT's West of Scotland Conurbation Public Transport Study, whilst also providing some qualifying comments to emphasise sustainable connectivity for people and freight; and
  - (b) offer suggestions for improving the clarity of the main issues identified since these would contribute to the next stage of the Strategic Development Plan process – the draft proposed plan.

After discussion, the Partnership noted



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- (i) the basis of the proposed response, including the intention not to seek to continue to safeguard selected sites for the cancelled Strathclyde Tram proposal but to seek to safeguard the GARL route; and
- (ii) that the Head of Transport Planning would develop and submit a more detailed response on behalf of the Partnership by 14 January 2011 and continue to provide advice and relevant information to the twelve constituent councils and the GCVSDPA on the developing Strategic and Local Development Plans.

## **12. Corporate Equalities update**

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There was submitted and noted a report (issued) of 15 November 2010 by the Assistant Chief Executive (Business Support)

- (1) appending SPT's response to the recent Scottish Government consultation on proposed Public Sector Equality Duty Draft Regulations and Orders;
- (2) informing members of SPT's participation in an Inquiry by the Equality & Human Rights Commission under section 16 of the Equality Act 2006 into the actions of public authorities and public transport operators to prevent and eliminate disability-related harassment;
- (3) advising members of SPT's proposal to move from Disability, Gender and Race Equality Schemes to an Outcomes Report for Equality, in preparation for emerging legislation as per the timetable set out at Appendix 2 to the report;
- (4) outlining the progress made by SPT's Corporate Equalities Working Group (CEWG) to promote the current equality policy for staff and service users and the proposal to replace the current CEWG with a more senior and focussed Steering Group; and
- (5) assuring members that SPT was committed to ensuring that it met its statutory obligations to promote equality and to ensure that no-one was denied opportunities or was disadvantaged through discrimination, prejudice or exclusion due to factors such as age, disability, race sexual orientation, gender identity, pregnancy/maternity or religion/belief.

## **13. Renewal of ticketing support contracts**

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After consideration of a report (issued) of 24 November 2010 by the Assistant Chief Executive (Operations) explaining the background to the maintenance provision for the current Subway ticketing system, the Partnership approved

- (1) the award of a two year contract to Cubic Transportation Systems Ltd for the maintenance of the Subway ticketing system in the amount of £560,743 from 1 January 2011, which included a sum of money to cover support for the period July 2010 to 31 December 2010; and
- (2) an option to extend the contract for a maximum of 1 year, with termination planned for when a successful transition to the new ticketing system took place.

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**14. Partnership and Committee meeting dates for 2011**

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There was submitted and noted a list of Partnership and Committee meeting dates for the period 1 January to 31 December 2011.

**15. Councillor Bob Burrows**

The Chair advised the Partnership that this would be the last meeting that Councillor Bob Burrows would attend, as he would to be standing down in order to take up the position of Convener of the Policy & Resources (Finance and Customer Services) Committee at North Lanarkshire Council.

The Chair, on behalf of the Partnership, wished him well in his new post and thanked him for his contribution to the work of the Partnership.

