

West of Scotland Regional Transport Partnership

Minute of the first meeting of the West of Scotland Transport Partnership held in Consort House, Glasgow, on 12 December 2005.

Present:	Argyll & Bute:	Councillor Duncan MacIntyre
	East Ayrshire:	Councillor Eric Ross
	East Dunbartonshire:	Councillor Julia Southcott
	East Renfrewshire:	Councillor George Napier (deputy)
	Glasgow:	Councillor Irene Graham
	Glasgow:	Councillor Jim McNally
	Glasgow:	Councillor John Mason
	Glasgow:	Councillor Alan Stewart
	Glasgow:	Councillor Alistair Watson
	Inverclyde:	Councillor Eric Forbes
	North Ayrshire:	Councillor Sam Taylor
	North Lanarkshire:	Councillor David Fagan
	North Lanarkshire:	Councillor Barry McCulloch
	North Lanarkshire:	Councillor Tom Selfridge
	Renfrewshire:	Councillor John McDowell
	South Ayrshire:	Councillor Robert Campbell
	South Lanarkshire:	Councillor Eileen Logan
	South Lanarkshire:	Councillor Davie McLachlan
	South Lanarkshire:	Councillor Chris Thompson
	West Dunbartonshire:	Councillor Linda McColl

Attending: George Black, Chief Executive, Glasgow City Council, John F Anderson, Secretary, SPTA; Aidan O'Donnell, Interim Director General, SPTA; Rodney Mortimer, Westrains Core Team Manager; Valerie Davidson, Head of Finance, SPTA; Michael Docherty, Chief Executive, South Lanarkshire Council and Alan Cuthbertson, Executive Director (Corporate Resources), South Lanarkshire Council.

1. Interim Chair

On the basis of the regulations constituting the Partnership which required that Mr Black call the first meeting of the Partnership, it was agreed that he should take the Chair at the commencement of the meeting pending the election of a Chair.

2. Appointment of Chair

Nominations were sought for the post of Chair. Thereon Councillor Linda McColl, seconded by Councillor Barry McCulloch, moved that Councillor Alistair Watson be elected to the post of Chair and there being no further nominations, the Partnership agreed to support Councillor Watson who took the Chair for the remainder of the meeting.

Councillor Watson then thanked the members for their support.

3. **Appointment of Vice-Chairs**

The Chair called for nominations for two posts of Vice-Chair. Nominations were made as follows:-

Councillor Davie McLachlan, nominated by Councillor John McDowell, seconded by Councillor Robert Campbell

Councillor Eric Forbes, nominated by Councillor Julia Southcott, seconded by Councillor John Mason

Councillor Tom Selfridge, nominated by Councillor Jim McNally, seconded by Councillor Eileen Logan

A ballot was duly conducted with each member being allowed two votes. The result of the ballot was as follows:-

Councillor Davie McLachlan	15 votes
Councillor Eric Forbes	4 votes
Councillor Tom Selfridge	15 votes

Councillors McLachlan and Selfridge were duly appointed Vice-Chairs of the Partnership.

3. **Outline of constitutional framework of RTP**

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There was submitted a report (issued) of 28 November 2005 by the Secretary, SPTA,

- (1) reminding members
 - (a) that the main function of the 7 Regional Transport Partnerships throughout Scotland was to draw up a Regional Transport Strategy in their respective areas; and
 - (b) that in the west of Scotland, the RTP would take over also all of the functions of Strathclyde Passenger Transport Authority and Strathclyde Passenger Transport Executive other than the functions relating to the monitoring and management of the Franchise for rail passenger transport within SPT's area and the administration of the concessionary travel scheme for bus transport, both of which would be administered by the new National Transport Agency established by the Scottish Executive, the concessionary fare scheme as part of a new national scheme;
- (2) informing members that, although the RTP for the west of Scotland had been designated the West of Scotland Regional Transport Partnership, the order had provided that an RTP had the power to change its name;
- (3) providing a breakdown of the 20 elected members on the west of Scotland RTP from the twelve constituent councils as undernoted:-

Glasgow	5
North Lanarkshire	3
South Lanarkshire	3
Argyll and Bute	1
East Ayrshire	1
East Dunbartonshire	1
East Renfrewshire	1
Inverclyde	1
North Ayrshire	1
Renfrewshire	1
South Ayrshire	1
West Dunbartonshire	1

together with details in relation to the area covered by the partnership, substitutes, voting, "other" members and the provisions made for the appointment of observers, Chair and deputy Chairs, as well as such committee structure as the RTP considered appropriate;

- (4) intimating
 - (a) that the RTP was required to adopt or make standing orders regulating its business, fix a quorum which should not be less than a quarter of the total membership and appoint a Secretary; and
 - (b) that the RTP might pay its members and observers such expenses as the RTP determines; and
- (5) explaining that, although an outline of the functions of the RTP had been identified in the report, the Parliamentary Order which would provide for the transfer of the functions as from 1 April 2006 had not as yet been laid, nor had it been agreed in draft form.

After consideration and having heard Mr Anderson indicate that the Scottish Executive had been asked to look at interim arrangements for the provision of responsibility payments, particularly for the Chair and Vice-Chairs, and in answer to members' questions, the Partnership noted the terms of the report.

4. Adoption of Quorum and Standing Orders

Mr Anderson

- (1) advised members that it was proposed that the quorum for the Partnership be 25% of the membership; and
- (2) recommended that, as an interim measure until the Partnership had the opportunity to consider the matter fully, the Standing Orders of Strathclyde Passenger Transport Authority (SPTA) be adopted, where appropriate, to govern procedures for the carrying out of business at meetings of the Partnership.

After consideration, the Partnership agreed

- (a) that the quorum for the Partnership be 25% of the membership; and
- (b) to adopt the Standing Orders of SPTA until new Standing Orders were in place prior to 1 April 2006.

**5. Appointment of Interim Secretary
RTP servicing and support arrangements**

Having heard Mr Black on the requirement of the RTP to appoint a Secretary, the Partnership agreed to appoint Mr John Anderson as Interim Secretary to the Partnership until 1 April 2006.

Mr Anderson recommended that the servicing and support arrangements for the Partnership be provided by Strathclyde Passenger Transport staff and that Valerie Davidson, currently Head of Finance, SPTA, act as Interim Chief Financial Officer to the Partnership until 1 April 2006.

This was approved.

6. Arrangements for the appointment of Chief Officer: Appointment of Recruitment Committee

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There was submitted a timetable (issued) by the Chief Executive, Glasgow City Council, on the proposed recruitment process for the post of Chief Officer for the West of Scotland Regional Transport Partnership.

After having heard Mr Black in further explanation, the Partnership agreed

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

John McDowell
Davie McLachlan
Eric Ross
Julia Southcott
Chris Thompson
Tom Selfridge
Alistair Watson (Chair);

- (3) that, in view of the timescale involved, the first meeting of the Recruitment Committee be held immediately following this meeting.

7. Appointment of "other" members to the West of Scotland regional Transport Partnership

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There was submitted a report (issued) of 28 November 2005 by the Secretary, SPTA

- (1) reminding members
 - (a) that the Establishment Order which created RTPs, provided that the West of Scotland RTP would have between 7 and 9 "other" members who would be appointed by Scottish Ministers initially for a period probably of 6-12 months after the May 2007 local government elections based on recommendations from the RTP;
 - (b) that, at the end of this period, "other" members would be appointed by the RTP for a four year renewable term, subject to the consent of Ministers; and
 - (c) that "other" members would have such voting rights as prescribed by the RTP, but would not have a vote on matters relating to the requisition of finance from the constituent authorities, nor on decisions relating to a request to Scottish Ministers for the transfer of additional powers to the RTP;
- (2) intimating
 - (a) that, although the guidelines on the process involved for the appointment of "other" members (which would cover the skills required for potential appointees together with background experience) had not as yet been issued by Scottish Ministers and it was likely that the Scottish Executive would undertake the process centrally for the whole of Scotland by placing adverts in local media outlets for applications from interested parties, it might be that RTPs would have the opportunity to tailor the advertisement to reflect local circumstances in their area and approach representative organisations within their area to invite applications for membership; and
 - (b) that, although responses to the advertisements would initially be handled by the Scottish Executive, it was possible that this RTP would be requested to put forward recommendations based on some form of interview for approximately double the number of places in order to give the Scottish Ministers an opportunity of choice over the 7 to 9 actually appointed;
- (3) explaining that, as it was not yet known when guidance would be forthcoming, the appointments process would require to be carried through in a fairly short period in the first three months of 2006 in order that the appointments could be made effective from 1 April 2006; and
- (4) recommending that a committee be appointed to carry through the process, including interviews as appropriate, with a view to making recommendations to the Scottish Ministers for the appointment of "other" members.

After consideration and having heard Mr Anderson in further explanation, the Partnership agreed, following nominations on proposed representation on the Committee, membership as follows:-

Eric Forbes
Linda McColl

Davie McLachlan
Jim McNally
Tom Selfridge
Sam Taylor and
Alistair Watson (Chair).

8. Progress report on staff transfer to the West of Scotland Regional Transport Partnership

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There was submitted a report (issued) of 2 December 2005 by the Director General, SPTE,

- (1) reminding members that the Transport (Scotland) Act 2005 provided that new Regional Transport Partnerships be set up, that the SPTE/SPTA functions relating to the management and development of the rail franchise would be transferred to Scottish Ministers and that a national concessionary travel scheme (which would replace the bus related elements of the scheme currently administered by SPT) would be introduced, all of which had an impact on SPTE's staffing arrangements;
- (2) advising members
 - (a) that the order which transferred the powers in relation to the management and development of the Rail Franchise had been passed on 24 November 2005 and the functions relating to the management and development of the rail franchise and the staff who carried out those functions from had transferred from SPTE to the Scottish Executive on 28 November 2005;
 - (b) that a total of 29 staff from the Franchise Management, Service Performance and Finance departments had transferred by virtue of Section 15 of the Transport (Scotland) Act 2005 and the transfer of undertakings (Protection of Employment) Regulations 1981 (as amended) (TUPE Regulations) had applied to the transfers; and
 - (c) that collective and one to one consultations had been held with the affected staff during which they were afforded the opportunity to raise any concerns regarding the transfer;
- (3) explaining
 - (a) that, on a concurrent basis to the transfer of the staff referred to at (b) above, SPTE had held talks with the Scottish Executive and relevant staff representatives on the impact of the new national concessionary travel scheme on staff within SPT;
 - (b) that discussions had taken place with local authorities who also had schemes in place to ascertain whether or not any staff would be affected by the introduction of the scheme; and

- (c) that although the transfer pool was currently being discussed and agreed with the Scottish Executive, the staff ultimately agreed as part of the transfer pool would transfer to Transport Scotland prior to 1 April 2006; and
- (4) informing members
 - (a) that the set up of the RTP and transfer of the remainder of the functions would have a significant effect on SPT's current organisational establishment and the staff would transfer to the new RTP on 1 April 2006; and
 - (b) that, although the staff currently employed in WESTRANS were also scheduled to transfer to the RTP on 1 April 2006, as an alternative, the WESTRANS employees could join SPT at an earlier date, then move again under the bulk transfer on 1 April.

After consideration, the Partnership noted the terms of the report.

10. Draft revenue budget for 2006/2007

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There was submitted a report (issued) of 28 November 2005 by the Head of Finance SPTE/Treasurer SPTA,

- (1) reminding members that the Transport (Scotland) Act 2005 provided that new Regional Transport Partnerships be set up, that the SPTE/SPTA functions relating to the management and development of the rail franchise could be transferred to Scottish Ministers and that a national concessionary travel scheme (which would replace the bus related elements of the scheme currently administered by SPT) would be introduced;
- (2) advising members that the impact of the changes was significant in terms of establishing long term financial stability for the new organisation and it was necessary for the new organisation to establish a financial framework in the short term which met the timescales and affordability of its funding bodies, ie its constituent councils;
- (3) highlighting the main issues which affected the financial planning for the new organisation;
- (4) appending a draft revenue budget for 2006/2007 which totalled £39.214m and included the cost of SPTA, SPTE, Westrans and costs which previously were outwith the PTA area, together with a schedule which illustrated the level of requisition for each of the constituent councils;
- (5) explaining
 - (a) that, as total funding amounted only to £34.423m, there was a deficit of £4.791m and discussions were continuing with the Scottish Executive regarding adequate funding and the financial

impact of the removal of special rail grant and the direct funding which had been received in the past 3 years;

- (b) that if the Scottish Executive continued to provide direct funding equating to previous levels, the deficit could be reduced to approximately £600,000 which would require to be funded from reserves; and
- (c) that, in determining a budget and funding strategy for 2006/2007, it was the intention to maintain requisition increases to no more than the rate of inflation (2.5%) in the current year and this strategy had been intimated to the 12 constituent councils to allow them to undertake their own financial planning.

After consideration and having heard Mrs Davidson in further explanation, the Partnership agreed

- (i) to approve in principle that the RTP budget should seek to minimise the increase to the requisition to no more than 2.5%, bearing in mind that the requisition could not be finalised until such time as more information became available; and
- (ii) to consider the budget position further within the timescales needed to inform the funding partners budgetary decisions, ie prior to the end of January 2006.

11. Draft capital budget for 2006/2007 to 2008/2009

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There was submitted a report (issued) of 28 November 2005 by the Head of Finance SPTE/Treasurer SPTA,

- (1) reminding members that the Transport (Scotland) Act 2005 provided that new Regional Transport Partnerships be set up, that the SPTE/SPTA functions relating to the management and development of the rail franchise could be transferred to Scottish Ministers and that a national concessionary travel scheme (which would replace the bus related elements of the scheme currently administered by SPT) would be introduced;
- (2) explaining
 - (a) that although the development of a capital plan and budget for the new organisation required to take account of the changes at (1) above, it also needed to take into account the development of a Regional Transport Strategy which required to be submitted by 1 April 2007;
 - (b) that the strategy should influence future capital investment plans and would incorporate all aspects of transport;

- (c) that, as the strategy was developed, it would be necessary to compose a capital plan which took account of the current investment plans as strategic capital projects had a life span greater than one financial year; and
 - (d) that, as a result, it was necessary to categorise capital plans into various stages which took account of progress in the project cycle and, to this end, and in the development of a capital plan for the RTP, 3 levels of priority had been identified;
- (3) outlining an initial plan and capital budget of £28.417m, £54.906m and £109.110m for the financial years 2006/2007 to 2008/2009, respectively;
- (4) explaining
- (a) that, although at the time of writing the level of capital support to the RTPs was as yet unavailable, it was assumed at this stage that similar ratios of available funding would be made available to the West of Scotland RTP;
 - (b) that it was not possible at this stage to confirm the budget until further information was made available; and
 - (c) that it was anticipated that the functions order would transfer all assets, property and liabilities of SPTE and SPTA to the new organisation and therefore all outstanding commitments and contracts which spanned the end of the financial year would automatically require to be funded from the RTP capital plan; and
- (5) recommending that the Partnership
- (a) approve the projects detailed in the report, subject to the final funding being announced; and
 - (b) agree that a final budget be presented to a future meeting of the Partnership which took account of the available funding and any movements between the current year and 2006/2007.

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

12. Regional Transport Strategies

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There was submitted a joint report (issued) of 6 December 2005 by the Director General, SPTE and the Westrans Core Team Manager

- (1) reminding members
- (a) that the Transport (Scotland) Act 2005 placed a statutory duty on Regional Transport Partnerships to prepare Regional Transport Strategies;

- (b) that the Scottish Executive saw the strategies as being the key to transport policy and delivery in each region;
 - (c) that each strategy required to complement and support the National Transport Strategy and fit into a hierarchy of strategies - national, regional and local, which when taken together would present a coherent series of transport interventions which would provide improvements across the whole of Scotland; and
 - (d) that the Act required Partnerships to have regard to statutory guidance given to them for this purpose by the Scottish Ministers;
- (2) informing members
- (a) that the draft guidance had been steered by a Transport Bill Reference Group and informed by a small working group of practitioners set up by it to assist in the drafting;
 - (b) that SPT and Westrans had participated in both groups and had been able to influence the drafting of the guidance to ensure that the experience of policy and processes gained through the development of regional transport and public transport strategies was considered;
 - (c) that the draft guidance would be developed further to reflect comments made at a seminar at COSLA on 22 November 2005 which had been attended by officers from SPT, Westrans and 32 Local authorities;
- (3) outlining the aims and expectations of the draft guidance, the statutory requirements on the content and timescales of Regional Transport Strategies and the envisaged link between spatial and transport planning;
- (4) highlighting the proposed process for developing the Regional Transport Strategy, the timetable for which was extremely challenging;
- (5) explaining that beyond the Scottish Executive's contribution to core staffing and administrative costs and its additional commitment to an annual £35m capital funding to be shared among the 7 partnerships, the balance of the funding was expected to be made up by constituent local authorities with the Partnership deciding how much individual councils might be expected to bear; and
- (6) recommending that the Partnership seek approval from SPT and Westrans to discuss and prepare the resourcing framework and work programme for the preparation of a statutory Regional Transport Strategy.

After consideration and having heard Messrs ODonnell and Mortimer in further explanation, the Partnership approved the recommendation at (6) above.

13. Location of meetings

The Partnership, after having heard Mr Anderson, agreed that although future Partnership meetings would be held in Consort House, Glasgow, invitations from constituent councils would be considered with a view to holding meetings in other council areas.

14. Location of staff

After having heard Mr Anderson, the Partnership noted that the RTP staff would at least in the interim continue to be based at current locations.

15. Transitional costs/members expenses

Mr Anderson informed members that although there was no specific budget at present to cover transitional costs or members' expenses in this financial year, the Scottish Executive had indicated that it would look at costs submitted to them with a view to reimbursement.

16. Corporate Governance documents

Mr Anderson informed members

- (1) that in relation to the Freedom of Information (Scotland) Act 2002 requirement to publish a Publication Scheme, SPTA's scheme would be adopted until such times as a new scheme was prepared and submitted for approval; and
- (2) that a Code of Conduct for members would be drawn up for approval by the Partnership.

The Partnership noted the position.

17. Impact of SPT/Westrans decisions

The Partnership, after having heard Mr Anderson advise that the Transport (Scotland) Act 2005 had not made provision for a decision approval mechanism between the new Partnership and SPT and Westrans prior to 1 April 2006, agreed to request that all policy decisions made either by SPT or Westrans be subject to approval by the Partnership.