

*joining up
journeys*

SPT

partnership minute

Strathclyde Partnership for Transport

Minute of meeting

12 December 2008

held in Consort House, Glasgow

contact officers:

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Minute of the meeting of the Strathclyde Partnership for Transport held in Consort House, Glasgow, on 12 December 2008.

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|-----------------|---------------------|-------------------------|
| Present: | Argyll and Bute | John Semple (deputy) |
| | East Ayrshire | Bobby McDill |
| | East Renfrewshire | Eddie Phillips |
| | Glasgow | Tommy Morrison |
| | Glasgow | George Roberts |
| | Glasgow | Ruth Simpson |
| | Glasgow | Alistair Watson (Chair) |
| | Inverclyde | David Wilson |
| | North Ayrshire | Tom Barr (deputy) |
| | North Lanarkshire | Robert Burrows |
| | North Lanarkshire | Kaye Harman |
| | Renfrewshire | Marie McGurk |
| | South Lanarkshire | Davie McLachlan |
| | South Lanarkshire | John Murray (deputy) |
| | West Dunbartonshire | William Hendrie |
| | Appointed Member | John Boyle |
| | Appointed Member | Liz Connolly |
| | Appointed Member | Tom Hart |
| | Appointed Member | Niall McGrogan |
| | Appointed Member | Alan Malcolm |
| | Appointed Member | Ronnie Mellis |
| | Appointed Member | Gavin Scott |

| | | |
|-------------------|---------------------|---------------------|
| Apologies: | East Dunbartonshire | Alex Hannah |
| | North Ayrshire | John Reid |
| | North Lanarkshire | David Fagan |
| | South Lanarkshire | Ian Gray |
| | South Lanarkshire | Chris Thompson |
| | South Ayrshire | Bill McIntosh |
| | South Ayrshire | Bill Grant (deputy) |
| | Appointed Member | Elizabeth Cameron |
| | Appointed Member | Bill Ure |

Attending: Valerie Davidson, Secretary; Valerie Bowen, Senior Clerk and Ron Culley, Chief Executive.

1. Minute of previous meeting

The minute of the meeting of 10 October 2008 was submitted and approved as a correct record.

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Arising from the minute with regard to page 1, paragraph 1, Mrs Davidson informed the Partnership that Glasgow City Council had intimated a change to its member representation on the Partnership. She explained that Councillor Archie Graham had been appointed to replace the late Councillor Douglas Hay. The Partnership noted the position and agreed that Councillor Graham be appointed to the committees on which his predecessor had served.

2. Committee minutes

The minutes (issued) of the undernoted committees were noted, subject to the 'P' paragraphs contained therein which were approved:-

- (1) Recruitment Committees of 3 and 31 October 2008;
- (2) Operations Committee of 31 October 2008;
- (3) Personnel Appeals Sub Committee of 4 November 2008;
- (4) Strategy and Programmes Committee of 14 November 2008;
- (5) Audit and Standards Committee of 14 November 2008; and
- (6) Chair's Committee of 14 November 2008.

Arising from the minutes of the Recruitment Committees of 3 and 31 October 2008,

- (1) the committee noted the inclusion of Councillor Wilson in the list of those attending; and
- (2) the Chair welcomed appointed members John Boyle and Ronnie Mellis to their first meeting of the Partnership.

3. Additional item

In terms of Standing Order no 3.2, the Partnership agreed to consider the following additional item of business.

4. Strategic Transport Projects Review

Mr Culley gave a presentation which

- (1) advised members of the outcome of the Strategic Transport Projects Review which set out the ambitions of the Scottish Government in the years between 2012 and 2022;
- (2) highlighted various projects from the review which had a direct impact on the west of Scotland, including West of Scotland strategic enhancements – Metro/LRT in Glasgow and/or new station at a cost of £1.5bn – £3bn; A82 improvements at a

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cost of £100m - £250m, Integrated Ticketing (Smartcards) at a cost of £50m - £100m; Rail enhancements between Inverclyde/Ayrshire at cost of £250 - £500m and Edinburgh – Glasgow rail improvements at a cost of £500m – 1bn;

- (3) outlined the national projects proposed in the review, including Strategic Roads Safety Plan at a cost of £10m - £50m; reconfiguration of the national rail timetable at a cost less than £10m and improved access to Loch Ryan ports at a cost of £10m – £50m; and
- (4) informed members of the issues from the review that were of direct significance to SPT, including the cost of implementation of new stations as an alternative to Crossrail; no mention of Air, Ferries and High Speed Ground Transport; lack of prior consultation and the role of SPT/RTPs.

After considerable discussion and having heard the Chair

- (a) express his disappointment that the Crossrail project submitted by SPT which had met all the objectives of the STAG Appraisal System had not been approved for inclusion within the review but had been rejected in favour of proposals for a multi-billion pound alternative which had included a new station in the centre of Glasgow and a metro-style rapid transit system; and
- (b) inform members that he would be meeting with the Minister for Transport, Infrastructure and Climate Change on 7 January 2009 to present the case for reconsideration of the Crossrail scheme which could deliver for the city and Scotland at a much lesser cost than the new proposals,

the Partnership

- (i) thanked Mr Culley for his informative presentation; and
- (ii) agreed
 - (A) that copies of the presentation would be sent out to all members of the Partnership; and
 - (B) that the Chair would update members in advance of the next Partnership meeting in February 2009 of the outcome of his meeting with the Minister.

5. **Financial Stability Proposals – 2009/10 and 2010/11**

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There was submitted a report (issued) of 4 December 2008 by the Assistant Chief Executive (Business Support),

- (1) enclosing a report on the draft revenue budget for 2009/10 which had been considered by the Strategy & Programmes Committee on 14 November 2008 and recommended for approval by the Partnership, subject to further work being undertaken in an attempt to identify further potential resources and efficiencies;

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- (2) advising members that at the time of writing, the report had highlighted that even allowing for a variety of fare increases, deductions of 2% efficiency and an assumed requisition increase of 2.7% from local authorities, there remained a projected deficit of approximately £500,000 in 2009/10;
- (3) informing members
 - (a) that the projected deficit was expected to increase to £2.5m in 2010/11 which was due to a number of factors including the increased cost of power, pensions and bus operating costs relating to fuel; and
 - (b) that in addition, recent reductions in interest rates caused by the world economic downturn had resulted in the level of investment income to SPT reducing considerably;
- (4) explaining that the Strategy & Programmes Committee had agreed that a further full review of budget plans should be undertaken to identify measures which addressed the impact of these market conditions, and thus ensure
 - that SPT lived within means of available funding;
 - that priority was given to the key service commitments previously given including improved health and safety, security, modernisation of the subway and the step change for bus programme; and
 - that all service delivery would be executed in the most efficient way taking account of the changing environment;
- (5) highlighting that although SPT had significant aspirations to grow and enhance services, the reality of all public services was that any service change and enhancement required to be funded from within the currently available resources; and
- (6) recommending that the Partnership approve
 - (a) the following proposals with immediate effect to gain the financial benefit in 2009/10:-
 - freeze recruitment for all non critical posts, filling some necessary vacancies internally with no initial back fill – estimated to contribute £300,000;
 - reduce the discretionary communications expenditure by £150,000;
 - reduce the Subway overall staff costs by £200,000; and
 - implement a process of voluntary severance policy to free up vacancies, but only where this was affordable and did not impact adversely on operational matters. This would be based on and be

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consistent with the previously agreed early retirement and voluntary severance policy agreed by the Partnership; and

- (b) the following proposals to be implemented in areas which required more detailed review to allow the financial implications to be assessed and the predicted gap closed in sufficient time for 2010/11:-
- development and implementation of a Subway and Ferry Operation efficiency programme;
 - development and implementation of a bus operation efficiency programme, including the review of travel centre service delivery and the use of a partnership model to gain benefits;
 - deployment of a technology solutions implementation plan to drive efficiencies; and
 - review and implementation of back office efficiency measures to free resources to front line services; and

- (7) concluding that it was calculated that the implementation of these actions would address the projected budget deficit in 2009/10 and 2010/11, would make resources available for service enhancements which were necessary and would support the delivery of the RTS objectives.

After considerable discussion and having heard Mr Culley in explanation and Mrs Davidson give a presentation which provided further detail on the proposals which would ensure the financial stability of the organisation for 2009/10 and 2010/11, the Partnership

- (i) approved the recommendations at (6) above; and
- (ii) agreed that a full balanced budget be presented to the next meeting of the Partnership.

6. Governance Manual

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With reference to the minute of the Audit and Standards Committee of 14 November 2008 (page 2 paragraph 3), when that committee had

- (1) considered a draft Governance Manual comprising revised versions of the Procedural Standing Orders, Contracts Standing Orders, Financial Regulations, Scheme of Delegations, Committee Terms of Reference, Code of Corporate Governance, Code of Conduct for Employees, Members' Code of Conduct, Anti-Fraud Strategy/Whistleblowing Policy, Guidelines on the Register of Hospitality, Guidelines on the Register of Interests, Multi-member Ward Protocol, and the Code of Publicity, prior to the finalised document being submitted to the Partnership for approval; and
- (2) agreed

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- (a) that the Governance Manual should be submitted to the Partnership for approval, subject to the inclusion of the Standards Commission's Dispensation note for non-councillor members; and
- (b) that to give the Partnership sufficient time to comment, the draft manual be issued to all SPT members in advance of the issue of papers for the next Partnership meeting,

there was submitted a report (issued) of 4 December 2008 by the Assistant Chief Executive (Business Support),

- (i) reminding members that individual governance documents had been approved by the Partnership at various times since the establishment of SPT;
- (ii) informing members that the current documents had been amended to ensure compatibility and compliance with relevant legislation and brought together in a manual which would be issued to all members, directors and senior managers; and
- (iii) recommending that the Partnership approve the Governance Manual and the documents contained within.

After consideration and having heard Mrs Davidson in further explanation and advise members that following a consultation exercise, the draft Employees' Code of Conduct had now been consulted with the trade unions, the Partnership approved the recommendation at (iii) above.

7. SPT Annual Report and Financial Statement 2007/08

There was submitted and noted SPT's Annual Report and Financial Statement for 2007/08.

8. SPT Response to the Inquiry into High Speed Rail in Scotland by the Transport, Infrastructure and Climate Change Committee of the Scottish Parliament

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There was submitted a report (issued) of 24 November 2008 by the Chief Executive,

- (1) informing members of an Inquiry into High Speed Rail in Scotland by the Transport, Infrastructure and Climate Change Committee (TICC) of the Scottish Parliament;
- (2) enclosing SPT's response to the Inquiry;
- (3) explaining that the Chief Executive had given evidence in support of the response at a meeting of the TICC Committee on 11 November 2008;
- (4) advising members
 - (a) that SPT were at the forefront of discussions into the potential for high speed connections in Scotland and across the UK; and

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- (b) that the response emphasised this commitment;
- (5) outlining the following workstreams that SPT had underway which were due to conclude in early 2009 and would be presented to the Partnership in due course:-
 - a technical analysis of the options for introducing high speed ground transport between Glasgow and Edinburgh;
 - an analysis of the wider economic benefits of introducing this link; and
 - an analysis of potential locations for high speed termini within the Glasgow conurbation; and
- (6) highlighting that SPT were also contributors to the Greengauge 21 2008/09 High Speed Rail Development Programme which was taking forward proposals for a high speed line between the south of England and the rest of the UK.

After consideration, the Partnership noted

- (a) SPT's response to the Inquiry; and
- (b) the concurrent workstreams being undertaken in support of High Speed Ground Transport.

9. Regional Transport Strategy – Integrated Ticketing Action Plan

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With reference to the minute of the Strategy and Programmes Committee of 25 January 2008 (page 6, paragraph 6) when that committee had approved the Action Plans which contained the following objectives and interventions for the next 5 years by SPT and relevant partners as part of the development of the Regional Transport Strategy:-

- Walking and Cycling;
- Smarter Choices;
- Freight;
- Access to Healthcare;
- Bus; and
- Park & Ride;

there was submitted a report (issued) of 28 November 2008 by the Assistant Chief Executive (Business Support),

- (1) informing members that further Action Plans would be brought forward to a future Strategy and Programmes Committee for approval on Parking, Access to Education, Access to Rural Areas, and Ports, Ferries and Airports; and
- (2) enclosing a draft Integrated Ticketing Action Plan which
 - (a) supported the RTS Strategic Priority on "Developing Integrated Ticketing" which committed SPT to work with national agencies and operators to improve integrated ticketing and to introduce new technologies such as smartcard ticketing which in

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turn supported a number of the Scottish Government's national outcomes as detailed in the report;

- (b) outlined SPT's ticketing objectives for both transport users and transport operators;
 - (c) provided a five-year programme of key initiatives including the development of smartcard in partnership with Transport Scotland; and
 - (d) incorporated the emerging project to design, supply and install a replacement Subway ticketing system;
- (3) concluding
- (a) that action plans were key elements of the RTS and would help deliver clear benefits to the travelling public in the SPT area; and
 - (b) that a robust consultation process had ensured that comments from stakeholders had been taken into account in the development of the Ticketing Action Plan; and
- (4) recommending that the Partnership approve the Integrated Ticketing Action Plan.

After consideration and having heard Mr Culley in answer to members' questions, particularly in relation to the introduction of multi model integrated ticketing in advance of the Commonwealth Games 2014, the Partnership approved the recommendation at (4) above.

10. Consort House – Structural Improvements

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There was submitted a report (issued) of 28 November 2008 by the Assistant Chief Executive (Operations),

- (1) reminding members that Consort House had been acquired in February 2008 by SPT with the awareness that repairs would be required;
- (2) informing members
 - (a) that the building survey acquisition report by Chartered Building Surveyors, Drivers Jonas had identified cracking in the block work wall sections of Consort House between the pre cast units to the main building and the north wing; and
 - (b) that following further investigations by engineers, it had been established that all of the wall panels inspected were short of wall ties which was not uncommon within buildings constructed in the 1970s;
- (3) detailing tenders received for the appointment of a contractor to supply and install remedial wall ties, steel wind posts and associated enabling works in respect of ongoing repairs to Consort House; and
- (4) recommending that the Partnership approve

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- (i) the award of a contract to CBL Construction Ltd for the supply and installation of remedial wall ties, steel wind posts and associated enabling works in respect of ongoing repairs to Consort House in the sum of £196,006.65, excluding VAT;
- (ii) the appointment of David Adamson & Associates as the Construction Management and Design Regulations Co-ordinator; and
- (iii) the associated professional fees totalling £45,000 to Drivers Jonas (Chartered Building Surveyors), Stewart McTaggart & Co (Chartered Structural Engineers) and David Adamson & Associates.

After consideration, the Partnership approved the recommendations at (4) above.

11. Proposed award of contract - Data network upgrade

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There was submitted a report (issued) of 4 December 2008 by the Assistant Chief Executive (Business Support),

- (1) detailing the results of a mini-tender exercise for the award of a contract for a data network upgrade;
- (2) explaining that the upgrade of this network would bring not only stability and remove the risk of business disruption but would also facilitate future service changes through the use of technology;
- (3) explaining
 - (a) that as the equipment costs which made up the bulk of the tender were based on the current dollar rate which was subject to constant change, it was therefore proposed to award the contract with an estimate of up to £150,000; and
 - (b) that although funding for the project was currently included within the 2009/10 capital plan, there was scope for the project to be advanced should funding become available in the current financial year;
- (4) advising members that contractors NTL, Telewest and Carillion had been asked for a price re-fresh to take into account the dollar rate and reductions in VAT and interest rates; and
- (5) recommending that the Partnership
 - (a) authorise officers to approve the award of a contract at an opportune time for a data network upgrade, taking advantage of the favourable exchange rates to one of the companies at (4) above as appropriate following receipt of new prices up to a maximum of £150,000; and

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- (b) agree to advance the project to the 2008/09 capital plan should the appropriate funding become available.

After consideration, the Partnership approved the recommendation at (5) above.

12. Refurbishment of Subway station lighting

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After consideration of a report (issued) of 4 December 2008 by the Assistant Chief Executive (Business Support), detailing tenders received for the appointment of a contractor to carry out the refurbishment of all Subway stations and depot lighting with the exception of the station ticket concourse area at Partick Station, the Partnership approved acceptance of the lowest tenderer submitted by WWW Electrical Contractors Ltd in the sum of £ 367,327.75 excluding VAT.

13. SPT: The Homecoming

[Click here to view report](#)

With reference to the minute of the Partnership of 15 August 2008 (page 7, paragraph 11) when the Partnership had noted a number of small projects which were being undertaken by SPT to commemorate the 250th Anniversary of the birth of Robert Burns and to mark the Homecoming Year in 2009, there was submitted a report (issued) of 3 December 2008 by the Chief Executive,

- (1) detailing the progress made on the following Homecoming activities -
 - Design and installation of wall plaques;
 - Provision of 120 SPT crystal whisky tumblers for the Homecoming event to take place in Alloway;
 - Establishment of a poetry competition to encourage school children to take an interest in poetry;
 - Design of a Burns Cravat and tie for all customer facing staff, using SPT tartan;
 - Provision of shuttle buses during the homecoming celebrations weekend;
 - Vinyl Wrapping of Ayr – Glasgow Stagecoach Bus;
 - Additional Burns poetry displayed around the Subway and Buchanan Street Bus Station in Primesight advertising spaces;
 - Design of Subway ticket wallet using additional stock; and
 - Vinyl wrapping of Subway train;
- (2) advising members that the total cost of the activities was £19,810: and
- (3) highlighting that in addition, poems and songs would be displayed on new digital display screens in Subway stations, reading of Burns poetry would be provided over the tannoy around the date of his birth and poetry workshops with children would be used to discuss poetry of Robert Burns.

After discussion and having heard Mr Culley advise members that shuttles buses would only be provided from Ayr rail station to Brigadoon in support of the First Minister's Burns Supper and

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not from Glasgow – Ayr as indicated in the report, the Partnership noted the progress on the implementation of Homecoming arrangements.

14. Media report

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There was submitted a report (issued) of 1 December 2008 by the Assistant Chief Executive (Business Support),

- (1) enclosing a report provided by the media monitoring company Pressdata summarising the media coverage on SPT's activities during the months from August to October 2008;
- (2) informing members
 - (a) that for August and September the amount of adverse coverage remained low, 4.3% and 7.1% respectively;
 - (b) that during the month of October this figure had increased to 18% due to a Scottish Power electricity fault which closed the Subway system in peak travelling time on 22 October 2008; and
 - (c) that there were also a number of critical letters which distorted the measurement of coverage; and
- (3) highlighting the high local coverage in weekly papers and the continuing increase in coverage in the broadcast media.

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

15. Conferences

The Partnership agreed

- (1) that any members interested in attending the conference entitled "Scotland's Transport Infrastructure: The Strategic Transport Projects Review" to be held in Edinburgh on 19 January 2009 should contact the senior clerk; and
- (2) that the Chair or Vice Chair be authorised to attend the conference entitled "Local Transport Bill: Implementing measures to improve bus services locally" to be held in London on 22 January 2009.

16. Register of Tenders

The Partnership noted that the Register of Tenders listing contracts awarded from July to September 2008 was available for inspection after the meeting.