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partnership minute

## Strathclyde Partnership for Transport

### Minute of meeting

**18 August 2006**

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 18 August 2006.

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<b>Present:</b>	Argyll and Bute East Ayrshire East Dunbartonshire East Renfrewshire Glasgow Glasgow Glasgow Glasgow Glasgow Inverclyde North Ayrshire North Lanarkshire North Lanarkshire North Lanarkshire Renfrewshire South Lanarkshire South Lanarkshire South Lanarkshire West Dunbartonshire Appointed Member Appointed Member Appointed Member Appointed Member Appointed Member	Councillor Duncan MacIntyre Councillor Eric Ross Councillor Julia Southcott Councillor George Napier (deputy) Councillor Irene Graham Councillor Jim McNally Councillor John Mason Councillor Alan Stewart Councillor Alistair Watson (Chair) Councillor Eric Forbes Councillor Sam Taylor Councillor David Fagan Councillor Barry McCulloch Councillor Tom Selfridge Councillor Sam Mullin (deputy) Councillor Eileen Logan Councillor Davie McLachlan Councillor Chris Thompson Councillor Linda McColl Thomas Hart Alan Malcolm Gavin Scott Eric Stewart Bill Ure
<b>Apologies:</b>	East Renfrewshire Renfrewshire South Ayrshire Appointed Member Appointed Member	Councillor Alan Lafferty Councillor John McDowell Councillor Bobby Campbell Liz Connolly Alan Wilson
<b>Attending:</b>	Ron Culley, Chief Executive; John F Anderson, Interim Secretary; Valerie A Bowen, Assistant Clerk; Douglas Ferguson, Director of Operations; Valerie Davidson, Acting Assistant Chief Executive, Business Support and John Halliday, Acting Assistant Chief Executive, Transport and Strategy.	
<b>Also attending</b>	Tavish Scott, MSP, Minister for Transport and Councillor Al Reay, Argyll and Bute Council.	

### 1. Mr Tavish Scott, MSP, Minister for Transport

The Chair welcomed Tavish Scott, MSP, Minister for Transport to the meeting. The Minister extended his appreciation to all those involved in the smooth transitional process to Regional Transport Partnerships. After having heard the Minister in answer to members' questions on a variety of topics, including the National Transport

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Strategy, Regional Transport Strategy, Bus Policy and Performance, Glasgow Crossrail, Glasgow Subway, Commonwealth Games preparation and Ferry and Ports policy, the Chair on behalf of the Partnership thanked him for his attendance.

## 2. Minutes

- (1) The minute of the meeting of 16 June 2006 was submitted and approved as a correct record.

Arising from the minute

- (1) with regard to page 2, paragraph 2, the Partnership agreed that the Recruitment Committee set up for the appointment of the Chief Executive of the Partnership be delegated the responsibility for the appointment process for the three posts of Assistant Chief Executive;
  - (b) with regard to page 2, paragraph 2, Mr Culley advised members of the costs involved in accepting and implementing the early retirement requests from the Director of Operations and Director of Corporate Services. He confirmed that the sums payable had been calculated and verified on two separate occasions by the Strathclyde Pension Fund under the Local Government Pension Scheme (Scotland) Regulations 1998 and that the fund's normal formula had been applied and no additional payments made. He detailed further the total sums which would require to be met by SPT: and
  - (c) with regard to page 8, paragraph 6, Mr Culley advised members of the total cost including flights and accommodation for his visit to China with the Chair and Vice Chair.
- (2) The minute of the Chair's meeting of 5 July 2006 was submitted and noted.

## 3. Proposed committee membership

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With reference to the minute of 16 June 2006 (page 5, paragraph 4) when the Partnership had agreed, *inter alia*,

- (1) to introduce a committee structure consisting of two standing committees, Operations and Strategy and Programmes, in addition to the two ad hoc committees, Personnel and Audit and Standards which had previously been approved; and
- (2) that all members would be canvassed seeking their preferences as to which committees on which they would wish to serve,

there was submitted a report (issued) of 2 August 2006 by the Secretary,

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- (a) enclosing as an appendix to the report, a proposed committee membership which had been developed, based on members' preferences, geographical spread, gender and political balance as well as a balance of appointed and elected members; and
- (b) recommending that the Partnership approve the representation on the Strategy and Programmes, Operations, Personnel and Audits and Standards committees as detailed in the report.

After discussion, the Partnership approved the recommendation at (b) above.

Thereon, nominations were sought for the post of Chair of the Audit and Standards Committee. Councillor Jim McNally, seconded by Councillor Sam Mullin, moved that Councillor Eileen Logan be elected to the post of Chair and there being no further nominations Councillor Logan was therefore appointed as Chair of the Audit and Standards Committee. The Partnership agreed that it would be appropriate to have a Vice Chair on that committee. Nominations were then sought for the post of Vice Chair. Councillor David Fagan seconded by Councillor Alan Stewart moved that Councillor Barry McCulloch be elected to the post of Vice Chair and there being no further nominations, Councillor McCulloch was therefore appointed as Vice Chair of the Audit and Standards Committee.

#### **4. Appointment of representatives to outside bodies**

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After consideration of a list (issued) of 11 August 2006 detailing the previous Strathclyde Passenger Transport Authority's representation on outside bodies, the Partnership

- (1) agreed to be represented as follows:-

Body	Representation
Glasgow International Airport Consultative Committee	Councillor Alistair Watson (member) Councillor Davie McLachlan (substitute)
Glasgow Prestwick International Airport Consultative Committee	Councillor Bobby Campbell (member) Councillor Eric Ross (substitute)
Local Government Association Passenger Transport Authorities Special Interest Group	Councillor Alistair Watson (member) Councillor Davie McLachlan (member) Councillor Tom Selfridge (member)
Strathclyde Concessionary Travel Joint Committee	Councillor Alistair Watson (member)
West Coast Rail 250 Steering Committee	Councillor Tom Selfridge (member) Councillor Alistair Watson (substitute)

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West of Scotland Road Safety Forum      Councillor Tom Selfridge (member)  
Councillor Alistair Watson (substitute); and

- (2) noted that a report on SPT's representation on the Western Isles (South) and Clyde area Shipping Services Advisory Committees would be submitted to a future meeting of the Partnership.

## 5. Terms of Reference

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With reference to the minutes of

- (1) 27 January 2006 (page 4, paragraph 4) when the Partnership had agreed that, at least for an initial period, the Partnership would operate without a committee structure apart from the establishment of an Audit and Standards Committee and the appointment of a Personnel and Appeals Committee;
- (2) 19 May 2006 (page 3, paragraph 4) when the Partnership had agreed inter alia, to continue consideration of a proposed extension of the Terms of Reference for the Personnel Committee;
- (3) 16 June 2006 (page 5, paragraph 4) when the Partnership had agreed
- (a) to introduce a committee structure consisting of two standing committees, Operations and Strategy and Programmes, in addition to the two ad hoc committees, Personnel and Audit and Standards which had previously been approved; and
  - (b) that full terms of reference for each of the committees would be produced for consideration and approval by members,

there was submitted a report (issued) of 2 August 2006 by the Secretary,

- (a) enclosing as an appendix to the report, proposed Terms of Reference for all committees of the Partnership together with an expanded Terms of Reference for the Personnel Committee for members' approval; and
- (b) explaining
  - (i) that the Standing Orders for the Partnership required that in order to form a quorum at any meeting of the Partnership, at least three of the constituent councils must be represented; and
  - (ii) that as the quorum for the Chair's Committee was fixed at 2 and therefore did not comply with this requirement, it was proposed to amend the Standing Orders to except the Chair's Committee from this obligation.

After discussion, the Partnership

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- (i) approved the Terms of Reference for the Strategy and Programmes and the Operations Committees and the revised Terms of Reference for the Personnel Committee, subject to
  - (A) the removal of the term “public” from references to “public transport” where appropriate; and
  - (B) the inclusion of monitoring of SPT’s Business Plan in the Strategy and Programmes Committee Terms of Reference; and
- (ii) agreed to amend the Standing Orders for the business of the Partnership in respect of the Chair’s Committee.

## 6. **Proposed meeting dates**

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With reference to the minute of 16 June 2006 (page 5, paragraph 4) when the Partnership had agreed, *inter alia*, to introduce a committee structure consisting of two standing committees, Operations and Strategy and Programmes, in addition to the two ad hoc committees, Personnel and Audit and Standards which had previously been approved,

there was submitted a report (issued) of 2 August 2006 by the Secretary,

- (1) enclosing as an appendix to the report, a proposed timetable of meetings which had been developed on the basis that the Partnership, Operations Committee and Strategy and Programmes Committee would meet approximately on an eight week cycle; and
- (2) explaining that the Personnel Committee would meet as and when required and it was intended that the Audit and Standards Committee would meet approximately on a quarterly basis with other meetings to be arranged as and when required.

Mr Anderson advised members that, although it had not been appropriate to put forward dates for the Audit and Standards Committee until a Chair had been nominated, it was now the intention to liaise with Councillor Logan regarding relevant dates for the committee. After consideration, the Partnership approved the timetable of meetings for the Partnership and its committees as detailed in the report.

## 7. **Capital programme monitoring report as at 22 July 2006**

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With reference to the minute of 21 April 2006 (page 5, paragraph 5) when the Partnership had approved the 2006/07 Capital Budget against known capital funding of £34.545m, comprising £25.227m of general grant and approved S70 Scottish Executive grant funding of £9.318m, there was submitted a report (issued) of 2 August 2006 by the Chief Executive,

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- (1) appending a financial analysis of the capital programme budget and actual spend as at 22 July 2006 (period 4) in summary by service and in detail by project which highlighted an actual spend to date of £2.295m compared to a profiled expenditure budgeted to be incurred by the end of period 4 of £6.127m;
- (2) informing members that the probable outturn for the year was now £33.552m;
- (3) advising members that the main changes in the programme since the last reporting period were the downturn in the Train Wash project of £0.065m, a downturn in the Workshop Wheel Lathe project of £0.017m, a downturn in the Bus Shelter CCTV project of £0.040m, approval of the Clydebank Bus Station redevelopment project of £0.020m and other small upturns in project of £0.118m; and
- (4) explaining that the capital funding for the 2006/07 capital programme had been adjusted to take account of the new delivery position.

After consideration, the Partnership noted

- (a) the terms of the report; and
- (b) that adjustments to the funding position and net budget would be reported to the next Strategy and Programmes Committee.

## **8. SPT Business Plan – 2006/2007**

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There was submitted and approved a report (issued) of 3 August 2006 by the Chief Executive,

- (1) informing members
  - (a) that the establishment of a corporate plan that outlined key deliverables, challenges and resources had been interrupted due to the transition from SPTA/E to the RTP; and
  - (b) that the plan normally ran in parallel with the budget planning and approval cycle, thus ensuring the two were closely related;
- (2) explaining that it was now necessary to put in place an interim business plan covering the remainder of the current financial year while also planning for a more robust plan to cover the period 2007/2008 to 2009/2010;
- (3) enclosing as an appendix to the report, a proposed corporate business plan which set out the key objectives for this financial year and reflected the implications, where these were known, of the recent and ongoing organisational review; and

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- (4) recommending that the Partnership approve the terms of the organisational business plan and thereafter that delivery of it be monitored by the Strategy and Programmes Committee.

After discussion and having heard Mrs Davidson in answer to members' questions, the Partnership approved the recommendation at (5) above, subject to the minor amendments made at the meeting.

## **9. Group Life Assurance Scheme**

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There was submitted and approved a report (issued) of 31 July 2006 by the Chief Executive,

- (1) advising members that the Partnership, as part of the terms of Conditions of Employment, provided Group Life Assurance to its employees,
- (2) informing members that due to the retirement of the Director of Corporate Services who had been appointed previously as a trustee to administer the Group Life Assurance Scheme in a personal capacity, the Partnership required to appoint a new trustee to administer the scheme;
- (3) explaining that in order to provide greater continuity, it was proposed that the Partnership agree that certain post holders act as trustees for the scheme, thus enabling the insurance company to be notified automatically of the new trustee when a post became vacant and was refilled; and
- (4) recommending that the post holders of Assistant Chief Executive (Business Support) and Director of Finance be nominated as the trustees for the purpose of administering the Group Life Assurance Scheme.

## **10. Glasgow Airport Rail Link (Phase II) Appointment of consultancy and other supporting services**

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There was submitted a report (issued) of 2 August 2006 by the Chief Executive,

- (1) setting out the process which had been undertaken in the procurement of two separate consultancy services for the Glasgow Airport Rail Link (GARL), one for the design and technical services and the other for property services support;
- (2) informing members
  - (a) that, although current Network Rail services had been secured by entering into a Basic Services Agreement, the next stage of the design and development required Network Rail services to be contracted in the form of a Development Agreement; and
  - (b) that Transport Scotland had agreed that the GARL project could utilise the Scottish Minister's Framework Development Agreement for Network Rail services; and

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- (3) highlighting that, as the GARL project might require the appointment of a "notified body" in order to comply with the Government's implementation of the European Rail Safety Directive 2004/49/EC and the Conventional Interoperability Directive 2001/16/EC, once formal confirmation was received, the notifying body would require to be appointed from the list of organisations accredited by the new National Safety Authority.

After consideration, the Partnership agreed

- (a) to approve the award of the contract for GARL Phase II, design and technical support consultant, to Atkins Ltd in the sum of £1,933,283 having noted that the follow on optional services (should they be required) would be subject to negotiation on the basis of percentage fees and hourly rates tendered, with approval for such options being referred back to the Partnership as appropriate;
- (b) to approve the award of the contract for GARL property services support to GVA Grimley, whose tender had been assessed using a prepared procedure and scoring matrix and was a series of rates based on work activities contained within the specification as the actual volume of work could not be determined at this stage; and
- (c) to approve the works contract for Network Rail services up to a total sum of £1.3m.

#### **11. SPT Regional Transport Strategy: Tender award for consultancy support**

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After consideration of a report (issued) of 9 August 2006 by the Chief Executive on tenders received for the provision of consultancy support for the development of a number of Regional Transport Strategy work packages, the Partnership approved the award of the contract to MVA in the sum of £177,260.

#### **12. Regional Transport Strategy - Option generation principles**

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There was submitted a report (issued) of 9 August 2006 by the Chief Executive,

- (1) attaching as an appendix to the report, a general update on progress on the development of SPT's Regional Transport Strategy (RTS);
- (2) reminding members that Scottish Executive RTS guidance was based on the process developed by the Scottish Transport Appraisal Guidance (STAG) which aimed to ensure that strategies and projects addressed "real" problems;
- (3) informing members
  - (a) that a limited number of high level strategic options for the development of transport in the region must be identified to address the Partnership's objectives and to reflect the issues and problems of the region;

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- (b) that it was proposed to develop options that comprised packages of complementary measures and activities which would give differing emphasis to each of the main RTS objectives in terms of
  - ◆ promoting the development of the regional economy;
  - ◆ protecting the environment by focusing on reducing carbon emissions;
  - ◆ promoting social inclusion by focusing on the most deprived areas, accessibility and affordability; and
  - ◆ a base option or "do minimal" option ie what would happen without an RTS ? ; and
- (c) that the option packages would be refined and assessed using SPT's suite of modelling tools and other qualitative and quantitative assessments;
- (4) summarising the further work programme to the end of March 2007;
- (5) intimating that, although it was intended to submit further updates on the progress of the RTP development work to each Partnership meeting, as the programme was relatively tight, it might be necessary to arrange for a special Strategy & Programmes Committee and/or Chair's Committee to approve consultative drafts for issue to stakeholders; and
- (6) requesting that the Partnership
  - (a) approve the option generation principles; and
  - (b) authorise officers to develop, appraise and evaluate options further and, subject to the approval of the options report by the Chair and Vice-Chairs/Strategy & Programmes Committee, to consult with key stakeholders for a 5 week period in the early autumn.

After consideration and having heard Mr Halliday in further explanation, the Partnership approved the request at (6) above.

### **13. Review of Scottish Ports policy by the Scottish Executive**

[Click here to view report](#)

There was submitted a report (issued) of 1 August 2006 by the Chief Executive

- (1) informing members that the Transport Minister had written to the Partnership on 6 July 2006 requesting a response on particular issues regarding ports as an integral part of the consultation on Scotland's National Transport Strategy;
- (2) enclosing SPT's formal response; and
- (3) explaining that the response confirmed SPT's support of the development of a Scottish ports policy and highlighted the need to integrate ports policy into

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national, regional and local transport strategies and to work with stakeholders in developing ports facilities in the region.

After discussion and having heard Mr Halliday in explanation and in answer to members' questions, the Partnership

- (a) approved SPT's response to the consultation; and
- (b) noted that consideration of the appointment of representatives to the Clyde and Western Isles Shipping Services Advisory Committees would be considered at a future meeting.

**14. Monitoring report on public transport services supported by Strathclyde Partnership for Transport**

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There was submitted a report (issued) of 27 July 2006 by the Chief Executive, informing the Partnership of the latest trends in the number of passengers carried and the reliability of public transport operators' services supported by SPT.

After consideration and having heard Mr Ferguson in further explanation, the Partnership noted the contents of the report.

**15. Subsidised local bus service contract recommendations - financial implications**

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There was submitted a report (tabled) of 11 August 2006 by the Acting Assistant Chief Executive (Business Support) advising the Partnership of the financial impact of members' possible decisions relating to the remaining items on the agenda.

After consideration, the Partnership noted the report in relation to the financial impact of awarding any contracts and managing the award of contracts within the constraints of the existing budgets and agreed to have regard to them when making decisions on these matters.

**16. Bus Route Development Grant: Application for funding Hamilton – East Kilbride Service**

[Click here to view report](#)

With reference to the minute of the Strathclyde Passenger Transport Authority's Operations Committee of

- (1) 11 March 2005 (page 10, paragraph 10) when that committee had noted
  - (a) grants awarded by the Scottish Executive for bus services in the SPT area from the Bus Route Development Grant (BRDG) in the sum of £1,165,000 from a total grant awarded of £12.2m throughout Scotland; and

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- (b) that there was a possibility of further funding of £6.4m being made available for services in the SPT area, although this was an indicative figure from a total budget of £10.3m which had yet to be allocated; and
- (2) 4 November 2005 (page 6, paragraph 7) when the committee had noted following notification of the availability of residual funds, that SPT had written to all operators of registered local services in the PTA area, including the operators who had submitted unsuccessful bids, reminding them of the scheme and seeking the submission of any proposals which they wished to make for funding,

there was submitted a report (issued) of 28 July 2006 by the Chief Executive,

- (i) advising members of an application by Irvine's Coaches of Law for subsidy under the Bus Route Development Scheme for the improvement and extension of a bus service between Hamilton and East Kilbride;
- (ii) informing members that other than the management and monitoring of the service and liabilities in accordance with the BRDG scheme, there were no identifiable financial or operational risks to SPT from the proposal; and
- (iii) recommending that the Partnership support the submission of the application from Irvine's Coaches to the Scottish Executive.

After discussion the committee approved the recommendation at (iii) above.

#### **17. Withdrawal of Bus Route Development Grant Application: Fairline Coaches**

[Click here to view report](#)

With reference to the minute of the Strathclyde Passenger Transport Authority's Operations Committee of 20 January 2006 (page 11, paragraph 13) when that committee had

- (1) considered a report on the Scottish Executive's Bus Route Development Grant Scheme, and the financial implications insofar as the SPT area were concerned; and
- (2) agreed to support a proposal for submission for grant from Fairline Coaches for the provision of a "Hotel Hopper" service between Glasgow hotels and Glasgow Airport,

there was submitted and noted a report (issued) of 28 July 2006 by the Chief Executive,

- (a) informing members
  - (i) that on 24 February 2006, SPT had received a copy of an application on behalf of CityLink Coaches by Stagecoach to register a local service which would provide a service between Glasgow Airport, the SECC and principal hotels in Glasgow City Centre on a 20 minute main day

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frequency, based on the use of a non-low floor 8 seater vehicle with premium fares of £5.00 per passenger per single journey; and

- (ii) that having gone through the necessary requirements of the Competition Commission, the registration had been accepted by the Traffic Commissioner for Scotland on 12 May and had commenced operation on 15 May 2006;
- (b) explaining that as a result of the competition by the CityLink "Hotel Hopper" service, Fairline Coaches had determined that the company's proposed service would not be viable in terms of the Scottish Executive Grant Scheme and had indicated that it wished to withdraw its application for funding; and
- (c) advising members that SPT required now formally advise the Scottish Executive that the submission for monies to establish a Hotel Hopper service should no longer be considered.

**18. Award of contract 9557E Lanark Demand Responsive Service (service 800)**

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With reference to the minute of 16 June 2006 (page,16, paragraph 19) when the Partnership had agreed

- (1) that due to poor performance, contract 9557D Lanark Demand Responsive service (service 800) operated by Avondale Coaches be cancelled with immediate effect and a short term replacement contract awarded;
- (2) that tenders be invited for a new long term replacement contract; and
- (3) that any additional costs of a replacement contract for the duration of contract 9557D be recovered from the existing contractor Avondale Coaches,

there was submitted a report (issued) of 28 July 2006 by the Chief Executive,

- (a) detailing the tenders received for the award of a long term contract to replace temporary contract 9557T4 Lanark Demand Responsive Transport Service; and
- (b) seeking the Partnership's views on the appropriate action to be taken.

After consideration, the Partnership agreed

- (i) that contract 9557E Lanark Demand Responsive Transport Service (service 800) be awarded to Stuart's Coaches at a cost of £568,700 for the contract period, equivalent to £145,200 per annum to be funded 51% from local bus budget, 43.33% Dial-a-Bus Budget and 5.67% from South Lanarkshire Council; and
- (ii) that the additional costs of the replacement contract for contract 9557D be recovered from Avondale Coaches.

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**19. Service 310 (Easterhouse – Shettleston): Vandalism issues**

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There was submitted and noted a report (issued) of 21 July 2006 by the Chief Executive,

- (1) informing members of the background to recent vandalism and anti- social behaviour issues in the Easterhouse area which had led to the curtailment by Henderson Travel of subsidised bus service contract 0964C Easterhouse – Shettleston (service 310);
- (2) advising members that, as a result of a meeting that SPT had arranged on 6 July 2006 with Henderson Travel, Strathclyde Police and local members, it had been agreed that Strathclyde Police, in consultation with Henderson Travel and all other parties, draw up an action plan to put in place measurable actions which would assist in reinstatement of the service; and
- (3) outlining the resources that had been put in place by Strathclyde Police which had enabled the service to resume on 27 July 2006.

**20. Contract for the maintenance and supply of bus passenger shelters 2006/2009**

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There was submitted a report (issued) of 10 August 2006 by the Chief Executive,

- (1) informing members
  - (a) that SPT managed some 1800 bus shelters through individual agency agreements with 7 participating councils; and
  - (b) that these agreements covered both the maintenance of the existing stock and the supply and installation of new shelters as required; and
- (2) detailing tenders received
  - (a) for the maintenance of the bus shelters; and
  - (b) for the supply of new shelters to meet any developing demand the participating councils might have during the contract period.

After consideration, the Partnership agreed

- (i) to award the contract for the maintenance of passenger shelters for three years to the lowest tenderer Trueform Engineering in the sum of £457,769; and
- (ii) that best value would be achieved by awarding “call off” contracts to Trueform Engineering and Commutaports for the supply of passenger shelters to meet the developing requirements of the client councils at the most advantageous cost.

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**21. Conference**

The Partnership agreed that Councillor Tom Selfridge should attend the Central and Eastern European Rail's 4th annual event to be held in Budapest, Hungary, between 9 and 12 October 2006.

**22. Register of Tenders**

The Authority noted that the Register of Tenders listing contracts awarded by SPT from 1 April 2006 to 30 June 2006 was available for inspection after the meeting.

**23. Valedictory**

The Chair intimated that this was the last meeting of Mr Douglas Ferguson, SPT's Director of Operations. The Chair, in recognition and appreciation of Mr Ferguson's work and commitment to SPT informed the Partnership of his background and service to the transport industry and on behalf of the Partnership thanked him for the hard work and professionalism he had given to the work of Strathclyde Passenger Transport Executive/Authority and the Partnership over the years, and wished him a long and happy retirement.

Councillor Ross, on behalf of past and present colleagues, paid tribute to Mr Ferguson and extended thanks to him for the immense contribution and commitment which he had brought to the post and wished him every success for the future.

Mr Ferguson replied in suitable terms.

