

Strathclyde Partnership for Transport

Minute of meeting of the Strathclyde Partnership for Transport held in Consort House, Glasgow, on 24 February 2006.

Present:	Argyll & Bute	Councillor Duncan MacIntyre
	East Ayrshire	Councillor Eric Ross
	East Dunbartonshire	Councillor Julia Southcott
	East Renfrewshire	Councillor Alan Lafferty
	Glasgow	Councillor Jim McNally
	Glasgow	Councillor John Mason
	Glasgow	Councillor Alan Stewart
	Glasgow	Councillor Irene Graham
	Inverclyde	Councillor Eric Forbes
	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 (Chair)
	West Dunbartonshire	Councillor Linda McColl

Apologies:	Glasgow	Councillor Alistair Watson
	North Ayrshire	Councillor Sam Taylor
	South Lanarkshire	Councillor Chris Thompson

Attending: John F Anderson, Interim Secretary; Valerie Bowen, Clerk; Valerie Davidson, Interim Chief Financial Officer; Aidan O'Donnell, Interim Director General, SPTE; W Iain Wylie, Director of Corporate Services, SPTE; Douglas Ferguson, Director of Operations, SPTE; Rodney Mortimer, Westrans Core Team Manager and Hilary Howatt, Head of Policy Development, SPTE.

1. Minute of previous meeting

The minute of the meeting of 27 January 2006 was submitted and approved as a correct record.

Arising from the minute with regard to page 8, paragraph 6, in anticipation of various questions from members regarding the distribution of additional funding from the Scottish Executive within the capital programme, Mr Anderson confirmed that it was a matter for the Partnership to determine its capital plan and budget and that a report on the proposed capital programme would be submitted to the meeting of the Partnership in April.

After various questions had been answered, the Partnership noted the position.

24 February 2006

2. Minutes of Recruitment Committee meetings

The minutes of the Recruitment Committee meetings of 30 January and 7 February 2006 were submitted and noted.

3. SPT Structure and committees

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There was submitted a report (issued) of 16 February 2006 by the Interim Secretary,

- (1) reminding members
 - (a) that it had been agreed at the meeting of the Partnership on 27 January 2006 not to have a committee structure for consideration of its business but to meet as a Partnership on a four weekly basis with alternative meetings concentrating on different aspects of the Partnership's business; and
 - (b) that, in addition, it had been agreed that as well as any ad hoc committees which might be set up for specific purposes there was a need for an Audit and Standards Committee to provide robust and transparent scrutiny of the Partnership's activities and a Personnel Appeals Committee to deal with grievances and appeals against disciplinary action by staff;
- (2) attaching as an appendix to the report a draft schedule of meetings for the Partnership which followed the traditional SPTA programme of having meetings on a Friday and the issue of the agenda and relevant papers on the previous Friday;
- (3) proposing
 - (a) that the first meeting would deal with resources and direct services, ie financial management issues (currently carried out by the Performance Monitoring Committee) together with personnel and property and asset matters currently dealt with by SPTE;
 - (b) that the next meeting would deal with strategy and project delivery which would cover the Regional Transport Strategy and the capital programme, together with its implementation (currently carried out by the Strategy and Programmes Committee and Westrans) and might undertake some of the Consultative Committee functions on a regular basis;
 - (c) that although the Partnership meetings which dealt with strategy and project delivery could undertake some of the consultative functions undertaken currently on an irregular basis by SPTA's Consultative Committee, in the longer term, consideration could be given to setting

24 February 2006

up some form of Consultative Forum as envisaged in the Guidelines for the establishment of RTPs;

- (d) that, as the volume of business for the Operations Committee in respect of subsidised bus services was so significant it would be advantageous for the contracts for these services to be considered at each SPT meeting thus spreading the workload; and
 - (e) that the agenda items which currently were considered by the full SPTA would be directed to whichever SPT meeting was appropriate;
- (4) informing members
- (a) that the Personnel Appeals Committee would require to work in conjunction with a Scheme of Delegations approved by the Partnership and would include a level of delegation to officers to deal with grievances, disciplinary action etc, with an appeals process culminating in this committee;
 - (b) that it was suggested that membership of the Appeals Committee be five members on the basis of random selection for each appeal with the Chair of the committee being chosen by members of the committee on the day of the meeting; and
 - (c) that although many Partnership members might already have had experience of this function through their involvement in similar processes through their councils, it was accepted that the appropriate training would require to be offered to the members involved;
- (5) advising members
- (a) that it was normal practice within public service to have some form of Audit Committee and although within SPTA this role had been undertaken by the Performance Monitoring Committee, guidance and good practice now suggested that the role be undertaken by a more independent committee operating on a regular, albeit infrequent, basis as well as on an adhoc basis to deal with issues which might arise;
 - (b) that as this committee was expected to be independent from the main body, it would not be appropriate for the Audit and Standards Committee to be chaired by the Chair or Vice-Chairs and there might be a strong role for at least one of the non elected members of the Partnership on this committee; and
 - (c) that it was suggested that membership of the committee should be five, including non elected members and that the relevant training be provided for the members involved; and

24 February 2006

- (6) outlining the proposed terms of reference for the Personnel Appeals Committee and Audit and Standards Committee.

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

- (i) the schedule of meeting dates for the Partnership, together with the division of agenda items;
- (ii) the appointment, terms of reference and structure of a Personnel Appeals Committee as detailed in the report; and
- (iii) the appointment, terms of reference and structure of an Audit and Standards Committee as detailed in the report.

4. Proposed revenue budget 2006/2007

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There was submitted a report (issued) of 15 February 2006 by the Interim Chief Financial Officer,

- (1) reminding members
 - (a) that the Partnership had considered previously draft revenue budgets which had identified anticipated cost previously arising from the functions of SPTA, SPTe and Westrains and had agreed a general requisition of 2.5% recognising that, as a result, a deficit of £4.5m could arise; and
 - (b) that although ongoing discussions were continuing with the Scottish Executive to resolve the funding issues in an attempt to bridge the deficit a shorter term solution might be necessary to ensure that a legal balanced budget was set;
- (2) intimating that since the last meeting of the Partnership, the opportunity had been taken to refine, where possible, the draft budget to take account of additional information which had become available and, as a result, the anticipated net budget was now £40.616m with a potential deficit of £4.260m;
- (3) recommending that in order to reduce this deficit marginally, the following Subway fares and certain fees and charges be increased:-
 - Increase Subway parking to £1.50 at all car parks (currently £1.20 at Kelvinbridge and £1.00 elsewhere), with the exceptions of Shields Road which would not be implemented until the new car park was completed;
 - Increase 20 Journey Adult ticket from £14.00 to £15.00;

24 February 2006

- Increase 20 Journey juvenile ticket from £7.00 to £7.50;
 - Increase 28 day adult season ticket from £26.00 to £28.00;
 - Increase 28 day juvenile season ticket from £13.00 to £14.00;
 - Increase 7 day adult season ticket from £8.00 to £9.00;
 - All bus departure charges be increased by 2% (rounded to the nearest penny); and
 - Increase subsidised bus fares bus 5% to reflect the increased cost of services;
- (4) informing members
- (a) that all of the above changes would generate an anticipated increased income of £200,000 which would be used towards funding additional subsidised bus costs arising from contract renewals; and
 - (b) that it was assumed that the above increases would take effect from 1 April 2006 and subsidised bus fares on the first Sunday in May;
- (5) indicating that although discussions with the Scottish Executive to fund long term financial stability had been ongoing and good progress made, it had not been possible to reach a long term solution in time for the SPT budget setting process and interim arrangements to bridge the gap had been developed;
- (6) advising members
- (a) that discussions with the Scottish Executive to date had been positive and there was recognition that a longer term approach to SPT's financial strategy was necessary; and
 - (b) that the Scottish Executive had contributed £3m in the last three years to SPTA to allow services to be continued without service reductions and had confirmed funding to be made available to the Partnership in 2006/2007, thus allowing the Partnership to determine a legal balanced budget and also permitting discussions regarding the longer term plan and financial viability to be completed; and
- (7) summarising the proposed funding of the 2006/2007 Partnership revenue budget from the following sources:-

24 February 2006

LA Requisition	£34,298,000
RTS Development Fund	£500,000
Rural Transport Grant	£817,000
Bus Route Development	£341,000
RTP Core Funding	£400,000
Scottish Executive direct funding	£4,260,000
Total	£40,616,000

After considerable discussion, and having heard Mrs Davidson in further explanation and various officers in answer to members' questions, the Partnership approved a revenue budget of £40,616,000 as outlined in the report.

5. **SPT Treasury Management services**

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There was submitted a report (issued) of 8 February 2006 by the Interim Chief Financial Officer,

- (1) reminding members that the Treasury Management function of SPT was currently carried out by Glasgow City Council (GCC) Finance Department, with the day to day management being overseen by SPT Financial Services;
- (2) advising members that a review of the Treasury Management function had been carried out in January 2006 by Sector Treasury Services to consider the benefits and drawbacks of the current arrangements and potential alternative arrangements, including in house provision; and
- (3) explaining that the review had shown that although the current debt management arrangements with GCC were satisfactory, the management of cash balances would be improved by removing the funds from the council and managing the balances internally which would provide greater control and the potential for higher returns, with benefits also being derived to GCC.

After discussion and having heard Mrs Davidson in answer to members' questions and advise that a full risk assessment had been undertaken for the new process, the Partnership approved the proposed change to SPT's Treasury Management services as outlined at (3) above.

6. **Freedom of information (Scotland) Act 2002 – Publication Scheme**

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There was submitted a report (issued) of 9 February 2006 by the Interim Secretary,

- (1) intimidating

24 February 2006

- (a) that the Freedom of Information (Scotland) Act 2002 set out a general entitlement on the part of any applicant to access recorded information held by a listed or designated Scottish Public Authority or held by any organisation on behalf of any Scottish Public Authority;
 - (b) that, for the purposes of the Act, Regional Transport Partnerships set up by virtue of the Transport (Scotland) Act 2005 would be designated as Scottish Public Authorities as at 3 April 2006; and
 - (c) that from 3 April 2006, Strathclyde Partnership for Transport should have a publication scheme in place and would require to respond to requests from individuals exercising their rights to access information;
- (2) explaining that as any publication scheme required to be approved by the Scottish Information Commissioner, the Commissioner's office had confirmed that they expected the Partnership to have a publication scheme in place as soon as possible;
- (3) advising members
- (a) that there were two options for a publication scheme to be adopted, one was where organisations promoted a model scheme which was therefore adopted by all organisations of this type and the other was for an organisation to adopt a bespoke scheme; and
 - (b) that although in the longer term it might be appropriate for RTPs to work together to agree and adopt a model scheme, at this stage there was insufficient time to prepare and agree a model scheme and therefore a bespoke publication scheme had been prepared;
- (4) indicating that any publication scheme should include
- (a) the classes of information which were published or would be published;
 - (b) the manner in which the information of each class was, or was intended to be, published; and
 - (c) whether the information was or was intended to be, available free of charge or on payment of a fee.
- (5) advising members that the Partnership's proposed scheme included classes of information which
- (a) the Partnership had a legal duty to publish;

24 February 2006

- (b) the Partnership would be required to disclose under current access to information regimes;
 - (c) related to the Partnership structure and decision making processes; and
 - (d) would be considered to be in the public interest;
- (6) confirming that the Scottish Information Commissioner had a duty to promote compliance with the Act and had indicated that he would monitor Public Authorities proactively to ensure that they had publication schemes in place timeously, that the information contained within the scheme was available and that the schemes were being reviewed; and
- (7) appending the Partnership's proposed Publication Scheme for approval.

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

- (i) noted the requirements in relation to the Freedom of Information (Scotland) Act 2002;
- (ii) approved submission of the publication scheme to the Scottish Information Commissioner;
- (iii) agreed that the scheme be adopted subject to any changes proposed by the Commissioner; and
- (iv) noted that a further report would be submitted to a future Partnership meeting.

7. Funding for sustainable transport plans

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There was submitted a report (issued) of 16 February 2006 by the Core Team Manager, Westrans,

- (1) detailing the background to the development of sustainable transport plans which were a package of measures aimed at promoting transportation within an organisation, with an emphasis on reducing reliance on single occupancy car travel by actively encouraging other options like public transport, car sharing and video conferencing;
- (2) advising members of a recent announcement by the Scottish Executive to award the new RTPs £1m over 2006/07 and 2007/08 to encourage employers to develop sustainable transport plans through the appointment of dedicated travel plan officers; and

24 February 2006

- (3) informing members that SPT's share of the funding would be £170,000 per annum which could be used to fund three travel plan officers and the purchase of materials to support activity by them.

After discussion and having heard Mr Mortimer in answer to members' questions, the Partnership noted that a decision on how the funding be spent, including the appropriate staffing would be left until SPT's management and staff structure had been finalised.

8. The Regional Transport Strategy

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There was submitted a joint report (issued) of 9 February 2006 by the Interim Director General, SPTE and the Core Team Manager, Westrans,

- (1) informing members
 - (a) that the Scottish Executive's draft guidance on Regional Transport Strategies had stated that a Regional Transport Strategy (RTS) should be submitted to Ministers by April 2007; and
 - (b) that the timetable had stated that an Issues and Objectives Report be approved by the RTP in April 2006 and a Strategic Environmental Assessment (SEA) Scoping report be submitted at the same time;
- (2) advising members that an RTS Working Group had been established comprising the Westrans core team together with staff from SPT's Policy Development and Transport Planning and Integration departments under the direction of a joint Westrans/SPT Steering Group who would report progress to the Partnership at regular intervals;
- (3) indicating that the Scottish Ministers had agreed to award grant of up to £500,000 for qualifying expenditure for the development of the RTS which could be used for staff and administration costs required for the production of the RTS;
- (4) explaining
 - (a) that the RTP issues and Objectives Report would be developed through several workshops and meetings involving local authorities and other key stakeholders during February and March 2006 and be referred for consideration at the Partnership meeting in April 2006, and
 - (b) that further consultation would then take place with key stakeholders during April/May 2006 for the preparation of an options report which would generate strategy options that should identify several packages of complementary measures and

24 February 2006

activities aimed at achieving the agreed objectives and the RTS vision; and

- (5) requesting that members consider whether a Member/Officer group be established to oversee the development of the RTS, given how important the strategy would be to future transport provision in the region.

After discussion and having heard Mr Mortimer and Ms Howatt in answer to members' questions, the Partnership

- (i) noted the contents of the report; and
- (ii) agreed that a Member/Officer group be formed to oversee the development of the RTS.

9. Committee papers to be considered by SPT Operations Committee on 10 March 2006

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There was submitted a report (issued) of 16 February 2006 by the Interim Director General, SPTE,

- (1) advising members that the undernoted committee reports were scheduled to be submitted to the SPTA's Operations Committee on 10 March 2006:-
 - (a) Renewal of subsidised local bus services contracts principally funded by Strathclyde Passenger Transport (cost neutral or minimal effect on budget);
 - (b) Renewal of subsidised local bus services contracts principally funded by Strathclyde Passenger Transport (with increase in annual costs);
 - (c) Proposed revisions to Allander and Lomond Demand Responsive Bus Services; and
 - (d) Award of new subsidised bus service contracts; and
 - (e) Proposed change to service 208 Silverton-Dumbarton-Brucehill;
- (2) explaining that the papers had been brought to the Partnership's attention, due to the financial impact that decisions arising from them would have on the subsidised bus budget in 2006/2007.

After discussion, the Partnership

- (i) noted
 - (A) that item (c) had been withdrawn meantime; and

24 February 2006

- (B) the contents of the four remaining papers and the effect on the RTP budget; and
- (ii) agreed
 - (I) to recommend to the Operations Committee that the contracts outlined at (1) above (with the exception of item (c)) be approved; and
 - (II) that appropriate maps, detailing the council areas affected, be attached to all future subsidised bus service reports.

10. Glasgow's bid to host the 2014 Commonwealth Games

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There was submitted a report (issued) of 14 February 2006 by the Interim Director General, SPTE,

- (1) informing members
 - (a) that Glasgow City Council (GCC) had sought and achieved backing at government level to prepare a bid to host the 2014 Commonwealth Games; and
 - (b) that the council had invited SPT to participate in the preparation of the bid and assist in preparing the response to a formal questionnaire required by the Commonwealth Games Organising Committee;
- (2) recommending
 - (a) that the Partnership register its formal support for the bid;
 - (b) that SPT assist GCC in the preparation of the 2014 Commonwealth Games bid which would entail provision of factual information, project and strategic planning and attendance at various meetings; and
 - (c) that should commitments which had a consequence for the Partnership be proposed, such implications would be brought back to the Partnership for consideration at the appropriate time.

After consideration, the Partnership approved the recommendations at (2) above.

24 February 2006

11. High Speed rail Link

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With reference to the minute of the Partnership of 27 January 2006 (page 9, paragraph 7) when the Partnership had

- (1) noted the terms of a report on the Eddington Study on the long term impact of transport decisions on UK's productivity, stability and growth; and
- (2) approved a joint response submitted by SPTA and South East Scotland Transport Partnership (SESTRANS) to the Eddington Transport Study which had put the case for high speed rail links to and within Scotland in the context of reports into the value of transport links to conurbations and city regions for economic growth,

there was submitted a report (issued) of 16 February 2006 by the Director of Corporate Services, SPT,

- (a) intimating that further discussions had taken place between SPT and SESTRANS in consultation with Glasgow and Edinburgh City Councils in relation to the possibility of a high speed rail link between Glasgow and Edinburgh;
- (b) advising members that it had been agreed between the parties that it would be appropriate for SPT and SESTRANS to develop proposals for internal connectivity improvements between the two cities which would be complementary to any Great Britain wide high speed rail network;
- (c) informing members that studies had already been undertaken to improve the existing rail links between Edinburgh and Glasgow, including the Airdrie-Bathgate proposals (which were being prepared for submission to Parliament) and the Caledonian Express Study which had been re-started for a limited semi-fast line;
- (d) advising members that the SPTA's Strategy and Programmes Committee on 17 February 2006 had agreed
 - (i) that a joint scoping study be commissioned to establish possible solutions for a high speed rail link between Glasgow and Edinburgh which could become part of a future Anglo Scottish High Speed Link with SESTRANS with SPT's contribution to the cost being up to £10,000;
 - (ii) not to study the Edinburgh and Glasgow line via Falkirk due to the difficulty in justifying skipping or removing the heavily used intermediate calls at stations;

24 February 2006

- (iii) that the study would also avoid the Airdrie – Bathgate route which had been commissioned for a specific semi-fast service with intermediate calls; and
- (iv) that the main options to be considered in the scoping study would be
 - Upgrading the Shotts line
 - Upgrading the Carstairs line (with or without an element of new build)
 - New build
- (e) explaining that previous studies and current aspirations (Caledonian Express) would be considered as part of the study and the output of the study would be an initial assessment of the feasibility and broad costs for each option; and
- (f) indicating that the study would take in the region of three months to complete and should cost no more than £15,000 and if further action was approved by the parties it could form the basis of a joint approach by SPT and SESTRANS to the UK Government to have an Edinburgh-Glasgow high speed link form part of the initial implementation of an Anglo-Scottish High Speed Network.

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

12. Conferences:

The Partnership agreed

- (1) that a nominated member and officer attend the second annual sustainable towns conference to be held in Peterborough on 5 April 2006;
- (2) that a nominated member and officer attend the CPT UK Scottish Council: 31st Annual Conference to be held in Gleneagles from 24 to 26 April 2006; and
- (3) that no representation be made at The Planning Convention to be held in London from 29 to 30 June 2006.

13. Date of next meeting

It was noted that the next meeting of the Partnership would be held on Friday, 24 March, 2006 in Consort House, Glasgow.