

Strathclyde Partnership for Transport

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

Present:	Argyll & Bute	Councillor Duncan MacIntyre
	Glasgow	Councillor Irene Graham
	Glasgow	Councillor John Mason
	Glasgow	Councillor Alistair Watson (Chair)
	Inverclyde	Councillor Eric Forbes
	North Ayrshire	Councillor Sam Taylor
	North Lanarkshire	Councillor David Fagan
	North Lanarkshire	Councillor Barry McCulloch
	North Lanarkshire	Councillor Tom Selfridge
	South Lanarkshire	Councillor Davie McLachlan
	South Lanarkshire	Councillor Chris Thompson

Apologies:	East Renfrewshire	Councillor Alan Lafferty
	Glasgow	Councillor Jim McNally
	Glasgow	Councillor Alan Stewart
	Renfrewshire	Councillor John McDowell
	South Ayrshire	Councillor Robert Campbell
	South Lanarkshire	Councillor Eileen Logan
	West Dunbartonshire	Councillor Linda McColl

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; Audrey Cameron, Head of Legal and Administrative Services, SPTE; Rodney Mortimer, Westrans Core Team Manager and Hilary Howatt, Head of Policy Development, SPTE.

Also attending Nigel Wunsch, Principal Route Planner, Network Rail.

1. Minute of previous meeting

The minute of the meeting of 24 February 2006 was submitted and approved as a correct record.

2. Minutes of non-elected members Recruitment Sub-Committee and Committee meetings

The minutes of the non-elected members Recruitment Sub-Committee meeting of 27 February and the Committee meetings of 6 and 7 March 2006 were submitted and noted.

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3. Staff transfer and structure

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There was submitted a report (issued) of 23 February 2006 by the Interim Secretary,

- (1) reminding members that Ron Culley, currently Chief Executive of Scottish Enterprise Glasgow, had been appointed as Chief Executive of the Partnership and it was likely that he would take up his appointment on 3 April 2006;
- (2) informing members
 - (a) that although one of the first tasks expected of the new Chief Executive was for him to advise on an appropriate staffing structure for the new organisation, Mr Culley had advised that it was his intention to familiarise himself with the existing staffing structure in operation and come to a considered view as to what changes (if any) needed to be made to meet the needs of the Partnership;
 - (b) that, consequently, he proposed that initially the staffing structure existing in SPTE prior to 1 April 2006 be taken forward into the Partnership, with such adjustment as might be necessary to accommodate the staff transferring from Westrans; and
 - (c) that on 1 April 2006, all employees of SPTE would transfer to the Partnership on their existing grades and on their current terms and conditions, under the Transfer of Undertakings Protection of Employment Regulations (TUPE) and, with the agreement of the Partnership, the staff of Westrans, currently employed by Renfrewshire Council, would transfer on equivalent terms and conditions as if it was a TUPE transfer;
- (3) explaining
 - (a) that SPTE had written to the Interim Secretary confirming the transfer of 720 employees and seeking confirmation that either the Partnership did not intend to make changes in respect of the employees or, alternatively, advise of the changes that the Partnership intended to make;
 - (b) that the Partnership was now in a position to respond to SPTE and commence consultation with the staff in advance of the transfer; and
 - (c) that the Partnership might wish to write to Renfrewshire Council and commence consultation in relation to the Westrans staff as if the regulations applied; and
- (4) recommending that the Partnership agree
 - (a) the recommendation of the new Chief Executive that no change be made to the structure at this stage;

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- (b) that employees transfer from SPTE under the TUPE Regulations and Westrans staff transfer from Renfrewshire Council as if the regulations applied;
- (c) that the Interim Secretary respond to the transfer of staff letter from SPTE accordingly; and
- (d) that the Interim Secretary commence consultation with the staff transferring as required by the regulations.

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

4. Rail Utilisation Strategy - Presentation by Network Rail

There was introduced to the meeting Mr Nigel Wunsch, Principal Route Planner, Network Rail, who gave a presentation which

- (1) advised members of the Route Utilisation Strategy (RUS) which was coordinated by Network Rail and identified performance /demand requirements or issues on the rail network and proposed interventions consistent with funding and RUS timescales;
- (2) outlined the process and features of the RUS;
- (3) detailed the RUS programme throughout the UK;
- (4) summarised various key factors which would affect the rail industry in the future and specific issues for consideration;
- (5) advised members of the membership of the Stakeholder Management Group; and
- (6) informed members of the next steps of the consultation process for the RUS.

After having heard Mr Wunsch in answer to members' questions, the Chair thanked him for his interesting and informative presentation.

5. Interim Secretary

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With reference to the minute of 12 December 2005 (page 4, paragraph 5) when the Partnership had agreed to appoint Mr John Anderson as Interim Secretary to the Partnership until 1 April 2006, there was submitted and approved a report (issued) of 14 March 2006 by the Head of Legal and Administrative Services, SPTE,

- (1) advising members that in terms of the Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005, there was a requirement to appoint a Secretary and therefore the Partnership would

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require either to nominate an officer to carry out the role of Secretary or alternatively to extend the appointment of Mr Anderson for a further period;

- (2) explaining that an extension to the existing arrangement would allow the new Chief Executive to be in post for a short period to enable him to assess the most appropriate officer to carry out the role of Secretary; and
- (3) recommending that the Partnership approve the extension of Mr Anderson's appointment as Interim Secretary for a period of up to eight weeks.

6 Chair and Vice-Chairs

The Chair and Vice-Chairs declared an interest in the following item and left the meeting during consideration thereof. It was agreed that Councillor Thompson take the Chair for the duration of consideration.

7. Special Responsibility Allowances

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With reference to the minute of the Strathclyde Passenger Transport Authority meeting of 3 February 2006 (page 4, paragraph 5) when the Authority had approved increased Special Responsibility Allowances (SRAs) for the Chair and the Vice-Chairs in the total sums of £22,997 and £17,248 respectively in the financial year 2005/06, designed to reflect the considerable increased duties imposed by leading SPTA concurrently with initiating the establishment of the West RTP during the period 12 December 2005 to 31 March 2006, there was submitted a report (issued) of 15 March 2006 by the Interim Secretary,

- (1) reminding members that, although the constitution order for the Partnership did not provide for the payment of SRAs to members, the Transfer of Functions Order, when approved, would transfer all of SPTA and SPTA's current powers, functions and responsibilities to the Partnership as from 1 April 2006 and therefore the Transfer Order would enable the Partnership to pay SRAs;
- (2) intimating that, as from 1 April, the Chair and Vice-Chairs of the Partnership would no longer have concurrent responsibilities in relation to SPTA and it was right therefore that the SRAs should be reviewed;
- (3) explaining
 - (a) that the new Partnership was a different form of organisation from SPTA to the extent that the Partnership had total responsibility for all its functions and responsibilities including all personnel and property matters as well as full financial responsibilities;
 - (b) that in recognition of these increased responsibilities, it seemed reasonable to place the SRAs on a level slightly higher than those

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applicable to SPTA, but at a level lower than the interim SRAs currently being paid; and

- (c) that on that basis, a figure of £22,000 for the Chair and £16,500 for each of the Vice-Chairs would seem appropriate; and
- (4) recommending that the Partnership approve the SRAs detailed at (3)(c) above with effect from 1 April 2006.

After consideration, Councillor Thompson, seconded by Councillor Graham moved approval of the recommendation at (4) above. Councillor Mason seconded by Councillor Forbes moved as an amendment that the increase in the SRA from the SPTA level be restricted to 2%. On a vote taken by a show of hands 2 members voted for the amendment and 7 for the motion which was accordingly declared.

8. The Application of the Ethical Standards in Public Life etc. (Scotland) Act 2002 to the Partnership

[click here to view report](#)

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

- (1) reminding members
 - (a) that the Ethical Standards in Public Life etc. (Scotland) Act 2002 required that Scottish Ministers introduce codes of conduct for Councillors and also for members of other public bodies;
 - (b) that the purpose of the codes of conduct was to provide a structure for Councillors and members which implemented this ethical framework;
 - (c) that two model codes of conduct had been introduced with effect from 1 May 2003, one for Councillors and one for members of other nominated bodies and The Standards Commission had been set up also and tasked with the enforcement of these codes of conduct and for issuing guidance and providing assistance to Councillors and members;
- (2) advising members
 - (a) that the Transport (Scotland) Act 2005 had amended the Ethical Standards in Public Life etc. (Scotland) Act 2002 to include Regional Transport Partnerships as "Devolved bodies" which effectively extended the application of the Ethical Standards in Public Life etc (Scotland) Act 2002 to cover Regional Transport Partnerships;
 - (b) that this meant that the Regional Transport Partnership would require to:-

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- adopt a Code of Conduct for Members and have the Code of Conduct approved by the Scottish Ministers;
 - set up and maintain a Register of Members' Interests;
 - nominate a Standards Officer who would be the officer responsible for maintaining the Register of Interests;
 - promote the observance of high standards of conduct of all its Members; and
 - assist Members in observing the code; and
- (c) that as the Model Code of Conduct had been prepared for devolved bodies, the Partnership was required to adopt a Code of Conduct which had mandatory elements of the model code, along with any other provisions that the Partnership wished, that were consistent with the code; and
- (3) detailing the categories of interests, financial and otherwise, which members had to register;
- (4) proposing that the Partnership adopt the model Code of Conduct with only minor amendments as detailed in appendix 1 to the report;
- (5) informing members that, as the Partnership was required to nominate a "Standards Officer" who would be responsible for the setting up and maintenance of the Register of Interests and for providing members with advice, it was proposed that the Interim Secretary and thereafter the Secretary of the Partnership, be nominated; and
- (6) recommending that the Partnership
- (a) note
 - (i) the terms of the report and the requirement of all Members (both Councillor and Other Members) of the Partnership to comply with the Code of Conduct; and
 - (iii) that once the Code had been approved by the Scottish Ministers all members would be provided with a copy of the Code; and
 - (b) agree
 - (i) that the Interim Secretary and thereafter the Secretary of the Partnership be nominated as the Standards Officer; and
 - (ii) that the Code of Conduct as detailed in the appendix to the report be adopted and submitted to the Scottish Ministers for approval.

After consideration, the Partnership approved the recommendation at (6) above.

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9. **Scheme of Delegation**

[click here to view report](#)

There was submitted a report (issued) of 10 March 2006 by the Interim Secretary,

- (1) appending a Scheme of Delegation which would streamline the decision making process of the Partnership, facilitate the expeditious and economic discharge of the body's functions and ensure that sufficient time was made available to discuss and debate matters of a policy and strategic nature by delegating a level of decision making both to committees and to officers, thereby ensuring that decisions were taken at the appropriate level;
- (2) outlining the proposed appointment and terms of reference of a Chair's Committee; and
- (3) advising members of the requirement to nominate proper officers for certain legal and financial matters and identifying officers to carry out those roles on an interim basis.

After consideration, the Partnership agreed

- (a) to adopt the Scheme of Delegation as detailed in the appendix to the report;
- (b) to approve the appointment and terms of reference of a Chair's Committee to deal with matters of urgency; and
- (c) to approve the proposed nominated officers as Proper Officers for certain statutory legal and financial purposes as detailed in the report.

10. **Contract Standing Orders**

[click here to view report](#)

There was submitted a report (issued) of 10 March 2006 by the Interim Secretary,

- (1) intimating
 - (a) that the proposed Standing Orders Relating to Contracts (Contract Standing Orders) set out how the Partnership would invite tenders and let contracts for the supply of goods, works and services;
 - (b) that the aim of the Contract Standing Orders was to ensure that contracts were appropriate for their purpose, provided the right balance between price and quality and were procured in an open way that demonstrated probity and compliance with the law and the Partnership's policies; and
 - (c) that the Contract Standing Orders in place for SPTA and SPTE would not be suitable for the Partnership, even as an interim

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measure, as they were based on two bodies each with its own role and identity rather than a single tier body;

- (2) explaining
 - (a) that in order that business could continue smoothly from 1 April 2006, it was proposed that the Partnership adopt the Contract Standing Orders appended to the report as an interim measure;
 - (b) that, if approved, the Contract Standing Orders would be reviewed after a year or sooner in the event that there were any changes to the structure of the organisation which would have an impact on them; and
 - (c) that due to the timescales in the transition period, there had been insufficient time to enter into a full consultation exercise with all departments, although when redrafting the Contract Standing Orders, comments made previously by other Departments had been taken into account where appropriate;
- (2) highlighting
 - (a) that one specific area to note was that provision had been made whereby, the acceptance of all contracts tendered requiring to be advertised in the European journal would in turn require approval of the Partnership;
 - (b) that also of note was that the full tendering process required to be carried out for all contracts over £30,000, with a new less cumbersome process in place for contracts between £15,000 and £30,000. This was in line with Contracts Standing Orders of similar bodies and Local Authorities; and
- (4) recommending that the Partnership approve the Contract Standing Orders as submitted.

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

11. Freedom of Information (Scotland) Act 2002

[Click here to view report](#)

With reference to the minute of 24 February 2006 (page 6, paragraph 6) when the Partnership had

- (1) noted the requirements in relation to the Freedom of Information (Scotland) Act 2002;
- (2) approved submission of the publication scheme to the Scottish Information Commissioner;

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- (3) agreed that the scheme be adopted subject to any changes proposed by the Commissioner; and
- (4) noted that a further report would be submitted to a future Partnership meeting,

there was submitted a report (issued) of 10 March 2006 by the Interim Secretary,

- (a) updating members on progress with the Publication Scheme;
- (b) providing members with some further detail on the application of the Act with regard to members' correspondence;
- (c) advising members of the likely implications of the Act on staff; and
- (d) seeking guidance on the charging of fees.

After consideration, the Partnership

- (i) noted
 - (A) that the Publication Scheme had been approved by the Scottish Information Commissioner and that it would be available on the Partnership's website; and
 - (B) that it was likely that there would be insufficient staff resources to deal with the obligations imposed by the legislation; and
- (ii) agreed
 - (A) that investigations be commenced to determine the job description of a Freedom of Information Officer/Archivist and that a further report would be submitted to a future Partnership meeting outlining the financial implications of creating such a post; and
 - (B) that a charging regime be introduced in line with the Regulations.

12. The Smoking, Health and Social Care (Scotland) Act 2005

[click here to view report](#)

There was submitted a report (issued) of 10 March 2006 by the Interim Secretary advising members of the impact on the Partnership of The Smoking, Health and Social Care (Scotland) Act 2005 which would come into effect on 26 March 2006.

After consideration and having heard Mrs Cameron clarify the position in relation to the legality of smoking in bus shelters specifically, the Partnership noted

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- (1) that, in view of the nature of the liabilities, the law would have an ongoing impact on the Partnership once the property of SPTE and SPTA transferred to the Partnership on 1 April 2006;
- (2) that appropriate signage would be displayed at all affected premises prior to 26 March;
- (3) that notices would specify a contact point and a dedicated phone number which would allow members of the public to leave a message outlining their complaint together with a contact address; and
- (4) that SPTE had updated its current smoking policies and procedures to incorporate the new requirements and these would transfer to the Partnership on 1 April 2006. A copy of the policies and procedures were circulated at the meeting.

13. Dalmarnock Station - Potential re-development

[click here to view report](#)

With reference to the minute of 24 February 2006 (page 11, paragraph 10) when the Partnership had agreed

- (1) that the Partnership register its formal support for Glasgow City Council's (GCC) bid to host the 2014 Commonwealth Games;
- (2) that SPT would assist GCC in the preparation of the bid which would entail provision of factual information, project and strategic planning and attendance at various meetings; and
- (3) 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,

there was submitted a report (issued) of 9 March 2006 by the Interim Director General,

- (a) intimating that Dalmarnock would be the closest rail station to the proposed new National Indoor Sports Arena which would be a main venue in the Commonwealth Games bid;
- (b) advising members that the station currently was non-compliant with DDA regulations, was dated and rundown in appearance and did not provide a high level of passenger comfort;
- (c) explaining
 - (i) that, as GCC had indicated that £5-6million could be available to re-develop the station as part of the Games bid, it was proposed

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that SPT work with GCC and other partners to develop a proposal to improve facilities at Dalmarnock Station; and

- (ii) that the proposal would be taken forward if the GCC bid was successful and would be presented to a future Partnership meeting; and
- (d) recommending that the Partnership approve the allocation of officer time to work on the proposal.

After consideration, the partnership approved the request at (d) above.
Reviews.

14. SPT's Community Planning engagement: Progress report

[click here to view report](#)

With reference to the minute of the Strathclyde Passenger Transport Authority of 4 June 2004 (page 3, paragraph 6), when the Authority had agreed, *inter alia*, the arrangements for enhancing SPT's participation in community planning which included:-

- (1) one to one protocols with each local authority to set out what community planning partnerships could expect from SPT and what SPT would expect of the partnerships;
- (2) an undertaking that a senior elected member and senior officer would attend one partnership meeting a year;
- (3) an area strategic review for each local authority (now termed Area Transport Review); and
- (4) a public transport advice note (now termed Public Transport Guide),

there was submitted a report (issued) of 16 March 2006 by the Interim Secretary,

- (a) highlighting that good progress had been made in participation in community planning and the partners appreciated the regular and consistent presence of SPT's Community Planning Officer and were looking forward to a more complete participation with the delivery of the proposed Area Transport Reviews (ATRs) and Public Transport Guide (PTG);
- (b) informing members
 - (i) that the proposed ATRs were designed to be a public transport position statement to avoid creating another strategy and where public transport deficiencies, shortfalls and gaps were identified it would identify the appropriate follow up action; and

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- (ii) that much of the content of the ATR would not be new but would provide a focus at local authority level currently unavailable and would contain new material on measures of accessibility which would be much sought after by all partners and stakeholders;
- (c) advising members
 - (i) that although the community planning demands on SPT had been challenging they had largely been met because engagement had been limited to date without the ATRs but as engagement deepened through the introduction of the ATRs, the burden would become onerous and in-house resources to service these demands would require to be kept under review; and
 - (ii) that not all these demands could be dealt with on an in-house basis as it was evident that there would be pressures from time to time for SPT to become involved at a community level and it was clear that SPT could not be expected to deal routinely with such demands, therefore it was expected that local authorities should be able to meet these requirements on a partnership basis because of their collaboration in the preparation of the ATR;
- (d) explaining
 - (i) that it was anticipated that the ATRs would ultimately receive the approval of the constituent authorities' Community Planning Boards as well as the Partnership; and
 - (ii) that ongoing work with South Lanarkshire Council would help identify the detailed mechanics of the process which required to be developed in collaboration with each Authority which could be reflected in the protocols agreed with each partnership in due course;
- (e) detailing in appendices to the report
 - (i) an outline of the Area Transport Reviews and the Public Transport Guide;
 - (ii) a protocol prepared for South Lanarkshire Council (the pilot Authority for the first ATR) outlining what community planning partnerships could expect of SPT and what SPT would expect of the Partnerships; and
 - (iii) examples of accessibility analyses included in the working draft of the South Lanarkshire ATR; and
- (f) concluding that it was evident that the community planning statutory requirements adopted by SPT were considered effective and robust and

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the partner approach would improve SPT's long term working relationships.

After discussion, the Partnership

- (A) noted the terms of the report; and
- (B) agreed
 - (I) that the approach to participation in community planning met the requirements of the Local Government in Scotland Act 2003 as amended by the Transport Scotland Act 2005;
 - (II) that an approach for approving protocols and ATRs needed to be developed in collaboration with each partner; and
 - (III) that a senior elected member would attend the partnership board meeting when the protocol, ATR and PTG were being presented.

15. Proposals for a Public Transport Users' Committee for Scotland: Draft consultation response

[click here to view report](#)

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

- (1) informing members of the Scottish Executive's consultation on a proposed Public Transport Users' Committee (PTUC) for Scotland;
- (2) listing the main functions of the Committee which were provided in The Transport (Scotland) Act 2005;
- (3) outlining the two options proposed in the consultation document; and
- (4) enclosing SPT's proposed response for approval.

After consideration, the Partnership approved SPT's response to the PTUC consultation on the basis outlined at paragraph (4) above.

16. Review of local authority road traffic reduction targets

[click here to view report](#)

There was submitted a report (issued) of 10 March 2006 by the Core Team Manager, Westrans

- (1) intimating
 - (a) that the Government had set a national target of stabilising road traffic volumes at 2001 levels by 2021, if unchecked, the

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projected increase in road traffic levels was 27% over those twenty years.

- (b) that the Transport Delivery Report (TDR) published by the Scottish Executive in March 2002 had committed the Scottish Executive to undertake research into the road traffic reduction targets of each of the local authorities in Scotland, with a view to testing the realism of their targets and identifying the range of measures necessary to deliver the required reductions by 2021; and
 - (c) that analysis of the targets by independent consultants had found that the trends that influenced road traffic growth were set to continue and that few existing factors would slow this trend significantly. The main consequences of continued traffic growth were continued congestion, increased growth in carbon dioxide emissions and localised air pollution;
- (2) advising members
- (a) that the Scottish Executive commissioned report on the Evaluation and Review of Local Authority Road Traffic Reduction Targets recommended that regional partnerships should become involved in promoting road traffic reduction measures;
 - (b) that the consultants concerned had recommended that there should be a consistent approach across Scotland to the reduction of carbon dioxide emissions from road traffic through a range of measures, including packages of soft measures, non-priced demand management policies, traffic management, parking controls and a wide range of supporting measures, including continued development of public transport services, planning policies that supported sustainable patterns of land use and transport and improved vehicle and fuel technology; and
 - (c) that as the majority of local authority RTRA targets had been established in a less than robust manner, the study had recommended that the authorities should develop targets aimed at addressing local, regional and national transport objectives, focusing their efforts on delivering local initiatives such as workplace travel plans, school travel plans and other local demand management measures.
- (3) explaining
- (a) that the report had recommended an improved performance incentive regime, similar to the approach in England, and had identified three specific opportunities to achieve effective scheme delivery;

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- (b) that research with Local Authorities had highlighted a requirement for sustained levels of funding (both capital and revenue).
- (c) that the report had suggested that Regional Transport Partnerships should be the main focus for developing future RTRA targets; and
- (d) that the trunk road authority had been identified as a key stakeholder in the development of regional transport strategies. which where relevant should identify trunk road targets for traffic reduction.

After consideration and having heard Mr Mortimer in answer to members' questions, the Partnership noted the terms of the report.

17. Conference: UITP workshop on congestion charging - Sweden - 11 & 12 May 2006

The Partnership agreed that both Vice-Chairs should attend the UITP workshop on congestion charging to be held in Stockholm, Sweden on 11 & 12 May 2006.

18. Additional Items

In terms of Standing Order No 3.2, the Partnership agreed to consider the following additional item at this stage of the meeting.

19. Glasgow Airport Rail Link

[click here to view report](#)

There was submitted and approved a report (tabled) of 23 March 2006 by the Interim Secretary

- (1) reminding members that one of the key projects which would transfer to the Partnership was the Glasgow Airport Rail Link and it was at the stage where the necessary Private Bill had been introduced into the Scottish Parliament;
- (2) advising members that, although The Transport (Scotland) Act 2005 provided that the Partnership could continue to promote private legislation that had been introduced into Parliament by a "predecessor body", the Private Bills Unit of the Scottish Parliament had advised that the Committee would require a formal resolution by the Partnership that it wished to continue to promote the private legislation; and
- (3) requesting that the partnership confirm that it wished to continue to promote the private legislation seeking to obtain powers for the development and construction of the Glasgow Airport Rail Link.

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20. Invitation to East Renfrewshire Council's Charity Ball

The Partnership authorised the Chair to take a table at a Charity Ball to be hosted by the Provost of East Renfrewshire Council on 6 May 2006, in order that appropriate networking could be carried out for the benefit of SPT.