

*joining up
journeys*

SPT

partnership minute

Strathclyde Partnership for Transport

Minute of meeting

31 May 2007

held in Consort House, Glasgow

contact officers:

Valerie A Bowen phone: 0141 333 3130

Kirsten Clubb phone: 0141 333 3576

Minute of the meeting of the Strathclyde Partnership for Transport held in Consort House, Glasgow, on 31 May 2007.

Present:	Argyll and Bute East Ayrshire East Dunbartonshire East Renfrewshire Glasgow Glasgow Glasgow Glasgow Glasgow North Ayrshire North Lanarkshire North Lanarkshire North Lanarkshire Renfrewshire South Lanarkshire South Lanarkshire South Lanarkshire Appointed Member Appointed Member Appointed Member	Duncan McIntyre Bobby McDill Alex Hannah Eddie Phillips Douglas Hay Tommy Morrison Ruth Simpson George Roberts Alistair Watson John Reid David Fagan Stephen Grant Kaye Harmon Marie McGurk Eileen Logan David McLachlan Chris Thompson Thomas Hart Alan Wilson Bill Ure
Apologies:	East Ayrshire Inverclyde Inverclyde Appointed Member Appointed Member Appointed Member Appointed Member	David Buchanan (deputy) David Wilson Iain Mckenzie (deputy) Liz Connolly Alan Malcolm Niall McGrogan Gavin Scott
Attending:	Valerie Davidson, Secretary; Valerie A Bowen, Senior Clerk; Ron Culley, Chief Executive; Gordon MacLennan, Assistant Chief Executive (Customer Support); and John Halliday, Assistant Chief Executive (Transport & Strategy)	

1. Interim Chair

In terms of Standing Order No.1.4.4, the Secretary took the chair at the commencement of the meeting pending appointment of a Chair.

2. Sederunt

Members were asked to ensure that the Secretary had a note of their names for the sederunt.

31 May 2007

3. Appointment of Chair

Nominations were sought for the post of Chair. Thereon, Councilor Eddie Phillips, seconded by Councillor Chris Thompson, moved that Councillor Alistair Watson be elected to the post of Chair and there being no further nominations, the Partnership agreed unanimously to appoint Councillor Watson who took the Chair for the remainder of the meeting.

Thereon, Councillor Watson advised members that it was a great honour to be re-elected as Chair and that he looked forward to working with his colleagues at SPT and all SPT stakeholders and partners to deliver a transport network which matched the needs of the travelling public.

4. Appointment of Vice-Chairs

The Chair then called for nominations for the appointment of two Vice-Chairs. Nominations were as follows:-

Councillor David McLachlan, nominated by Councillor Ruth Simpson, seconded by Councillor John Reid; and

Councillor David Fagan, nominated by Councillor Eileen Logan, seconded by Councillor Tommy Morrison.

There being no further nominations, the Partnership unanimously agreed to appoint Councillors McLachlan and Fagan as Vice-Chairs of the Partnership.

5. Minutes of previous meeting

The minute of the meeting of 20 April 2007 was submitted and approved as a correct record.

6. Chair and Vice-Chair remuneration

[Click here to view report](#)

There was submitted and approved a report (issued) of 14 May 2007 by the Secretary,

- (1) reminding members of the recent changes to the way in which elected members were remunerated as a result of the Local Government (Scotland) Act 2004;
- (2) advising members
 - (a) that although the Act applied to all local authorities and joint boards it did not apply specifically to Regional Transport Authorities; and
 - (b) that although the Transport (Scotland) Act 2005 and subsequent orders permitted Regional Transport Partnerships to make payments for members' expenses only, the previous powers of the former SPTA which had been

31 May 2007

transferred to this RTP, permitted SPT to make payments for the following approved duties:-

- attendance at a meeting of the body;
 - attendance at a meeting of a committee or sub committee of the body in particular circumstances; and
 - doing anything for the purposes of, or in connection with, the discharge of the functions of the organisation; and
- (3) explaining that in view of the amendments to the existing legislation, it was necessary for SPT to amend its scheme of allowances to take account of the revised legislative structure;
- (4) proposing that SPT formally adopt the principles outlined in the legislation, insofar as was practicable in respect of councillor remuneration and expenses as if they applied to the RTP, treating the RTP consistently with the Police and Fire Joint Boards in so far as possible;
- (5) informing members
- (a) that the impact of this would be that the Chair of the RTP would be entitled to receive a total payment of £34,768 per annum which equated to 75% of the remuneration of the leader of the highest banded council and Vice Chairs 75% of the Chair's remuneration (£26,076 per annum), inclusive of any sum paid to them as a councillor; and
 - (b) that given the unique circumstances applicable to RTPs whereby the Chair and Vice-Chairs maintained their positions until the first meeting of the Partnership, it was further proposed that the revised scheme be applied from 3 May 2007 if an office bearer previously held the post of Chair or Vice-Chair;
- (6) intimating
- (a) that arrangements would be made with each of the councils from which those posts were filled for payment purposes; and
 - (b) that liaison would continue with the Scottish Executive to investigate a more straightforward basis on which payments could be made; and
- (7) highlighting that a full Members' Allowance and Expenses Handbook had been prepared and would be distributed to all members and deputies.

7. Committee structure and cycle of meetings

[Click here to view report](#)

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

31 May 2007

- (1) approved the following committee structure in order to ensure full deliberation of reports:-

Committee	Number of members	Cycle of meeting
Operations	16 (including appointed members)	Eight weekly
Strategy and Programmes	16 (including appointed members)	Eight weekly
Audit and Standards	7 (including appointed members)	4 times per year (plus as required)
Personnel	16 (including appointed members)	As and when required
Personnel Appeals Sub Committee	7 (drawn from the elected members and chosen at random)	As and when required

- (2) agreed that non-elected members should have no voting rights either on the Partnership or any of its committees,

there was submitted a report (issued) of 10 May 2007 by the Secretary,

- (a) advising members that as the committee structure had been a success, it had been assumed that the new Partnership would continue with the current arrangements;
- (b) informing members that once members had returned their form detailing their preferences as to the committees on which they would wish to serve, allocation would then be submitted for approval on the basis of preference, political balance, geography, gender and elected/non-elected split;
- (c) enclosing the following appendices:-
- (i) Terms of Reference for each of the committees; and
 - (ii) proposed future meeting dates for the Partnership and its committees; and
- (d) explaining
- (I) that due to the composition of the Partnership, not all authorities would be represented on all committees and therefore all committee papers relating to the Operations Committee and the Strategy and Programmes Committee would be submitted to all members of the Partnership; and
 - (II) that provision would be made whereby the member of a constituent authority which was not represented on a particular committee might have the opportunity to request a hearing at that committee on any matter which specifically affected that constituent authority.

After discussion, the Partnership agreed

- (A) that the current committee structure and Terms of Reference for each committee be continued;

31 May 2007

- (B) to the list of future meeting dates covering the period to December 2008 for the Partnership and its committees; and
- (C) that a report on proposed committee membership would be submitted to a future meeting for consideration.

8. Members' training and Induction

[Click here to view report](#)

There was submitted a report (issued) of 17 May 2007 by the Secretary,

- (1) informing members that SPT had previously arranged induction training relevant to the work, role and responsibilities of the Partnership and its committees in each new Partnership (previously the Strathclyde Passenger Transport Authority) cycle which had assisted members with an understanding of the work within SPT and their role in formulation of policy and delivery of services:
- (2) advising members
 - (a) that the Scottish Executive had included within their remuneration guidance recommendations a requirement that all members should have a role description and training plan in support of that role; and
 - (b) that it had been recommended also that reference to the number of members attending training and courses/conferences should be included in the annual public notice relating to payment of remuneration and expenses;
- (3) explaining that, although arrangements were being made to deliver specific induction sessions at the first meeting of the various committees into the role and responsibilities of those committees, the following areas had been identified for additional training throughout the course of the Partnership:-
 - basic induction in the structure of SPT, the specific duties of officers, where they were based and contact points. This would also include some information on the powers of SPT, the funding of SPT and its financial structure;
 - Audit Committee training;
 - "On Board" training for all members covering issues such as standards, governance and responsibilities of Partnership members including their relationship with constituent authorities and other stakeholders; and
 - member roles in the delivery of efficient government, best value etc within SPT.
- (4) suggesting that members consider the areas outlined at (3) above and identify other areas in which training could assist them in their roles; and
- (5) highlighting

31 May 2007

- (a) that in addition to members' training, consideration was currently been given to the Scottish Executive's recommendation of role descriptions; and
- (b) that it was proposed that this matter be submitted to the next meeting of the Partnership for consideration.

During discussion

- (i) various members suggested that it would be beneficial to the new members of the Partnership for various seminars to be held detailing the background and current position on the various strategic projects which SPT was involved in; and
- (ii) Mr Culley informed members of a seminar which SPT were hosting on Monday, 11 June 2007 on the benefits of Maglev Technology which would be a good opportunity for members to see the new technology and speak to the people involved with bringing Maglev to the UK for the first time. He explained that in addition, members would have the opportunity in the second half of the seminar to speak to the operators of Glasgow Airport and discuss with them their planned commitment to spend £30 million on improving the customer experience and security at Glasgow Airport,

Thereon the Partnership,

- (A) noted the terms of the report; and
- (B) agreed that a copy of SPT's Regional Transport Strategy in full would be sent to all members.

9. Appointment of representatives to outside bodies

[Click here to view report](#)

After consideration of a list (issued) of 24 May 2007, detailing various outside bodies on which the Partnership might wish to be represented, the Partnership agreed

- (1) that the list be remitted to the Chair and Vice Chairs for them to make the necessary appointments; and
- (2) that the members of the minority representation should decide their representative on the Local Government Association Passenger Transport Authorities Special Interest Group and advise the Chair of their nomination in due course.

10. Strathclyde Concessionary Travel Joint Committee - Administration

[Click here to view report](#)

There was submitted a report (issued) of 14 May 2007 by the Secretary,

- (1) outlining the background and role of the Concessionary Travel Joint Committee which comprised of one member from each council within the SPT area plus the Chair of SPT;

31 May 2007

- (2) explaining that although SPT had provided all administrative support to the committee including payment of operator re-imburement and issue of travel cards, Glasgow City Council had provided the clerking facility;
- (3) informing members
 - (a) that Glasgow City Council had now requested that SPT undertake the clerking role in addition to all other administrative functions; and
 - (b) that following discussion with the council, it had been agreed that this was a sensible step forward and would ensure that all activities for the committee were in the one place;
- (4) indicating that the proposed new arrangements would be considered at the next meeting of the Joint Committee; and
- (5) recommending that, subject to the approval of the Joint Committee, the clerking of the Strathclyde Concessionary Travel Joint Committee should now be undertaken by SPT.

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

11. Media evaluation

[Click here to view report](#)

There was submitted a report (issued) of 11 May 2007 by the Chief Executive,

- (1) informing members that SPT had a Communications Directorate whose task, *inter alia*, was to ensure that the travelling public in the west of Scotland and SPT Stakeholders and Partners were aware of activities undertaken by SPT, to promote and develop transport initiatives; and
- (2) enclosing a report detailing the media coverage on SPT's activities in the period 7 March to 21 March 2007.

After discussion and having heard Mr Culley in answer to members' questions and advise that it was his intention to submit this report at regular intervals to the Partnership, the Partnership noted the terms of the report.

12. Stakeholders Survey results 2007

[Click here to view report](#)

There was submitted a report (issued) of 14 May 2007 by the Secretary,

- (1) informing members
 - (a) of the results of a stakeholder survey which had been carried out in May 2006 by the Chief Executive; and

31 May 2007

- (b) that, from the survey results, an action plan had been devised and had been implemented during the past 8 months;
- (2) advising members
- (a) that in March 2007, a further revised stakeholder survey had been carried out to measure satisfaction levels within the following 4 key areas:-
 - Communications
 - Business objectives
 - SPT staff
 - Partnership meetings (elected and appointed members only)
 - (b) that the survey had been sent out to 115 participants across the following key clusters:-
 - Elected and Appointed Partnership members
 - Chief officials
 - Transport professionals
- (3) outlining the following key themes which had emerged from the 2007 survey:-
- (a) Service delivery
 - Improve consistency
 - Develop service improvements
 - (b) Creativity and Innovation
 - Seek out best practice
 - Implement best practice
 - (c) Communications
 - Provide information on SPT's performance
 - Continue to review and improve communications media
 - Review information presented at Partnership and committee meeting
 - (d) Partnership working
 - Formalise partnership programme
 - Roll out partnership programme across West of Scotland
 - Seek out new partnerships
- 

31 May 2007

- (4) highlighting that the new survey had shown that stakeholders' satisfaction levels had increased from 77% in 2006 to 85% in 2007 (an 8% increase); and
- (5) explaining
 - (a) that the Executive and Management teams were reviewing the survey findings and key themes and an appropriate action plan would be developed for implementation over the next 12 months; and
 - (b) that a copy of the new action plan would be submitted to a future Partnership meeting.

After discussion and having heard various members comment on the significant improvements which had been made to communication and Partnership working within SPT during the past year, the Partnership noted the terms of the report.

13. Additional Item

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

14. Conference

The Partnership agreed that the Chair and Vice Chairs would nominate one member to attend the "Impact of the Scottish Elections" half day seminar to be held in Edinburgh on Tuesday, 5 June 2007.

