

## **TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**

Minute of Meeting of the Tayside and Central Scotland Transport Partnership held in the Canmore Room, Town & County Buildings, Forfar on Tuesday 6 December 2016 at 10.30am.

Present: Councillors Lynne Devine and Ronnie Proctor (Angus Council), Councillors Bill Campbell, Brian Gordon and Will Dawson (Dundee City Council); Councillor Alan Livingstone (Perth & Kinross Council); Trudi Craggs, Gavin Roser and David Scotney (Members).

In Attendance: E Guthrie (Director); M Cairns, N Gillespie, A Roger and M Scott (Tactran); G Taylor (Secretary); I Cochrane (Angus Council); E Gourlay (Dundee City Council); A Deans (Perth & Kinross Council); N Kaczmarek (Cycling Scotland).

Apologies for absence were received from: Councillors Mike Barnacle and John Kellas (Perth & Kinross Council); Councillors Danny Gibson and Alycia Hayes (Stirling Council); Mark Craske and Doug Fleming (Members).

Councillor Will Dawson, Chair, Presiding

The Chair advised M Cairns would be retiring in early 2017 and this would be his last Partnership Board meeting. The Partnership thanked M Cairns for his contribution to the work of Tactran since his appointment in November 2007 and wished him well in his retirement.

### **1. DECLARATIONS OF INTEREST**

None.

### **2. MINUTE OF MEETING OF 13 SEPTEMBER 2016**

The minute of meeting of the Tayside and Central Scotland Transport Partnership of 13 September 2016 was submitted and approved as a correct record.

The Director noted the publication of the approved RTS Delivery Plan 2016 – 2021, copies of which were tabled for Members awareness.

### **3. LOCAL ISSUES PRESENTATION : ANGUS**

I Cochrane gave a [presentation](#) updating on progress with Locality Planning and relevant matters relating to the Partnership. In response to the Community Empowerment (Scotland) Act 2015 Angus Council had embarked on a programme of Charrettes in 4 localities within the Angus area. Each area will produce a Local Outcome Improvement Plan (LOIP) informed by these community consultations. Following completion of the Charrettes, the focus will be upon identifying delivery priorities working in partnership with Communities and other partners, including Tactran. The LOIP for each area

is being developed with finalised plans due for completion in September 2017. Issues raised by communities included parking in town centres, with the Council planning to introduce a Decriminalised Parking system in April 2017; HGV's in towns and town centres; and community severance caused by road and rail networks. The presentation also outlined emerging proposals for addressing strategically important connectivity issues relating to the North Angus growth corridor and the need for enhanced road connections with A90 at Brechin; road and rail connectivity to Montrose Port; and need for improved rail connectivity to Aberdeen and with the Central Belt, with elements of these likely to form part of the evolving Tay Cities Deal.

The Chair asked if there was a reason that public transport hadn't been raised as a big issue. I Cochrane suggested it was due to car use being more prolific in Angus, although some of the rural area Charrettes had not yet been completed so this may change. Councillor Devine advised that there had been fewer young people at the Charrettes and they would more than likely view availability of public transport as a key issue.

Councillor Livingstone asked what the population prognosis for Angus over the next 25 years is. I Cochrane advised that latest projections are for a slight decrease in Angus. G Roser noted the link between population decline and people moving to towns and cities and asked about the future of the High Street. The Chair stated that cities were also facing issues regarding High Street decline due to out of town retail parks. The Director advised that the Town Centre First principle is now embedded within Planning policy and is likely to be reinforced in the ongoing Planning Review.

Councillor Gordon asked what plans were in place to alleviate the strain on areas of Dundee that had become "rat runs" for Angus into Dundee commuters. I Cochrane advised that Angus Council has implemented a speed limit strategy, as per the national guidelines, and also monitors statistical evidence on accidents and speed surveys, including enforcement plans with Police Scotland with emphasis on the "4 E's" of education, enforcement, encouragement and engineering.

The Director noted that, as reported on previously, Regional Transport Partnerships are designated Community Planning bodies under the Community Empowerment (Scotland) Act 2015, and that progress with the development of LOIPs in all 4 partner Council areas will be reported to the Partnership Board as these emerge.

The Chair thanked I Cochrane for his informative presentation.

#### **4. REVIEW OF CORE GOVERNANCE POLICIES AND PROCEDURES**

There was submitted a joint report by the Director and Proper Officers (RTP/16/34) reviewing the Partnership's core governance policies and procedures, proposing a change to the Standing Orders and seeking the Partnership's approval of a Records Management Framework for submission to The Keeper of the Records of Scotland.

Councillor Campbell asked if Tactran had gained Living Wage Accreditation. The Director confirmed that Tactran pays all of its employees more than the Living Wage, having confirmed this in response to the Dundee Partnership requesting that all Community Planning partners support the Council's commitment to being a Living Wage employer. Formal Living Wage accreditation had not yet been sought and raises a number of wider considerations, including arrangements with contractors and other external suppliers. The Director agreed to research the matter further and report back to a future meeting.

In terms of the proposed revision to Standing Order 8, Councillor Livingstone asked if rotation of the Chair could be considered, so that each of the 4 Councils would at some point take the Chair, and G Roser supported this suggestion. The Director advised that the revision to Standing Order 8 proposed in the report now made this a possible option and suggested that this be put to the new Partnership Board, which would be appointed following the Council elections in May, when it came to selecting a new Chair at the June 2017 meeting.

**Resolved:**

- (i) To agree to maintain the Partnership's various core governance policies and procedures as reviewed by the Director and Proper Officers;
- (ii) To approve revision to Standing Order 8 as detailed in 3.6 of the report;
- (iii) To undertake a further review of core governance policies and procedures, as appropriate, in light of anticipated guidance on succession planning and proposed Scottish Government legislation on gender balance and diversity on Public Boards; and
- (iv) To approve the Draft Records Management Framework as detailed in Appendices A and B of the report for submission to The Keeper of the Records of Scotland.

**5. ACTIVE TRAVEL PROGRESS UPDATE**

There was submitted a joint report by the Active Travel Officer and Cycle Training and Development Officer (RTP/16/35) seeking approval of award of funding from the 2016/17 Active Travel Grant scheme, delegation of authority to officers to approve award of remaining Active Travel funding in 2016/17, and providing a general update on activity undertaken by the Active Travel Officer and Cycle Training and Development Officer.

T Craggs asked if the Active Travel Audits would require to be completed by 31 March 2017. N Gillespie confirmed that the proposed programme of work allowed for the deadline for application of allocated Community Links funding being 30 June 2017, with the initial tranche of community audits to be completed by then.

Councillor Livingstone expressed his strong support for the Blackford Community Council bid for Active Travel Grant funding towards the Blackford Cycle Paths project, commending the proactive role and work of the community on this.

Councillor Gordon asked if Abellio had fulfilled its franchise obligations to put bikes in train stations. The Director confirmed there were “Bike and Go” schemes in 11 stations, including Dundee, Perth and Stirling, and that an update on the success of these initiatives and further cycle infrastructure plans and programmes had recently been sought from ScotRail, which would be reported back to a future meeting, when available.

Councillor Campbell asked for details of cycle usage at Dundee University and M Scott agreed to provide an update on this to the next Partnership meeting. Councillor Campbell also asked about the provision of dedicated cycle paths like the one in Bothwell Street, Glasgow. The Director advised there is Ministerial commitment to promote development and increased provision of segregated cycle infrastructure, which would be a focus for the recently announced Ministerial Task Group on Active Travel.

Councillor Devine asked if there is any Practical Cycle Awareness Training (PCAT) planned in Angus. M Scott confirmed that Angus is included in ongoing discussions on a planned roll-out of the programme.

N Kaczmarek from Cycling Scotland gave a [presentation](#) on the scope and outcomes of the Give Everyone Cycle Space 2016 campaign nationally and in the Tactran region.

Councillor Devine left the meeting.

The Chair invited members to pass any questions on the presentation to the Director, for raising with Cycling Scotland.

Councillor Livingstone left the meeting.

**Resolved:**

- (i) To note and welcome the award of an additional £25,000 Active Travel Grant from the national Community Links fund for 2016/17;
- (ii) To approve the award of grant funding from the 2016/17 Active Travel Grant scheme for projects as detailed in the report and Appendix A;
- (iii) To delegate authority to approve award of the remaining balance of 2016/17 Tactran Active Travel Grant funding to the Director and Treasurer;
- (iv) To delegate authority to approve award of a contract for the undertaking of a programme of Active Travel Audits to the Director and Treasurer; and
- (v) To note the progress on various active travel activities undertaken by the Active Travel Officer and Cycle Training & Development Officer as outlined in the report.

## **6. SCOTLAND’S ACCESSIBLE TRAVEL FRAMEWORK**

There was submitted a report by the Strategy Manager (RTP/16/36) outlining the content and implications of Scotland’s Accessible Travel Framework.

**Resolved:**

- (i) To note the contents of Scotland's Accessible Travel Framework.

**7. 2016/17 REVENUE PROGRAMME AND MONITORING**

There was submitted a joint report by the Director and Treasurer (RTP/16/37) providing a monitoring update on the 2016/17 Revenue Budget and seeking approval of a revised RTS Revenue Programme Budget.

**Resolved:**

- (i) To note the position regarding Core Revenue expenditure as at 31 October 2016 as detailed in Appendix A to the report;
- (ii) To note progress on the 2016/17 RTS Revenue Programme and related expenditure as discussed in sections 3.4 – 3.45 of the report and detailed in Appendix B; and
- (iii) To approve the revised 2016/17 RTS Revenue Programme as outlined in the report and Appendix B.

**8. 2017/18 CORE REVENUE BUDGET**

There was submitted a joint report by the Director and Treasurer (RTP/16/38) seeking the Partnership's approval of a proposed 2017/18 Core Revenue Budget.

**Resolved:**

- (i) To approve the proposed 2017/18 Core Revenue Budget as detailed in the Appendix to the report;
- (ii) To request that partner Councils make provision for their proposed respective funding contributions within their 2017/18 Revenue Budgets; and
- (iii) To agree to receive a report with a finalised 2017/18 Core Revenue Budget and proposed 2017/18 Revenue Programme Budget at the Partnership's next meeting.

**9. DIRECTOR'S REPORT**

There was submitted a report by the Director (RTP/16/39) seeking delegation of authority to the Executive Committee to consider and approve for publication the 2015/16 Annual Report and informing and updating Members on various operational, policy and other matters of interest and relevance to the Partnership.

The Director provided an oral update on a positive meeting between the RTP Chairs and the Minister for Transport and the Islands and the Minister for Local Government and Housing on 30 November 2016, when it had been confirmed that consultation on a Planning White would be issued early in 2017 and that stakeholder engagement on the initial stages of the National Transport Strategy review would also be undertaken in early 2017, leading to a wider public consultation during 2017/18. An offer had been made by the RTP Chairs to co-sponsor review of the NTS with Scottish Government.

The Director also provided an oral update on a meeting with the Minister for Transport and the Islands, which RTP officers and other stakeholders had attended on the Scottish Government's intention to explore opportunities for a public sector body bid to run the next ScotRail franchise. Further developments on this would be reported to a future meeting.

**Resolved:**

- (i) To note the granting of Ministerial endorsement for the reappointment of non-Councillor members Trudi Craggs and David Scotney until 30 September 2018;
- (ii) To agree to delegate authority to the Executive Committee to consider and approve for publication the Partnership's 2015/16 Annual Report; and
- (iii) To note the various updates and other information provided in the report and accompanying appendices.

**10. MEMBERS ISSUES AND AOCB**

None.

**11. DATES OF 2017 MEETINGS**

The dates of Partnership meetings during 2107 were approved as:-

- 10.30 am on Tuesday 14 March 2017 in Dundee
- 10.30 am on Tuesday 13 June 2017 in Perth
- 10.30 am on Tuesday 12 September 2017 in Stirling
- 10.30 am on Tuesday 12 December 2017 in Forfar

The Partnership resolved that the press and public be excluded from the meeting during consideration of the following item of business.

**P1. PARTNERSHIP STAFFING**

There was submitted a report by the Director (RTP/P3/16) seeking approval of revisions to the Partnership's interim management arrangements, staffing establishment and structure to accommodate ongoing review of Tactran's future role and associated resource requirements, and seeking approval to submit an application for inclusion as a listed body on the UK Redundancy Modification Order.

**Resolved:**

- (i) To agree to extend the Partnership Director's period of Flexible Retirement beyond 31 March 2017;
- (ii) To note extension of the Strategy Manager's period of Flexible Retirement until 10 March 2017;
- (iii) To approve replacement of the post of Travel Plan Officer with a post of Strategy Officer and to remit the Director to progress arrangements for appointment in consultation with partner Councils;

- (iv) To approve extension of the embedded posts of Regional Active Travel Officer and Regional Cycle Training & Development Officer until June 2018, subject to agreement of budgetary provision with partners; and
- (v) To agree to submit an application for inclusion as a listed body on the Redundancy Modification Order 1999 as detailed in Appendix B to the report.