

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

Minute of Meeting of the Tayside and Central Scotland Transport Partnership held in the Committee Room 1, City Square, Dundee on Tuesday 18 June 2019 at 10.30am.

Present: Provost Ronnie Proctor and Councillor Mark McDonald (Angus Council); Councillors Will Dawson and Richard McCready (Dundee City Council); Councillors Alasdair Bailey, David Illingworth and Andrew Parrott (Perth & Kinross Council); Councillor Jim Thomson (Stirling Council); Trudi Craggs (Chair), Bob Benson, and David Scotney (Members).

In Attendance: T Flanagan (Director); G Brown, N Gardiner, A Low, N Moran, J Padmore, and A Roger (Tactran); S Hendry (Secretary); W Scott (Angus Council); E Gourlay (Dundee City Council); S Walker (Treasurer), A Deans and J Salisbury (Perth & Kinross Council); T Steiner (Systra for Item 4).

Apologies for absence were received from: Councillor Lynne Short (Dundee City Council); Councillor Danny Gibson (Stirling Council); Mark Craske (Member).

1. DECLARATIONS OF INTEREST

None.

2. APPOINTMENT OF CHAIR

The Secretary invited nominations for the position of Chairperson of the Partnership.

Provost Proctor nominated Trudi Craggs and was seconded by David Scotney. T Craggs had to decline the position due to other work commitments.

Councillor Bailey nominated Councillor McCready and was seconded by Councillor McCready.

T Craggs nominated Councillor Parrott, as there was no second, the nomination did not go forward.

There being no other nominations Councillor Richard McCready was duly elected as Chairperson and took the Chair.

3. MINUTE OF MEETING OF 19 MARCH 2019

The minute of the meeting of the Tayside and Central Scotland Transport Partnership of 19 March 2019 was submitted and approved as a correct record.

4. LOCAL ISSUES PRESENTATION: PERTH AND KINROSS COUNCIL

There was a [presentation](#) by T Steiner, Systra on Smarter Choices Smarter Places in Perth and Kinross.

S Walker enquired what age group was being targeted. T Steiner confirmed primary 4 – 7.

Provost Proctor observed the work being done in Perth and Dundee was very good but asked what could be done for rural areas in Angus. T Steiner advised individual circumstances are taken into account.

Councillor Parrot asked if there was a data or concrete measures available. T Steiner confirmed a lot of data from specific interventions was available with a positive note on the value for money aspect.

The Chair thanked T Steiner who then left the meeting.

5. APPOINTMENT OF NON COUNCILLOR MEMBER

There was submitted a report by the Director (RTP/19/15) highlighting the existing vacancy for a non-Councillor member of the Board and seeking approval to re-advertise for the position noting the context of Board diversity, advice from Scottish Ministers on gender balance and taking steps to target under-represented groups.

Councillor Dawson suggested advertising through LinkedIn as this had been used for recent vacancies in Dundee successfully. This also meant Board Members could share the details with their contacts.

Councillor Thomson enquired if any feedback had been received from the previous round as to why no applications were submitted, it was confirmed feedback had not been sought.

The Chair asked the Board to share as widely as they could.

Resolved:

- (i) To note the continued vacancy for the position of non-Councillor member of the Partnership and agrees to enter into a recruitment process to fill the remaining vacancy by re-advertising for the position;
- (ii) To agree to take a pro-active approach to advertising the vacancy with a view to targeting under-represented groups in an attempt to widen Board diversity; and
- (iii) To agree to delegate authority to carry out the resultant recruitment and appointment process to the Executive Committee.

6. PUBLIC SERVICES REFORM ACT ANNUAL STATEMENTS 2018/19

There was submitted a joint report by the Director and Treasurer (RTP/19/16) seeking the Partnership's approval of Annual Statements which require to be published under the Public Services Reform (Scotland) Act 2010.

Resolved:

- (i) To approve publication of the Public Services Reform Act Annual Statements for 2018/19 as detailed in the Appendices to the report.

7. DRAFT UNAUDITED ANNUAL ACCOUNTS 2018/19

There was submitted a joint report by the Treasurer and Director (RTP/19/17) presenting the Draft Unaudited Annual Accounts for 2018/19.

Resolved:

- (i) To approve the contents of the Draft Unaudited Annual Accounts for 2018/19; and
- (ii) To authorise the Treasurer to sign the Annual Accounts for submission to the Controller of Audit by 30 June 2019.

8. FINANCIAL REGULATIONS

There was submitted a joint report by the Director and Treasurer (RTP/19/18) recommending Partnership's approval of the updated Financial Regulations.

Resolved:

- (i) To approve the revised Financial Regulations as set out in this report and attached as Appendix A.

9. BUSINESS PLAN 2019/20

There was submitted a report by the Director (RTP/19/19) seeking the Partnership's approval of the proposed Tactran Business Plan 2019/20.

T Craggs provided the following comments:

- Page 4 – number of non-councillor member numbers should say 'up to'5
- Page 8 - staff structure – the date should be 1st April 2019
- Section 6 should be more about the priorities for the year to identify what Tactran will focus on for the year and at the end of the year, can measure against what's been achieved

Resolved:

- (i) To consider and approve for publication and submission to Scottish Ministers the proposed Tactran Business Plan for 2019/20; and
- (ii) To delegate authority to the Executive Committee to approve the refreshed Business Plan following the amendments suggested by T Craggs.

10. 2019/20 BUDGET AND MONITORING

There was submitted a report by the Treasurer and Director (RTP/19/20) providing a monitoring update on the Partnership's Revenue and Capital expenditure.

Resolved:

- (i) To note the position regarding Core Revenue expenditure as at 31 May 2019 as detailed in Appendix A;
- (ii) To note progress on and approves the 2019/20 RTS Revenue Programme and related expenditure as discussed within the report and detailed in Appendices B and C; and
- (iii) To note progress on the 2019/20 Capital Programme and related expenditure as discussed within the report and detailed in Appendix D.

11. DIGITAL MARKETING STRATEGY

There was submitted a report by the Strategy Officer (Sustainable Transport) (RTP/19/21) updating the Partnership on the development of the Tactran Digital Marketing Strategy and to approve the recommendations set out within the report.

Councillor Bailey thanked G Brown for the report, agreed it was good to keep things under review and agreed GoToo was good at the time and pleased to support discontinue, better way to do things.

Following a detailed discussion it was agreed that advice would be sought on the option of a Tactran Facebook page.

Resolved:

- (i) To note progress in the development of the Digital Marketing Strategy;
- (ii) To approve the continued development of the Tactran website, the creation of a Tactran twitter account and the creation of a Tactran LinkedIn profile;
- (iii) To approve the continued investment into the Get on the Go campaign and that Tactran take on the co-ordination role for the region; and
- (iv) To agree to discontinue the GoToo website.

12. LOCAL RAIL DEVELOPMENT FUND UPDATE

There was submitted a report by the Senior Strategy Officer (RTP/19/22) providing an update to the Partnership on Transport Scotland's Local Rail Development Fund and seeking approval for an application to the 2nd round of LRDF Funding.

Councillor Parrott advised he was pleased with all the recommendations and delighted to see proposals in there.

T Craggs asked if the March 2020 deadline for the first round of LRDF projects will be achieved. J Padmore advised discussions will be held with the

consultants to understand the impact of the Transport Scotland delays on the timescales, and then discussions will be held with Transport Scotland who have acknowledged the delay on their part. However, some contingency has also been built into the programme.

Councillor Bailey advised he found the delay in introducing an improved timetable at Invergowrie frustrating but he was pleased to receive assurances that all options will be considered and that any final decision will be informed by passenger figures once timetable changes have been implemented.

Resolved:

- (i) To note the progress of the Stirling Strategic Park & Ride study and the Bridge of Earn Transport Appraisal; and
- (ii) To approve submission of a bid for a 'Tay Cities Park & Ride Strategy Update: Opportunities along the Perth-Montrose Corridor' to the second call for Local Rail Development Funding.

13. RTS MONITORING FRAMEWORK

There was submitted a report by the Senior Strategy Officer (RTP/19/23) providing an update to the Partnership on monitoring the outcomes and outputs of the Regional Transport Strategy.

Resolved:

- (i) To note the 'RTS Delivery Plan: 2018/19 Summary' report;
- (ii) To note the proposed process for enhancing mode share monitoring;
- (iii) To note the proposal to consider target development with the constituent Councils; and
- (iv) To note the outstanding work required on accessibility monitoring.

14. HEALTH AND TRANSPORT UPDATE

There was submitted a report by the Senior Strategy Officer (RTP/19/24) providing an update to the Partnership on work relating to the RTP Delivery Plan theme 'Health and Transport'.

B Benson advised he is member of NHS Tayside Board and is involved in the Transforming Tayside acute service redesign and the NHS Tayside Transport and Access Group. It is recognised there are issues around infrastructure, patients travel to/from locations and the carbon footprint. B Benson suggested a presentation to a future meeting which could consider in more detail the issues and opportunities being considered by the Transport Appraisal that is proposed to support the Transforming Tayside programme.

Resolved:

- (i) To note progress on work being undertaken with NHS Tayside and NHS Forth Valley to deliver the RTS Health and Transport Strategy.
- (ii) To present the issues emerging from the NHS Tayside 'Transforming Tayside: Transport Appraisal' to a future meeting for discussion

15. ACTIVE TRAVEL PROGRESS UPDATE

There was submitted a report by the Strategy Officer (Sustainable Transport) and the Cycle Training and Development Officer (RTP/19/25) asking the Partnership to note progress with various Active Travel initiatives including the Regional Active Travel Development Fund, Mode Share Monitoring, Active Travel Grant, Active Travel Audit Development and various activities across the region on cycle training and development.

Resolved:

- (i) To note progress in taking forward the Regional Active Travel Development Fund, Mode Share Monitoring, Active Travel Audit Development and Transport Scotland additional Active Travel Grant;
- (ii) To note confirmation of a minimum of £100,000 from Sustrans for 2019/20 Tactran Active Travel Grant; and
- (iii) notes progress on various active travel activities undertaken by the Cycle Training & Development Officer;

16. GENERAL CONSULTATIONS

There was submitted a report by the Strategy Officer (Strategic Connectivity) (RTP/19/26) to note the joint RTP responses to the Infrastructure Commission for Scotland 'Initial Call for Evidence and Contributions' consultation and to the Williams Rail Review; to note the Tactran response to the Scottish Government's Rural Economy and Connectivity Committee on the proposed Workplace Parking Levy amendments to the Transport (Scotland) Bill; and to note and endorse the Tay Cities response to the Department for Transport's consultation 'Aviation 2050 – the future of UK aviation'.

Resolved:

- (i) To note the joint RTP response submitted to the Infrastructure Commission for Scotland 'Initial Call for Evidence and Contributions' consultation;
- (i) To note the joint RTP response submitted to the Williams Rail Review;
- (ii) To note the response approved by the Executive Committee to the Scottish Government's Rural Economy and Connectivity Committee on the proposed workplace parking levy amendments to the Transport (Scotland) Bill; and
- (iii) To note and endorse the Tay Cities response to the Department for Transport's consultation 'Aviation 2050 – the future of UK aviation'.

17. DIRECTORS REPORT

There was submitted a report by the Director (RTP/19/27) providing updates on the NTS Review; the progress made for consultation on STPR2 via Regional Transport Working Groups; the options for engagement with members of the Scottish Youth Parliament; activity and engagement through the RTP Chairs Forum and recent progress on MaaS Development.

Councillor Dawson provided a brief update from the recent RTP Chairs meeting he attended.

Councillor Parrot asked if there was a West Coast equivalent to ECMA? The Director confirmed there is a group called the West Coast 250, which the RTPs had discussed recently and membership options were being sought and would be considered.

There was discussion regarding encouraging Youth membership/interaction with the RTPs and the Board. The Director agreed to investigate options and report these options to a future Partnership meeting.

Provost Proctor considered that the youth parliament comments are very pertinent and helpful, particularly around special needs affordability etc. great job by the Scottish Youth Parliament.

Councillor Parrot raised concerns regarding appendix C and the loop around Ladybank and the Hilton junction which seem to have dropped off the agenda. The Director advised the investment programme for the next control period has been issued and the issue of journey time between Perth – Edinburgh will be raised.

Resolved:

- (i) To note the progress of the Regional Transport Working Groups and proposed stakeholder engagement events to inform STPR2;
- (ii) To note the recent meetings with Members of the Scottish Youth Parliament's regarding the 'All Aboard' report and consider the options for involving young people more directly in the work of Tactran;
- (iii) To note the items discussed at the RTP Chairs Forum;
- (iv) To note the progress made on the MaaS Development and the outcome of the engagement event on proposals to bid into the MaaS Scotland Fund; and
- (v) To note the programme of proposed railway projects contained in Transport Scotland's Scotland's Railways (Control Period 6: 2019 – 2024).

18. MEMBERS ISSUES AND AOCB

Provost Proctor requested Tactran provide support to the active travel project in the Angus area, Pitnappie Cutting in Newtyle – Dundee. This path would be a great a great improvement for health and safety. G Brown advised Tactran had provided funding previously towards the feasibility study and were working with Angus in developing the project further although it is currently being delayed by landowner issues.

19. DATES OF FUTURE MEETINGS

10:30am on Tuesday 17 September in Stirling

10:30am on Tuesday 17 December in Forfar

The Chair thanked all for attending and advised he will be in touch regarding introductions in the future.