

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

Minute of Meeting of the Tayside and Central Scotland Transport Partnership held on Tuesday 17 March 2020. Due to the Covid-19 Pandemic the reports were issued and approved by email.

1. DECLARATIONS OF INTEREST

None.

2. MINUTE OF MEETING OF 17 DECEMBER 2019

The minute of the meeting of the Tayside and Central Scotland Transport Partnership of 17 December 2019 was submitted and approved as a correct record.

3. LOCAL ISSUES PRESENTATION: DUNDEE CITY COUNCIL

This item was cancelled due to the Covid-19 Pandemic.

4. SCOTRAIL TIMETABLE UPDATE

This item was cancelled due to the Covid-19 Pandemic

5. APPOINTMENT OF PARTNERSHIP DIRECTOR

There was submitted a report by the Director (RTP/20/09) informing the Partnership of the outcome of the Partnership Director recruitment following interviews of the shortlisted candidates conducted by the Executive Committee held on 10 March 2020.

Resolved:

- (i) To endorse the recommendation of the Executive Committee to appoint the successful candidate to the role of Partnership Director following the interview process for shortlisted candidates held on 10 March.

6. APPOINTMENT OF NON-COUNCILLOR MEMBER

There was submitted a report by the Director (RTP/20/10) informing the Board of the resignation of two non-Councillor members and seeking approval from the Board to appoint to one of those vacancies on the recommendation of the Executive Committee following an interview held on Thursday, 20 February 2020.

Resolved:

- (i) To note the resignation of Bob Benson as a non-Councillor member from the Board with effect from 31 December 2019;
- (ii) To approve the appointment to the vacancy of Bryan Doyle on the recommendation of the Executive Committee following an interview held on Thursday, 20 February 2020 and the submission of the name of the successful applicant to the Scottish Government for endorsement;
- (iii) To note the further resignation of David Scotney as a non-Councillor member from the Board with effect from 10 March 2020 and authorises the Partnership Director to advertise the vacancy as widely as possible; and
- (iv) To authorise the Chair to send a letter of thanks to Bob Benson and David Scotney thanking each of them for their service to the Partnership over their periods of tenure as non-Councillor Board members.

7. REVIEW OF RISK REGISTER

There was submitted a report by the Treasurer and Director (RTP/20/11) presenting the Partnership's Risk Register for annual review and approval.

Resolved:

- (ii) To approve the Risk Register which forms Appendix A to the report; and
- (iii) To agree to receive a further report reviewing and updating the Risk Register not later than March 2021.

8. DIGITAL MARKETING STRATEGY UPDATE

There was submitted a report by the Director (RTP/20/12) seeking to update the Partnership on the implementation and further development of the Tactran Digital Marketing Strategy and to approve the recommendations set out within the report.

Resolved:

- (i) To note significant progress in delivering the Digital Marketing Strategy;
- (ii) To endorse the continued development of the Tactran website, the Tactran Twitter account and the Tactran LinkedIn profile;
- (iii) To approve the continued investment into the Get on the Go campaign and Tactran's co-ordinating role for the region; and
- (iv) To agree to continue the contract with Miconex to manage the Digital Marketing Strategy for 2020/21.

9. MOBILITY AS A SERVICE – ENABLE PILOT

There was submitted a report by the Senior Strategy Officer (RTP/20/13) providing an update on the process for delivering a Mobility as a Service (MaaS) pilot in the Tactran region and to ask the Partnership to note the award to Tactran from Transport Scotland's Mobility Innovation Fund (MIF) and to endorse the approaches to procuring the services necessary to deliver the MaaS ENABLE pilot.

Resolved:

- (i) To note the award to Tactran from Transport Scotland's Mobility Innovation Fund (MIF);
- (ii) To endorse the approaches to procuring the services necessary to deliver the pilot;
- (iii) To approve the creation of a part-time project management post for the life of the pilot; and
- (iv) To note the proposed launch dates for the platform with our service partners.

10. 2019/20 BUDGET AND MONITORING

There was submitted a report by the Treasurer and the Director (RTP/20/14) providing a monitoring update on the Partnership's 2019/20 Revenue and Capital expenditure and asking the Partnership to carry forward any final year end underspend to the next financial year.

Resolved:

- (i) To note the position regarding Core Revenue expenditure as at 31 January 2020 as detailed in Appendix A;
- (ii) To note progress on the approved 2019/20 RTS Revenue Programme and related expenditure as discussed within the report and detailed in Appendices B and C;
- (iii) To note that the overspend in the core revenue budget will be offset against underspend in the RTS Revenue Programme;
- (iv) To agree that any final year end underspend in RTS Revenue Programme funding is carried forward to supplement the 2020/21 Revenue Budget and Programme; and
- (v) To note progress on the 2019/20 Capital Programme and related expenditure as discussed within the report and detailed in Appendix D.

11. 2020/21 BUDGET AND PROGRAMME

There was submitted a report by the Treasurer and Director (RTP/20/15) updating the Partnership on Scottish Government and partner Council contributions towards the Partnership's 2020/21 Revenue Budget and seeking approval of a revised 2020/21 Core Revenue Budget and proposed 2020/21 RTS Revenue and Capital Programmes.

Resolved:

- (i) To note partner Councils' requested Revenue contributions towards the 2020/21 Core Budget;
- (ii) To note the award of Scottish Government Grant in Aid of up to £522,750 in 2020/21;
- (iii) To approve a revised 2020/21 Core Budget as detailed in Appendix A;
- (iv) To approve an initial 2020/21 RTS Revenue Programme budget as detailed in sections 3.7 – 3.37 of the report and agrees to consider approval of a finalised 2020/21 Programme at the Partnership's next meeting on 16 June 2020; and
- (v) To note the potential 2020/21 Capital Income, approves the criteria for identifying suitable projects and agrees to receive a further report at its next meeting.

12. NATIONAL TRANSPORT STRATEGY AND STRATEGIC TRANSPORT PROJECTS REVIEW

There was submitted a report by the Senior Partnership Manager and the Senior Strategy Officer (RTP/20/16) asking the Partnership to note the publication of the National Transport Strategy and to delegate authority to the Executive Committee to consider and approve responses to Transport Scotland on Strategic Transport Projects Review, Case for Change reports.

Resolved:

- (i) To note the publication of the National Transport Strategy; and
- (ii) To delegate authority to the Executive Committee to consider and approve responses to Transport Scotland on the Strategic Transport Projects Review Case for Change National report and reports for Tay Cities Region and Forth Valley Region.

The following items were issued for noting only:

13. AUDIT STRATEGY

There was submitted a report by the External Auditors, KPMG Director detailing the Audit Strategy for 2019/20

Resolved:

- (i) To note the Audit Strategy.

14. CYCLE TRAINING AND DEVELOPMENT UPDATE

There was submitted a report by the regional Cycling Training and Development Officer (RTP/20/17) providing an update on Cycling Scotland projects and programmes across Tactran.

Resolved:

- (ii) To note progress of the cycle training and development projects and programmes undertaken by the Cycle Training & Development Officer and Cycling Scotland across Tactran

15. GENERAL CONSULTATIONS

There was submitted a report by the Strategy Officer (Strategic Connectivity) (RTP/20/18) asking the Partnership to note responses to Transport Scotland's 'Scotland's Low Emission Zones: Consultation on Regulations and Guidance', Loch Lomond and the Trossachs National Park Authority 'Outdoor Recreation Strategy', NHS Tayside 'Public Health Strategy'. The report also noted the intention to submit officer comments on the Scottish Government's early engagement on National Planning Framework 4 (NPF4).

Resolved:

- (i) To note the response approved by the Tactran Executive Committee on 'Scotland's Low Emission Zones: Consultation on Regulations and Guidance;
- (ii) To note the officer comments made in relation to the Loch Lomond and the Trossachs National Park Authority (LLTNPA) Outdoor Recreation Strategy;
- (iii) To note the officer comments made in relation to the NHS Tayside Public Health Strategy consultation; and
- (iv) To note the intention to submit officer comments on the Scottish Government's early engagement on National Planning Framework 4 (NPF4).

16. DIRECTORS REPORT

There was submitted a report by the Director (RTP/20/20) providing updates on the Infrastructure Commission for Scotland Phase 1 Report; the development of the Delivery Plans for the respective City Region Deals; and the items discussed at the recent RTP Chairs' Forum hosted by Swestrans in Gatehouse of Fleet.

Resolved:

- (i) To note the Infrastructure Commission for Scotland's Phase 1 Report and its Key Findings on Transport;
- (ii) To note the update on development of the Delivery Plans and approval processes for the signing of the respective City Region Deals; and
- (iii) To note the items discussed at the recent RTP Chairs' Forum hosted by Swestrans and held in Gatehouse of Fleet on 4 March 2020.

17. MEMBERS ISSUES AND AOCB

None

18. DATES OF FUTURE MEETINGS

16th June in Perth

15th September in Stirling

15th December in Forfar

All meetings will commence at 10.30am.