

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**12 DECEMBER 2017****DIRECTOR'S REPORT**

This report seeks delegation of authority to the Executive Committee to consider and approve for publication the 2016/17 Annual Report; advises on the publication of a national Action Plan for Cyber Resilience and implications for the Partnership; provides an update on the National Transport Strategy Review, Planning Bill and City Deals; and updates members on various policy and other matters of interest and relevance to the Partnership.

1 RECOMMENDATIONS**1.1 That the Partnership :-**

- (i) agrees to delegate authority to the Executive Committee to consider and approve the 2016/17 Annual Report for publication and submission to Ministers;
- (ii) notes the publication of the Public Sector Action Plan on Cyber Resilience, as outlined in the report and Appendix A; agrees to designate the Director as the responsible person taking overall responsibility for this; and agrees to receive a further report on compliance with the Action Plan at its next meeting;
- (iii) notes progress on the National Transport Strategy Review as outlined in the report and Appendices C and D;
- (iv) notes publication of the Planning Bill and agrees to receive a detailed report on this to its next meeting;
- (v) notes progress on City Deals as outlined in the report and Appendices E and F and considers how it would wish to be engaged with evolving City Deal governance structures moving forward; and
- (vi) notes the various other updates and information provided in the report and accompanying appendices.

2 DISCUSSION**2016/17 Annual Report**

- 2.1 It had been intended to submit the 2016/17 Annual Report for consideration and approval by the Partnership at this meeting. Unfortunately pressure of other work over recent weeks, coupled with staff capacity constraints, has prevented completion of the Draft Annual Report for reporting at this time.

- 2.2 In order to enable timeous publication and submission of the Annual Report to Ministers, as required under statute, the Partnership is asked to agree to delegate authority to the Executive Committee to consider and approve the 2016/17 Annual Report for publication.

Cyber Resilience

- 2.3 In response to increasing concerns over cyber resilience in the public sector, including recent cyber-attacks affecting the NHS and other bodies, the Scottish Government, in partnership with the National Cyber Resilience Leaders Board, has developed a [Public Sector Action Plan](#) which sets out key actions requested of public sector organisations which are designed to implement a common and robust approach to cyber resilience across the public sector. A letter from the Deputy First Minister on this is attached at Appendix A for members' awareness and information.
- 2.4 The Action Plan sets 11 Key Actions, with timelines and milestones on issues including governance; independent assurance on critical controls; training and awareness raising; incident response; supply chain cyber security policy; and monitoring and evaluation. An implementation toolkit, providing practical support and guidance on how public sector bodies can implement the Action Plan, is available. The Key Actions include public bodies achieving the following timelines:- minimum cyber resilience governance arrangements in place by end June 2018; appropriate cyber resilience training and awareness arrangements for individuals at all levels of the organisation by end June 2018; appropriate cyber incident response plans with central incident reporting and other mechanisms by end June 2018; and appropriate independent assurance controls in place by end October 2018.
- 2.5 Tactran's IT systems procurement and support, including current cyber security arrangements, are provided by Perth & Kinross Council under a Service Level Agreement which is reviewed and updated annually. It is envisaged that the majority of Tactran's compliance with the Action Plan will be through updating of this SLA, which has been confirmed and is under discussion with our IT providers, and has been confirmed to the National Cyber Resilience Unit. The Council is developing its own strategy for responding to the Action Plan and the Tactran SLA will be updated over the coming weeks and months, with further developments reported at future meetings.
- 2.6 The letter at Appendix A asks that public sector bodies/boards identify a senior member of their Board or executive team to take overall responsibility for delivery of the Action Plan within their organisation. Notwithstanding that compliance with the various technical aspects of the Action Plan will be addressed through updating of the SLA with Perth & Kinross Council, it is proposed that the Partnership identifies the Director as the responsible person on cyber resilience and notifies the Cyber Resilience Unit accordingly.

Forum of Chairs of Regional Transport Partnerships

- 2.7 The RTP Chairs Forum met recently in Glasgow on 6 December 2017. The Minute of that meeting will be reported for information when available. The Minute of the previous meeting, held in Dundee on 23 August 2017, is attached at Appendix B for information.
- 2.8 At their meeting on 6 December the Chairs had been due to meet with the Minister for Transport and the Islands to discuss the National Transport Strategy Review, Planning Review, Enterprise & Skills Review and the essential role of RTPs within these processes; a Regional Active Travel Fund proposal the RTPs have developed in response to Transport Scotland seeking views on arrangements for effective application of the doubling of Active Travel funding to £80 million/annum from 2018/19 until the end of the current Parliament under the Programme for Government; and bus service delivery and financing, including the current consultations on bus services and the forthcoming Transport Bill. Unfortunately the Minister was unable to attend at short notice owing to Parliamentary Business. A date for a meeting between him and the Chairs on these issues is now being sought in January/February. Further developments on this will be reported to the next meeting.
- 2.9 The Chairs considered developments on review of the National Transport Strategy (as discussed below); the various Transport Scotland consultations on buses, smart ticketing and RTP finances, as discussed in the separate report on General Consultations to this meeting; modal updates on Active Travel, Buses, Rail, Ferries and Air transport. The Chairs also discussed and agreed an outline Work Programme for the coming year which includes joint work on:-
- informing urban and rural transport needs and related inclusion;
 - improving access to health;
 - digital innovation and sharing best practice;
 - promoting gender balance and diversity in support of shared and joint RTP achievement of public sector duties on these matters;
 - a focus on, and engagement with, young people during the Year of Young People in 2018.
- 2.10 The Work Programme will include a series of engagement meetings with related stakeholders at the quarterly Chairs meetings during 2018, including the Chief Executive of Transport Scotland; Confederation of Passenger Transport (CPT Scotland); the Mobility and Access Committee for Scotland (MACS); ScotRail; the Scottish Ambulance Service and other relevant bodies. It was also agreed that consideration will be given developing a social media platform presence for the RTPs and Chairs Forum through Twitter.

National Transport Strategy Review

- 2.11 The Partnership has received previous updates on the ongoing review of the National Transport Strategy and noted at its meeting on 12 September 2017 that RTPs are engaged in the various Reference/Working Groups that are informing that review. Councillor Gordon Edgar, Chair of SEStran represents the RTP Chairs on the “high level” National Transport Strategy Review Board chaired by the Minister, with Councillor Brian Gordon, Chair of Tactran the RTP Chairs’ nominated substitute to that Board.
- 2.12 The Review Board met for the first time on 20 September 2017, when Councillor Edgar sought oral and then written confirmation from the Minister on the role of RTPs within the process, and on other matters related to the future role of RTPs in the event of any change to roles and responsibilities arising from the review. A copy of a response sent from the Minister to Councillor Edgar, on behalf of the RTP Chairs, is included at Appendix C for information. This states that the Minister is “*clear that the functions performed by RTPs will continue but the exact form of any organisational structure for regional transport governance will be an issue to be determined by the NTS review*”. The letter goes on to state that matters relating to safeguarding of staff etc. will be looked at “*should recommendations for different structures for regional transport governance emerge at the conclusion of the Review*”, effectively re-stating earlier Transport Scotland advice that the NTS Review will have “absolute primacy” in determining the future role and functions of RTPs.
- 2.13 A NTS Review overview paper, summarising the scope, process, stakeholder input/engagement, timelines for an extensive programme of work culminating in completion of the review by July 2019, and outlining progress to date at November 2017, is included at Appendix D for awareness and information. In terms of the Roles and Responsibilities review, it was reported at the RTP Chairs meeting on 6 December that Transport Scotland has now appointed consultants to support this work-stream and to inform the development of options. The consultants will be engaging with various stakeholders, including the RTP Lead Officers Forum, over the coming weeks. The Partnership is asked to note the scope and progress with the NTS Review, as outlined in Appendices C and D. Further developments will be reported to future meetings of the RTP Chairs Forum and to RTP Boards.

Planning Bill

- 2.14 The Partnership has previously received updates on progress with the National Planning Review and has responded, separately and jointly with the other RTPs, to various related consultations on that. On 4 December 2017 the Scottish Government notified publication of the [Planning Bill](#).
- 2.15 Given the very recent publication of the Bill it has not been possible to examine and report on the content and any implications for transport and/or RTPs to this meeting. The Planning Bill will form part of the planned discussion between the RTP Chairs and the Minister for Transport and

Islands at their re-scheduled meeting in early 2018, and further developments will be reported to the next Partnership meeting.

City Deals Update

- 2.16 At previous meetings the Partnership has received various presentations and updates on the evolving Tay Cities Deal (TCD) and Stirling & Clackmannanshire City Deal. The Partnership has previously noted and endorsed the involvement of officers in supporting the work of both City Deals.
- 2.17 At its meeting on 13 September 2016 the Partnership noted that the 4 Councils in the TCD had approved a Draft Governance Structure (Report RTP/16/33 refers) and agreed to receive reports on further developments. The approved TCD governance structure is included at Appendix E for information.
- 2.18 The 4 TCD Councils have now approved a joint Memorandum of Agreement (MoA), which provides a framework for the work of the TCJC. A copy of the approved MoA is included at Appendix F to this report. The Tay Cities Joint Committee meets for the first time on 8 December 2017.
- 2.19 In line with proposals for a new model of regional governance set out in the TCD, the TCJC MoA includes reference to the Joint Committee discharging a range of statutory and non-statutory functions, including Regional Transport Planning and Public Transport. The Partnership has previously noted the TCD aspiration that the TCJC will eventually take responsibility for Regional Transport Planning through a suggested transfer of powers and duties which currently sit with Tactran under the Transport (Scotland) Act 2015 to the TCJC.
- 2.20 In response to becoming aware of the approval of the attached MoA, the Directors of Tactran and SEStran have sought clarification on the intent and status of the reference to Regional Transport Planning. The RTP Directors are of the view that there can be no formal transfer of these powers and duties outwith the provisions of the existing Transport (Scotland) Act 2005, which established the statutory RTPs, at this time. As discussed in an earlier section of this report, the Minister for Transport and the Islands and Transport Scotland have previously advised that the ongoing NTS Review will have “absolute primacy” in determining the future role of RTPs.
- 2.21 The Head of Tay Cities Deal has advised that the MoA recognises that any formal transfer of responsibility over Regional Transport Planning will require agreement in compliance with prevailing legislation. It has also been advised that the RTP Directors will be consulted upon the development of Standing Orders and other arrangements which underpin the TCJC, moving forward. At the time of writing consultation on these matters is awaited. The Partnership is, meantime, asked to note approval of the TCJC MoA, as detailed in Appendix F to this report.

- 2.22 It is suggested that, with the formal establishment of the TCJC and approval of the attached MoA, the Partnership Board should consider how it would wish to engage formally with the TCD and other evolving City Deal governance structures and arrangements moving forward, including through any potential transition towards potential new models of regional governance. The Director has previously requested that, in addition to the current officer support and input that is being given to supporting emerging City Deals, it would be appropriate for the Partnership Board to be more formally engaged in City Deal governance structures through, for example, the Chair of Tactran being included on the TCJC or the TCD Leadership Group.
- 2.23 The Partnership is invited to consider how it would wish to be engaged in or with evolving City Deal governance structures in light of the developments reported above and in Appendix F.

3 CONSULTATIONS

- 3.1 Elements of the report have been, and are the subject of ongoing, consultation with partner Councils, other RTPs, Transport Scotland, the Head of Tay Cities Deal and other stakeholders, as appropriate.

4 RESOURCE IMPLICATIONS

- 4.1 This report has no direct financial or other resource implications.

5 EQUALITIES IMPLICATIONS

- 5.1 This report has been screened for any policy implications in respect of Equality Impact Assessment and no major issues have been identified.

Eric Guthrie
Director

For further information email ericguthrie@tactran.gov.uk or tel. 01738 475771

NOTE

The following papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing this Report.

Report to Partnership RTP/P1/16 Proposed Review of Management Arrangements (EXEMPT), 8 March 2016

Report to Partnership RTP/P2/16 Partnership Staffing (EXEMPT), 14 June 2016

Report to Partnership RTP/16/33 Director's Report, 13 September 2016

Report to Partnership RTP/P3/16 Partnership Staffing, 6 December 2016

Report to Partnership, RTP/17/01 City Deals, 14 March 2017

Report to Partnership, RTP/P4/17 Partnership Staffing, (EXEMPT), 12 September 2017

A Cyber Resilience Strategy for Scotland: Public Sector Action Plan 2017/18

Planning (Scotland) Bill

Deputy First Minister and Cabinet Secretary for
Education and Skills
John Swinney MSP



Scottish Government
Riaghaltas na h-Alba
gov.scot

F/T: 0300 244 4000
E: dfmcse@gov.scot

To: Chief Executive

Our ref: PSAPCR
8th November 2017

Dear Chief Executive,

Cyber Resilience – Public Sector Action Plan – Implementation by your organisation

I am writing to you in my capacity as the Scottish Government Minister responsible for Scotland's strategic security and resilience capability to provide you with a copy of the **Scottish Public Sector Action Plan on Cyber Resilience**, and ask you to ensure that your organisation takes appropriate steps to implement the plan in line with the timeframes set out in the document.

The importance of ensuring cyber resilience in Scotland's public sector has never been greater.

Digital technologies bring enormous opportunities for Scottish public services – but they also bring with them new threats and vulnerabilities. The global cyber-attack on 12th May 2017, which affected more than 150 countries worldwide and had a high profile impact on some NHS services in Scotland and England, underlined the potential seriousness of the cyber threat. The forthcoming General Data Protection Regulation reinforces the key role that cyber security has in underpinning digital public services that handle citizens' personal data. The National Cyber Security Centre (NCSC) is clear that it is likely only a matter of time before another major cyber-attack affects the UK. Work to ensure robust cyber security must be viewed by the boards and senior management of Scottish public sector organisations as the true cost of delivering digital public services to citizens.

The attached action plan has been produced by the National Cyber Resilience Leaders' Board (NCRLB) in partnership with the Scottish Government. It has benefitted significantly from input from Scottish public bodies. The plan sets out the key actions that the Scottish Government and public sector organisations will take during the course of 2017 and 2018 to help ensure a common approach to achieving higher standards of cyber resilience across Scotland's public sector. The Scottish Public Finance Manual will be updated to clarify the importance of these requirements in due course.

Next steps

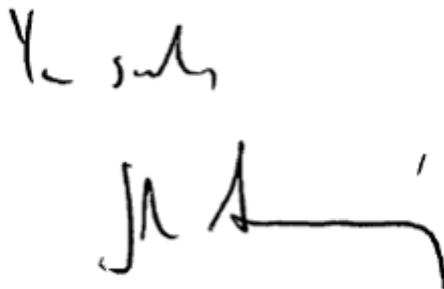
I would ask that a senior member of your board or executive team take overall responsibility for delivery of the action plan in your organisation. One of my primary concerns is that cyber resilience (along with wider organisational security and resilience) is seen as a **board/senior management level responsibility** for Scottish public bodies. It is vital that the senior management of individual public sector organisations direct appropriate resource to implementation of the action plan and achievement of the initial baseline standard in their organisations.

An **implementation toolkit**, which provides practical guidance on how public sector organisations can implement the action plan, can be found at www.gov.scot/cyberresilience. The annex to this letter sets out further high-level information on the support the Scottish Government will provide to the successful implementation of the plan.

I am aware that there will be challenges for Scottish public sector organisations as they take forward work to implement the action plan. I am keen that the Scottish Government continues to work collaboratively with your organisation to address these issues. Please do not hesitate to contact my officials at cyberresilience@gov.scot as key questions or challenges arise.

I would like to offer you my thanks in advance for prioritising this activity. I look forward to our organisations working constructively together in the coming months, to ensure that Scotland's public sector is leading by example in our drive to become a cyber resilient nation.

In view of the importance of this agenda, I will write to you again at the end of June 2018 seeking an update on progress.



JOHN SWINNEY

Annex - Scottish Government Support for the Public Sector Action Plan on Cyber Resilience

The Public Sector Action Plan on Cyber Resilience (which is available at www.gov.scot/cyberresilience) sets out details of the key actions requested of public sector organisations and the support available from the Scottish Government.

Coordination of Scotland-wide work on the action plan will be led by the Scottish Government's Cyber Resilience Unit, working in partnership with the NCRLB and Scottish public bodies. The action plan commits the Scottish Government to:

- Working with the NCSC, NCRLB, cyber catalysts and other key partners to develop and finalise the **public sector cyber resilience framework**, helping bring clarity to the cyber resilience standards Scottish public bodies should be working towards on a risk-based, proportionate basis.
- **Funding Cyber Essentials “pre-assessments”** for all public bodies up to £1,000 per organisation, to support senior management to decide on whether to secure Cyber Essentials or Cyber Essentials Plus certification (or, exceptionally, to rely on alternatives), and ensure they are well placed to secure certification. This will be done by **grant payments** – the toolkit provides further details.
- Finalising and disseminating a **central cyber incident reporting and coordination protocol**, and a **“template” cyber incident response plan** for public bodies by end 2017.
- Developing and disseminating core **training and awareness raising materials** for use by the wider public sector, drawing on the Scottish Government's own significant **behavioural change security programme**, from March 2018 onwards. In the short term, training and awareness resources are signposted in an accompanying implementation toolkit.
- **Supporting the work of the public sector cyber catalysts** to develop and implement common solutions across the public sector over time, with a view to making the Scottish public sector an exemplar. The Scottish Government will be a cyber catalyst organisation.

Please contact cyberresilience@gov.scot if your organisation has any further questions about the action plan.

Regional Transport Partnerships

Chairs Meeting

**Minute of Meeting held in the Malmaison Hotel, Dundee
on Wednesday 23 August 2017 at 0930hrs**

Present	Cllr Brian Gordon, Tactran (Chair) Cllr Martin Bartos, SPT Cllr Alan Henderson, Hitrans Cllr Peter Argyle, Nestrans Cllr Gordon Edgar, Sestran Cllr Andrew Wood, Swestrans
In Attendance	Mrs Joanne Gray, Transport Scotland Mr Bruce Kiloh, SPT Mr George Eckton, Sestran Mr Eric Guthrie, Tactran Mr Douglas Kirkpatrick, Swestrans Mr Michael Craigie, ZetTrans Mr Derick Murray, Nestrans Mr Frank Roach, Hitrans
Apologies	Cllr Ryan Thomson, ZetTrans Mr Eric Stewart, SPT Mr Ranald Robertson, Hitrans Mr Robert Nicol, COSLA

Item

1 Welcome and Apologies

Cllr Gordon welcomed everyone to the RTP Chairs meeting and noted the apologies above.

Cllr Gordon then paid tribute to Cllr Alistair Watson, the first Chair of SPT, who had passed away suddenly in June, highlighting his contribution to promoting sustainable transport, and the key role he played in the development and establishment of RTPs. Cllr Gordon noted he will be sadly missed across Scotland and asked that the condolences of the Chairs be passed on to Cllr Watson's family and his colleagues at SPT. As a mark of respect to Cllr Watson, a moment of silence was then observed.

2 Minute of RTP Chairs Meeting on 9 March 2017 (attached) and Matters Arising

Noted.

3 RTP Chairs Meetings

a. Background – Memorandum of Understanding (attached)

b. "Develop to Deliver – Maximising the role of RTPs in furthering improvements"

- to transport in Scotland” Report (attached)*
- c. Format of Future Chairs Meetings*
- d. Work Programme*

After discussion, in relation to the sub-items above, the Chairs agreed:

- b. To write to President of COSLA and Chair of the Environment and Economy Committee to request meeting to discuss progress.**
- c. To consider format at next meeting, and to try a workshop format at the next Chairs meeting in December.**
- d. To invite the Transport Minister to the next meeting, in addition to those noted, Jonathan Bray of the Urban Transport Group, Roy Brannen of Transport Scotland, and the Chair of CPT Scotland. Further, requested Lead Officers to prepare updated Work Programme and Future Invitee list for next meeting.**

4 National Transport Strategy

- a. Update*
- b. Invitation for RTP Chair representative on NTS Review Board (attached)*

After discussion, in relation to the sub-items above, the Chairs agreed:

- a. After vote, the Chairs agreed that Cllr Edgar would be the RTP Chairs representative, with Cllr Gordon as deputy.**

5 Current Issues

- a. Places People and Planning Position Statement – Joint RTP response (attached)*
- b. Enterprise and Skills Review*
- c. Improving Parking in Scotland*
- d. Climate Change Bill*
- e. Low Emissions Zones*
- f. Road Works Consultation*
- g. Forthcoming Transport Bill*
- h. Brexit – Impact on Transport*

After discussion, in relation to the sub-items above, the Chairs agreed the following:

- a. Approved.**
- b. Requested that the Scot Govt report on the Enterprise and Skills Review be circulated for information. Agreed to write a letter to the Transport Minister regarding this Review and other related items.**
- c. Agreed to delegate the response to RTP Lead Officers.**
- d. Noted that RTPs may respond collectively or individually.**
- e. Agreed to delegate the response to RTP Lead Officers.**
- f. Agreed to delegate the response to RTP Lead Officers.**
- g. Requested a report on the proposed Transport Bill for next meeting.**
- h. Requested that this item be kept on agenda for future monitoring.**

- 6 Modal Updates**
- a. Active Travel*
 - b. Bus*
 - c. Ferries*
 - d. Rail*
 - 1. Public Sector Bidder for ScotRail Franchise*
 - 2. East Coast Mainline Authorities*
 - 3. High Speed Rail Scotland*
 - e. Air*
 - 1. DfT Aviation Strategy*
 - 2. Island Air Links*
 - f. Equalities*
 - 1. Socio-Economic Duty*

After discussion, in relation to the sub-items above, the Chairs agreed the following:

- a. Noted.**
- b. Noted.**
- c. and e(2). Noted.**
- d. Noted.**
- e. To write to Transport Minister highlighting that Scotland's airports should be subject to a duty to prepare Surface Access Strategies.**
- f. Agreed to delegate the response to RTP Lead Officers.**

- 7 Dates of Future Meetings**
Agreed

- 8 AOB**
None.

Minister for Transport and the Islands
Humza Yousaf MSP



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Our ref: 2017/0035072

12 October 2017

Dear Cllr Edgar,

Thank you for your letter of 22 September 2017 on the future of RTPs, the NTS Review and associated issues.

As the National Transport Strategy now being developed collectively with partners looks forward 20 years it follows that there may be changes in the transport landscape, including how RTPs might evolve in the future. I am clear that the functions performed by RTPs will continue, but the exact form of any organisational structure for regional transport governance will be an issue to be determined by the NTS Review. As you know, I very much welcome the RTPs significant involvement in the NTS review process to date and in future.

I fully appreciate the point you raise regarding staff concerns about their future across all RTPs, and am very aware that this issue should be borne in mind as the NTS Review progresses. This will include the need to look at possible safeguards for existing staff through TUPE and other arrangements, should recommendations for different structures for regional transport governance emerge at the conclusion of the Review.

I acknowledge that the RTP Guidance on Membership is outdated and does not take account of various developments since it was first published. We had already committed to reviewing it before the more recent announcement of the NTS Review. In light of this development, it seems sensible to wait until the conclusion of the NTS Review before undertaking a wholesale review of the guidance. In the meantime, I would encourage RTPs to seek advice and guidance from my officials in Transport Scotland on any particular issue requiring clarity - I know they will be happy to help. I understand that, in practice, this is what has happened when clarification has been required, and that the process seems manageable and appears to be working well in the interim.

In terms of improving gender diversity on RTP Boards; you will be aware that the RTPs are included as a relevant organisation in the Gender Representation on Public Boards (Scotland) Bill which was introduced in Parliament on 15 June 2017. When enacted, RTP Boards will be expected to work towards achieving the Bill's objective, in considering its approach to future appointments. In the meantime, the existing guidance encourages RTPs to aim to have a mixture of other members to promote a range of perspectives, which one might expect will include working towards achieving a gender balance. To that end, I would like to commend the recent work undertaken by SEStran including working with Changing the Chemistry, to look at the way boards are advertised to be more appealing to women and other under-represented groups

As regards your question on regional transport strategies; I am not minded to ask the RTPs to produce new regional transport strategies now. It is, of course, entirely correct that an RTP may wish to keep their strategy under review and refreshed, and the SEStran Board may consider that it wishes to undertake this work. However, I am aware that SEStran updated its strategy as recently as 2015, and the on-going work feeding into the NTS Review already represents a significant resource commitment along with the other RTPs. On that basis I would not disagree, were you to conclude that new full regional strategies are better to wait for clarity to emerge from the other ongoing work.

I am delighted to confirm that all chairpersons of RTPs have been invited to the National Transport Event at the EICC on 7 November.

I trust this provides clarity and I look forward to our ongoing discussions

*Best Wishes
H. Yousef*

HUMZA YOUSAF

National Transport Strategy (NTS) Review



Summary

- In August 2016, the Minister announced that the National Transport Strategy (NTS) will be subject to a comprehensive review. The review will develop a successor strategy that sets out a compelling vision for transport over the next 20 years.
- We have set out an approach that is focused on collaborative working with our partners, developing a robust evidence base and engaging with stakeholders and citizens across Scotland to give them a greater say in the development of transport policy.
- Our collaborative approach involves a wide variety of internal and external stakeholders, who will meet regularly to develop the successor NTS with us through our working groups and partnership forums.
- We will deliver a wide programme of engagement across Scotland to ensure that transport users also have an opportunity to feed into the NTS process.
- The NTS Review will work towards a formal public consultation on a draft strategy in early 2019 with a view to publishing the successor strategy in July 2019.
- Details of our plans regarding collaborative working, evidence gathering and indicative timeline are detailed below.

Scope

In Scope

- The main aim of the NTS Review will be to build upon NTS 2006 and the refreshed NTS 2016 to produce and publish 'NTS2', setting the strategic direction for transport in Scotland over the next twenty years.
- The scope of the review will include transport connectivity within Scotland, with the UK, and internationally. It is recognised that transport links within Scotland play a key part in attracting inward investment to Scotland.
- The review will set out the evidence base for future transport needs including identifying consistent or different needs between rural, coastal, islands, city, and urban areas.
- It will make recommendations on transport governance delivering on the recommendations in the NTS Refresh that a full review should set out roles and responsibilities and propose modification if appropriate.
- The scope of the review will also address specific issues and opportunities in the context of NTS including;
 - climate change;

- integration;
 - air quality;
 - resilience;
 - congestion;
 - reducing inequality and increasing accessibility;
 - sustainable and inclusive economic growth;
 - innovation;
 - behavioural change;
 - identifying ‘game-changing’ events or technologies; and
 - public health.
- To support the overarching Scottish Government requirement for sustainable, inclusive economic growth, the review will also be aligned with concurrent cross-cutting Scottish Government policies.

Out of Scope of the Review

- The NTS Review will inform the review of the Strategic Transport Projects Review (STPR), helping to identify future spending priorities on infrastructure, and will set a strategic direction for possible spending priorities in other, non-infrastructure, areas of importance. However, the NTS Review will not set a funding framework (that being determined by the Spending Review Process) nor will it identify specific infrastructure priorities. This latter will be done by the review of STPR.
- The review will aim to be self-contained and will not therefore be accompanied by any ‘sister documents’ e.g. a Freight Strategy, Rail Strategy etc. Existing long-term strategies (e.g. Ferries Plan) will not be revisited, but any modal strategy developed after NTS2 would be expected to reflect the updated national strategy.
- It is important that the review retains a strategic perspective, and does not function as a ‘catch all/cure all’ for every transport issue.

NTS and the Wider Policy & Legislative Landscape

- We are committed to aligning NTS2 with the emerging policy and legislative landscape in Scotland including the outcomes from the independent planning review, Climate Change Plan, local government review, Enterprise and Skills review, City and Region Growth Deals and the Transport Bill.
- We will take into account their impact on the transport landscape by ensuring that key areas of work within the NTS review, including Transport Governance, complement these developments whilst also delivering the outcomes that we want for Transport.
- The planning review consultation confirmed that the NTS review’s work on roles and responsibilities will encompass ‘Empowering Planning to Deliver

Great Places' recommendations on a review of transport governance, and responses on the consultation will help inform this work under NTS. The Regional Economic Partnerships report was published in June 2017 as part of the Enterprise and Skills review. The report also recounts the Government's commitment to review Transport Governance.

- The approach to National Planning Framework Four (NPF4) will be shaped by the wider programme of planning reform discussed in the planning consultation and the position statement published in June 2017. The outcome of this will determine the timescales and format for NPF4 in order that we can take forward alignment with NTS and STPR.

Early Engagement Survey

- An early engagement online survey that sought responses on the opportunities and challenges facing transport over the next 20 years was launched in December 2016 and closed on 31 March 2017. A total of 614 responses were received, of which 76 were from groups or organisations and 538 from individual members of the public.
- The analysis of responses to the survey was published on the Transport Scotland website on 1st June 2017:

<https://www.transport.gov.scot/publication/national-transport-strategy-early-engagement-consultation-survey/>

- Responses to the survey highlighted key themes that were particularly important to respondents, including:
 - promoting active travel;
 - environmental issues;
 - high quality integrated public transport;
 - rural and island connectivity;
 - accessibility and affordability; and
 - the quality of our road network
- The survey responses also indicated broad support for the three national transport outcomes featured in the 2006 NTS.
- Following the conclusion of the early engagement online survey we are now moving to extend the collaborative ethos of the review further. We have developed a plan for full-scale, Scotland-wide stakeholder engagement which will culminate in a public consultation in the early part of 2019.
- The responses to the survey have informed the means by which full-scale stakeholder engagement will progress through online channels, social media, existing working groups and forums, dedicated events, special interest groups and community engagement.

Call for Evidence

- The NTS Research and Evidence Group launched a Call for Evidence to a wide variety of stakeholders and partnership working groups on Wednesday 5th April 2017. The Call closed on Friday 14th July 2017.
- The Call asked for submissions of evidence (from all sectors and interested parties: academic, public, private and third sectors) to address questions grouped around seven key themes:
 - Economic growth and inclusive growth
 - Transport mode choice and demand
 - Environmental impact of transport
 - Active travel (e.g. walking and cycling)
 - Safe and resilient transport
 - Transport governance
 - Potential changes in society and technology
- Full details of the questions asked and further information about the Call can be accessed at: <https://www.transport.gov.scot/consultation/national-transport-strategy-call-for-evidence/>
- A total of 62 responses were received by the end of July 2017, including detailed submissions from a wide variety of sectors and modal interests. The initial analysis of the evidence received is being conducted by Transport Analytical Services within Transport Scotland.
- Submissions to the Call and summaries of the evidence received produced by the NTS Research and Evidence Group will be shared with NTS Working Groups and made publically available at the end of this year.

Strategic Framework

- The Strategic Framework group is in the process of developing the NTS vision and objectives (currently at version 0.3 which was referred to at the National Transport Event on Tuesday 7th November), with a view to finalising these in December 2017. Working versions have been shared with the NTS Review Board, Partnership Group and with internal stakeholders and feedback has helped to shape the current version.
- The Strategic Framework group will meet for the fifth time on Wednesday 29th November to refine the current framework and develop the first draft of the vision. These updates will then be circulated to the Reference Group, Partnership Group and Working Groups for their review and comment.

Scenario Modelling

- In late October 2017, Transport Scotland commissioned a consultant to assist with scenario modelling work and workshops will be set up with Transport

Scotland colleagues to help the consultant gain further understanding of the work involved.

- Professor Glenn Lyons is likely to assist the consultant to develop the tool that is expected to shape strategic outcomes, establish priorities and test the range of policy suggestions from Working Groups. The development of the scenario modelling tool will last around six months, followed by options testing. The consultant has requested input from members of the Strategic Framework Working Group over the course of the project.

NTS Review Board

- The NTS Review Board shall be the main overarching governance body for the conduct of the NTS review. The Board will consist of a range of key stakeholders in a position to:
 - provide strategic advice, guidance and challenge on the conduct of the review
 - provide strategic advice to inform key decisions to be made during the course of the review
 - provide strategic advice to inform determinations on areas of policy tension unable to be resolved at partnership working level
 - ensure wider input to the course of the review
 - provide strategic advice to inform the draft strategy for consultation, and for publication post consultation
- The NTS Review Board will be chaired by the Minister for Transport and the Islands, Humza Yousaf MSP.

Organisation
Minister for Transport and the Islands
Scottish Chambers of Commerce (SCC)
University of Glasgow
RTP Chair Representative
Sustrans Scotland
Convention of Scottish Local Authorities (CoSLA)
Society of Chief Officers of Transportation in Scotland (SCOTS)
SOLACE
Transport Scotland

Partnership and Working Groups

- Three support groups have been convened to assist in the progress of the NTS Review:
 - NTS Review Reference Group
 - NTS Review Scottish Government Advisory Group
 - NTS Review Partnership Group
- The following lists show the members of each group, as of November 2017.

1. NTS Review Reference Group

- An internal cross-directorate Transport Scotland group.

2. NTS Review Scottish Government Advisory Group

- A group which will manage policy interdependencies with the review across the Scottish Government.

Organisation
Broadband Policy
Community Planning and Community Empowerment
Connectivity, Economy & Data
Energy Deployment
FCAS Transport Social Research
Head of the Energy and Climate Change Project Unit
Health & Social Care Integration
Local Economic Development
Local Government Policy and Relationships
National Planning Policy
OCEA
Region and City Partnerships
Rural Economy and Communities
Spatial Planning, Policy and Environment
Tourism Policy
Transport Scotland - MTRIPS
Transport Scotland - NTS Review Project Team

3. NTS Review Partnership Group

- An external strategic stakeholder group co-chaired by Transport Scotland and CoSLA. The group is non-modal, but there is modal representation on the thematic working groups according to remit. The following is a list of organisations represented on the NTS Review Partnership Group.

Organisation
Convention of Scottish Local Authorities (CoSLA) [co-chair]
Transport Scotland - NTS Review Project Team [co-chair]
Age Scotland
Confederation of British Industry (CBI) Scotland
Chartered Institution of Highways & Transportation (CIHT)

Citizens Advice Scotland
Community Transport Association
Freight Trade Association
Highlands and Islands Transport (HITrans)
Mobility & Access Committee for Scotland
NHS
Rural Parliament via Scottish Rural Action
Scottish Chamber of Commerce
Scottish Cities Alliance
Scottish Council for Development and Industry
Scottish Local Government Partnership
Scottish Trades Union Congress
Society of Chief Officers of Transportation in Scotland (SCOTS)
Strathclyde Partnership for Transport (SPT)
Transform Scotland
Transport Focus
Transport Scotland - NTS Review Project Team
Transport Scotland - Technical Analysis
Transport Scotland - Research/Analytics
Visit Scotland
Young Scot

4. Working Groups

- Three **Functional** groups are helping to deliver the fundamental building blocks for the review process: Research and Evidence; the Strategic Framework group; and the review of Transport Roles and Responsibilities.
- Four **Thematic** groups are addressing wider facets of the review under the themes; Enabling Economic Growth, Tackling Inequality, Greener & Healthier and Delivering Safe and Resilient Transport.
- All Thematic groups met for the first time in August and September 2017 and the second meetings are being convened in November and December 2017. All meetings are chaired (or co-chaired) by external parties with at least one member of the NTS Review team listed as a member for each group.
- Chairs/co-chairs are able to invite additional members to their Working Groups as required but overall numbers should be kept at a manageable level. Guest speakers can also be invited to deliver presentations on subjects relevant to the group's discussion.

Functional Working Groups

Working Group	Organisation
Research and Evidence	University of Leeds [chair]
	University of the West of England
	Transport Research Institute, Edinburgh Napier

	University Centre for Transport Research, University of Aberdeen Transport Scotland
Remit	<i>Work with the academic community (and engage other researchers through knowledge exchange activity) to ensure that the best quality evidence is available to inform the NTS review, and oversee a ‘call for evidence’</i>
Strategic Framework	Society of Chief Officers of Transportation in Scotland (SCOTS) [co-chair]
	Transport Scotland [co-chair]
	Convention of Scottish Local Authorities (CoSLA)
	RTP – Strathclyde Partnership for Transport (SPT)
	University of Leeds
Remit	<i>Work together and engage with stakeholders to develop an updated strategic framework that will provide the strategic foundation for all other aspects of the NTS review. Review the current NTS Strategic Framework (vision, objectives, outcomes)</i>
Transport Roles and Responsibilities	Transport Scotland [co-chair]
	Solace [co-chair]
	Convention of Scottish Local Authorities (CoSLA)
	Scottish Local Government Partnership (SLGP)
	Society of Chief Officers of Transportation in Scotland (SCOTS)
	RTP – Strathclyde Partnership for Transport (SPT)
	Heads of Planning Scotland
	Scottish Government Planning and Architecture
	Clydeplan
	Scottish Government Public Sector Reform
	Scottish Government Enterprise and Cities
	Sustrans
	Enterprise and Skills
Remit	<i>Build on the work of the NTS Refresh in further clarifying, and possibly modifying, existing transport roles and responsibilities nationally, regionally and locally e.g. between central and local government and service providers</i>

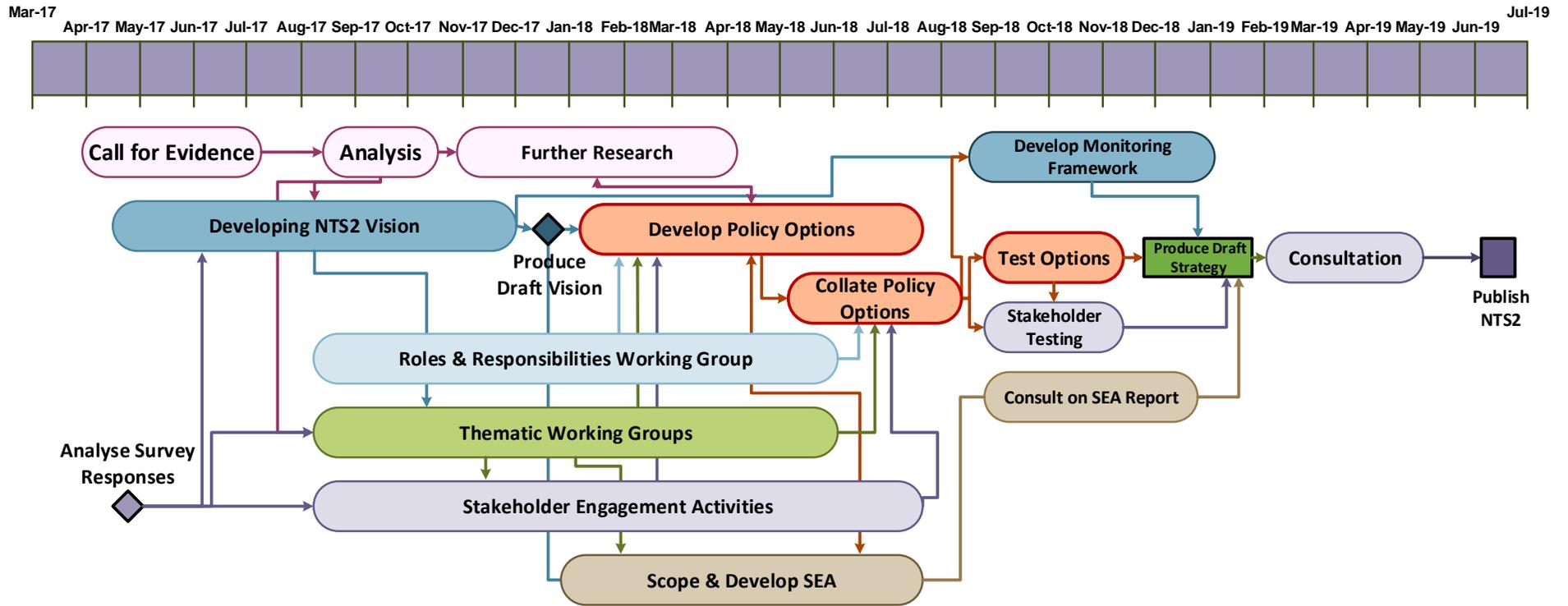
Thematic Working Groups

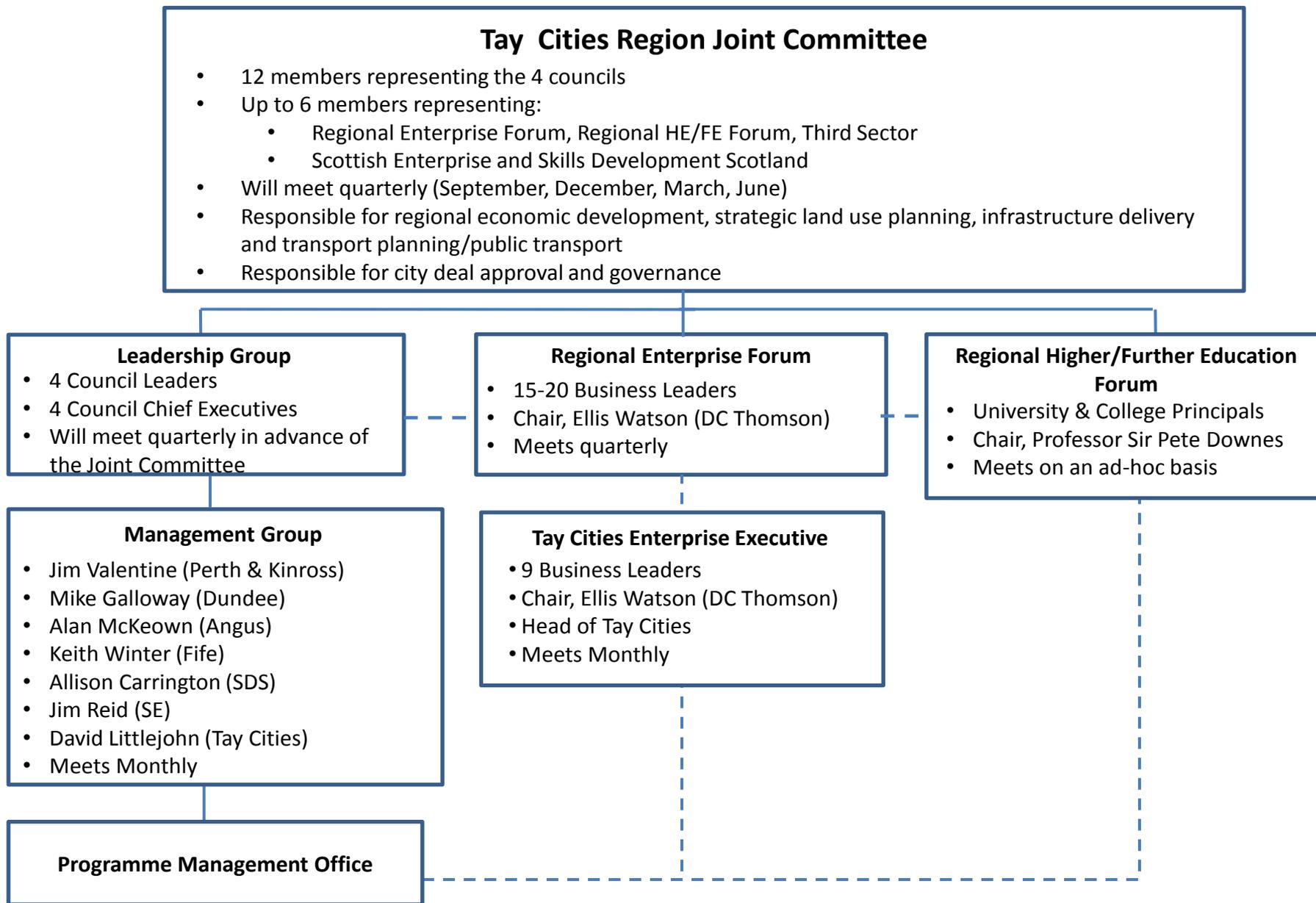
Working Group	Organisation
Greener and Healthier	Transport Scotland [co-chair]
	Scottish Hydrogen and Fuel Cell Association [co-chair]
	Aberdeen City Council
	Caledonian MacBrayne
	Convention of Scottish Local Authorities (CoSLA)
	Dundee City Council
	Friends of the Earth

Working Group	Organisation
	NHS Health Scotland Paths for All RTP – Strathclyde Partnership for Transport (SPT) ScotRail Scottish Government Energy and Climate Change Scottish Government Health SEPA Society of Chief Officers of Transportation in Scotland (SCOTS) Stop the Climate Chaos Scotland Transform Scotland Transport Scotland - ChargePlace Scotland WH Malcolm World Wide Fund for Nature (WWF)
Remit	<i>To set out policy proposals on how transport will address more acute climate change and health (active travel, air quality) issues through reducing overall transport emissions and developing sustainable transport and active travel</i>
Enabling Economic Growth	Freight Transport Association (FTA) [co-chair] Scottish Council for Development and Industry (SCDI) [co-chair] Airport Operators Association British Ports Association Chamber of Shipping Confederation of British Industry (CBI) Scotland Confederation of Passenger Transport UK (CPT) Rail Delivery Group RTP – South East Scotland Transport (SEStran) Scottish Food & Drink Federation (SFDF) Scottish Local Authorities Economic Development Group Scottish MaaS Alliance Scottish Rural Action Society of Chief Officers of Transportation in Scotland (SCOTS) Solace Timber Transport Forum Transport Focus Transport Scotland – ITS Transport Scotland – Smart Ticketing VisitScotland
Remit	<i>To set out policy proposals on how transport can improve as an enabler of economic growth (incl. transport as a major employer, development of low carbon economy and sharing economy, improvement of physical connectivity)</i>
Tackling Inequality	RTP – Highlands and Islands Transport (HITrans) [co-chair]

Working Group	Organisation
	Mobility and Access Committee for Scotland (MACS) [co-chair] Age Scotland Bus Users Scotland Caledonian MacBrayne Citizens Advice Scotland Community Transport Association Glasgow Centre for Population Health Scottish Trades Union Congress (STUC) Solace/Scottish Cities Alliance Transport Scotland Transport Scotland – Accessibility and Road Travel Young Scot
Remit	<i>To set out policy proposals on how transport can assist in addressing inequality and differences between groups of people to make Scotland a fairer Scotland</i>
Delivering Safe and Resilient Transport	Chartered Institution of Highways & Transportation (CIHT) [co-chair] Transport Scotland/Scottish Government [co-chair] Airport Operators Association British Transport Police Caledonian Maritime Assets Ltd Confederation of Passenger Transport UK (CPT) Freight Transport Association (FTA) Institution of Civil Engineers (ICE) Network Rail Office of the Road Works Commissioner Police Scotland Rail Freight Group Road Haulage Association RTP – North East Scotland Transport (Nestrans) Scottish Ambulance Services Scottish Fire Services Scottish Government Cyber Security Scottish Government Resilience Team Society of Chief Officers of Transportation in Scotland (SCOTS) Sustrans
Remit	<i>To set out policy proposals on how transport should address safety and security threats and ensure resilience in transport systems</i>

NTS Review timeline





MINUTE OF AGREEMENT

among

ANGUS COUNCIL, DUNDEE CITY
COUNCIL, PERTH AND KINROSS COUNCIL
AND FIFE COUNCIL

("The Constituent Councils")

Subjects: Tay Cities Region Joint
Committee

MINUTE OF AGREEMENT

among

ANGUS COUNCIL, DUNDEE CITY
COUNCIL, PERTH AND KINROSS
COUNCIL AND FIFE COUNCIL

("The Constituent Councils")

RECITALS :

- FIRST The governance arrangements for the discharge of the functions of the Joint Committee as specified in Recital SIXTH shall be the subject of a separate formal agreement or agreements to be agreed by the Joint Committee of the Constituent Councils and the Constituent Councils.
- SECOND A joint committee is required to discharge a number of functions and the establishment of the committee requires the authorisation of the Constituent Councils.
- THIRD The Constituent Councils are local authorities constituted under the Local Government etc. (Scotland) Act 1994.
- FOURTH It is provided by Section 56(5) of the Local Government (Scotland) Act 1973 ("the 1973 Act") that two or more local authorities may discharge any of their functions by a Joint Committee of theirs.
- FIFTH The Constituent Councils wish to appoint a Joint Committee under Section 57(1) of the 1973 Act for the discharge of the functions referred to below.
- SIXTH The purpose of the Joint Committee shall be to discharge a range of statutory and non-statutory functions as defined and agreed by the Joint Committee, and the Constituent Councils including but not restricted to:
- Acting as a Regional Partnership as defined by the Scottish Government following the 2017 Enterprise & Skills Review and Planning Review

- Regional Economic Development including, but not restricted to, the approval and oversight of investments to be funded through the Tay Cities Deal
- Cross-boundary Strategic Planning
- Regional Transport Planning and Public Transport
- Cross-boundary Infrastructure Planning
- Monitoring and Evaluation of Regional Economic performance and implementation of the Tay Cities Deal
- The additional functions as defined and agreed in a formal agreement to be executed by the parties hereto

NOW THEREFORE:

ONE Commencement

This Agreement shall commence and have effect from the 1st September 2017.

TWO Constitution

There is hereby constituted a Joint Committee to be known as "The Tay Cities Region Joint Committee" hereinafter referred to as the "Joint Committee" for the discharge of the above specified functions in terms of this Agreement.

THREE Members

The Joint Committee shall consist of 18 members. 12 members shall be appointed by the Constituent Councils from among their own members. The number of members to be appointed by the Constituent Councils shall be: 3 by Angus Council; 3 by Dundee City Council; 3 by Perth & Kinross Council and 3 by Fife Council. The Joint Committee shall also include 2 private sector members to be appointed by the Tay Cities Regional Business Forum; 1 member to be appointed by the Tay Cities Regional Higher and Further Education Forum; 1 member to be appointed by the

region's third sector interface bodies; 1 member to be appointed by Scottish Enterprise; and 1 member to be appointed by Skills Development Scotland.

The Joint Committee may co-opt for an agreed period additional non-voting members to represent other interests or provide specialist expertise. Any member of the Joint Committee may be represented by another member of the same authority or partner organisation. A person appointed as a substitute shall have the same powers at the meeting as the member whom he or she is representing.

FOUR Voting Rights

Pending the conclusion of the detailed agreement(s) referred to in Recital FIRST, voting rights are restricted in the first instance to the 12 members of the Constituent Councils.

Subject also to Recital FIRST a simple majority of those members present and voting shall be required in all voting procedures.

FIVE Period of Office

Members appointed by the Constituent Councils to the Joint Committee shall, subject to the provisions of Clause SIX hereof, hold office, during the pleasure of the body by which they were appointed, until the next ordinary election of Councillors for the Constituent Councils. Immediately after such election, each Constituent Council shall again appoint its number of members to the Joint Committee. Partner organisations shall be free to vary the period of office for members of the Joint Committee

SIX Vacancies in Membership

A member ceasing to be a member of the Constituent Council which appointed him/her shall cease to be a member of the Joint Committee as at the same date. In that event, or any other time the Constituent Council

by which a member was appointed may appoint a member, to take his/her place for the remaining part of his/her period of office. Partner organisations may choose to introduce a replacement member of the Joint Committee at any time.

SEVEN Quorum

A quorum of the Joint Committee shall be 4 members appointed by and representing no less than three of the four Constituent Councils. Should the Joint Committee appoint a Sub-Committee, such Sub-Committee shall be as near as may be proportionately representative of the Constituent Councils as the Joint Committee is, and the membership of the Sub-Committee and its quorum shall be determined by the Joint Committee

EIGHT Standing Orders

The Joint Committee shall adopt its own Standing Orders. In the event of any inconsistency between Standing Orders and the provisions of this Agreement, the provisions of this Agreement shall prevail.

NINE Meetings

The Joint Committee shall hold 4 ordinary meeting each year and may meet on such other occasions as may be necessary when a special meeting may be called in terms of Standing Orders. The venue for ordinary meetings shall be agreed by the Joint Committee.

Copies of notices, agendas and minutes of all meetings of the Joint Committee shall be transmitted to Constituent Councils and others for their information as soon as practicable.

TEN Powers and Duties of Joint Committee

Without prejudice to the foregoing provisions and subject always to the following provisions and the terms of any subsequent formal Agreement(s)

as specified in Recital FIRST the Joint Committee shall have the power to undertake the functions as referred to in Recital SIXTH hereof, with the officer support arrangements and the financial arrangements being ratified by the Constituent Councils;

Provided always that:

Subject to Clause SIX hereof, the Joint Committee may appoint from its members such Sub-Committees as it may from time to time consider necessary or desirable for the exercise of its functions and may, subject to such limitations as it may impose, delegate or refer to such Sub-Committees, any of the functions delegated to the Joint committee under this agreement. The Joint Committee shall appoint the Convener of any Sub-Committee appointed under this paragraph.

ELEVEN Clerk

The Chief Executive of Council A or such other person as may be agreed by the Leaders of the Administration of the four Constituent Councils, shall be appointed as Interim Clerk to the Joint Committee for the purposes of convening the first meeting of the Joint Committee at which the Convener and Vice Convener shall be appointed.

TWELVE Convener and Vice Convener to the Joint Committee

Subject to the provisions of this clause the Joint Committee shall appoint a Convener and Vice-Convener. The Convener'ship of the Joint Committee shall then be rotated on a yearly basis at the first meeting of the Joint Committee after 1st April in each year in which there are no ordinary elections of Councillors to the Constituent Councils with the Vice Convener being elected to Convener.

The Convenership and Vice-Convenership of the Joint Committee shall rotate annually from amongst its members in the following sequence:

<u>Year</u>	<u>Convener</u>	<u>Vice-Convener</u>
2017/18	Council A	Council B
2018/19	Council B	Council C
2019/20	Council C	Council D
2020/21	Council D	Council A

Thereafter the same sequence will repeat.

The Convener, when present, shall preside at all meetings of the Joint Committee. In the absence of the Convener the Vice Convener shall preside and in the absence of both, another member shall preside as the members present appoint. Where a vacancy occurs in the case of the Convener or Vice-Convener, the Joint Committee shall appoint a replacement from the Authority whom the previous Convener or Vice-Convener represented until the expiry of the outgoing Convener or Vice-Convener's terms of office.

THIRTEEN Resources

On the recommendation of the Tay Cities Management Group, comprising of the lead chief officers for the four Councils, a Chief Officer shall be nominated who shall report to the Joint Committee and be responsible for carrying out the functions delegated to the Joint Committee. A Tay Cities Region Programme Management Office shall also be established with financial contributions from all Constituent Councils and other sources.

FOURTEEN Amendment of Agreement

These presents may be amended by virtue of a subsequent formal Agreement as specified in recital FIRST of the preamble or by a further

Minute of Agreement executed by the Constituent Councils in the same fashion as these presents.

FIFTEEN Difference or Dispute

Any difference or dispute between the Joint Committee and any of the Constituent Councils or among the Constituent Councils concerning the interpretation or any matter arising out of this agreement, which cannot be resolved by discussion and agreement of the constituent Councils, shall be referred to the arbitration of the Sheriff Principal of the Sheriffdom of Tayside, Central and Fife or any person appointed by her/him, whose decision shall be final and binding: IN WITNESS WHEREOF