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## SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

Meeting of Friday 13 May 2016  
at 10.30am at Richard Greenhow Centre, Central Avenue, Gretna, DG16 5AQ

### Present

### Members

<b>Tom McAughtrie</b> (Chairman)	-	Dumfries and Galloway Council
<b>David Bryson</b> (Vice– Chairman)	-	External Member
<b>Ian Carruthers</b> (Substitute)	-	Dumfries and Galloway Council
<b>Alistair McKinnon</b>	-	External Member
<b>Denis Male</b>	-	Dumfries and Galloway Council
<b>John Syme</b>	-	Dumfries and Galloway Council

### Officials and Advisers

<b>Josef Coombey</b>	-	Policy & Projects Officer
<b>Douglas Kirkpatrick</b>	-	Service Manager (Sustainable Travel)
<b>James Parker</b>	-	Rural Transport Solutions Coordinator
<b>Claire Rogerson</b>	-	Secretary to the Board
<b>Janet Sutton</b>	-	Finance Officer

### Apologies

<b>Richard Brodie</b>	-	Dumfries and Galloway Council
<b>Marion McCutcheon</b>	-	Dumfries and Galloway Council

### Observers

<b>Hugh McCreddie</b>	-	Lochside & Woodlands Community Council
<b>William Mainus</b>	-	Stagecoach Scotland
<b>Graham Whiteley</b>		

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**1. SEDERUNT AND APOLOGIES**

5 Members present, 2 apologies, and 1 not present at the start of the meeting.

**2. DECLARATIONS OF INTEREST**

**NONE** declared.

**3. MINUTES OF MEETING ON 11 MARCH 2016****Decision**

**APPROVED.**

**4. MINUTES OF MEETING ON 1 APRIL 2016****Decision**

**APPROVED.**

**5. EXTERNAL AUDIT PLAN 2015/16****Decision**

The Board **NOTED** the external audit plan for 2015/16.

**MEMBER** - Ian Carruthers entered the meeting – 6 Board Members present

**6. CONSULTATION ON A SCOTTISH REPLACEMENT TO AIR PASSENGER DUTY****Decision**

The Board:-

6.1 **NOTED** the Scottish Government's "A consultation on a Scottish replacement to Air Passenger Duty"; and

6.2 **AGREED** the consultation response as shown in Appendix 2 of the report.

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## 7. PARTICIPATION REQUESTS UNDER THE COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015 – CONSULTATION ON DRAFT REGULATIONS

### Decision

The Board **AGREED** the consultation response to the Scottish Government Consultation on Draft Regulations for Participation Requests under the Community Empowerment (Scotland) Act 2015 as shown in Appendix 2 of the report, with the inclusion of an example which would be intended to illustrate potential issues.

## 8. BOARD DEVELOPMENT AND TRAINING

### Decision

The Board **AGREED**:-

8.1 that the CIPFA training “Essential Skills for Board Members” is not undertaken during 2016/17; and

8.2 that Board meetings held in January and July would include specific awareness training prior to the start of the Board meeting commencing in July 2017, and where appropriate this training would also be open to Observers.

## 9. SCOTRAIL STAKEHOLDER ENGAGEMENT – REGIONAL RAIL FORUMS

### Decision

The Board:-

9.1 **NOTED** ScotRail’s objective for a Regional Rail Forum for the SWestrans area to increase Stakeholder Engagement; and

9.2 **AGREED** that SWestrans assist ScotRail in the establishment and organisation of a Regional Rail Forum.

## 10. LOCAL BUS SERVICES – DEVELOPMENT AND PROCUREMENT

### Decision

The Board:-

10.1 **AGREED** the format and delivery of a seminar in late June 2016 on reshaping the local bus services; and

10.2 **NOTED** the procurement timetable to enable contracts to be in place for April 2017.

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## 11. LOCAL BUS SERVICE FUNDING 2016/17 - UPDATE

### Decision

The Board **NOTED** the progress to meet the £315,000 savings required for 2016/17.

## 12. LOCAL BUS SERVICES – WEST COAST MAIN LINE EVENING / SUNDAY CONNECTIONS

### Decision

The Board having considered the options in paragraph 4.2 of the report for the local bus service 381 Dumfries to Lockerbie and **AGREED** that option 3 be progressed noting that it was intended to implement any new timetable from 4 July 2016.

## 13. LOCAL BUS SERVICES – COMMERCIAL SERVICE CHANGES

### Decision

The Board **NOTED** the reduction to the Monday to Saturday daytime frequency on routes 3 Georgetown and 4 Lochvale with effect from 4 July 2016.

## 14. ANY OTHER BUSINESS WHICH THE CHAIRMAN MAY DECIDE IS URGENT DUE TO THE NEED FOR A DECISION

### Decision

The Board **NOTED** that there was one business deemed urgent by the Chairman due to the need for a decision being “Observers Update – SAYLSA” due to the fact that there was no longer an observer representative for SAYLSA as the previous appointee had left the organisation, and it was **AGREED** that this item would be taken next.

**PROCEDURE** – Copies of the report were circulated to the Board Members and Observers present.

### 14.A OBSERVERS UPDATE – SAYLSA

#### Decision

The Board **APPROVED** the appointment of Jim Wilson as an Observer to the Board.

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**PROCEDURE** – The Board agreed to consider the following item of business in private and exclude the press, members of the public and observers from the meeting given that the report contained confidential or exempt information as defined by the Local Government (Scotland) Act 1973. Josef Coombey and James Parker also left the meeting.

## **15. STAFFING ARRANGEMENTS**

**PROCEDURE** – Copies of the report were circulated to the Board Members present

Summary of Report – This report sought the Board's agreement to a staffing structure to support the Lead Officer in the delivery of SWestrans functions and operational activities.

### **Decision**

The Board **AGREED** the staffing structure for SWestrans as shown in the Appendix of the report to take effect from 1 October 2016.