

SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

**Meeting of Friday, 23 March 2012 at 10.30am
in the Council Chambers, Sun Street, Stranraer, DG9 7JJ**

Members of the Board

Brian Collins (Chair)	- Dumfries and Galloway Council
Ted Brown	- Dumfries and Galloway Council
James Dempster	- Dumfries and Galloway Council
Roger Grant	- Dumfries and Galloway Council
Sandra McDowall	- Dumfries and Galloway Council
Alistair McKinnon	- External Member

Harry Thomson

Lead Officer, South West of Scotland Transport Partnership

South West of Scotland Transport Partnership

www.swestrans.org.uk

Chair: Councillor Brian J Collins

Lead Officer: John Nelson



SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

Meeting of Friday, 23 March 2012 at 10.30am
in the Council Chambers, Sun Street, Stranraer, DG9 7JJ

1. **MINUTE OF MEETING ON 27 JANUARY 2012**
2. **DRAFT REVENUE EXPENDITURE BUDGET 2012/13** – Report dated 2 March 2012 [*Recommendation – to agree the draft revenue budget for 2012/13 as set out in paragraph 3 of the report*].
3. **CAPITAL EXPENDITURE PROGRAMME 2012/13** – Report dated 8 March 2012 (*Recommendations – (i) to note the agreed capital funding allocation to SWestrans from Dumfries and Galloway Council for 2012/13; and (ii) to agree confirmed Capital Expenditure Programme allocations as set out in paragraph 3.2 of the report*].
4. **DEVELOPMENT OF FUTURE GOVERNANCE AND WORKING ARRANGEMENTS WITH DUMFRIES & GALLOWAY COUNCIL** – Report dated 10 March 2012 [*Recommendations – (i) to agree the draft Protocol for the Provision of the Lead Officer Function, as set out in Appendix 1 to the report; (ii) to agree to commission the Secretary to the Board to carry out a review of SWestrans governance arrangements; and (iii) to agree to receive reports on governance arrangements for SWestrans following the review utilising the Good Governance Standard for Public Services, and on the commissioning of services from the Council*].
5. **EXTERNAL BOARD MEMBER NOMINEE FOR NHS DUMFRIES & GALLOWAY** – Report dated 8 March 2012 [*Recommendations – (i) to agree the appointment of David Bryson to the SWestrans Board to be External Member nominated by NHS Dumfries and Galloway; and (ii) to agree that the Lead Officer writes to the Scottish Government to seek the consent of the Scottish Ministers to this appointment*].
6. **STRANRAER RAIL LINE STRATEGY GROUPS** – Report dated 16 March 2012 [*Recommendations – (i) to agree that SWestrans should be a member of the Ayr to Stranraer Line Stakeholder Group; and (ii) to delegate Councillor Brian Collins to represent SWestrans at meetings of the group*].
7. **SUSTAINABLE TRAVEL DEMONSTRATION TOWN (GOSMART DUMFRIES) PROJECT – PROGRESS REPORT** – Report dated 9 March 2012 [*Recommendation – to note progress on the Dumfries Sustainable Travel Demonstration Town Project*].

8. **NORTH CHANNEL PARTNERSHIP – MEETING ON 23 JANUARY 2012 –**
Report dated 9 March 2012 [*Recommendation – to note the development of a Draft Action Plan for the North Channel Partnership*].
9. **MINUTE FROM RTP CHAIRS MEETING ON 7 DECEMBER 2011 –** Report
dated 8 March 2012 [*Recommendation – to note the minutes of the RTP
Chairs meeting of 7 December 2011*].
10. **ANY OTHER BUSINESS WHICH THE CHAIRMAN MAY DECIDE IS
URGENT DUE TO THE NEED FOR A DECISION**

Harry Thomson
Lead Officer
South West of Scotland Transport Partnership

SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

Meeting of Friday 27 January 2012
at 10.30am in the North West Resource Centre, College Road, Dumfries

Present

Members

Brian Collins (Chairman)	-	Dumfries and Galloway Council
Jeff Ace (Vice Chairman)	-	External Member
Ted Brown	-	Dumfries and Galloway Council
Roger Grant	-	Dumfries and Galloway Council
Sandra McDowall	-	Dumfries and Galloway Council
Alistair McKinnon	-	External Member

Officials and Advisers

John Nelson	-	Lead Officer (Swestrans)
Claire Caution	-	Secretary to the Board
Alan Gass	-	Finance Officer (Swestrans)
Eddie Glover	-	Policy and Projects Officer
Douglas Kirkpatrick	-	Team Leader (Sustainable Travel)
Harry Thomson	-	Head of Integrated Transport and Commissioning

Apologies

James Dempster	-	Dumfries and Galloway Council
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Observers

David Anderson	-	Stagecoach Scotland
Hugh Fowler	-	CTC
Mike Gray	-	Outdoor Access Forum
June Hay	-	Lochside Community Council
Hugh McCreadie	-	
Graham Whiteley	-	

5 Members present**1. MINUTE OF THE MEETING ON 16 DECEMBER 2011****Decision**

The minute was moved by Ted Brown and seconded by Brian Collins as a true record of the meeting.

The minute was approved.

MEMBER – Roger Grant entered the meeting – 6 Members present

2. REVENUE BUDGET MONITORING REPORT 2011/12 FOR THE PERIOD ENDING 31 DECEMBER 2011

The report was presented to the Board by Alan Gass.

Based on the level of spend against budget for the first nine months of the year SWestrans was currently predicting to outturn on budget at the end of the financial year 2011/12.

Decision

The Board noted the predicted outturn on budget as at 31 December 2011

3. CAPITAL EXPENDITURE PROGRAMME 2012/13

The report was presented to the Board by John Nelson.

The report set out an indicative funding allocation bid to Dumfries and Galloway Council for 2012/13.

It is intended that the Board would be updated at its meeting on 23 March 2012..

Decision

The Board agreed the indicative project allocations as follows:-

	Allocation 2011/12 £000	Allocation 2012/13 £000
Re-profiled from previous year	(430)	(225)
Purchase of accessible buses	550	330
Regionwide bus shelters	140	140
Dumfries Station (part of GoSmart Project)	50	0
Rail Station Improvements	80	180
Moffat Bus Interchange	115	115
Real Time Passenger Information System	140	100
Southern Upland Cycleway	36	60
Rural Pick-up/Drop-off Points (PUDO)	20	20
Bus Infrastructure	30	30
Improved access to public transport	100	80
Contingencies	60	60
Totals (not including re-profiled amounts)	890	890

4. ACTION PLAN FOR DUMFRIES TOWN CENTRE REGENERATION – BURNS STATUE

The report was presented to the Board by Douglas Kirkpatrick.

The Action Plan for Dumfries Town Centre Regeneration was reported to the Nithsdale Area Committee on 7 December 2011. The Action Plan contained a number of recommendations including improved public use of Burns Statue through the reduction of vehicles accessing the area and the removal of private vehicles currently disregarding traffic regulations.

SWestrans has been involved in the development of this Council-led Action Plan at officer level and has received a request from Dumfries and Galloway Council for a formal response to the following recommendation:

“Aim to reduce, in partnership with SWestrans and local bus companies, the bus arrivals/departures to the operational minimum in Burns Statue thus reducing bus infrastructure required (bus shelters, pedestrian guard rails, signing etc) and providing an appropriate level of bus infrastructure commensurate with the aspirations for public realm enhancement and creation of a vibrant and bustling entrance to the High Street and retail core.”

It was intended that the Board would receive a report on the Action Plan for Dumfries Town Centre Regeneration at its meeting in March 2012.

Decision

The Board agreed that the Lead Officer responds to Dumfries and Galloway Council's request on reducing bus services at Burns Statue in accordance with the terms of the report and highlighting issues raised by Board Members.

5. TRANSPORT SCOTLAND RAIL 2014 PUBLIC CONSULTATION

The report was presented to the Board by Eddie Glover.

Transport Scotland has issued a Rail 2014 Public Consultation document.

The key Issues considered by the consultation document included:

- Franchise Model: introducing the concept of 'economic rail' versus 'social rail';
- Reliability and Performance Regime: how should performance be measured?
- Train Services: level of detail in the specification, and standards;
- Fares: regulated and unregulated, anomalies, and annual price escalator;
- Stations: opening/closing/relocating, and who should manage them?
- Cross-border services: Edinburgh hub concept;
- Rolling Stock: on-board facilities, and possible alcohol ban;
- Sleeper services: separate franchise, need for innovation;
- Environment: what key performance indicators are appropriate?

Decision

The Board agreed the response to the Transport Scotland Rail 2014 Public Consultation based on Appendices 3 and 4 to the report highlighting issues raised by Members, and that the response on cross-border services should reflect the joint RTP position, in consultation with other Lead Officers.

6. PLANS FOR DUMFRIES AND GALLOWAY ROYAL INFIRMARY

The report was presented to the Board by John Nelson

NHS Dumfries and Galloway has announced Scottish Government approval to develop a plan for building a new hospital in Dumfries to replace the existing

Dumfries and Galloway Royal Infirmary (DGRI) which has a number of mechanical and technical issues which could only reasonably be resolved by a new build. The anticipated cost of replacement estimated to be in the region of £200 million which is proposed to be financed through a Non-Profit Distributing (NPD) model.

The NHS Dumfries and Galloway Board has initiated a Formal Consultation on the plans and possible locations and has identified five sites as potential locations for the new acute hospital facility serving the region which were:-

- existing DGRI site;
- site at Garroch Loaning Roundabout on A75 Dumfries Bypass;
- site at Lockerbie Road Roundabout on A75 Dumfries Bypass;
- site south of Tinwald Downs Road;
- site in Locharbriggs.

Decision

The Board agreed that the Lead Officer write to NHS Dumfries and Galloway to offer SWestrans assistance in taking the plans forward.

7. MINUTE FROM RTP CHAIRS MEETING ON 7 SEPTEMBER 2011

The minute was presented to the Board by John Nelson.

Decision

The Board noted the minutes of the RTP Chairs meeting of 7 September 2011.

8. ITEMS OF BUSINESS DEEMED URGENT BY THE CHAIRMAN DUE TO THE NEED FOR A DECISION

No other business was raised.

Members of the South West of Scotland Transport Partnership 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 the report contained confidential and sensitive information.

9. BUS ISSUES

The report was presented to the Board by Douglas Kirkpatrick, who updated Members on issues following the award of contracts

Decision

The Board agreed that:-

9.1 the Lead Officer write to Dumfries and Galloway Council requesting an additional £52,690 per year to enable the award of contracts for local bus services 236 Thornhill to Dumfries, and 431 Gatehouse to Kirkcudbright/Kirkcudbright Town; and

9.2 if the additional budget was made available by Dumfries and Galloway Council the Lead Officer be remitted to award tenders on behalf of SWestrans.

10. ELECTRONIC TICKET MACHINES – TRANSFER OF OWNERSHIP

The report was presented to the Board by Douglas Kirkpatrick

Decision

The Board agreed that the Lead Officer writes to Transport Scotland to advise that after careful consideration of this matter SWestrans does not want to take ownership of any Electronic Ticket Machines.

11. MANAGEMENT OF SWESTRANS

The report was presented to the Board by John Nelson.

Decision

The Board:-

11.1 thanked John Nelson for his work as Lead Officer for SWestrans and wished him well in his retirement;

11.2 agreed to appoint Harry Thomson as Lead Officer for SWestrans with effect from 1 March 2012;

11.3 agreed to receive a further report on the protocol between SWestrans and the Council at the next meeting of the Board, which would include the role of Secretary to the Board; and,

11.4 noted the resignation of Jeff Ace from the SWestrans Board following his appointment as Chief Executive of NHS Dumfries and Galloway, thanked him for his valued contribution, and wished him well in his new role.

DRAFT REVENUE EXPENDITURE BUDGET 2012/13

1. Reason for Report

To seek agreement to a draft revenue budget for 2012/13.

2. Background

2.1 The Scottish Government has offered £259,250 revenue funding for 2012/13. This has been maintained at the 2011/12 level.

2.2 Funding of £100,000 is also provided by Dumfries and Galloway Council in the form of staff costs and central support charges.

2.3 There is also funding from Dumfries and Galloway Council and other contributors to the value of £3,966,780 to procure bus contracts.

2.4 The total available revenue funding is £4,326,030.

3. Key Issues

The total available revenue funding of £4,326,030 is broken down as follows:

Item	Cost £
Staff Costs	111,770
Property Costs	200
Supplies & Services	39,660
Transport Costs	1,000
Administration Costs	32,000
Payments	10,240
Procured Services	4,075,410
Northern Periphery Matched Expenditure	13,000
Central Support	42,750
TOTAL	£4,326,030

4. Financial Implications


It is intended to provide monitoring reports to Board meetings on a regular basis throughout financial year 2012/13.

5. Consultation

The Proper Officer (Finance) has been consulted and is in agreement with the terms of this report.

6. Recommendation

It is recommended that Members of the Board agree the draft revenue budget for 2012/13 as set out in paragraph 3 of the report.

<p>Alan Gass - Report Author Tel:01387 260105</p> <p>Date of Report: 2 March 2012 File Ref: SW2/meetings/2012</p>	<p>Harry Thomson Lead Officer The South West of Scotland Transport Partnership Militia House English Street Dumfries DG1 2HR</p> 
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CAPITAL EXPENDITURE PROGRAMME 2012/13

1. Reason for Report

1.1 To advise Members of the Board of an agreed capital funding allocation from Dumfries and Galloway Council for 2012/13.

1.2 To agree confirmed allocations for the SWestrans Capital Expenditure Programme 2012/13.

2. Background

2.1 Until 2007 a capital grant of just over £1 million annually was provided direct to SWestrans by the Scottish Government for projects related to delivery of the Regional Transport Strategy. The grant is now included as part of Dumfries and Galloway Council's General Capital Grant Finance Settlement from the Scottish Government, and in 2011/12 was reduced in line with the reduction in overall allocation to £891,000.

2.2 Since 2007 SWestrans' capital expenditure programme has been funded on a year by year basis from Dumfries and Galloway Council's capital programme.

2.3 The Capital Investment Scrutiny Panel, at its meeting on 19 January 2012 considered an indicative capital allocation to SWestrans for 2012/13 based on an officer indication of potential project allocations.

2.4 At the meeting on 27 January 2012 Members of the Board agreed indicative project allocations.

2.5 These allocation headings are consistent with the Regional Transport Strategy Delivery Plan, and similar to allocation headings in 2011/12.

3. Key Points

3.1 A Capital Allocation for SWestrans of £891,000 was agreed by the Council at its meeting on 31 January 2012.

3.2 The indicative programme agreed at the meeting on 27 January 2012 has now been developed, and the following allocations are recommended:

Item	Proposed Budget 2012/13
Purchase of accessible buses	£330,000
Regionwide bus shelters	£170,000
Rail Station Improvements	£180,000
Moffat Bus Interchange	£52,000
Real Time Passenger Information System	£140,000
Southern Upland Cycleway	£60,000
Rural Pick-up/Drop-off Points (PUDO)	£20,000
Bus Infrastructure	£30,000
Improved access to public transport	£74,000
Contingencies (including retentions from 2011/12)	£60,000
Total	£1,116,000

3.3 The allocations agreed at the meeting on 27 January 2012 have been updated to reflect funding allocations reprofiled from the 2011/12 Capital Expenditure Programme.

3.4 It is intended that for future years' Capital Programmes, which are likely to cover at least a 3-year period, the SWestrans Board will be asked to agree an indicative prioritised list of projects for inclusion within the proposed SWestrans Capital Programme, prior to submission of any bid to the Council. This will enable earlier commencement of works onsite, and reduce the requirement for re-profiling of allocations across financial years.

3.5 The Capital Expenditure Programme 2011/12 Outturn will be reported to the next meeting of the Board.

4. Financial Implications

4.1 A capital allocation for 2012/13 to SWestrans of £891,000 has been agreed by Dumfries and Galloway Council.

4.2 As reported to Dumfries and Galloway Council it is intended to reprofile £225,000 from the SWestrans 2011/12 capital expenditure programme.

5. Consultations

The Proper Officer (Finance) has been consulted and is in agreement with the terms of this report.

6. Recommendations

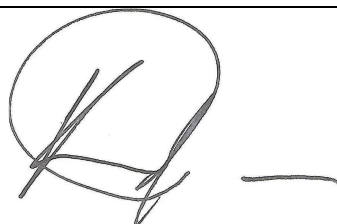
It is recommended that Members of the Board

- 6.1 note the agreed capital funding allocation to SWestrans from Dumfries and Galloway Council for 2012/13; and,**
- 6.2 agree confirmed Capital Expenditure Programme allocations as set out in paragraph 3.2 of the report.**

Eddie Glover - Report Author
Tel: 01387 260372

Date of Report: 8 March 2012
File Ref: SW2/meetings/2012

Harry Thomson
Lead Officer
South West of Scotland Transport Partnership
Militia House
English Street
Dumfries DG1 2HR



DEVELOPMENT OF FUTURE GOVERNANCE AND WORKING ARRANGEMENTS WITH DUMFRIES & GALLOWAY COUNCIL

1. Reason for Report

This report sets out arrangements for the development of proposed future working relationships between SWestrans and Dumfries & Galloway Council.

2. Background

2.1 The SWestrans Board agreed to appoint Harry Thomson as Lead Officer at its meeting on 27 January 2012, and “to receive a further report on the protocol between SWestrans and Dumfries & Galloway Council at the next meeting of the Board, which would include the role of Secretary to the Board”.

2.2 Provision of goods, materials and services by Dumfries & Galloway Council to SWestrans is on the basis set out in a draft Service Level Agreement (SLA) prepared in 2007 between the two organisations. The SLA was never formally made, but has been applied in practice at officer level. SWestrans Board considered a report on replacement of the proposed SLA with a “Commission” in line with Dumfries & Galloway Council’s Strategic Commissioning & Delivery Framework at its meeting on 25 March 2011.

2.3 Provision of secretariat support to SWestrans is on the basis agreed at the SWestrans Board meeting on 24 September 2010, with Dumfries & Galloway Council providing this function through a named officer within the Chief Executive Service within the Council, currently Claire Caution.

3. Key Points

3.1 A draft Protocol governing the arrangements for provision of the Lead Officer function by the Council is set out in **Appendix 1** to this report. The Protocol is a very simple statement of the protections afforded to SWestrans and the Lead Officer in the event of any conflict of interest between the Council and the Transport Partnership.

3.2 As stated by the previous Secretary to the Board, Alan Boyd in a report on the appointment of Lead Officer to the Board on 19 April 2007, “In view of the separation of functions it is difficult to envisage a situation where the Lead Officer of the RTP who was also a senior council official would be in a position of conflict of interest. Because the functions are generally separate the RTP and the Council should not generally be taking decisions regarding the same projects or matters.” Nevertheless, developing guidance from bodies such as Audit Scotland, suggests that there is a requirement for safeguards to be put in place where there is any potential for such conflicts to arise.

3.3 The delegations from the Board to the lead officer now create the potential for conflict and reinforce the requirement for a clear separation of function. Further the commissioning and delivery model needs to be set in the context of the Audit

Scotland guidance and requirements for Boards on which they found their audits. Accordingly recognising this new environment the current Secretary to the Board has advised that she intends to carry out a review of the governance of SWestrans, using the Good Governance Standard for Public Services as a diagnostic tool. The tool has already been applied to the Community Health and Social Care Partnership Board in a piece of work done by CIPFA. This would provide a nationally recognised framework for the work, the outcome of which can then be used to support the development of the next Board.

3.4 The review would involve:

- an examination of key documents - the Regional Transport Strategy, Standing Orders and other key reports
- key questions agreed to guide the review
- Attendance at Board meetings
- One to one Interviews face to face or via telephone with key officers and Board Members
- Research and preparation of the report
- Presentation of report to the Board at its meeting in July 2012

3.5 The Secretary has the competency to undertake the review as she is nearing the completion of the CIPFA Certificate in Corporate Governance

3.6 The potential transition of the Board following the Council Elections on 3 May 2012 gives an opportunity for the reflections on the experience of the current Board to be taken into account by the new Board in determining any changes to governance arrangements at its inaugural meeting. It is therefore intended that the report on this review will include consideration of the role of Secretary to the Board, and also outline the financial costs of procuring secretariat support from the Council, and from external or dedicated resources. The report would also include good governance recommendations and a proposed action plan to strengthen SWestrans' governance arrangements

3.7 There is an outstanding piece of work to be undertaken in relation to setting out the basis for provision of services by Dumfries & Galloway Council to SWestrans within a Commission rather than a Service Level Agreement. Support services have not been one of those areas subject to the Strategic Commissioning and Delivery process within the Council, and there is a need to be clear as to the rationale for encompassing SWestrans' requirements within a Commission. It is intended to undertake a review of the basis for the work previously agreed, and report to the first meeting of the new Board in June.

4. Financial Implications

There are no financial implications in this report.

5. Consultation

5.1 The Director Chief Executive Services, Dumfries & Galloway Council, has been consulted in the preparation of this report and is in agreement.

6. Recommendations

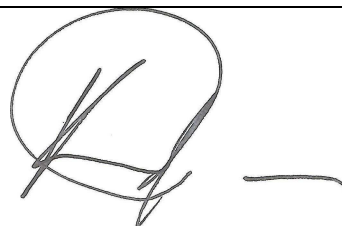
It is recommended that Members of the Board:

- 6.1 agree the draft Protocol for the Provision of the Lead Officer Function, as set out in Appendix 1 to the report;
- 6.2 agree to commission the Secretary to the Board to carry out a review of SWestrans governance arrangements; and
- 6.2 agree to receive reports on governance arrangements for SWestrans following the review utilising the Good Governance Standard for Public Services, and on the commissioning of services from the Council.

Harry Thomson - Report Author
Tel:01387 260103

Date of Report: 10 March 2012
File Ref: SW2/meetings/2012

Harry Thomson
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Appendix 1

PROTOCOL FOR PROVISION OF LEAD OFFICER BY DUMFRIES & GALLOWAY COUNCIL TO THE SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

AGREEMENT between:-

- (1) **Dumfries and Galloway Council** constituted under section 2 of the Local Government etc. (Scotland) Act 1994 (hereinafter referred to as "the **Council**"); and
- (2) **The South West of Scotland Transport Partnership** a regional transport partnership established under the Transport (Scotland) Act 2005 (hereinafter referred to as "the RTP")

WHEREAS:-

- (A) Functions were transferred from the Council to the RTP by virtue of the Transfer of Functions of the South-West of Scotland Transport Partnership Order 2006;
- (B) The RTP has no employees to carry out its statutory functions;
- (C) The Council is agreeable that its employees will provide Services to the RTP to enable it to continue to carry out functions in connection with transportation; and

Both parties recognise that there are advantages to inter-organisational working, to ensure cost-effectiveness, reduce duplication of effort, and ensure coordinated approaches on issues of common interest.

The Council agrees that it will require its Head of Integrated Transport and Commissioning to fulfil the position of Lead Officer for the RTP within their duties. Such duties will include, but not be restricted to:

- Support for the Chair and the SWestrans Board in commissioning transport services for the public of Dumfries & Galloway
- As Lead Officer for SWestrans, hold responsibility for advising the Chair and Board on all matters to support their statutory duties, and be the point of contact on Transport matters for national organisations, including the Scottish Government
- Develop, implement and monitor Capital and Revenue Programmes for SWestrans
- Provide support to the Chair, including through Regional Transport Partnership Chairs meetings
- Develop and implement the Regional Transport Strategy and Delivery Plan
- Support the Chair and Board to ensure that SWestrans secures efficient and effective service delivery and improvements, meeting the

highest standards of probity, corporate governance, strategic leadership, management and sound administration, including financial administration.

The Head of Integrated Transport & Commissioning is a Chief Officer post within the Planning & Environment Services Department. The post reports to the Director Planning & Environment Services.

The Head of Integrated Transport & Commissioning has responsibility for services within the Council, including Fleet Management and the commissioning and delivery of transport-related functions.

The Council recognises that there may be occasions where the interests of the Council and the RTP may be separate.

The Council agrees that where the Lead Officer requires to take forward the interests of the RTP as distinct from the Council or the wider Community Planning Partnership, the Lead Officer will be accountable only to the SWestrans Board.

The Council's Director of Planning & Environment Services will in such circumstances represent the interests of the Council in relation to transport matters.

Where there is dispute as to the actions of the Lead Officer or the Director of Planning & Environment Services, the Chief Executive of the Council will be the designated arbiter, as Head of Paid Service for the lead body for Community Planning in Dumfries & Galloway.

Signed on behalf of:

Dumfries & Galloway Council

SWestrans

Signed

Signed

Patsy Gilroy
Convener
Dumfries & Galloway Council

Brian Collins
Chairman
Swestrans

Date

Date

EXTERNAL BOARD MEMBER NOMINEE FOR NHS DUMFRIES AND GALLOWAY

1. Reason for Report

To agree the appointment of David Bryson as the External Member nominated to the SWestrans Board by NHS Dumfries and Galloway.

2. Background

At the meeting on 23 January 2012 Members of the Board were advised of the resignation from the Board of Vice-Chair Jeff Ace following his appointment as Chief Executive of NHS Dumfries and Galloway.

3. Key Issues

3.1 NHS Dumfries and Galloway has nominated David Bryson, General Manager – Operations, as their representative on the SWestrans Board.

3.2 David Bryson has worked with NHS Dumfries & Galloway since 1991. As an Accountant, he worked within the Finance Directorate and in 2001 was promoted to the post of Divisional Finance Manager.

3.3 In 2007 he was appointed to the position of General Manager – Operations for NHS Dumfries and Galloway with Board-wide responsibility for Catering, Domestic Services and Porters, Central Sterile Services Department, Estates and Property, Medical Physics, Medical Records, Telephony management and Transport.

3.4 One of David's early tasks upon appointment was to deliver the Travel Plan for Dumfries and Galloway Royal Infirmary and the Crichton sites. This strategic document set out goals for efficient and effective transport to the area and led to the creation of the Dumfries South Travel Planning Group which David chairs. The Group contains representation from Health, Dumfries and Galloway Council, Crichton Development Company, Dumfries and Galloway College, the Universities, and SWestrans. Through partnership working across the group and with SWestrans, a number of initiatives have been taken forward to serve the Dumfries South area including:

- Assisting with the introduction of a Georgetown link bus to the hospital and Crichton sites.
- The creation and link up of cycle routes and walking paths.
- Recent car park management measures for the DGRI site including the protection of Blue Badge spaces and ensuring safe access through the enforcement of double yellow lines.
- The creation of patient and visitor only car parking spaces at the hospital.

3.5 David also participates in a number of national groups with a focus on travel and travel planning, including Health Facilities Scotland: Travel and Transport

Planning Advisory Group, the Energy and Natural Resources Advisory Group as a Mentor, as well as the overarching Strategic Facilities Group.

3.6 David has also been invited to attend meetings of the local DisTrans group which is concerned with transport issues for disabled people.

3.7 He is a keen cyclist and enjoys taking advantage of the Region's extensive network of cycle routes.

3.8 It is recommended that the Board approve this nomination.

3.9 If the Board approve the nomination, the consent of the Scottish Ministers will be required.

4. Financial Implications

There are no financial implications arising from this report.

5. Recommendations

It is recommended that Members of the Board:

5.1 agree the appointment of David Bryson to the SWestrans Board to be External Member nominated by NHS Dumfries and Galloway; and,

5.2 agree that the Lead Officer writes to the Scottish Government to seek the consent of the Scottish Ministers to this appointment.

Harry Thomson - Report Author
Tel:01387 260141
Date of Report: 8 March 2012
File Ref: SW2/meetings/2012

Harry Thomson
Lead Officer
The South West of Scotland Transport Partnership
Militia House
English Street
Dumfries DG1 2HR



STRANRAER RAIL LINE STRATEGY GROUPS

1. Reason for Report

1.1 To advise and update members of the Board on a number of strategy groups working to secure the future of the Ayr to Stranraer railway line.

1.2 To seek agreement for SWestrans membership of the Ayr to Stranraer Line Stakeholder Group.

1.3 To seek agreement that Councillor Brian Collins should represent SWestrans at the Ayr to Stranraer Line Stakeholder Group.

2. Background

2.1 Members of the Board have considered rail issues for Stranraer at a number of previous meetings.

2.2 The implications of the December 2011 Stranraer Rail timetable were considered most recently by the Board at its meeting on 20 May 2011. Members of the Board have agreed that the December 2011 timetable does not meet SWestrans aspirations for Stranraer railway services.

2.3 At the meeting on 23 September 2011 Members of the Board considered an impact assessment on the Regional Transport Strategy of Stena Line bussing passengers to Ayr.

3. Key Points

3.1 A number of strategy groups have been established in support of the Ayr to Stranraer Line.

3.2 The Stranraer to Ayr Line Strategy Group (SAYLSTRAG) was established at the initiative of SAYLSA with the intent to be a forum for all parties having an interest in the future of the line, including Network Rail, ScotRail, SPT, SWestrans, South Ayrshire Council, East Ayrshire Council, Dumfries and Galloway Council, Wigtownshire Chamber, Maybole, Girvan and Barrhill Community Councils, Stranraer Development Trust, and SAYLSA.

3.3 A meeting of SAYLSTRAG was held on in Stranraer Library on Tuesday 6 March 2012, with SWestrans represented by officer attendance.

3.4 Following the relocation of Stena Line operations from Stranraer to new facilities at Cairnryan Port a Stranraer Regeneration Task Group was established at the initiative of the Scottish Government. The Task Group has formed a rail subgroup which met on Friday 9 March 2012, also in Stranraer. The meeting was attended by the Lead Officer on behalf of SWestrans.

3.5 An invitation was received from South Ayrshire Council for SWestrans to be represented at a meeting in County Hall, Ayr on Friday 2 March 2012 with a view to establishing an Ayr to Stranraer Line Stakeholder Group. The meeting was attended by the Chair of SWestrans, with officer support.

3.6 At the meeting it was agreed to form an Ayr to Stranraer Line Stakeholder Group, with Elected Member and officer representation from Local Authorities and Regional Transport Partnerships, Transport Scotland, the rail industry, Passenger Focus, commercial interests, community groups, and tourist bodies.

3.7 The meeting elected Councillor Brian Collins to be Chair of the new group.

3.8 It was agreed that staff from South Ayrshire Council would provide the secretariat for the new group.

3.9 It was agreed that the next meeting of the new group would be arranged after the Local Authority elections to be held on 3 May 2012.

3.10 A minute of the meeting has not yet been produced.

3.11 Development of an appropriate Stranraer rail timetable is also an objective of the North Channel Partnership. A meeting of the North Channel Partnership in Larne on 23 January 2012 is the subject of a parallel report to this meeting.

4. Financial Implications


There is a possibility that there may be a fee associated with membership of the Ayr to Stranraer Line Stakeholder Group. However this has not yet been decided. Any cost would be the subject of a report to a future meeting of the Board.

5. Recommendations

It is recommended that Members of the Board

5.1 agree that SWestrans should be a member of the Ayr to Stranraer Line Stakeholder Group; and,

5.2 delegate Councillor Brian Collins to represent SWestrans at meetings of the group.

<p>Harry Thomson – Report Author Tel:01387 260141</p> <p>Date of Report: 16 March 2012</p> <p>File Ref: SW2/meetings 2012</p>	<p>Harry Thomson Lead Officer South West of Scotland Transport Partnership Militia House English Street Dumfries DG1 2HR</p>
	

SUSTAINABLE TRAVEL DEMONSTRATION TOWN (GOSMART DUMFRIES) PROJECT – PROGRESS REPORT

1. Reason for Report

To update Members of the Board on progress on the Dumfries Sustainable Travel Demonstration Town (GoSmart Dumfries) Project.

2. Background

2.1 At the meeting on 23 May 2008 Members of the Board agreed that a Stage 2 joint bid be made with Dumfries and Galloway Council to the Scottish Government's Smarter Choices, Smarter Places Initiative

2.2 The successful outcome of the Stage 2 bid was reported to the Board at the meeting on 4 September 2008, and at the meeting on 21 November 2008 Members of the Board agreed to accept grant offers of £1,925,000 Capital and £778,000 Revenue funding from the Scottish Government. Acceptance of the award was also agreed on behalf of Dumfries and Galloway Council at the meeting of the Planning, Housing and Environment Services Committee on 9 December 2008.

2.3 An award of £1,280,335 from the Lowlands and Uplands of Scotland (LUPS) European Structural Funds Programme 2007 – 2013 (European Regional Development Fund [ERDF]) was reported to Members of the Board at the meeting on 27 May 2009. At the meeting Members agreed to delegate to the Lead Officer to accept the grant on behalf of SWestrans.

2.4 The total amount of funding available for the project amounts to £6.68 million comprising £2.7 million Government money match funded by a Dumfries & Galloway Council contribution of £2.7 million together with £1.28 million of European funding.

2.5 The GoSmart Dumfries project is coordinated by the Lead Officer, SWestrans, including liaison with funding partners.

2.6 The following elements are being progressed by Dumfries and Galloway Council:

- a. Multi-Modal Transport Interchange Enhancements (including Real Time Information);
- b. Park and Choose Sites;
- c. Town Centre Parking Demand Measures;
- d. Bus Measures;
- e. Public Realm Enhancements;
- f. Green Commuter Routes;
- g. Additional 20mph Zones.

- 2.7 The following elements are being progressed by SWestrans:
- Promotion of Salary Sacrifice Schemes:
 - Car Club:
 - Self Hire Public Bike Scheme:
 - Personalised Travel Planning:
 - Bus Network:
 - Ticketing Improvements:
 - Travel Information Strategy and Promotion of DGTripshare.com.

2.8 At the meeting on 20 May 2011 Members of the Board received a progress report on the Dumfries Sustainable Travel Demonstration Town (GoSmart Dumfries) project.

2.9 At the meeting on 23 September 2011 Members of the Board agreed acceptance of an additional Award of Grant of £115,000, matched by £45,000 funding already secured within the overall project, for additional elements including an extension of Personalised Travel Planning to Lockerbie, and an extension of the Public Bike Hire Scheme.

3. Key Issues

3.1 Updates on each of the elements of the project are set out in the following table:

1. Multi-Modal Transport Interchange Enhancements
<ul style="list-style-type: none"> Whitesands – Complete DGRI - Complete Burns Statue – Being progressed as part of the Action Plan for Dumfries Town Centre Regeneration Great King Street – Works commenced on site. Completion 26 March 2012 Real Time Information – Completion 31 March 2012.
2. Park and Choose Sites
<ul style="list-style-type: none"> Lochthorn Library – Complete Six sites being developed – three to be complete by 31 March 2012, remainder September 2012
3. Town Centre Parking Demand Measures
<ul style="list-style-type: none"> To be progressed during 2012/13
4. Bus Measures
<ul style="list-style-type: none"> Bus Poles/Flags/Panels - Complete
5. Public Realm Enhancements
<ul style="list-style-type: none"> Friars Vennel - Complete
6. Green Commuter Routes
<ul style="list-style-type: none"> Craigs Ridge – Complete Georgetown to Town Centre – Complete KM Bridge to Crichton via Castledykes Park - Complete Links to Mavis Grove and Broomlands - Complete Railway Station to Town Centre – Works to commence March 2012 Dumfries Station - Complete Lockerbie Station – Additional car parking works started on site 3 March 2012. Further parking development work ongoing.

<ul style="list-style-type: none"> • Burns Walk - Complete • Signing on Garroch Loaning - Complete • Bank Street – Works started on site Completion March 2012 • Park Road - Complete • Heathhall Forest Link - Complete • Bus Shelters - Complete
7. Additional 20mph Zones
<ul style="list-style-type: none"> • St Teresas and Georgetown Calside projects complete • Town centre 20mph speed limit and associated pedestrian enhancement work almost complete. 20mph speed limit signs to be unveiled before end of March 2012.
8. Sustainable Travel Information Strategy
<ul style="list-style-type: none"> • Complete
9. Town Centre Bus Network Improvements
<ul style="list-style-type: none"> • Seven new buses introduced. Dumfries town network revised. Service D5A (Georgetown to Crichton) introduced. Dedicated SWestrans branded vehicle purchased, to be introduced to service 1 April 2012.
11. Promote Salary Sacrifice to Employers
<ul style="list-style-type: none"> • Complete
12. Introduce a Car Club
<ul style="list-style-type: none"> • Issue of Invitation to Tender by end of March 2012.
13. Self-Service Bike Hire
<ul style="list-style-type: none"> • Phase 1 complete (8 hubs and 30 bikes). Phase 2 (additional 6 hubs and 14 bikes) as part of extension project.
14. Maintain and Promote DG Tripshare
<ul style="list-style-type: none"> • Complete
15. DGRI Travel Plan Implementation
<ul style="list-style-type: none"> • Complete
16. Youth Cycling Development (Stepping Stanes)
<ul style="list-style-type: none"> • Complete
17. Crichton Travel Plan
<ul style="list-style-type: none"> • Complete
18. Personalised Travel Planning
<ul style="list-style-type: none"> • Dumfries project complete. Lockerbie as part of extension project will complete on 31 March 2012.
19. Research Project / Conference
<ul style="list-style-type: none"> • Ongoing • Conference planned for Autumn 2012

3.2 It is intended that an update on the additional elements indicated in paragraph 2.9 would be the subject of a further report to the next meeting of the Board.

3.3 It is intended that a final report on the project would be prepared and presented as an integral part of the proposed conference.

4. Financial Implications

Funding allocations associated with this project have been previously agreed by the Board including:

- Scottish Government Grant £2,818,000
- Match funded by £2.7 million from local sources, including SWestrans, Dumfries and Galloway Council, Stagecoach, NHS Dumfries and Galloway and the Crichton Development Company
- Lowlands and Uplands of Scotland (LUPS) Structural Funds Programme 2007-2013 European Regional Development Fund £1,280,335.

5. Consultation

The Proper Officer (Finance) has been consulted and is in agreement with the terms of this report.

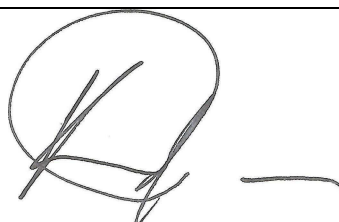
6. Recommendations

It is recommended that Members of the Board note progress on the Dumfries Sustainable Travel Demonstration Town Project.

Eddie Glover – Report Author
Tel:01387 260141

Date of Report: 9 March 2012
File Ref: SW2/meetings/2012

Harry Thomson
Lead Officer
The South West of Scotland Transport Partnership
Militia House
English Street
Dumfries DG1 2HR



NORTH CHANNEL PARTNERSHIP – MEETING ON 23 JANUARY 2012

1. Reason for Report

To update Members of the Board on the work of the North Channel Partnership.

2. Background

2.1 The North Channel Partnership is a grouping of key public and private interests on both sides of the Irish Sea seeking to sustain ferry services between Scotland and Northern Ireland.

2.2 The Partnership was established in 1999 following the Partners for Progress conference in Stranraer.

2.3 The main aim of the Partnership is to secure an adequate strategy and investment programme for the landward transport links to the ferry ports of Cairnryan, Belfast and Larne.

2.4 A Steering Group has been set up to develop the Partnerships proposals, and campaign for their implementation, and includes:

- Dumfries and Galloway Council
- Larne Borough Council
- South Ayrshire Council
- P&O Irish Sea
- Stena Line
- Ports of Larne and Cairnryan
- Scottish Enterprise
- IBEC-CBI Joint Business Council
- Freight Transport Association
- Road Haulage Association
- South West of Scotland Transport Partnership (SWestrans)
- Strathclyde Partnership for Transport (SPT)
- Parliamentary Liaison

2.5 The Chair, Councillor Brian Collins, represents SWestrans at meetings of the North Channel Partnership.

2.6 Councillor Roger Grant also attends North Channel Partnership meetings on behalf of Dumfries and Galloway Council.

2.7 The secretariat for the North Channel Partnership is provided by SWestrans.

3. Key Points

3.1 A meeting of the North Channel Partnership was held on 23 January 2012. The meeting was hosted in Larne by Larne Borough Council.

3.2 The Cabinet Secretary for Infrastructure and Capital Investment, Alex Neil, was invited to the meeting, but was unable to attend.

3.3 It is intended that the minutes of the meeting on 23 January 2012 will be reported to the Board once these have been finalised.

3.4 One of the initiatives being taken forward by the North Channel Partnership is an Action Plan. A copy of the Draft Action Plan which was considered at the meeting is attached as **Appendix 1**.

3.5 The draft Action Plan notes A75 roads projects completed by the Scottish Government since 2006, including:

- Planting End to Drumflower,
- Newton Stewart DAL,
- Barfil to Bettyknowes, and
- Cairntop to Barlae.

3.6 The draft Action Plan also notes additional roads projects being developed by the Scottish Government :

- Dunragit Bypass, and
- Hardgrove to Kinmount.

3.7 On 8 February 2012 Transport Minister Keith Brown announced a £50 million investment package for key south west transport schemes, including A75 Dunragit Bypass. The announcement indicated that Dunragit Bypass was expected to be completed by 2015.

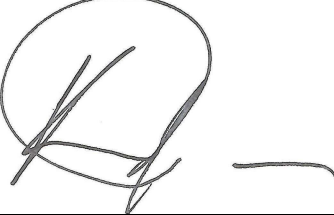
3.8 It is intended that the North Channel Partnership Draft Action Plan would be the subject of reports to future meetings of the Board as appropriate as it is developed.

4. Financial Implications

There are no financial implications associated with this report.

5. Recommendation

Members of the Board are asked to note the development of a Draft Action Plan for the North Channel Partnership.

<p>Harry Thomson – Report Author Tel: 01387 260103</p> <p>Date of Report: 9 March 2012 File Ref: SW2/meetings 2012</p>	<p>Harry Thomson Lead Officer South West of Scotland Transport Partnership Militia House English Street Dumfries DG1 2HR</p>
<p>APPENDICES - 1</p>	

North Channel Partnership



DRAFT ACTION PLAN



North Channel
PARTNERSHIP
Fighting for the future



DRAFT ACTION PLAN

The North Channel Partnership

The North Channel Partnership is a grouping of key public and private sector interests seeking to sustain ferry services between Scotland and Northern Ireland. The Partnership was established in November 1999, following the Partners for Progress Conference in Stranraer.

The main aim of the Partnership is to secure an adequate strategy and investment programme for the landward transport links to the ferry ports of Stranraer, Cairnryan, Belfast and Larne.

A Steering Group was set up to develop the Partnership's proposals and campaign for their implementation and includes:

- Dumfries and Galloway Council
- Larne Borough Council
- South Ayrshire Council
- P&O Irish Sea
- Stena Line
- Scottish Enterprise
- IBEC-CBI Joint Business Council
- Freight Transport Association
- Road Haulage Association
- South West of Scotland Transport Partnership (SWestrans)
- Strathclyde Partnership for Transport (SPT)
- Parliamentary Liaison

Agreed Terms of Reference

1. To establish on a firm footing a regionally based lobby group comprising representatives of local government, industrial and commercial, national and European interests on both sides of the Irish Sea.
2. To lobby on a political and technical basis for increased investment in road transport links to the Loch Ryan and Northern Ireland ports.
3. To develop a sound financial and technical case for upgrading of trunk road links to the ports to match private sector and European strategies.
4. To establish the initiative on a firm financial and administrative base, reflecting its strategic objectives in national and international terms.
5. To encourage participation by all agencies, groups, companies and individuals who have an interest in high quality, safe and efficient transport links to the North Channel Ferry Route.
6. To establish clear and simple objectives, capable of being implemented, on an incremental basis, and monitored for progress on a regular basis.
7. To seek a clearer direction for the role of the rail system.

The North Channel Corridor

The North Channel Irish Sea Corridor which links Northern Ireland with Southwest Scotland has played a significant role for many years, benefiting from its competitive advantage of a short-sea crossing.

The Loch Ryan (Stranraer/Cairnryan) ferry ports carry **??%** of all passengers and **??%** of all freight between Great Britain and Ireland. There are over **???,000** tourist trips from Northern Ireland to Scotland each year.

In recent years there has been consolidation in ferry services with significant investment by the ferry operators (P&O and Stena Line). The route is however under threat from other UK routes, primarily because of poor landward transport links.

Increased investment and improvements to other competitor routes has caused the market share of the North Channel Corridor to fall. Traffic is increasingly choosing Holyhead and Liverpool as departure points because of the good road network. More than £800 million has been invested in the road link between Holyhead and the English motorway system.

National Government's investment on the Trunk road networks in Scotland and Northern Ireland has not kept pace. A75 is not up to modern standards, despite it being one of only 14 specially recognised routes at European level (Essen 14) and the only one in Scotland with that status.

An Economic Study commissioned by the Partnership underlines that the issue was as much to do with economics, employment and social inclusion, as it is to do with transport.

Although a Scottish Executive Route Action Plan for A75 was published in March 2000, schemes identified in the Plan have yet to be implemented. This is despite numerous Ministerial funding announcements since.

By comparison some £700 million has been invested upgrading A5/A55 to a dual carriageway to provide a fast link from the ferry port of Holyhead to the English motorway system.

On the rail side the partnership is seeking continued service improvements on both sides of the Irish Sea.

Progress and achievements

Roads Projects completed since 2006

A75 (by Scottish Government):

- Planting End to Drumflower
- Newton Stewart DAL
- Barfil to Bettyknowes
- Cairntop to Barlae

A77 (by Scottish Government):

- Haggstone Climbing Lane
- Glenapp Improvement
- Glenapp Overtaking Opportunities
- Park End to Bennane Improvement
- Overtaking Opportunities Turnberry-Maybole

A8 Schemes provided in Northern Ireland

M6 Motorway works north of Carlisle (Cumberland Gap) by DfT

Roads Projects being developed by the Scottish Government

A75:

- Dunragit Bypass
- Hardgrove to Kinmount

A77:

- Drummuckloch to Innermessan
- Ardwell to Slockenray
- Burnside Improvement
- Symington and Bogend Toll (north of Maybole)

Other Schemes Proposed by the North Channel Partnership

A75

- Revised A751 Junction Arrangements
- Two Additional Overtaking Opportunities Glenluce-Newton Stewart
- Additional overtaking opportunities Creetown-Gatehouse
- Springholm and Crocketford Bypasses
- Upgrade west of the Glen
- Dumfries Bypass Review
- Collin Bypass and Carrutherstown realignments
- Revised Carrutherstown to Hetland Improvement
- Annan Bypass Review
- Improved A75 Link to A74(M)
- Commitment to utilise TENs funding

A77

- Glenapp overtaking opportunities
- Bennane to North of Ballantrae link
- Additional overtaking opportunity at Bennane
- Overtaking Opportunities Girvan-Turnberry
- Maybole Bypass

Rail/Public Transport

Stranraer Transport Interchange
Rail Timetable Development

Ports/Ferries

Ferry facilities have been improved and new services are in operation by partner organisations.

- The opening of the P&O Ferry Terminal at Cairnryan in 2000
- The opening of Stena Line's new Belfast Terminal on 4 June 2008
- Larger/Faster Vessels
- The opening of Stena Line's new port facilities at Cairnryan on 25 November 2011,
- P&O plans for new ramps at Cairnryan.

[Updated A75/A77/A8 drawings to be inserted]

Issues (To be developed)

- **Scale of Loch Ryan Ferry Operations:**
- **Freight Origins/Destinations**
- **Competitive Advantage of North Channel – up to date position:**
- **Economic Impact of ferry routes – exports and tourism:**
- **Impact of global economic situation and Scottish and Irish economic challenges:**
- **Threat to the North Channel route:**
- **Investment/Expenditure to date**
- **Connectivity**
- **Other links in Ireland**
- **Traffic: Flows, Composition and Growth**
- **Congestion, Delays and Journey Times**
- **Diversionsary Routes**
- **TEN-T network – current and future role of the route?**
- **National Planning Framework for Scotland 2**

- **Hauliers' views**
- **Barriers and constraints**

- **Alignment with national objectives and policies**

ACTION PLAN

- 1. Completion of outstanding committed schemes on A75/A77**
- 2. Progression of schemes on A8**
- 3. Progression of additional schemes identified by North Channel Partnership**
- 4. Completion of National Cycle Route 73**
- 5. Progression of the Stranraer Waterfront Project with new Public Transport Interchange/relocated Railway Station**
- 6. Development of appropriate rail timetable**
- 7. North Channel Partnership Conference**

MINUTES FROM RTP CHAIRS MEETING ON 7 DECEMBER 2011

1. Reason for Report

To report on the minutes of the RTP Chairs meeting held in Edinburgh on 7 December 2011.

2. Background

2.1 The Chair, Councillor Brian Collins, represents SWestrans at the RTP Chairs meetings.

2.2 The Chair was supported at this meeting by the Policy and Projects Officer.

3. Key Points

The minutes of the meeting on 7 December 2011 are attached as **Appendix 1**.

4. Financial Implications

There are no financial implications associated with this report.

5. Recommendation

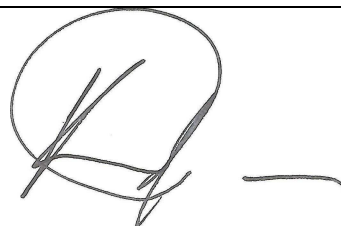
Members of the Board are asked to note the minutes of the RTP Chairs meeting of 7 December 2011.

Harry Thomson – Report Author
Tel:01387 260103

Date of Report: 8 March 2012
File Ref: SW2/meetings 2012

APPENDICES - 1

Harry Thomson
Lead Officer
South West of Scotland Transport Partnership
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Appendix 1

Regional Transport Partnerships Joint Chairs Meeting Held in Edinburgh on 7th December 2011

Draft Minute of Meeting

Present: Cllr Russell Imrie, Chair SEStran (Chair)
Cllr Will Dawson, Chair Tactran
Cllr Duncan MacIntyre, Chair HITRANS
Cllr Jonathan Findlay, Chair SPT
Cllr Brian Collins, Chair SWESTRANS
Cllr Ian Yuill, Chair Nestrans
Cllr Alison Hay, CoSLA
Keith Brown MSP, Minister for Housing and Transport (11:00am)

In attendance: Alex Macaulay, SEStran (AM)
Angela Chambers, SEStran (AC)
Eddie Glover, SWESTRANS (EG)
Eric Stewart, SPT (ES)
Gordon Dickson, SPT (GD)
Dave Duthie, HITRANS (DD)
George Eckton, CoSLA (GE)
Derick Murray, Nestrans (DM)
Alastair Mitchell, Scottish Government TS (AMit) (10:30am)

Apologies: Eric Guthrie, Tactran, Michael Craigie, ZetTRANS, Alan Wishart, Acting Chair ZetTRANS, Bruce Kiloh, SPT

Item		Action
1	Apologies	
	As above.	
2	Minute of the RTP's Joint Chairs of 7th September 2011	
	Approved	
3	Matters Arising	
	(3) Freight Facilities Grant – Response back from Keith Brown, to be remitted back to Lead Officers' to bring back to next meeting. To be c/f to next meeting.	
4	Agenda for the MSP's Briefing / Ministers Meeting	
	Mr Macaulay introduced the papers and provided background information. The group discussed the item and the following points are for noting; <ul style="list-style-type: none"> • Opportunity for Minister to say what Scottish Government (SG) is doing and possibly how he sees this linking into the RTPs' role. • In future, agenda for Ministerial / RTP Chairs meetings should be issued well in advance, to allow for political discussions. • RTPs' to demonstrate to the Minister what they can deliver and how they work together and to use the opportunity to enhance their role. • Cllr Collins noted that he would like to see more robust debate taking place at RTP Chairs meetings. 	

	<ul style="list-style-type: none"> • Consider using this opportunity to ask for specific things and seek additional responsibility. • United front should recognise the RTP's are different organisations and the differences in the communities they represent. • Cllr Hay suggested the RTPs present an action plan to the Minister on what they can do. Cllr Imrie and Cllr MacIntyre advised that this piece of work has been done before but a refresh could be done to update the new Minister. • Look to dispel the myth that Transport Scotland sees RTPs as a threat. • Following on from today's meetings, the feedback should be used to take to Alex Neil and the Finance Secretary. <p><i>The group took a 10 minute break to finalise list of bullet points to cover with the Minister:</i></p> <ul style="list-style-type: none"> • Public Service Reform • Delivery of Sustainable Economic Growth • Low Carbon Economy • Community Planning • Added Value • RTP Delivery / Relationship with CoSLA 	
11.00am	Minister for Housing and Transport, Keith Brown MSP	
	<p>Cllr Imrie welcomed the Minister to meeting and noted that the RTPs are keen to work in partnership with SG in delivering for Scotland and that they would be happy to act as project managers for any transport projects now or in the future. Cllr Imrie invited the Minister to talk to the group, particularly in light of recent announcements.</p> <p>The Minister opened by providing an update on the weather situation. He discussed the announcement by Alex Neil on the infrastructure plans and advised that SG were not yet clear if there were any consequential benefits to Scotland but reassured the group that SG would be putting in a very robust case for transport projects and would be looking to set out a longer term programme for these projects. In terms of the rail consultation, he advised that SG are looking to enhance rail services and are looking to improve the sleeper service, possibly by a separate dedicated franchise. The UK Government go out to franchise in 2013 for EastCoast main line services and SG need to anticipate what this may mean and will ask them to clarify the situation. Options that were included in the ScotRail franchise consultation, in particular the use of Edinburgh as a hub with long distance passengers from England transferring at Edinburgh to ScotRail services for onward travel to the North, are exactly that. Options not proposals. He summed up by saying that it was a genuine consultation and would like to see the RTPs respond.</p> <p>Cllr Imrie advised that all of the RTP's would be putting in a response to the consultation and they would be delighted to act as project manager for some of these projects. He then introduced the agenda items.</p>	

Public Service Reform

Cllr Imrie explained that the RTPs' in a sense already share services and would like to extend this to SG; he added that the key message is that RTPs are a statutory body and invited SG to use them. He reiterated these views and noted there have been a number of difficulties faced by the RTPs, most notably grant settlements going back to the local authorities, however, if there are projects in the pipeline then the RTPs could deliver these, both on a national and regional level. He continued that RTPs also have borrowing powers that SG don't enjoy and offered SG the option to utilise this benefit and would welcome SG's thoughts on where delivery is going to be. Cllr Imrie suggested a meeting with SG to review the National Transport Strategy with a view to a refresh and advised that the RTPs were doing the same regionally. He noted that many of the tasks are interlinked and believes that the RTPs could be used to get Scotland moving.

Delivery of Sustainable Economic Growth

Cllr Yuill presented this item and noted that sustainable transport is a key part in delivering this and that the regional transport plans link strongly to the SG's economic strategy. The RTPs believe that this is best delivered regionally and not locally. Also, there are links to community planning and RTPs have experience of pulling partners together to deliver for communities. The Minister commented that he was aware of what RTP's can do in the right circumstances. He added that with regard to the rail consultation and franchise it would be perfectly conceivable for a group of RTP's (must include SPT to meet criteria) to launch a bid. RTPs can assert themselves and he said he was very interested in the point that RTPs have borrowing powers.

Low Carbon Economy

Cllr Collins introduced the item and referred to the RTPs activities in relation to assisting the SG in achieving the low carbon economy. He provided an overview of how this is being implemented in the SWestran region and how best practice is shared with the other RTPs and how they are looking to assist the SG in achieving low carbon economy, mainly by smarter working and best practice. The Minister commented on HSR and its benefits and this was discussed by the group. Mr Murray noted that the RTP's had written collectively to the Secretary of State for Scotland outlining their position on rail and aviation and had received a very positive response, saying that he would be taking it to Cabinet and to the Secretary of State for Transport.

Community Planning

Cllr Dawson presented the item and noted how transport underpins everything within local and national economy and taking it to local level, there are a lot people affected by lack of transport. The view is that the RTP role is coming together and taking the decisions that are made by the Community Planning Partnerships (CPP's) and being the delivery vehicle for them. The RTPs are currently involved in CPP's and play an active role in them. Current projects are the Health and Transport Action Plans, Demand Responsive Transport and looking

for solutions in travel to work areas. RTP's are well placed to deliver the outcomes of the plan, build on the relations that they have and increase their participation.

Added Value

Cllr Findlay opened by highlighting the added value that the country benefits from RTPs and how they can be used as a very effective delivery vehicle for transport solutions. They have a good understanding of strategic requirements and offer financial value. He provided an overview of the integrated ticketing scheme that SPT is implementing and noted that this can be rolled out to the other RTPs. SPT have been involved in securing 40% savings on the Community Transport budget for Glasgow City Council by providing them with a scheduling system and again stated that this could be offered to the other RTPs. Cllr Finlay said he would be pleased if SG would have open discussions with the RTPs about what powers they could have in terms of being able to deliver on regional and national agendas. The Minister responded by noting that some interesting points were made and that from the public view in respect of RTP's, Local Authorities and Government Agencies, there is a lot of money out there but they do not like to see duplication of effort and this is something that SG are very mindful of. The RTP's to an extent rely on the support of Local Authorities and he acknowledged that some are more supportive than others and as this is the first meeting that he has had with the RTP Chairs, rather than get in to the powers, he would rather look at what we can do under present powers. He said a very important point was the ability of the RTP's to access external funding and that this is where RTPs can add real value. He referred back to the National Transport Strategy and suggested it might be useful to have a follow up meeting in March to discuss the role and the potential the RTP's have, bearing in mind the need to make the best use of resources.

Cllr Imrie replied that the RTPs and CoSLA would be delighted to meet to talk through a refresh of the National Transport Strategy. Cllr Hay added that CoSLA are very supportive of the work the RTP's do and as an expression of that they are setting up a support group with a view to putting resources behind some of the work they do. She also highlighted the economies of scale that the RTP's provide and how they span the whole of Scotland, integrating the transport networks.

RTP Delivery / Relationship with COSLA

Cllr MacIntyre referred to the changes that had taken place since 2007, particularly with regard to funding and that the meeting in March would be an opportunity to get everyone who matters involved with a view of working together with the common theme on delivering for Scotland and together they could create a vision for transport. The Minister replied that even though there are budget constraints, opportunities exist e.g. the Forth Replacement Crossing and that there is an opportunity for SG to look critically at the role of Transport Scotland. He also added that he would welcome feedback on TS from the group at the meeting in March. The group then went on to have a discussion about infrastructure plans and having a "wish list" within these.

Cllr Imrie summed up by thanking the Minister for attending the

	<p>meeting and noted the group are now tasked with preparing for the next meeting and that it's about working together and taking Scotland forward.</p> <p>The group discussed patronage estimation and it was agreed that the analysis/patronage formula needs to be refreshed.</p>	
5	Agenda for CPT Agenda	
	<p>Cllr Imrie asked the group if they were happy with the agenda for CPT meeting and Mr Macaulay advised that Lead Officers had met with CPT and they had come up with the majority of the agenda items. Mr Stewart added concerns had been expressed about BSOG and Mr Macaulay noted that this would be discussed under Bus Funding.</p>	
6	Rail Consultations	
	<p>Cllr Imrie reiterated the importance of submitting responses to the ScotRail franchise consultation, as the Minister is listening very constructively to what the RTP's have to say. It was agreed that in addition to individual responses a joint one would be submitted. Individual views to be sent to CoSLA to be fed into their response.</p>	AM
7	CoSLA / RTP Liaison	
	<p>Letter for noting and Cllr Hay commented that the CoSLA commitment is as strong as it's ever been.</p>	
8	AOCB	
	<p>Tactran agreed to take over responsibility of secretariat role from April/May 2012.</p> <p>HSR – An announcement is imminent on the Scottish side of things and Cllr Imrie noted that it was important to issue a press release in order to keep up pressure and provide support. Mr Macaulay advised that SEStran were in the process of drafting a joint release which would be available for review at the end of the meeting.</p> <p>It was agreed that a card should be sent to Iris Hawkins congratulating her on her recent marriage and retiral.</p> <p>The group discussed the Transport /Capital Programme (MacKay Hannah event) and it was agreed there should be RTP representation. Mr Eckton noted that CoSLA had spaces and discussions were taken off line.</p> <p>Winter weather warnings were noted.</p>	
9	Date of the Next Meeting	
	<p>The group agreed that a technical workshop should be arranged to take place in Glasgow in February. Date to be confirmed.</p> <p>The date of the next RTP Joint Chairs meeting has been scheduled for Wednesday 7th March 2012.</p>	

EXTERNAL AUDIT PLAN 2011/12

1. Reason for Report

To advise Members of the Board on the External Audit Plan for 2011/12.

2. Background

2.1 PricewaterhouseCoopers (PwC) have been appointed by the Accounts Commission as SWestrans's external auditors for financial years 2011/12 to 2016/17. This is the first year that they will be providing the service to SWestrans after 5 years with Audit Scotland.

2.2 The External Auditor's role extends to areas such as governance and performance.

3. Key Points

3.1 PwC have issued an Annual Audit Plan for the 2011/12 Audit of SWestrans.

3.2 The Audit Plan sets out the audit work that PwC propose to undertake in the year to give assurance on the Partnership's governance and performance arrangements, as well as assurance for the Audit of the 2011/12 financial statements.

3.3 A copy of the Annual Audit Plan is attached as **Appendix 1**.

4. Consultations

The Proper Officer (Finance) has been consulted and is in agreement with the terms of this Report.

5. Recommendation

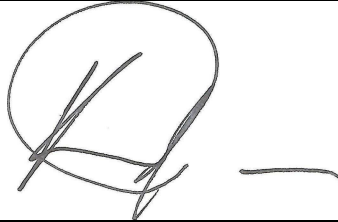
Members of the Board are asked to note the Annual Audit Plan 2011/12.

Harry Thomson - Report Author
Tel: 01387 260141

Date of Report: 16 March 2012
File Ref: SW2/meetings 2012

Appendices - 1

Harry Thomson
Lead Officer
South West of Scotland Transport Partnership
Militia House
English Street
Dumfries DG1 2HR

A handwritten signature in black ink, appearing to be 'H Thomson', enclosed in a rectangular box. The signature is written in a cursive style with a large initial 'H' and a horizontal line extending to the right.

South West of Scotland Transport Partnership Audit Plan

External Audit Plan for the year
ending 31 March 2012

March 2012

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1. Introduction

Our external audit work is undertaken in accordance with Audit Scotland's Code of Audit Practice ("the Code"). Our annual audit plan sets out how we will undertake our external audit work for the year ending 31 March 2012 and how we plan to communicate with management and the South West of Scotland Transport Partnership Board (in its governance role) throughout 2011/12.

The purpose of this plan

This audit plan is an annual document that has been prepared to inform management and the South West of Scotland Transport Partnership Board ("SWestrans") of our responsibilities as your external auditors and how we plan to discharge these responsibilities in accordance with the Code. This plan outlines our audit approach for the financial year 1 April 2011 to 31 March 2012, including the 2011/12 final accounts audit.

Code of Audit Practice

Our principal objective is to perform an audit in accordance with the Code.

The Code sets out the basic principles that govern our audit work and stresses the need for all auditors to recognise the links between different parts of the audit. The Code also emphasises the need for auditors to work in partnership with each other and with Audit Scotland to deliver an integrated audit which provides added value to audited bodies.

The Code sets out the way in which an auditor appointed by the Auditor General should carry out its functions under the Public Finance and Accountability (Scotland) Act 2000.

Financial Statements

It is the responsibility of SWestrans' management to prepare the financial statements in compliance with statutory and other relevant requirements. We are responsible for providing a true and fair opinion on the financial statements of SWestrans and whether those statements have been properly prepared in accordance with relevant reporting requirements.

Corporate Governance

It is the responsibility of SWestrans to establish arrangements for ensuring the proper conduct of its affairs, the legality of activities and transactions and for monitoring the adequacy and effectiveness of these arrangements. We consider SWestrans' corporate governance arrangements, as they relate to:

- SWestrans' systems of internal control, including reporting arrangements,
- The prevention and detection of fraud and irregularity,
- Standards of conduct and arrangements for the prevention and detection of corruption and
- The financial position of SWestrans.

Performance Management and Audit

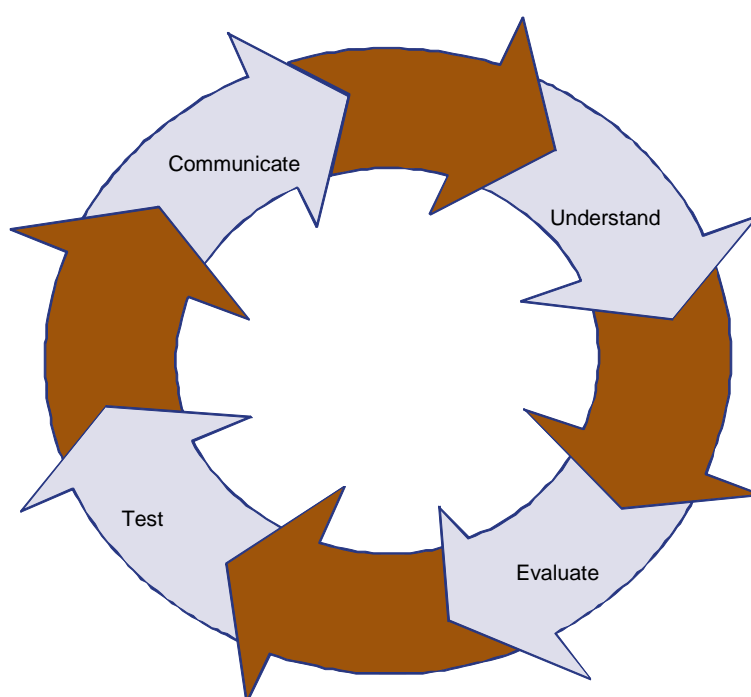
It is the responsibility of SWestrans to make arrangements to secure Best Value as well as having a duty for community planning. The audit function has a duty under the Local Government (Scotland) Act 1973 to consider arrangements for securing Best Value and in relation to community planning. If relevant, this area will be principally fulfilled by Audit Scotland's directly employed performance function.

2. Audit approach

We adopt a risk-based audit methodology and strategy to align this closely with management's assessment of the business risks. The main features of our approach are set out below.

Our audit approach starts with a broad understanding of how SWestrans, sector and the external environment operate. At a top level we examine your strategic intent, objectives, risks and major activities. We also look at how management - not just in the finance function, but also across all key functional areas - runs SWestrans and manages risk. This entity-wide view of risk enables us to identify issues that could potentially pose audit risks and endanger the accuracy and integrity of your financial statements.

These areas of audit risk serve as the foundation for planning and guiding all subsequent audit activities.



We obtain our audit evidence from the following:

- Meetings with senior management to understand the business risks, building on our relevant sector knowledge and experience;
- Assessment of the materiality of each financial component and the risks attached;
- Testing that assessment and gathering evidence; and
- Substantive testing procedures and analytical review, as necessary.

Our aim is to deliver a rigorous and efficient audit, supported by regular communication and contact between senior members of your team and ours. We do this by:

- Focussing on the significant risks, drawing on our knowledge and experience of SWestrans and the sector;
- On-going communication to avoid last minute surprises and to streamline the year-end reporting process; and
- Making added value recommendations wherever identified from our normal audit testing.

Our methodology is also undertaken to ensure compliance with the additional requirements of the APB's Practice Note 10 – Audit of the Financial Statements of Public Bodies in the United Kingdom, for example materiality and going concern in the public sector context and audit of the regularity of expenditure.

Materiality

Materiality is an expression of the relative significance of a particular matter in the context of the financial statements.

We consider a matter to be material if its omission or misstatement would reasonably influence the users of the financial statements; although it is emphasised that we do not have a duty of care to individuals or all users of the financial statements.

Assessment of what is constituted material is a professional judgement and includes consideration of materiality by nature, by value and by context. Our base calculation for materiality is based on total expenditure in year and our approach is in line with Accounting Standards Guidance. For 2011/12 our overall materiality is likely to be in the region of £80,000 based on expected annual expenditure.

ISA (UK&I) 450 (revised) requires that we record all misstatements identified except those which are “clearly trivial”. Matters which are clearly trivial are matters which we expect not to have a material effect on the financial statements even if accumulated. When there is any uncertainty about whether one or more items are clearly trivial, the matter is considered not to be clearly trivial. Usual practice is to report misstatements which are greater than 5% of materiality.

However, in practice we record all potential adjustments we identify. On this basis we propose to report all unadjusted differences in excess of £4,000 to the SWestrans Board.

Internal Audit

We will liaise with internal audit in order to minimise duplication of audit effort. Importantly, we will also consider the work of Internal Audit in line with the International Standards on Auditing (UK and Ireland) 610: The auditor's consideration of internal auditing function.

International Standard on Auditing (UK and Ireland) 610: "The auditor's consideration of the internal audit function" requires us to:

- Consider the activities of Internal Audit and the extent that their work can be relied upon for external audit procedures;
- Obtain sufficient understanding of internal audit activities and the effectiveness of the function to enable us to identify areas of risk and develop an effective and targeted audit approach; and
- Evaluate and test the quality and timeliness of internal audit work, where we seek to rely on the findings, in order to confirm its adequacy for our purposes.

Where they have performed relevant work, we will liaise with Internal Audit, reviewing their work as and when it is completed to determine the extent of assurance that can be taken from their work.

3. *Risk of fraud*

International Standards on Auditing (UK&I) state that we as auditors are responsible for obtaining reasonable assurance that the financial statements taken as a whole are free from material misstatement, whether caused by fraud or error. The respective responsibilities of auditors, management and those charged with governance are summarised below.

Auditors' responsibility

Our objectives are:

- to identify and assess the risks of material misstatement of the financial statements due to fraud;
- to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement of the financial statements due to fraud, through designing and implementing appropriate responses; and
- to respond appropriately to fraud or suspected fraud identified during our normal audit procedures.

Management's responsibility

Management's responsibilities in relation to fraud are:

- to design and implement programmes and controls to prevent, deter and detect fraud;
- to ensure that the entity's culture and environment promote ethical behaviour; and
- to perform a risk assessment that specifically includes the risk of fraud addressing incentives and pressures, opportunities, and attitudes and rationalisation.

Responsibility of those charged with governance / the SWestrans Board

Your responsibility as part of your governance role is:

- to evaluate management's identification of fraud risk, implementation of antifraud measures and creation of appropriate "tone at the top"; and
- to investigate any alleged or suspected instances of fraud brought to your attention.

4. Areas of particular audit risk

Set out below is our initial assessment of particular audit risks which could potentially impact on our external audit of the financial statements for the year ending 31 March 2012. The audit risks outlined below have been determined based on our understanding of SWestrans and discussions with management.

Planning of our audit

In this plan we have set out those areas which we consider to be significant or elevated risks relevant to our audit responsibilities and our planned audit response to those risks. Significant and elevated risks are those risks requiring special audit attention in accordance with auditing standards.

Risk assessment results

Following the risk identification process, risks are subject to the following classification:

- Significant audit risk (as defined by ISA 315) requiring special audit consideration, including evaluation of related controls, testing of their operation in the year should we wish to rely upon them and design of specific audit procedures to respond to the risk with a higher level of assurance;
- Elevated audit risk where the nature, likelihood or magnitude of the risk requires us to do a higher than normal level of audit work to address the risk fully; and
- All other risks are deemed to be normal audit risks where we consider the risk of material misstatement will be addressed by a low or moderate level of audit work, or in certain circumstances no additional audit work will be required.

Areas of Audit Risk	Audit Approach
Management override of controls	● Significant Risk
In any organisation, management may be in a position to override the financial controls established by management. A control breach of this nature may result in a material misstatement of your financial position. For all of our audits, we are required to consider this as a significant risk and adapt our audit procedures accordingly.	We will undertake a review of management’s overall fraud arrangements and fraud policies such as whistle blowing policies. We will perform audit testing of journals to ensure their legitimacy, and will incorporate unpredictability into our testing of income and expenditure.

Areas of Audit Risk	Audit Approach
<p>Recognition of Expenditure</p>	<p>● Significant Risk</p>
<p>For the purposes of SWestrans the risk of revenue recognition is more sensibly inverted to reflect the risk around misstatement of expenditure.</p>	<p>During the year, we will hold discussions with management on the processes for monitoring performance against key financial targets and assess what work internal audit has performed in the key areas.</p> <p>As part of our substantive programme at the year end we will include specific testing on cut-off and unrecorded liabilities.</p>

5. *Communicating with you*

Communications Plan and timetable

ISA (UK&I) 260 (revised) ‘Communication of audit matters with those charged with governance’ requires auditors to inform those charged with governance the form and timing of communications with them. We have assumed that ‘those charged with governance’ are the SWestrans Board members.

We will communicate with Management and the SWestrans Board during the audit process. Set out below is a high level indicative timetable for the year ending 31 March 2012 including planned dates for SWestrans Board reporting.

Timing	Activity	Client Outputs
January/February 2012	External audit planning.	External Audit Plan report to SWestrans Board: 23 March 2012
July/August 2012	Audit of the financial statements for the year ended 31 March 2012.	Financial Statements, Audit Opinion and Management Letter: September 2012
September 2012	Submission of Financial Statements, Audit Opinion and Management Letter to Audit Scotland.	Submission to Audit Scotland by 30 September 2012.

6. *Our audit team*

Our audit team for 2011/12 provide a depth of experience of the Scottish Local Government sector. The team is lead by Cameron Revie, the Partner and Leader of our Government and Public Sector Assurance practice in Scotland. Cameron is supported throughout the year by Mark Reid and Toni Levinsohn to deliver an effective audit.

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Senior Associate

Team Leader

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We can confirm that appropriate arrangements have been put in place to safeguard the independence of the audit team and that the audit team are independent of Dumfries & Galloway Council and the South West of Scotland Transport Partnership. There are no matters which we perceive may impact our independence and objectivity of the audit team

This report has been prepared for and only for the South West of Scotland Transport Partnership in accordance with the terms of our engagement letter agreed with Audit Scotland and for no other purpose. We do not accept or assume any liability or duty of care for any other purpose or to any other person to whom this report is shown or into whose hands it may come save where expressly agreed by our prior consent in writing.

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