

# **SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP**

**Meeting of Friday, 18 January 2019 at 10.30am, Cargen Tower,  
Garroch Business Park, Dumfries, DG2 8PN**

## **Members of the Board**

<b>Andrew Wood</b> (Chair)	- Dumfries and Galloway Council
<b>David Bryson</b> (Vice-Chair)	- NHS Dumfries and Galloway
<b>Richard Brodie</b>	- Dumfries and Galloway Council
<b>John Campbell</b>	- Dumfries and Galloway Council
<b>Adam Wilson</b>	- Dumfries and Galloway Council
<b>David Stitt</b>	- Dumfries and Galloway Council

## **Future Meetings**

**8 March 2019**

**10 May 2019**

**28 June 2019**

**Douglas Kirkpatrick**

Lead Officer, South West of Scotland Transport Partnership

# SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

Meeting of Friday, 18 January 2019 at 10.30am, Cargen Tower,  
Garroch Business Park, Dumfries, DG2 8PN

1. **SEDERUNT AND APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES OF MEETING ON 31 OCTOBER 2018 – FOR APPROVAL**
4. **ABELLIO SCOTRAIL FRANCHISE UPDATE** - Recommendations - (i) receive the presentation from Ewan Tait of Abellio ScotRail; and (ii) seek further detail on issues raised from the presentation.
5. **REVENUE BUDGET MONITORING REPORT 2018/2019 FOR THE PERIOD ENDING 31 DECEMBER 2018** – Recommendation - note the forecast outturn for the revenue budget as at 31 December 2018.
6. **COMMUNITY ENGAGEMENT AND CONSULTATION STRATEGY** - Recommendation - agree the draft Community Engagement and Consultation Strategy as shown in the Appendix.
7. **RISK MANAGEMENT** – Recommendations – (i) agree the inclusion of the United Kingdom’s exit from the European Union in the Risk Register for 2018/19; and (ii) note future updates will be presented as appropriate.
8. **CAPITAL EXPENDITURE PROGRAMME 2018/19 – UPDATE** – Recommendations – (i) note the update provided on progress with the Capital Expenditure Programme 2018/19; and (ii) note the need to carry forward £250K to 2019/20 for Rail Station Parking as indicated in paragraph 3.6.
9. **STAG APPRAISALS UPDATE** – Recommendation - note the update on the work towards developing potential rail station re-opening bids.
10. **LOCAL BUS SERVICE – NITH VALLEY LATE EVENING JOURNEYS** - Recommendations – (i) consider the update provided following the commercial withdrawal of the service and determine whether the provision of a late evening journey could be supported; and (ii) subject to the decision taken at 5.1, agree the course of action to secure the funding required.
11. **NATIONAL COUNCIL OF RURAL ADVISERS: THE FUTURE OF THE RURAL ECONOMY IN SCOTLAND** - Recommendation - note and welcome the production and publication of “A new blueprint for Scotland’s rural economy: Recommendations to Scottish Ministers” from the National Council of Rural Advisors.
12. **ELECTRIC BIKES** - Recommendation – to consider the information on electric bike provision and agree a position for officers to pursue.

**13. EXTERNAL BOARD MEMBER – SCOTTISH ENTERPRISE -**

Recommendations – (i) note that following completion of an appraisal by the Chairman on Mr McKinnon’s suitability for reappointment, the Secretary to the Board has written to the Scottish Government seeking Ministerial consent for Scottish’s Enterprise’s nomination to the Board; and (ii) note that an update will be provided at the next meeting.

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

**It is recommended that Members of the South West of Scotland Transport Partnership Board agree 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 contains confidential or exempt information in respect of paragraphs 6, 8, 9 and 10 of Schedule 7A of the Local Government (Scotland) Act 1973.**

**15. LOCAL BUS SERVICES – CONTRACT SUSTAINABILITY** – Recommendation – Members of the Board are asked to consider the recommendations as set out in the report (to be circulated separately to members of the Board only).

**16. BUDGET CONSIDERATIONS** – Recommendation – Members of the Board are asked to consider the recommendations as set out in the report (to be circulated separately to members of the Board only).

Douglas Kirkpatrick  
Lead Officer  
South West of Scotland Transport Partnership

Claire Rogerson  
Secretary to the Board  
South West of Scotland Transport Partnership

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## SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

Meeting of Wednesday 31 October 2018  
at 10.30am, Council Offices, Buccleuch Street, Dumfries

### Present

### Members

<b>Andrew Wood (Chairman)</b>	-	Dumfries and Galloway Council
<b>John Campbell</b>	-	Dumfries and Galloway Council
<b>Alistair McKinnon</b>	-	Scottish Enterprise
<b>Davie Stitt</b>	-	Dumfries and Galloway Council
<b>Ronnie Tait (substitute)</b>	-	Dumfries and Galloway Council
<b>Adam Wilson</b>	-	Dumfries and Galloway Council

### Officials and Advisers

<b>Douglas Kirkpatrick</b>	-	Lead Officer
<b>Claire Rogerson</b>	-	Secretary to the Board
<b>Josef Coombey</b>	-	Policy and Projects Officer
<b>Kirsty Dunsmore</b>	-	Policy and Projects Officer

### Apologies

<b>David Bryson (Vice-Chairman)</b>	-	NHS Dumfries and Galloway
<b>Richard Brodie</b>	-	Dumfries and Galloway Council

### Observer

<b>Christopher Bradberry Craig</b>	-	Thornhill Station Action Group
<b>June Hay</b>	-	Outdoor Access Forum
<b>Hugh McCreddie</b>	-	Lochside and Woodlands Community Council

### In Attendance

<b>Caroline Buck</b>	-	Tracks and Trails – Penpont Development Trust
<b>Linda Craft</b>	-	Thornhill Station Action Group

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## 1. SEDERUNT AND APOLOGIES

5 Board Members present, 2 apologies, noting that Richard Brodie had indicated that Ronnie Tait would be substituting for him at this meeting.

## 2. DECLARATIONS OF INTEREST

Adam Wilson declared an interest in item 11 by virtue of the fact that Katie Nairn of Katie Nairn Consulting was a distant relative and had determined that his interest was such that there was no requirement for him to leave the meeting during consideration of this item.

## 3. MINUTES OF MEETING OF 21 SEPTEMBER 2018

### Decision

**APPROVED** subject to change at item 14.2 to read “Proposed by **John Campbell** seconded by **Richard Brodie**”.

## 4. CALENDAR OF MEETINGS UPDATE

### Decision

The Board **AGREED** amending the Calendar of meetings so that regular Board meetings move back to a Friday morning as detailed at paragraph 3.2 of the report.

## 5. CLIMATE CHANGE DUTIES – REPORTING 2017/18

**BOARD MEMBER** – Ronnie Tait entered the meeting during consideration of this item – 6 Members present

### Decision

The Board:

5.1 **NOTED** the summary provided of the information for inclusion in the 2017/18 Climate Change Duties Report for SWestrans; and

5.2 **AGREED** that officers completed the 2017/18 Climate Change Duties Report for SWestrans and then submit it to the Sustainable Scotland Network by the deadline 30 November 2018.

## 6. AYR RAILWAY STATION UPDATE

**PROCEDURE** – The Board received an update on outcome of the meeting of Dumfries and Galloway Council on 22 October 2018 as outlined at 2.12 of the report and were advised that the terms of the notice of motion had been agreed.

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**Decision**

The Board **NOTED** the update on the exclusion zone at Ayr Railway Station and affected rail services to/from Stranraer.

**7. CAPITAL EXPENDITURE PROGRAMME 2018/19 - UPDATE**

**PROCEDURE** – The Board received an update on the outcome of the decision from the Strategic Asset Board at Dumfries and Galloway Council in support of the acquisition of land at Lockerbie Station

**Decision**

The Board:

**NOTED**

7.1 the progress on rail station parking options at Lockerbie Station;

7.2 the direct funding award to deliver Active Travel Schemes;

7.3 **AGREED** that the march-funding required is allocated from the Active Travel Project element of the 2018/19 capital programme; noting that the Chair had requested written assurance from the Lead Officer that Dumfries and Galloway Council would deliver on time;

7.4 **NOTED** the agreement of Dumfries and Galloway's Strategic Asset Board to proceed with the acquisition of land at Lockerbie Station;

**AGREED**

7.5 to proceed with the acquisition of land at Lockerbie Station and inform Dumfries and Galloway Council of this decision; and

7.6 that a report be presented to the next Board on opportunities for electric bikes.

**8. LOCAL BUS SERVICE – X95 GALASHIELS – LANGHOLM - CARLISLE****Decision**

The Board **AGREED** the request from Scottish Borders Council to provide an annual contribution of £36,278.55 to the cross-boundary local bus service X95 Galashiels to Langholm to Carlisle.

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## 9. LOCAL BUS SERVICE – 101/102 DUMFRIES TO EDINBURGH

### Decision

The Board **AGREED** the timetable amendments, as shown in paragraph 3.4 and paragraph 3.7 in the report, to local bus service 101/102 Dumfries to Edinburgh with effect from 7 January 2019.

## 10. LOCAL BUS SERVICES – SANQUHAR/KIRKCONNEL

The Chairman **THANKED** the A76 Action Group and Councillor Jim Dempster for their contributions.

### Decision

The Board **AGREED** the reduction on the evening element of local bus service 221 Sanquhar to Kirkconnel from 4 returns to 3 returns which will remove the need for a driver change-over in Sanquhar and allow the 2030 ex Dumfries and Galloway Royal Infirmary to continue through to Kirkconnel at no cost to SWestrans as detailed in the Appendix to the report.

## 11. PUBLIC SOCIAL PARTNERSHIP UPDATE

The Chairman **THANKED** Rebecca Scott for her work over the past year and wished her well in her new role within the Council.

### Decision

The Board **NOTED**:

11.1 the progress on the pilot projects within the three Public Social Partnership work streams as highlighted in section 3 of the report; and

11.2 that a further update report on the Public Social Partnership would be brought to the Board in March 2019.

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

### Decision

The Board **NOTED** that there was no item of business deemed urgent by the Chairman due to the need for a decision.

**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 the report contains confidential or exempt information in respect of paragraphs 6, 8, 9 and 10 of Schedule 7A of the Local Government (Scotland) Act 1973.

**13. LOCAL BUS SERVICES – CONTRACT SUSTAINABILITY**

**Report Summary** – The report was to inform the Board of the sustainability issues raised by the service provider and the proposed amendments to the existing contracts. To seek agreement to a course of action to maintain local bus services.

**Decision**

The Board:

13.1 **NOTED** the sustainability issues raised by the service provider;

**AGREED**

13.2 the request to work in partnership with local bus operators on PCV driver training; and

13.3 to remit officers to officers to consider all the options discussed at the Board and take forward Option 3 if necessary.

## ABELLIO SCOTRAIL FRANCHISE UPDATE

### 1. Reason for Report

To provide further detail of the ScotRail franchise for 2015-2025.

### 2. Background

2.1 Abellio Ltd was appointed as the franchisee for the ScotRail franchise for 2015-2025, commencing 1 April 2015.

2.2 At its meetings in November 2014 and March 2015, the Board received presentations from Transport Scotland and Abellio, outlining the ScotRail franchise for 2015-2025.

2.3 The following “headlines” on the franchise agreement were announced:

- Both the Ayr-Stranraer and the Dumfries-Kilmarnock lines would be marketed as one of the “Great Scenic Railways of Scotland”, with refurbished trains and on-board “tourism ambassadors”;
- Enhanced timetable on the Glasgow-Dumfries-Carlisle service (from 2017);
- Improved connectivity between Ayr (and Stranraer) and Kilmarnock (from December 2015);
- Increased commuting opportunities between Dumfries and Carlisle;
- Increased frequency of service between Stranraer and Ayr, but with reduced direct services from Stranraer to Glasgow; and
- Introduction of a cycle hire scheme by Abellio at a number of stations, including Dumfries.

2.4 At its meeting on 10 March 2017, the Board received a further update on progress with the franchise commitments in relation to the South West of Scotland from Scott Prentice of Abellio ScotRail.

### 3. Discussion

Ewan Tait, Business Development Executive with Abellio ScotRail will be in attendance to deliver a presentation to the Board. The presentation will cover the continuing progress with franchise commitments. Board Members will have an opportunity to comment on pertinent issues.

### 4. Recommendations

Members of the Board are asked to:

- 4.1 receive the presentation from Ewan Tait of Abellio ScotRail; and
- 4.2 seek further detail on issues raised from the presentation.

Josef Coombey - Report Author  
Tel: 01387 260372

Date of Report: 3 January 2019  
File Ref: SW2/Meetings/2019

Douglas Kirkpatrick  
Lead Officer  
South West of Scotland Transport Partnership  
Cargen Tower, Garroch Business Park,  
Dumfries, DG2 8PN

## REVENUE BUDGET MONITORING REPORT 2018/2019 FOR THE PERIOD ENDING 31 DECEMBER 2018

### 1. Reason for Report

To provide the Board with an update on the Partnership's 2018/19 monitoring and forecast outturn position based on the period ending 31 December 2018.

### 2. Background

The Scottish Government provide revenue funding to SWestrans, with Dumfries and Galloway Council also providing funding. SWestrans also requisitions funding from Dumfries and Galloway Council in respect of payments required for public bus service contracts.

### 3. Key Points

3.1 The **Appendix** shows the revenue budget summary for SWestrans. The published expenditure budget for 2018/19 of £4,308,789 was agreed by the Board on 9 March 2018. It is vital to the economic wellbeing of the Partnership and its stakeholders that the financial resources are managed effectively and expenditure and income is delivered in line with the approved budget.

3.2 This report forms part of the financial governance and stewardship framework, which ensures that the financial position of the Partnership is acknowledged, understood and quantified on a regular basis. It provides assurance to the members of the Board that resources are being managed effectively and allows corrective action to be taken where necessary.

3.3 Board Members will note that based on the financial performance to date, it is forecast that a balanced budget will be delivered.

### 4. Consultations

The Proper Officer has been consulted and is in agreement with its terms.

### 5. Implications

<b>Financial</b>	As indicated in the report a balanced budget is forecasted
<b>Policy</b>	No policy implications from this report
<b>Equalities</b>	No equalities implications this report
<b>Climate Change</b>	No climate change implications from this report
<b>Risk Management</b>	Revenue budget monitoring relates to two known risks: R06 – Overspend R07 – Revenue funding

### 6. Recommendation

Members of the Board are asked to note the forecast outturn for the revenue budget as at 31 December 2018.

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Janet Sutton - Report Author Finance Officer Tel: 01387 260105 Date of Report: 3 January 2019 File Ref:	Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
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**APPENDIX** - Monitoring Report 2018/2019 for the period ending 31 December 2018.

**SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP**  
**REVENUE BUDGET MONITORING AS AT 31 DECEMBER 2018**

	<b>FINAL OUTTURN 2017/18 £</b>	<b>PUBLISHED BUDGET 2018/19 £</b>	<b>BUDGET ADJUSTMENTS 2018/19 £</b>	<b>ADJUSTED BUDGET 2018/19 £</b>	<b>ACTUAL EXPENDITURE TO 31/12/18 £</b>	<b>PROJECTED OUTTURN 2018/19 £</b>	<b>PROJECTED VARIANCE 2018/19 £</b>
<b>EXPENDITURE</b>							
Staff Costs	105,545	110,848		110,848	49,045	110,848	0
Property Costs	50	700		700	0	700	0
Supplies & Services	958	960		960	162	960	0
Transport Costs	18,357	2,104		2,104	0	2,104	0
Administration Costs	25,243	20,193		20,193	2,836	20,193	0
Payments	4,282,464	4,125,234		4,125,234	3,348,003	4,125,234	0
Central Support	45,128	48,750		48,750	0	48,750	0
Capital Charges	331,603			0	262,604	0	0
<b>Total Expenditure</b>	<b>4,809,348</b>	<b>4,308,789</b>	<b>0</b>	<b>4,308,789</b>	<b>3,662,650</b>	<b>4,308,789</b>	<b>0</b>
<b>INCOME</b>							
Scottish Government Funding	259,250	259,250		259,250	187,850	259,250	0
D&G Council Funding	217,040	100,000		100,000	0	100,000	0
Other Contributions	4,333,058	3,949,539		3,949,539	0	3,949,539	0
<b>Total Income</b>	<b>4,809,348</b>	<b>4,308,789</b>	<b>0</b>	<b>4,308,789</b>	<b>187,850</b>	<b>4,308,789</b>	<b>0</b>
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,474,800</b>	<b>0</b>	<b>0</b>

## COMMUNITY ENGAGEMENT AND CONSULTATION STRATEGY

### 1. Reason for Report

This report is seeking agreement from the Board to a Draft Community Engagement and Consultation Strategy.

### 2. Background

2.1 SWestrans is required by legislation to consult on its Regional Transport Strategy (RTS) with Dumfries and Galloway Council and NHS Dumfries and Galloway. Government guidance sets out that 'meaningful and effective engagement with regional stakeholders and the wider public should have a significant bearing on the overall direction of the RTS'.

2.2 Dumfries and Galloway Council agreed a Community Participation and Engagement Strategy and Action Plan on 7 March 2017. On 5 June 2018, the progress of this Action Plan and the development of a Framework for the Planning and Delivery of Effective Consultation was noted.

2.3 The Community Planning Participation and Engagement Working Group, established in December 2016, brings together eight local partners (including SWestrans) to improve the co-ordination of engagement activity and make best use of resources for the benefit of local people.

2.4 At its meeting on 21 September 2018, the Board agreed to the development of a draft Community Engagement and Consultation Strategy for consideration at the SWestrans Board meeting in October 2018. Board Members should note that due to other urgent operational matters it was not possible for officers to meet this October deadline.

### 3. Key Points

3.1 A draft Community Engagement and Consultation Strategy has been prepared and is included at the **Appendix**.

3.2 Members' are asked to consider this draft Strategy and any comments provided will be added, if appropriate, to the final version.

3.3 Members are asked to agree the draft Community Engagement and Consultation Strategy as shown in the **Appendix**.

4. Implications	
<b>Financial</b>	There are no direct financial implications from the adoption of this strategy.
<b>Policy</b>	Policy implications are set out within the strategy.
<b>Equalities</b>	Equalities implications are set out within the strategy.
<b>Climate Change</b>	No direct climate change implications from this report
<b>Risk Management</b>	Consultation and engagement relate to the known risk: R02 – Public Image

**5. Recommendation**

Members of the Board are asked to agree the draft Community Engagement and Consultation Strategy as shown in the Appendix.

Report Author: Josef Coombey  
SWestrans Policy & Projects Officer

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01387 260372

Date of Report: 3 January 2019  
File Ref: SW2/Meetings/2019

Approved by: Douglas Kirkpatrick  
SWestrans Lead Officer

South West of Scotland Transport Partnership  
Cargen Tower  
Garroch Business Park  
Dumfries  
DG2 8PN

**APPENDIX** - Draft Community Engagement and Consultation Strategy.

**SWestrans Community Engagement and  
Consultation Strategy**

## **1. Introduction**

The South West of Scotland Transport Partnership (SWestrans) recognises the value of engaging communities and consulting, as appropriate, with a range of stakeholders.

Effective community engagement and consultation leads to successful schemes and services that address the needs of users, stakeholders and the local communities. As a public body, it is important that SWestrans meets statutory obligations regarding consultation and engagement and that it aims to do so to a high standard that will help the organisation to understand and consider the views of its stakeholders.

SWestrans has identified a need to develop a strategy which sets a consistent and proactive approach to community engagement and consultation, which is achievable within available resources, and sets limits on community and stakeholder expectations.

This Strategy seeks to improve the quality of our activities, learn from past experience and better co-ordinate this area of our work with Community Planning partners (CPPs).

## **2. Definitions**

One of the key issues to emerge from the development of this Strategy is the importance of consistent terminology and language.

### **Who are the community? Who are the stakeholders?**

Communities can be defined in different ways. A simple and broadly accepted definition is as follows:

- Communities of place – the ‘community’ is defined by an area with physical boundaries, e.g. neighbourhood, village, town ward, etc
- Communities of interest – the ‘community’ is defined by a shared interest, experience or demographic characteristic

People can belong to more than one community. It is also worth noting that members of defined communities may not necessarily regard themselves as such and consideration must be given to this when approaching different communities of interest.

Stakeholders are key individuals, groups and organisations that either affects or is affected by the issue/area that SWestrans is making a decision on. This could be:

- Statutory stakeholders, people and organisations who need to be involved by law or good partnership working, such as Dumfries and Galloway Council, NHS Dumfries and Galloway and Transport Scotland
- Service-users and the communities relating to the transportation issue
- Local organisations and businesses, including people in voluntary roles
- Special interest groups who represent specific groups such as a people with accessibility needs or local transport groups
- Individuals with specific experience or knowledge that could contribute

### **What is engagement?**

Stakeholder engagement is the on-going process of working and communicating with our stakeholders to inform them of the work of SWestrans and understand their views.

Engagement provides an opportunity to receive feedback and comments on the work of SWestrans that can inform and influence our decision making and contribute to improvements in service delivery.

Effective community engagement involves an ongoing dialogue with a wide range of stakeholders within our communities to inform the way in which we plan and deliver services. Engagement with communities is defined in the National Standards for Community Engagement (NSCE) as:

‘A purposeful process which develops a working relationship between communities, community organisations and public bodies to help them to identify and act on

community needs and ambitions. It involves a respectful dialogue between everyone involved, aimed at improving understanding between them and taking joint action to achieve positive change.'

### **What is a consultation?**

The term 'engagement' encompasses a range of activities which SWestrans can use to interact with individuals, stakeholders and communities. One of these activities is consultation.

Consultation is an exercise whereby SWestrans will formally seek the views of our stakeholders on key issues, for example on specific new proposals or proposals for change. This could be in the form of 'open questions' which are asking for opinions on an issue or theme, or we may suggest a range of options for our stakeholders to consider. These views will then be considered by SWestrans when reaching a final decision.

### 3. Context

Our approach is set within a local and national context where there is increasing commitment, legislation, and emphasis on community engagement and consultation. There has also been a steady growth in the scale and sophistication of public consultation and the level of community involvement encouraged and expected (and, increasingly, required) by central government.

#### National

There is a significant body of national legislation that requires and promotes engagement with communities of place, of interest, and individuals who live in our region:

Transport (Scotland) Act 2005 - The requirements of the Act include: “A Regional Transport Partnership shall before arriving at its transport strategy, consult its constituent councils or council; each Health Board the area or part of the area of which falls within the Transport Partnership's region (or, if that region is coterminous with a Health Board's area, that Health Board); and such other persons as it thinks fit”.

Develop to Deliver – Maximising the role of Regional Transport Partnerships (RTPs) in furthering improvements to transport in Scotland (2015) – This document published by a working group of Transport Scotland, RTPs and CoSLA examined how RTPs can further assist the Scottish Government in delivering the National Transport Strategy and Government’s wider Strategic Objectives, and to maximise the role of RTPs in delivering their Regional Transport Strategies. Key recommendations included involving older and disabled people in the identification and resolution of accessible public transport issues...and ensuring that disabled people are included in shaping transport services.

The Community Empowerment (Scotland) Act (CE(S)A) 2015 and associated Guidance and Regulation - This legislation has a specific focus on promoting effective engagement and participation to help communities achieve greater control and influence in the decisions and circumstances that affect their lives, particularly to tackle socio economic disadvantage.

It gives Community Planning a new statutory purpose, built on public sector bodies working together and with the local community to improve local outcomes in the local authority area. The Act also places specific duties on RTPs and other statutory partner bodies, linked to this purpose. These include taking account of CPPs’ agreed local outcomes in carrying out its own functions and contributing such resources as the CPP considers appropriate to improve local outcomes and to secure participation of community bodies in community planning.

Equalities Act 2010 - The Duties of the Equality Act include: “taking reasonable steps to involve persons in the development of the set of equality outcomes who share a relevant protected characteristic...”

Health and Social Care - The Public Bodies (Joint Working) (Integration Scheme) (Scotland) Regulations 2014 set out the requirement for the development of a Participation and Engagement Strategy by the Integration Joint Boards by 1 April 2016.

Commission on Strengthening Local Democracy - This Commission, chaired by the COSLA President, outlined in its final report in 2014 why local democracy matters and set out key principles for a stronger democracy in Scotland. It included the 'principle of participation - all communities must be able to participate in the decision-making that affects their lives and their communities'

Commission on the Future Delivery of Public Services - This Commission highlighted that, if they are to be effective, public services must empower individuals and communities by involving them in both the design and delivery of services. Such an approach requires understanding the needs of communities and working together. It advocated a fundamental overhaul of the relationships between institutions responsible for delivering public services and the needs of individuals and communities.

The Socio-Economic Duty – This places a duty on particular public authorities to do more to tackle the inequalities of outcome caused by socio-economic disadvantage. In particular, the duty aims to make sure that strategic decisions about the most important issues are carefully thought through so that they are as effective as they can be in tackling socio-economic disadvantage and reducing inequalities of outcome. It sets out that reforms must empower people and communities receiving public services by involving them in the design and delivery of the services they use; and that providers of public services must work much more closely in partnership to integrate service provision and so improve the outcomes they achieve.

Review of the National Standards of Community Engagement – The Scottish Community Development Centre originally launched the Standards in 2005. The National Standards consist of 7 Standards (Inclusion; Support; Planning; Working Together; Methods, Communication and Impact) as shown in Figure 1.



Figure 1. The 7 National Standards of Community Engagement

## **Regional**

Community Planning Participation and Engagement Working Group - Established in December 2016, this group brings together eight local partners (including SWestrans) to improve the co-ordination of engagement activity and make best use of resources for the benefit of local people.

Dumfries and Galloway Participation and Engagement Network - Founded on the NHS Public Partnership Forum and designed as a form of citizen's panel, it was refreshed in December 2016 and offers one route to engage with local people who have expressed an interest in being consulted by public sector organisations.

Dumfries and Galloway Local Outcomes Improvement Plan and Locality Plans - New Plans require to be produced by the Community Planning Partnership with a particular focus on tackling socio-economic disadvantage and the engagement of communities in their development, monitoring and reporting. Dumfries and Galloway Local Outcomes Improvement Plan 2017-2027 sets out the importance of engagement - listening to, speaking and consulting with individuals and communities, following National Standards and Compact guidance where involving the public and ensuring participation are key elements.

## **Dumfries and Galloway Council**

SWestrans has one constituent council, Dumfries and Galloway Council, which it is coterminous with.

Dumfries and Galloway Council has a priority 'to be an inclusive Council' and a specific commitment to 'ensure that local people and communities are at the heart of decision-making'.

Dumfries and Galloway Council agreed a Community Participation and Engagement Strategy and Action Plan in 2017. The Strategy is aimed at improving the quality and range of their engagement activity and reflects the revised National Standards for Community Engagement which acts as a benchmark and reference point for best practice.

One aim of the Council's Strategy is to make their engagement arrangements more efficient and consistent across partners. To achieve this it has adopted and shared good-practice approaches and embedded consultation expertise within and between statutory agencies (including SWestrans) and the voluntary and community sectors.

Both of the SWestrans Policy and Projects Officers have attended a programme of training organised by the Council on 'Best Practice in Consultation'. This training, delivered by the Consultation Institute, centred on The National Standards for Community Engagement. A result of this joint training is that a common understanding is being established across Community Planning partners.

In 2018 the development of a Framework for the Planning and Delivery of Effective Consultation was agreed as part of the Community Participation and Engagement Strategy Action Plan.

## 4. Consultation Feedback

Dumfries and Galloway Council's Community Participation and Engagement Strategy was built on feedback from communities, individuals and communities in the SWestrans area as well as consultation with Elected Members, local partners and hard to reach groups. These consultations took place in 2016 and 2017.

This document has utilised this strong evidence base collated for the shared geographical area and a number of key findings and messages emerging from the document are applicable to SWestrans.

The key messages from the Council's consultation feedback:

- Allow enough time for a consultation to take place.
- Tell people more about the topics in advance, especially if they are complicated.
- Stop using jargon and Council speak; use plain language that people can understand.
- Improve the Council's website and make it easier to use, especially on tablets and mobile phones – (574 respondents use the internet regularly mainly using their own computer or tablet, 257 use their phone).
- Only consult where there is more than one option to choose from and when the views obtained can really make a difference.
- Consult less and do it better.
- Tell people how their views have changed things. If the Council can't make the changes people want to see, then explain why this is the case.
- Communities would benefit from improved information on the services that the Council is responsible for, how it uses its resources and what powers and responsibilities it has in a simpler and more easily accessible format. An easy read version of what the Council is trying to achieve should be made available.
- Measures must be in place to evaluate the impact of community participation and engagement and demonstrate what it has achieved.
- Councillors should be supported to consider a range of methods to engage including use of social media, question & answer sessions, Ward forums.
- Maintain the positive relationships that exist between Councillors, Officers and Community Councils. Review the Code of Practice for the exchange of information between our Council and Community Councils.
- One size does not fit all in our approach to engagement and there should be a continued emphasis on supporting those geographical communities and communities of interest who are seldom heard. Our communities have different levels of interest and capacity to be engaged.

## 5. Community Engagement

### Purpose of Engagement

The National Standards for Community Engagement states that good engagement is not an outcome in itself, but is intended to lead to better democratic participation, better services and better outcomes for communities. The outcomes of good community engagement include the following:

- The way in which public services are planned, developed and delivered is influenced by, and responds to, community need.
- People who find it difficult to get involved (for example, because of language barriers, disability, poverty or discrimination) can help to influence the decisions that affect their lives.
- The various strengths and assets in communities and across public and private sector agencies are used effectively to deal with the issues communities face.
- New relationships are developed between communities and public sector bodies which build trust and make joint action possible.
- There is more influential community participation in:
  - community-based or community-led social and economic development activity;
  - the way public authorities design and deliver services; and
  - policy, strategy and planning processes.

Good quality community engagement should be effective in meeting the needs and expectations of the people involved; efficient by being well informed and properly planned; and fair, by giving people who may face additional barriers to getting involved an equal opportunity to participate.

It is important to note that community engagement is not a cure-all. There will always be hard and sometimes contentious decisions to be made, but effective engagement can help to create a more consensual environment for decision-making.

### Equal opportunity

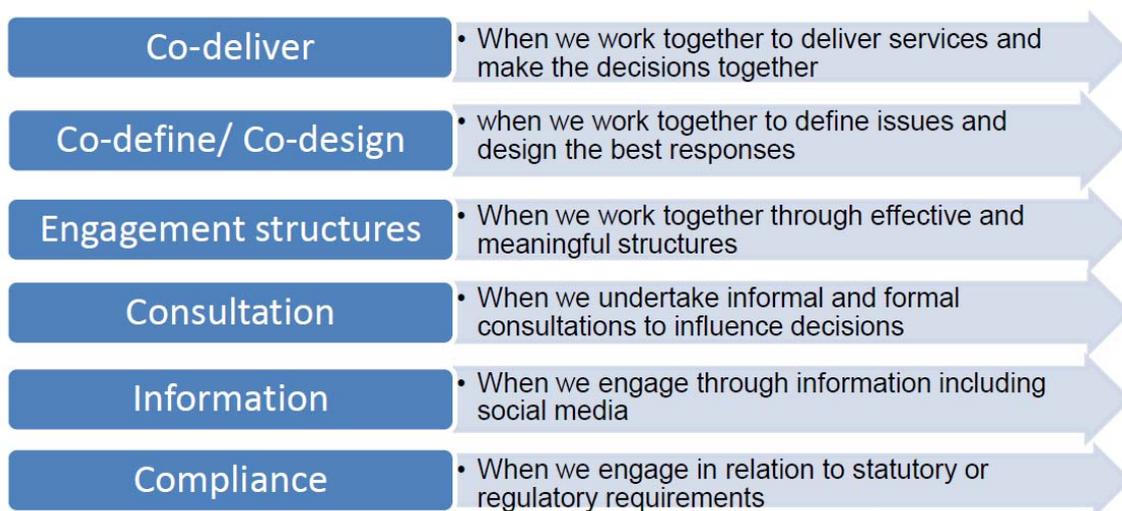
Seldom heard is a term we use to describe those communities who may not usually be involved in engagement processes. They are often seen as being hard to reach and, as a result, could be less likely to have their voices heard and have influence. However, it is important to note that many of these communities are not hard to reach at all, and do not consider themselves as such. It is perhaps the case that the approaches and methods we have used in the past have not always been successful in gaining their views.

The National Standards for Community Engagement recommends that measures are taken to involve groups with protected characteristics. This refers to the Equality Act 2010, which protects the rights of people on the basis of nine characteristics.

These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex/gender and sexual orientation. The Act also involves a duty on us to make reasonable adjustments for disabled people.

## Types of Engagement

The definitions below are used by Dumfries and Galloway Council's Community Planning and Engagement Unit and are taken from the Consultation Institute training programme which six local partners, including SWestrans, are involved in.



### Co-delivery and Co-define/Co-design

There is scope for SWestrans to co-design and co-deliver more transportation services and projects, and there are national such as Participatory Budgeting and Participatory Requests which may lend themselves to this type of community engagement. However, this work is resource intensive and would have to be carefully considered.

At the time of writing, SWestrans is involved in a Public Social Partnership which is co-designing and co-delivering transport services with NHS Dumfries and Galloway, Dumfries and Galloway Council and the Third Sector (Community Transport Organisations).

### Engagement Structures

A variety of structures and approaches already exist in respect of community engagement in Dumfries and Galloway, which may be applied for transport issues and SWestrans.

These range from structures with key planning partners (Community Planning Participation and Engagement Working Group), interested stakeholders (Third

Sector First and Dumfries and Galloway Participation and Engagement Network) and through the partnership work with Dumfries and Galloway Council.

The Council has recently established a Centre of Excellence for Consultation which is a support structure for consultations. The Council has also recently introduced ward officers within its Communities Directorate whose role consists of supporting community engagement through running Ward Forums and community meetings, supporting consultations and involvement, and acting as a communication bridge between the Council and the communities within their wards.

Collating these different approaches together in a consistent framework is beneficial, especially one which avoids duplication of effort and the consultation 'fatigue' that communities stated that they feel.

### Information

Much of the feedback from Dumfries and Galloway Council's engagement into consultations relates to communities feeling that they have not been adequately informed or communicated with. This includes requests for website improvements, usage of plain English within communications and informing them of who we are and what we are doing.

Aside from specific community engagement and consultation, we need to communicate more effectively on all aspects of SWestrans business. Effective communication is central to everything we do and want to achieve when providing services that meet the needs of individuals, groups and communities. It is vital that stakeholders know what SWestrans is and what we are doing, and for us to understand what people want.

SWestrans needs to improve its communication with stakeholders to ensure that they are fully informed timeously of decisions that affect them. Early communication is needed to raise awareness and understanding of contentious issues before differing perspectives are locked in conflict. However, it should be noted that SWestrans can only achieve this if we have been made sufficiently aware of decisions ourselves and we are working with partners and operators on this. Legislation on bus registrations, budget reduction notices and road/rail closures are examples where this will be challenging.

How we communicate and the range of different communication channels now available has changed beyond all recognition in recent times. The importance of successful, integrated communications has never been higher.

Officers intend to develop a Communications Strategy to ensure that we are sending the right messages to the right people in the right format at the right time. This will look at opportunities to promote SWestrans, regional transport issues and the benefits of sustainable travel as well as how we can build the transport knowledge base of individuals and communities to ensure that they understand delivery. This may help manage reputational risk and contribute to communities feeling ownership of services/schemes/projects which is proven to increase the usage of services.

## Compliance

SWestrans is required by legislation to consult on its Regional Transport Strategy (RTS) with Dumfries and Galloway Council and NHS Dumfries and Galloway. Government guidance sets out that 'meaningful and effective engagement with regional stakeholders and the wider public should have a significant bearing on the overall direction of the RTS'.

In developing its Regional Transport Strategy in 2008, SWestrans recognised the importance of consultation with a number of stakeholders, including equality groups, in the form of two Key Stakeholder consultations and an eight week public consultation. It is intended that we would continue to consult for key strategic documents such as the new Regional Strategy.

## 6. Consultation

### Principles for effective consultation

Consultation is defined by the Consultation Institute as *'the dynamic process of dialogue between individuals or groups, based upon a genuine exchange of views and, with the objective of influencing decisions, policies or programmes of action'*.

The Consultation Institute has identified the following seven principles, which act as a reference for all those involved in leading consultations.

1. Integrity - The consultation must have an honest intention. Consultors must be willing to listen and be prepared to be influenced.
2. Visibility - All who have a right to participate should be made reasonably aware of the consultation.
3. Accessibility - Consultees must have reasonable access, using methods appropriate for the intended audience and with effective means to cater for all.
4. Transparency - Consultation submissions will be publicised unless specific exemptions apply.
5. Disclosure - Consultors must disclose all material information. Consultees must disclose significant minority views when representing many parties.
6. Fair Interpretation - Objective assessment, with disclosure of weightings if used.
7. Publication - Participants have a right to receive feedback of the consultation output and of the eventual outcome of the process.

### Risk and legal considerations

SWestrans may undertake a consultation voluntarily or because it has a statutory duty to do so. In either case, it has a legal duty to carry out the consultation properly.

Learning from case law regarding how consultations should be conducted highlights the four 'Gunning Principles' that should be followed:

1. Consultation must take place when the proposal is still at a formative stage; *consultation cannot begin if a decision has already been taken on the outcome.*
2. Sufficient reasons must be put forward for the proposal to allow for intelligent consideration and response; *we must provide the right information in the right format and use the right methods to enable participants to participate and make an informed view.*
3. Adequate time must be given for consideration and response; *those being consulted must have enough time to participate and those consulting must have enough time to consider the responses as part of the decision-making process.*

4. The product of consultation must be conscientiously taken into account.  
*Decision makers must demonstrate that they have taken stakeholders views into account.*

The risk of not following these principles could result in a Judicial Review. A number of public bodies across the UK have been taken to Judicial Review and deemed to have acted unlawfully in their Public Sector Equality Duty – usually linked to the four Gunning Principles.

### **Previous ‘consultations’**

SWestrans has undertaken a number of exercises under the term ‘consultation’, some which have fulfilled the Consultation Institute’s Seven Principles and the Gunning Principles and some which have not.

This has been due to a number of factors including a misunderstanding of the requirements of a consultation, when to consult and when not to, resource issues and not having sufficient time to conduct an effective consultation due to partner and legislative timescales.

In some of these cases there was a reluctant decision made to consult with acknowledgement that in some instances a poor consultation is preferable to no consultation. With increased importance and understanding placed on the standards and requirements of a consultation this action should be avoided.

There are examples of responses not providing constructive answers to the issues being consulted on due to the poor phrasing of questions. Consultation guidance states that the responsibility in instances like this lay with the consultant and so careful consideration must be made on what the purpose of our consultations are and whether what we communicate with stakeholders reflects this purpose.

## **Expectation and Resources**

There is an increasing expectation from Scottish Government policy that public bodies engage with communities as part of their planning processes. There is growing demand from special interest groups or ad hoc campaigns, often at local community level, that SWestrans consults on certain issues. Guidance and some legislation have also ensured that the standards required for effective community engagement have, rightly, been raised.

Any engagement exercises must also be placed within the wider context of the pressures on Dumfries and Galloway Council's budget and the fragility of the transport network. Decisions regarding changes to the network may require us to consult with a number of stakeholders about wide-impacting issues. Consultations should not be used to avoid making difficult decisions – there is a need to strike a balance between the local needs and aspirations expressed by communities and the public value that SWestrans is required to deliver.

SWestrans currently operates with 2.1 full-time equivalent staff and there is an expectation of increased amount and increased quality of engagement to be achieved with little or no increase in costs and resources.

Balance and prioritisation is needed therefore to ensure that resources are used most effectively and whether we can deliver a consultation to the standard required. When considering undertaking community engagement or a consultation an assessment should be made of the:

- Feasibility and associated risks;
- Resources, costs and SWestrans activity levels required;
- Likely effectiveness in increasing the use of local transport services;
- Potential for improving intelligence about local transport needs;
- Benefits to the local community and service users; and
- Applicability/transferability of each engagement activity to different communities/transport issues.

## When we will consult

SWestrans has received criticism both through direct communication and via the press about not undertaking a consultation. Often in these cases there has either been a misinterpretation of the meaning of 'consultation' or the issue that is desired to be consulted on is outwith SWestrans' remit. One of the challenges for officers in this field is that terms such as 'engagement', and 'consultation' are often treated as if they were inter-changeable terms yet legislation determines that there is difference.

It will be for the SWestrans Board to decide when SWestrans will consult on an issue, however attached are examples of when it is likely and unlikely that we will consult.

It is important that even when we decide not to consult we inform and communicate to stakeholders why this is the case. The development of a SWestrans communications plan or policy would set out how we will engage and inform communities and stakeholders about the decisions we make.

We may consult on key strategies (such as the Regional Transport Strategy), major network service changes if there is scope to do so, designs for large infrastructure projects, and to understand public opinion within transport studies.

We will not consult when:

- The decision has already been made – We will not consult when a preferred route/option has already been chosen. Consulting in this case would be disingenuous.
- There is no opportunity for the community to influence the decision – We will not consult when there is no/very limited opportunity for the community to influence much in the decision. For a consultation to take place we need to clearly articulate what the community can influence through their participation in the process.
- We do not know why we are consulting – Where there is a statutory requirement to consult we will ensure that we are fully aware why we are consulting to reduce "going through the motions" of consulting because we are required to do so.
- Other events take precedent – We will try not consult if there are conflicting events taking place to avoid consultation fatigue (if there are other consultations taking place) or resource-intensive incidents have occurred.
- The decision is outwith our control – We will not consult when we have no control over the decision, i.e. when commercial bus operators remove commercial journeys.

It should be noted that SWestrans cannot make another organisation or company consult with communities. This is often asked of us when other parties make decisions regarding local bus services.

## **Framework**

Dumfries and Galloway Council has a Community Planning and Engagement Unit which has been tasked with delivering improvement across the whole Council and embedding the corporate approach to community participation in individual services' way of working. To help achieve this, it has developed a Framework for the Planning and Delivery of Effective Consultations.

The Framework is useful resource which sets out considerations for all stages of a consultation – planning stage, pre-consultation stage, consultation stage and post-consultation stage. It also includes templates such as a Consultation and Authorisation Mandate and a Consultation Evaluation Outline. It is intended to be a resource for staff to use and is complementary to statutory processes that the Council is required to undertake. It will be updated on an ongoing basis following feedback on its use.

It has been developed following engagement with a short life working group of community representatives with experience and an interest in the approach the council takes to involving communities, as well as staff who have undertaken training in Best Practice in Consultation.

SWestrans adopting this Framework will ensure a consistency of approach in how Dumfries and Galloway Council and SWestrans consult communities in the south west of Scotland, particularly when consulting with the objective of influencing a decision, policy or action. The responsibility and decision of when to consult and how will still lay with SWestrans.

## 7. Aims and Principles

### Aims

The aim of SWestrans' engagement and consultation is to:

- Understand what stakeholders think about the work of SWestrans, and about specific proposals;
- Add value to the work of SWestrans by improving strategies and services, taking into consideration the views of stakeholders;
- Enable SWestrans to strengthen its reputation with stakeholders as they recognise that the organisation listens to and values their views.

### Principles

SWestrans will endeavour to follow the principles below in all of its engagement and consultation activity.

- We recognise the value of understanding the views of our stakeholders
- We will seek to consider the views of stakeholders and communicate with them
- We will communicate as frequently as appropriate
- The intention is that all of our consultation and engagement will be timely, accurate, well-presented, appropriate and accessible
- We will aim to make complex information simple and accessible to a wide range of stakeholders in our communications, consultation and engagement, as appropriate
- We will use a range of communications methods to consult and engage with stakeholders
- We will engage and consult, where with relevant stakeholders, recognising that this opportunity to promote the work of SWestrans to a broad audience
- Our consultation and engagement activity will be proportionate for the nature of the programme, project, policy or activity
- We will adhere to statutory guidelines with regards to periods of statutory consultation
- We will endeavour to assess and incorporate the existing organisational and partner knowledge before we consult with stakeholders to avoid 'consultation fatigue'
- Where appropriate, our consultation will be supported by on-going engagement with stakeholders to inform our business planning.

## RISK MANAGEMENT

### 1. Reason for Report

Members of the Board are asked to consider information relevant to the organisation in relation to the United Kingdom's exit from the European Union and inclusion of this as a risk in the Risk Register for 2018/19.

### 2. Background

2.1 At its meeting on 21 September 2018, the Board agreed the Risk Management Plan and Risk Register for 2018/19.

2.2 Dumfries and Galloway Council, at its meeting on 18 December 2018, was provided with information about Dumfries and Galloway Council's (and Community Planning Partners) preparations for the United Kingdom's (UK) exit from the European Union (EU). The information relevant to SWestrans as a Community Planning Partner is included within this report to ensure Board Members are fully briefed.

2.3 On 29 March 2017, the Prime Minister activated the official mechanism to progress Article 50 of the Lisbon Treaty. This gives a country of the EU two years to negotiate an exit deal. The two years can only be extended by unanimous agreement from all EU countries.

2.4 If no agreement is reached during the two years, and no extension is agreed, the UK automatically leaves the EU. The UK is due to leave the EU on 29 March 2019 at 23:00 hours. Earlier this month, the European Court of Justice also ruled that the UK can unilaterally revoke Article 50 for as long as a withdrawal agreement has not entered into force, or if no such agreement has been concluded, for as long as the two-year period from the date of notification of the intention to withdraw from the EU, and any possible extension has not expired.

2.5 The European Union (Withdrawal) Act 2018 aims to safeguard in domestic law all directly applicable EU legislation which is in force in the UK immediately before exit day. This provides a level of legal certainty to businesses and individuals following a deal or no deal exit.

2.6 The vote in Parliament has been postponed until 15 January 2019 and there is growing uncertainty regarding the way forward. At the time of writing this report, a number of options remain possible: Deal, No Deal, No Exit or a delayed exit if EU member states granted an extension to Article 50.

### 3. Key Points

3.1 As Members will be aware, risks are reviewed throughout the year and officers are constantly vigilant for the identification and management of any new or previously unidentified sources of risk to SWestrans. The Risk Register is not a static document and due to the dynamic nature of risk management additional risks will continue to be identified and added to the Risk Register.

3.2 The United Kingdom's exit from the European Union (Brexit) may have significant impact on the regions' transport network and its delivery. Officers are working closely with Dumfries and Galloway Council on the identification of such risks and their mitigation.

3.3 Leaving the EU represents the greatest change to the UK, Scottish and Dumfries and Galloway region economies in a generation. It will have an impact on the way we work and operate in the future.

3.4 COSLA Leaders on the 30 November 2018 agreed the following statement: "The bottom line is that we must not end up with a 'No Deal' by default. A 'No deal' would cause real pain in communities right across Scotland so all politicians have to come forward and do the right thing and that includes the UK Parliament on December 11th."

3.5 Many of the direct impacts are currently hard to assess including those to transport networks. However, there will be significant impacts across the whole of Scottish society, for example, tourism, food and drink export, industry, fisheries, farming, and healthcare. All of which rely on efficient and effective transport infrastructure and networks.

3.6 The Chief Executive of Dumfries and Galloway Council Chairs the Scottish Resilience Partnership - Civil Contingencies Preparation for a 'No Deal' European Union Exit. This involves all category 1 responders. (Category 1 responder - Local Authorities, Police Scotland, Scottish Fire and Rescue Service, Ambulance Service, HM Coastguard, NHS, Port Health Authorities, Scottish Environment Protection Agency). The Council's Resilience and Community Safety Manager represents Scottish Local Authorities on the Partnership's EU Exit Sub-Group.

3.7 Dumfries and Galloway Council is in discussions with Police Scotland and the Port Authorities of Cairnryan, which may be impacted by the 'Deal', which would require a border force, through to a 'No Deal', which would potentially increase usage to avoid hard borders in Ireland as Holyhead port traffic redirects to the A75.

3.8 Council policy officers are in discussion with COSLA's dedicated team on the impacts for Local Government and will work closely with all community planning partners, including SWestrans, to support our region's communities and ensure risks as they arise are mitigated.

3.9 The Board is asked to consider the information provided in relation to the United Kingdom's exit from the European Union and to the inclusion of this as a risk in the Risk Register for 2018/19. An updated Risk Register with this risk identified at R17 is included as the **Appendix**.

<b>4. Implications</b>	
<b>Financial</b>	There are no direct financial implications from this report. However, there is a possibility that any 'No Deal' exit could impact on the access to and the supply of fuel, parts and other essential materials that are necessary to maintain operational transport networks.
<b>Policy</b>	Policy implications are included within the Risk Register
<b>Equalities</b>	No equalities implications from this report
<b>Climate Change</b>	No climate change implications from this report
<b>Risk Management</b>	A current Risk Register is critical for managing risk

<b>5. Recommendations</b>	
Members of the Board are asked to:	
5.1	agree the inclusion of the United Kingdom's exit from the European Union in the Risk Register for 2018/19; and
5.2	note future updates will be presented as appropriate.

Report Author: Kirsty Dunsmore Tel: 01387 260137	Approved by: Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
Date of Report: 3 January 2019 File Ref: SW2/Meetings/2019	

#### **APPENDIX – SWestrans Risk Register 2018/19**

## SWestrans Risk Register 2018-19

Code	Risk Title	Risk Description	Potential Effect	Internal Controls	Current Risk Rating	Approach	Related Actions	Target Risk Rating	Managed By	Assigned To
R01	Restructure	Restructure or dissolution of RTPs by Scottish Ministers	Compromises continuity of delivery of transport functions and Regional Transport Strategy (RTS)	Use of performance management to demonstrate the effectiveness of the existing structure	Unlikely/ Major (Medium)	Tolerate		Unlikely/ Major (Medium)	Douglas Kirkpatrick	Douglas Kirkpatrick
R02	Public Image	Poor public perception of SWestrans	The credibility and authority of the organisation is undermined	Use of Council Communications Unit to manage press relations and to present a positive message  Use of appropriate media channels to proactively deliver information on SWestrans activities	Possible/ Moderate (Medium)	Tolerate		Possible/ Moderate (Medium)	Douglas Kirkpatrick	Douglas Kirkpatrick

Code	Risk Title	Risk Description	Potential Effect	Internal Controls	Current Risk Rating	Approach	Related Actions	Target Risk Rating	Managed By	Assigned To
R03	Strategic Direction	Change in Dumfries and Galloway Council (DGC) strategic priorities	RTS is put out of alignment	Strategies Mapping and Alignment Exercise  Annual monitoring and review of RTS  RTS is realigned with revised DGC strategic objectives if appropriate	Unlikely/ Minor (Low)	Tolerate		Unlikely/ Minor (Low)	Douglas Kirkpatrick	Douglas Kirkpatrick
R04	Capital Funding	Loss or reduction of capital funding	Projects within the Capital Programme are compromised  The 2018/19 Programme includes purchase of buses, bus infrastructure, Scottish Stations Fund, Rail Improvements and Active Travel projects	Use of Business Plan to project future years requirements  Close working with DGC  Adjustment of Business Plan to revised funding profiles	Possible/ Moderate (Medium)	Tolerate		Possible/ Moderate (Medium)	Douglas Kirkpatrick	Douglas Kirkpatrick

Code	Risk Title	Risk Description	Potential Effect	Internal Controls	Current Risk Rating	Approach	Related Actions	Target Risk Rating	Managed By	Assigned To
R05	RTS Delivery	Failure to progress the RTS Delivery Plan	Delivery of the RTS is not progressed as anticipated	Performance Management Framework	Unlikely/ Minor (Low)	Tolerate		Unlikely/ Minor (Low)	Douglas Kirkpatrick	Douglas Kirkpatrick
R06	Overspend	Expenditure commitment exceeds available budget	Funding is not available to meet obligations  Third party action could ensue	Financial management processes are provided by DGC	Almost Impossible/ Severe (Medium)	Tolerate		Almost Impossible/ Severe (Medium)	Douglas Kirkpatrick	Douglas Kirkpatrick
R07	Revenue Funding	Loss of revenue funding due to public sector funding pressures	Procurement of socially necessary local bus services is compromised	Policy and Root and Branch Review	Likely/ Severe (High)	Treat	Spend to Save initiative	Likely/ Minor (Medium)	Douglas Kirkpatrick	Douglas Kirkpatrick
R08	Bus Contracts Prices	Contract prices increase	Existing bus network is unsustainable within current budgets  Multiplier effect of reducing network	Policy and Root and Branch Review	Likely/ Severe (High)	Treat	Regular liaison meetings with local bus operators  Review industry costs to determine future trends	Likely/ Minor (Medium)	Douglas Kirkpatrick	Douglas Kirkpatrick

Code	Risk Title	Risk Description	Potential Effect	Internal Controls	Current Risk Rating	Approach	Related Actions	Target Risk Rating	Managed By	Assigned To
R09	Loss of Staff	Loss of Lead Officer	Operational management of SWestrans is compromised	Interim arrangements would be put in place pending appointment of replacement	Possible/ Severe (High)	Treat	Identify where interim responsibility lies in partnership with DGC  Succession planning	Possible/ Moderate (Medium)	SWestrans Board	Claire Rogerson
		Loss of Policy and Projects Officers	Lack of resource to fulfil SWestrans functions	Initiate recruitment to replace	Possible/ Moderate (Medium)	Tolerate	Lead Officer will assume interim responsibility	Possible/ Moderate (Medium)	Douglas Kirkpatrick	Douglas Kirkpatrick
R10	Procurement	Failure to comply with procurement regulations	SWestrans is exposed to potentially costly litigation	Procurement advice and support is provided by DGC	Almost Impossible/ Severe (Medium)	Tolerate		Almost Impossible/ Severe (Medium)	Douglas Kirkpatrick	Douglas Kirkpatrick
R11	Contract Disputes	Contracts are poorly drafted	Disputes with contractors and potentially costly litigation	Contract law advice and support is provided by DGC	Almost Impossible/ Severe (Medium)	Tolerate		Almost Impossible/ Severe (Medium)	Douglas Kirkpatrick	Douglas Kirkpatrick
R12	Third Party Liabilities	Legal action is brought against SWestrans by third parties for any reason	Potentially costly litigation	Potential liabilities are transferred to other bodies wherever possible  Legal advice and support is provided by DGC	Almost Impossible/ Major (Medium)	Treat	Ensure insurance cover is adequate	Almost Impossible/ Minor (Low)	Douglas Kirkpatrick	Douglas Kirkpatrick

Code	Risk Title	Risk Description	Potential Effect	Internal Controls	Current Risk Rating	Approach	Related Actions	Target Risk Rating	Managed By	Assigned To
R13	Lack of bus operators and Drivers	Can lead to monopoly of the market and operators prices high due to lack of competition and bus drivers	Contract not sustainable as too costly	Ensure good relations with all local bus companies	Likely/ Severe (High)	Treat	Regular liaison meetings with local bus operators to Identify of areas of concern  Annual review of local market conditions	Likely/ Minor (Medium)	Douglas Kirkpatrick	Douglas Kirkpatrick
R14	Withdrawal of DGC governance support	DGC no longer supports the work of SWestrans so have to procure services from other sources	Risk in interim period from withdrawal to appointment of staff or new providers  Potential high cost of this	Ensure continued good relations with DGC by informing of the work of SWestrans	Unlikely/ Minor (Low)	Tolerate		Unlikely/ Minor (Low)	Douglas Kirkpatrick	Douglas Kirkpatrick
R15	Cyber Crime	Cyber-attack on digital systems which results in compromised security, reduced business resilience and increased opportunity for fraud	Risk of system failure and impaired organisational function  Potential data breach	SWestrans digital systems are owned and managed by DGC  SWestrans receive regular communication/ advice from the Scottish Government's Cyber Resilience Unit	Possible/ Severe (High)	Treat	Regular liaison with DGC's Business and Technology Solutions team operators to identify areas of concern, risk and raise staff awareness of possible threats	Possible / Moderate (Medium)	Douglas Kirkpatrick	Douglas Kirkpatrick

Code	Risk Title	Risk Description	Potential Effect	Internal Controls	Current Risk Rating	Approach	Related Actions	Target Risk Rating	Managed By	Assigned To
R16	Data Protection	Failure to comply with data protection regulations	SWestrans is exposed to potentially costly litigation  Reputational risk	Data protection advice and support is provided by DGC	Possible/ Moderate (Medium)	Treat	Staff training and awareness  Full review of business procedures  Full regulation compliance	Almost Impossible/ Moderate (Low)	Douglas Kirkpatrick	Douglas Kirkpatrick
R17	The United Kingdom's exit from the European Union (Brexit)	Brexit impacts on local, regional and national transport networks	Disruption to transport networks  Additional costs through reduced access to necessary operational elements (fuel, parts etc)	Ensure continued participation with DGC and other CPP to understand and mitigate any Brexit impacts	Possible/ Moderate (Medium)	Treat	Regular liaison meetings with DGC and partners to Identify of areas of concern	Possible / Negligible (Low)	Douglas Kirkpatrick	Douglas Kirkpatrick

## CAPITAL EXPENDITURE PROGRAMME 2018/19 – UPDATE

### 1. Reason for Report

To provide an update to the Board on the Capital Programme for 2018/19.

### 2. Background

2.1 At its meeting on 9 March 2018, the Board agreed the Capital Programme for 2018/19 to 2020/21 as shown in Table 1.

<b>SWestrans Capital Programme 2018/19</b>	<b>Total Budget Allocated 2018/19</b>
Purchase of Accessible Buses	230,000
Bus Infrastructure	50,000
Rail Station Parking	300,000
STAG Studies re. potential rail station openings	20,000
Active Travel Projects	200,000
<b>TOTAL</b>	<b>800,000</b>

Table 1 – SWestrans agreed Capital Programme 2018/19

2.2 Spend on the Capital Programme up to 31 December 2018 is shown in **Appendix 1**.

2.3 At its meeting on 31 October 2018, the Board noted the agreement of Dumfries and Galloway's Strategic Asset Board to proceed with the acquisition of land at Lockerbie Station and agreed to proceed with the acquisition of land and inform Dumfries and Galloway Council of this decision.

2.4 At its meeting on 31 October 2018, the Board were informed of an indication from Transport Scotland that each Regional Transport Partnership will receive a direct allocation of funding for Active Travel projects subject to match funding allocation. The Board agreed that the match-funding required was to be allocated from the Active Travel Project element of the 2018/19 capital programme. The proposed projects are shown in Table 2:

<b>Active Travel Scheme</b>	<b>Scottish Government Funding</b>	<b>SWestrans Match funding</b>
Dumfries Learning Town	£25,000	£25,000
Active Travel Hub	£10,000	£10,000
Strategic Minor Works	£35,000	£35,000
Cycle Route Signage	£4,000	£4,000
Bike Interchanges	£25,000	£25,000
Strategic Signage	£10,000	£10,000
Cycle - Railway Station	£10,000	£10,000
Disabled Programme	£10,000	£10,000
<b>Total</b>	<b>£129,000</b>	<b>£129,000</b>

Table 2 – Active Travel Scheme Proposed Funding Allocation 2018/19

### 3. Key Points

3.1 Each of the elements of the Capital Programme for 2018/19 is discussed briefly in paragraphs 3.2 to 3.13.

3.2 **Purchase of Accessible Buses** – the Board agreed the provision of a grant of £230,000 to purchase two low floor accessible buses at its meeting on 17 April 2018. These buses are fully operational.

3.3 **Bus Infrastructure** – Spend continues on this element the programme and it is anticipated that the budget available (£50K) will be met by the end of the financial year.

3.4 **Rail Station Parking** – the Board at its October 2018 meeting received a written and verbal update on progress with the stages required to progress parking options at Lockerbie Station. The Board were informed that the Council's Strategic Asset Board had agreed in principle the purchase of land prior to land negotiations commencing. As indicated in paragraph 2.3, the Board noted this decision and agreed to proceed with the acquisition of land with this decision being intimated to the Council.

3.5 At its meeting on 23 November 2018, the Council's Economy, Environment and Infrastructure Committee agreed to progress land acquisition at Sydney Place and Bridge Street, Lockerbie for the purpose of providing car parking for Lockerbie Station.

3.6 Negotiations are underway with the landowner(s). These negotiations, the requirement to submit an application for full planning permission prior to completing land purchase and the legal agreement process are highly unlikely to be concluded before the end of this financial year. Therefore, spend on this element of the programme will not meet the allocation of £300K with an estimated spend of £50K likely. This will require the remaining £250K to be carried forward to the next financial year.

3.7 **STAG Studies** – an update is provided in a parallel report to this meeting.

3.8 **Active Travel Projects** – a draft grant award letter was received from Transport Scotland in relation to the proposed direct funding indicated in paragraph 2.4. However, it is recognised that there is limited time and resources available to deliver the proposed projects by 30 March 2019. Therefore, both Transport Scotland and SWestrans officers have been seeking a suitable project profile that can be delivered whilst meeting the funding criteria. A revised project list has been submitted to Transport Scotland and is shown in Table 3:

Active Travel Scheme	Scottish Government Funding	SWestrans Match funding
Dumfries Learning Town	£35,000	£35,000
Strategic Minor Works	£49,000	£49,000
Bike Interchanges	£25,000	£25,000
Cycle - Railway Station	£10,000	£10,000
Disabled Programme	£10,000	£10,000
<b>Total</b>	<b>£129,000</b>	<b>£129,000</b>

Table 3 – Revised Active Travel Scheme Funding Allocation 2018/19

3.9 The delivery of projects under this funding remains extremely challenging due to the limited time and resources available. However, at this stage, it is considered delivery can be met.

3.10 The development of our short paths work stream continues as part of a wider piece of work in partnership with Dumfries and Galloway Council to coordinate and assess all active travel infrastructure spend cross both organisations relating to functional active travel. Functional active travel is defined within the Active Travel Strategy as being trips up to 2 miles for walking and up to 5 miles for cycling.

3.11 The scoring criteria agreed by the Board at its meeting in September 2018 will be used by both SWestrans and the Council to prioritise all active travel infrastructure projects, including possible short paths linking communities. The outcome of this process will be reported to both organisations to feed into the setting of their respective Capital Programmes from 2019/20 onwards.

3.12 The short paths element includes an assessment of possible links to/from the 16 towns in the region identified in the Active Travel Strategy (Dumfries; Stranraer; Annan; Castle Douglas; Lockerbie; Dalbeattie; Newton Stewart; Kirkcudbright; Langholm; Sanquhar; Gretna; Moffat; Kirkconnel/Kelloholm; Lochmaben; Eastriggs and Thornhill). Plans have been created showing the 2 mile (walking), 3 mile (walking/cycling) and 5 mile (cycling) boundaries around each of these towns with a subsequent list of each satellite settlement which falls within these distances.

3.13 Officers are currently undertaking an audit of existing infrastructure on each of these 133 possible links which will be followed by an analysis of opportunities and constraints to provide suitable links. Once this is complete the links will be scored along with other active travel infrastructure opportunities to inform future Capital spend priorities across both organisations.

<b>4. Implications</b>	
<b>Financial</b>	The Board are asked to note the need to carry forward £250K to 2019/20 for Rail Station Parking as indicated in paragraph 3.6.
<b>Policy</b>	No change in policy. This work fulfils SWestrans policy objectives.
<b>Equalities</b>	Provision of good quality infrastructure will enhance travel choice and experience for those with protected characteristics.
<b>Climate Change</b>	Provision of good quality infrastructure that enhances opportunity for increased uptake of active and sustainable travel will have a positive impact on climate change objectives.
<b>Risk Management</b>	Progression of the Capital Programme relates to two known risks: R02 – Public image. R04 – Capital Funding.

**5. Recommendations**

Members of the Board are asked to note:

- 5.1 the update provided on progress with the Capital Expenditure Programme 2018/19; and
- 5.2 the need to carry forward £250K to 2019/20 for Rail Station Parking as indicated in paragraph 3.6.

Report Author: Douglas Kirkpatrick  
Tel: 01387 260136

Date of Report: 4 January 2019  
File Ref: SW2/Meetings/2019

Approved by: Douglas Kirkpatrick  
Lead Officer  
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**APPENDIX** – Capital Programme spend to 31 December 2018.

	<b>Total Revised Budget Allocated 2018/19</b>	<b>Actual Net Spend 31/12/18</b>	<b>Forecast Net Spend 31/03/19</b>	<b>Variance 2018/19</b>
<b><u>SWestrans Monitoring Capital Programme 2018/19</u></b>				
Purchase of Accessible Buses	230,000	230,000	230,000	0
Bus Infrastructure (including shelters, PUDOs and RTI)	50,000	15,281	50,000	0
Rail Station Parking	300,000	39,649	50,000	-250,000
STAG Studies re. potential rail station openings	20,000	0	20,000	0
Active Travel Projects	200,000	53,723	200,000	0
<b>TOTAL</b>	<b>800,000</b>	<b>338,653</b>	<b>550,000</b>	<b>-250,000</b>
<b><u>2018/19 Funding Summary</u></b>				
Swestrans Allocation as per Full Council 27 February 2018	800,000			
Add Slippage 2017/18	246,155			
Less Reprofiling of Budget to 2019/20	-246,155			
<b>Total Allocation 2018/19</b>	<b>800,000</b>			

## STAG APPRAISALS UPDATE

### 1. Reason for Report

To update the Board on the work towards developing potential rail station re-opening bids.

### 2. Background

2.1 SWestrans and Dumfries and Galloway Council have aspirations for the re-opening of the following stations:

- Thornhill
- Eastriggs
- Dunragit/Glenluce
- Beattock

2.2 At its meeting on 22 September 2017, the Board agreed to progress with STAG Part 2 studies for the Thornhill, Eastriggs and Beattock areas. Peter Brett Associates (PBA) were commissioned to undertake this work.

2.3 At its meeting on 10 November 2017, the Board agreed to receive updates on the STAG 2 progress at each Board meeting. The Board have received a number of reports on STAG 2 studies throughout 2018.

### 3. Key Points

3.1 On 6 April 2018, the SWestrans Board were informed of the decision of the Lead Officer to pause work on the three STAG 2 Appraisals. This pause was to allow time to gain greater clarity of the new process for funding rail projects and to consider and assess advice regarding the STAG work submitted up to that point.

3.2 On 21 September 2018, the SWestrans Board noted the need to align with the consultation for the South West Scotland Transport Initial Appraisal: Case for change study. The study is being undertaken using Scottish Transport Appraisal Guidance (STAG) and is being produced by Aecom and PBA on behalf of Transport Scotland.

3.3 On 22 November 2018, SWestrans met with Transport Scotland and PBA to discuss the STAG process and the three STAG Part 1 studies.

3.4 The meeting in November (3.3) and further evidence being available from the data-gathering and engagement processes from the South West Scotland Transport Study (3.2) has allowed for the focusing and revisiting of the Transport Planning Objectives (TPOs) and viability of options set out in STAG Part 1.

### 4. Public engagement events

4.1 Public engagement is an element of STAG Part 2. PBA have arranged public drop-in events for each of the three study areas. These public events are an opportunity to learn about the study, the transport problems and opportunities in the study area, view the transport options developed and appraised and have an informal discussion with the PBA team undertaking the study.

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4.2 Station Action Groups have been involved in the planning of these events and have been promoting them locally. The events are also being promoted on Dumfries and Galloway Council's social media.

4.3 The drop-in events taking place are:

- Thornhill Study: Wallace Hall Academy, Thornhill (17 January 2019, 17:30 – 20:30)
- Eastriggs Study: Nelson House, Eastriggs (23 January 2019, 16:00 – 20:00)
- Beattock & Moffat Study: Moffat Town Hall, Moffat (24 January 2019, 16:00 – 20:00)

4.4 Online engagement based on the information on display at these events will be available shortly after the drop-in events.

<b>5. Implications</b>	
<b>Financial</b>	At its meeting on 9 March 2018, the Board agreed the £20,000 within its Capital Programme for 2018/19 for the progression of STAG Studies for potential rail station openings. There is no indication at this point that any additional finance is required.
<b>Policy</b>	No change in policy. This work fulfils SWestrans and Dumfries and Galloway Council policy objectives.
<b>Equalities</b>	Opportunities to enhance travel choice and experience for those with protected characteristics will emerge from the study findings.
<b>Climate Change</b>	Opportunities for modal shift will emerge from study findings.
<b>Risk Management</b>	Continuation and completion of STAG 2 studies relates to two known risks: R02 – Public image R05 – Failure to progress RTS Delivery Plan

## **6. Recommendation**

Members of the Board are asked to note the update on the work towards developing potential rail station re-opening bids.

Report Author: Josef Coombey SWestrans Policy & Projects Officer  <a href="mailto:josef.coombey@dumgal.gov.uk">josef.coombey@dumgal.gov.uk</a> 01387 260372  Date of Report: 04 January 2019 File Ref: SW2/Meetings/2019	Approved by: Douglas Kirkpatrick SWestrans Lead Officer  South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
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## LOCAL BUS SERVICE – NITH VALLEY LATE EVENING JOURNEYS

### 1. Reason for Report

To update the Board on the commercial withdrawal of the late Friday and Saturday evening journeys on local bus service 246 Dumfries to Kirkconnel.

### 2. Background

At its meeting on 21 September 2018, the Board were informed of the concerns, raised by the A76 Action Group, on the commercial journey reductions on service 246 which removed the late Friday and Saturday evening journeys. Following the Board meeting there was a further meeting hosted by the A76 Action Group which included representatives from Stagecoach, MSPs and which was attended by the majority of the SWestrans Board.

### 3. Key Points

3.1 At the meeting hosted by the A76 Action Group, the group outlined that they were acting on a remit given by numerous community councils to find a solution to mitigate the removal of the two late 246 journeys. The journeys in question were the Friday and Saturday only journeys as follows:

- 2235 Dumfries to Kirkconnel
- 2329 Kirkconnel to Dumfries

3.2 The meeting focussed on the Action Group's view that that there was a social need for these journeys and their belief that passenger usage was sufficient to justify the journeys provision. Stagecoach stressed that as a commercial company they would have no reason to remove journeys that were profit making.

3.3 Following significant discussion the agreed outcome of the meeting was that Stagecoach and SWestrans would work together to arrange an independent verification of 246 data and thereafter consider any subsequent actions. The Chief Executive of Traveline Scotland agreed to under the independent check and was provided with a full year of raw ticket data to analysis. He has worked for 53 years within the public transport industry and is highly respected with unparalleled experience.

3.4 Following receipt of the independent check of the commercial data provided by Stagecoach the company agreed to release the summary information to the A76 Action Group. This release was beyond their original agreement which was just to the independent check being undertaken.

3.5 The data shows an overall average of 6 passengers on Friday and 10 on Saturday which are similar to the initial high-level snapshot figures provided by Stagecoach of 3 and 9 respectively. These averages are clearly impacted by the little used northern half of the route (Thornhill to Kirkconnel). With this element removed the averages on the southern section (Thornhill to Dumfries) would rise to 11 Friday (8 up/3 down) and 17 Saturday (11 up/6 down).

3.6 Although not privy to all operating costs, officers have a level of experience in bus operation that would indicate that the fares generated from such average usage on journeys that operate twice per week commencing from Dumfries at 2235 returning back to the town at half past Midnight would not be commercially viable. However, the numbers particularly on the southern section do indicate a level of “social need”.

3.7 Therefore, the Lead Officer sought (and received) the support of my Chair/Vice-Chair to seek a price from the market for the provision of a northbound only 2235 Dumfries to Thornhill journey with an option for this to be either Friday and Saturday or Saturday only. The service would operate until August 2020 and for completeness, the procurement also included an option for these journeys to operate to/from Kirkconnel. The outcome of this procurement is provided in Table 1:

Option	Description	Cost (£ per year)
1	Dumfries to Kirkconnel, Friday and Saturday	28,600
2	Dumfries to Thornhill, Friday and Saturday	25,000
3	Dumfries to Kirkconnel, Saturday	15,100
4	Dumfries to Thornhill, Saturday	13,800

Table 1: 246 Tender Outcome

3.8 The budget available to SWestrans for the provision of local bus services is fully committed and no contract could be awarded until funding was in place.

3.9 The Board are asked to consider the contents of the report and determine if provision of a late evening journey on local bus service 246 should be supported. Should the Board decide to support any of the options provided in Table 1 such provision would require savings to be identified from elsewhere within the supported local bus network or a formal request for additional funding submitted to Dumfries and Galloway Council.

4. Implications	
<b>Financial</b>	The Board is advised that the budget for local bus service provision is fully committed. Should any decision(s) be taken to support the provision of an additional service, savings would be required from elsewhere within the supported local bus network or a formal request for additional funding submitted to Dumfries and Galloway Council.
<b>Policy</b>	SWestrans has a statutory duty to determine the policy and provision of socially necessary bus services within the budget it has available. Bus service provision is a key priority within the RTS.
<b>Equalities</b>	Local bus service reduction(s) disproportionately disadvantages bus users with protected characteristics
<b>Climate Change</b>	Bus service provision can have a positive impact on climate change objectives

<b>Risk Management</b>	Local bus provision relates to a number of known risks: R02 – Public Image R05 – RTS Delivery R07 – Revenue Funding R08 – Bus Contracts Prices R13 – Lack of Bus Operators and Drivers
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## 5. Recommendations

Members of the Board are asked to:

5.1 consider the update provided following the commercial withdrawal of the service and determine whether the provision of a late evening journey could be supported; and

5.2 subject to the decision taken at 5.1, agree the course of action to secure the funding required.

<p>Report Author: Douglas Kirkpatrick Tel: 01387 260136</p> <p>Date of Report: 5 January 2019 File Ref: SW2/Meetings/2019</p>	<p>Approved by: Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN</p>
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## NATIONAL COUNCIL OF RURAL ADVISORS: THE FUTURE OF THE RURAL ECONOMY IN SCOTLAND

### 1. Reason for Report

To advise Members of the Board of the recently published report “A new blueprint for Scotland’s rural economy: Recommendations to Scottish Ministers” from the National Council of Rural Advisors (NCRA) and to highlight the transport recommendations that will be key to the future of the rural economy.

### 2. Background

2.1 The NCRA was convened in June 2017, at the request of Mr Ewing, Cabinet Secretary for the Rural Economy. Co-chaired by Alison Milne and Lorne Crerar, it brings together a further 12 independent members from across Scotland, with expertise ranging from agriculture, forestry, and microbusiness through to social enterprise and financial services.

2.2 The NCRA remit was:

- to provide advice on the potential implications of Brexit for rural Scotland, and;
- to provide advice and recommendations on future rural policy and support which would help create a vibrant, sustainable and productive rural economy

2.3 To deliver its remit on future rural policy the NCRA has been speaking to people and organisations across the length and breadth of Scotland, to understand the opportunities to support and improve the lives of people living in rural Scotland, and create an ambitious blueprint for the rural economy. The NCRA’s vision for the rural economy is:

‘A vibrant, sustainable and inclusive rural economy, recognised for its value and contribution, and effectively mainstreamed in all policy-making processes.’.

2.4 The NCRA published its report “A new blueprint for Scotland’s rural economy: Recommendations to Scottish Ministers” in October 2018. A copy of the report is included as the **Appendix**.

### 3. Key points

3.1 The recommendations made in the report include recognition of the strategic importance of the rural economy and ensuring that it is included within all policy and decision-making processes.

3.2 The report also recommends developing an interim rural economic framework to provide a structure for the development and implementation of a new approach to rural policy, development support and investment.

3.3 The creation of a rural economy action group to ensure that the recommendations of the report are set in place and that those involved are held to account is also called for in the report.

3.4 Other outcomes include investment plans encouraging sectoral diversity to recognise the opportunities for growth in non-traditional rural areas, providing female-focused enterprise programmes and support for women returning to work, and creating rural skills work experience opportunities. There is also a recommendation to establish a new Rural Challenge Fund in 2019 to ensure a smooth transition from LEADER and EMFF funding and support.

3.5 Improved access to rural housing and other services such as public transport and wider transport links, child care, and broadband and digital connectivity, are also highlighted in the report.

3.6 Although all of the work presented is of interest and relevance to SWestrans, the key focus for us is considered to be outcome 10 from the proposed Rural Economic Framework (REF) “To have a robust infrastructure, with improved and inclusive access to services, mobility and connectivity”. The actions from this outcome are:

- 10A. Improve broadband services and digital connectivity
- 10B. Improve transport links and public transport
- 10C. Prioritisation of R100 in rural areas, and focus on enhancing and improving digital skills within rural communities
- 10D. City and Region deals must consider and reflect REF outcomes
- 10E. Align rural low carbon infrastructure opportunities to NPF3 targets and UN sustainable goals
- 10F. Demonstrate broader economic benefits of rural infrastructure investment (such as transport and harbours), for example through tourism
- 10G. Ensure local communities benefit from investment in tourist attractions, for example through improved transport links
- 10H. Increase usage of the Growth Accelerator model for rural infrastructure investment
- 10I. Launch the rural electrical charging plan, based on a social enterprise model where spend is retained in community
- 10J. Replicate the Scottish Cities Alliance model for rural economy, to bring together rural interests to grow, promote and encourage investment in Scotland’s rural economy
- 10K. Extend and support the currently embryonic automated rural filling station network, centred on community hubs servicing local demand and seasonal tourist influxes. E.g. Gairloch, Birnam

3.7 Officers will continue to monitor the progress of these recommendations and the development of the REF, contributing when appropriate. The Board is asked to note and welcome the publication.

<b>4. Implications</b>	
<b>Financial</b>	There are no direct financial implications.
<b>Policy</b>	The policy delivery stated within the NCRA aligns with SWestrans policy.
<b>Equalities</b>	There are no equality implications.
<b>Climate Change</b>	There are no climate change implications
<b>Risk Management</b>	There are no risk management implications.

**5. Recommendation**

Members of the Board are asked to note and welcome the production and publication of “A new blueprint for Scotland’s rural economy: Recommendations to Scottish Ministers” from the National Council of Rural Advisors.

Douglas Kirkpatrick - Report Author  
Tel: 01387 260136

Date of Report: 6 January 2019  
File Ref: SW2/Meetings/2019

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Lead Officer  
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**Appendix** – “A new blueprint for Scotland’s rural economy: Recommendations to Scottish Ministers” from the National Council of Rural Advisors.

## ELECTRIC BIKES

### 1. Reason for Report

This report provides information on electric bikes (e-bikes) for Board discussion.

### 2. Background

At its meeting on 31 October 2018, the Board agreed that a report be presented to the next meeting (18 January 2019) on opportunities for electric bikes.

### 3. Key Points

#### Active Travel

3.1 One of the requirements of a Regional Transport Strategy is that it should support walking and cycling, not only as a leisure pursuit but as a means of a healthy, active travel.

3.2 High levels of walking and cycling are part of a balanced, integrated and sustainable transport system. Walking and cycling can offer a real alternative to motorised journeys for the short trips that make up a large part of overall transport demand. Creating safe, comfortable walking and cycling opportunities to key transport nodes also maximises the attractiveness of public transport for longer trips.

3.3 Walking and cycling are important leisure pursuits, and Dumfries and Galloway has a significant network of local cycle routes, local walks and forest paths including 5 of the 7 internationally recognised 7Stanes Mountain Biking Trail Centres as well as two National Cycle Network routes passing through the region.

#### Electric Bikes

3.4 An electric bike – often known as an e-bike – is an electric pedal-assisted bicycle. For the most part, they are a combination of a conventional bike with a battery and a motor, which takes some of the effort out of pedalling.

3.5 The battery supplies power to the electric motor and can generally easily be removed from the bike for charging from a regular 3-pin socket. The electric motor provides power assistance when the cyclist is pedalling to ease the amount of effort required. The cyclist can choose how much assistance they get from the motor by selecting the power mode on an accompanying unit.

3.6 In the UK, an e-bike is road-legal without a licence for anyone if they are aged 14 or over, and if the assisted speed is restricted to 15.5mph. More powerful bikes are available but are classed as motor vehicles.

3.7 The pedalling assistance of an e-bike offers benefits to a variety of users. They can make a journey quicker and can allow cycling of longer distances without as much physical effort. This makes cycling more accessible to people who might otherwise find it difficult, such as the elderly and those with health problems, or for those returning to cycling that may be concerned about struggling on hills. E-bikes are also suited for staff travelling for work. There is no need to break a sweat or change clothes but it still

contributes to the health and wellbeing of staff, as well as being a sustainable form of transport for the environment.

3.8 Most e-bikes will offer between 25 - 100 plus miles of pedalling enhancement on a single charge (depending on the make / model of bike) and can be plugged into a normal 3-pin socket at home, garage or workplace. This provides enough battery range to offer continued support as you go about weekly routines to work or town, and plenty of charge for longer recreational bike rides.

3.9 There are e-bikes on the market that are specifically designed to carry cargo (e-cargo) which provide opportunities for heavier loads to be transported easily by bicycle. There may be interest from businesses using these as a means of delivering to customers within urban areas such as Dumfries and Stranraer.

3.10 The cost of an e-bike varies widely depending on the type and standard of the model, however most quality e-bikes retail for over £1,000 each.

#### National Schemes

3.11 The Scottish Government's Programme for Government 2017-18 committed to doubling the active travel budget to £80M. With a pledge to building an Active Nation, the Government stated that it will focus on, and encourage, the promotion of electric bikes and delivering projects that allow older people to benefit and improve accessibility to our networks for all.

3.12 On 13 June 2018, the Scottish Government launched two new funds to encourage more people to start using electric bicycles, particularly for shorter journeys.

3.13 The Low Carbon Transport Loan Fund have £500,000 available for interest-free loans of up to £3,000 to help individuals and businesses purchase e-bikes and e-cargo bikes. With a 4-year repayment term, you can borrow up to £6,000 per household. This covers the cost of either two e-bikes, capped at £3,000 per individual bike; or one e-cargo or adaptive e-bike.

3.14 The E-bike Grant Fund has £700,000 allocated for local authorities, public sector agencies, community organisations, colleges and universities to encourage large scale e-bike adoption. It is expected grants will fund e-bike pools, secure cycle parking and safety equipment.

3.15 A further £100,000 was made available through the E-bike Grant Fund to let members of the public test ride e-bikes at Home Energy Scotland advice centres, active travel hubs and community centres. Each Home Energy Scotland advice centre has a small fleet of e-bikes to provide free, short-term trials of between 3 days and 3 weeks, subject to availability. All that is needed is photo ID and a signed disclaimer form and Home Energy Scotland take care of the rest including providing helmets and reflective vests. In addition, they provide guidance and advice regarding how an e-bike could benefit lifestyle. E-Bikes can also be purchased through employee cycle to work schemes.

3.16 There are a number of e-bike schemes operating nationally.

#### Dumfries and Galloway

3.17 Sustrans purchased two e-bikes in 2018 to be used for NHS Dumfries and Galloway staff at two sites, Crichton Hall and Mountainhall. The bikes had 60 miles in the battery and a low frame which is easy to step through. Within the trial period 700 miles were travelled using the two bikes.

3.18 Cycling Scotland has since awarded a 100% grant of £23,000 to provide ten electric bikes for NHS Dumfries and Galloway staff travelling short journeys during their working day. The bid for the grant made by Public Health included a report on how well used the existing two electric bikes used by the Board had been since coming into use early this year. The extra funding will also be used to maintain the bikes. While this fund is not currently available for further applications it is likely that a further tranche will be made available later this year.

3.19 Sustrans, in conjunction with the NHS and Dumfries and Galloway Council, are currently exploring the possibility of also using these bikes for social prescribing as part of the Smarter Choices Smarter Places programme.

3.20 The two original e-bikes purchased by Sustrans are to be trialled for Dumfries and Galloway Council staff later this year. It is intended that these will be available to book through the car-pool booking system already used by staff.

#### SWestrans

3.21 There is scope for SWestrans to promote and encourage the usage of e-bikes as it does not currently do so. However, there are already schemes in place which allow businesses, community groups and individuals to trial and purchase (through interest-free loans) e-bikes and so careful consideration would be needed so as to avoid duplication.

3.22 The two largest employers within our region are Dumfries and Galloway Council (who are in the process of planning a trial) and NHS Dumfries and Galloway (who have secured funding following a successful trial).

3.23 If SWestrans wished to purchase e-bikes to loan/lend to public sector organisations/businesses/community groups, fund e-bike parking or run a promotional scheme then this could be explored further by officers. In relation to purchasing e-bikes for Dumfries and Galloway Council staff usage it may be suitable for SWestrans to wait until it has monitored the performance of its trial before deciding how best to provide support.

3.24 Board Members' are asked to consider the information in this report and agree a position for officers to pursue.

<b>4. Implications</b>	
<b>Financial</b>	There are no financial implications at this stage.
<b>Policy</b>	No change in policy. The provision of e-bikes fulfils SWestrans policy objectives.
<b>Equalities</b>	Provision of e-bikes may enhance travel choice and experience for those with protected characteristics.
<b>Climate Change</b>	Provision of e-bikes would enhance opportunity for increased uptake of active and sustainable travel and will have a positive impact on climate change objectives.
<b>Risk Management</b>	There are no risk management implications at this stage.

#### **5. Recommendation**

Members of the Board are asked to consider the information on electric bike provision and agree a position for officers to pursue.

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## EXTERNAL BOARD MEMBER – SCOTTISH ENTERPRISE

### 1. Reason for Report

1.1 The Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005 Schedule 2 – Constitution and Membership of Partnerships, provides the guidance for membership of the SWestrans Board.

1.2 The guidance states that other Members (Scottish Enterprise and the NHS) are appointed for a period of 4 years following the date of their appointment.

### 2. Background

2.1 As outlined on 30 June 2017 in the report on board membership, in accordance with the guidance, external Members are subject to appraisal by the Chairman prior to approval of the reappointment by Scottish Ministers.

2.2 This report also advised that Alistair McKinnon's reappointment to the Board on behalf of Scottish Enterprise had received the approval of Scottish Ministers on 15 December 2014, which was subsequently noted at the meeting of 16 January 2015.

### 3. Considerations

3.1 Alistair McKinnon has provided significant input into the Board, particularly in matters relating to economic development. This is the end of his second term of appointment to the Board.

3.2 Alistair McKinnon has worked in the South of Scotland for Scottish Enterprise since 1991 in a variety of roles, most recently as Scottish Enterprise's Location Director for the South of Scotland. During this period Alistair has had extensive contact with the business community as well as various public and third sector stakeholders, MPs and MSPs both through Community Planning, the South of Scotland Alliance, and a wide range of economic development projects and initiatives. Alistair currently leads Scottish Enterprise's activities with the Timber & Forestry, and construction sectors across the whole of Scotland, and maintains a keen interest in the development of the South of Scotland Enterprise Agency.

3.3 All the positions on the SWestrans Board are excluded positions under the terms of the Gender Representation on Public Boards (Scotland) Act 2018.

3.4 When it was confirmed that Mr McKinnon was to continue to be the Scottish Enterprise nomination to the Board, arrangements were made for an appraisal to be done.

3.5 On 18 December 2018, the Chairman undertook an appraisal of Alistair McKinnon as to his suitability for reappointment to the SWestrans Board, with support from the Secretary to the Board and the Policy and Projects Officer. Later that day, the Secretary to the Board wrote to the Scottish Government seeking Ministerial consent for this reappointment.

3.6 At the time of writing this report a response is awaited from Scottish Ministers providing consent for Mr McKinnon's appointment to the Board

3.7 Therefore currently there is a temporary vacancy on the Board on behalf of Scottish Enterprise, pending ministerial approval being received for Alistair McKinnon's reappointment. An update will be provided at the next board.

#### 4. Consultations

This is a procedural report and appropriate consultation has been undertaken.

5. Implications	
<b>Financial</b>	No financial implications
<b>Policy</b>	No policy implications
<b>Equalities</b>	No equalities implications
<b>Climate Change</b>	No climate change implications
<b>Risk Management</b>	No risk management implications

#### 6. Recommendations

Members of the Board are asked to note:

6.1 that following completion of an appraisal by the Chairman on Mr McKinnon's suitability for reappointment, the Secretary to the Board has written to the Scottish Government seeking Ministerial consent for Scottish's Enterprise's nomination to the Board; and

6.2 that an update will be provided at the next meeting.

Report Author: Claire Rogerson Secretary to the Board Tel: 01387 260024	Approved by: Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
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