
SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

Meeting of Friday, 29th November, 2024
at 10.30 am in Council Hall - English Street, Dumfries

Members of the Board

John Campbell (Chair) Dumfries and Galloway Council;
Karen Jackson (Vice-Chair) South of Scotland Enterprise;
Jim H Dempster Dumfries and Galloway Council;
Stephanie Mottram NHS Dumfries and Galloway;
Willie Scobie Dumfries and Galloway Council;
Keith Walters Dumfries and Galloway Council;
Andrew S Wood Dumfries and Galloway Council;

Future Meetings

31 January 2025
28 March 2025
27 June 2025
26 September 2025
28 November 2025

Natalie McKail
Lead Officer, South West of Scotland Transport Partnership

SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

Meeting of Friday, 29th November, 2024
at 10.30 am on Council Hall - English Street, Dumfries

1. **SEDERUNT AND APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTE OF PREVIOUS MEETING ON 27 SEPTEMBER 2024** 1 - 6
FOR APPROVAL.
4. **BOARD MEMBERSHIP UPDATE** 7 - 8

Recommendation – (1) note that confirmation was received on 30 September 2024 that the Cabinet Secretary for Transport had approved the reappointment of Karen Jackson on behalf of South of Scotland Enterprise to the SWestrans Board.
5. **SOUTH WEST COASTAL PATH PRESENTATION**

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6. **REVENUE BUDGET MONITORING REPORT 2024/2025 FOR THE PERIOD ENDING 31 OCTOBER 2024** 9 - 12

Recommendation – (1) note the forecast outturn for the revenue budget as at 31 October 2024.
7. **CAPITAL EXPENDITURE PROGRAMME 2024/25 - 2026/27 UPDATE** 13 - 36

Recommendation: (1) note the update on the Capital Programme for 2024/25 to 2026/27 as outlined in the report.
8. **CLIMATE CHANGE DUTIES - REPORTING 2023/24** 37 - 38

Recommendations – (1) note SWestrans statutory Climate Change Duties Reporting requirements, and (2) agree to submit the 2023/24 Climate Change Duties Report for SWestrans by the deadline of 30 November 2024.
9. **BUS SHELTER PROGRAMME UPDATE** 39 - 46

Recommendations: (1) note the update on the 2024/25 Bus Shelter Programme; and (2) agree the Bus Shelter Programme 2025/26 as shown at Appendix 2.

- 10. RAIL UPDATE** 47 - 50
- Recommendations:- note the update on (1) full timetable return on Scotrail services; (2) ScotRail station opening hours; and (3) December 2024 Scotrail timetable update.
- 11. STANDING ORDER ANNUAL REVIEW** 51 - 70
- Recommendations- (1) consider and agree whether the Protocol for the Provision of Lead Officer by Dumfries and Galloway Council to the South West of Scotland Transport Partnership should be added as an appendix to the Standing Orders; and (2) consider and agree whether there should be any alteration to the Standing Orders.
- 12. ANY OTHER BUSINESS DEEMED URGENT BY THE CHAIR DUE TO THE NEED FOR A DECISION**
- 13. EXCLUSION OF THE PRESS, MEMBERS OF THE PUBLIC AND OBSERVERS**
- It is recommended that Members the 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, and 9 of Schedule 7A of the Local Government (Scotland) Act 1973.
- 14. LOCAL BUS NETWORK REVIEW UPDATE**
(Paragraphs 6, 8, 9)
Circulated to Board Members only (Copy to Follow)

Natalie McKail
Lead Officer
South West of Scotland Transport
Partnership

Claire Rogerson
Secretary
South West of Scotland Transport
Partnership

SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

Meeting of Friday 27 September 2024
 at 10.30am at Council Hall, Dumfries and Galloway Council Offices, English Street,
 Dumfries DG1 2DD and via Microsoft Teams

Present

Members

John Campbell (Chair)	-	Dumfries and Galloway Council
Karen Jackson (Vice-Chair)	-	South of Scotland Enterprise
Jim Dempster	-	Dumfries and Galloway Council
Willie Scobie	-	Dumfries and Galloway Council
Keith Walters	-	Dumfries and Galloway Council

Officials

Natalie McKail	-	Lead Officer
Claire Rogerson	-	Secretary to the Board
Tom Flanagan	-	Transportation Manager and Policy Advisor SWestrans
Kirsty Dunsmore	-	Policy and Projects Officer
Janet Sutton	-	Finance Officer
Grant Coltart	-	Team Leader Transport Planning and Operations
Linda Richardson	-	Public Transport Officer
Keith Munn	-	Policy and Projects Officer
Peter McCormick	-	Policy and Projects Officer

Apologies

Stephanie Mottram	-	NHS Dumfries and Galloway
Andrew Wood	-	Dumfries and Galloway Council

Observers

June Hay	-	Outdoor Access Forum
Fraser Smith	-	Stagecoach Scotland

In attendance

Peter Lindsay	-	Audit Scotland
Sean Marshall	-	Swestrans Board substitute
Ciaran O'Brian	-	Audit Scotland
James Rhodes	-	SYSTRA
Bryan Scott	-	Countryside Development Officer, D&G Council

1. SEDERUNT AND APOLOGIES

5 Board Members present and 2 apologies.

John Campbell, Karen Jackson, Willie Scobie and Keith Walters attended at Dumfries and Galloway Council Offices.

Jim Dempster attended via MS Teams as agreed by the Chair.

2. DECLARATIONS OF INTEREST

Jim Dempster provided a Statement of Connection with regards to Appendix 1 of item 10 as he was Chair of Sanquhar Enterprise Company which was mentioned in relation to the Sanquhar to Multi-verse path.

3. MINUTES OF MEETING OF 28 JUNE 2024

Decision

APPROVED.

4. BOARD MEMBERSHIP UPDATE

Decision

The Board:-

NOTED

4.1 that confirmation of the approval from the Cabinet Secretary for Transport was received on 12 September 2024, for the appointment of Stephanie Mottram to the SWestrans Board as the NHS Dumfries and Galloway representative; and

4.2 that the assessment by the Chair for the reappointment of Karen Jackson to the Swestrans Board, as the representative from South of Scotland Enterprise was completed on 6 September 2024 and submitted for ministerial approval the same day; and

4.3 **AGREED** that Karen Jackson would continue in her role as Vice-Chair, once ministerial approval of her second term of appointment had been received.

5. LEAD OFFICER ARRANGEMENTS

Decision

The Board:-

5.1 **ENDORSED** the decision of the Lead Officer in consultation with the Chair and Vice-Chair to appoint Natalie McKail as Lead Officer for SWestrans, effective from 14 August 2024. and

5.2 **AGREED** that the current Protocol for the Provision of Lead Officer remains in place, with the substitution of the Assistant Director Transport and Infrastructure for the Transportation Manager.

6. OBSERVER APPOINTMENT

Decision

The Board:-

6.1 **AGREED** to appoint Laura Moodie as an observer to the SWestrans Board; and

6.2 **NOTED** that a review of observer appointments and associated guidance would be undertaken in the coming year and report to the Board by June 2025..

7. SERVICE LEVEL AGREEMENT BETWEEN SWESTRANS AND DUMFRIES AND GALLOWAY COUNCIL

Decision

The Board

7.1 **NOTED** the findings of the Internal Audit report on the recommendation to establish an SLA between SWestrans and Dumfries and Galloway Council;

AGREED

7.2 that the Lead Officer submit the draft SLA attached as Appendix to the report to the Council for consideration, subject to amendments raised by the Board; and

7.3 to delegate authority to the Lead Officer to seek legal external advice for the Board as necessary prior to signing by the Chair.

8. REPORT BY EXTERNAL AUDIT ON THE 2023/24 AUDIT OF SOUTH WEST SCOTLAND TRANSPORT PARTNERSHIP

Decision

The Board:-

8.1 **RECEIVED** the external auditors' report on the 2023/24 audit as detailed at Appendix 1 of the report;

APPROVED

8.2 the Letter of Representation to be certified by the Treasurer and appended to the audit report as Appendix 2 of the report;

8.3 the audited accounts which would be certified by the Treasurer and Audit Scotland as detailed at Appendix 3 of the report; and

8.4 **NOTED** that the certified accounts would be made available to all Members, and they would be available on the SWestrans website as detailed in paragraph 3.4 of the report.

9. REVENUE BUDGET MONITORING REPORT 2024/25 FOR THE PERIOD ENDING 31 AUGUST 2024**Decision**

The Board **NOTED** the forecast outturn for the revenue budget as at 31 August 2024.

10. CAPITAL EXPENDITURE PROGRAMME 2024/25 – 2026/27 UPDATE**Decision**

The Board **NOTED** the update on the Capital Programme for 2024/25 to 2026/27 as outlined in the report

11. LOCAL BUS NETWORK REVIEW UPDATE**Decision**

The Board **NOTED**

11.1 confirmation provided to bus operators following the Council and SWestrans Board decisions for 27/28 June 2024; and

11.2 the position of the Community Transport sector and the opportunities presented for alternative provision.

12. TRANSPORT HUB FEASIBILITY STUDY

Decision

The Board

12.1 **AGREED** to receive a presentation from James Rhodes from SYSTRA on the feasibility study;

12.2 **NOTED** the feasibility study;

12.3 **AGREED** to a Public Engagement exercise on the feasibility study; and

12.4 **NOTED** that officers would bring back a further report to the Board in early 2025 to agree the next steps.

13. SOUTH WEST COASTAL PATH

Decision

The Board:-

13.1 **NOTED** the South West Coastal Path project as priority in the Regional Transport Strategy as detailed in paragraph 3.3 of the report;

APPROVED

13.2 that the Lead Officer write to Transport Scotland requesting the project to be referenced in the Strategic Transport Project Review 2 (STPR2) for the South West;

13.3 that Dumfries and Galloway Council Core Path team use SWestrans agreement in principle towards a National Lottery Bid for funding and any other funding; and

13.4 a STAG for the Coastal Path project and that officers would provide an update report on progress to the 29 November 2024 meeting.

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

Decision

The Board **NOTED** that there was no item of urgent business deemed urgent by the Chair 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 that the report contained confidential or exempt information in respect of paragraphs 6,8 and 9 of Schedule 7A of the Local Government (Scotland) Act 1973.

15. LOCAL BUS NETWORK UPDATE

Summary of Report – Following the update on the Bus Network Review, this report presented the Board with a specific issue on the local bus network and the options available.

Summary of Decision

The Board.

15.1 **NOTED** the position following the procurement process as detailed in the report; and

15.2 **AGREED** to progressing the alternative option of community transport provision on an experimental basis for 2024/25 as outlined in the report.

BOARD MEMBERSHIP UPDATE

1. Reason for Report

This report provides an update concerning representation from South of Scotland Enterprise (SOSE) on the board.

2. Background

2.1 The SWestrans Board has 5 Dumfries and Galloway Council members (with substitutes) and two external members:- one member from NHS Dumfries and Galloway being David Bryson and one member from South of Scotland Enterprise (SOSE) being Karen Jackson.

2.2 This board were advised on 24 June 2022, in accordance with the guidance these external Members (NHS and SOSE) are appointed for 4 years and are subject to an appraisal by the Chair, prior to reappointment by Scottish Ministers.

2.3 An appointment or reappointment to the board for external members is subject to Ministerial approval.

3. Key Points

3.1 As advised at the last board meeting the reappointment process for Karen Jackson, on behalf of SOSE, to the SWestrans Board had been completed subject to the necessary Ministerial approval.

3.2 It was also agreed by the board that Karen Jackson would continue in her role as Vice-Chair for her second term of appointment once this approval was received.

3.3 This report is to advise that approval from the Cabinet Secretary for Transport for the reappointment of Karen Jackson was received on 30 September 2024.

4. Implications	
Financial	There are no financial implications.
Policy	There are no policy implications.
Equalities	All positions on the SWestrans board are exempt from the provisions of Gender Representation on Public Boards (Scotland) Act 2018 . In April 2018, the board asked that all appointing bodies give consideration to the gender balance of the board when making nominations. The Board reaffirmed this position on 28 June 2024
Climate Change	There are no climate change implications.
Risk Management	There are no risk management implications.

5. Recommendations

Members of the Board are asked to note that confirmation was received on 30 September 2024 that the Cabinet Secretary for Transport had approved the reappointment of Karen Jackson on behalf of South of Scotland Enterprise to the SWestrans board.

Report Author – Claire Rogerson

Date of Report: 25 October 2024

File Ref:

Approved by: Claire Rogerson

Secretary to the Board

South West of Scotland Transport Partnership

English Street

Dumfries DG1 2DD

REVENUE BUDGET MONITORING REPORT 2024/2025 FOR THE PERIOD ENDING 31 OCTOBER 2024

1. Reason for Report

To provide the Board with an update on the Partnership's 2024/2025 monitoring and forecast outturn position based on the period ending 31 October 2024.

2. Background

The Scottish Government and Dumfries and Galloway Council provides revenue funding towards the running of SWestrans. SWestrans receives contributions from partner organisations and 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. This appendix highlights that SWestrans will return a balanced budget position. The published expenditure budget for 2024/25 of £4,361,429 was agreed by the Board on 28 June 2024. Confirmation was received from the Scottish Government on 16 August 2024 that the grant reduction of 5% (£12,963) was being upheld for 2024/25. There are currently no indications as to whether the 2025/26 grant will be further reduced.

3.2 At its meeting of 27 June 2024, Dumfries and Galloway Council agreed the request for an additional one-off uplift; to fund the supported bus network for 2024/25, the revised current budget for 2024/25 is £4,374,392.

3.3 This report provides Board Members with information to ensure that proper control is exercised over SWestrans expenditure and compares projected income and expenditure for 2024/25 against the level of budgetary provision available. 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	
Financial	As laid out in the report
Policy	No policy implications from this report
Equalities	No equalities implications from this report
Climate Change	No climate change implications from this report
Risk Management	The monitoring relates to the known risks R04 – Capital funding R06 – Overspending R07 – Revenue funding R12 – Third Party liabilities R14 – Withdrawal of DGC Governance support R15 – Cyber crime

6. Recommendations

Members of the Board are asked to note;

6.1 the forecast outturn for the revenue budget as at 31 October 2024.

Janet Sutton - Report Author Finance Officer Tel: 01387 260105 Date of Report: 6 November 2024	Natalie McKail Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
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APPENDIX - Monitoring Report 2024/25 for the period ending 31 October 2024.

SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP
REVENUE BUDGET MONITORING AS AT 31 October 2024

	FINAL OUTTURN 2023/24 £	PUBLISHED BUDGET 2024/25 £	BUDGET ADJUSTMENTS 2024/25 £	ADJUSTED BUDGET 2024/25 £	ACTUAL EXPENDITURE TO 31/10/24 £	PROJECTED OUTTURN 2024/25 £	VARIANCE 2024/25 £
EXPENDITURE							
Staff Costs	244,712	249,348		249,348	98,629	249,348	0
Transport Costs	0	0	9,519	9,519	9,519	9,519	0
Administration Costs	33,830	31,428	-9,519	21,909	21,010	21,909	0
Payments	4,116,100	4,044,866	187,774	4,232,640	2,484,275	4,232,640	0
People and Place Grant payments	0	0		0	37,018	0	0
Central Support	44,494	48,750		48,750	0	48,750	0
Capital Charges	322,104			0	158,066	0	0
Total Expenditure	4,761,240	4,374,392	187,774	4,562,166	2,808,517	4,562,166	0
INCOME							
Scottish Government Funding	259,250	259,250	-12,963	246,287	171,998	246,287	0
People and Place Grant		0		0		0	0
D&G Council Core Funding	100,000	100,000		100,000		100,000	0
Other Contributions							
D&G Council Requisition	4,223,636	3,836,788	200,737	4,037,525		4,037,525	0
SPT contribution	97,322	97,322		97,322		97,322	0
SBC contribution	5,400	5,400		5,400		5,400	0
NHS contribution	70,000	70,000		70,000		70,000	0
SRUC contribution	5,632	5,632		5,632		5,632	0
Total Income	4,761,240	4,374,392	187,774	4,562,166	171,998	4,562,166	0
NET EXPENDITURE	0	0	0	0	2,636,519	0	0

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CAPITAL EXPENDITURE PROGRAMME 2024/25 TO 2026/27 UPDATE

1. Reason for Report

This report provides the Board with an update on the agreed SWestrans Capital Programme for 2024/25 to 2026/27.

2. Background

2.1 At its meeting on 27 February 2024, Dumfries and Galloway Council agreed a balanced budget. At this meeting there were no changes to the SWestrans Capital Funding identified.

2.2 At its meeting on 4 June 2024, Dumfries and Galloway Council's Communities Committee received and agreed an updated 3-year budget plan (2024/25 – 2026/27) for the Transport Asset Class which includes the capital allocation for SWestrans. This updated budget plan was reported to the Board on 28 June 2024.

2.3 At its meeting on 28 June 2024, the Board agreed its Capital Programme as detailed in Table 1 below:

<u>SWestrans Capital Programme 2024/25 – 2026/27</u>	Total Budget Allocated 2024/25 incl. slippage	Actual Net Spend to Date 31/10/24	Indicative Allocated Budget 2025/26	Indicative Allocated Budget 2026/27
	£		£	£
Local Bus Network	1,461,036	111,974	840,000	100,000
Rail Station Parking	91,586	14,633	0	0
Active Travel Network	810,816	178,785	400,000	400,000
Active Travel Behaviour Change – Capital Element	432,840	63,964	0	0
TOTAL	2,796,278	369,356	1,240,000	500,000

Table 1 – SWestrans Capital Programme 2024/25 – 2026/27

3. Key Points – Capital Programme 2024/25 to 2026/27

3.1 Each of the elements of the Capital Programme for 2024/25 is discussed briefly below. We anticipate that full expenditure will be spent in this financial year. **Appendix 1** shows monitoring of the 2024/25 spend to 30 June 2024.

Local Bus Network

3.3 The purchase of Ultra Low Emission low floor buses to replace existing leased bus assets is being led by Dumfries and Galloway Council. It is expected that up to 9 low floor buses will be delivered by end of November 2024. The agreed bus

shelter renewal/replacement programme and associated works continue.

Rail Station Parking

3.4 Work on phase 3 of the new parking at Lockerbie Station at Sydney Place has been completed. Phase 2 (improving existing parking arrangements) is at the final design stage. A collaborative approach to Lockerbie Railway Station Rd Square to improve accessibility is underway with SWestrans/ DGC Engineering Design/ Network Rail/ Scotrail/ TPE/ Sustrans all providing an input into potential designs for the entrance to the Station Car Park and the Station itself. A public engagement exercise will follow to discuss potential designs.

3.5 Further to the collaborative working with stakeholders at Lockerbie Railway Station and the work on Dumfries Active Travel Assessments, SWestrans identified the potential to improve the accessibility of Dumfries Railway Station forecourt. SYSTRA have been commissioned on behalf of SWestrans to work with stakeholders on a potential design and plans that link up with existing Active Travel proposals in the surrounding area.

Active Travel

3.6 SWestrans capital expenditure for Active Travel Infrastructure for 24/25 has been combined with DGC's Tier 1 funding (£450k) to develop and deliver a number of projects. An update position for existing ongoing Active Travel Projects and the newly identified projects for 24/25 can be found in **Appendix 1**.

3.7 The Active Travel Behaviour Change People and Place Programme is now well underway and a couple of case studies for projects can be found in **Appendix 2 and Appendix 3**. Initial progress has been slow due to further due diligence on delivery partners but all providers have now been validated and have accepted all Grant Offer Letters. Work has commenced on developing a programme of projects that aligns with funding strands for Workplace, School, inclusive and accessible, Capacity and Capability and Sustainable Travel. Funding will be made available for Community led projects.

4. Implications	
Financial	Regular reports will be brought to the Board on the progress with the capital programme during 2024/25.
Policy	This work fulfils SWestrans policy objectives.
Equalities	Provision of good quality infrastructure will enhance travel choice and experience for those with protected characteristics.
Climate Change	Provision of good quality infrastructure that enhances opportunity for increased uptake of active and sustainable travel will have a positive impact on climate change.
Risk Management	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:

- 5.1 note the update on the Capital Programme for 2024/25 to 2026/27 as outlined in the report.

Grant Coltart - Report Author
Tel: 07813980749

Date of Report: 05 Nov 2024
File Ref: SW2/meetings/2024

Approved by: Natalie McKail
Lead Officer
South West of Scotland Transport
Partnership
Cargen Tower, Garroch Business Park
Dumfries DG2 8PN

Appendix 1 – Active Travel Infrastructure Project Tracker

Appendix 2 – Active Travel Behaviour Change People and Place Case Study

Appendix 3 - Active Travel Behaviour Change People and Place Case Study

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Project Title	Project description	Delivery partner	Budget	Budget source & cost centre	Delivery status
Stranraer MTB Park	Stranraer Stanctuary cycling skills track	Stantec	£ 70,000.00	SWestrans Capex	Live
Dumfries town centre AT projects	Dumfries Active Travel Links Assessment (Dumfries Town Centre Project)	Systra	£ 205,437.80	TS Regional AT fund (RATF)	live
	Dumfries Transport Hub Feasibility Study		£ 40,000.00	Community Bus Fund	Live
	Dumfries train station forecourts (North & South)		£ 12,400.00	SWestrans Capex	Live
Thornhill	Connecting the existing KPT Development Trust route into Thornhill Stage, Funding for Phase (b) and (c)	n/a		LUF funding tbc	Proposed
Leswalt to Stranraer	Developed & technical design work - Leswalt to Stranraer CSP/AT route	TBC	£ 100,000.00	TS Tier 1	FUF with Procurement
Crossmichael to Castle Douglas	Developed & technical design work - Crossmichael to Castle Douglas CSP/AT route		£ 100,000.00	TS Tier 1	FUF with Procurement
Lochmaben to Lockerbie	Developed & technical design work - Lochmaben to Lockerbie CSP/AT route		£ 100,000.00	TS Tier 1	FUF with Procurement
Shambellie path	grant funding to help construct a New Abbey to Shambellie House path	Shambellie House Trust	£ 45,000.00	21017 SWestrans Capex	Grant agreements completed & sent to legal
Crawick Multiverse path	Grant funding to construct Sanquhar to Crawick Multiverse Path	Sanquhar Enterprise Trust	£ 35,000.00	21017 SWestrans Capex	Waiting on permissions from landowner
ARLW path	grant funding to assist with Whithorn Coastal Paths	All Roads Lead to Whithorn	£ 300,000.00	21017 SWestrans Capex	Grant agreement completed & sent to legal
Moffat pumptrack	Grant funding to help the completion of Pumptrack Project in Moffat	Moffat Community Council	£ 50,000.00	21017 SWestrans Capex	Grant agreement completed & sent to legal
Springfield to gretna	Feasibility & prelim design work - Springfield to Gretna CSP/AT route	Mini comp closed 7.11.2024	£ 30,000.00	TS Tier 1	Tender process live
Caerlaverock to Glencaple to Dumfries	Feasibility & prelim design work - Caerlaverock to Glencaple to Dumfries CSP/AT route		£ 30,000.00	TBC	Tender process live
Dalbeattie to castle Douglas	Feasibility & prelim design work - Dalbeattie to Castle Douglas CSP/AT route		£ 50,000.00	TBC	Tender process live
Ecclefechan to Annan	Feasibility & prelim design work - Ecclefechan to Annan CSP/AT route		£ 30,000.00	TBC	Tender process live
Wigtown to newton Stewart	Feasibility & prelim design work - Wigtown to Newton Stewart CSP/AT route		£ 30,000.00	TBC	Tender process live
Canonbie to Langholm	Feasibility & prelim design work - Canonbie to Langholm CSP/AT Route		£ 30,000.00	TBC	Tender process live
Southern Upland Way Gravel Biking	Construction and Wayfinding for a GravelTrax Biking Path running parallel with the Southern Upland Way.	DGC Core Path Team to deliver	£ 50,000.00	SWestrans Capex	Live
Criffel to New Abbey	New multiuse offroad link path connecting Criffel core path to New abbey core path. Creating safe off-road route avoiding A710 road.		£ 150,000.00	SWestrans Capex	Live
Kingholm Quay to Glencaple bridge	Design and installation of new bridge on popular riverside core path 37.		£ 80,000.00	SWestrans Capex	Live
AT Experience in D&G	Wayfinding and Signage Strategy	TBC	£ 50,000.00	TS Tier 1	In development
AT Experience in D&G	Core path review	TBC	£ 45,000.00	TS Tier 1	In development
Bus Shelter Framework	A multi-lot framework for the provision of bus shelters and associated works	tbc	£ -	Various	In development
SCAMP	delivery of business case for core path network. Feeding into larger SCAMP project funding bid	Stantec	£ 22,899.60	21017 SWestrans Ca	Live

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I Bike Communities D&G Newsletter Jan- June 2024

I Bike Communities works with adults to increase their levels of active travel and physical activity, improving health and wellbeing.

Delivery is varied and flexible and ranges from confidence sessions and learn-to-ride to bike loans, E-Bike inductions, cycling skills sessions, bike maintenance and led rides and walks. Free sessions can be booked individually or as a family/group. Training is tailored to individual needs but generally consists of confidence and skills training and is suitable for absolute beginners and improvers.

Summary of activities



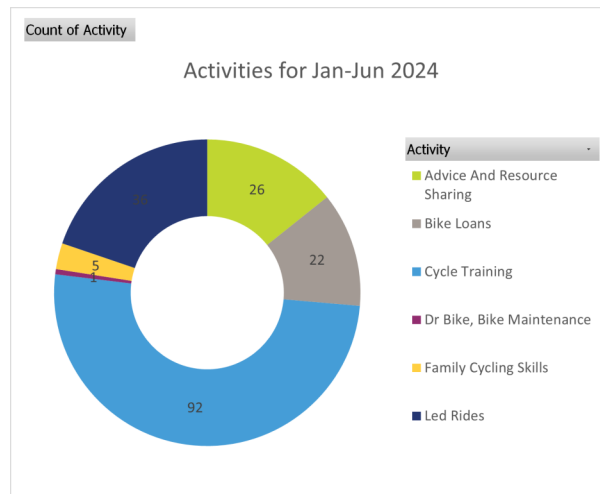
January to June

I Bike Communities Dumfries & Galloway had a slow start to the year as we waited for the weather to warm up. When it did, we had a busy and brilliant time. With the help of volunteers I delivered **131 activities**, engaged with **416 adults**, **172 of them new to the project** and worked with **volunteers during 35 of these activities**.

Main activities covered:

- launch of **Cycling for Health** in partnership with NHS Public Health Social Care Partnership and D&G Council
- launch of **Thursday Social rides**
- Increased use and training on the **E-trikes**
- Strengthening delivery with patients at **Midpark hospital**, training up staff and volunteers
- Developing the IBC offer to **Newton Stewart** and **Castle Douglas**
- Strengthening links with other **cycling organisations** to ensure a wider reach to more people
- Continued delivery of **cycle skills training** and confidence building to ensure more people choose to cycle for short journeys

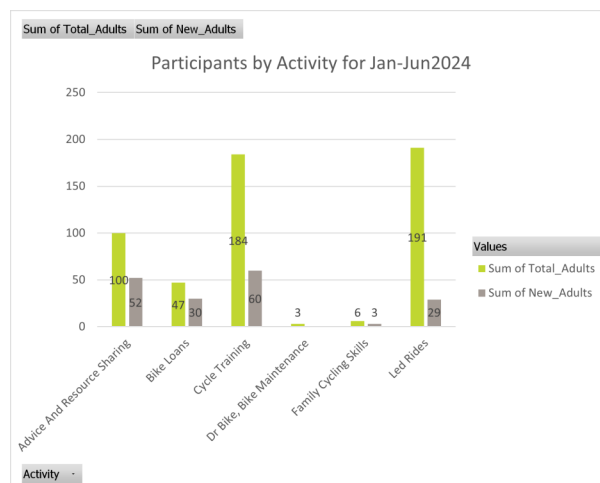
I am looking forward to continuing with all of the above, reaching out to the wider community; to more parents, low income families and those with health needs to create a culture of walking, cycling and promoting safer, happier and healthier travel.



1 - Chart showing activities over the last 6 months



2 - Chart showing number and types of activities delivered



3 - Chart showing numbers and types of activities delivered

Highlights



Thursday Led Rides in Dumfries



4 - Some of the regulars from the group

The **Sociable Group Rides** have been a popular addition to the program. Aimed at beginners and improvers, these rides give new participants the opportunity to gain confidence in a relaxed and supportive environment. The routes are varied and offer an introduction to the various cycle paths and safe routes in and around Dumfries. We cover the best routes to navigate through the town as well as scenic routes to build strength and improve health. Our friendly and knowledgeable volunteers support these rides so there is always someone to offer help and guidance. There is a

variety of different e-bikes to loan for the sessions which gives people the opportunity to try different styles and sizes. Many go on to acquire their own.



5 - One of the new riders from 2024

Lisa came along to the individual training to gain confidence as she hadn't ridden since she was a child. She loved the e-bike experience and after attending sessions and loaning an e-bike over Christmas she has built up her fitness and confidence. She brought her husband along to some rides, has attended most of the Thursday rides, is clocking up her mileage and library of new routes and now has her very own e-bike which she loves and uses to commute to work.

Cycling for improved mental health



Every Thursday, supported by volunteers and staff from Midpark hospital, we have a led ride for the residents. We explore the grounds of the Crichton and further afield, venturing into the new Active Travel infrastructure in Abbey Road, to the river and Kingholm Quay and behind the Crichton around Craigs Road and the Maidenbower Path. A combination of Sustrans bikes and E-bikes are housed onsite, for the residents and staff to use. I ran a mini ride leader training for key staff to help them lead rides outside of the sessions. These rides are always a joy and feedback is positive from staff and patients - they're a highlight of my week.

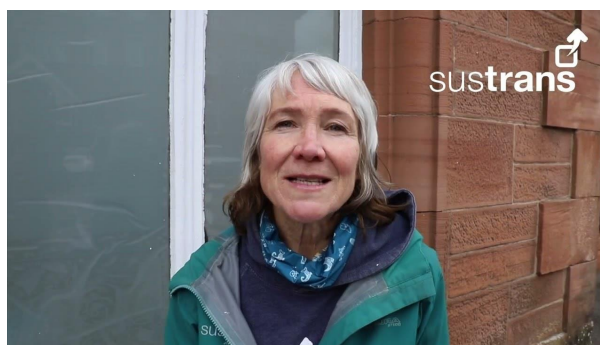
"This is by far the most rewarding volunteer role I have done - watching how much the participants enjoy the cycle and the thanks they give us when the cycle is finished" Jen, Sustrans volunteer

"These organised rides contribute so much to the wellbeing of the participants and the volunteers. A huge well done to Annick for setting up and organising ", Jen, Sustrans volunteer

'This is fantastic! I'm loving every minute of this', Midpark resident

I wanted to say huge thank you to Annick from Sustrans and her colleagues who have consistently provided us with weekly Cycling activities at Midpark. ... The Cycling group and 1 to 1 cycling activities is something that our patients are looking forward to every week, patiently waiting for Thursday to come. It gives them an opportunity to get outdoors, exercise, integrate mind and body with physical activity, as well as simply connect with others. I have observed tremendous success this activity has brought to Midpark. Midpark Occupational Therapy Team are extremely grateful to Annick and Sustrans for their selflessness, diligence and ongoing contribution to our recovery programme.' Midpark Occupational Therapist

Cycling for Health



https://youtu.be/Skri_h80c2M

6 - Cycling for Health is live

Collaboration is key! The Active Lives tiered referral system now has **Active Travel - Cycling for Health** as a referral option. Finally the program is live and active in The Stewartry where I am based at the Men's Shed in Castle Douglas. I also cover health referrals from my base at Dumfries Station and Gatehouse of Fleet. We are still ironing out glitches and working to find ways to improve our systems but it is exciting to work with people referred through various channels within the health system. Cycling can help with mobility, sociability, self esteem and independent transport, to mention a few. The social prescribing reaches a new audience and makes cycling accessible to a wide range of people. This is a very exciting collaboration between Sustrans IBike Communities and the Public Health team in Dumfries and Galloway. I have been supporting the walking group which is a very important aspect of Active Travel. More info here¹. Andrew, featured below was referred through the Physiotherapy Team.

¹<https://dgdoingmore.co.uk/how-to-do-more/cycling-for-health/>

Andrew's story



Andrew was referred through the Active Lives program, via a physiotherapist. He has multiple health conditions which make walking difficult. He was once a keen cyclist but since major spinal surgery his dream of getting back on his bike was not seeming possible. Balance issues as well as having minimal control over his legs and feet made cycling impossible so we tried him on the E-trike. The Jorvik E-trike can be a tricky beast to conquer and it wasn't easy at first. We made some minor adjustments to the pedals and Andrew was determined to make it work. Week after week he stuck at it and his improvement was remarkable as well as visible as he developed more strength and control over his legs and feet. Andrew says, *"The cycle training sessions were a wonderful opportunity to get back to cycling ... My confidence and fitness have improved hugely. The training on a tricycle was wonderful, so much so that I managed to purchase a second-hand etrike and have now started to build up the miles"*



7 - Andrew on the E-trike

"Over the course of 6 cycling sessions, I have progressed from being unable to steer the tricycle in a straight line or keep my feet on the pedals, to cycling 7-10 miles.

The benefits of this course have been an increase in my level of fitness, my leg muscles are stronger and my attitude is, "yes I can do it"!"

Learning to ride



Liudmylla never had the opportunity to learn to ride as a child. Irregular shift work made commuting to work difficult so she bravely took the plunge to learn to ride as an adult in order to help her cycle to work. She was a quick learner but very nervous of cars and traffic. I got her started but when her shifts changed and she was only available on weekends, Sustrans volunteer John stepped in to

support her. Both their dedication has paid off and Liudmylla's confidence and ability has improved dramatically. She has been able to join the Cycling Dumfries Summer Rides and her longest ride to date has been 16 miles. IBike Communities has now loaned her a bike so hopefully she will attempt the cycle to work very soon.

'Thank you so much for the lessons. I can't believe I can ride a bike now'

Quotes from participants



"Slowly but surely, I find cycling makes me tired but I think it's because I'm using new muscles.so slowly does it.But love the actual cycling..makes me feel young again." - C, participant on 121 training

"This was an amazing opportunity. I was able to cycle to work. This saved me money, improved my fitness and allowed me to see more of my local environment" from E-bike loan recipient

"Hello, Annick. Just to say that I'm enjoying the freedom of my e-bike more than ever. It's great for exploring the countryside, and I especially love being able to visit friends on it instead of always being someone's passenger in a car, or waiting for people to visit me. Thank you again for your help in making this possible. ever grateful, " - from W, participant who started training on an E-trike and progressed to an E-bike.

Activities on offer July- December 2024:



Dumfries

Thursdays

- 10.15am - Midpark Hospital. Led rides for patients
- 1pm - Dumfries Station. Sociable group rides aimed at beginners and improvers
- various times - Health referrals, individual sessions

Castle Douglas

Wednesdays

- Health Referrals
- individual training sessions

Gatehouse of Fleet

Tuesdays

- Beginners group rides

- Health referrals
- Individual training sessions

Newton Stewart

Occasional Fridays - depending on uptake and equipment, I can offer some training in Newton Stewart, please contact me with enquiries.

Register your interest

- click this link² for more info and to register to register for **Cycling for Health** and Health Referrals through the Active Lives Prescription Program³
- Follow this **link to express your interest** in any of the activities mentioned above

More info about the project can be found on the IBike Communities Facebook⁴ **page**

email: annick.laroque@sustrans.org.uk⁵

mob: 07824863032

²<https://dgdoingmore.co.uk/how-to-do-more/cycling-for-health/>

³<https://dgdoingmore.co.uk/participant-information/>

⁴<https://www.facebook.com/IBikeCommunities>

⁵<mailto:annick.laroque@sustrans.org.uk>

I Bike Communities Volunteering



"Volunteering with Sustrans is very rewarding. I was already volunteering with the Council's Active school programme to deliver Bikeability in primary schools when I joined Sustrans. Working with kids is great, but I also wanted to help adults regain confidence and rediscover the joy of riding a bike. So I approached Annick to ask about this and I now volunteer most Thursdays, going for bike rides with residents at Midpark in the morning and then we do confidence rides for anyone on Thursday afternoons starting at the railway station. You don't even need a bike as we supply ebikes.

Volunteer support is great. Annick is very skilled and knowledgeable, leaving space for volunteers to develop their own skills while keep everyone safe. She's the perfect teacher. It's a great little community and we love it when people eventually get their own bikes and go out without us."

Information for volunteers

Volunteering with I Bike Communities is very rewarding. If you would like to get involved with I Bike activities either within your school or the community, please get in touch with Annie through IBikeVolunteering@sustrans.org.uk⁶. We're happy to provide materials.

⁶<mailto:IBikeVolunteering@sustrans.org.uk>

Becoming a registered Sustrans volunteer opens up a host of opportunities and training. The most popular courses are: Cycle Ride Leader, Bike maintenance and Bikeability Scotland Instructor (BSI) which we can arrange for you, depending on your involvement.

OUR PARTNERS

Funded by Transport Scotland, and run in partnership with local authorities across Scotland, I Bike aims to create a culture of walking, cycling and scooting in your school, promoting a safer, happier and healthier school community.



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Dumfries & Galloway Connecting Communities - Case Study

Carol (pseudonym used) became interested in the Cycling UK Connecting Communities adult cycle training as she wanted to learn to cycle confidently, with the goal of commuting to work by bike. Reducing car dependence was important to Carol, not only to cut down on travel costs and reduce her carbon footprint, but also to embrace a healthier and more active lifestyle. Carol saw the training offer from Cycling UK as the perfect opportunity to make that shift and gain practical skills to feel more comfortable cycling daily.

Carol told us that the experience has been “**absolutely fantastic**” and attributes this to the approach of the Cycling UK Development officer.

“Sian, my instructor, is an incredible teacher who has made learning enjoyable and encouraging. I already notice huge improvements in my cycling skills that I didn’t expect so quickly. Her guidance and structured approach have allowed me to progress at my own pace, and each session leaves me feeling more accomplished and motivated to continue. I never thought learning to cycle as an adult could be so rewarding and enjoyable.”

The biggest difference Carol has noticed is a major boost in confidence on the bike.

“Before starting, I was unsure about my ability to cycle safely and effectively, but now, each lesson reinforces my confidence. I’m also learning new techniques and safety practices that are crucial for becoming a proficient cyclist. These skills are empowering and have made me feel more capable of achieving my goal of commuting by bike.”

Carol is now Cycling more regularly because of the support from Cycling UK and sees herself on a path to becoming a proficient and safe cyclist.

“Cycling used to feel intimidating, but the training has shifted my perspective. Now, I view it as an attainable and enjoyable skill that can fit seamlessly into my life. I feel inspired to keep going and see just how far I can take this journey with cycling.”

Carol also describes several unexpected benefits since starting cycling sessions with Cycling UK.

“The biggest one is a significant increase in my overall confidence—not just in cycling but in taking on new challenges. This experience has shown me that I’m capable of learning new things and overcoming initial hesitations. I also find myself genuinely enjoying the learning process, which has been personally fulfilling. These benefits have a big impact on my day-to-day mindset, making me feel more resilient and open to new experiences in other areas of my life as well.”

Carol’s immediate goal is to start commuting to work by bike, but also hopes to eventually turn cycling into a hobby, enjoying longer rides, and maybe even explore different forms of biking, such as off-road or mountain biking.

“The training is certainly helping me work towards these aspirations; it’s not only teaching me how to ride safely but also preparing me for the more complex skills needed for road cycling.”

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CLIMATE CHANGE DUTIES - REPORTING 2023/2024

1. Reason for Report

To agree the submission of the 2023/24 Climate Change Duties Report for SWestrans.

2. Background

2.1 All public bodies listed in Schedule 1 of the 'Climate Change (Duties of Public Bodies; Reporting Requirements) (Scotland) Order 2015' as amended by the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020, are required to report annually on compliance with climate change duties established under S44 of the Climate Change (Scotland) Act 2009 and in accordance with Schedule 2 of the 2015 Order.

2.2 SWestrans has submitted annual Climate Change Duties Reports since 2015/2016. Mandatory reports have been required since November 2017 to assist public bodies in monitoring progress and activity on climate change duties and inform the future direction of the organisation's climate change strategy. At its meeting on 13 March 2013, the Board agreed a Climate Change Strategy for SWestrans.

3. Key Points

3.1 The majority of SWestrans business which has an impact on climate change relates to the procurement of socially necessary local bus services. Prior to each procurement round SWestrans optimises the proposed network to ensure that the total mileage undertaken is reduced, where possible, whilst meeting its objectives of increasing uptake of sustainable travel by all residents of Dumfries and Galloway.

3.2 SWestrans has no fixed assets which contribute to climate change. Staff undertaking activities on SWestrans behalf are employed by Dumfries and Galloway Council and therefore, the normal day to day influence on emissions for the management and delivery of SWestrans business is included in the Council's climate reporting.

3.3 SWestrans has direct control and influence on emissions in its policy setting, its delivery of projects and its procurement and delivery of the local bus network. The only measurable emission source under SWestrans direct control is for the total passenger km procured to deliver the local bus network. For 2023/24 this total is 5,307,068 km

3.5 In response to the global climate emergency and Scotland's net zero by 2045 target, the 2020 Amendment Order set out additional annual reporting requirements for all public bodies. The additional reporting requirements are as follows:

- where applicable, the body's target date for achieving zero direct emissions of greenhouse gases, or such other targets that demonstrate how the body is contributing to Scotland achieving its emissions reduction targets.
- where applicable, targets for reducing indirect emissions of greenhouse gases.

- how the body will align its spending plans and use of resources to contribute to reducing emissions and delivering its emissions reduction targets.
- how the body will publish, or otherwise make available, its progress to achieving its emissions reduction targets.
- where applicable, what contribution the body has made to helping deliver Scotland's Climate Change Adaptation Programme.

3.6 In line with the additional reporting requirements detailed above SWestrans will be required to review its Climate Change Strategy, to enable targets for reducing emissions to be set and adaptations to be made. SWestrans will set climate targets, through the actions of the Regional Transport Strategy Delivery Plan, of how emissions from the supported local bus network will be reduced and be net zero by 2045 in line with Scottish Government targets.

3.7 The full 'Public Bodies Climate Change Duties Report 2023/24' for SWestrans will be available online at the Sustainable Scotland Network website here <https://sustainablesotlandnetwork.org/reports>, following publication on 30 November 2024.

4. Implications	
Financial	None.
Policy	No change in policy. This work fulfils SWestrans policy objectives.
Equalities	None.
Climate Change	The Climate Change implications are set out in the report.
Risk Management	Climate change objectives relate to a few known risks: R02 – Public Image R04 – Capital Funding R05 – RTS Delivery R07 – Revenue Funding

5. Recommendations

Members of the Board are asked to:

- 5.1 note SWestrans statutory Climate Change Duties Reporting requirements; and
- 5.2 agree to submit the 2023/24 Climate Change Duties Report for SWestrans by the deadline 30 November 2024.

Report Author: Kirsty Dunsmore	Approved by: Natalie McKail
Date of Report: 08 November 2024	Lead Officer
File Ref: SW2/2024/Meetings	South West of Scotland Transport Partnership
	Cargen Tower
	Garroch Business Park
	Dumfries DG2 8PN

BUS SHELTER PROGRAMME UPDATE

1. Reason for Report

This report provides an update to the Board on the bus shelter programme and asks the Board to agree the bus shelter programme for 2025/26.

2. Background

2.1 At its meeting on 28 June 2024, the Board agreed its Capital Programme as detailed in Table 1 below:

<u>SWestrans Capital Programme 2024/25 – 2026/27</u>	Total Budget Allocated 2024/25 incl. slippage	Total Budget Allocated 2025/26	Total Budget Allocated 2026/27	Total
	£	£	£	£
Local Bus Network	1,461,036	840,000	100,000	2,401,036
Rail Station Parking	91,586	0	0	91,586
Active Travel Network	810,816	400,000	400,000	1,610,816
Active Travel Behaviour Change – Capital Element	432,840	0	0	432,840
TOTAL	2,796,278	1,240,000	500,000	4,536,278

Table 1 – SWestrans Capital Programme 2024/25 – 2026/27

2.2 At its meeting in November 2023, the Board were advised that work was ongoing to collect and then assess the condition of existing bus stops and bus shelters across the region with the intention of presenting this information by the end of 2024.

2.3 At its meeting on 16 January 2015, the Board agreed the scoring criteria detailed in Table 2 below for prioritising new and replacement bus shelter for future programmes:

	Factor4	Possible
1.	Demand volume, bus departures/day:	20
	1 to 5	5
	6 to 10	10
	11 to 20	15
	20+	20
2.	Existing provision:	20
	Exposed location – no shelter <300m	20
	No shelter within 300m	15
	Shelter within 300m	10

	Shelter at location-poor condition	5	
3.	User segments: Used for travel to school Significant use by vulnerable users*	10 10	20
4.	Feasibility Very low Low Medium High Very High	2 4 6 8 10	10
5.	Strategic fit Very low – not on a bus route/drop-off only Low – on bus route served less than 5 days /week Medium – regular bus route** other shelter(s) in settlement High – regular bus route adjacent to employment/education Very high – regular bus route, only shelter within settlement	2 4 6 8 10	10
	Total		80

Table 2 – Agreed Bus Shelter Programme Scoring Criteria

*- Significant use by vulnerable users, relates to locations adjacent to sites such as Hospitals, Health Centre, ARCs and Care Facilities

**- Regular bus route = served 5 or more days per week

3. Key Points

3.1 Work has been ongoing to assess the current condition of bus shelters across the region. A site visit was undertaken at each shelter with the data collected entered onto an asset spreadsheet. It should be noted that the visit can only be a snapshot of the shelter at the time it was surveyed and as such the condition of some sites may have altered since.

3.2 There are 410 bus shelters in Dumfries and Galloway, each has been assessed using a high-level (Green - Good, Amber, Red – Poor) traffic light system, forty-five were recorded as being in poor condition, (either covered in graffiti, missing perspex, damaged etc). Where appropriate, these shelters have been further assessed, scored, and added to the draft bus shelter provision/ replacement programme.

Bus Stop/Shelter Programme 2024/25

3.3 Table 3 provides a summary of the 2023/24 total spend, and spend to date, for the 2024/25 financial year:

<u>Bus Stop/Shelter Programme 2023/24 – 2024/25 Completed Works</u>	New	Replaced	Removed	Costs
2023/2024 Shelters	4	6	1	£56,554
2024/2025 Shelters (to date)	3	8	2	£53,423
2024/2025 Bus Stop works	20	N/A	N/A	£26,515

Table 3 – Spend Summary Bus Stop/Shelter Programme 2023/24 – 2024/25

3.4 **Appendix 1** provides an overview of the bus shelter programme completed to

date in November 2024.

3.5 Table 4 provides a summary of works that have been assessed and are currently committed.

<u>Bus Stop/Shelter Programme 2024/25 Assessed Works</u>	New	Replace	Costs
Shelters (Committed)	2	3	£24,246
Shelters (Uncommitted)	7	4	£55,000
Stops (Uncommitted)	14	N/A	£9,760

Table 4 – Summary of assessed sites Bus Stop/Shelter Programme 2024/25

Bus Stop/Shelter Programme 2025/26

3.6 New/replacement bus shelters are provided by SWestrans through its Capital Programme. On completion of works the shelters become Dumfries and Galloway Council assets and thereafter any maintenance of the shelters is currently the responsibility of the Council. This is proving problematic due to resources, SWestrans has been assisting with ongoing works.

3.7 All bus shelter requests and those picked up during inspection, are scored using the agreed criteria shown in paragraph 2.3 and a draft prioritised list of proposed locations for the bus shelter provision/ replacement programme is attached as **Appendix 2**.

3.8 The existing contract for bus shelters expires in December 2024. Currently, there is a sole supplier for this contract which can result in supply issues. The four main requirements SWestrans will be looking to tender are, Supply and Installation of Bus Shelters, Maintenance and Cleaning of Stops and Shelters, Bus Shelter and Stop Accessories, Civils works relating to Bus Stops. This will provide us with options if DGC struggle to provide maintenance within the relevant timescales.

4. Implications	
Financial	Regular reports will be brought to the Board on the progress with the capital programme, bus shelters, during 2025 - 2026.
Policy	None. This work fulfils SWestrans policy objectives.
Equalities	Provision of good quality infrastructure will enhance travel choice and experience for those with protected characteristics.
Climate Change	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.
Risk Management	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:

5.1 note the update on the 2024/25 Bus Shelter Programme; and

5.2 agree the Bus Shelter Programme 2025/26 as shown at Appendix 2.

Linda Richardson - Report Author

Date of Report: 13 November 2024

File Ref: SW2/meetings/2024

Approved by: Natalie McKail, Lead Officer
South West of Scotland Transport Partnership
Cargen Tower, Garroch Business Park
Dumfries DG2 8PN

Appendix 1 – Completed Bus Shelter Programme 2024/25

Appendix 2 – Draft Bus Shelter Programme 2024/25 and 2025/26

Appendix 1 - Completed Bus Shelter Programme to date

Location	Road	Address	Provision	Installation Date	Invoice	PO Number
Beeswing	Cairnyard Holiday Lodges	Remove shelter, install signing, clean shelter and re-locate to A76 Mennock (hard standing area construction at Mennock also)	Replace/Remove	17/06/2024	£4,900.00	770130362
Annan	Loreburn Court, Standalane	At entrance	Replace	16/08/2024	£3,204.00	770110689
Dalbeattie	B794	2no Haugh Road/Balliol View	New	16/08/2024	£8,492.00	770123455
Sanquhar (Jim Dempster)	A76 (Conservation Area)	8 Castle Street, including Traffic signals	Replace	24/09/2024	£6,314.00	770123430 770145378
Langholm	Holmwood Drive	Holmwood Gardens Jct	New	22/08/2024	£4,479.00	770123458
Hollinlea	B721 Annan to Gretna	Opp No 7	Replace	30/04/2024	£4,479.00	770123400
A76 Mennock	Green One to remove	Southbound	Removal	17/06/2024	£1,728.80	770130390 770138451
Stranraer	Park Lea Gardens	At Moorfield	Replace	18/09/2024	£4,814.00	770138041
Stranraer	opp 21 Queens Drive	At Park Crescent	Replace	17/09/2024	£5,153.00	770138042
Dalbeattie	A711 John St, Dalbeattie	Damaged, Between Johnston Drive and Rounal Avenue	Replace	17/09/2024	£5,045.00	770138038
Dumfries	Lochside Road (Oliphant Court)	Replace bus shelter - urgent - grafitti	Replace	22/08/2024	£4,814.00	770138037

£53,422.80

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Appendix 2 - Draft Bus Shelter Programme 2024-25 and 2025-26

Location	Road	Address	Provision	Estimate	PO Number
Dalbeattie	C60s High Street	Jct with C66s Port St (following discussion with Councillor Campbell 12/09/24 email) to be replaced	Replace		
Gretna Gateway	B7076	Outside Greens	New		
Stranraer	Ardwell (re-locate)	On corner on way to Ardwell, Nobody uses, relocate to Sands of Luce	N/A	£4,900.00	770146641
Langholm	Holmwood Drive	Due to complaints, had meeting with Denis, will move bus shelter up to Meikleholmside and move seat down to Holmwood Drive jct	New	£4,900.00	770144612
Stranraer	Ochtrelure Way	near Thorneycroft Care Home	New		
Stranraer	A77	Ryan Bay Caravan Park	New		
Dumfries	Annan Road	Brasswell opp Ind Estate	New	£4,479.00	770145917
Johnstonebridge	B7076 Opp jct Moffat to Lockerbie Services	Green one to remove	Replace	£4,814.00	770145918
Stranraer	C14 Charlotte Street/George Street	Damaged shelter - works ongoing, discussing with Commutaports	Replace	£5,153.00	770138043
Dumfries	Burns Statue	Replace seating and/or shelter - youths congregating - antisocial behaviour - Police request	Replace		
Cairnryan	Bottom McMasters Road	New Shelter	New		
Eastriggs	B721 outside 1 Victoria Gardens, Eastriggs	Remove shelter, customer wants to replace fence, only option is replace with a cantelever	Replace		
Eastriggs	B721 Baxter Hall	Damaged by Police, 2 bay shelter	Replace		
B721 Rigg	To Assess (various)	Provided suitable locations 05/09/24, awaiting outcome from CC	New		
Stranraer	Train Station. Asked roads dept 13/09/24 to provide photos of area	Cllr , 06/09/24 on behalf of passengers waiting on lifts/taxis	New		
A75 Outside Inn on the Loch	Customers daughter standing outside the Inn on the verge in the dark	Provide hard standing area and bus shelter	New		

£24,246.00

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RAIL UPDATE

1. Reason for Report

To update Members of the Board on the following rail matters:

- Full timetable return on ScotRail services.
- ScotRail Station opening hours.
- December 2024 ScotRail timetable update.

2. Background

The region is served by three railway lines:

- The Glasgow and Southwestern Line (GSWL) which runs down the Stranraer Line which connects the far west of the region into the Central Belt network at Ayr, and with services on to Kilmarnock.
- The Glasgow and Southwestern Nith Valley Line (GSWL) which runs down the Nith Valley. Stations in Dumfries and Galloway include Kirkconnel, Sanquhar, Dumfries, Annan, and Gretna.
- The West Coast Main Line (WCML) passing through the east of the region, with a station at Lockerbie.

3. Full timetable return on ScotRail services

3.1 Following a pay deal agreement between Train Drivers Unions and the Scottish Government, ScotRail has now restored its services to the full timetable that was in operation before the temporary timetable was introduced on 10 July 2024. All services have successfully been operating to full timetable across the network since 8th October 2024.

3.2 ScotRail is recruiting 160 new drivers every year to reduce its reliance on overtime working. Since ScotRail entered public ownership in April 2022, more than 250 drivers have been recruited.

3.3 The return to full timetable on 8th October coincided with the re-opening of Ayr Station and the return of Stranraer Line services. Driver re-training and network rail infrastructure updates on the Stranraer Line are now complete, and the route is once again fully functioning.

4. ScotRail Station opening hours

4.1 ScotRail have announced plans to implement changes to some ticket office opening hours to deliver more visible customer support at stations, reflecting changing travel and ticket purchasing patterns.

4.2 In 2021, ScotRail published an assessment which showed a dramatic increase in the number of tickets bought on the ScotRail website, app, or at ticket machines, with a significant decrease in customers buying at ticket offices. The assessment showed in the past 10 years there has been a 50 per cent drop in ticket office sales.

4.3 Figures for 2024 show, 16 per cent of ScotRail ticket sales are via ticket offices, with 90 per cent of those sales being from 20 stations. 20 per cent of sales are via ticket

vending machines (TVMs) at stations, and 43 per cent of tickets are online, through the website or the app.

4.4 Following a consultation by the independent passenger watchdog Transport Focus, ScotRail has confirmed it will introduce the following:

- 12 ticket offices will see opening hours increase.
- 54 ticket offices will see opening hours reduce.
- There will be no change to the opening hours at the remaining 77 staffed stations.

4.5 ScotRail have further noted that there will be no job losses or redundancies as a result of changes to opening hours. Instead, where ticket offices see reduced hours, staff will carry out other passenger supporting duties, such as ticket barrier duties and revenue protection. Passengers will be able to receive improved support through platform Help Points, with advice available on buying tickets.

4.6 Stranraer is the only station within Dumfries and Galloway that will be impacted by the changes to ticket office opening hours as detailed below:

- **Current** ticket office hours: Mon-Fri 0930-1900, Saturday 0930-1900, Sunday 0930-1900
- **Proposed** ticket office hours: Mon-Fri 1000-1130, Saturday 1000-1500, Sunday 1000-1145

5. December 2024 ScotRail timetable update

5.1 Each year ScotRail reviews its train service timetable in December. The only notable change to services relevant to SWestrans area, from December 2024, is on the GSW Nith Valley Line. The 22:13 Glasgow Central to Carlisle service on Saturdays will terminate at Dumfries to allow Network Rail to undertake maintenance work in the Carlisle area for the whole of the December 2024 timetable. No rail replacement bus service will be provided during this time.

6. Implications	
Financial	No financial implications associated with this report.
Policy	No change in SWestrans policy.
Equalities	Any reduction in rail services has a negative impact on equity of access and may disproportionately impact those with protected characteristics if mitigation measures not fully compliant.
Climate Change	Decrease in travel choice due to poor public transport performance may result in modal shift to private vehicles and negatively impact on climate change aims
Risk Management	This work relates to the following risks: R02 – Public image R05 – Failure to progress RTS Delivery Plan
Impact Assessment	The report does not propose a change in policy, the formal adoption of a plan, policy or strategy, or propose a service change. Therefore, it is not necessary to complete an impact assessment.

7. Recommendations

Members of the Board are asked to note the update on:

- 7.1 Full timetable return on ScotRail services;
- 7.2 ScotRail station opening hours; and
- 7.3 December 2024 ScotRail timetable update.

Report Author:Kirsty Dunsmore
Date of Report: 11 November 2024
File Ref: SW2/meetings/2024

Approved by: Natalie McKail
Lead Officer
South West of Scotland Transport Partnership
Cargen Tower, Garroch Business Park,
Dumfries, DG2 8PN

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STANDING ORDERS ANNUAL REVIEW

1. Reason for Report

Standing Order 26.3 provides for the Transport Partnership to at least once every year review the Standing Orders to determine whether any alteration should be considered.

2. Background

The Standing Orders (**Appendix**) have been regularly reported to the board and were last considered at the 26 October 2023 meeting when no changes were considered necessary.

3. Key Points

3.1 To inform this review all board members were contacted to ascertain whether there was any alteration to be considered.

3.2 The only issue identified by board members for consideration, related to the cancellation of a board meeting once that meeting has been formally called. By which an agenda for the meeting had been published.

3.3 Currently the Standing Orders (**Appendix 1**) are silent on this matter.

3.4 As detailed at Standing Order 7 a meeting that had called would only not take place due to not having enough board members present to be quorate. The minimum requirement for a meeting to take place is 3 Board Members present. If the Chair is present when the meeting is not quorate then there is provision in for the meeting to be adjourned to be reconvened to another day or time. This situation arose at the board on 19 June 2024, when the board was then reconvened on 25 June 2024.

3.5 To provide background on this issue, the meeting was inquorate on 19 June 2024 as board members had been advised that the full report was not yet available, but that there was no formal mechanism to stand the meeting down. On the 19 June the Secretary and Chair were present to formally adjourn the meeting to reconvene a few days later when the full information was available for the board.

3.6 The board may wish to consider whether there should be an addition to the Standing Orders where by a meeting that had been called could be stood down in exceptional circumstances by the Secretary in consultation with the Lead Officer and the Chair.

3.7 The internal audit report that was presented to the Board on 22 March 2024 identified that that a scheme of delegation for the Lead Officer should be established. The Board approved a Protocol for the Provision of Lead Officer by Dumfries and

Galloway Council to the South West of Scotland Transport Partnership at its meeting on 23 March 2012 (**Appendix 2**). In order to make these arrangements for the Lead Officer more visible, it is proposed that this protocol is included as an Appendix to the Standing Orders

4. Implications	
Financial	None.
Policy	None.
Equalities	None
Climate Change	None
Risk Management	None.

5. Recommendations

Members of the Board are asked to:-

5.1 consider and agree whether the Protocol for the Provision of Lead Officer by Dumfries and Galloway Council to the South West of Scotland Transport Partnership should be added as an appendix to the Standing Orders; and

5.2 consider and agree whether there should be any further alteration to the Standing Orders.

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Date of Report: 14 November File Ref: SW2/meetings/2024	

SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

STANDING ORDERS

24 JUNE 2022

(updated following 23 September 22 board)

Amendment History

Version	
1 March 2006	Adopted by Board
21 May 2010 review	No changes
13 July 2012	No changes pending review
15 March 2013	Amendments as below agreed by Board
Standing Order No	
3. Definitions	Regional Transport Partnerships (Establishment, Constitution and membership) (Scotland) Order 2005 omitted from list – added reference to the above
4. Chair and Depute Chairperson	Section does not cover definition regarding duration of ordinary Membership -amended to reference the constitution and duration of Membership as outlined in the 2005 Order above
7.1 – Quorum	Currently quorum is one – fourth or only two Members – amended to one third of all Members (3 Members)
9.3.3 – Voting	Transparent decision making – replaced “show of hands” with roll call
25 – Exclusion of Press and Public	Transparent decision making – amended to provide authority for the exclusion of press and public
30 June 2017	Adopted current version
19 June 2020	Amendments as below agreed by the Board
Standing Order	
5. Meetings	The agenda providing the notice of the meeting must include the “place” where the meeting will take place. Although SWestrans would always wish to ensure that meetings are as accessible as possible, it is acknowledged that at times such as during the COVID-19 pandemic where social distancing is required that it may only be possible to run meetings remotely making use of software such as Microsoft Teams. Therefore the “place” for the meeting would

	be “Remote Meeting via Microsoft Teams”. No amendment to this standing order is required.
25. Exclusion of press and public	Standing Order 25.1 assumes that the meetings are open to observers, press and public unless explicitly excluded. To enable remote participation by observers, public or the press the meeting can be accessed via Microsoft Teams or by tele-conference. It is not necessary to amend the standing orders for these operational arrangements to take effect.
7. Quorum	<p>For the avoidance of doubt, standing order 7.1 refers to those remotely attending the meeting.</p> <p>“7.1 No business shall be transacted at a meeting of the Transport Partnership unless at least one-third of all Members of the Transport Partnership are present. The number of Members present for the quorum includes those in remote attendance.</p> <p>A new standing order 7.5 is added as below. This expands on what is meant by remote attendance and remote meetings.</p> <p>“7.5 There is provision to allow for board members to attend a meeting of the SWestrans board or a committee of the partnership either by being present together with other members in a specified place, or remotely which enables Board Members to participate despite not being present with other Board Members.”</p> <p>It is intended that remote participation remains an option for board Members after the pandemic.</p>
5.8 – Livestreaming / recording of meetings (agreed by board 23 Sept 22)	Using SWestrans agreed arrangements, there is provision for the meeting to be livestreamed, recorded and viewed online for all items on the agenda that would be open to the public. Any failure of livestreaming or recording would not invalidate the meeting

TABLE OF CONTENTS

Clause	Heading	Page No.
1	APPLICATION OF INTERPRETATION ACT	1
2	COMMENCEMENT AND DURATION	1
3	DEFINITIONS.....	1
4	CHAIRPERSON AND DEPUTE CHAIRPERSON	2
5	MEETINGS.....	2
6	MINUTES	3
7	QUORUM.....	3
8	ORDER OF BUSINESS	4
9	PROCEDURE AND CONDUCT OF MEETINGS	4
10	COMMITTEES AND SUB-COMMITTEES	6
11	EXCLUSION FROM DELEGATION TO COMMITTEES ETC.....	7
12	WITHDRAWAL OF DELEGATION.....	8
13	QUESTIONS ON DELEGATED MATTERS.....	8
14	NOTICES OF MOTION	8
15	THE BUSINESS AGENDA	9
16	APPLICATION OF STANDING ORDERS TO COMMITTEES AND SUBCOMMITTEES	9
17	IMPLEMENTATION OF DECISION — REFERENCE TO COMMITTEE OR TRANSPORT PARTNERSHIP	9
18	APPOINTMENT OF OFFICERS — UNLESS OTHERWISE PROVIDED BY STATUTE	10
19	MATTERS OF SPECIAL IMPORTANCE AND URGENCY - DELEGATION TO LEAD OFFICER.....	10
20	MEMBERS	10
21	CONTRACTS.....	10
22	AUTHENTICATION OF NOTICES.....	11

TABLE OF CONTENTS

Clause	Heading	Page No.
23	EXECUTION OF DEEDS	11
24	OBSERVERS	11
25	EXCLUSION OF PRESS AND PUBLIC	12
26	SUSPENSION, ALTERATION AND REVIEW OF STANDING ORDERS	12

STANDING ORDERS

STANDING ORDERS FOR THE REGULATION OF PROCEEDINGS AND BUSINESS OF SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

1 **Application of Interpretation Act**

The Interpretation Act 1978 applies to the interpretation of these Standing Orders as it applies to the interpretation of an Act of Parliament.

2 **Commencement and Duration**

These Standing Orders shall apply and have effect on and after 21 December 2005 and shall remain in full unless and until they are varied or revoked.

3 **Definitions**

In these Standing Orders, the following words and expressions shall have the meanings hereinafter respectively assigned to them, that is to say —

"the 1973 Act" means the Local Government (Scotland) Act 1973

"the 1975 Act" means the Local Government (Scotland) Act 1975

"the 2000 Act" means the Ethical Standards in Public Life etc (Scotland) Act 2000

"The 2005 Order" means the Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005

"External Member" means a member of the Transport Partnership who is not a member of Dumfries & Galloway Council

"Member" means a member of the Transport Partnership whether or not entitled to vote

"Observer" means a person accorded the status of observer by the Transport Partnership

"Proper Officer" means the person or persons appointed to undertake the duties of the proper officer in compliance with the provisions of the Transport (Scotland) Act 2005

"Secretary" means the person appointed to undertake the duties of secretary to the Transport Partnership in compliance with the provisions of the Transport (Scotland) Act 2005

"Transport Partnership" means the South West of Scotland Transport Partnership

4 Membership, Chairperson and Depute Chairperson

- 4.1 The terms of Paragraphs 1 of Schedule 2 of the 2005 Order shall determine the arrangements for the appointment of Members
- 4.2 The duration and termination of membership is in accordance with the terms of Paragraph 2 of Schedule 2 of the 2005 Order.
- 4.3 Any person appointed by a constituent council as a councillor member of the Transport Partnership shall hold office until the first meeting of that council held after the next ordinary election following the date of that member's appointment
- 4.4 If prior to the next ordinary election following the date of the member's appointment, a councillor member of the Transport Partnership ceases to be a councillor then the member will immediately cease to be a member of the partnership.
- 4.5 Other members and observers appointed by the Transport Partnership, or the Scottish Ministers, as the case may be, shall hold office for a period of 4 years following the date of their appointment unless specified at the time of their appointment
- 4.6 At a meeting of the Transport Partnership, the Chairperson or, in his or her absence, the Depute Chairperson shall preside. If the Chairperson and Depute Chairperson are both absent from a meeting, the Secretary shall call on the Members of the Transport Partnership to choose a Member to preside.
- 4.7 The Chairperson and Depute Chairperson, upon being elected, shall hold office for a period to be determined by the Transport Partnership not exceeding two full Council terms, or until ceasing to be a Member, whichever is the earlier.

5 Meetings

- 5.1 All meetings of the Transport Partnership shall be held at such places and at such times as may be fixed by the Transport Partnership.
- 5.2 Notice of the place and time of a meeting of the Transport Partnership with the agenda thereof shall be given by the Secretary not later than three clear working days before the meeting by being left at or sent by post to the usual place of residence of every Member of the Transport Partnership or to an address specified in a notice by a Member to the Secretary in terms of paragraph 2(2) of schedule 7 to the 1973 Act. The proceedings of the meeting of the Transport Partnership shall not be invalidated by an omission to send a notice of the meeting or agenda to any Member thereof or by any defect therein.
- 5.3 If a Member gives notice in writing to the Secretary that he or she desires summonses to attend meetings of the Transport Partnership to be sent to some address specified in the notice, other than his or her place of residence, any such summons addressed to the Member and left at or sent by post to that address shall be deemed sufficient service.

- 5.4 The proceedings of a Transport Partnership shall not be invalidated by any vacancy among its number or by any defect in the election or qualifications of any Member.
- 5.5 Providing that it appears to the Chairperson that items of business so demand, an emergency meeting of the Transport Partnership may be called by the Secretary at shorter notice but in any event by intimation to the Members as soon as possible prior to the date for the meeting.
- 5.6 A special meeting of the Transport Partnership shall be called by the Secretary (a) at any time on being required so to do by the Chairperson or (b) on receiving a requisition in writing for that purpose specifying the business proposed to be transacted at the meeting signed by at least one-fourth of the whole number of Members of the Transport Partnership, which meeting shall be held within fourteen days of receipt of the requisition by the Secretary.
- 5.7 Public notice of the time and place of the meeting shall be given by posting it at the offices of the Transport Partnership three clear working days at least before the meeting or, if the meeting is convened at shorter notice, then at the time it is convened.
- 5.8 Using SWestrans agreed arrangements, there is provision for the meeting to be livestreamed, recorded and viewed online for all items on the agenda that would be open to the public. Any failure of livestreaming or recording would not invalidate the meeting.
- 5.9 No business shall be transacted other than that specified in the summons relating thereto except:
- business required by any Act to be transacted at a meeting of the Transport Partnership;
 - any other business brought before the meeting by reason of special circumstances where the Chairperson is of the opinion that the item should be considered as a matter of urgency and which special circumstances shall be specified in the Minutes.

6 Minutes

- 6.1 Minutes of the proceedings of a meeting of the Transport Partnership shall be drawn up and shall be signed at the same or next suitable meeting of the Transport Partnership by the person presiding thereat and any Minute purporting to be so signed shall be received in evidence without further proof.
- 6.2 Until the contrary is proved, a meeting of a Transport Partnership, a Minute of whose proceedings has been made and signed as above, shall be deemed to have been duly convened and held, and all the Members present at the meeting shall be deemed to have been duly qualified.

7 Quorum

- 7.1 No business shall be transacted at a meeting of the Transport Partnership unless at least one-third of all Members of the Transport Partnership are

present. The number of Members present for the quorum includes those in remote attendance.

- 7.2 No item of business shall be transacted at a meeting of the Transport Partnership if, in consequence of the disability of Members for voting on account of interest in that item, less than a quorum of the Transport Partnership is entitled to vote on that item.
- 7.3 If within ten minutes after the time appointed for a meeting of the Transport Partnership a quorum be not present the Chairperson shall adjourn the meeting to a time he or she may then or afterwards fix and, in the event of the Chairperson being among those absent, the Secretary shall minute that owing to the lack of the necessary quorum no business was transacted.
- 7.4 If during any meeting of the Transport Partnership the attention of the Chairperson is called to the number of Members present, he or she shall (unless it is apparent to the Chairperson that a quorum is present) direct the roll to be called and if it be found that there is not a quorum present the meeting shall thereupon terminate.
- 7.5 There is provision to allow for board members to attend a meeting of the SWestrans board or a committee of the partnership either by being present together with other members in a specified place, or remotely which enables Board Members to participate despite not being present with other Board Members.

8 Order of Business

- 8.1 The business of the Transport Partnership shall proceed in the order specified in the notice calling the meeting except that any item of business may at the discretion of the Chairperson, be taken out of its order and provided that the Transport Partnership may adjourn a meeting of the Transport Partnership to any other day, hour or place. The order in the notice shall, unless circumstances otherwise require, be as follows:
- the recording of the names of Members present;
 - the signing of Minutes of the previous meeting by the person presiding;
 - any other items on the agenda.

9 Procedure and Conduct of Meetings

9.1 Powers and Duties of Chairperson

- 9.1.1 The Chairperson shall preserve order and ensure that Members obtain a fair hearing.
- 9.1.2 The Chairperson shall decide all matters of competency and relevancy, procedure and conduct of business having taken advice from the Secretary.
- 9.1.3 The Chairperson shall decide as to the inclusion of items of business, not on the Agenda, for consideration as a matter of urgency, by reason of special circumstances which shall be specified.

9.1.4 In the event of any Member disregarding the authority of the Chairperson or being guilty of obstructive or offensive behaviour, a motion may be thereupon moved to suspend the Member for the remainder of the meeting. The motion shall be put without discussion and, if carried, the Member concerned shall forthwith leave the meeting. This Standing Order also applies to all Committee and Sub-Committee meetings.

9.2 **Motions and Amendments at the Meeting**

9.2.1 A motion must be competent and relevant to the business on the agenda and any amendments and counter amendments must be competent and relevant to the motion.

9.2.2 A motion and any amendments or counter amendments shall be moved and seconded.

9.2.3 An External Member shall not move or second any motion or amendment in respect of any matter on which an External Member is not permitted to vote.

9.2.4 A motion or amendment or counter amendments once moved and seconded may be altered or withdrawn with the consent of the mover and seconder.

9.2.5 When a motion and amendment or counter amendments are before a meeting, the last counter amendment shall be voted on as against the second last until the position is reached whereby a final vote shall be taken as between the successful amendment and the motion.

9.2.6 A Member shall not move or second more than one amendment or counter amendment to a motion, unless the earlier amendment or counter amendment is withdrawn.

9.2.7 The mover of a motion or amendment shall not speak for more than five minutes; each succeeding speaker shall not speak for more than two minutes and shall speak only once in the same discussion unless to call attention to a point of order or with the sanction of the Chairperson to make an explanation.

9.2.8 The mover of an amendment and the mover of the original motion in that order shall have the right to speak for two minutes in reply, strictly confining him or herself to answering previous speakers and not introducing any new matter.

9.2.9 After the replies are concluded the discussion shall be held to be closed, after which no Member shall be permitted to offer an opinion or to ask a question or otherwise interrupt the proceedings or to speak, except with regard to a point of order or clarification and the question under discussion shall thereupon be put by the Chairperson.

9.2.10 Once a matter has been voted on, thereafter no other motion or amendment or counter amendment on the same business shall be competent at that meeting.

9.2.11 A motion for adjournment of the meeting shall be moved and seconded without a speech and shall have precedence over all other motions and shall at once be voted on if there is an amendment.

9.3 **Voting – Majority, Roll Call, Ballot, Equality**

- 9.3.1 Subject to Standing Order 9.3.2 all questions coming or arising before the Transport Partnership shall be decided by a majority of the Members present and voting except where otherwise required by statute.
- 9.3.2 An External Member may not vote on any matter in respect of which an External Member is prohibited from voting on by virtue of (1) an enactment, (2) an Act of the Scottish Parliament and an instrument made under such an Act or (3) any decision of the Transport Partnership.
- 9.3.3 Unless the Transport Partnership otherwise determine for any specific occasion:
the vote will be taken by a roll call, except:
- all votes on the appointment of Members to any particular office or Committee shall be by ballot;
 - all votes on the appointment of Officers and relating to disciplinary and grievance issues shall be by ballot.
- 9.3.4 In the case of any equality of votes, the person presiding at the meeting shall have a second or casting vote except when the matter which is the subject of the vote relates to an appointment of a Member to any particular office or Committee in which case the decision shall be by lot.

9.4 **Procedure if Two or More Candidates**

- 9.4.1 When the first voting does not produce an absolute majority of votes cast in favour of any candidate, then the candidate having the least number of votes shall be eliminated.
- 9.4.2 If two or more candidates have received in total less votes cast than the candidate having the next lowest number, those two or more with the least votes shall be eliminated.
- 9.4.3 If two or more candidates tie for the least number of votes cast and their votes in total exceed or equal the number of votes cast for the candidate having the next lowest number, or if all candidates receive an equal number of votes, a supplementary vote shall be taken as to which of these candidates who tie for the least number of votes cast is to be eliminated and so on until only two candidates remain.

10 **Committees and Sub-Committees**

- 10.1 The Transport Partnership shall appoint such Committees and Sub-Committees as they consider necessary and shall prepare and adopt Schemes of Administration and Delegation for the reference and delegation of business to Committees; as the Transport Partnership shall decide.
- 10.2 Sub-Committees shall only be established with the approval of the Transport Partnership.
- 10.3 Schemes of Administration and Delegation made and adopted by the Transport Partnership in terms of Standing Order 10.1 and any amendments made by the Transport Partnership thereto are hereby incorporated into these Orders.

11 **Exclusion from Delegation to Committees etc**

- 11.1 changing the name of the Transport Partnership
- 11.2 the appointment of the Chairperson and Depute Chairperson of the Transport Partnership
- 11.3 the appointment of Committees
- 11.4 the promotion and opposition of private legislation
- 11.5 receiving the certified abstract of the Transport Partnership's annual accounts
- 11.6 the consideration of reports by the Commissioner for Local Administration in terms of sections 28 and 29 of the 1975 Act
- 11.7 fixing (and amending) the constitution, membership and functions of Committees and to appoint Chairpersons, Vice Chairpersons and members of Committees.
- 11.8 fixing (and amending) a programme of Transport Partnership and Committee meetings.
- 11.9 determining the Transport Partnership's annual revenue budget and capital programme.
- 11.10 determining the process for selection, appointment and dismissal of Officers required by Statute to be appointed or dismissed only by the Transport Partnership.
- 11.11 the consideration of a statutory report from the Controller of Audit, or from the Transport Partnership's External Auditor.
- 11.12 the making (and amendment) of the Schemes of Administration and Delegation.
- 11.13 the making (and amendment) of Standing Orders.
- 11.14 authorisation to execute documents on behalf of the Transport Partnership.

12 Withdrawal of Delegation

- 12.1 A motion for the withdrawal of delegation in respect of any delegated matter shall require to be carried before such matter may be reviewed at a meeting of the Transport Partnership.
- 12.2 In consideration of a motion to remove delegation, only the Member moving removal of the delegation and any Member moving the direct negative by way of an amendment thereto shall be entitled to speak, the respective seconders shall restrict themselves to a formal seconding and no other Member shall be permitted to speak on the motion or amendment for removal of delegation.

13 Questions on Delegated Matters

- 13.1 A Member shall have the right to ask a question at a Transport Partnership meeting on any matter delegated to a Committee or Sub-Committee and contained in the Minutes presented to the Transport Partnership, subject to the following procedure:
- 13.2 The details of the question on the delegated matter shall require to be given to the Secretary in writing no later than 10.00 am on the last working day prior to the meeting of the Transport Partnership.

- 13.3 The question should be addressed by the Chairperson or, where appropriate, by the Chairperson of the relevant Committee.
- 13.4 Any question which, in the opinion of the Chairperson, is not a genuine request for information and/or which is not directly related to the section of the Minute dealing with the delegated matter in question shall, at the sole discretion of the Chairperson, be disallowed and shall not be the subject of any response.
- 13.5 The question shall be put, and the answer given, without any discussion.
- 13.6 The Member submitting the question shall be allowed to ask no more than one supplementary question arising directly out of the reply.
- 13.7 If requested by the Member asking the question, a written answer to the question will be given to that Member by the relevant Officer after the meeting in question at which the question is considered.

14 Notices of Motion

- 14.1 Every Notice of Motion shall be in writing and shall be signed by the Member of the Transport Partnership giving the Notice and counter-signed by one other Member at least.
- 14.2 A Notice of Motion shall be forwarded to the Secretary at least ten days before the meeting of the Transport Partnership to allow its incorporation into the Summons for the meeting.
- 14.3 The foregoing provision shall not apply in a case where the Chairperson decides, that the matter is one of urgency.

15 The Business Agenda

- 15.1 Responsibility for the preparation of agendas and papers for a meeting rests with the Secretary and reports will only be submitted to the Transport Partnership or a Committee after full consultation.
- 15.2 Any Member may request the Secretary to arrange for a report on a policy issue to be submitted to the Transport Partnership or one of its Committees. Such reports shall only be submitted after due consideration and appropriate consultation. In the event that the Secretary determines that the submission of such a report is inappropriate, then the final decision as to the need or otherwise for the report shall rest with the Transport Partnership.

16 Application of Standing Orders to Committees and SubCommittees

- 16.1 The provisions of the Standing Orders of the Transport Partnership, except as herein provided, shall, so far as applicable apply to Committees and SubCommittees in like manner as they apply to the Transport Partnership with the substitution of reference to the Committee or SubCommittee and to the Chairperson of the Committee or Sub-Committee thereof as the case may be, for reference to the Transport Partnership and to the Chairperson of the Transport Partnership and Depute Chairperson of the Transport Partnership respectively.

Those Standing Orders which do not apply to Committees and SubCommittees are as follows:

5.6, 12, 13, 14, 24

16.2 Except as otherwise provided by Statute or as aftermentioned, the quorum at all meetings of Committees and Sub-Committees shall be as prescribed in Standing Order 7.1 or two members of the Committee or Sub-Committee, whichever is the greater.

16.3 A Member has the right to attend or address a Committee or Sub-Committee of which he or she is not a member subject to the agreement of the Chairperson. No Member may speak on any item in terms of this Standing Order in respect of (i) matters where a statutory consent is to be considered; (ii) judicial or quasi-judicial matters which are to be considered; or (iii) matters where the Member in question has a direct or indirect pecuniary or non-pecuniary interest.

17 Implementation of Decision — Reference to Committee or Transport Partnership

17.1 If within 48 hours of the conclusion of a meeting, a request in writing submitted to the Secretary sponsored and initiated by a Member or Members and signed by at least one-fourth of all Members that a decision taken at that meeting be not implemented, then that item shall be referred to the next appropriate Committee or Transport Partnership meeting for consideration as appropriate.

17.2 The above applies to all Committees and Sub-Committees.

18 Appointment of Officers — Unless otherwise provided by Statute

18.1 The appointment of all senior managers with salaries conditioned by SJNC for Chief Officials shall be made by the appropriate Committee or by a Sub-Committee of that Committee.

18.2 All other appointments shall be made by the Lead Officer unless the Transport Partnership decides otherwise subject to specific statutory provisions.

19 Matters of Special Importance and Urgency - Delegation to Lead Officer

19.1 Notwithstanding the provisions of Standing Order 10.1 and Schemes of Administration and Delegation made thereunder:

19.1.1 If a matter is of such special importance and urgency as to render it not expedient to await the decision of the Transport Partnership or the appropriate Committee, the Lead Officer, after consultation with the Chairperson and Depute Chairperson and the Chairperson of the Committee or Committees concerned shall have power to take all such steps as may be necessary, which steps shall be binding and, in the circumstances before mentioned, there shall be deemed to have been a delegation of such power.

19.1.2 If a matter of ordinary business requires to be dealt with expeditiously without awaiting the decision of the appropriate Committee of the Transport Partnership, then the Lead Officer, after consultation with the Chairperson of the Committee concerned shall have the same power as is in standing order 19.1.

20 Members

20.1 **Standards in Public Life**

20.1.1 The Model Code of Conduct for members of devolved public bodies made in terms of the 2000 Act and any amendments thereto are hereby incorporated into these Orders.

20.1.2 The Code of Conduct applies to all Members of the Transport Partnership including co-opted members of Committees and Sub-Committees.

20.2 **Resignation of Member from the Transport Partnership**

20.2.1 A Member may at any time resign by written notice delivered to the Secretary. Resignation shall take effect on the expiration of three weeks after delivery of notice or on an earlier date stated in the notice.

21 **Contracts**

21.1 With respect to proposed contracts for the execution of works, the provision of services, or for the supply of goods or materials, the following provisions shall apply relating to securing competition for such contracts and for regulating the manner in which tenders are invited.

21.2 With respect to proposed contracts, the Lead Officer responsible for arranging tenders shall ensure, in consultation with the Finance Officer, that, where applicable, the provisions of the Local Government Act 1988 all subsequent relevant legislation and any orders, regulations or directions made thereunder, the provisions of the relevant European Commission Public Procurement Directives and the provisions of the Public Works Contracts Regulations 1991, the Public Supply Contracts Regulations 1995 the utilities Supply and Works Contracts Regulations 1992 and the Public Services Contracts Regulations 1993, shall be applied with respect to the securing of competition for such tenders.

21.3 The Proper Officer shall prepare and submit to the Transport Partnership a Scheme of Tender Procedures and such Procedures, once approved and adopted by the Transport Partnership, shall be observed by all Members and Officers of the Transport Partnership, and shall be deemed to be part of these Standing Orders.

22 **Authentication of Notices**

Every notice, order, demand, requisition or other such document or withdrawal thereof by the Transport Partnership required or authorised by any enactment or statutory order shall, except in so far as such enactment or statutory order specifically otherwise provides, be signed by the Proper Officer.

23 **Execution of Deeds**

A list of all deeds executed by the Transport Partnership shall be kept with the Secretary and shall be available for inspection by any Member of the Transport Partnership at any time.

24 **Observers**

- 24.1 An Observer may only address a meeting of the Transport Partnership on the invitation of the Chairperson.
- 24.2 An Observer may not vote on any matter.
- 24.3 An Observer may not attend any part of a meeting of the Transport Partnership from which the press and public are excluded.

25 Exclusion of Press and Public

- 25.1 Except where this Standing Order says otherwise, every meeting of the Transport Partnership and its committee will be open to the public and press.
- 25.2 The Chairperson may keep any members of the public or press out of a meeting, or cause them to leave if they are hindering the work of the Transport Partnership.
- 25.3 Members of the public and press may be kept out of a meeting when an item of business is being considered if it is likely that confidential or exempt information , as defined by the 1973 Act, will be disclosed.

26 Suspension, Alteration and Review of Standing Orders

- 26.1 A motion for the suspension of the relevant Standing Orders may be made at any time for the reason stated in the motion. Such a motion if opposed will be resolved without discussion and shall be held to be carried if supported by a majority of Members present and voting.
- 26.2 No alteration of the Standing Orders shall be made without notice given in the agenda for the meeting of the Transport Partnership to discuss the alterations, and shall not be effected except on a resolution, adopted by a majority of the Members present and voting.
- 26.3 The Transport Partnership shall, at least once every year, review these Standing Orders to determine whether any alteration should be considered.
- 26.4 The Proper Officer is authorised to supply any omission in, or, necessary amendment to or to correct any error arising in these Standing Orders which is of an administrative nature.

Appendix 2

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

AGREEMENT between:-

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

WHEREAS:-

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

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

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

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

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

The Transportation Manager is a Senior Officer post within the Economy and Infrastructure Department. The post reports to the Assistant Director transport and Infrastructure.

The Transportation Manager has responsibility for services within the Council, including the commissioning and delivery of transport-related functions.

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

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

The Council's Director Economy and Infrastructure will in such circumstances represent the interests of the Council in relation to transport matters.

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

Signed on behalf of:

Dumfries & Galloway Council

SWestrans

Signed

Signed

Malcolm Johnstone
Convener
Dumfries & Galloway Council

John Campbell
Chairman
Swestrans

Date

Date