

## **Strathclyde Partnership for Transport**

### **Minute of meeting**

**1 June 2017**

held in the Lewis Room, 131 St Vincent Street, Glasgow

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# **Minute of the meeting of the Strathclyde Partnership for Transport held in the Lewis Room, 131 St Vincent Street, Glasgow, on 1 June 2017**

- Present** Councillors Dr Martin Bartos (Chair), Malcolm Balfour, Colin Cameron, Allan Casey, Allan Falconer, Jim Finn, Graham Hardie, Alan Lafferty, Marie McGurk, Jacqueline McLaren, Michael McPake, Alan Moir, Lee Lyons (substitute), Richard Nelson, Donald Reid, Anna Richardson, Jim Roberts, David Shearer, Allan Stubbs and David Wilson and appointed members Gregory Beecroft, Graham Johnston, Jo MacLennan and Jim McNally.
- Attending** Valerie Davidson, Secretary/Assistant Chief Executive (Business Support); Valerie A Bowen, Senior Committee Officer and Gordon MacLennan, Chief Executive.

## **1. Interim Chair**

In terms of Standing Order No.1.4.3, the Secretary took the chair at the commencement of the meeting pending appointment of a Chair.

Thereon, the Chief Executive introduced the Secretary/Assistant Chief Executive (Business Support) and the Senior Committee Officer to members and outlined their roles within the Partnership.

## **2. Apologies**

Apologies were submitted from Councillor Ian Cochrane and appointed members Brian Davidson, Ann Faulds, Anne Follin and Alex Macaulay.

## **3. Declaration of interest in terms of the Ethical Standards in Public Life etc (Scotland) Act 2000**

The Partnership noted that there were no declarations of interest.

## **4. Sederunt**

The Secretary took a roll call for the purposes of the sederunt.

## **5. Appointment of Chair**

Nominations were sought for the post of Chair. Nominations were as follows:-

Councillor Martin Bartos nominated by Councillor Moir, seconded by Councillor Wilson; and

Councillor Malcolm Balfour, nominated by Councillor Finn, seconded by Councillor Richardson.

On a vote being taken by a show of hands, 9 members voted for Councillor Balfour and 11 members for Councillor Bartos who was appointed Chair of the Partnership and took the Chair for the remainder of the meeting.

Thereon, Councillor Bartos intimated that he looked forward to working with his colleagues at SPT and all SPT stakeholders and partners to deliver a transport network which matched the needs of the travelling public.

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## 6. Appointment of Vice-Chairs

The Secretary then called for nominations for the appointment of the first Vice-Chair. Nominations were as follows:-

Councillor Malcolm Balfour, nominated by Councillor McLaren, seconded by Councillor Finn; and

Councillor Alan Moir, nominated by Councillor Wilson, seconded by Councillor McPake.

On a vote being taken by a show of hands, 9 members voted for Councillor Balfour and 10 members for Councillor Moir. There was one abstention. Councillor Moir was appointed Vice-Chair of the Partnership.

The Secretary then called for nominations for the appointment of the second Vice-Chair. Nominations were as follows:-

Councillor James Finn, nominated by Councillor Balfour, seconded by Councillor McLaren; and

Councillor David Wilson, nominated by Councillor Moir, seconded by Councillor Nelson.

On a vote being taken by a show of hands, 10 members voted for Councillor Finn and 10 members for Councillor Wilson.

On there being an equality of votes, the Secretary indicated that a deck of playing cards would be used to decide the appointment of the second Vice-Chair. A deck of playing cards was deployed and cut and the highest card fell in favour of Councillor Wilson who was appointed Vice-Chair of the Partnership.

## 7. Minute of previous meeting

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The minute of the meeting of 31 March 2017 was submitted and approved as a correct record.

## 8. Chair and Vice-Chair's remuneration

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There was submitted a report (issued) of 16 May 2017 by the Secretary/Assistant Chief Executive (Business Support)

- (1) informing members of the way in which elected members were remunerated as a result of the Local Government (Scotland) Act 2004;
- (2) advising members
  - (a) that, although the Act applied to all local authorities and joint boards, it did not apply specifically to Regional Transport Authorities; and
  - (b) that although the Transport (Scotland) Act 2005 and subsequent orders permitted Regional Transport Partnerships (RTPs) to make payments for members' expenses only, the previous powers of the former Strathclyde Passenger Transport Authority, which had been transferred to this RTP, permitted SPT to make payments for the following approved duties:-

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- attendance at a meeting of the body;
  - attendance at a meeting of a committee or sub-committee of the body in particular circumstances; and
  - doing anything for the purposes of, or in connection with, the discharge of the functions of the organisation;
- (3) explaining that, given the anomaly in the legislation, SPT had agreed previously to adopt the principles outlined in the legislation, insofar as practicable, in respect of councillors' remuneration and expenses, treating SPT consistently with the then police and fire boards;
- (4) informing members
- (a) that the impact of this would be that the Chair of the RTP would be entitled to receive a total payment of up to £38,087 per annum which equated to 75% of the remuneration of the leader of the highest banded council and Vice-Chairs 75% of the Chair's remuneration (up to £28,565 per annum), inclusive of any sum paid to them as a councillor; and
- (b) that consistent with previous decisions, it was proposed that, if agreed, the applicable date would be the date of appointment to the post;
- (4) intimating that a copy of the Members' Allowance and Expenses Handbook would be issued to members electronically as further guidance; and
- (5) seeking guidance on whether or not the current arrangements be continued.

After consideration, the Partnership agreed that the current arrangements for the remuneration of the Chair and Vice-Chair be continued.

## 9. Decisions taken during pre-election period

[Click here to view report](#)

There was submitted and noted a report (updated information tabled at the meeting) of 18 May 2017 by the Secretary/Assistant Chief Executive (Business Support), informing members of decisions taken by the Chief Executive, in consultation with the Secretary, during the period between 31 March 2017 and the first meeting of the new Partnership.

## 10. Committee Structure and cycle of meetings

[Click here to view report](#)

There was submitted a report (issued) of 16 May 2017 by the Secretary/Assistant Chief Executive (Business Support)

- (1) informing members

that, as determined in the Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005, the Partnership consisted of 20 councillor members and between 7 and 9 appointed (ie non-elected) members;

- (2) that the Partnership meeting cycle was a matter for members and had the undernoted committee structure in order to ensure full deliberation of reports:-

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<b>Committee</b>	<b>Number of Members</b>
Operations	16 including appointed members
Strategy & Programmes	17 including appointed members
Audit & Standards	10 including appointed members
Personnel	17 including appointed members
Personnel Appeals Sub-Committee	Up to 7 – drawn from elected members only

- (3) intimidating
- (a) that it was proposed that the new Partnership, and its committees, each meet 4 times per annum, with the exception of the Personnel Committee which would meet twice per annum and the Personnel Appeals Sub-Committee which would meet as and when required;
  - (b) that it was proposed also to amend the number of members on the Strategy & Programmes and Personnel Committees to 16 to be consistent with the Operations Committee membership;
- (4) appending a proposed timetable of meetings to December 2017;
- (5) informing members that, at its meeting on 10 February 2017, the then Partnership had noted the resignation of one of the appointed members with effect from 31 March 2017 and had agreed that it be left to the members of the Partnership following the local elections to determine whether or not the vacancy be filled and, if it was to be filled, what skills the Partnership might require for a potential appointee. Currently, SPT's membership meets the minimum legal requirement to have between 7 and 9 appointed members;
- (6) explaining that all members should have received a form seeking their preferences as to which committees on which they would wish to serve and following receipt of these completed forms, allocation would then be submitted to the Partnership for approval on the basis of preference, political balance, geography, gender and elected/non-elected split;
- (7) confirming that, as not all authorities would be represented on all committees, all committee papers relating to the various Committees (with the exception of the Personnel Appeals Sub-Committee) would be submitted to all members of the Partnership and provision had been made whereby the member of a constituent authority which was not represented on a particular committee would have the opportunity to request a hearing at that committee on any matter which specifically affected that constituent authority; and
- (8) recommending that the Partnership
- (a) agree that the current committee structure be continued;
  - (b) agree the change to the number of members on the Strategy & Programmes and Personnel Committees;
  - (c) agree that members should be canvassed, seeking their preferences as to which committees on which they would wish to serve;

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- (d) approve the cycle and future dates for the Partnership and its committees, noting that the Partnership's Standing Orders will require to be amended to take account of this change; and
- (e) agree that a report on committee membership be submitted to a future meeting for consideration.

After consideration, the Partnership

- (i) approved the terms of the report; and
- (ii) noted that a review of the cycle of meetings would take after one year.

## 11. Standing Orders relating to the Partnership

[Click here to view report](#)

There was submitted a report (issued) of 16 May 2017 by the Secretary/Assistant Chief Executive (Business Support) proposing an amendment to the Partnership's Standing Orders.

In accordance with Standing Order No. 9, it was agreed that the proposed amendment to the Standing Orders stand adjourned to the next meeting of the Partnership.

## 12. Corporate Governance

[Click here to view report](#)

There was submitted and approved a report (issued) of 18 May 2017 by the Secretary/Assistant Chief Executive (Business Support)

- (1) explaining
  - (a) that Corporate Governance was the system by which organisations directed and controlled their functions and related to their communities;
  - (b) that the fundamental principles of Corporate Governance were openness, inclusivity, integrity, accountability and effectiveness; and
  - (c) that In order to ensure that its business was conducted in line with these principles, the Partnership had approved procedures and standing orders to regulate its internal processes and form the basis of an audited control framework;
- (2) intimating that SPT's Governance Manual set out the procedures which regulated the Partnership to ensure that its business was conducted with fairness, consistency and transparency and these included the delegation of specific functions to committees, sub-committees and officers, how contracts were awarded, how money was spent and how decisions were made, together with various codes of conduct, policies and guidance;
- (3) informing members that, upon review of the documents, it had been noted that there was a requirement to re-align the approval thresholds between documents, viz. that one of the approval thresholds within the Partnership's Standing Orders relating to Contracts be amended to £200,000 or European tendering limits, whichever was the greater, to align with the Scheme of Delegated Functions to ensure consistency in the award of contracts; and
- (4) recommending that the Partnership

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- (a) note SPT's Corporate Governance arrangements; and
- (b) approve the change to the Standing Orders relating to Contracts as outlined in the report.

### **13. Members' training and induction**

[Click here to view report](#)

There was submitted and noted a report (issued) of 16 May 2017 by the Secretary/Assistant Chief Executive (Business Support)

- (1) informing members
  - (a) that arrangements were being made to deliver specific induction training sessions at the first meeting of each of the various committees, which would include the roles and responsibilities of those committees and the key challenges within the committee remit;
  - (b) that this training would be supplemented by additional training throughout the course of the Partnership on key issues and relevant matters, including
    - Partnership briefing on the structure of the Partnership, its role, legal responsibilities and powers and how it is funded (16 June 2017);
    - Audit Committee Training for all members of the Audit & Standards Committee (1 September 2017); and
    - "On Board" training for all members and senior officers covering issues such as standards, governance, responsibilities and the relationship with constituent authorities and key stakeholders (18 August 2017); and
  - (c) that arrangements were being made also for a site visit to Buchanan Bus Station and a night visit to the Subway, the dates for which would be confirmed in due course;
- (2) intimating that this training programme supplemented any training provided by individual councils as well as guidance and induction notes issued by the national improvement service for local government in Scotland; and
- (3) requesting that members consider these areas and identify other areas in which they consider training would be beneficial.

### **14. Representation on Outside Bodies**

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After consideration of a report (issued) of 18 May 2017 by the Secretary/Assistant Chief Executive (Business Support) listing various outside bodies on which the Partnership might wish to be represented, the Partnership agreed that the list be remitted to the Chair and Vice-Chairs for them to make the necessary appointments and report back to a future meeting of the Partnership.

### **15. Representation on the Board of Nevis Technologies Ltd.**

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With reference to the minute of Partnership of

1 June 2017

- (1) 20 August 2010 (page 6, paragraph 11) when the Partnership had approved the award of a contract to Scheidt & Bachman for the provision of a new ticketing system which had included the supply of automatic ticket machines, gates and supporting software; and
- (2) 15 April 2011 (page 4, paragraph 6) when the Partnership had approved the formulation of a joint venture company between SPT and Ecebs Ltd (now Rambus Ecebs), subsequently named Nevis Technologies, to provide a cost effective smartcard ticketing and payment service,

there was submitted a report (issued) of 16 May 2017 by the Secretary/Assistant Chief Executive Business Support)

- (a) intimating
  - (i) that the Board of Nevis Technologies Ltd consisted of nine positions, five from Ecebs and four from SPT – two senior officers (the Chief Executive and the Assistant Chief Executive (Operations)) and two members; and
  - (ii) that the appointments were without remuneration;
- (b) informing members that, although Board meetings were held quarterly, a joint steering group, comprising of senior representatives from Rambus Ecebs and SPT met monthly to ensure that progress was to plan and that project control was operating effectively and being reported timeously to the Board and to the Partnership; and
- (c) requesting that the Partnership consider SPT's member representation on Nevis Technologies Ltd.

After discussion, the Partnership agreed that member representation be remitted to the Chair and Vice-Chairs for them to make the necessary appointments and report back to a future meeting of the Partnership.