

## Strathclyde Partnership for Transport

### Minute of meeting

**9 December 2016**

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

**contact officers:**

Valerie A Bowen      phone: 0141 333 3130  
Kirsten Gibson      phone: 0141 333 3576

## **Minute of the meeting of the Strathclyde Partnership for Transport held in the Lewis Room, 131 St Vincent Street, Glasgow, on 9 December 2016**

**Present** Councillors Jonathan Findlay (Chair), Dr Martin Bartos, Charlie Gilbert (substitute), Kaye Harmon, Gerald Leonard, Alan Moir, Bobby McDill, Michael McPake, Lawrence O'Neill, Donald Reid, Hamish Stewart, Paul Welsh and David Wilson and appointed members Gregory Beecroft, Brian Davidson, Ann Faulds, Anne Follin, Alex Macaulay, Jo MacLennan, Alan Malcolm and Jim McNally.

**Attending** Valerie Davidson, Assistant Chief Executive (Business Support); Valerie A Bowen, Senior Committee Officer; Gordon MacLennan, Chief Executive; Eric Stewart, Assistant Chief Executive (Operations); Charlie Hoskins, Senior Director; Neil Wylie, Director of Finance and HR; Bruce Kiloh, Head of Policy and Planning and Gordon Dickson, Bus Development Manager.

### **1. Apologies**

Apologies were submitted from Councillors Malcolm Balfour, Tony Buchanan, Eddie Devine, Margaret Devine (substitute), Robert G MacIntyre, Denis McKenna and Fariha Thomas and appointed member Graham Johnston.

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

The Committee noted the following declarations of interest in respect of items on the agenda:-

- (1) Gregory Beecroft in respect of item 10 of the Strategy & Programmes minutes of 11 November 2016;
- (2) Ann Faulds, Anne Follin and Jim McNally in respect of item 7 on the agenda; and
- (3) Councillor Lawrence O'Neill in respect of item 14 on the agenda.

### **3. Minute of previous meeting**

[Click here to view minute](#)

The minute of the meeting of 7 October 2016 was submitted and approved, having noted that under item 10 of that minute, Mr. McNally had requested that it be noted that he had asked a question relating to the curtailing of bus services when road closures were in force to accommodate events taking place in Glasgow and that officers had agreed to review the issue.

### **4. Committee minutes**

The minutes (issued) of the undernoted committees were noted:-

- (1) Personnel Committee of 7 October 2016;  
[Click here to view minute](#)
- (2) Operations Committee of 4 November 2016;  
[Click here to view minute](#)
- (3) Strategy & Programmes Committee of 11 November 2016; and  
[Click here to view minute](#)
- (4) Audit & Standards Committee of 11 November 2016.  
[Click here to view minute](#)

## 5. Membership update

Mrs Davidson informed members of the appointment by Glasgow City Council of Councillor Fariha Thomas to replace Councillor Chris Kelly and Councillor Malcolm Cunning to the subsequent vacant substitute position.

The Partnership agreed that Councillor Thomas be appointed to the committees on which her predecessor had served.

## 6. Amendments to Financial Regulations and Standing Orders Relating to Contracts

[Click here to view report](#)

There was submitted a report (issued) of 1 December 2016 by the Assistant Chief Executive (Business Support)

- (1) reminding members that both the Partnership's Financial Regulations and Standing Orders Relating to Contracts formed a significant part of SPT's overall governance arrangements and, as such, required periodic update to ensure that they remained relevant to changing legislation and best practice;
- (2) appending
  - (a) proposed amendments to Financial Regulations, detailed in Appendix 1 'Financial Regulations 2016 Change Log', the main driver for which was to reflect updated best practice; and
  - (b) proposed amendments to Standing Orders Relating to Contracts, detailed in Appendix 2 'Standing Orders Relating to Contracts 2016 Change Log', the main drivers for which were to reflect the Procurement Reform Act (Scotland) 2014 and updated best practice;
- (3) explaining that the proposed changes to both of these key governance documents would impact on the contents of the Partnership's Scheme of Delegated Functions and to ensure efficient and consistent governance, it was proposed that the Assistant Chief Executive (Business Support) utilised existing administrative authority to update the Scheme of Delegated Functions to reflect these changes, together with recent organisational change; and
- (4) recommending that the Partnership
  - (a) approve the amendments to the Partnership's Financial Regulations and Standing Orders Relating to Contracts as detailed in Appendices 1 and 2; respectively; and
  - (b) agree that the Assistant Chief Executive (Business Support's) existing administrative authority be utilised to update the Partnership's Scheme of Delegated Functions.

After discussion and having heard Mr Wylie in answer to members' questions, the Partnership approved the recommendations at (4) above.

## 7. Appointed Members – proposal to extend period of appointments

[Click here to view report](#)

There was submitted and approved a report (issued) of 24 November 2016 by the Secretary,

9 December 2016

- (1) informing members that the tenure of 3 of the appointed members had come to an end on 6 December 2016;
- (2) reminding members that Regional Transport Partnership Guidance on Membership intimated "that there is no limit to the number of times an other member can be appointed, or the number of years he or she can serve. However, a balance between continuity and refreshment should be struck"; and
- (3) proposing that the period of appointment of the undernoted appointed members be extended by 4 years, subject to the consent of Scottish Ministers:-

Ann Faulds  
Anne Follin  
Jim McNally

## **8. Glasgow Subway Conditions of Travel – Request for amendment**

[Click here to view report](#)

There was submitted and noted a report (issued) of 24 November 2016 by the Assistant Chief Executive (Business Support)/Secretary

- (1) informing members that correspondence had been received requesting that SPT's policy in relation to the carriage of animals on the Subway be reviewed and brought into line with other forms of public transport and underground services in the UK which allowed dogs to be transported;
- (2) reminding members that the Subway's Conditions of Travel, which were approved by the Partnership on 7 December 2012, did not allow for the carriage of animals with the exception of assistance dogs and small animals in secure containers; and
- (3) advising members that, in terms of paragraph 3.8.4 of the Standing Orders, the correspondence would be remitted to the Operations Committee for consideration, with a view to making a recommendation on the request to the Partnership.

## **9. Procurement Strategy 2016 – 2018**

[Click here to view report](#)

There was submitted a report (issued) of 24 November 2016 by the Assistant Chief Executive (Business Support)

- (1) informing members
  - (a) that The Procurement Reform Act (Scotland) 2014, which was a significant element of the Scottish Government's continuing Public Procurement Reform Programme, required SPT to produce a Procurement Strategy for approval by the Partnership, to have it published on the internet and to notify the Scottish Government of compliance; and
  - (b) that the Act included a number of mandatory requirements for the Strategy which had been addressed by building on existing procurement practices within SPT;
- (2) appending SPT's draft Procurement Strategy, which set out SPT's vision for improving procurement throughout the organisation from 2016 to 2018 which continued to be compliant, commercially effective, professional and responsive;

9 December 2016

- (3) intimating that the Strategy included an estimate of future budgets requiring procurement activity and a detailed action plan and objectives which were included at Appendices 1 and 2 of the draft Strategy and that these would support SPT in delivering key objectives and in continuing to focus on delivering best value; and
- (4) recommending approval of SPT's draft Procurement Strategy.

After consideration and having heard Mr Wylie in answer to members' questions, the Partnership approved the recommendation at (4) above.

## 10. Subway modernisation: Progress update

[Click here to view report](#)

There was submitted and noted a report (issued) of 15 November 2016 by the Assistant Chief Executive (Operations)

- (1) providing information on the overall progress made on the Subway modernisation project since the last written update to the Partnership in December 2015 and the presentation by Mr Hoskins in August 2016, particularly in relation to
  - (a) the on-going programme of design and implementation of station improvements including the construction of Cessnock & Kelvinbridge stations, with the intent to award contracts for a further two stations (Shields Road and Bridge Street) for implementation in 2017;
  - (b) the conclusion of the escalator replacement, pumping station upgrades and sub-surface chainage projects;
  - (c) the expansion of customer options for smartcard with the release of online (web retail) now available;
  - (d) the completion of large scale grouting works on the tunnel infrastructure and the works required now to complete the tunnel lining repairs;
  - (e) the completion of the ramps and turnouts main site works and the significant efforts made by all SPT teams to deliver operational and opportunity plans during the recent suspended service period, ensuring an efficient return to operational service; and
  - (f) the current status of the new rolling stock and controls system design delivery;
- (2) informing members that although the Subway suspension during the summer to facilitate critical infrastructure renewal works had provided operational challenges, it had been a key marker point in the modernisation timeline as it had presented significant opportunity for additional works access and had allowed several projects to close out or gain greater production efficiency; and
- (3) intimating that, as part of the wider programme of activities for Subway modernisation, the programme was within overall budget and funding.

Thereon, Mr Hoskins gave a presentation to members on smart ticketing, infrastructure and asset renewal, the new rolling stock concept design and events in relation to the Subway's current 120<sup>th</sup> birthday celebrations.

**11. Strathclyde Bus Alliance – Progress update**

[Click here to view report](#)

With reference to the minute of the Strategy & Programmes Committee of 20 May 2016 (page 4, paragraph 7) when that committee had approved, inter alia, the establishment of a Strathclyde Bus Alliance (SBA), there was submitted a report (issued) of 15 November 2016 by the Assistant Chief Executive (Operations)

- (1) updating members on progress to date;
- (2) appending a document entitled "Strathclyde Bus Alliance – A Proposal", which outlined proposals on how the SBA would initially work in practice, its key priorities and anticipated membership;
- (3) advising members that the legislative context on which the SBA would be based was a developed version of the current Statutory Quality Partnership framework established by the Transport (Scotland) Act 2001;
- (4) intimating that the creation of the SBA had the potential to be one of the most significant steps forward in the bus market in the west of Scotland for many years as SPT had been keen to take a passenger and partnership focused inclusive approach to its development; and
- (5) recommending that the Partnership agreed that the "Strathclyde Bus Alliance – A Proposal" document be provided to potential members of the SBA for their consideration as the base document and to inform wider dialogue as the SBA was developed and agreed.

After considerable discussion and having heard Mr Stewart in answer to members' questions, the Partnership approved the recommendation at (5) above, taking into account feedback from members.

**12. Scottish Parliament Local Government and Communities Committee – Call for Evidence – Community Empowerment (Scotland) Act 2105 – Proposed SPT response**

[Click here to view report](#)

There was submitted and approved a report (issued) of 15 November 2016 by the Assistant Chief Executive (Operations)

- (1) reminding members that SPT had sought to be engaged fully in the development of the Scottish Parliament's Local Government and Communities Committee Call for Evidence regarding the Community Empowerment (Scotland) Act 2015 (CESA) and had responded to the various stages of consultation undertaken in its preparation;
- (2) informing members
  - (a) that the Scottish Parliament's Local Government and Communities Committee was reviewing parts 2, 3 and 5 of CESA, relating to Community Planning, Participation Requests and Asset Transfer, respectively; and
  - (b) that the Committee had issued a Call for Evidence and had invited SPT to attend its meeting on 23 November and also to provide a written submission;
- (3) summarising the respective parts of CESA covered by the evidence session;

9 December 2016

- (4) appending SPT's draft written response which had been submitted within the deadline of 15 November 2016, subject to Partnership approval, which had reflected key points made in previous responses;
- (5) advising members that SPT officers had had the further opportunity of elaborating on the points raised in the written submission at the evidence session with the Committee on 23 November 2016; and
- (6) recommending that the Partnership approve SPT's draft written submission to the Scottish Parliament's Local Government & Communities Committee's Call for Evidence on Parts 2, 3 and 5 of CESA.

### **13. Social Transport Project - City Of Edinburgh Council**

[Click here to view report](#)

There was submitted a report (issued) of 11 November 2016 by the Assistant Chief Executive (Operations)

- (1) reminding members that SPT had sought to pioneer and lead the development of integrated transport solutions within the west of Scotland, for example, the West of Scotland Integrated Health and Social Care Transport Hub and the partnership between SPT and Glasgow City Council (GCC) to provide route optimisation of GCC's social transport fleet;
- (2) informing members
  - (a) that, having promoted the benefits of such initiatives to various national, regional and local forums over recent years, SPT had been approached by the city of Edinburgh Council (CEC) to ascertain potential opportunities regarding their fleet;
  - (b) that, following discussions, SPT and CEC had agreed in principle to enter into a Memorandum of Understanding to examine the provision by SPT of a shared booking and scheduling capacity for CEC's social transport fleet; and
  - (c) that, as the scheme would be funded fully by CEC, there would be no negative impact on the delivery of SPT's existing scheduling services, including those provided on behalf of SPT's constituent Councils;
- (3) outlining the basis of the scheme, a one year pilot project which would begin in January 2017, which represented an opportunity to showcase further the advantages of SPT's system and its capacity to integrate social transport fleets to achieve efficiencies thereby helping to maximise the use of public funding and ensuring essential front line delivery of services at a time of continuing financial challenge; and
- (4) recommending an amendment to SPT's Capital Programme for 2016/2017 totalling £42,000 to cover the capital cost element of the project for 2016/2017 and made up of the purchase of increased Trapeze software licences and smart phones, the cost of which would be funded fully by CEC.

After consideration, the Partnership

- (i) noted the development of a Memorandum of Understanding between SPT and CEC for the provision of booking and scheduling capacity for CEC's social transport fleet; and

- (ii) approved the recommendation at (4) above.

#### **14. Regional Transport Strategy Review and Concordat between SPT and Clydeplan**

[Click here to view report](#)

With reference to the minute of the Strategy & Programmes Committee of 9 September 2016 (page 2, paragraph 7) when that committee had agreed, inter alia, that officers commence the review and update of the Regional Transport Strategy in order to ensure that SPT was well positioned to provide a co-ordinated review to feed into the National Transport Strategy, there was submitted a report (issued) of 16 November 2016 by the Assistant Chief Executive (Operations)

##### (1) intimating

- (a) that it was anticipated that the review would be completed by March 2017 and would be achieved by the formation of a stakeholder reference group to include representatives from Transport Scotland, the Scottish Government; Clydeplan, Glasgow City Region Deal and Ayrshire Growth Deal;
- (b) that to guide the process of the RTS review, an internal steering group, comprising SPT officers, would be established; and
- (c) that, in addition, Partnership members would receive an invitation to an engagement session to inform the review following the Partnership meeting scheduled to take place on 10 February 2017. Engagement with officers from SPT's constituent councils would take place through the established SPT/Councils Liaison Group;

##### (2) informing members

- (a) that there was a long history of partnership working between SPT and Clydeplan (and their former incarnations) including collaborative work on previous Structure Plans, transport strategies, analysis/research and modelling, including the Strathclyde Integrated Transport and Land Use Model; and
- (b) that a collaboration protocol (concordat) had been drawn up between the two organisations to highlight the commitment to work together on the integration of strategic transport and land use planning and provision within the Glasgow and Clyde Valley area; and

- (3) appending the draft concordat, which Clydeplan was concurrently taking through its governance procedures.

After consideration and having heard Mr Kiloh in further explanation and in answer to members' questions, the Partnership noted the terms of the report and approved the draft concordat at (3) above.

#### **15. Proposed award of contracts**

After consideration of reports (issued) of 29 and 21 November 2016, respectively, by the Assistant Chief Executive (Operations), the committee approved the award of the following contracts:-

9 December 2016

<b>Contract</b>	<b>Contractor(s)</b>	<b>Amount</b>	<b>Remarks</b>
Bus shelter repair, maintenance, removal and installation - proposed award of call off contract – 16-088 (Lot 1) <a href="#">Click here to view report</a>	Externiture	Based on tendered rates indicative of quantities estimated during first 12 month period of contract. Prices fixed for 3 years	3 year call off contract with option to extend for up to a further 2 years. Contract extensions for years 4 and 5 would be subject only to consumer price index increase. Most economically advantageous tender
Purchase of 3 vehicles <a href="#">Click here to view report</a>	Optare Group Ltd	£355,000	Purchased through SPT's vehicle purchasing framework