

Strathclyde Partnership for Transport

Minute of meeting

14 August 2015

held in Consort House, Glasgow

contact officers:

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Minute of the meeting of the Strathclyde Partnership for Transport held in Consort House, Glasgow, on 14 August 2015

Present Councillors Jim Coleman (Chair), Malcolm Balfour, John Bruce, Tony Buchanan, Gilbert Davidson, Eddie Devine, Bill Grant, Kaye Harmon, Chris Kelly, Alan Moir, Robert G MacIntyre, Bobby McDill, Pauline McKeever, Denis McKenna, Lawrence O'Neill, Hamish Stewart and David Wilson and appointed members Tom Hart, Ann Faulds, Anne Follin, Alan Malcolm, Niall McGrogan and Jim McNally.

Attending Valerie Davidson, Assistant Chief Executive (Business Support); Kirsten Gibson Committee Support Officer; Gordon MacLennan, Chief Executive; Eric Stewart, Assistant Chief Executive (Operations); Charlie Hoskins, Senior Director; Neil Wylie, Director of Finance & HR and John Binning, Principal Transport Policy Officer, Policy and Planning.

1. Apologies

Apologies were submitted from Councillors Allan Falconer, Frank McNally and Paul Welsh, and appointed members Graham Johnston and Gavin Scott.

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

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

- (1) Councillors Denis McKenna and Kaye Harmon as they were SPT appointed directors of Nevis Technologies Ltd; and
- (2) Anne Follin in respect of her advisory role in relation to planning matters concerned with Fastlink.

3. Minute of previous meeting

[Click here to view minute](#)

The minute of the meeting of 19 June 2015 was submitted and approved as a correct record.

Arising from the minute with regard to

- (a) page 7, paragraph 9, the Chief Executive advised of the latest stage of the Subway modernisation programme, which would require the suspension of Subway train services for up to four weeks, commencing at the start of the school summer holiday in 2016. Considerable discussion took place on the length of the closure, the work involved and the alternative arrangements which would be put in place for the travelling public. The Chair advised that safety was not something on which the Partnership was prepared to compromise and undertaking this vital upgrade when passenger numbers were at seasonal lowest during the summer would minimise disruption to customers. The Chief Executive then advised that following the announcement by Land Securities of the delay to the Buchanan Galleries Expansion, he was waiting on more information from Land Securities regarding the the installation of SPT's new travelators at Buchanan Street Subway, and the expected delay to this as a result, and
- (b) page 7, paragraph 10, Mr McGrogan updated members on the positive feedback received from a recent survey on transport provision to the Queen Elizabeth University Hospital.

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4. **Committee minutes**

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

- (1) Audit and Standards Committee of 19 June 2015; [Click here to view minute](#)
- (2) Operations Committee of 26 June 2015. [Click here to view minute](#)

5. **Standing Orders relating to Business of the Partnership**

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With reference to the minute of 19 June 2015 (page 2, paragraph 6) when in accordance with Standing Order No. 9, it had been agreed that the proposed amendments to the Standing Orders and Terms of Reference stand adjourned to the next meeting of the Partnership, there was submitted a report (issued) of 4 August 2015 by the Assistant Chief Executive (Business Support) proposing various amendments to the Partnership's Standing Orders and Committee Terms of Reference.

After discussion and having heard Mrs Davidson in further explanation of the report, the Partnership approved the revisions to the Partnership's Standing Orders and Terms of Reference.

6. **2014/2015 Abstract of Accounts**

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There was submitted and approved a report (issued) of 6 August 2015 by the Assistant Chief Executive (Business Support) recommending that the Partnership approve the audited abstract of accounts for SPT and Strathclyde Concessionary Travel Scheme Joint Committee (SCTSJC) for the financial year ending 31 March 2015 (appended to the report) and agree that these are now submitted to the appointed external auditor, no later than 30 September 2015.

7. **Smart ticketing – progress update**

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There was submitted a report (issued) of 22 July 2015 by the Assistant Chief Executive (Operations)

- (1) providing a progress update on SPT Smart card ticketing initiatives including:-
 - (a) the issue of over 80,000 smartcards to Subway and Zonecard customers which made the Bramble Smartcard the most successful commercial smartcard in Scotland;
 - (b) the implementation of car parking with smart ticketing across three SPT Park and Ride sites at Kelvinbridge, Bridge Street and Shields Road;
 - (c) the completion of the first phase of work to offer alternative retail points for Subway travel via Payzone outlets;
 - (d) the continuing work to progress the Nevis Technologies website;
 - (e) the award of a contract to Nevis Technologies to supply ScotRail's Smart ticketing back office system and card media;

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- (f) the establishment of project delivery working groups between Nevis Technologies and Abellio to progress the integration of the 2 smartcards schemes to allow customers to utilise a single smartcard for rail and subway travel;
 - (g) future integration with bus operators, which included an opportunity to pursue a 'bus only, multi operator' smartcard in line with Competition Commission recommendations; and
 - (h) the continued dialogue with Transport Scotland to integrate the Subway smartcard with the National Concessionary Travel Scheme smartcard;
- (2) intimating that officers would continue to seek to deliver further success on smartcard and would keep members informed of future progress;
 - (3) explaining that in order to continue the successes enjoyed to date and to maintain momentum in rolling out smartcards to other modes, it was proposed that a grant fund amount of £150,000 be awarded to Nevis Technologies for the delivery of the second phase of integrated ticketing in financial year 2015/2016 which would support the continued development of Nevis Technologies' systems, including enhanced retail channels and back office functions; and
 - (4) recommending that the Partnership approve the additional grant funding for 2015/2016 as outlined at (3) above.

After considerable discussion and having heard Mr Stewart in answer to members' questions, the Partnership

- (1) noted the terms of the report; and
- (2) approved the recommendation at (4) above.

8. National Transport Strategy Refresh

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There was submitted and noted a report (issued) of 26 June 2015 by the Assistant Chief Executive (Operations)

- (1) informing members that the Minister for Transport and the Islands had recently announced that the Scottish Government intended to 'refresh' the National Transport Strategy by the end of 2015;
- (2) summarising initial information from a meeting between the Minister and the Chairs of the RTPs in June 2015 and from officers of Transport Scotland on the likely focus of the refresh; and
- (3) advising members
 - (a) that the NTS refresh provided a significant opportunity for SPT to influence future transport policy, development and delivery in Scotland; and
 - (b) that whilst the December 2015 timescale set by the Minister for completing the refresh was tight, officers would continue to engage with and offer support to Transport Scotland and other partners over coming months regarding the NTS refresh and would update the Partnership regularly on progress.

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9. West of Scotland Integrated Transport Health and Social Care Transport Hub progress update

[Click here to view report](#)

With reference to the minute of the Strategy and Programmes Committee of 23 August 2013 (page 4, paragraph 8) when the committee had noted the recommendations of the Healthcare Transport Report published in May 2015 by the Scottish Government's Short-Life Healthcare Transport Working Group, which had included the establishment of a West of Scotland Integrated Health and Social Care Transport Hub, there was submitted a report (issued) of 27 July 2015 by the Assistant Chief Executive (Operations)

- (1) explaining
 - (a) that the overall aim of the West of Scotland Integrated and Social Care Transport Hub was to develop an integrated single booking and scheduling point of contact for Health and Social Care Transport Services in the West of Scotland through SPT's Contact Centre; and
 - (b) that the Hub sought to achieve its aims through a collaborative partnership with key stakeholders, including SPT, Councils, NHS Boards, Scottish Ambulance Service and Community Transport, by co-ordinating their resources (vehicles and drivers) to develop alternative transport solutions;
- (2) detailing the progress which had been made in the development of the Hub under the following three key workstreams:-
 - IT Integration;
 - Operational Pilots; and
 - Information Sharing/Financial Framework;
- (3) outlining the challenges which required to be overcome to deliver successfully the integration of health and social care transport; and
- (4) informing members
 - (a) that the success of the Hub would only be achieved through a collaborative partnership that required all partners to commit to overcoming those key challenges such as pooling resources and budgets; and
 - (b) that this would require overcoming differing priorities, culture and inter-departmental requirements and commitment to fully participating and providing appropriate resources and being flexible to adapt those transport services (e.g. eligibility) to meet the needs of the passengers/patients.

After discussion and having heard Councillor McKenna encourage members to raise the profile of the Hub with their Council Leaders, the Partnership noted the terms of the report.

10. Design and Technical Services Framework – operational time period

[Click here to view report](#)

With reference to the minutes of 15 February 2013 (page 5, paragraph 11) and 3 May 2013 (page 4, paragraph 9) when the Partnership had approved the commencement of a renewed SPT Design and Technical Services Framework valid until March 2016, there was submitted and approved a report (issued) of 18 June 2015 by the Assistant Chief Executive (Operations)

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- (1) explaining that an option existed within the existing Framework to extend its validity period by one year to March 2017 in order that re-scoping and tendering could take place for the next generation of the framework; and
- (2) recommending that the Partnership approve the extension of the current Design and Technical Services Framework by one year to March 2017.

11. IP Telephony and Infrastructure contract

[Click here to view report](#)

After consideration of a report (issued) of 31 July 2015 by the Assistant Chief Executive (Operations) on tenders received for the supply and installation of an SPT telephony and network infrastructure, the Partnership

- (1) agreed to the award of a contract to Capital Business Solutions at a cost of £443,089 covering the financial years 2015/2016 and 2016/2017; and
- (2) approved the amendment to the capital plan to reflect the contract cost.

12. UITP Congress 2015 – feedback report

[Click here to view report](#)

With reference to the minute of 24 April 2015 (page 5, paragraph 11) when the Partnership had

- (1) agreed that SPT be represented by the Chief Executive and the Assistant Chief Executive (Operations) at the UITP World Congress and Mobility & City Transport Exhibition in Milan on 8 - 10 June 2015; and
- (2) noted that a report on the outcomes and benefits would be submitted to a future meeting,

there was submitted and noted a report (issued) of 31 July 2015 by the Assistant Chief Executive (Operations) providing feedback on the key learning points and relevance to SPT gained by the officers' attendance at the UITP World Congress and Mobility & City Transport Exhibition.

13. Register of Contracts Awarded and Variations

The Partnership noted that the Register of Contracts Awarded and Variations for the period 1 April to 30 June 2015 was available for inspection after the meeting.

14. Valedictory

As this would be the last meeting of the Partnership that Mr McGrogan would attend, the Chair on behalf of the Partnership, thanked him for his contribution to the work of the Partnership and its committees and wished him well in the future.