



Zetland Transport Partnership

Agenda Item

1

Meeting(s):	ZetTrans	3 February 2017
Report Title:	ZetTrans Other Member – HIE Shetland Nomination	
Reference Number:	ZTP-01-17-F	
Author / Job Title:	Secretary to ZetTrans/Executive Manager – Governance and Law	

1.0 Decisions / Action required:

That the Partnership:

- 1.1 consider and decide whether to approve the appointment of Ms Hunter as an Other Member, nominated by HIE Shetland;
- 1.2 subject to 1.1 above, to approve the submission of the appointment to the Scottish Ministers with a recommended term of office from 4 March 2017 to 4 March 2021; and
- 1.3 agree that should there be a delay in the appointment obtaining Scottish Ministers confirmation, that Ms Hunter will be appointed as an Adviser from 4 March 2017 until the date of Scottish Ministers' approval.

2.0 High Level Summary:

- 2.1 The purpose of this report is to seek approval of the person nominated by HIE Shetland as an Other Member to the Zetland Transport Partnership ("the Partnership").

3.0 Corporate Priorities and Joint Working:

- 3.1 The Scottish Ministers decided that single authority Regional Transport Partnerships ("RTPs") should include members drawn from the corresponding Health Board and Local Enterprise Company.
- 3.2 The Partnership's Administrative Regulations state that the total number of Members shall be six and shall include one Member nominated by NHS Shetland and one Member nominated by the Shetland Enterprise Company.

4.0 Key Issues:

- 4.1 The individuals nominated by their sponsoring organisations will be considered by the RTPs and thereafter appointed by the Scottish Ministers.
- 4.3 The Members would be expected to give up their appointment on the RTP if they ceased to be members of their sponsoring organisation – NHS Shetland or Shetland Enterprise Company.

4.4 Paragraph 2.15 of the ZetTrans Administrative Regulations states that “Other Members and Advisers appointed by ZetTrans, 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 otherwise specified at the time of their appointment.” It is suggested that the date of appointment be 4 March 2017, the date the current representation ends, to ensure continuity is maintained.

4.5 Should there be a delay in receiving Scottish Ministers confirmation of the appointment of the Other Member it is proposed that the nominee is considered, and appointed to attend meetings, as an Adviser, which does not need the consent of the Scottish Ministers.

4.6 **Criteria for Membership**

The criteria, as set out in the membership guidance, is as follows:

Essential

Personal and/or operational expertise and demonstrable knowledge from working at board/strategic level in business, the public sector or the voluntary sector

Detachment from local and national politics

Desirable

Transport knowledge (this could be knowledge of the transport issues pertinent to one or more sector e.g. business, healthcare, the environment, economic development etc)

Regional rather than local perspective

Political and media awareness

Financial awareness

Communication skills

5.0 Exempt and/or confidential information:

5.1 None.

6.0 Implications :	
6.1 Service Users, Patients and Communities:	The reappointment of the HIE nominee will ensure the continued representation on the Partnership, therefore there will be no impact on these groups as a result of this report.
6.2 Human Resources and Organisational Development:	There are no HR issues arising from this report.
6.3 Equality, Diversity and Human Rights:	An Equalities Impact Assessment is not required.
6.4 Legal:	To be compliant with the requirements of The Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005, and the Partnership's Administrative Regulations, the Partnership must have two Other Members in addition to four Councillor Members.
6.5 Finance:	There are no direct financial implications to the process of nominating an Other Member of the Partnership. However, once appointed the Other Member is entitled to claim expenses as set out in the ZetTrans Administrative Regulations 2007.
6.6 Assets and Property:	There are no Assets and Property issues arising from this report.
6.7 ICT and new technologies:	There are no ICT issues arising from this report.
6.8 Environmental:	There are no environmental issues arising from this report.
6.9 Risk Management:	Should the Partnership decide against the appointment the position will remain vacant and unrepresented until such time as an alternative nominee is provided by HIE Shetland and approved by the Partnership. In line with the requirements of The Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005 this report presents the nomination provided by HIE Shetland.
6.10 Policy and Delegated Authority:	The Partnership are required to make a recommendation to the Scottish Ministers in regard to the appointment of an Other Member of the Partnership.
6.11 Previously considered by:	Ms Hunter's was first appointed as an Other Member by ZetTrans on 4 March 2013 (Min. Ref 03/13).

Contact Details:

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Finalised: 25 January 2017

Appendices:

None

Background Documents:

The Regional Transport Partnerships (Establishment, Constitution and Membership)
(Scotland) Order 2005 <http://www.legislation.gov.uk/sdsi/2005/0110697588/contents>

ZetTrans Administrative Regulations <http://www.zettrans.org.uk/aboutus/Membership.asp>



Zetland Transport Partnership

Agenda Item

2

Meeting(s):	Zetland Transport Partnership	3 February 2017
Report Title:	Lead Officer's Report	
Reference Number:	ZTP-04-17-F	
Author / Job Title:	Michael Craigie – Executive Manager, Transport Planning	

1.0 Decisions / Action required:

- 1.1 That the Partnership NOTE the content of this report.

2.0 High Level Summary:

- 2.1 The Lead Officer's Report is a report to the Zetland Transport Partnership (ZetTrans) that gives an overview of current and upcoming issues and events relating to the business of the Partnership but which do not, at this time, warrant a full report.

3.0 Corporate Priorities and Joint Working:

- 3.1 ZetTrans' policy is to seek to have in place transport arrangements that are affordable and meet people's needs. To achieve this policy ZetTrans works closely with Shetland Islands Council. Shetland Islands Council's "Our Plan 2016 to 2020" states: 'There will be transport arrangements in place that meet people's needs and that we can afford to maintain in the medium term'.

4.0 Key Issues:

- 4.1 The Lead Officer will verbally update the Partnership on four ongoing work streams for which there is insufficient time to produce written reports before the commencement of the pre-election period. These work streams are:
1. Fair funding for inter-island transport
 2. Northern Isles Ferry Services
 3. The Aviation Stakeholder Group meeting
 4. The Regional Transport Partnerships Chairs Workshop

5.0 Exempt and/or confidential information:

- 5.1 None.

6.0 Implications :	
6.1 Service Users, Patients and Communities:	There are no implications arising directly from this report.
6.2 Human Resources and Organisational Development:	There are no implications arising directly from this report.
6.3 Equality, Diversity and Human Rights:	There are no implications arising directly from this report.
6.4 Legal:	There are no implications arising directly from this report.
6.5 Finance:	There are no implications arising directly from this report.
6.6 Assets and Property:	There are no implications arising directly from this report.
6.7 ICT and New Technologies:	There are no implications arising directly from this report.
6.8 Environmental:	There are no implications arising directly from this report.
6.9 Risk Management:	There are no implications arising directly from this report.
6.10 Policy and Delegated Authority:	There are no implications arising directly from this report.
6.11 Previously considered by:	These are ongoing issues which have not yet been considered elsewhere.

Contact Details:

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Appendices: None

Background Documents: None



Zetland Transport Partnership

Agenda Item

3

Meeting(s):	Zetland Transport Partnership	3 February 2017
Report Title:	ZetTrans Draft Main Issues Report for the Transport Strategy Refresh	
Reference Number:	ZTP-06-17-F	
Author / Job Title:	Peter Mogridge – Transport Policy and Projects Officer	

1.0 Decisions / Action Required:

1.1 That the Partnership:

- 1.1.1 Comment on the first DRAFT Main Issues Report (Appendix 1).
- 1.1.2 Agree the timescale contained in section 4 for the production of the FINAL Main Issues Report.

2.0 High Level Summary:

- 2.1 The DRAFT Main Issues report has been compiled as the principle output of the process to refresh the Shetland Transport Strategy.
- 2.2 The refresh process has been undertaken in two stages and the proposed revised Vision, revised Objectives and proposed Main Issues have been identified by a specially convened Working Group which last met on 14 December 2016.
- 2.3 It is proposed that the first DRAFT Main Issues Report will move to a second Draft stage before a FINAL report is issued.

3.0 Corporate Priorities and Joint Working:

- 3.1 ZetTrans' policy is to seek to have in place transport arrangements that are affordable and meet people's needs. To achieve this policy ZetTrans works closely with Shetland Islands Council. Shetland Islands Council's "Our Plan 2016 to 2020" states: 'There will be transport arrangements in place that meet people's needs and that we can afford to maintain in the medium term'.

4.0 Key Issues:

- 4.1 The first DRAFT Main Issues Report contains proposals for 6 Main Issues: Lifeline transport; Community support; Behavioural change; Integrated services; Change management; Transport sector robustness.
- 4.2 In addition, the first DRAFT Main Issues Report contains a revised Vision and 3 revised Strategic Objectives for ZetTrans.

4.3	It is proposed that comments made by the Partnership be included in a second DRAFT to be noted by the Partnership at its final meeting prior to the Local Authority election on 4 May 2017.	
4.4	It is further proposed that, the Final Main Issues Report will be presented to the first business meeting of the Partnership after the Local Authority election currently scheduled for 15 June 2017.	
5.0 Exempt and/or confidential information:		
5.1	None.	
6.0 Implications :		
6.1 Service Users, Patients and Communities:	For ZetTrans to fulfil its statutory obligations, it is essential to identify the Main Issues to be addressed by ZetTrans and maintain a clear vision and strategic objectives of the Partnership.	
6.2 Human Resources and Organisational Development:	None.	
6.3 Equality, Diversity and Human Rights:	None.	
6.4 Legal:	There is no legal requirement to refresh the existing 2008 Shetland Transport Strategy.	
6.5 Finance:	None.	
6.6 Assets and Property:	None.	
6.7 ICT and New Technologies:	None.	
6.8 Environmental:	None.	
6.9 Risk Management:	If the Main Issues Report does not progress, the Transport Strategy Refresh will be delayed and ZetTrans risks operating with an outdated Transport Strategy.	
6.10 Policy and Delegated Authority:	ZetTrans has functional responsibility to secure transport services in Shetland under the Transfer of Functions to the Shetland Transport Partnership Order 2006. The Partnership is responsible for the Shetland Transport Strategy refresh.	
6.11 Previously considered by:	The Main issues have been developed by the short-term Main Issues Working Group which has met on two occasions.	15 November 2016 14 December 2016

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30 January 2017

Appendices:

Appendix 1 – First Draft Main Issues Report

Background Documents: Shetland Transport Strategy -

<http://www.zettrans.org.uk/consultation/documents/ShetlandTransportStrategy050508.pdf>

SHETLAND TRANSPORT STRATEGY REFRESH

DRAFT MAIN ISSUES REPORT

Ze Trans
SHETLAND'S TRANSPORT PARTNERSHIP



NOTES ON THIS DRAFT DOCUMENT

The Shetland Transport Strategy has been refreshed in two stages.

Stage 1 was undertaken on behalf of ZetTrans by external consultants: Natural capital. Their work comprised: Reviewing the existing Shetland Transport strategy; Examining the new policy environment; Consulting with key stakeholders; Identifying key issues and resulting key questions for stage 2 of the refresh process.

Stage 2 of the refresh was undertaken on behalf of ZetTrans by Shetland Islands Council and comprised convening a short-term working group of key stakeholders to examine the outputs from stage 1 and identify the Main Issues concerning transport in, to and from Shetland.

The Main Issues identified, together with the renewed vision and objectives, are described in this DRAFT report. After appropriate consultation and revision, the FINAL Main Issues Report will constitute the refreshed Shetland Transport Strategy.

Feedback from the 975 responses to the Shetland Place Standard (SPS) consultation has also fed into this document.

The FINAL report will include appendices containing summaries of stages 1 and 2 of the refresh process together with relevant data from the SPS consultation and all necessary references to external material used and referred to within the FINAL report.

Electoral timescales mean that this DRAFT document, if accepted by the current outgoing ZetTrans Partnership, can be used as the template for the FINAL refreshed Shetland Transport Strategy to be further consulted on, contributed to and approved by the incoming ZetTrans Partnership in the summer of 2017. The National Transport Strategy for Scotland is now under review and developments from this may need to feed into the FINAL report.

In The FINAL report, this section will be replaced by an executive summary.

FOREWORD AND INTRODUCTION

Regional Transport Partnerships (RTPs) were formally established on December 1st 2005 and ZetTrans formally took up its powers in April 2006 and transport functions in November 2006. After a decade of operation, and in line with many other RTPs, the Partnership feels it is time to revisit and refresh the document which underpins and guides its activities: The Shetland Transport Strategy.

This Main Issues Report refreshes the 2008 Shetland Transport Strategy and sets out the Partnership's renewed vision and objectives for the future. This strategic document has been informed by a two-stage review of the Partnership's activities over the past decade and the reshaped strategy and policy environment of 2016. This report also takes account of the Shetland Place Standard public consultation exercise and other relevant local and national strategies and policies.

In order to continue to develop and deliver effective transport solutions for communities across Shetland, ZetTrans must clearly identify local transport issues and needs and assess how these are addressed within local and national policies. In this way, we can lay out a well informed and well targeted framework of interventions to address those issues and needs. By adopting a robust, evidence-based methodology, this document will also contribute, where necessary, to the business case for funding those interventions.

It is intended that the FINAL report will be of value to all agencies and individuals with an interest in transport provision in Shetland. The purpose of this DRAFT report is to:

1. Set out the vision for ZetTrans
2. Summarise the current state of transport provision in, to and from Shetland
3. Identify the Main Issues to be addressed to maintain and enhance Shetland's transport provision
4. Define the objectives for addressing the Main Issues and achieving the vision
5. Outline proposed interventions and describe how they will be undertaken and why they are relevant

Stage 1 of the refresh process comprised extensive stakeholder consultation and identified key issues and resulting key questions for stage two of the refresh process. Stage 2 convened a short-term working group of key stakeholders to further examine the stage 1 output and identify the Main Issues facing transport provision in Shetland. These Main Issues have been used to refresh the Partnership's vision and objectives with a view to completing the refresh the Shetland Transport Strategy.

Before finalising this DRAFT Main Issues Report, it will be necessary to seek final input from all relevant interested parties. Once adopted, the FINAL Main Issues report will be accompanied by a Delivery Plan detailing the interventions required to meet our objectives and achieve our vision. This plan will aim to describe when and how these interventions will be undertaken.

OUR VISION

During stage 2 of the refresh process, careful consideration was given to reviewing the Partnership's vision. As a result, a new vision is being proposed.

The ZetTrans vision for transport in, to and from Shetland in 2007 was:

"To develop an effective, efficient, safe and reliable transport system for Shetland. The transport system will comprise an integrated network of accessible and affordable internal, inter-island and external links, which will contribute to the development of a safe, healthy, vibrant and inclusive society, a diverse, successful and self-sufficient economy, and enhanced environmental quality"

The stage 2 participants agreed that the above vision has served its purpose well but felt that a more succinct and concise vision is needed for the future.

It was felt that the vision needed to be clear about the vital role of transport as an enabler. In addition, the participants agreed that all the key issues raised in stage 1 of the refresh fall within one or more of the three realms: economy, community and environment. The resulting more succinct and concise vision is suggested:

*Enabling Shetland and Shetlanders to Thrive by: Underpinning our Economy;
Supporting our Communities; Conserving our Environment;*

The 2007 vision encompassed 8 working principles: Sustainability; Accessibility & Inclusion; Accountability; Partnership; Evidence-Based; Efficiency; Compliance; Environmental Responsibility. Although the proposed new vision statement does not mention each of these concepts by name, it is believed that each of the 8 is either inherent in the new vision or continues to represent an obligatory condition for ZetTrans' operation.

It is vital that the Shetland Transport Strategy both fit in with and inform other key policies and strategies at local and national level. The realms of economy, community and environment directly mirror three of Scotland's 4 National Planning Outcomes (NPOs). The forth NPO, connectivity, includes transport and ties in with this document and its vision of transport as a key enabler.

CURRENT TRANSPORT PROVISION

This section briefly summarises the current transport provision in Shetland. The FINAL refresh document will include appendices containing key data and reference sources relating to this section together with any additional content deemed necessary.

Shetland's location and geography mean that it forms a totally self-contained geographic entity. All the public services and utilities are contained within the land-sea border – there is no overlap with neighbouring authorities. This is a relatively unique situation within the UK and makes it relatively easy to assess and meet local transport needs. Transport within and between the islands is managed and provided locally. With a population of just over 23,000 spread over 15 inhabited islands, 100 miles long within a 1,800 mile coastline however, providing and maintaining the necessary air, sea and road transport infrastructure results in high per capita costs.

Car ownership in Shetland is one of the highest in the UK but Shetland has a good bus network. Lerwick is the main service centre in Shetland and it is possible to commute to Lerwick by bus for a 9-5 work-day, and at lunch times, 6 days a week from most parts of Shetland. Outwith Lerwick, the main service centres are Brae, Scalloway and Sandwick and it is possible to commute locally to these centres by bus for a 9-5 work-day, and at lunch times, 6 days a week. Most outlying rural areas have a local, sometimes demand-responsive, shopping service 1 or 2 days a week. In addition, there is a regular bus service linking Lerwick to the airport at Sumburgh. All bus services are paid for by public subsidy and all fare revenue is retained by the Council. Inter-island air and ferry services are operated by, or under contract to, the Council.

Lifeline air and sea transport to and from the islands for locals, visitors and freight is funded, managed and provided by external bodies over which the people of Shetland have historically had limited influence or control. There is little or no competition in the provision of these links and costs are high. These costs impact tangibly on the cost of living in Shetland, the cost of visiting the islands and the cost of doing business. The reliance on lifeline links also results in the relatively unusual position of the transport services and infrastructure being shared more equally between freight and passengers.

Shetland is linked by air from Sumburgh to Aberdeen, Edinburgh, Glasgow, Inverness and Kirkwall. There are also summer flights to Bergen. This service is operated on a commercial basis but registered Shetland residents do receive a 50% fare discount for leisure journeys via the Air Discount Scheme (ADS). There is also an airport at Scatsta which operates charter flights for the Oil and Gas Industry. The ferry service between Lerwick, Aberdeen and Kirkwall is operated under public subsidy. The service operates over night and takes 12 hours each way. Registered Shetland residents and their friends and family get a 30% discount on passenger and vehicle fares.

Shetland is however, identical to the rest of the developed world in that those without access to private transport must rely on public transport if they wish to access work, training, shops, leisure, health and other services. The groups affected are those who cannot drive or have given up driving. This typically includes: anyone under 16, older people and people with disabilities. All those who cannot afford to buy and run a car or motorcycle are also reliant on public transport.

The Shetland Place Standard consultation in June/July 2016 received 975 responses across Shetland and Public Transport was highlighted as the number 1 priority for improvement. The consultation covered a total of 14 themes, 2 of which relate directly to this report: Public Transport and Moving Around. All respondents were invited to add comments to explain why they had prioritised particular themes for improvement. Analysis of these comments has been used to draw up a list of the key issues raised.

The key Public Transport issues (In, to and from Shetland) were:

- Frequency of bus and ferry services
- Affordability of transport
- Location and quality of bus stops and shelters
- Ease of use of timetables and service information
- Integration between services – including between bus and ferry and air
- Access to health facilities
- Parking at ferry terminals

The key Moving Around (In Shetland) issues were:

- Significant comment on the need for new and improved safe cycle and walking access to promote active travel – in both rural and urban areas
- Perceived detrimental effect of traffic speed on the safety of walking and cycling
- Requirement for more seating and shelter for walkers and cyclists along key routes
- Need to improve and repaint road lines

Shetland Islands Council's vision highlights Quality Transport Services and Independent Older People as two of its top 5 priorities in its "Our Plan 2016/20" document. The document also specifies 5 focal areas:

- Young people
- Older people
- Economy & housing
- Community strength
- Connection & access

All of the issues highlighted in the Council's 2016/20 plan are compatible with the proposals in this document. They, along with the SPS findings, have been crucial in identifying the Main Issues to be addressed by ZetTrans.

Outwith the local situation, Shetland continues to face many of the same travel and transport issues that other areas encounter. Namely:

- The need to reduce carbon generation
- Increased car ownership and use
- A fall in the number of bus passengers, although the decline appears to have stopped in Shetland
- Budgetary cost pressures
- Declining levels of physical activity

In seeking to identify the Main Issues, the refresh process has also taken full account of these factors, and the policies of the bodies charged with addressing them.

MAIN ISSUES

The stage 2 participants suggested a synthesis of their own comments and the comments recorded by the Stage 1 consultation exercise. This, together with full consideration of the issues identified in the previous section, led to a total of 6 main issues being proposed. The table in this section details these.

ZetTrans can seek to maintain and enhance Shetland's transport provision by engaging in 3 distinct ways: on its own account, in partnership with others; through influencing others. The table below also details which approach is best suited to addressing each of the Main Issues.

Proposed Main Issues	Approach	Detail	Local Outcomes Improvement Plan	Scottish Government Objective	National Transport Strategy Objective
Lifeline transport	Working in partnership and through influence	Working to improve and maintain the affordability, availability, flexibility and reliability of Shetland's lifeline transport links for both freight and passengers.	Outcome D Shetland has sustainable economic growth and all our people have the chance to be part of island life.	Wealthier, Fairer	Economic growth / Social inclusion
Community support	Working in partnership	Working to support Shetland's fragile and island communities; Enabling Shetland and Shetlanders to thrive.	Outcome D Shetland has sustainable economic growth and all our people have the chance to be part of island life.	Fairer, Stronger	Social Inclusion
Behavioural change	Working in partnership	Promoting and enabling: Healthier, more sustainable and greener transport modes; Carbon reduction; Healthier choices; Preserved air quality.	Outcome E We deliver all our services in an environmentally sustainable manner to safeguard and enhance our outstanding environment which underpins all our actions and our economic and social well-being	Healthier, Greener	Environment

Integrated services	Working alone and in partnership	Delivering an increase in integrated ticketing, information and transport services to employment, training, leisure and services for Shetlanders, businesses and visitors.	Outcome B We live longer healthier lives and people are supported to be active and independent throughout adulthood and in older age	Smarter, Fairer	Integration
Change management	Working alone and in partnership	Planning for changes in legislation, transport demand, transport supply and transport subsidy levels.	Outcome D Shetland has sustainable economic growth and all our people have the chance to be part of island life.	Smarter, Stronger	Economic growth / Social inclusion
Transport Sector robustness	Working alone, in partnership and through influence	Enabling, developing and promoting increased community, commercial and flexible transport solutions when and where appropriate.	Outcome C Shetland is a safe place to live for all our people, and we have strong, resilient and supportive communities	Stronger, Wealthier	Environment / Integration / Economic Growth / Safety

OUR OBJECTIVES

In the original Shetland Transport Strategy there were 5 groupings of objectives, mirroring the Scottish National Transport Strategy: Economy; Social Inclusion and Accessibility; Environmental Protection; Safety; Integration. Attached to these 5 groupings was a total of 33 individual objectives. It is proposed that a clearer, more succinct set of objectives should be specified. In turn, each of these strategic objectives will frame and inform the interventions and actions proposed by the Partnership. The FINAL report will cross reference the components of the agreed strategic objectives with relevant strategies and policies and consultee evidence.

The proposed new objectives have been further informed and framed by Shetland's *Commission for Tackling Inequalities*. The Commission reported its findings in March 2016 identifying 3 main dimensions to socio-economic inequalities in the context of Shetland:

1. The money we have – this links to the role of transport in supporting the local economy, the financial climate and issues regarding the cost and affordability of transport
2. The people we are – this links to the role of transport in enabling full participation in society by providing access to employment, training, health, social and recreational activity
3. The places we live – this links directly with the need to respect and conserve the environment and the enabling role of transport in supporting varied, balanced and sustainable communities

All 3 of these socio-economic dimensions require us to ensure that distance is not a barrier to accessing opportunities. Linking the findings of the refresh stages to the Commission, and connecting them back to both the 2008 and the proposed new visions, the following 3 strategic objectives are proposed:

Strategic Objective 1

To work to ensure that the transport system in, to and from Shetland provides individuals with equitable access to employment and training and businesses with equitable access to customers and suppliers

Strategic Objective 2

To work to ensure that the transport system in, to and from Shetland provides individuals, families and communities with equitable access to health and leisure services and opportunities to thrive socially, physically and economically

Strategic Objective 3

To work to ensure that the transport system in, to and from Shetland equitably supports all of Shetland's communities and minimises detrimental impacts on Shetland's unique natural environment

It is intended that the Partnership's Key Performance Indicators (KPIs) will contribute to quantifying to what extent the 3 strategic objectives are being delivered. Furthermore, it is necessary to emphasise that, although the focus of the proposed vision and objectives is on Shetland and Shetlanders, the references to the economy, customers and markets are fully intended to include the tourism industry and therefore address the needs of visitors. Equally, all references to the *transport system* are inclusive of both freight and passengers.

PROPOSED INTERVENTIONS

Prior to further consultation:

It is proposed that, in the FINAL report, interventions designed to address the Main Issues be outlined here including outline information on how they will be undertaken. A separate Delivery Plan will detail targets, goals and timescales. Funding and cost information will also be included if relevant. The Delivery Plan will also describe monitoring and reporting criteria.

It is also proposed that, in the FINAL report, a table be presented here demonstrating the relevance of the proposed interventions and summarising how they match ZetTrans' new vision, strategic objectives and relevant external policy goals. Additional information linking activity to the objectives of other key documents will also be included.



Zetland Transport Partnership

Agenda Item

4

Meeting(s):	ZetTrans	3 February 2017
Report Title:	ZetTrans Meeting Dates and Business Programme 2017/18	
Reference Number:	ZTP-03-17-F	
Author / Job Title:	Secretary to ZetTrans/Executive Manager – Governance and Law	

1.0 Decisions / Action required:

That the Partnership **RESOLVES** to comment on the content of the report and:

- 1.1 approve the meeting dates for ZetTrans and it's Shetland External Transport Forum set out in paragraph 4.1 of this report; and
- 1.2 approve the attached Business Programme for 2017/18.

2.0 High Level Summary:

- 2.1 The purpose of this report is to present the meeting dates for ZetTrans and it's Shetland External Transport Forum (SETF) together with the Business Programme for ZetTrans for the period between 1 April 2017 and 31 March 2018.

3.0 Corporate Priorities and Joint Working:

- 3.1 In order to fulfil the statutory duties with regard to the functions delegated to ZetTrans, and in order to meet public governance principles, ZetTrans must make sure its Business Programme supports the Council's role in the planning and direction of services to meet the needs of our community, to ensure that the priorities of the Partnership are being monitored, and to set business in accordance with local and national reporting frameworks.

4.0 Key Issues:

- 4.1 The meeting dates and times for ZetTrans and SETF are as follows with venues to be confirmed:

ZetTrans

29 June 2017 - 10am
 21 September 2017 - 3pm
 5 October 2017 – 2pm
 2 November 2017 – 10am
 14 December 2017 – 10am
 1 February 2018 – 10am
 22 February 2018 – 2pm

SETF

2 March 2017 – 2.15pm
 5 July 2017 – 2.15pm
 28 September 2017 – 2.15pm
 11 December 2017 - 2.15pm
 14 March 2017 - 2.15pm

4.2	The ZetTrans Business Programme for 2017/18 is attached as Appendix 1 and is presented to the Partnership for approval. The Business Programme is intended to organise the business of the Partnership in accordance with the various administrative requirements to present key information, such as performance indicators, budget setting and outturn reports, as well as the statutory requirement to consider draft and final Audit of Account reports. The Business Programme enhances these requirements by publicising the plans for decision making and other public reporting requirements, in keeping with the principles of good governance.	
4.3	The Business Programme and schedule of meetings has been set with the timescales for ongoing and future projects and studies in mind.	
4.4	The updated Business Programme will be presented regularly and will serve as an indication of the business that has been conducted and is yet to be undertaken during the year.	
5.0	Exempt and/or confidential information:	
5.1	None.	
6.0	Implications	
6.1 Service Users, Patients and Communities:	The Business Programme will provide important information for stakeholders and communities as to the planned business throughout the year.	
6.2 Human Resources and Organisational Development:	None.	
6.3 Equality, Diversity and Human Rights:	<p>a) There are no direct impacts on equality, diversity or human rights with regard to approval of the Business Programme, although individual items will have to have regard to those in terms of any outcomes and associated risks.</p> <p>b) The terms of this report does not require an Equalities Impact Assessment.</p>	
6.4 Legal:	<p>a) There are no specific legal requirements however this report is good practice in developing and monitoring the Partnership's business.</p> <p>b) There are no direct legal impacts with regard to approval of the Business Programme, although individual reports will have to have regard to current and impending legislation and the impact these may have on ZetTrans, the Council, and the services which the Partnership delivers, in terms of outcomes and legal risks.</p>	
6.5 Finance:	The proposals in this report do not have any direct financial implications, but indirect costs may be avoided by optimising	

	member and officer time.
6.6 Assets and Property:	There are no implications for major assets and property. Where possible, all meetings of the Partnership will be held in Council premises and that such costs will therefore be covered by the Council.
6.7 ICT and new technologies:	There are no implications for ICT and technologies. Where possible, all meetings of the Partnership will be held in Council premises and will have facilities to allow members to attend meetings remotely. Any associated costs will be covered accordingly by the Council.
6.8 Environmental:	There are no environmental issues arising from this report.
6.9 Risk Management:	The risks associated with setting the Business Programme are around the challenges for officers meeting the reporting timescales required, and any part of the business programme slipping and causing reputational damage to the Partnership. Equally, not keeping to the dates set would result in decision making being unplanned and haphazard.
6.10 Policy and Delegated Authority:	<p>(a) Maintaining a Business Programme will ensure the effectiveness of the Partnership's reporting framework, and its planning and performance management, by monitoring and reviewing the achievement of key outcomes and objectives as set out in its strategic and operational plans.</p> <p>(b) The Partnership has authority to approve its own Business Programme for 2016/17, as set out in this report.</p>
6.11 Previously considered by:	The Business Programme for 2017/18 has not been presented to any previous meetings.

Contact Details:

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Finalised: 27 January 2017

Appendices:

Appendix 1 - ZetTrans Business Programme 2017/18

Background Documents: None



**ZetTrans - Meeting Dates and Business Programme 2017/18
as at Friday, 27 January 2017**

D= Delegated R=Referred

Quarter 1 1 April 2017 to 30 June 2017	Date of Meeting	Business	
	29 June 2017 Unaudited Accounts & Ordinary	Unaudited Accounts 2016/17	
		Lead Officer Report	
		Key Performance Indicators 2016/17 – Quarter 4	
		Business Programme 2017/18	
		Shetland External Transport Forum Minutes – 2 March 2017	
		Deloitte Annual Audit Plan 2017/18	
		2018 North Isles Ferry Services Contract	
		Shetland Inter Island Transport Study	
		Management Accounts – Draft Outturn	

D= Delegated R=Referred

Quarter 2 1 July 2017 to 30 September 2017	Date of Meeting	Business	
	21 September 2017 Final Accounts	Deloitte - Annual Audit Report on 2016/17	
		Deloitte - Final Audited Accounts 2016/17	
	Date of Meeting	Business	
	5 October 2017 Ordinary	Shetland Inter Island Transport Study	
		Key Performance Indicators 2017/18 – Quarter 1	
		ZetTrans Annual Report 2016/17	
		2018 North Isles Ferry Services Contract	
		Management Accounts – Quarter 1	
		Transport Strategy Refresh	
		Lead Officer Report	
		Business Programme 2017/18	
		Shetland External Transport Forum Minutes – 5 July 2017	

**ZetTans - Meeting Dates and Business Programme 2017/18
as at Friday, 27 January 2017**

<i>D= Delegated R=Referred</i>			
Quarter 3 1 October 2017 to 31 December 2017	Date of Meeting	Business	
	2 November 2017 Ordinary	Lead Officer's Report	
		2018 North Isles Ferry Services Contract	
		Shetland External Transport Forum Minutes – 28 September 2017	
		Code of Corporate Governance and Annual Review	
	Date of Meeting	Business	
	14 December 2017 Ordinary and Budget Setting	Management Accounts – Quarter 2	
		Business Programme 2017/18	
		Lead Officer's Report	
Quarter 4 1 January 2018 to 31 March 2018	Date of Meeting	Business	
	1 February 2018 PPMF & Ordinary	Lead Officer Report	
		2018 North Isles Ferry Services Contract	
		Key Performance Indicators 2017/18 – Quarter 3	
		Business Programme 2018/19	
		Management Accounts – Quarter 3	
		Shetland External Transport Forum Minutes 11 December 2017	
	22 February 2018 Special	Budget Setting	

Planned business still to be scheduled - as at Friday, 27 January 2017

- Inter-Island Air Services Specification

Updates on the following 4 items will be provided within the Lead Officer's report as matters progress:

- Shetland Inter Island Transport Study
- Transport Strategy Refresh
- Smart Integrated Ticketing
- National Transport Policy/Strategy

tbcc = to be confirmed

PPMF = Planning and Performance Management Framework meetings – no other business to be added

Budget = Budget setting meetings – other items can be added if time permits

Ordinary = Ordinary meetings – other items can be added

Special = Special meetings arranged for particular item(s) – other items can be added if time permits

END OF BUSINESS PROGRAMME as at Friday, 27 January 2017

NOTE

Shetland External Transport Forum
Room 16, Islesburgh Community Centre, Lerwick
Monday 12 December 2016 at 2.15 p.m.

Present:

D Sandison
B Fox

In attendance (Officers):

M Craigie, Lead Officer
P Mogridge, Transport Policy and Projects Officer, SIC
L Gair, Committee Officer

Also In attendance:

M Boyle, Loganair Limited
S Garrett, NorthLink Ferries
K Bevan, NorthLink Ferries
K Adam-Owen, NorthLink Ferries
G Laidlaw, Transport Scotland
D Ellis, Transport Scotland
J Tait, Shetland Tourism Association
T Smith, Councillor
J Wills, Councillor
S Mathieson, Visit Scotland
J Nicolson, National Farmer's Union
L Still, HIAL
N Leslie, Northwards
G Crichton, Streamline Shipping Group
V Sandison, Lerwick Port Authority

Apologies:

M Stout, Chairperson
S Coutts, Vice-Chairperson
R Henderson, Seafood Shetland
C Hughson, Voluntary Action Shetland
J Smith, Sumburgh Airport Consultative Committee
C Laignel, Shetland Shellfish Management Organisation
D Neil, JBT Distribution Limited

Chairperson

In the absence of the Chairperson and Vice-Chairperson, Mr Sandison presided.

Circular

The circular calling the meeting was held as read.

Minutes

The minutes of the meeting held on 7 October 2016 were confirmed.

15/16 Matters Arising

None.

16/16 Presentation by Serco Northlink Limited

Mr Garrett gave a slide presentation and reported on a number of matters including:

- Aberdeen – Lerwick volumes of passengers, cars and freight
- Operations update including sailings, delays and cancellations
- Cabin usage
- Pod usage
- Pre-booked reclining seat usage
- Magnus Lounge usage
- Public showers usage
- Promotions, including Kids go Free and Landbridge
- Sponsorship and Community Engagement
- Marketing
- Booking Questionnaire responses
- Drydocking period 8-27 January 2017
- Customer Services Questionnaire Statistics

Reference was made to the terminal walkway being out of service and it was suggested that this would have received adverse comments. It was noted that this issue had now been fixed and the Forum were advised that an apology had been issued. Mr Sandison, of Lerwick Port Authority, said that there was now parts on the shelf and they were looking to store other components to limit the time that the walkway may be out of service for future repairs.

Mr Crichton, Streamline Shipping Group, highlighted issues whereby his company had been “short shipped” by three trailers over 10 weeks and he put forward his concerns regarding the timetable change between January and March where there would be only one freighter. Mr Crichton provided examples and expressed concern to the transporting of freight leading up to Christmas where the public would consider their purchases for Christmas to be consider priority. In response, Mr Garret explained that the freight service is running to the same timetable and runs well for aquaculture and agriculture. He said that the sailing schedule was meeting the requirements of the contract. He advised that the current freight deck usage was 48% and therefore he found Mr Crichton’s claims inconceivable. Following an exchange between Mr Crichton and Mr Garrett, the Chairperson suggested that Mr Crichton take this matter up with Mr Garrett directly. The Chairperson confirmed to Mr Crichton that his concerns, that there is a problem with the Southbound sailing and that the timetable is different and restricted in the first part of the year, would be reflected in the minute.

Mr Flaws, Northwards, spoke in support of Mr Crichton’s concerns stating that there is a time critical balance to be met and in particular it can be difficult to get freight out on Monday/Tuesday sailings at certain times of year. Mr Garrett advised that there had

been weather related issues, and it was important to maintain service connectivity. He said that NorthLink focussed on its obligations. He said that his operations staff have the details of individual haulier's freight but he was not in a position, personally to talk about specific freight trailers. Mr Crichton said that there appears to be a consistent shortage of priority space and that the nature of the traffic was not specific to any one customer, but explained that this was a generic issue.

The Chairperson advised that Officers from Transport Scotland were present today and the discussions held would be picked up on, in a generic sense, in the development of the 2018 contract.

17/16 **Presentation by Shetland Tourism Association**

Mr James Tait, Chair to Shetland Tourism Association gave a slide presentation (attached as Appendix 1) on the 2015 Industry Engagement Survey driven by K Coull, the previous Chair to the Shetland Tourism Association. He explained that the survey had been commissioned by the Economic Development Service of the Shetland Islands Council to find out which issues were pertinent to businesses and individuals in Shetland.

Dr Wills said that it was not surprising to see that the same comments had been received consistently over the last 10 years. He said that there had been discussion, at a recent Environment and Transport Committee of the Shetland Islands Council, on the subject of smart ticketing, that is now likely to be by smart phone, and he advised that a move to such technology appeared to be more complicated than first anticipated.

Mr Laidlaw, Transport Scotland, said that he would take away the key points raised on service specification which would be helpful in developing the 2018 contract specification and through ZetTrans he welcomed engagement with the Shetland Tourism Association. It was noted that the Tourism Strategy would provide understanding of where tourism may be in Shetland in 5 years from now. Mr Tait said that the new strategy had been drawn up by Shetland Tourism and Economic Development Service and it is hoped that in 5 years more people will travel to Shetland. He said that many visitors come for Shetland's wildlife and history, with others seeking adventure tourism and it would be good to attract more budget travellers. Mr Tait said that there had been good publicity from the "Shetland" drama and the Fair Isle documentary.

During discussions, it was noted that the cost was not the only issue but that most travellers like to lay down in couchettes therefore it was hoped that the next contract should provide somewhere for budget travellers to sleep as a cheaper alternative to cabins. It was suggested that backpackers were likely to be repeat customers with their families in the future. Mr Tait confirmed that the use of couchettes had been mentioned a lot during the survey. Mr Mathieson, Visit Shetland, said that more needs to be done in terms of cost of travel for the backpacker and family travellers as this was expensive both by air and sea.

In response to questions from Mr Mogridge, Mr Tait undertook to review information gathered to see if it could be analysed further to identify the types of transport that accessed by visitors. Mr Mogridge said that there may be an opportunity to offer tourism transport.

18/16 **Presentation by Loganair**

Mr Boyle, Operations Director, Loganair advised that Mr Hinkles had intended to be at today's meeting but had to be directed onto other matters at short notice. Mr Boyle introduced Mr David Dishon, Finance Director, Loganair. Mr Boyle then gave a slide presentation and reported on a number of matters including:

- Reliability
- Punctuality
- Passenger Numbers
- Additional flight to Bergen
- New Flight from Sumburgh – Vagar, Faroe
- New Flight from Sumburgh - Manchester

Mr Boyle reported that the new flights to Vagar and Manchester would be regarded as a single flight as although the plane would touch down in Aberdeen and Edinburgh respectively, passengers would not be subject to airport taxes as they would stay onboard the aircraft. He added that both flights would qualify for the Air Discount Scheme.

Mr Boyle advised that Loganair and Flybe would part company from 1 September 2017 and there would be a re-launch of Loganair as an operator online in its own right. It was hoped there would be a code share with Flybe and an enhanced code share with BA and to work with others.

Mr Boyle said that AVIOS will be redeemable with Loganair but there would be an increased number of seats that points can be redeemed between now and August. Mr Boyle said that fares would not increase as a result of the changes. He noted that it was 24 years since Loganair last operated as a franchise and there needed to be investment in its own booking systems. Mr Boyle concluded his presentation stating the company's slogan "Safe Clean On Time Loaded And No Dramas" where he advised that the first letter of each word in the slogan together spells "Scotland".

During discussions, Mr Boyle was asked when he expected there to be a decision on Loganair's franchise with Flybe. Mr Boyle said that Loganair was in negotiations with Flybe on a code share arrangement. He said that Loganair has a route network in Scotland and there was commercially no reason why that would not continue.

In terms of questions around ground handlers, Mr Boyle advised that Loganair would be working with Menzies to improve the services on the ground.

Mr Boyle responded to a question and explained that there was currently no plans for a direct flight to London but that data would exist to identify demand.

Mr Matheson asked if Shetland would be pushed as a destination in Bergen and Vagar. Mr Boyle said that the Commercial Director would look at this further and it was hoped that the upswing in availability would increase demand for Shetland flights.

19/16 **Northern Isles Ferry Services Contract 2018**

Mr Laidlaw, Transport Scotland provided a verbal update on the North Isles Ferry Service Contract (NIFS) 2018 and highlighted the following key issues:

- Detailed work was being undertaken by Peter Brett Associates who had undertaken a STAG process which would be analysed and fed back into the next contract specification.
- There had been good engagement with stakeholders and conclusions would be brought forward early in the new year.
- Mr Laidlaw will be Chairing the second Working Group and Procurement Policy team meeting where options would be considered.
- Work on fair fares would be fed into the process.
- Public consultation had generated over 1,000 responses from Shetland and Orkney and 200 from elsewhere.

Mr Laidlaw said that further consultation responses are anticipated before the report is finalised, but looking ahead to the next contract it was hoped that this would be both competent and robust.

In response to questions, Mr Laidlaw confirmed that the response had been exceptional given the population of Shetland and Orkney and this had been helped with local media advertising and was a true reflection of the importance of the ferry service to everyday Island life.

Dr Wills asked if the increase in subsidy in Europe was being seen at the same level in the Northern Isles, under Article 174 treaty of Lisbon. Mr Laidlaw advised that there is £200m subsidies in the budget but he did not know the upper limit. He explained how the subsidy is worked out and advised that Mr Yousaf, MSP for Transport and the Islands, had asked him to relay to the forum that the reduction in fares will be substantial.

Dr Wills commented that where there is market failure there are rules. He stated that there is a 50% subsidy limit for outer regions that Spain and Portugal have accessed. Mr Wills asked if Orkney and Shetland were getting the same level of percentage and if not, why not. Mr Laidlaw advised that it was difficult to disaggregate the figures between freight and passenger services.

20/16 **Agenda Items for Future Meetings**

Items for future meetings can be sent to the Lead Officer or the Committee Officer.

21/16 **AOCB**

None

22/16 **Date of Next Meeting**

The date of the next meeting will be advised in due course, but is expected to be prior to the Local Government pre-election period which begins on 13 March 2017.

The meeting concluded at 3.30 p.m.

Chairperson