



Zetland Transport Partnership

Agenda Item

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Meeting(s):	Zetland Transport Partnership	10 March 2017
Report Title:	Mandatory Annual Reporting of Climate Change Duties	
Reference Number:	ZTP-10-17-F	
Author / Job Title:	Peter Mogridge / Transport Policy and Projects Officer	

1.0 Decisions / Action Required:

- 1.1 That the Partnership RESOLVE to note the Government's acceptance of the Partnership's Climate Change Duties Report 2016.

2.0 High Level Summary:

- 2.1 The Climate Change (Scotland) Act 2009 places a duty on public bodies to contribute to climate change mitigation and adaptation.
- 2.2 The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015 requires public bodies to prepare and submit a report on compliance with climate change duties.
- 2.3 Submitting a report for 2014/15 was voluntary. Due to limited staff resource, the Partnership did not submit a report for 2014/15.
- 2.4 Submitting a report for 2015/16 was mandatory with a deadline of 30 November 2016. Due to limited staff resources at the time, the 2015/16 report was submitted one week late.

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 prescribed climate change report format contains a *required* (mandatory) and *recommended* (optional) section relating to *Wider Influence*.
- 4.2 Although, for the purposes of climate change management, the Partnership is listed as a public body and a *Major Player*, the Partnership's resources sit entirely within Shetland Islands Council.

4.3	In terms of staff and property, it is the policies and procedures of the Council which determine the Partnership's ability to contribute to climate change mitigation or adaption. To this end, the mandatory section has referred to Shetland Islands Council's own report.
4.4	The bus services procured and delivered by the Partnership generate carbon and a figure for the carbon generated by bus passenger kilometres could be generated. It is not clear however, how this data could be related to the car passenger kilometres forgone.
4.5	This relationship encapsulates the complexity of assessing how the Partnership's interventions impact on climate change.
4.6	As the first year of mandatory reporting, the design, process and content of the report is not fixed and guidance on how to complete this year's report is being produced by Scottish Government.
5.0 Exempt and/or Confidential Information:	
5.1	None.
6.0 Implications :	
6.1 Service Users, Patients and Communities:	A proposed strategic objective of the Partnership is to conserve Shetland's environment by enabling the reduction of detrimental transport impacts on Shetland's unique natural resources.
6.2 Human Resources and Organisational Development:	None.
6.3 Equality, Diversity and Human Rights:	None.
6.4 Legal:	There are no legal implications arising from the content of this report.
6.5 Finance:	There are no financial implications arising out of this report.
6.6 Assets and Property:	None.
6.7 ICT and New Technologies:	None.

6.8 Environmental:	The purpose of the report is to facilitate the future monitoring of climate change and enable the future assessment of the environmental impact of the Partnership's interventions.	
6.9 Risk Management:	Albeit that the Climate Change report was submitted one week late, Scottish Government has accepted the report and therefore there are no risks arising out of this report.	
6.10 Policy and Delegated Authority:	The production of a 2015/16 Climate Change Report is a statutory requirement within the remit of the Partnership, as a public body.	
6.11 Previously Considered by:	N/A	

Contact Details:

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3 March 2017

Appendices:

Appendix 1 – ZetTrans Climate Change Report 2015/16

Appendix 2 – Letter of Acceptance / Late Submission

Background Documents:

<http://www.keepsotlandbeautiful.org/sustainability-climate-change/sustainable-scotland-network/climate-change-reporting/>

Public Sector Climate Change Duties 2016 Summary Report: ZetTrans (Shetland Transport Partnership)

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Recommended Reporting: Reporting on Wider Influence

- RECOMMENDED – WIDER INFLUENCE
- OTHER NOTABLE REPORTABLE ACTIVITY

PART 1: PROFILE OF REPORTING BODY

1(a) Name of reporting body
ZetTrans (Shetland Transport Partnership)

1(b) Type of body
Transport Partnerships

1(c) Highest number of full-time equivalent staff in the body during the report year
3.5

1(d) Metrics used by the body			
Specify the metrics that the body uses to assess its performance in relation to climate change and sustainability.			
Metric	Unit	Value	Comments
Other (Please specify in the comments)	other (specify in comments)		0 ZetTrans sits entirely within Shetland Islands Council and abides by its metrics where and when appropriate.

1(e) Overall budget of the body	
Specify approximate £/annum for the report year.	
Budget	Budget Comments
2154000	This is the actual audited expenditure for 2015/16

1(f) Report year	
Specify the report year.	
Report Year	Report Year Comments
Financial (April to March)	

1(g) Context
Provide a summary of the body’s nature and functions that are relevant to climate change reporting.
Regional Transport Partnerships (RTPs) are statutory bodies responsible for bringing together key stakeholders in transport planning in an area to produce and deliver strategies that aim to make a real improvement to users. Shetland is one of seven RTPs within Scotland, formally established on December 1 2005. RTPs began to take on their powers in April 2006 and will improve regional transport through: •Provision of a more strategic approach to planning and delivery •Building on existing joint working relationships •Working in partnership with the new national transport agency •Bringing together local authorities and principal stakeholders ZetTrans is the statutory body responsible for the provision and maintenance of public transport services in the Shetland Islands. Working in cooperation with Shetland Islands Council, NHS Shetland, Hiaghlands & Islands Enterprise and advised by a number of stakeholders and interested bodies, including bus operators, airlines and ferry companies, ZetTrans is geared towards the development of a sustainable transport network to meet the needs of the present while also looking towards the future. ZetTrans is one of only 2 RTPs which are co-terminus with a single Local Authority area. The second such RTP is SWesTrans in Dumfries & Galloway.

PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY

2(a) How is climate change governed in the body?
Provide a summary of the roles performed by the body's governance bodies and members in relation to climate change. If any of the body's activities in relation to climate change sit outside its own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify these activities and the governance arrangements.
ZetTrans sits entirely within Shetland Islands Council (SIC) and has no premises, staff, financial reserves or capital in its own right. As such, ZetTrans observes and adheres to all SIC climate change governance policies and procedures.

2(b) How is climate change action managed and embedded by the body?
Provide a summary of how decision-making in relation to climate change action by the body is managed and how responsibility is allocated to the body's senior staff, departmental heads etc. If any such decision-making sits outside the body's own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify how this is managed and how responsibility is allocated outside the body (JPEG, PNG, PDF, DOC)
ZetTrans sits entirely within Shetland Islands Council (SIC) and has no premises, staff, financial reserves or capital in its own right. As such, ZetTrans observes and adheres to all SIC climate change management and embedding policies and procedures.

2(c) Does the body have specific climate change mitigation and adaptation objectives in its corporate plan or similar document?		
Provide a brief summary of objectives if they exist.		
Objective	Doc Name	Doc Link
ZetTrans sits entirely within Shetland Islands Council (SIC) and has no premises, staff, financial reserves or capital in its own right. As such, ZetTrans observes and adheres to all SIC climate change mitigation and adaptation policies and procedures.		

2(d) Does the body have a climate change plan or strategy?

If yes, provide the name of any such document and details of where a copy of the document may be obtained or accessed.

No

2(e) Does the body have any plans or strategies covering the following areas that include climate change?				
Provide the name of any such document and the timeframe covered.				
Topic area	Name of document	Link	Time period covered	Comments
Adaptation	Stipulated by Shetland Islands Council			
Business travel	Stipulated by Shetland Islands Council			
Staff Travel	Stipulated by Shetland Islands Council			
Energy efficiency	Stipulated by Shetland Islands Council			
Fleet transport	Stipulated by Shetland Islands Council			
Information and communication technology	Stipulated by Shetland Islands Council			
Renewable energy	Stipulated by Shetland Islands Council			
Sustainable/renewable heat	Stipulated by Shetland Islands Council			
Waste management	Stipulated by Shetland Islands Council			
Water and sewerage	Stipulated by Shetland Islands Council			
Land Use	Stipulated by Shetland Islands Council			
Other (state topic area covered in comments)				

2(f) What are the body’s top 5 priorities for climate change governance, management and strategy for the year ahead?
Provide a brief summary of the body's areas and activities of focus for the year ahead.
Stipulated by Shetland Islands Council

2(g) Has the body used the Climate Change Assessment Tool(a) or equivalent tool to self-assess its capability / performance?
If yes, please provide details of the key findings and resultant action taken.
No

2(h) Supporting information and best practice
Provide any other relevant supporting information and any examples of best practice by the body in relation to governance, management and strategy.
ZetTrans is in the process of refreshing the Shetland Transport Strategy with a view to defining the of Main Issues facing the transport system in Shetland. At this stage, it is envisaged that the concept of 'protecting Shetland's unique environment' will be one of the Main Issues and this will be used to guide all future activities of the Partnership. The changes in Climate Change Management arising since the publication of the current 2008 strategy will be fully included in the refresh process.

PART 3: EMISSIONS, TARGETS AND PROJECTS

3a Emissions from start of the year which the body uses as a baseline (for its carbon footprint) to the end of the report year							
Complete the following table using the greenhouse gas emissions total for the body calculated on the same basis as for its annual carbon footprint /management reporting or, where applicable, its sustainability reporting. Include greenhouse gas emissions from the body's estate and operations (a) (measured and reported in accordance with Scopes 1 & 2 and, to the extent applicable, selected Scope 3 of the Greenhouse Gas Protocol (b)). If data is not available for any year from the start of the year which is used as a baseline to the end of the report year, provide an explanation in the comments column. (a) No information is required on the effect of the body on emissions which are not from its estate and operations.							
Reference Year	Year	Scope1	Scope2	Scope3	Total	Units	Comments

3b Breakdown of emission sources										
Complete the following table with the breakdown of emission sources from the body's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table in 3 (a) above. Use the 'Comments' column to explain what is included within each category of emission source entered in the first column. If, for any such category of emission source, it is not possible to provide a simple emission factor(a) leave the field for the emission factor blank and provide the total emissions for that category of emission source in the 'Emissions' column.										
Total	Comments – reason for difference between Q3a & 3b.	Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO2e)	Comments	
0.0									Please see Shetland Islands Council report.	

3c Generation, consumption and export of renewable energy					
Provide a summary of the body's annual renewable generation (if any), and whether it is used or exported by the body.					
Technology	Renewable Electricity		Renewable Heat		Comments
	Total consumed by the organisation (kWh)	Total exported (kWh)	Total consumed by the organisation (kWh)	Total exported (kWh)	
Other					Please see Shetland Islands Council report.

3d Targets										
List all of the body's targets of relevance to its climate change duties. Where applicable, overall carbon targets and any separate land use, energy efficiency, waste, water, information and communication technology, transport, travel and heat targets should be included.										
Name of Target	Type of Target	Target	Units	Boundary/scope of Target	Progress against target	Year used as baseline	Baseline figure	Units of baseline	Target completion year	Comments
										Please see Shetland Islands Council report.

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3e Estimated total annual carbon savings from all projects implemented by the body in the report year			
Total	Emissions Source	Total estimated annual carbon savings (tCO2e)	Comments
	0 Electricity		Please see Shetland Islands Council report.
	Natural gas		Please see Shetland Islands Council report.
	Other heating fuels		Please see Shetland Islands Council report.
	Waste		Please see Shetland Islands Council report.
	Water and sewerage		Please see Shetland Islands Council report.
	Business Travel		Please see Shetland Islands Council report.
	Fleet transport		Please see Shetland Islands Council report.
	Other (specify in comments)		Please see Shetland Islands Council report.

3f Detail the top 10 carbon reduction projects to be carried out by the body in the report year											
Provide details of the 10 projects which are estimated to achieve the highest carbon savings during report year.											
Project name	Funding source	First full year of CO2e savings	Are these savings figures estimated or actual?	Capital cost (£)	Operational cost (£/annum)	Project lifetime (years)	Primary fuel/emission source saved	Estimated carbon savings per year (tCO2e/annum)	Estimated costs savings (£/annum)	Behaviour Change	Comments

Public Sector Climate Change Duties 2016 Summary Report: ZetTrans (Shetland Transport Partnership)

3g Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the report year				
If the emissions increased or decreased due to any such factor in the report year, provide an estimate of the amount and direction.				
Total	Emissions source	Total estimated annual emissions (tCO2e)	Increase or decrease in emissions	Comments
	0 Estate changes			Please see Shetland Islands Council report.
	Service provision			Please see Shetland Islands Council report.
	Staff numbers			Please see Shetland Islands Council report.
	Other (specify in comments)			Please see Shetland Islands Council report.

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3h Anticipated annual carbon savings from all projects implemented by the body in the year ahead			
Total	Source	Saving	Comments
	0 Electricity		Please see Shetland Islands Council report.
	Natural gas		Please see Shetland Islands Council report.
	Other heating fuels		Please see Shetland Islands Council report.
	Waste		Please see Shetland Islands Council report.
	Water and sewerage		Please see Shetland Islands Council report.
	Business Travel		Please see Shetland Islands Council report.
	Fleet transport		Please see Shetland Islands Council report.
	Other (specify in comments)		Please see Shetland Islands Council report.

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3i Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the year ahead				
If the emissions are likely to increase or decrease due to any such factor in the year ahead, provide an estimate of the amount and direction.				
Total	Emissions source	Total estimated annual emissions (tCO2e)	Increase or decrease in emissions	Comments
	0 Estate changes			Please see Shetland Islands Council report.
	Service provision			Please see Shetland Islands Council report.
	Staff numbers			Please see Shetland Islands Council report.
	Other (specify in comments)			Please see Shetland Islands Council report.

3j Total carbon reduction project savings since the start of the year which the body uses as a baseline for its carbon footprint	
If the body has data available, estimate the total emissions savings made from projects since the start of that year ("the baseline year").	
Total	Comments
	Please see Shetland Islands Council report.

3k Supporting information and best practice
Provide any other relevant supporting information and any examples of best practice by the body in relation to its emissions, targets and projects.
As mentioned earlier, ZetTrans sits entirely within Shetland Islands Council (SIC), having no staff, resources or capital reserves of its own. The information for this section will therefore be provided by SIC.

PART 4: ADAPTATION

4(a) Has the body assessed current and future climate-related risks?
If yes, provide a reference or link to any such risk assessment(s).
As mentioned earlier, ZetTrans sits entirely within Shetland Islands Council (SIC), having no staff, resources or capital reserves of its own. The information for this section will therefore be provided by SIC.

4(b) What arrangements does the body have in place to manage climate-related risks?
Provide details of any climate change adaptation strategies, action plans and risk management procedures, and any climate change adaptation policies which apply across the body.
As mentioned earlier, ZetTrans sits entirely within Shetland Islands Council (SIC), having no staff, resources or capital reserves of its own. The information for this section will therefore be provided by SIC.

4(c) What action has the body taken to adapt to climate change?
Include details of work to increase awareness of the need to adapt to climate change and build the capacity of staff and stakeholders to assess risk and implement action.
As mentioned earlier, ZetTrans sits entirely within Shetland Islands Council (SIC), having no staff, resources or capital reserves of its own. The information for this section will therefore be provided by SIC.

4(d) Where applicable, what progress has the body made in delivering the policies and proposals referenced N1, N2, N3, B1, B2, B3, S1, S2 and S3 in the Scottish Climate Change Adaptation Programme(a) ("the Programme")?					
<p>If the body is listed in the Programme as a body responsible for the delivery of one or more policies and proposals under the objectives N1, N2, N3, B1,B2, B3, S1, S2 and S3, provide details of the progress made by the body in delivering each policy or proposal in the report year. If it is not responsible for delivering any policy or proposal under a particular objective enter "N/A" in the 'Delivery progress made' column for that objective.</p> <p>(a) This refers to the programme for adaptation to climate change laid before the Scottish Parliament under section 53(2) of the Climate Change (Scotland) Act 2009 (asp 12) which currently has effect. The most recent one is entitled "Climate Ready Scotland: Scottish Climate Change Adaptation Programme" dated May 2014.</p>					
Objective	Objective reference	Theme	Policy / Proposal reference	Delivery progress made	Comments
Understand the effects of climate change and their impacts on the natural environment.	N1	Natural Environment			RTPs do not appear in the list of bodies "Who will deliver"
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment			RTPs do not appear in the list of bodies "Who will deliver"
Sustain and enhance the benefits, goods and services that the natural environment provides.	N3	Natural Environment			RTPs do not appear in the list of bodies "Who will deliver"
Understand the effects of climate change and their impacts on buildings and infrastructure networks.	B1	Buildings and infrastructure networks			RTPs do not appear in the list of bodies "Who will deliver"
Provide the knowledge, skills and tools to manage climate change impacts on buildings and infrastructure.	B2	Buildings and infrastructure networks			RTPs do not appear in the list of bodies "Who will deliver"

4(d) Where applicable, what progress has the body made in delivering the policies and proposals referenced N1, N2, N3, B1, B2, B3, S1, S2 and S3 in the Scottish Climate Change Adaptation Programme(a) ("the Programme")?					
<p>If the body is listed in the Programme as a body responsible for the delivery of one or more policies and proposals under the objectives N1, N2, N3, B1,B2, B3, S1, S2 and S3, provide details of the progress made by the body in delivering each policy or proposal in the report year. If it is not responsible for delivering any policy or proposal under a particular objective enter "N/A" in the 'Delivery progress made' column for that objective.</p> <p>(a) This refers to the programme for adaptation to climate change laid before the Scottish Parliament under section 53(2) of the Climate Change (Scotland) Act 2009 (asp 12) which currently has effect. The most recent one is entitled "Climate Ready Scotland: Scottish Climate Change Adaptation Programme" dated May 2014.</p>					
Objective	Objective reference	Theme	Policy / Proposal reference	Delivery progress made	Comments
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks			RTPs do not appear in the list of bodies "Who will deliver"
Understand the effects of climate change and their impacts on people, homes and communities.	S1	Society			RTPs do not appear in the list of bodies "Who will deliver"
Increase the awareness of the impacts of climate change to enable people to adapt to future extreme weather events.	S2	Society			RTPs do not appear in the list of bodies "Who will deliver"
Support our health services and emergency responders to enable them to respond effectively to the increased pressures associated with a changing climate.	S3	Society			RTPs do not appear in the list of bodies "Who will deliver"

4(e) What arrangements does the body have in place to review current and future climate risks?

Provide details of arrangements to review current and future climate risks, for example, what timescales are in place to review the climate change risk assessments referred to in Question 4(a) and adaptation strategies, action plans, procedures and policies in Question 4(b).

As mentioned earlier, ZetTrans sits entirely within Shetland Islands Council (SIC), having no staff, resources or capital reserves of its own. The information for this section will therefore be provided by SIC.

4(f) What arrangements does the body have in place to monitor and evaluate the impact of the adaptation actions?

Please provide details of monitoring and evaluation criteria and adaptation indicators used to assess the effectiveness of actions detailed under Question 4(c) and Question 4(d).

As mentioned earlier, ZetTrans sits entirely within Shetland Islands Council (SIC), having no staff, resources or capital reserves of its own. The information for this section will therefore be provided by SIC.

4(g) What are the body's top 5 priorities for the year ahead in relation to climate change adaptation?
Provide a summary of the areas and activities of focus for the year ahead.
<p>ZetTrans Regional Transport Strategy is in the process of being refreshed. As part of this process, Main Issues facing Shetland's Transport system will be highlighted and will be used to guide ZetTrans activity in the future. It is certain that "protecting Shetland's unique environment" will continue as an important component of any future activity.</p>

4(h) Supporting information and best practice
Provide any other relevant supporting information and any examples of best practice by the body in relation to adaptation.

PART 5: PROCUREMENT

5(a) How have procurement policies contributed to compliance with climate change duties?
<p>Provide information relating to how the procurement policies of the body have contributed to its compliance with climate changes duties.</p> <p>As mentioned earlier, ZetTrans sits entirely within Shetland Islands Council (SIC), having no staff, resources or capital reserves of its own. ZetTrans observes and adheres to the procurement policies and procedures specified by SIC.</p>

5(b) How has procurement activity contributed to compliance with climate change duties?
<p>Provide information relating to how procurement activity by the body has contributed to its compliance with climate changes duties.</p> <p>As mentioned earlier, ZetTrans sits entirely within Shetland Islands Council (SIC), having no staff, resources or capital reserves of its own. ZetTrans observes and adheres to the procurement policies and procedures specified by SIC.</p>

5(c) Supporting information and best practice
Provide any other relevant supporting information and any examples of best practice by the body in relation to procurement.

PART 6: VALIDATION AND DECLARATION

6(a) Internal validation process

Briefly describe the body's internal validation process, if any, of the data or information contained within this report.

ZetTrans sits entirely within Shetland Islands Council (SIC), having no staff, resources or capital reserves of its own. Having supplied no data therefore, SIC's validation process applies.

6(b) Peer validation process

Briefly describe the body's peer validation process, if any, of the data or information contained within this report.

ZetTrans has consulted the SIC Climate Change team during the preparation of this report.

6(c) External validation process

Briefly describe the body's external validation process, if any, of the data or information contained within this report.

There has been no external validation process undertaken by ZetTrans as the data referred to originates from SIC and will have been validated by them. However, the final report, as submitted, will be shared with the ZetTrans Partnership.

6(d) No validation process

If any information provided in this report has not been validated, identify the information in question and explain why it has not been validated.

No data has been presented.

6e - Declaration		
I confirm that the information in this report is accurate and provides a fair representation of the body's performance in relation to climate change.		
Name	Role in the body	Date
Michael Craigie	Lead Officer	2016-11-29

RECOMMENDED – WIDER INFLUENCE

Q1 Historic Emissions (Local Authorities only)

Please indicate emission amounts and unit of measurement (e.g. tCO2e) and years. Please provide information on the following components using data from the links provided below. Please use (1) as the default unless targets and actions relate to (2).

(1) UK local and regional CO2 emissions: **subset dataset** (emissions within the scope of influence of local authorities):

(2) UK local and regional CO2 emissions: **full dataset**:

Select the default target dataset

Table 1a														
Source	Dataset	Sector	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Units	Comments
	DECC Sectors													
	Other Sectors													

Table 1b														
Source	Dataset	Sector	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Units	Comments
	DECC Sectors													
	Other Sectors													

Table 1c														
Source	Dataset	Sector	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Units	Comments
Other	DECC Sectors													
	Other Sectors													

Q2a – Targets											
Please detail your wider influence targets											
RPP Sector	Action Type	Description	Type of Target (units)		Baseline value	Start year	Target saving	Target / End Year	Saving in latest year measured	Latest Year Measured	Comments
Transport	Transport Planning										

Q2b) Does the Organisation have an overall mission statement, strategies, plans or policies outlining ambition to influence emissions beyond your corporate boundaries? If so, please detail this in the box below.

ZetTrans mission statement is currently being refreshed but the current version is specifically designed to increase public transport use and protect the environment:

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”

Q3) Policies and Actions to Reduce Emissions																	
RPP Sector	Action Type	Description	Start year for policy / action imple - mentation	Year that the policy / action will be fully imple - mented	Annual CO2 saving once fully imple - mented (tCO2)	Latest Year measured	Saving in latest year measured (tCO2)	Status	Metric / indicators for monitoring progress	Delivery Role	During project / policy design and implementation, has ISM or an equivalent behaviour change tool been used?	Please give further details of this behaviour change activity	Value of Investment (£)	Ongoing Costs (£/ year)	Primary Funding Source for Implementation of Policy / Action	Accountable body	Comments
Transport	Behavioural	<p>In partnership with Shetland Islands Council, ZetTrans is able to monitor public transport use year on year with a view to measuring its market share and likely impact on carbon reduction.</p> <p>The key area needing to be measured is where alternative travel modes to that of a single-occupancy vehicle have been chosen. ZetTrans doesn't currently possess the resources to secure this data.</p>								Other (to be specified in comment s)	No	ZetTrans works as an enabler, influencer, partner and direct delivery agent to encourage the uptake of public transport, car sharing, walking and cycling in preference to single-occupancy car use. ZetTrans has the functional responsibility for delivering the public bus service in Shetland. ZetTrans also participates in specifying the inter-island ferry and air service timetables and convenes the External Transport Forum which focuses on Ferry and Air services to and from Shetland.			In 2015/16, ZetTrans was jointly funded by the Scottish Government (132,000) and Shetland Islands Council (1,022,000).	ZetTrans is a statutory body and has a partnership board consisting of 4 elected members of Shetland Islands Council and senior staff from NHS Shetland and HIE Shetland.	ZetTrans holds no reserves.

Please provide any detail on data sources or limitations relating to the information provided in Table 3

ZetTrans records a set of Key Performance Indicators (KPIs) which are not project specific:

KPI 1 Reliability of Shetland's Transport Network.
KPI 2 Standard of Road Maintenance.
KPI 3 Fuel Consumption Levels
KPI 4 Market Growth on Shetland's Transport
KPI 5 Public Transport Accessibility
KPI 6 Sustainable Transport Use
KPI 7 Road Safety Levels
KPI 8 Transport Integration Opportunities

ZetTrans has only recently achieved full capacity in terms of staff resource. As such, it is intended that its interventions and the nature and effects thereof, will be more fully recorded in future years. To this end, the KPIs have recently been reviewed and expanded. The process of recording the relevant current and historical data is now being made more systematic.

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Q4) Partnership Working, Communication and Capacity Building. Please detail your Climate Change Partnership, Communication or Capacity Building Initiatives below.										
Key Action Title	Action Type	Organisation's project role	Lead Organisation (if not reporting organisation)	Private Partners	Public Partners	3rd Sector Partners	Outputs	Value to Organisation	Total Investment into Partnership	Comments

OTHER NOTABLE REPORTABLE ACTIVITY

Q5) Please detail key actions relating to Food and Drink, Biodiversity, Water, Procurement and Resource Use in the table below.				
Key Action Title	Key Action Description	Organisation's Project Role	Impacts	Comments

Q6) Please use the text box below to detail further climate change related activity that is not noted elsewhere within this reporting template

ZetTrans does not currently participate directly in any projects related to this section.



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21 December 2016

MANDATORY ANNUAL REPORTING ON THE CLIMATE CHANGE DUTIES

I am writing with regard to Climate Change Reporting.

As you will be aware a new reporting obligation on Climate Change came into force on 23 November 2015, following statutory periods of public consultation and parliamentary scrutiny. This requires all listed public bodies to report climate change information to the Scottish Government annually.

I am grateful to your organisation for submitting a 2015/16 Climate Change Public Bodies Duties report.

Unfortunately your report was submitted after the statutory deadline of 30th November 2016. Whilst, on this occasion, given this is the first year of mandatory reporting, I am able to accept your report, missing this deadline does run the risk of reputational damage and leaves your organisation out of step with the majority of other similar bodies who submitted on time.

Next year's reports are due on 30 November 2017 and this deadline will be observed. Late reports will not be accepted.

I am delighted that in this, the first year, reports were received from 145 of the 150 listed public bodies. Your reporting lead officer will have already received an acknowledgment from the Sustainable Scotland Network (SSN) team at Keep Scotland Beautiful (KSB) who manage the reporting arrangements on behalf of the Scottish Government. All submitted reports will be made available centrally on the SSN website at www.keeptoscotlandbeautiful.org/ssn in due course.

We recommend that all reports are validated prior to submission, to enable us to publish these reports centrally and then produce stakeholder feedback and sector analysis information thereafter.

Free advisory services and practical support to help you report effectively and timeously are provided by the Sustainable Scotland Network, with additional specialist support available from Resource Efficient Scotland, Adaptation Scotland and the Energy Saving Trust..

My role will be changing in the new year following a restructure, and so my colleague Catriona Jeorrett would be happy to follow this up this letter with a meeting if that would be helpful. There will be, for example, opportunities for you to strengthen your organisation's involvement in the climate change agenda by participating in WWF's Earth Hour and Scotland's Climate Week. We will arrange for this information to be sent to you in due course.

Yours sincerely,



Judith Young
Public Bodies Duties Team Leader



Meeting(s):	Zetland Transport Partnership	10 March 2017
Report Title:	Audit of Ferry Services in Scotland	
Reference Number:	ZTP-11-17-F	
Author / Job Title:	Michael Craigie – Lead Officer	

1.0 Decisions / Action Required:

That the Partnership NOTES:

- 1.1 The Audit Scotland project scope covering their audit of Ferry Services in Scotland attached as Appendix 1 to this report.
- 1.2 The main Audit questions given on the second page of Appendix 1, discuss the draft responses to those questions in Appendix 2 and the supplementary discussion points in Appendix 3 and, subject to any comments raised, agree that the Lead Officer will submit the responses to Audit Scotland.

2.0 High Level Summary:

- 2.1 The Auditor General is undertaking an audit of Scottish Ferry Services.
- 2.2 The audit is focussed on the Clyde and Hebridean Islands Ferry Services (CHIFS), Northern Isles Ferry Services (NIFS) and the Gourock/ Dunoon Service.
- 2.3 The Audit seeks to answer the following questions: -
 - Is there clarity around the operation of subsidised ferry services, including the roles and responsibilities of the different bodies involved?
 - How much is spent on subsidised ferry services, what does this achieve and how does Transport Scotland demonstrate that its expenditure is value for money?
 - To what extent are Transport Scotland's procurement arrangements for ferry services appropriate and helping to obtain best value?
 - Does Transport Scotland have an evidence based strategy for the long-term investment in ferry services and assets?
- 2.4 ZetTrans' views are being sought on these questions.

- 2.3 To gain a broader understanding of matters the Audit Manager has issued a set of supplementary discussion points and these are detailed in Appendix 3 to this report.
- 2.4 This Audit provides an excellent opportunity for the Partnership and other stakeholders to express their views on Transport Scotland's approach to spending on ferries including their strategy for ferry services throughout Scotland.
- 2.5 It should be noted that this is not an audit of service specification etc. This is a matter for the NIFS STAG study which the Council is engaged in separately.

3.0 Corporate Priorities and Joint Working:

- 3.1 The Shetland Transport Strategy states: -

5.19. ZetTrans supports the existing arrangements for procurement and tendering of the Northern Isles Ferry Service and will seek to ensure that future improvements are built into the specification of future tenders. We will also consider options for the future development of the Northern Isles Ferry Service, including alternative vessel options and route configurations, in order to inform future reviews of the service.

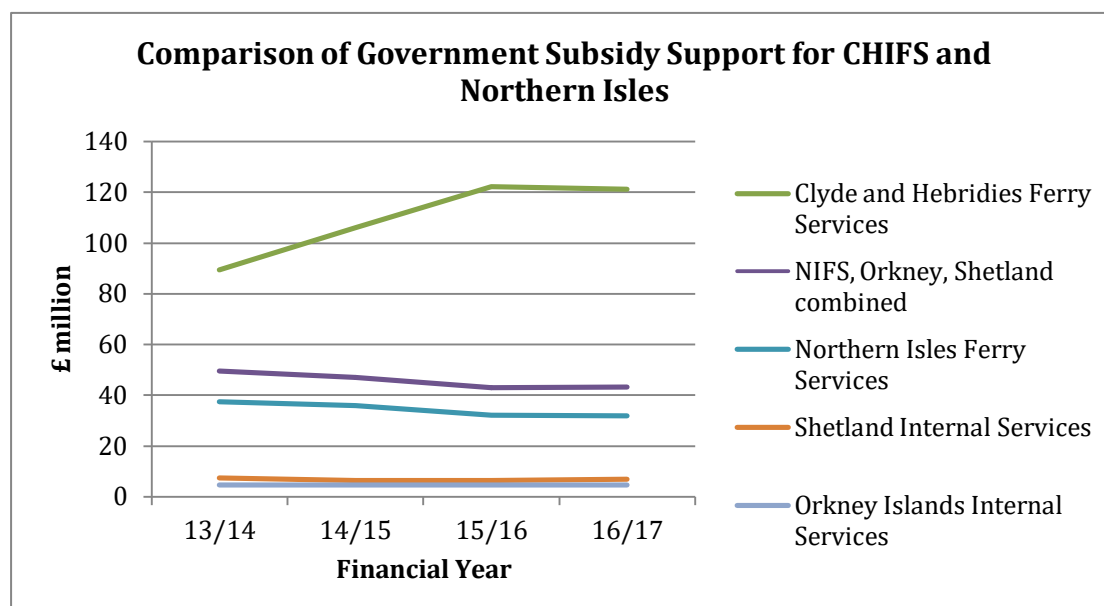
- 3.2 The Shetland Islands Council's policy is to push for improvements to external transport links (Our Plan – 2016 – 2020).

- 3.2 Contributing to the Audit Scotland work is consistent with these policy objectives.

4.0 Key Issues:

- 4.1 Ferry services to and from Shetland are profoundly important to the economic and social well-being of Shetland.
- 4.2 Over recent years there has been a stark difference between investment in Scottish west coast services and infrastructure relative to the Northern Isles as can be seen from the table and graph below.

	Financial Year £million			
	13/14	14/15	15/16	16/17
CHIFS	£89.4m	£106.4m	£122.1m	£121.1m
Northern Isles Ferry Services	£37.5m	£35.8m	£32.1m	£32.0m
Orkney Islands Internal Services	£4.7m	£4.7m	£4.5m	£4.5m
Shetland Internal Services	£7.3m	£6.3m	£6.4m	£6.8m
NIFS, Orkney, Shetland combined	£49.5m	£46.9m	£43.0m	£43.3m



- 4.3 Furthermore, there are no coherent service or infrastructure plans for Northern Isles ferry services, whilst there are detailed long term plans for west coast services and infrastructure.
- 4.4 This Audit provides the opportunity to highlight the apparent inequalities in Scottish Government and Transport Scotland's inconsistent approach to planning and funding for Scottish Ferry Services to Audit Scotland.
- 4.5 The draft responses for consideration provided in Appendix 2 with supporting evidence and opinion relating to the wider discussion provided in Appendix 3.

5.0 Exempt and/or Confidential Information:

- 5.1 Can this report be discussed in public? Yes

6.0 Implications

6.1 Service Users, Patients and Communities:	<p>The Northern Isles Ferry Service is fundamentally important to Shetland and is the gateway for all imports and exports of freight and products.</p> <p>It plays a key role in enabling the population of Shetland to access opportunities on mainland UK and beyond as well as providing a key gateway to Shetland for tourism.</p> <p>It is becoming increasingly important in terms of access to health care.</p> <p>It is important therefore to take every opportunity to ensure that the planning and delivery of these services and future infrastructure investment is fully informed and aligned with Shetland's economic and social policy objectives.</p>
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6.2 Human Resources and Organisational Development:	None.
6.3 Equality, Diversity and Human Rights:	None.
6.4 Legal:	There are no legal implications arising from the content of this report.
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:	<p>Failure to take this opportunity to contribute to the audit could result in Audit Scotland having an incomplete understanding of the policy objectives of Shetland Islands Council in relation to external transport provision. In turn this increases the risk of inappropriate or poorly informed reporting to and decision making by Scottish Government.</p> <p>There are a significant number of consultations and studies underway that could have a bearing on the future of transport links to and from Shetland. Failure to successfully engage in these opportunities could undermine the likelihood of ensuring the best outcome possible for Shetland.</p> <p>To mitigate this risk officers are ensuring that all consultations are being addressed and reports will be presented to the Partnership as necessary.</p>
6.10 Policy and Delegated Authority:	ZetTrans has a duty to develop and deliver a Regional Transport Strategy. The recommendations of this report are consistent with that duty.
6.11 Previously Considered by:	None.

Contact Details:

Michael Craigie, Lead Officer, Michael.Craigie@shetland.gov.uk
2 March 2017

Appendices:

Appendix 1 – Audit Scotland Scope of Scottish Ferries Audit

Appendix 2 – Main Audit Questions and draft responses

Appendix 3 – Audit discussion points and draft responses

Background Documents: None

Project scope

Ferry services in Scotland



AUDITOR GENERAL 

Prepared by Audit Scotland
December 2016

Background

Every year around 8 million passengers and 2.6 million vehicles travel on ferry routes within Scotland. Sixty-six per cent of passengers (5.2 million) and 44 per cent of vehicles (1.1 million) travel on routes subsidised by the Scottish Government. The remainder of the ferry routes are operated by, or on behalf of, four councils (Argyll & Bute, Highland, Orkney and Shetland Islands), Strathclyde Partnership for Transport (SPT) and a number of private ferry companies.

The Scottish Government, through Transport Scotland, provides financial assistance to reduce the cost of ferry travel on routes that are considered 'lifeline' for remote and rural communities. This is intended to help maintain rural populations, encourage tourism and increase rural economic growth. Transport Scotland currently subsidises 30 lifeline ferry routes, operated through three contracts ([Table 1](#)) at a cost of around £153 million a year.¹ It provides the ferry operators with an agreed level of financial subsidy, allowing them to charge lower ticket prices, in return for a specified level of service.

Why are we doing this audit?

Transport Scotland's subsidy payments to ferry operators have increased by 87 per cent, in real terms, since 2007/08. Over the last two years alone, subsidies have increased by 20 per cent.² Subsidies have increased partly due to the gradual introduction of the Scottish Government's Road Equivalent Tariff (RET) scheme throughout the CHFS network between 2008 and 2014.³ RET has reduced the cost of passenger and vehicle ticket prices by an average of 44 and 55 per cent. The scheme requires additional subsidy payments to be made to the ferry operator and the future demand and cost of this is unclear. In total, Transport Scotland has invested around £1 billion in ferry vessels, ports and services since 2007.⁴ Our audit will examine spending on ferries and what this achieves, to help establish whether it provides value for money.

The operation of ferry services in Scotland is complex due to historical arrangements, EU state aid and maritime legislation. There is also a high level of political and community interest. Our audit will explain ferry operations, including the roles of the different bodies involved, and will establish whether appropriate arrangements are in place to make effective decisions on the operation of ferry services.

The CHFS contract is worth around £900 million over eight years and is one of the largest contracts let by Transport Scotland. Our audit will assess the procurement and contract management arrangements in place to help identify good practice and lessons learned for future ferry services contracts.

What will the scope of the audit be?

This audit will assess whether investment in lifeline ferry services is providing value for money. The audit will focus on the three Scottish Government subsidised contracts mentioned in [Table 1](#). It will not assess ferry services operated by councils or private operators. The audit will seek to answer the following questions:

- Is there clarity around the operation of subsidised ferry services, including the roles and responsibilities of the different bodies involved?

- How much is spent on subsidised ferry services, what does this achieve and how does Transport Scotland demonstrate that its expenditure is value for money?
- To what extent are Transport Scotland's procurement arrangements for ferry services appropriate and helping to obtain best value?
- Does Transport Scotland have an evidence-based strategy for the long-term investment in ferry services and assets?

How will we carry out the audit?

We will obtain evidence for our audit by:

- reviewing strategic documents, including Transport Scotland's corporate plans, Ferries Plan, Vessel Replacement & Deployment Plan and board papers
- seeking the views of ferry users through, for example, speaking to ferry committees, community councils and haulage companies. We will also consider how best to gather a wider range of views
- interviewing representatives from Transport Scotland, Caledonian Maritime Assets Limited (CMAL), the ferry operators and other partners involved, such as Regional Transport Partnerships and local authorities
- examining the recent CHFS procurement exercise, by reviewing the contract and procurement documentation and also speaking to procurement staff and bidders
- analysing a range of financial and performance information.

What impact will the audit have?

The audit will improve public understanding of ferry services in Scotland. It will provide assurance to the Scottish Parliament and the public that Transport Scotland has appropriate arrangements in place to manage ferry contracts efficiently and effectively. It

will highlight good practice and lessons learned to help Transport Scotland improve the management, including future procurements, of ferry services.

Audit timing and contacts

We aim to publish in the Autumn of 2017. Following publication, the Auditor General will present findings to the Scottish Parliament's Public Audit and Post-legislative Scrutiny Committee.

Contacts

For further information on the audit contact Gill Miller, Audit Manager, on 0131 625 1830 or [gmiller@audit-scotland.gov.uk](mailto:gmillar@audit-scotland.gov.uk)

Notes:

1. Scottish Government draft budget document, 2016/17.
2. Scottish Government draft budget documents, 2007/08 to 2016/17.
3. The RET scheme involves setting ferry fares on the basis of the cost of travelling an equivalent distance by road.
4. CMAL annual reports and accounts, 2015/16.

Table 1

Transport Scotland ferry contracts

	The Clyde and Hebrides Ferry Service (CHFS)	Gourock - Dunoon	The Northern Isles Ferry Service
Routes	26 throughout the Clyde and Hebrides	1 passenger only route	3 routes to the Orkney and Shetland Islands
Operator	CalMac Ferries Ltd (A subsidiary of David MacBrayne Ltd, owned by Scottish Ministers)	Argyll Ferries Ltd (A subsidiary of David MacBrayne Ltd, owned by Scottish Ministers)	Serco Northlink
Contract duration	Oct 2016 – Sept 2024	June 2011 – June 2017	June 2012 – April 2018
Annual traffic numbers	4.6m passengers 1.2m vehicles	310,000 passengers	298,000 passengers 59,000 vehicles

Source: Audit Scotland



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Main Audit Questions and Draft Responses

Audit Scotland are undertaking an audit of Scottish Government subsidised ferry contracts in Scotland, i.e. Clyde and Hebrides Services, Gourock – Dunoon and Northern Isles Ferry Services.

The Audit is seeking to answer the following questions and draft responses are provided in italics below each question: -

Is there clarity around the operation of subsidised ferry services, including the roles and responsibilities of the different bodies involved?

For the Northern Isles services to Orkney and Shetland there is clarity insofar as the operator (Serco Northlink in the case of the Northern Isles) is accountable to Transport Scotland on matters of contract compliance and service performance.

What isn't clear are the roles and responsibilities of the Regional Transport Partnerships, the Councils, the operator and Transport Scotland in terms of:

- *Dealing with user comments/ issues relating to service performance*
 - *There was three tier system put in place several years ago where the RTPs took the lead on local matters (ZetTrans in Shetland and HITRANS in Orkney) and anything that wasn't resolved at that level was escalated to a joint RTPs engagement at Tier 2 and if no resolution was reached it was escalated to a joint engagement between RTPs and Ministers).*
 - *However Transport Scotland introduced a Northern Isles Consultative Forum (which is useful) but the relationship with the 3 tier structure was never addressed.*
- *Links with Community Planning and Local Outcomes Improvement Plans – external ferry links are profoundly influential on local economic and social wellbeing but there is a disconnect between local community planning and strategic direction for NIFS.*

How much is spent on subsidised ferry services, what does this achieve and how does Transport Scotland demonstrate that its expenditure is value for money?

This is a matter for Audit Scotland to determine. Our responses to the discussion points give opinion on a broad range of service performance that should help consideration of this question.

To what extent are Transport Scotland's procurement arrangements for ferry services appropriate and helping to obtain best value?

In the past both ZetTrans and the Council have been disconnected from the procurement process yet they are best placed to support evaluation of tenders in terms of their alignment with the socio-economic priorities of the islands.

Neither Transport Scotland nor Operators are democratically accountable when it comes to ensuring that services are fit for purpose in the context of the islands served

and this raises concerns with the Council and ZetTrans in terms of confidence that specifications, contract conditions and tender appraisal are adequately informed.

Does Transport Scotland have an evidence based strategy for the long-term investment in ferry services and assets?

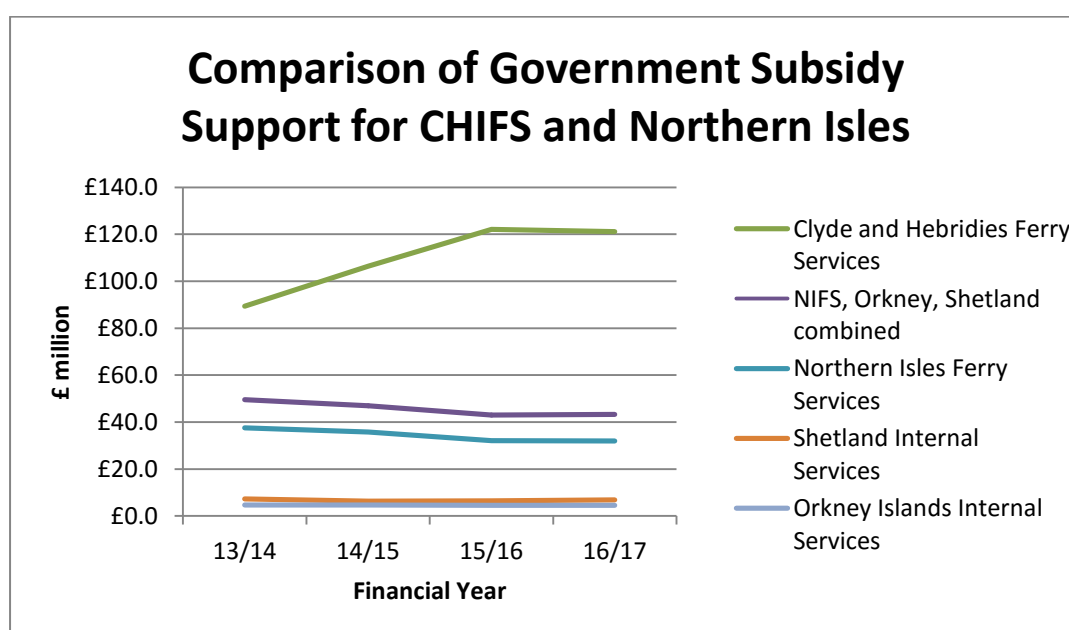
Not for the Northern Isles that we can see.

The Scottish Ferries Plan carries quite a bit of detail in terms of west coast services but there is nothing relating to the Northern Isles.

We can see from engagement in the Islands Transport Forum that there are detailed vessel and infrastructure investment plans for the Clyde and Hebrides network but nothing for the Northern Isles.

Looking at revenue and capital expenditure over the last 10 years there has been substantially greater Scottish Government investment in services and infrastructure relative to the west coast. The table and graph below demonstrates the difference in revenue (subsidy) terms in the last 5 year (excluding 16/17 where no data is currently available).

	Financial Year £million			
	13/14	14/15	15/16	16/17
Clyde and Hebrides Ferry Services	£89.4	£106.4	£122.1	£121.1
NIFS, Orkney, Shetland combined	£49.5	£46.9	£43.0	£43.3
Northern Isles Ferry Services	£37.5	£35.8	£32.1	£32.0
Shetland Internal Services	£7.3	£6.3	£6.4	£6.8
Orkney Islands Internal Services	£4.7	£4.7	£4.5	£4.5



It is absolutely crucial that Transport Scotland addresses this obvious inconsistency in the approach to planning and prioritising investment in Scottish Ferry Services. Audit Scotland's audit should carefully and thoroughly explore the apparent differences in support for lifeline services throughout Scotland (including inter-island services in Orkney and Shetland) to establish a fair and consistent approach to support services and infrastructure provision.

As matters stand it can be argued that there is a significant imbalance which favours west coast services and this must be addressed.

Ferry Users' views

Discussion points

Comments are restricted to the Aberdeen / Lerwick (&vv) direct and indirect services. No comment is made on the Scrabster / Stromness services.

- Views on services, e.g.:
 - Timing

1900 departures of passenger ships from Aberdeen and Lerwick are acceptable. These are the earliest times that are convenient for hauliers (especially time critical perishables) and islanders. The 1700 from Aberdeen and 1730 from Lerwick to allow a 2300 arrival in Kirkwall are inconvenient, especially as this is the only sailing of the day.

The 0700 arrivals into Aberdeen and 0730 into Lerwick are good. These should not be any later.

The freight ships departing at 1800 is too early especially for fish harvested that day or trailers arriving that morning.

An 0800 arrival is the latest that allows timeous deliveries to supermarkets in Shetland and time for trailers to be driven to the Central Belt from Aberdeen, unloaded and reloaded to be back in Aberdeen for the next sailing. (Note that some trailers are not discharged until well after the arrival time). Arrival times of the freighters are unacceptable on indirect sailings.
 - Frequency

One passenger sailing a day north and south bound is the very minimum that is acceptable.

This should be maintained even during periods of planned maintenance / docking. Current arrangement of reducing from 7 passenger sailings a week to 3 during dockings is inadequate. This leads to 72 hours between some departures which is an issue for anyone who has to travel who cannot fly or cannot afford to fly. The only consequence to Orkney during the docking of one of the Aberdeen / Lerwick passenger ships is to lose the Saturday night northbound sailing. They also retain the full service between Scrabster and Stromness (and Gill's Bay / St Margaret's Hope). When the Scrabster / Stromness passenger ferry is withdrawn for scheduled maintenance, she is replaced by a chartered passenger vessel of equivalent capacity and speed. At least the current arrangement for overhauling the passenger ships is better than in previous contracts when one the Aberdeen / Lerwick passenger ships was withdrawn to relieve on the Scrabster / Stromness route as well with the resultant reduction in frequency and capacity between Shetland and mainland Scotland.

Note that the Scrabster / Stromness ferry, m.v. "Hamnavoe", was designed to relieve the Aberdeen / Lerwick ships although she has never done so.

See Appendix for comparison of frequency and capacity with other similar sized Scottish island groups.

- Cost

The cost of travel creates a substantial barrier to travel for both islanders and visitors. The TOTAL cost of travel including berth and onboard meals must be considered.
- Duration of crossing

12 hours for direct sailing is acceptable. 14 (or 14.5) hours for indirect sailing is too long especially when the first 6 hours are at high speed which is uncomfortable in anything but ideal sea conditions.
- Customer service

Generally good (especially by the local offices) but could be better in some areas e.g. cannot book berth after the ship has sailed which is a frequent requirement when afternoon flights are disrupted / diverted to Kirkwall.
- Views on vessel(s) used, e.g.:
 - Appropriate for route?

Passenger ships are constrained in size by the berth used in Aberdeen. Sea keeping has been compromised for speed to allow the Kirkwall calls.

Freight ships have poor performance in adverse weather and are frequently disrupted when the passenger ships are able to continue. Low speed makes it difficult to recover from disruptions.
 - Appropriate capacity?

Insufficient cabins and vehicle deck capacity on frequent occasions. This is especially a problem on indirect sailings via Kirkwall, particularly southbound when passengers joining at Kirkwall will book a cabin Kirkwall / Aberdeen preventing Lerwick / Aberdeen passengers using it. The proposed reduction in fares will increase demand and worsen the existing capacity constraints.

Vehicle deck capacity is utilised by freight vehicles reducing space available for cars on nights when there is no freight ship sailing in parallel.

On indirect sailings the available capacity is not all available to Shetland traffic.

Passenger capacity is usually adequate except during abnormal events such as volcanic ash preventing any flights.

Dangerous goods which cannot be shipped on the passenger ships can only be accommodated when there is a freight ship sailing. This can be a problem e.g. polystyrene blocks to make boxes to pack fish.
 - Condition
 - Superficially the passenger ships seem in reasonable condition internally for their age. The hulls are showing signs of damage and corrosion when they haven't been drydocked recently.
 - Cannot comment on the condition of the freighters.
- Views on harbours
 - Condition

- Lerwick is good with little weather disruptions.
 - Frequent weather disruptions at Aberdeen especially in strong easterly winds and seas. Problem worst when there is swell in the channel reducing the effective water depth particularly at low tide. Vessel size restricted by berthing arrangements. Other port users can reduce flexibility for departure and arrival times.
The proposed Bay of Nigg development should improve the situation if planned sensibly.
- Quality of passenger services (e.g., waiting rooms, staff, food and drink)
 - Lerwick terminal facilities and walkway are good. Parking can be restrictive at busy times especially when passengers cannot afford to take their cars with them.
 - Aberdeen terminal facilities adequate and proximity to rail and bus connections good. Road traffic in Aberdeen can cause delays when connecting with a 1700 departure. Bay of Nigg proposal should help road connections but will probably worsen interface with public transport.
- How have ferry operations changed over time?
 - Big improvements since pre 2002 with introduction of new vessels and terminals and improved timetables and inter island connections.
 - Drydock / overhaul arrangements better with current contract (as no longer carried out every year and Aberdeen / Lerwick passenger ships no longer relieve Scrabster / Stromness) but still inadequate.
 - Flexibility of the current operator to sail off timetable during adverse weather rather than cancel sailings is welcome.
 - Increase in carryings has exacerbated capacity constraints.
- Views on Serco and Transport Scotland consultation arrangements
 - Amount of engagement with customers
 - Serco engage with the Stewart Building Group (Fishing, Shellfish, Aquaculture and Haulage sectors) and the Shetland External Transport Forum (ZetTrans forum) every 3 months.
 - Forms of communication
 - Presentations of service performance with Q&A session
 - Sponsorship panel
 - On-board questionnaires
 - Ad hoc on issues
 - Main topics of discussion
 - Timetable performance

- Carrying (freight, passengers, vehicles)
 - Service disruptions
 - Capacity issues
 - Passenger experience/ satisfaction
 - Any plans for service improvement
- Complaints handling
 - Any complaints are handled directly by Serco Northlink
 - We have had no complaints to ZetTrans on ferry issues
- Any examples of how customer views have led to changes /improvements being made?
 - Serco Northlink better placed to give examples
- New Northlink contract
 - How were customer views sought?
 - Consultation questionnaire. SIC and ZetTrans both commented.
 - Main changes requested compared to previous contract?
 - Increased capacity possibly by increasing number and type of vessels available.
 - Better service during scheduled maintenance / dockings.
 - The Scottish Ferries Review stated that RTPs and Local authorities should have a greater involvement in the tendering process.
- Main concerns/complaints about ferry operations
 - Lack of capacity (vehicle deck and cabins)
 - Poor frequency / capacity compared to other island groups
 - Cost
 - Early departure times
 - Pricing structure encouraging inefficient use of available berths e.g. single or twin occupancy of four berth cabins because they are cheaper than most two berth cabins.
 - Disruptions in adverse weather (both passenger ships and especially freighters)
 - Disruptions and reduced frequency / capacity during planned maintenance / dockings
 - Unrestricted use of National Entitlement Card concessions. Especially for Orkney residents who get twice as many passages as Shetland residents by only using them southbound.

- What aspects of ferry operations work well?
 - Policy of not charging for changes or cancellations – essential for lifeline service.
- What changes could be made to:
 - improve ferry services for customers
 - reduce cost
 - increase capacity
 - improve adverse weather reliability
 - Improve service frequency and capacity during planned maintenance / overhauls.
 - improve value for the public purse?
 - Rationalise arrangements with competition on Pentland Firth
 - Rationalise competition from Streamline
 - Reconsider deployment of freighters
 - Review requirement to tender services.



Zetland Transport Partnership

Agenda Item

3

Meeting(s):	Zetland Transport Partnership	10 March 2017
Report Title:	National Transport Review Early Engagement Survey	
Reference Number:	ZTP-12-17-F	
Author / Job Title:	Peter Mogridge, Transport Policy and Projects Officer	

1.0 Decisions / Action Required:

- 1.1 That the Partnership approve the proposed response to the Government's National Transport Strategy Review Early Engagement Survey as contained in Appendix 1.
- 1.2 Subject to comment from the Partnership, the Lead Officer will issue the response, in consultation with the Chair.

2.0 High Level Summary:

- 2.1 The review of the National Transport Strategy is due to be completed in 2019 and the first part comprises a 5 question *Early Engagement Survey* with a final submission date of 31 March 2017.
- 2.2 The 5 questions asked are:
 - Have you used, or referred to, the 2006 National Transport Strategy (NTS)?
 - The current strategy sets out the three key strategic outcomes of improved journey times and connections; reduced emissions; and improved quality, accessibility and affordability. Do you think each of these will still be relevant over the next 20 years?
 - If there was one thing that needs to change substantially now in transport, what would that be?
 - What do you think are the main transport challenges and opportunities over the next 20 years?
 - How would you like us to engage with you during the development of the future strategy that will lead to a formal public consultation?
- 2.3 The Partnership will be kept informed by officers of the ongoing review timetable as it becomes public.

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	<p>Key issues for the Partnership to consider when approving the response proposed in Appendix 1 include:</p> <ul style="list-style-type: none"> • The National Transport Strategy is one of the key documents used to inform the Shetland Transport Strategy and its recent Refresh. • Other than by improving reliability or integration, there is a limit to how much more journey times can be reduced and the value of doing so is questionable; Transport to and from Shetland is by "emission-heavy" modes; Cost pressures are the main factors which limit the ability of the Partnership to directly impact on quality, accessibility and affordability. • A Key issue for the future is the need to address the health/active travel and alternative energy agendas. • The Partnership's identified Main Issues are: Lifeline Transport; Transport Robustness; Community Support; Integration Support; Behavioural Change and Change Management. • The 3 Strategic Objectives of the Partnership look to: Underpin Shetland's economy; Support Shetland's communities; Conserve Shetland's environment.
5.0 Exempt and/or Confidential Information:	
5.1	None.
6.0 Implications :	
6.1 Service Users, Patients and Communities:	The Partnership seeks to inform the National Transport Strategy Review so as to have a positive impact for service users, patients and communities.
6.2 Human Resources and Organisational Development:	None.
6.3 Equality, Diversity and Human Rights:	The Partnership seeks to inform the National Transport Strategy Review so as to have a positive impact on Equality, Diversity and Human Rights.

6.4 Legal:	There are no legal implications arising from the content of this report.	
6.5 Finance:	None.	
6.6 Assets and Property:	None.	
6.7 ICT and New Technologies:	None.	
6.8 Environmental:	The Partnership seeks to inform the National Transport Strategy Review so as to have a positive impact on the environment – in line with its own strategic objectives and identified main issues.	
6.9 Risk Management:	Failure to engage with the National Transport Strategy Review risks the needs of rural and island communities such as Shetland not being fully taken into account.	
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. As part of the Partnership obligations it is required to inform the National Transport Strategy Review of any issues that should be considered from a local perspective.	
6.11 Previously Considered by:	N/A	

Contact Details:

Peter Mogridge – Transport Policy and Projects Officer

Phone: 01595 745802

E-mail peter.mogridge@shetland.gov.uk

3 March 2017

Appendices: Appendix 1

National Transport Strategy - Early Engagement Survey, Proposed ZetTrans Response

Background Documents:

<http://www.transport.gov.scot/strategy/national-transport-strategy>

National Transport Strategy - Early Engagement Survey

Proposed ZetTrans Response

Introduction

A proposed ZetTrans response to each of the 5 Early Engagement Survey questions is laid out below. Responses have been drawn up in line with the Shetland Transport Strategy Refresh. Please note that individuals and organisations are all free to submit their own response to the survey.

Suggested Responses

Q1 - Have you used, or referred to, the 2006 National Transport Strategy (NTS)?

ZetTrans ensures that its own transport strategy is compatible with the National Transport Strategy. We are currently nearing the completion of a process to refresh the Shetland Transport Strategy and the Partnership has cross-referenced its revised Vision, 3 Strategic Objectives and 6 Main Issues to the National Transport Strategy's 5 strategic objectives. This cross-referencing ensures the compatibility of the 2 documents.

Q2 - The current strategy sets out the three key strategic outcomes of improved journey times and connections; reduced emissions; and improved quality, accessibility and affordability. Do you think each of these will still be relevant over the next 20 years?

Within the Shetland context, the Partnership wishes to make the following observations:

Improving journey times by road within Shetland is not a meaningful target in the longer term as already low congestion and generally good infrastructure results in more than acceptable journey times. Individual internal ferry and air journey times are of a similarly acceptable length. Improving air and sea journey times to and from Shetland is desirable but is only achievable through significant public and private investment at a national level. Any such investment would require national policy commitment and directives. Support for the better integration of ticketing, services and information would have a positive impact on improving door-to-door public transport journey times across the board.

The Partnership sees the provision of resources and creation of infrastructure to encourage the uptake of alternative fuel land vehicles and sea craft as the principle method for significantly reducing emissions. Any such investment would require national policy directives relating to all socio-economic and energy activity. Supporting behavioural change is also an important tool for reducing emissions and the Partnership views strong engagement with the Health agenda as being vital in achieving this.

With regard to transport to and from Shetland, this is provided either by air or sea with both methods being carbon heavy. This fact means that, without significant public / private investment at national level, the imperative of reducing emissions is often at odds with maintaining the viability of Shetland's economy by delivering economic growth. The need to reduce emissions will however, continue to be of significant importance over the coming 20 years. The self-contained nature of Shetland and the variety of its transport modes, means Shetland offers the perfect environment to pilot and test many emerging technologies.

With no commercially operated internal public transport, improving quality, accessibility and affordability can only be achieved through the public purse and/or redesigning the legislative and operational framework under which public transport is provided and paid for in Shetland.

Q3 - If there was one thing that needs to change substantially now in transport, what would that be?

It is the view of the Partnership that a target for *reducing the number of single occupant vehicle journeys* by a realistic amount would be a specific and meaningful way to address many of the Government's current strategic transport, environment and health objectives.

Q4 - What do you think are the main transport challenges and opportunities over the next 20 years?

The Partnership's Main Issues for the near to medium term, as identified during the refresh of the Shetland transport Strategy, are: Lifeline Transport to and from Shetland; Transport Sector Robustness; Community Support; Integration Support; Behavioural Change and Change Management.

To both sustain and develop the economy and society of Shetland, resourcing equitable transport within, to and from Shetland is the biggest challenge. The current cost of getting to and from Shetland for passengers and freight puts a significant brake on this development. In addition, the costs of moving between the islands, threatens the ongoing viability of many valuable island communities.

Notwithstanding issues of resource availability, ZetTrans believes that the 2 main transport issues, each being both a challenge and an opportunity, will be: The need to support an increased uptake of alternative fuel vehicles and the need to support an increase in the uptake of Active Travel.

Q5 - How would you like us to engage with you during the development of the future strategy that will lead to a formal public consultation?

The Partnership would welcome direct, personal engagement at appropriate points in the review process. The unique, and challenging, transport environment in the Shetland Islands offers opportunities to both pilot new ideas and to check all aspects of a "one size fits all" approach.



Zetland Transport Partnership

Agenda Item

4

Meeting(s):	Zetland Transport Partnership	10 March 2017
Report Title:	Councillors Code of Conduct Consultation	
Reference Number:	ZTP-13-17-F	
Author / Job Title:	Jan Riise, Secretary and Standards Officer for ZetTrans	

1.0 Decisions / Action required:

That the Partnership RESOLVES to:-

- 1.1 Offer no comment in relation to how conflicts of interest are managed by individual Councillors or in relation to any proposals the Government may have insofar as that affects ZetTrans and any other public body.

2.0 High Level Summary:

- 2.1 Each Councillor has a personal responsibility to comply with the Councillors Code of Conduct (the Code) (Attached as background document link to this report). The Code sets out the standards of behaviour expected of those in public office, provides guidance relating to registration and declarations of interests, and possible conflicts of interest for Councillors undertaking roles on outside bodies.
- 2.2 On 12 December 2016, the Scottish Government launched a consultation on the Code with a closing date of 20 March 2017, attached as Appendix 1.
- 2.3 The Partnership is invited to respond to the consultation however matters referred to are relevant to the conduct of Councillors whose ethical standards are properly the domain of Shetland Islands Council as planning authority.

3.0 Corporate Priorities and Joint Working:

- 3.1 Whilst it is important that Councillor Members of ZetTrans are not prevented, by membership alone of public bodies, it is also important that the highest ethical standards are observed by those serving in public office and maintaining objectivity in the performance of statutory quasi-judicial functions are observed so that the objectivity and impartiality of individual Councillors is not brought into question.
- 3.2 Whilst this report provides the opportunity for the Partnership to feed into the consultation on the Councillors Code of Conduct the fine balance described in the paragraph 3.1 is primarily a matter on which Shetland Islands Council's planning authority should comment.

4.0 Key Issues:

- 4.1 The purpose of the consultation is to consider making changes to the Code to address a specific issue relating to Sections 5 and 7 of the Code on declarations of

interest in connection with quasi-judicial or regulatory matters.	
4.2	The consultation seeks views on possible changes to the Code's provisions on conflicts of interest as regards councillors who are also members of other public bodies such as RTPs and whether such changes should be made, and if so what form those changes should take.
4.3	The proposal is to amend the Code so that councillors who are appointed or nominated by their councils to be members of an outside body would not be prevented from taking part in their council's discussion of a matter of a quasi-judicial or regulatory nature in which that other body had an interest solely because of their membership of that body.
4.4	It is suggested that this could be done by extending the current specific exclusion in the Code for councillor members of a public body, so that it would include quasi-judicial or regulatory matters in which that body had an interest. This would enable councillor members of a public body to take part in their council's consideration of and decision-taking on such matters, although they would still need to declare their interest as a member of that public body. There would be a need to make consequential changes to para. 7.5 of the Code, which reiterates the principle that the specific exclusion does not apply to quasi-judicial or regulatory matters. However, the Scottish Government would be open to considering other options.
4.5	The situation which gave rise to this consultation included a decision by the Standards Commission not to grant dispensation to Members of NESTRANS. The justification was that that would affect the Governance arrangements between the constituent authorities of NESTRANS and their respective Planning Committees. These circumstances are not likely to be replicated or directly affect Shetland Islands Council or ZetTrans and their individual Councillor Members. Given that the consultation considers the wider potential for a range of other public bodies to similarly be affected by the proposals, it is submitted that ZetTrans might wish to refrain from offering a particular view on this consultation.
4.6	There could be a public interest dimension to these considerations, in that if the effect of the change as suggested in the consultation paper was to result in a diminution of respect for the objectivity of those engaged in the planning process. The overall effect could be a reduction in the public's perception of the otherwise high standards applied to ensure impartiality of such decision makers. It is submitted that these are predominantly matters on which Shetland Islands Council as Planning Authority should comment.
5.0 Exempt and/or Confidential Information:	
5.1	This report can be discussed in public.
6.0 Implications :	
6.1 Service Users, Patients and Communities:	As matters stand ZetTrans Councillor Members may find themselves excluded from undertaking roles on Council committees due to the current Councillors Code of Conduct.
6.2 Human Resources and Organisational	None

Development:		
6.3 Equality, Diversity and Human Rights:	None	
6.4 Legal:	The Ethical Standards in Public Life etc (Scotland) Act 2000 provides for the introduction of new codes of conduct for local authority councillors. This report is directed at possible amendments to the local authority's Councillor Code. As such it does not directly impinge on the activities of ZetTrans.	
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 ZetTrans does not engage in this consultation then there is a risk that ZetTrans Councillor Members may be constrained in their capacity to undertake Council committee duties and/ or their capacity to address ward issues.	
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. ZetTrans has the authority to consider matters that affect the interests of its membership.	
6.11 Previously Considered by:	Not applicable.	Not applicable.

Contact Details:

27 February 2017

Appendices:

Appendix 1: The Councillors' Code of Conduct – Consultation on possible amendments of provisions on conflicts of interest

Background Documents: [The Councillors Code of Conduct](#)

The Councillors' Code of Conduct

**Consultation on possible amendments
of provisions on conflicts of interest**

Background

Section 1 of the Ethical Standards in Public Life etc (Scotland) Act 2000 requires the Scottish Ministers to issue a code of conduct for councillors. The current version of the Code was issued in 2010 and can be found at <http://www.standardscommissionscotland.org.uk/uploads/files/14424808530109379.pdf>. The current version of the Code was issued following a limited review of the Code that the Scottish Government carried out in 2009. The Scottish Government does not currently have any plans to carry out a further review of the Code.

The 2000 Act states that Ministers shall issue a councillors' code only after it has been laid before and approved by a resolution of the Scottish Parliament. The same applies to any revision or re-issue of the Code.

The aim of the Code is to set out clearly and openly the standards that councillors must comply with when carrying out their council duties. All local authority councillors in Scotland are obliged to comply with the Code and with any guidance on the Code issued by the Standards Commission for Scotland. The current Guidance was issued in 2015 and can be found at <http://www.standardscommissionscotland.org.uk/uploads/files/1461858362160428C/CoCGuidanceSTANDALONEFINAL.docx>.

Purpose of this consultation

The Scottish Government has been asked to consider making changes to the Code to address a specific issue relating to Sections 5 and 7 of the Code on declarations of interest in connection with quasi-judicial or regulatory matters. The purpose of this consultation is to seek views on whether such changes should be made, and if so what form those changes should take.

The issue

Section 5 of the Councillors' Code of Conduct requires a councillor to declare an interest in a matter and not take part in discussion or decision-making by their council of that matter where a member of the public knowing of the interest would reasonably regard the interest as so significant that it is likely to prejudice the councillor's discussion or decision-making (the "objective test"). This applies to both financial and non-financial interests. The Code says that non-financial interests that ought to be declared include membership or holding office in a public body.

Paragraph 5.7 of the Code provides that notwithstanding its general provisions relating to declarations of interest, there is no need for a councillor to withdraw from the council's discussion of or voting on a matter where a general or specific exclusion applies. The specific exclusions are described in paragraph 5.18 of the Code, and include interests that a councillor may have as a member or director of an outside body where the councillor has been nominated or appointed, or whose appointment has been approved, by the councillor's local authority. However, they do not apply:

“in respect of any matter of a quasi-judicial or regulatory nature where the body in question is applying to the local authority for a licence, a consent or an approval, is making an objection or representation or has a material interest concerning

such a licence, consent or approval or is the subject of a statutory order of a regulatory nature, made, or proposed to be made, by the local authority.”

An example of an outside body to which councillors are appointed is Nestrans, the statutory Transport Partnership for the Aberdeen City and Aberdeenshire areas. Nestrans is one of seven regional Transport Partnerships (RTPs) set up across Scotland under the Transport (Scotland) Act 2005 to provide a co-ordinated approach to transport planning and delivery between different local authority areas. The 2005 Act provides that it is the duty of each RTP to draw up a strategy for transport within its region. In addition Ministers can confer other transport functions on an RTP, such as installing bus lanes and providing subsidised bus services. Nestrans itself describes its purpose as being “to develop and deliver a long-term regional transport strategy and take forward strategic transport improvements that support and improve the economy, environment and quality of life across Aberdeen City and Shire”. Under the 2005 Act, the Board of Nestrans is made up of councillors from the councils in its area as well as non-councillor members appointed by the Scottish Ministers.

As part of its role, Nestrans comments on major planning matters that may affect transport in its area. The consideration of such matters by the relevant council is a quasi-judicial matter in terms of the Councillors’ Code of Conduct.

The Standards Commission was asked by Aberdeen City Council on behalf of Nestrans to grant a dispensation to allow members of Nestrans who are councillors to take part in the Council’s consideration of matters of a quasi-judicial or judicial nature in which Nestrans has an interest. The example given was of Nestrans having commented on a major planning application that had transport implications before the application was considered by the Council. However, the Commission decided that it could not grant such a dispensation since to do so would be contrary to the terms of the Code. In reaching that decision the Commission felt that the declarable interest would be a councillor’s membership of Nestrans, and so that the conflict of interest - and thus the need for the councillor not to take part in consideration of the issue by the Council - could not be avoided simply by the councillor not taking part in discussion of the matter by Nestrans.

The result is that councillors who are also nominated or appointed by their councils to be members of Nestrans cannot take part in their council’s discussion of or taking decisions on quasi-judicial or regulatory matters in which that body has an interest. Nestrans and its member councils have argued that:

- this may adversely affect the ability of partnership bodies such as Nestrans to influence council decisions on important issues – for instance, most major planning applications will have potential transport implications; and
- this might also make it difficult to find councillors who are willing to serve on such bodies, since faced with having to choose between being members of the outside body and keeping the ability to take part in their council’s consideration of issues in which the body has an interest councillors are likely to prioritise the latter and so decline to become members of outside bodies.

It has been suggested that these factors could prejudice the ability of such bodies properly to perform their functions. They might also make it difficult or even

impossible to comply with relevant statutory requirements for the membership of such bodies.

Since the Standards Commission has decided that it cannot legally grant dispensations in such cases, it appears that the issue could only be addressed by changing the relevant terms of the Code.

The proposal

The proposal is to amend the Councillors' Code of Conduct so that councillors who are appointed or nominated by their councils to be members of an outside body would not be prevented from taking part in their council's discussion of a matter of a quasi-judicial or regulatory nature in which that other body had an interest solely because of their membership of that body.

It is suggested that this could be done by extending the current specific exclusion in the Code for councillor members of a public body, so that it would include quasi-judicial or regulatory matters in which that body had an interest. This would enable councillor members of a public body to take part in their council's consideration of and decision-taking on such matters, although they would still need to declare their interest as a member of that public body. There would be a need to make consequential changes to para. 7.5 of the Code, which reiterates the principle that the specific exclusion does not apply to quasi-judicial or regulatory matters. However, the Scottish Government would be open to considering other options.

Although the issue has been raised specifically in relation to Nestrans, and by implication to other Regional Transport Partnerships, it would seem capable of arising in connection with other public bodies that could have an interest in quasi-judicial or regulatory matters for which councils are responsible. We would therefore welcome views on whether any change to the Councillors' Code of Conduct should cover all public bodies to which councillors may be appointed or nominated by their councils, not just Regional Transport Partnerships.

For consideration is whether such an extension of the current specific exclusion for members of other public bodies would apply in all cases, or only where the councillor had not participated in the body's decision-making on the matter or attended any meeting of the body at which the matter was discussed. The latter formulation would be similar to the other specific exclusion that is currently in the Councillors' Code of Conduct, which is for councillor members of the Cairngorms National Park Authority.

Responding to this Consultation

We are inviting responses to this consultation by **20 March 2017**.

Please respond to this consultation using the Scottish Governments consultation platform, Citizen Space. You view and respond to this consultation online at: <https://consult.scotland.gov.uk/local-government-policy/councillor-code-of-conduct-amendment>.

You can save and return to your responses while the consultation is still open. Please ensure that consultation responses are submitted before the closing date of **20 March 2017**.

If you are unable to respond online, please complete the Respondent Information Form (see “Handling your Response” below) to:

Tony Romain
Local Government Policy and Relationships
Local Government and Analytical Services Division
The Scottish Government
Area 3G North
Victoria Quay
Edinburgh
EH6 6QQ

Handling your response

If you respond using Citizen Space (<http://consult.scotland.gov.uk/>), you will be directed to the Respondent Information Form. Please indicate how you wish your response to be handled and, in particular, whether you are happy for your response to be published.

If you are unable to respond via Citizen Space, please complete and return the Respondent Information Form attached included in this document. If you ask for your response not to be published, we will regard it as confidential, and we will treat it accordingly.

All respondents should be aware that the Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002 and would therefore have to consider any request made to it under the Act for information relating to responses made to this consultation exercise.

Next steps in the process

Where respondents have given permission for their response to be made public, and after we have checked that they contain no potentially defamatory material, responses will be made available to the public at <http://consult.scotland.gov.uk>. If you use Citizen Space to respond, you will receive a copy of your response via email.

Following the closing date, all responses will be analysed and considered along with any other available evidence to help us. Responses will be published where we have been given permission to do so.

Comments and complaints

If you have any comments about how this consultation exercise has been conducted, please send them by e-mail to CCCReview@gov.scot or to the postal address provided above.

Scottish Government consultation process

Consultation is an essential part of the policy-making process. It gives us the opportunity to consider your opinion and expertise on a proposed area of work. You can find all our consultations online: <http://consult.scotland.gov.uk>. Each consultation details the issues under consideration, as well as a way for you to give us your views, either online, by email or by post.

Consultations may involve seeking views in a number of different ways, such as public meetings, focus groups, or other online methods such as Dialogue (<http://ideas.scotland.gov.uk>)

Responses will be analysed and used as part of the decision making process, along with a range of other available information and evidence. We will publish a report of this analysis for every consultation. Depending on the nature of the consultation exercise the responses received may:

- indicate the need for policy development or review
- inform the development of a particular policy
- help decisions to be made between alternative policy proposals
- be used to finalise legislation before it is implemented.

While details of particular circumstances described in a response to a consultation exercise may usefully inform the policy process, consultation exercises cannot address individual concerns and comments, which should be directed to the relevant public body.



Councillor Code of Conduct Amendment

RESPONDENT INFORMATION FORM

Please Note this form **must** be completed and returned with your response.

Are you responding as an individual or an organisation?

- ☐ Individual
- ☐ Organisation

Full name or organisation's name

Phone number

Address

Postcode

Email

The Scottish Government would like your permission to publish your consultation response.
Please indicate your publishing preference:

- ☐ Publish response with name
- ☐ Publish response only (anonymous) – Individuals only
- ☐ Do not publish response

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

- ☐ Yes
- ☐ No

Councillor Code of Conduct Amendment

Consultation questions

1. Do you agree or disagree that the Councillors' Code of Conduct be amended so that councillors who have been nominated or appointed by their councils to membership of a Regional Transport Partnership can take part in discussion of decision-taking on matters of a quasi-judicial or regulatory nature in which that body has an interest?

- ☐ Agree
- ☐ Disagree

2. If you agree – How should the amendment be worded?

3. If you disagree please explain why you do so.

4. If you agree - should that amendment apply to all public bodies, not just RTPs?

- ☐ Yes
- ☐ No

5. If you have answered no please explain why.

We would also ask if respondents have any other comments or suggestions about the provisions of the Code on declarations of interest as regards councillors who are also members of other bodies.



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