



If calling please ask for:
Leisel Malcolmson
Direct Dial: 01595 744599
E-mail: leisel.malcolmson@shetland.gov.uk

Date: 16 July 2018

Dear Sir/Madam

You are invited to the following meeting:

**Special Zetland Transport Partnership (ZetTrans)
Bressay Boardroom, NHS Headquarters, Montfield, Lerwick
Friday 20 July 2018 at 10am**

Apologies for absence should be notified to Leisel Malcolmson at the above number.

Yours faithfully

J R Riise
Secretary to ZetTrans

AGENDA

- (a) Hold circular calling the meeting as read.
- (b) Apologies for absence, if any.
- (c) Declarations of Interest.

Item	
1	Alterations to Public Bus and Ferry Timetables <i>ZTP-21-18</i>



Meeting(s):	Zetland Transport Partnership	20 July 2018
Report Title:	Alterations to Public Bus and Ferry Timetables	
Reference Number:	ZTP-21-18-F	
Author / Job Title:	Michael Craigie – Lead Officer	

1.0	Decisions / Action Required:
1.1	That the Partnership APPROVES the proposed alterations to bus and ferry timetables as contained in Appendix 1.
1.2	That the Partnership APPROVES the formal amendment to the approved 2018/19 budget of £22k in both income and expenditure, with an overall net impact to ZetTrans of zero.
1.3	That the Partnership NOTES that the total value over a full year of the proposed alterations is £47k per annum and that £33k per annum will be incorporated into future ZetTrans budget planning processes, with the remaining £14k per annum remaining within Shetland Islands Council expenditure; and
1.4	That the Partnership INSTRUCTS the Lead Officer, or his nominee, to make all necessary arrangements and take all action necessary to implement the Decision taken.
2.0	High Level Summary:
2.1	The asymmetric timetable was introduced by Shetland Islands Council for all secondary school settings on Tuesday 29 May 2018, altering the start and end times of the school day.
2.2	Where appropriate within the School Transport Policy, all pupils entitled to school transport have been accommodated by Shetland Islands Council, in line with these changes.
2.3	Pupils who have made placing requests to attend schools out with their catchment area and are not entitled to school transport, typically look to access their school of choice using public transport. Some staff members also use public transport to get to schools as their workplace.
2.4	The number of placing requests has risen following the opening of the new Anderson High School.
2.5	The proposed alterations to public bus and ferry timetables, as detailed in Appendix 1, seek to further align public transport with the changes made to the school day, in response to demand established through increased placing request numbers, together with approaches from staff and one of the parent councils.

- 2.6 The proposed alterations are further to those approved by the Partnership on 30 March 2018 [Min. Ref.: 10/18].
- 2.7 The additional cost of the changes to bus and ferry services will be met by an ongoing increased contribution from Shetland Islands Council. The Council's Director of Children's Services has confirmed that these additional costs shall be funded by resources from the Children's Services Directorate.

3.0 Corporate Priorities and Joint Working:

- 3.1 ZetTrans' overarching policy is to have in place transport arrangements that are affordable and meet people's needs, within available resources. To achieve this, ZetTrans works closely with its member bodies of Shetland Islands Council, NHS Shetland and Highlands and Islands Enterprise.
- 3.2 The Shetland Partnership Plan states: -
'People will be accessing employment, education, training and services in innovative ways designed to minimise the barriers to involvement for all'

4.0 Key Issues:

- 4.1 Following a decision on 21 February 2018 [Min. Ref.: 07/18], Shetland Islands Council implemented the common timetable structure across Shetland on 29 May 2018, with the additional school transport costs being met by Children's Services.
- 4.2 In order to enable the use of public bus services for journeys aligned with the start and end times of the school day, it is necessary to make further alterations to some public bus and ferry timetables. The proposed alterations are detailed in Appendix 1.
- 4.3 These further alterations are proposed in response to increased demand, illustrated through an increase in the number of placing requests, together with approaches from staff and one of the parent councils.
- 4.4 There have been some representations from current users of the Yell ferry service describing a negative impact on some users. Since the current 0645 from Toft has been brought forward to 0630, to enable the 0715 to be brought forward to 0700 in order to connect with the revised southbound bus timetable, there are now 8 to 10 people whose northbound journey time would be increased by one hour. This arises out of having to wait at Toft ferry terminal until the next scheduled service at 0745 (compared to being able to catch the 0645 ferry at the moment). This would affect the shift workers one week in four due to the shift pattern of five days on, five days off rotating between night shift and day shift.
- 4.5 Through the Community Councils it has been reported that there are also positive impacts from the changes that allow better connections to work on Mainland Shetland for some existing travellers, and access to Lerwick for 0800 means more opportunities for North Isles residents.
- 4.6 An Integrated Impact Assessment on the changes has been carried out and is attached as Appendix 2.
- 4.7 There are both positive and negative impacts because of the changes proposed for users of the bus and ferry services detailed in Appendix 1.

4.8	On balance, the changes provide more positive opportunities than negative impacts in terms of improved choices for young people and access to employment opportunities in Lerwick with an 0800 start compared to additional travel time for some workers at Sullom Voe and the relatively minor impacts on travellers on the number 6 service to Sumburgh.
4.9	On this basis it is recommended that the proposed changes detailed in Appendix 1 are implemented.
5.0 Exempt and/or Confidential Information:	
5.1	None.
6.0 Implications :	
6.1 Service Users, Patients and Communities:	<p>Initial feedback from the Chairman of Yell Community Council is that they welcome the earlier ferry start time of 0600.</p> <p>There have been representations from a number of Yell and Unst residents describing that they will now face an hour's wait at Toft as a consequence of the changes to the ferries timetable.</p> <p>Taking account of these views officers have researched whether the proposed bus and/ or ferry times can be altered. Due to the short ferry crossing times and the tight bus journey times, particularly in winter, it hasn't been possible to find alternatives to the proposed times and therefore the one hour waiting time at Toft for those that currently catch the 0645 cannot be reduced or removed.</p>
6.2 Human Resources and Organisational Development:	There are no implications that affect ZetTrans arising from this report that impact upon human resources or organisational development.
6.3 Equality, Diversity and Human Rights:	An Integrated Impact Assessment has been carried out and confirms that there are not impacts on equality, diversity or human rights.
6.4 Legal:	There are no implications arising from this report that impact upon legal matters. Changes to contracts are undertaken in consultation with Legal Services.
6.5 Finance:	<p>The proposed changes to public bus and ferry services in Shetland, as outlined in this report, are estimated to cost an additional £47k per annum, £33k of which relates to services contracted by ZetTrans.</p> <p>The total amount of £47k covers the additional per annum contract costs for public bus services (£33k) and the additional per annum cost of adjustments to connecting ferry services (£14k). The cost of the ferry service alterations will remain within the Shetland Islands Council budgets and will not impact on ZetTrans.</p> <p>The additional cost for the adjustments to the public bus network for 2018/19 is £22k, which will be added to the ZetTrans</p>

	<p>approved expenditure budgets and the contribution from Shetland Islands Council, resulting in a net impact to ZetTrans of zero. The cost for 2018/19 includes £1k of one-off associated service registration fees.</p> <p>The Council's Director of Children's Services has confirmed that these additional ongoing and one-off costs shall be funded by resources transferred from the Children's Services Directorate to the relevant areas.</p>	
6.6 Assets and Property:	There are no implications arising from this report that impact upon assets or property.	
6.7 ICT and New Technologies:	There are no implications arising from this report that impact upon ICT or new technologies.	
6.8 Environmental:	There are no implications arising from this report that impact upon the environment.	
6.9 Risk Management:	<p>The impacts on travellers delayed by one hour is significant and it is possible that this group will challenge the rationale behind any decision to change timetables.</p> <p>Officer have researched alternatives to the proposed changes but nothing can be achieved with the constraints of the wider network.</p> <p>In these circumstances ZetTrans can demonstrate that it has taken all reasonable measures to consider and balance competing demands on the services and a decision to implement the changes is competent and defensible.</p>	
6.10 Policy and Delegated Authority:	ZetTrans' policy is to seek to have in place transport arrangements that meet people's needs and that can be afforded in the medium term. To achieve this policy, ZetTrans works closely with Shetland Islands Council.	
6.11 Previously Considered by:	Not applicable	Not applicable

Contact Details:

Michael Craigie, Lead Officer, michael.craigie@shetland.gov.uk
13 July 2018

Appendices:

Appendix 1 - Proposed Alterations to Bus and Ferry Timetables
Appendix 2 - Integrated Impact Assessment

Background Documents: None

Appendix 1 – Proposed Alterations to Bus and Ferry Timetables

Morning Alterations

Service 23	Current Times	Proposed Times		Service 21	Current Times	Proposed Times		Service 21F	Current Times	Proposed Times
Toft	0737	0722		Hillswick	0740	0725		Eshaness	0720	0705
Mossbank	0744	0729		Urafirth	0745	0730		Hillswick	0740	0725
Sullom Voe Terminal	0753	0738		Brae	0800	0745				
Brae (arrive)	0804	0749								
Brae (depart)	0805	0750		Service 25	Current Times	Proposed Times				
Voe	0815	0800		Muckle Roe	0740	0725				
Nesting Junction	0827	0812		Brae	0800	0745				
Girlsta	0830	0815								
Tingwall Hall	0836	0821		Service 31	Current Times	Proposed Times				
Tingwall Crossroads	0838	0823		Sullom	0745	0730				
Anderson High School	-	0835		Brae	0800	0745				
Viking Bus Station	0850	0840								
				Service 22	Current Times	Proposed Times		Service 22	Current Times	Proposed Times
				North Roe	0715	0700		Ollaberry	0720	0705
				Collafirth	0730	0715		Brae	0800	0745
				Brae	0800	0745				
Yell Sound Ferry	Current Times	Proposed Times						Yell Sound Ferry	Current Times	Proposed Times
Departure from Ulsta	0715	0700		Service 24Y	Current Times	Proposed Times		Departure from Toft	0645	0630
				Cullivoe	0630	0615				
				Gutcher	0650	0635		Yell Sound Ferry	Current Times	Proposed Times
				Sellafirth	0653	0638		Departure from Ulsta	0615	0600
				Camb	0658	0643				
				Mid Yell Junction	0700	0645				
				West Sandwick	0705	0650				
				Ulsta	0715	0700				
				Service 30	Current Times	Proposed Times				
				Mid Yell School	0630	0615				
				Aywick	0640	0625				
				Burravoe	0655	0640				
				Ulsta	0705	0650				
Bluemull Sound Ferry	Current Times	Proposed Times						Bluemull Sound Ferry	Current Times	Proposed Times
Departure from Belmont	0630	0615		Service 28	Current Times	Proposed Times		Departure from Gutcher	0615	0600
				Haroldswick	0550	0535				
				Saxavord	0555	0540				
				Baltasound	0605	0550				
				Uyeasound	0620	0605				
				Belmont	0630	0615				

Afternoon Alterations

Service 6	Current Times	Proposed Times
Viking Bus Station	1535	1537
Anderson High School	-	1555
Gulberwick	1545	1606
Quarff	1550	1611
Cunningsburgh Hall	1556	1617
Sandwick Central	1603	1624
Channerwick	1610	1631
Levenwick Junction	1611	1632
Levenwick Shop	1613	1634
Robins Brae	1620	1641
Thistle Place	1627	1648
Toab Shop	1628	1649
Scatness Junction	1630	1651
Colonial Place	1631	1652
Sumburgh Hotel Gate	1634	1655
Sumburgh Airport	1637	1658

Service 7	Current Times	Proposed Times
Channerwick	1610	1631
Bigton	1614	1635
Scousburgh	1619	1640
Robins Brae	1624	1645
Quendale	1631	1651
Voe	1636	1656
Exnaboe	1641	1701

Service 6	Current Times	Proposed Times
Sumburgh Airport	1700	1710
Grutness Junction	1702	1712
Sumburgh Hotel Gate	1703	1713
Scatness Junction	1705	1715
Toab Shop	1707	1717
Robins Brae	1714	1724
Levenwick Shop	1721	1731
Levenwick Junction	1723	1733
Channerwick	1724	1734
Sandwick Central	1731	1741
Cunningsburgh Hall	1738	1748
Quarff	1744	1754
Gulberwick	1749	1759
Viking Bus Station	1800	1810

Service 23	Current Times	Proposed Times
Viking Bus Station	1540	1538
Anderson High School	-	1555
Tingwall Crossroads	1554	1605
Tingwall Hall	1556	1607
Girlsta	1602	1613
Nesting Junction	1605	1616
Voe	1617	1628
Brae	1627	1638
Mossbank	1642	-
Toft	1649	1653

Service 23	Current Times	Proposed Times
Toft	1652	1656
Mossbank	1659	1703
Sullom Voe Terminal	1708	1712
Brae	1719	1723
Brae	1720	1724
Voe	1730	1734
Nesting Junction	1742	1746
Girlsta	1745	1749
Tingwall Hall	1751	1755
Tingwall Crossroads	1753	1757
Viking Bus Station	1805	1809

Service 21	Current Times	Proposed Times
Hillswick	1520	1530
Urafirth	1525	1535
Brae	1540	1550
Voe	1550	1600
Nesting Junction	1602	1612
Girlsta	1605	1615
Tingwall Hall	1611	1621
Tingwall Crossroads	1613	1623
Viking Bus Station	1625	1635

ZetTrans

Integrated Impact Assessment

Part 1 – Background Information

Name of Responsible Authority:	ZetTrans
Title of Plan, Programme or Strategy:	Changes to public transport timetables to facilitate travel to Anderson High School from throughout Shetland mainland
Contact Name, Job Title, Address, Telephone Number, Email:	Michael Craigie, Lead Officer ZetTrans, 6 North Ness, Lerwick, ZE10LZ
Signature:	
Date of Opinion:	03/07/2018
Purpose of PPS: Please give a brief description of the policy, procedure, strategy, practice or service being assessed	To facilitate travel to Anderson High School in line with new common asymmetric timetable for students in Shetland Mainland.
Why PPS was written: What is the intended outcome of this policy, procedure, strategy, practice or service?	Students are provided with greater choice in the curriculum they can follow in terms of access to different school options. This in turn supports individual choice and personal development leading to broader life choices beyond school.
Period covered by PPS: (i.e. years, months)	Permanent
Frequency of Updates (when PPS will next be updated):	Bus Network major review every 5 years, with ongoing monitoring of service use. Ferry timetables reviewed annually.
Area covered by PPS (geographically and/or population):	Shetland Mainland and islands of Yell, Unst and Fetlar.

The degree to which the PPS sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources:	Changes will fix the timings of a number of public transport services which in turn will shape the operational contexts to be accommodated in future transport planning. The changes do not fit within the current hierarchy of travel needs identified through public consultation. As long as the Council can afford to provide the current range of services this is not a significant issue, however, if availability of funding for public transport reduces in the future, then these services may not necessarily be justified.
The degree to which the PPS influences other PPS including those in a hierarchy:	It is an operational matter that does not in itself shape any plan, programme or strategy.
Summary of content:	A series timetable changes to a range of public bus and ferry services.
Objectives of PPS:	Students are provided with greater choice in the curriculum they can follow in terms of access to different school options. This in turn supports individual choice and personal development leading to broader life choices beyond school.

What are you trying to achieve?	Help Shetland Mainland based pupils to access a wider range of educational options.
Is this a new or an existing policy, procedure, strategy, practice or service being assessed?	It is a modification of existing practice within an existing public transport services.
Please list any existing documents which have been used to inform this Integrated Impact Assessment.	Shetland Partnership Plan: <i>'People will be accessing employment, education, training and services in innovative ways designed to minimise the barriers to involvement for all'</i>
Has any consultation, involvement or research with people impacted upon by this change, in particular those from protected characteristics, informed this assessment? If yes please give details.	Community Councils in the islands affected by the changes (Yell and Unst) have been consulted and have reported both positive and negative impacts on members of their communities. On balance the impacts are positive but there is a group of workers at Sullom Voe terminal who are particularly affected by the ferry timetable change (Toft to Ulsta) from 06.45 to 06.30. Sullom Voe workers have provided details of how their return to home journeys would have an additional waiting time of 1 hour at the ferry terminal in Toft. On-bus surveys of passengers on Service 6 identified a small number of passengers in the South Mainland who would get home later, which would impact on domestic responsibilities including enabling the partner to leave to go to work.
Is there a need to collect further evidence or to involve or consult people, including those from	The level of consultation has been limited to community councils and an employer at Sullom Voe Oil Terminal where staff have been impacted upon by the ferry timetable

<p>protected characteristics, on the impact of the proposed policy? (Example: if the impact on a group is not known what will you do to gather the information needed and when will you do this?)</p>	<p>changes. Officers will continue to seek views if the changes are implemented and update ZetTrans if necessary.</p>
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Part 2 – People and Communities

	Impact (+ve / -ve / no impact / not known)	Next Steps
Economic	<p>Neutral impact on financial input into economy.</p> <p>Neutral impact on transport industry jobs and number of businesses</p> <p>Neutral impact on sustainable economic growth in Shetland – the mobility of residents is unaffected</p> <p>Changes the shape of Shetland employers and services having access to the Labour market:</p> <ul style="list-style-type: none"> • Potentially negative impact on Sullom Voe shift workers where a one hour waiting time (45 minutes after mitigation) is introduced where shift workers previous caught the 0645 from Toft and this service has been brought forward to 0630 • Potential negative impact on work patterns for South Mainland Residents accessing evening work where the bus service currently ties in with • Neutral impact on customer base for local businesses • Neutral impact on development and retention of a skilled workforce suitable to Shetland’s economic needs and on increasing local skills through access to further education and research at Shetland College and NAFC • Neutral impact on Shetlands reputation as a high quality visitor destination • Neutral impact on number of 	<p>Monitor impact on shift workers at Sullom Voe Terminal</p>

	<p>services accessing the airport</p> <ul style="list-style-type: none"> • Neutral impact on levels of access to external sea links • Neutral impact in relation to access to economic opportunities in remote and fragile areas. • Neutral impact on the development of the local creative and heritage sector • Neutral impact on education and employment links in the creative and heritage sector. • Potential positive impact through improvement for workers in the North Isles being able to start work at 8am in Lerwick. 	
Cultural	<p>Neutral impact on participation of locals and visitors in Shetland’s local culture and heritage</p> <p>Neutral impact on professional and artistic development of local practitioners</p>	
Environment	<p>Increases opportunities that can be accessed through integrated and easily accessed public transport, which could decrease the number of private vehicles on Shetland’s roads and impact positively on the environment</p>	
Poverty	<p>From North Isles and North Mainland there is a marginally positive impact in terms of access to 0800 starting times for jobs/ shifts in Lerwick.</p>	<p>Talk to Employability Pathway about impact on people with free bus passes to access employment or training opportunities</p>
Health	<p>Neutral impact on access to rural care centres, Gilbert Bain Hospital, and support services for other health issues.</p> <p>Neutral impact to issues including:</p>	

	<ul style="list-style-type: none"> • Diet and nutrition • Exercise and physical activity • Substance use • Risk taking behaviour • Higher education and learning • Social status • Paid or unpaid employment • Social or family support • Stress • Income <p>Neutral impact on equality in relation to:</p> <ul style="list-style-type: none"> • Discrimination • Equality of opportunities • Relations between groups <p>Neutral impact on physical environment in terms of:</p> <ul style="list-style-type: none"> • Living conditions • Working conditions • Pollution or climate change • Accidental injuries or public safety • Transmission of infectious disease <p>Neutral impact on access to and quality of services including:</p> <ul style="list-style-type: none"> • Healthcare • Social services • Housing services • Education • Leisure 	
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	<p>Neutral impact on isolation within rural communities and within Shetland as a whole</p> <p>Neutral impact on young people accessing transport outwith journeys to work and education</p> <p>Neutral impact on adults who are isolated due to low self-esteem or mental health issues having access to opportunities and support</p> <p>Impact on supported activities for adults with disabilities and their carers not known</p> <p>Neutral impact on access to services and social activities for families living in all areas without a means of transport</p> <p>Neutral impact on shopper services</p>	
<p>Stakeholders</p>	<p>Shetland Residents:</p> <ul style="list-style-type: none"> • Possible impact on opportunities to access employment – some positive, some negative but generally more positive • Access to Lerwick in line with asymmetric timetable for secondary education. <p>Visitor:</p> <ul style="list-style-type: none"> • Neutral impact on links to tourism <p>Local Businesses:</p> <ul style="list-style-type: none"> • Neutral to slightly positive impact on level of access to labour market in central Shetland, but alteration in times of access may have negative impact on Sullom Voe workers finishing at 0630 • Neutral impact on patronage to 	

	<p>business sites</p> <ul style="list-style-type: none"> • Neutral impact on patronage at visitor sites <p>Council Services:</p> <ul style="list-style-type: none"> • Neutral to slightly positive impact on level of access to labour market. • Access to AHS improved in relation to opening times. • Neutral impact on patronage of Council Services • Neutral impact on reliance on core services 	
Equalities		
Ethnic Minority Communities (consider different ethnic groups, nationalities, language barriers)	Neutral impact	None
Gender	Neutral impact	None
Gender Reassignment (consider transgender and transsexual people. This can include issues such as privacy of data and harassment)	Neutral impact	None
Religion or Belief (consider people with different religions, beliefs or no belief)	Neutral impact	None
People with a disability (consider attitudinal, physical and social barriers)	Neutral impact	None
Age (consider across age ranges. This can include safeguarding, consent and child welfare)	Positive impact on young people accessing secondary education.	None
Lesbian, Gay and Bisexual	Neutral impact	None
Pregnancy and Maternity (consider working	Neutral impact	None

arrangements, part-time working, infant caring responsibilities)		
Other (please state)		

Part 3 - Resources

	Impact (+ve / -ve / no impact / not known)	Next Steps
Staff	Positive impact on staff working at AHS and facilitating an 8am start in Lerwick from the North Isles.	None
Finance	Negative financial impact on an annual ongoing basis to the value of £47000 Additional one-off payment of £1000 for registration of services.	Budget transfer from Children's Services under delegated authority
Legal	There is a risk of challenge from communities if it is perceived that ZetTrans and or Shetland islands Council are failing to meet their duty to provide public transport services in line with the requirements of legislation.	Low risk so no further information required.
Assets and Property	Neutral impact on assets and property	None

