



If calling please ask for:  
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Date: 6 December 2018

Dear Sir/Madam

You are invited to the following meeting:

**Zetland Transport Partnership (ZetTrans)**  
**Council Chamber, Town Hall, Lerwick**  
**Thursday 13 December 2018 at 2pm**

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.
- (d) Confirm minutes of meeting held on 8 November 2018 (enclosed).

Item	
1.	Management Accounts 2018/19 – Projected Outturn at Quarter 2 <i>ZTP-31</i>
2.	Appointment of Advisers <i>ZTP-29</i>
3.	Business Programme 2018/19 <i>ZTP-34</i>
4.	Business Programme and Proposed meeting dates 2019/20 <i>ZTP-32</i>

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## **MINUTE**

**A&B PUBLIC**

**Special Zetland Transport Partnership  
Council Chamber, Town Hall, Lerwick  
Thursday 8 November 2018 at 10am**

**Present:**

R McGregor  
R Thomson  
A Priest  
D Sandison

**Advisers:**

S Mathieson

**Apologies:**

R Hunter  
R Roberts  
S Laurenson  
J Smith

**In attendance (Officers):**

M Craigie, Lead Officer  
K Adam, Solicitor  
I Johnson, Management Accountant  
J Belford, Solicitor  
M Hodgson, Solicitor  
L Malcolmson, Committee Officer

**Chair**

Mr Thomson, Chairperson for ZetTrans, presided.

**Circular**

The circular calling the meeting was held as read.

The Chair informed the Partnership that Sandra Laurenson, Chief Executive of the Lerwick Port Authority has advised that she will retire from her employment on 16 November 2018 and has resigned from the position of Adviser on ZetTrans. The Chair paid tribute to Mrs Laurenson who had been an Adviser since June 2011 and commented that her efforts and knowledge had been appreciated and will be missed. On behalf of ZetTrans the Chair wished Ms Laurenson well in her retirement, the Partnership concurred.

**Declarations of Interest**

None.

## **Minutes**

The Partnership confirmed the minutes of the meeting held on 26 June 2018 on the motion of Mr Priest, seconded by Mr Thomson.

The Partnership confirmed the minutes of the meeting held on 20 July 2018 on the motion of Mr Sandison, seconded by Mr Thomson

The Partnership confirmed the minutes of the meeting held on 22 August 2018 on the motion of Mr Priest, seconded by Mr Sandison.

The Partnership confirmed the minutes of the meeting held on 21 September 2018 on the motion of Mr Sandison.

### **24/18      Transport Strategy Refresh - Draft Delivery Plan**

The Partnership considered a report by the Transport Policy and Projects Officer (ZTP-27-18-F) which presented the Draft Delivery Plan for the Transport Strategy 2018-2018.

The Lead Officer introduced the report, and advised that the first draft contains a number of potential sets of activities and development areas. He stressed the need to work with the Shetland Partnership on prioritisation, development and funding to see how that affects the programming of the delivery plan. The Lead Officers referred to a key issue that came from the Auditors and that was for ZetTrans to have a good set of performance indicators. He said that this first draft had been prepared to get awareness of what needs to be done and to work on applying judgement and reality to prioritise and establish what the indicators would be to monitor delivery and benefits.

During discussion it was noted that this delivery plan would require significant committed resources if it were to achieve even half of it. It was agreed that there was more work required on the draft that would include identifying specific goals. Reference was made to the deadlines set in the report for 22 February 2019 but the Lead Officer advised that he has specifically included a note that it may be the following cycle of meetings before it was finalised depending on how complicated the work may be. The Chair said that it was better to get the delivery plan right rather than to rush matters.

The Vice-Chair advised of a number of questions he raised at a recent CoSLA meeting of the Environment and Economy Board, including fair funding for internal ferry services, parking charges and the potential impact on traffic control leaving Sumburgh, seafood industry concerns and chartered vessels and airport charges as well as the need for improved connectivity to the airport by bus transport.

The Chair advised that in terms of the parking charges a letter will be prepared to be sent to Michael Mathieson, MSP for Energy, Connectivity and the Islands outlining the issues as a result of this initiative. He said that the bus link could be welcome news if the Government or HIAL are willing to pay for a dedicated airport bus. The Chair said that the Council funds ZetTrans to provide public bus services, which is currently closely aligned to flights arriving at the airport, but the public bus service cannot be disrupted by delayed flights. He suggested that any dedicated airport bus service was likely to outweigh any income gained from charges.

The Partnership unanimously approved the recommendations contained in the report.

**Decision:**

The Partnership:

- NOTED the FIRST DRAFT ZetTrans Delivery Plan 2018-2020; and
- INSTRUCTED the Lead Officer to plan and carry out a workshop with ZetTrans Members and Advisers to inform the prioritisation of the activity and projects in the First Draft Delivery Plan. The work will consider and take account of resource requirements; establish a Risk Strategy and Risk Register; and refine a set of Performance Indicators to finalise the ZetTrans Delivery Plan 2018-2020 for approval at the ZetTrans meeting scheduled for 22 February 2019 or at the latest the following meeting of the Partnership.

25/18

**Lead Officer's Report**

The Partnership considered a report by the Lead Officer (ZTP-30-18-F) that provided an overview of issues that are emerging and/or would benefit from some initial discussion by the Partnership ahead of a formal report on each of the issues at a later date.

The Lead Officer introduced each of the items reported and responded to comments and questions as follows:

Fair Funding of Inter Island Ferry Services – Outline Business Cases – The Lead Officer provided an update on this matter, referring to section 4 of the report.

Northern Isles Ferry Services (NIFS) – The Lead Officer provided an update on this matter, referring to section 4 of the report. In referring to the contract bidding process and the quality and pricing scoring, the Lead Officer was asked what was in place that would influence quality criteria and what quality means in order to provide the service required. The Lead Officer advised that key officers had been invited to the scoring and quality process for the last contract but that was not successful as they did not have access to certain information and what was provided was selective and lacking in context. He said that being involved after the tender was awarded was not helpful. The Lead Officer informed the Partnership that in this year's process key officers were now involved in the preparation of tenders and will be able to describe what is expected from stakeholders in Shetland and be able to measure against criteria on quality. He said that there will be non-disclosure agreements that will limit how widely information can be discussed during that phase.

The point was made that in considering all aspects of the process, it would be difficult for Officers in Edinburgh to consider it from a local perspective. The Chair agreed and said that this had been highlighted in initial comments during a meeting that he and the Lead Officer had been engaged in last week.

In response to a question regarding the number of bidders expressing interest, the Lead Officer said that he did not have that information, other than the public indication of interest from CalMac.

In terms of timeline the Partnership were advised that the contract will be issued in January 2019 but before that the next meeting of the Working Group would be on 22 November 2018 which will provide the first opportunity to raise any issues. In terms of flexibility within the contract he said that had not been defined which was necessary in order to understand how it will be measured when applied. The Lead Officer was unsure if flexibility would mean new vessels, frequency of services, rules around priorities for passengers freight. He said there were a lot of things to consider. He added that the current challenge was capacity for passengers and freight. The Lead Officer said that “flexibility” has to be defined by the Scottish Government and then it has to be tested.

Smart and Integrated Ticketing – The Lead Officer provided an update on this matter, referring to section 4 of the report. This update was welcomed by the Chair who said that tourists often query why card payment is not possible for public transport. He said it was also important that Islanders do not miss out on discounted rates where an upfront lump sum payment could be a barrier for those who need the discount most. He said that it should be possible to apply discounted rates to residents allowing them to pay for one ticket at a time. The Lead Officer advised that the technology would be able to distinguish between different travellers. He explained that there was technical work to be done on the functionality for ferries and Officers were in discussion with Transport Scotland as matters move ahead. The Lead Officer said that there was interest across Scotland to have integrated ticketing services and although there are examples across buses and the Glasgow underground, the ferry market is behind across the piece. He said however that the technology development had to be refined to achieve the solution required.

Island Passport – The Lead Officer provided an update on this matter, referring to section 4 of the report. The Partnership welcomed this initiative noting that this was a good innovation to have that would promote access to remote areas across Scotland and outer islands. Mr Mathieson of VisitScotland explained the involvement of VisitScotland in this process and advised that as well as being driven from the top down there had been community involvement as well. He said that good progress had been made on this although nothing was in place yet but he added that this would be good for Shetland.

Islands Transport Forum – The Lead Officer provided an update on this matter, referring to section 4 of the report.

Shetland External Transport Forum – The Lead Officer advised that the Loganair presentation had highlighted a number of changes to the winter timetable and said it would be important to monitor this. He noted the potential impact on customers in terms of being able to travel to Edinburgh, Orkney or Inverness in a day. For travel to Orkney and Inverness in particular a day return is not now possible which mean face to face meetings are difficult and cannot take place without two overnight stays. He also said that the Inverness changes would see students travelling to Aberdeen to catch the last flight home at the end of each week where they are on block release. There would also be a reduced working day in Edinburgh for business travel potentially

requiring overnight stays. The Lead Officer advised that the change in aircraft to the SAAB 340 on the Aberdeen service could also have an impact particularly if there is an increase in students using the Aberdeen service.

The Chair advised that these observations would be monitored and Loganair would be contacted in terms of monitoring and providing feedback from a public perspective that would feed into their summer timetable. In addition the Lead Officer commented on the commercial sector's downturn in workforce resulting in a lower volume of passengers. He said that it was important to work with Loganair on how these changes affect the business and lifeline services. The Chair noted that Mr Hinkles would not be available at the next Shetland External Transport Forum meeting and had indicated that a representative would attend in his place.

Comment was made on the importance of providing evidence and quantifying the impact in terms of lost business. It was highlighted that this reduction of services could result in a long term reduction in service. The Partnership were advised that these changes were already impacting on the way business is carried out, but a real concern would be on the provision of the lifeline service. The Partnership also acknowledged that unlike the ferry service the only subsidy is through the Air Discount Scheme for users and that subsidy is given directly to the customer as users and not the company as operator. It was understood that it is not cost effective to put on services where there is no demand but that Loganair should be provided with information on customer travel choices and depending how evidence is produced over the next year intervention from the Local Government or Scottish Government should be considered.

During further comments it was noted that VisitScotland's main ambition is to extend the visiting season in to the winter months and if flights are full that would impact on that. It was suggested that this be put to the public for their views. The Chair agreed that these issues would be brought up with the Loganair representative at the next Shetland External Transport Forum.

The Vice-Chair noted his appreciation to Loganair after passengers were offered the opportunity to rebook their flights at no charge, where they missed their flight as a result of a road traffic accident the previous evening. The Partnership concurred.

During debate reference was made to the Outline Business Case for Whalsay and concern was expressed in regard to the North Isles as it was reported that a major employer in Shetland was offering relocation packages out of the Isles. It was stressed that any option other than a tunnel would be seen as a failure as workers are now being paid to leave the islands. The Chair said that it was beyond belief that an employer would offer such an option and he expressed his wholehearted concern.

Concern was also expressed through a letter to the Vice-Chair that the Outline Business Case for Fair Isle would consider withdrawing the ferry base from Fair Isle. The Vice-Chair advised that there would be significant opposition for such a proposal.

**Decision:**

The Partnership NOTED the report; and

- INSTRUCTED the Lead Officer to prepare a letter from the Chair on behalf of the Partnership to Loganair setting out the concerns that have been raised in relation to the changes to the Edinburgh and Inverness schedules.

26/18     **Business Programme 2018/19**

The Partnership considered a report by the Secretary for ZetTrans (ZTP-28-18-F) that presented an updated Business Programme for ZetTrans for the period ending March 2019.

The Partnership noted the report and approved the attached business programme.

**Decision:**

The Partnership **RESOLVED** to approve the attached Business Programme for 2018/19, as amended.

The meeting concluded at 11.15am.

CHAIRPERSON





Zetland Transport Partnership

Agenda Item

**1**

<b>Meeting(s):</b>	Zetland Transport Partnership	13 December 2018
<b>Report Title:</b>	Zetland Transport Partnership – Management Accounts 2018/19 – Projected Outturn at Quarter 2.	
<b>Reference Number:</b>	ZTP–31–18-F	
<b>Author / Job Title:</b>	Jamie Manson – Proper Officer for Finance	

### 1.0 Decisions / Action required:

- 1.1 The Zetland Transport Partnership NOTES the Management Accounts showing the Projected outturn position for 2018/19, as at Quarter 2.

### 2.0 High Level Summary:

- 2.1 The purpose of this report is to enable the Zetland Transport Partnership to note the financial performance of ZetTrans for the 2018/19 financial year. This report shows the projected financial consequence of the service performance for the year.
- 2.2 On 14 February 2018, (ZTP Min Ref: 3/18) the Zetland Transport Partnership approved its 2018/19 revenue budgets. It is vital to the economic wellbeing of the Partnership and its stakeholders that the financial resources are managed effectively and expenditure and income is delivered in line with the approved budget.
- 2.4 This report forms part of the financial governance and stewardship framework, which ensures that the financial position of the Partnership is acknowledged, understood and quantified on a regular basis. It provides assurance to the members that resources are being managed effectively and allows corrective action to be taken where necessary.
- 2.5 It is essential that budgets are delivered by the year-end, as any overspend is required to be met by an increased contribution from Shetland Islands Council.

### 3.0 Key Issues:

- 3.1 This report presents the projected outturn position for 2018/19 as at the end of the second quarter. The forecasts have been determined by Shetland Islands Council Financial Services after consultation with the Lead Officer – ZetTrans.
- 3.2 The projected outturn position for ZetTrans is that of a minor underspend in the Policy Strategy and Projects function of £1k; and an overspend in Public Transport Services of £195k. The overall impact is that there is a projected increased contribution required from the Shetland Islands Council of £194k.
- 3.3 See appendix 1 for detailed information on the outturn position.

<b>4.0 Exempt and/or confidential information:</b>	
4.1 None.	
<b>5.0 Implications :</b>	
<b>5.1 Service Users, Patients and Communities:</b>	None.
<b>5.2 Human Resources and Organisational Development:</b>	None.
<b>5.3 Equality, Diversity and Human Rights:</b>	None.
<b>5.4 Legal:</b>	<p>The Zetland Transport Partnership was established by and exists in accordance with legislation made under the Transport (Scotland) Act 2005. Under The Transfer of Functions to the Shetland Transport Partnership Order 2006 certain functions relating to public transport were transferred from the Council to ZetTrans. These include the duties of the Council under section 63 of the Transport Act 1985 namely:</p> <ul style="list-style-type: none"> <li>• to secure the provision of such public passenger transport services as the Council consider it appropriate to secure to meet any public transport requirements within their area which would not in their view be met apart from any action taken by them for that purpose; and</li> <li>• to formulate from time to time general policies as to the descriptions of services they propose to secure. ZetTrans are, specifically, not responsible for the Council's transport functions insofar as they refer to educational or social work purposes.</li> </ul> <p>By Minute of Agreement between the Council and ZetTrans the parties agreed that certain administrative and, where requested, professional services be provided to ZetTrans. In the provision of such services the Council acts as agent of ZetTrans and Council officers have the authority to enter into contracts on behalf of ZetTrans.</p>

<b>5.5 Finance:</b>	<p>In accordance with Section 3 of the Transport (Scotland) Act 2005, the net expenses of ZetTrans for each financial year shall be paid by the Council, however the main financial objective for ZetTrans shall be to ensure that the financial outturn achieved in 2017/18 is within the approved resource budget, and in line with that allocated by Scottish Ministers.</p> <p>The projected revenue outturn position for ZetTrans is an underspend in the Policy, Strategy and Projects function of £1k and an overspend on the Public Transport Service of £195k. Overall, there is projected £194k additional funding required from the Shetland Islands Council, than that budgeted for in 2018/19.</p>	
<b>5.6 Assets and Property:</b>	None.	
<b>5.7 ICT and new technologies:</b>	None.	
<b>5.8 Environmental:</b>	None.	
<b>5.9 Risk Management:</b>	<p>There are numerous risks involved in the delivery of services and the awareness of these risks is critical to successful financial management.</p> <p>From a financial perspective, risks are an integral part of planning, as assumptions are required to be made. These assumptions can be affected by many internal and external factors, such as supply and demand, which may have a detrimental financial impact.</p> <ul style="list-style-type: none"> <li>• The main financial risk for ZetTrans is security of public transport fare income.</li> </ul>	
<b>5.10 Policy and Delegated Authority:</b>	<p>The Partnership has authority to take decisions and monitor performance in terms of its statutory obligations in relation to its delegated functions. This report provides information and assurance, to the Partnership, in respect of service provision in relation to approved budgets.</p>	
<b>5.11 Previously considered by:</b>	Not Applicable.	

**Contact Details:**

Ivor Johnson, Senior Assistant Accountant: [ivor.johnson@shetland.gov.uk](mailto:ivor.johnson@shetland.gov.uk),

**Appendices:**

Appendix 1 – Zetland Transport Partnership – Projected Revenue Outturn Position 2018/19 as at Quarter 2.



## Zetland Transport Partnership

## 1.0 - Projected Revenue Outturn Position 2018/19 as at Quarter 2.

ZetTrans - 2018/19	Annual Budget 2018/19 £000	Projected Outturn 2018/19 £000	Projected Outturn Variance (Adv) / Pos £000
<b><u>Policy, Strategy &amp; Projects Expenditure</u></b>			
Support Services	213	213	
Consultants	2	-	2
External Audit Fees	11	11	-
Grants to Organisations	5	5	-
<b>Total Policy, Strategy &amp; Projects Expenditure</b>	<b>230</b>	<b>229</b>	<b>2</b>
<b><u>Public Transport Service Expenditure</u></b>			
Transport Service Expenditure - Air	880	955	(75)
Transport Service Expenditure - Bus	2,561	2,622	(61)
Transport Service Expenditure - Ferries	315	315	-
<b>Total Public Transport Service Expenditure</b>	<b>3,756</b>	<b>3,892</b>	<b>(135)</b>
<b>Total Expenditure</b>	<b>3,986</b>	<b>4,120</b>	<b>(134)</b>
<b><u>Policy, Strategy &amp; Projects Income</u></b>			
Regional Transport Funding	(132)	(132)	-
SIC Match Funding	(97)	(96)	(1)
Bank Interest	-	-	-
<b>Total Policy, Strategy &amp; Projects Income</b>	<b>(229)</b>	<b>(228)</b>	<b>(1)</b>
<b><u>Public Transport Service Income</u></b>			
Transport Service Income - Air	-	-	-
Transport Service Income - Bus	(712)	(652)	(60)
Transport Service Income - Ferries	-	-	-
<b>Total Public Transport Service Income</b>	<b>(712)</b>	<b>(652)</b>	<b>(60)</b>
<b>Public Bus Service Contribution (SIC)</b>	<b>(3,044)</b>	<b>(3,239)</b>	<b>195</b>
<b>Total Income</b>	<b>(3,985)</b>	<b>(4,120)</b>	<b>134</b>
<b>Zettrans Total</b>	<b>-</b>	<b>-</b>	<b>-</b>

Explanations for the main outturn variances by service at Quarter 2 are set out below:

### 1.1 Transport Services Expenditure – Air: Projected Outturn Overspend (£75k) (9%)

The reason for this projected overspend is due to an increase in contract costs following a temporary contract extension pending the outcome of the full review of the Air transport study. This extension period requires essential mechanical maintenance to the aircraft, resulting in the increase.

## **1.2 Transport Services Expenditure – Bus: Projected Outturn Overspend (£61k) (2%)**

The reason for this projected overspend is contractual Indexation is slightly higher than expected across all contracts (£19k) and Westside mainline budgeting miscalculation resulting in (£42k) unfavourable variance.

## **1.3 Transport Services Income – Bus: Projected Shortfall (£60k) (8.4%)**

Real decrease in expected bus fares income £60k in 2018/19 as based on projections using current and previous year's patterns. No explanation as to why this might be at this stage other than ageing population, which is reflected in a higher than expected income stream included here from Concessionary Fares.



## Zetland Transport Partnership

Agenda Item

# 2

<b>Meeting:</b>	ZetTrans	13 December 2018
<b>Report Title:</b>	Appointment of Advisers	
<b>Reference Number:</b>	ZTP-29-18-F	
<b>Author / Job Title:</b>	Secretary for ZetTrans	

### 1.0 Decisions / Action required:

That the Partnership:

- 1.1 Appoint Mr Callum Grains, Chief Executive, Lerwick Port Authority, as an Adviser for a period of 4 years to 13 December 2022; and
- 1.2 Agree that the SIC Director of Infrastructure Services be invited to participate as an Adviser whilst awaiting formal inclusion in the Partnership's constitution which will be considered as part of the ZetTrans Governance Review early in 2019.

### 2.0 High Level Summary:

- 2.1 The purpose of this report is to inform the Partnership of changes within the number of Advisers in place and too seek approval to appoint an Adviser in respect of the Lerwick Port Authority, and the Director of Infrastructure Services as an Adviser for an interim period.

### 3.0 Corporate Priorities and Joint Working:

- 3.1 The Scottish Ministers decided that Regional Transport Partnerships ("RTPs") should include Advisers/Observers invited, in light of the role/experience they hold.
- 3.2 The Partnership's Administrative Regulations state that the partnership may invite any such number of Advisers as they consider appropriate to ZetTrans. Advisers may participate in proceedings of ZetTrans in the same manner as Councilor Members and other Members but may not hold office in it or participate in its decisions.

### 4.0 Key Issues:

- 4.1 On 21 February 2018, the Partnership agreed that the appointment of advisers would be considered, as part of the ZetTrans Governance Review, and reported to ZetTrans by the end of June 2018 (Min. Ref. 4/18). Unfortunately it has not been possible to conclude the Governance Review to date.

#### Lerwick Port Authority

- 4.2. In the meantime, Ms Sandra Laurenson, Adviser, has retired from her employment

as Chief Executive of the Lerwick Port Authority, effective from 16 November 2018, and has resigned as an Adviser to ZetTrans from that date.

- 4.3 To ensure that the Lerwick Port Authority continue to be able to provide an advisory role, it would be prudent to invite Ms Laurenson's successor Mr Callum Grains to sit as an Adviser to the Partnership.
- 4.4 The duration and termination of membership is set out in Section 2 of the ZetTrans Administrative Regulations, and each appointment is made for a period of 4 years, therefore Mr Grains would be appointed for a period of 4 years from the date of this meeting.

#### Director of Infrastructure Services

- 4.5 The participation of the Director of Infrastructure Services, as an Adviser has been highlighted as a useful addition in terms of their responsibility for Sullom Voe and Scalloway harbours, the operation of Tingwall Airport and inter island ferry services.
- 4.6 There is merit in addressing this particular role within the Partnership's constitutional documents as part of the Governance Review. It would however be beneficial for the Partnership to have input from the Director of Infrastructure Services before the conclusion of the review, therefore it is suggested that an invitation be extended for the Director of Infrastructure Services to attend and participate as an Adviser, in the intervening period.

#### Current Advisers

- 4.7 The Partnership has a further two Advisers in place namely, Mr J Smith, Sumburgh Airport Consultative Committee (appointed until 18 February 2020) and Mr Mathieson, Visit Scotland (appointed until 22 February 2022).

### **5.0 Exempt and/or confidential information:**

- 5.1 This report contains no exempt information.

### **6.0 Implications :**

<b>6.1 Service Users, Patients and Communities:</b>	The appointment of Advisers to the Partnership ensures public representation continues on the Partnership, therefore there will be no impact on these groups as a result of this report.
<b>6.2 Human Resources and Organisational Development:</b>	There are no Human Resources issues arising from this report
<b>6.3 Equality, Diversity and Human Rights:</b>	An Equalities Impact Assessment is not required.
<b>6.4 Legal:</b>	The appointment of Advisers to the Partnership ensures that it continues to be compliant with the requirements of The Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005, and the Partnership's Administrative Regulations, the Partnership.



<b>6.5 Finance:</b>	There are no direct financial implications to the process of appointing an Adviser to the Partnership. However, once appointed the Adviser is entitled to claim expenses as set out in the ZetTrans Administrative Regulations 2007.
<b>6.6 Assets and Property:</b>	There are no Assets and Property issues arising from this report.
<b>6.7 ICT and new technologies:</b>	There are no ICT issues arising from this report.
<b>6.8 Environmental:</b>	There are no environmental issues arising from this report.
<b>6.9 Risk Management:</b>	<p>In line with the requirements of The Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005 this report provides notice that the appointment of an Adviser from the Lerwick Port Authority has come to an end.</p> <p>As the Partnership may appoint any such number of Advisers, not appointing the two Advisers does not pose a risk to the good governance of the Partnership, but would provide continuity of Advice from the Lerwick Port Authority and introduce an additional point of view from the Director of Infrastructure Services.</p> <p>It is however proposed that the Partnership give further consideration to the appointment of Advisers as part of the ZetTrans Governance Review.</p>
<b>6.10 Policy and Delegated Authority:</b>	The Partnership and/or Scottish Ministers may appoint Advisers to the Partnership. The appointment of two Advisers referred to in this report can be appointed by the Partnership and are therefore presented for consideration.
<b>6.11 Previously considered by:</b>	This report has not been presented to any other meetings.

**Contact Details:**

J Riise, Secretary to ZetTrans

**Appendices:**

None

**Background Documents:** The Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005

<http://www.legislation.gov.uk/sdsi/2005/0110697588/contents>

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





## Zetland Transport Partnership

Agenda Item

**3**

<b>Meeting(s):</b>	ZetTrans	13 December 2018
<b>Report Title:</b>	ZetTrans Business Programme 2018/19	
<b>Reference Number:</b>	ZTP-34-18-F	
<b>Author / Job Title:</b>	Secretary to ZetTrans	

### 1.0 Decisions / Action required:

- 1.1 That the Partnership **RESOLVES** to comment on and approve the attached Business Programme for 2018/19.

### 2.0 High Level Summary:

- 2.1 The purpose of this report is to present an updated Business Programme for ZetTrans for the period ending March 2019.

### 3.0 Corporate Priorities and Joint Working:

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

### 4.0 Key Issues:

- 4.1 The Business Programme for 2018/19 is attached as Appendix 1 and is presented to the Partnership for approval. The Business Programme is intended to organise the business of the Partnership in accordance with the various administrative requirements to present key information, such as performance indicators, budget setting and outturn reports, as well as the statutory requirement to consider draft and final Audit of Account reports. The Business Programme enhances these requirements by publicising the plans for decision making and other public reporting requirements, in keeping with the principles of good governance.
- 4.2 The Business Programme and schedule of meetings was approved on 14 December 2017 (Min Ref. 40/17) with the timescales for ongoing and future projects and studies in mind.
- 4.3 The updated Business Programme will be presented regularly and will serve as an indication of the business that has been conducted and is yet to be undertaken during the year.

<b>5.0 Exempt and/or confidential information:</b>	
5.1	None.
<b>6.0 Implications</b>	
<b>6.1 Service Users, Patients and Communities:</b>	The Business Programme will provide important information for stakeholders and communities as to the planned business throughout the year.
<b>6.2 Human Resources and Organisational Development:</b>	None.
<b>6.3 Equality, Diversity and Human Rights:</b>	<p>a) There are no direct impacts on equality, diversity or human rights with regard to approval of the Business Programme, although individual items will have to have regard to those in terms of any outcomes and associated risks.</p> <p>b) The terms of this report does not require an Equalities Impact Assessment.</p>
<b>6.4 Legal:</b>	<p>a) There are no specific legal requirements however this report is good practice in developing and monitoring the Partnership's business.</p> <p>b) There are no direct legal impacts with regard to approval of the Business Programme, although individual reports will have to have regard to current and impending legislation and the impact these may have on ZetTrans, the Council, and the services which the Partnership delivers, in terms of outcomes and legal risks.</p>
<b>6.5 Finance:</b>	The proposals in this report do not have any direct financial implications, but indirect costs may be avoided by optimising member and officer time.
<b>6.6 Assets and Property:</b>	There are no implications for major assets and property. Where possible, all meetings of the Partnership will be held in Shetland Islands Council premises and that such costs will therefore be covered by the Council.
<b>6.7 ICT and new technologies:</b>	There are no implications for ICT and technologies. Where possible, all meetings of the Partnership will be held in Shetland Islands Council premises and will have facilities to allow members to attend meetings remotely. Any associated costs will be covered accordingly by the Council.
<b>6.8 Environmental:</b>	There are no environmental issues arising from this report.
<b>6.9 Risk Management:</b>	The risks associated with setting the Business Programme are around the challenges for officers meeting the reporting timescales required, and any part of the business programme slipping and causing reputational damage to the Partnership.

	Equally, not keeping to the dates set would result in decision making being unplanned and haphazard.
<b>6.10 Policy and Delegated Authority:</b>	<p>(a) Maintaining a Business Programme will ensure the effectiveness of the Partnership's reporting framework, and its planning and performance management, by monitoring and reviewing the achievement of key outcomes and objectives as set out in its strategic and operational plans.</p> <p>(b) The Partnership has authority to approve its own Business Programme for 2017/18, as set out in this report.</p>
<b>6.11 Previously considered by:</b>	The Business Programme for 2018/19 was last considered by the Partnership at its meeting on 8 November 2018 (Min. Ref. 26/18).

**Contact Details:**

Leisel Malcolmson, Committee Officer

Email: [leisel.malcolmson@shetland.gov.uk](mailto:leisel.malcolmson@shetland.gov.uk) Tel: 01595 744599

Finalised: 4 December 2018

**Appendices:**

Appendix 1 - ZetTrans Business Programme 2018/19

**Background Documents:** None





**ZetTrans - Meeting Dates and Business Programme 2018/19  
as at Tuesday, 04 December 2018**

D= Delegated R=Referred			
Quarter 1 1 April 2018 to 30 June 2018	Date of Meeting	Business	
	26 April 2018 10am Ordinary	Shetland Transport Strategy Refresh – Final Draft	
		Business Programme 2018/19	
	26 June 2018 3pm Unaudited Accounts & Ordinary	Unaudited Accounts 2017/18	
		Lead Officer Report (Incl SETF Minute 21 March 2018 and 7 June 2018)	
		Business Programme 2018/19	
		Shetland Transport Strategy Refresh – Final Draft	
		Appointment of a Data Protection Officer	
		Shetland’s Partnership Plan 2018-2028 Final Draft	
		Alterations to Public Bus and Ferry Timetables	
		Management Accounts – Draft Outturn	
D= Delegated R=Referred			
Quarter 2 1 July 2018 to 30 September 2018	Date of Meeting	Business	
	22 August 2018 12 Noon Special	Bus Contracts	
	21 September 2018 3pm Final Accounts Only	Management Accounts – Quarter 1	
		Deloitte - Annual Audit Report on 2018/19	
Quarter 3 1 October 2018 to 31 December 2018	Date of Meeting	Business	
	4 October 2018 Cancelled Ordinary	Lead Officer Report	
		Business Programme 2017/18	
		HIAL Air Traffic Management Strategy 2030	
		Inter-island Air Services Business Case	
		Bus Network Business Case	



## ZetTrans - Meeting Dates and Business Programme 2018/19 as at Tuesday, 04 December 2018

	8 November 2018 10am Ordinary	Transport Strategy Refresh – Draft Delivery Plan	
		Lead Officer's Report. (incl SETF Minutes - 12 September 2018)	
		Business Programme 2018/19	
	<b>Date of Meeting</b>	<b>Business</b>	
	13 December 2018 2pm Ordinary	Management Accounts – Quarter 2	
		Business Programme 2018/19	
		Business Programme and Proposed Meeting Dates 2019/20	
		Appointment of Advisers	
<b>Quarter 4 1 January 2019 to 31 March 2019</b>	<b>Date of Meeting</b>	<b>Business</b>	
	22 February 2019 10am PPMF & Ordinary	Lead Officer Report (incl SETF Minutes 5 December 2018)	
		2018 North Isles Ferry Services Contract	
		Business Programme 2018/19	
		Management Accounts – Quarter 3	

### Planned business still to be scheduled - as at Tuesday, 04 December 2018

- Project Business Cases
- Code of Corporate Governance and Annual Review
- 2018 North Isles Ferry Services Contract
- Transport Strategy Refresh
- Alterations to Public Bus and Ferry Timetables
- Performance Indicators 2018/19
- ZetTrans Draft Annual Report
- Bus Network Business Case
- Bus Contracts
- HIAL Air Traffic Management Strategy 2030
- Inter Island Air Services Business Case

Updates on the following 2 items will be provided within the Lead Officer's report as matters progress:

- Smart Integrated Ticketing
- National Transport Policy/Strategy

tbc = to be confirmed

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

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

Ordinary = Ordinary meetings – other items can be added

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

END OF BUSINESS PROGRAMME as at Tuesday, 04 December 2018





**Zetland Transport Partnership**

Agenda Item

**4**

<b>Meeting(s):</b>	ZetTrans	13 December 2018
<b>Report Title:</b>	ZetTrans Meeting Dates and Business Programme 2019/20	
<b>Reference Number:</b>	ZTP-32-18-F	
<b>Author / Job Title:</b>	Secretary to ZetTrans/Executive Manager – Governance and Law	

#### **1.0 Decisions / Action required:**

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

- 1.1 approve the meeting dates for ZetTrans and it's Shetland External Transport Forum set out in paragraph 4.1 of this report; and
- 1.2 approve the attached Business Programme for 2019/20.

#### **2.0 High Level Summary:**

- 2.1 The purpose of this report is to present the meeting dates for ZetTrans and its Shetland External Transport Forum (SETF) together with the Business Programme for ZetTrans for the period between 1 April 2019 and 31 March 2020.

#### **3.0 Corporate Priorities and Joint Working:**

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

#### **4.0 Key Issues:**

- 4.1 The meeting dates and times for ZetTrans and SETF are as follows with venues to be confirmed. All SETF meetings will start at 2.15pm:

##### **ZetTrans**

25 April 2019 -2pm  
 26 June 2019 – 2pm  
 22 August 2019 – 2pm  
 26 September 2019 – 3pm  
 21 November 2019 - 2pm  
 13 February 2020 10am

##### **SETF**

12 June 2019  
 18 September 2020  
 11 December 2020  
 25 March 2020

4.2	The ZetTrans Business Programme for 2019/20 is attached as Appendix 1 and is presented to the Partnership for approval. The Business Programme is intended to organise the business of the Partnership in accordance with the various administrative requirements to present key information, such as performance indicators, budget setting and outturn reports, as well as the statutory requirement to consider draft and final Audit of Account reports. The Business Programme enhances these requirements by publicising the plans for decision making and other public reporting requirements, in keeping with the principles of good governance.	
4.3	The Business Programme and schedule of meetings has been set with the timescales for ongoing and future projects and studies in mind.	
4.4	The updated Business Programme will be presented regularly and will serve as an indication of the business that has been conducted and is yet to be undertaken during the year.	
<b>5.0</b>	<b>Exempt and/or confidential information:</b>	
5.1	None.	
<b>6.0</b>	<b>Implications</b>	
<b>6.1 Service Users, Patients and Communities:</b>	The Business Programme will provide important information for stakeholders and communities as to the planned business throughout the year.	
<b>6.2 Human Resources and Organisational Development:</b>	None.	
<b>6.3 Equality, Diversity and Human Rights:</b>	<p>a) There are no direct impacts on equality, diversity or human rights with regard to approval of the Business Programme, although individual items will have to have regard to those in terms of any outcomes and associated risks.</p> <p>b) The terms of this report does not require an Equalities Impact Assessment.</p>	
<b>6.4 Legal:</b>	<p>a) There are no specific legal requirements however this report is good practice in developing and monitoring the Partnership's business.</p> <p>b) There are no direct legal impacts with regard to approval of the Business Programme, although individual reports will have to have regard to current and impending legislation and the impact these may have on ZetTrans, the Council, and the services which the Partnership delivers, in terms of outcomes and legal risks.</p>	
<b>6.5 Finance:</b>	The proposals in this report do not have any direct financial implications, but indirect costs may be avoided by optimising member and officer time.	

<b>6.6 Assets and Property:</b>	There are no implications for major assets and property. Where possible, all meetings of the Partnership will be held in Council premises and that such costs will therefore be covered by the Council.
<b>6.7 ICT and new technologies:</b>	There are no implications for ICT and technologies. Where possible, all meetings of the Partnership will be held in Council premises and will have facilities to allow members to attend meetings remotely. Any associated costs will be covered accordingly by the Council.
<b>6.8 Environmental:</b>	There are no environmental issues arising from this report.
<b>6.9 Risk Management:</b>	The risks associated with setting the Business Programme are around the challenges for officers meeting the reporting timescales required, and any part of the business programme slipping and causing reputational damage to the Partnership. Equally, not keeping to the dates set would result in decision making being unplanned and haphazard.
<b>6.10 Policy and Delegated Authority:</b>	<p>(a) Maintaining a Business Programme will ensure the effectiveness of the Partnership's reporting framework, and its planning and performance management, by monitoring and reviewing the achievement of key outcomes and objectives as set out in its strategic and operational plans.</p> <p>(b) The Partnership has authority to approve its own Business Programme for 2019/20, as set out in this report.</p>
<b>6.11 Previously considered by:</b>	The Business Programme for 2019/20 has not been presented to any previous meetings.

#### **Contact Details:**

Leisel Malcolmson, Committee Officer

Email: [leisel.malcolmson@shetland.gov.uk](mailto:leisel.malcolmson@shetland.gov.uk) Tel: 01595 744599

Finalised: 4 December 2018

#### **Appendices:**

Appendix 1 - ZetTrans Business Programme 2019/20

**Background Documents:** None





**ZetTrans - Meeting Dates and Business Programme 2019/20  
as at Tuesday, 04 December 2018**

D= Delegated R=Referred			
Quarter 1 1 April 2019 to 30 June 2019	Date of Meeting	Business	
	25 April 2019 2pm Ordinary	Lead Officer’s Report (Incl SETF Min 14 March)	
		Business Programme 2019/20	
		Ferries Outline Business Cases	
		Inter Island Air Services Final Business Case	
		Transport Strategy Delivery – Progress Report	
	26 June 2019 2pm Unaudited Accounts Only	Unaudited Accounts 2017/18	
		ZetTrans Draft Annual Report	
D= Delegated R=Referred			
Quarter 2 1 July 2019 to 30 September 2019	Date of Meeting	Business	
	22 August 2019 2pm Ordinary	Lead Officer’s Report (incl. SETF min 12 June)	
		Business Programme 2019/20	
		Transport Strategy Delivery – Progress Report	
	26 September 2019 3pm Final Accounts Only	Management Accounts – Quarter 1	
		Deloitte - Annual Audit Report on 2018/19	
Quarter 3 1 October 2019 to 31 December 2019	Date of Meeting	Business	
	21 November 2019 2pm Ordinary	Lead Officer Report (incl. SETF min 18 Sept)	
		Business Programme 2019/20	
		Proposed Meeting Dates and Business Programme 2020/21	
		Management Accounts – Quarter 2	
		Transport Strategy Delivery – Progress Report	



**ZetTans - Meeting Dates and Business Programme 2019/20  
as at Tuesday, 04 December 2018**

Quarter 4 1 January 2020 to 31 March 2020	Date of Meeting	Business	
	<i>13 February 2020 10am Budgets and Ordinary</i>	Lead Officer Report (Incl. SETF min 11 December)	
		Business Programme 2019/20	
		Management Accounts – Quarter 3	
		Transport Strategy Delivery – Progress Report	

**Planned business still to be scheduled - as at Tuesday, 04 December 2018**

- Code of Corporate Governance and Annual Review
- 2018 North Isles Ferry Services Contract
- Alterations to Public Bus and Ferry Timetables
- Performance Indicators 2019/20
- Bus Network Business Case
- Bus Contracts

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

- Smart Integrated Ticketing
- National Transport Policy/Strategy

tbc = to be confirmed

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

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

Ordinary = Ordinary meetings – other items can be added

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END OF BUSINESS PROGRAMME as at Tuesday, 04 December 2018