

**Zetland Transport Partnership
Council Chamber, Town Hall, Lerwick
Tuesday 26 June 2018 at 2.00pm**

Present:

R Hunter
R McGregor
A Priest
R Roberts
R Thomson

Advisers:

None

Apologies:

S Laurensen
S Mathieson
D Sandison
J Smith

In attendance (Officers):

M Craigie, Lead Officer
J Smith, Director of Infrastructure Services
A Cogle, Team Leader - Administration
P Mogridge, Transport Policy & Projects Officer
R Barton, Transport Policy & Projects Officer
C McCourt, Financial Accountant
I Johnson, Senior Assistant Accountant
P Wishart, Solicitor
L Malcolmson, Partnership Officer

Also:

M Summers, Youth Development Worker
D Morrish, MSYP
S Thomason, MSYP

Chair

Mr Thomson, Chairperson of the Partnership, presided.

Circular

The circular calling the meeting was held as read.

Declarations of Interest

None

Minutes

The Partnership confirmed the minutes of the meeting held on 30 March 2018 on the motion of Mr Roberts, seconded by Ms Hunter.

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

11/18 **Appointment of Data Protection Officer**

The Partnership considered a report by the Secretary for ZetTrans (ZTP-13-18-F) seeking a decision from the Partnership to appoint a Data Protection Officer, in order to ensure that the operation of the Partnership's functions remain compliant with the new Data Protection Legislation.

The Team Leader - Administration summarised the main terms of the report.

Mr McGregor moved that the Partnership approve the recommendations contained in the report, seconded by Mr Thomson.

Decision:

The Partnership:

- APPOINTED the Secretary to the Partnership as its Data Protection Officer; and
- APPOINTED the Lead Officer to the Partnership as its Senior Information Risk Owner.

12/18 **Zetland Transport Partnership - Management Accounts 2017/18 – Final Outturn**

The Partnership considered a report by the Proper Officer for Finance (ZTP-14-18-F) presenting the final outturn position for 2017/18 as at the end of the financial year.

The Financial Accountant summarised the main terms of the report, advising that references in the report to "draft" were incorrect and this was the "Final" outturn.

There being no debate the Partnership noted the report.

Decision:

The Partnership:

- NOTED the Management Accounts showing the final outturn position for 2017/18.

13/18 **Unaudited Annual Accounts 2017/18**

The Partnership considered a report by the Proper Officer for Finance (ZTP-15-18-F) that presented the 2017/18 Unaudited Annual Accounts for the Zetland Transport Partnership and sought approval for the 2017/18 Annual Governance Statement.

The Financial Accountant summarised the main terms of the report.

In responding to a question regarding the impact of concessionary fares on the income received, the Lead Officer advised that at the end of this year there would be three years of good quality data that would provide an understanding of how transport is used. He said that concessionary fares results in the Council only receiving a proportion of the fare back from the Scottish Government and therefore

when current full fare paying passengers become concessionary passengers would see a decrease in income.

Members also discussed the impact of parking charges at Sumburgh Airport, and the Lead Officer said that it was important to get an understanding of how the demand for that bus route may change as a result. He said that there could be capacity issues concerning the number of passengers with luggage once the charges are implemented. The Lead Officer added that the public network would be retendered later in the year and there was a need to have information to inform that tendering exercise.

Ms Hunter moved that the Partnership approve the recommendations contained in the report, seconded by Mr Priest.

Decision:

The Partnership:

- CONSIDERED the 2017/18 Unaudited Accounts for the Zetland Transport Partnership (Appendix 1);
- APPROVED the 2017/18 Annual Governance Statement that forms part of the accounts (Appendix 2); and
- CONSIDERED the information at section 4.0 that highlights the key points from the 2017/18 accounts.

14/18

Shetland's Partnership Plan 2018-2028 Final Draft

The Partnership considered a report by the Transport Policy and Projects Officer (ZTP-17-18-F) that presented the Shetland's Partnership Plan (SPP) 2018-2028 Final Draft.

The Transport Policy and Projects Officer (Mr Mogridge) summarised the main terms of the report.

There followed brief discussion concerning the carbon emissions target and how the inter-island ferry fleet is the biggest contributor of carbon emissions locally. The Partnership was informed that ZetTrans and the Council are now partners in planning for future services.

Mr Thomson moved that that the Partnership approve the recommendations contained in the report, Mr McGregor seconded.

Decision:

The Partnership:

- APPROVED Shetland's Partnership Plan 2018-2028 Final Draft.
- AGREED to work with the Shetland Partnership to assist it to deliver the Plan and meet its targets.

15/18

Shetland Transport Strategy Refresh Final Draft

The Partnership considered a report by the Transport Policy and Projects Officer (ZTP-18-18-F) that sought approval of the Shetland Transport Strategy Refresh Final Draft and delegated authority to finalise the strategy.

The Transport Policy and Projects Officer summarised the main terms of the report.

Following comments received, the Partnership was advised that ZetTrans is a Community Planning Partner, and that there was still an opportunity to refine the document and wording around carbon driven vehicles could be strengthened.

Mr Thomson moved that the Partnership approve the recommendations contained in the report, Mr Priest seconded.

Decision:

The Partnership:

- NOTED the Shetland Transport Strategy Refresh Consultative Draft - Stakeholder Consultation Report.
- APPROVED the Shetland Transport Strategy Refresh Final Draft at Appendix 2.
- DELEGATED authority to the Lead Officer, in consultation with the Chair, to finalise the Shetland Transport Strategy Refresh, incorporating ZetTrans comments.

16/18

Lead Officer Report (Incl SETF Minute 21 March 2018 and 7 June 2018)

The Partnership considered a report by the Lead Officer (ZTP-20-18-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 in section 4 of the report and responded to comments and questions as follows:

Smart and Integrated Ticketing

Regarding smart ticketing on the ferry service, it was explained that it had always been the intention to integrate smart ticketing across all modes of transport. He said however funding would be needed to support such a project across all services.

Islands Transport Forum

The Chair highlighted the importance of Fixed Links for the future of Shetland therefore it was essential that he write to Ministers to ensure that there is policy in place going forward.

Shetland External Transport Forum

Reference was made to paragraph 4.7 and Mr Roberts advised that the NHS were in discussion with Loganair regarding departure facilities for travelling patients. He said that the current position is disappointing and because the corridors are cold which is not appropriate for patients therefore the NHS is obliged to pay for the lounge. He said that it was important for ZetTrans to be aware of this issue and he would provide information and feedback on this matter following further discussion with Loganair on Friday. The Chair agreed and advised that at the March meeting

of the Shetland External Transport Forum, Mr Hinkles of Loganair had spoken passionately about the disgraceful departure facilities. He advised that this matter had been highlighted again at the last meeting with Mr Bogle and he was satisfied that Loganair are seeking improvements for everyone including NHS patients.

Air Departure Tax Working Group

In responding to a question, the Lead Officer said that there was no clear timeline for the issue of Airport Departure Tax. He said that a case would have to be prepared and submitted to Brussels which is essential so that there are no gaps in the exemption when the transfer of responsibility for the tax transfers from Westminster to Holyrood an exemption has to cease.

Ms Hunter advised of a survey for 15-30 year olds in the Highlands and Islands regarding transport costs and said that travel is essential for moving around and working. She said that this research would be out in the next few months and would urge young people to visit the HIE website to fill in the questionnaire. She said that the more young people in Shetland that complete the survey the better data will be gathered on their views.

Reference was made to an increase in fares to Fair Isle and the mention at the Council's Environment and Transport Committee on friends and family fares. The Transport Policy and Projects Officer advised that this would be considered in more detail within the Shetland Transport Strategy and explored further with operators. He said that fares for mainland and internal air and ferry services would be considered. The Lead Officer added that the Air Services business case is on course and will include fares in the long term.

Mr Thomson moved that the Partnership approve the recommendations contained in the report stating that it was important to move forward on Fixed Links as a matter of urgency. Mr Priest seconded.

Decision:

The Partnership RESOLVED to:

- Instruct the Lead Officer to prepare a letter from the Chair, on behalf of the Partnership, to the Minister for Transport and Islands to seek an update on how the Scottish Government intends to take ahead the matter of fixed links.
- Consider the content of this report, provide comments and note the report.

17/18

Business Programme 2018/19

The Partnership considered a report by the Secretary for ZetTrans (ZTP-16-18-F) that presented an updated Business Programme for ZetTrans for the period ending March 2019.

The Committee Officer introduced the report and highlighted the addition of a special meeting on 22 August 2018 for consideration of the public Bus Contracts. She advised of the need for a further special meeting to address a change to the public bus service following a decision of the Council's Children and Families Committee to move to an asymmetric school week. She indicated that 20 July 2018 had been identified and an email would follow seeking to determine if a quorum could be achieved for that date.

The Partnership unanimously approved the content of the report and the addition of special meetings.

Decision:

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

The meeting concluded at 4.15pm.

CHAIRPERSON