

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

**Present:**

R Hunter  
R McGregor  
D Sandison  
R Thomson

**Apologies:**

S Mathieson  
R Roberts  
S Coutts  
D Simpson

**In attendance (Officers):**

M Craigie, Lead Officer  
J Manson, Proper Officer - Finance  
I Johnson, Management Accountant  
B Kerr, Communications Officer  
L Malcolmson, Committee Officer

**Chair**

Mr Thomson, Chairperson for ZetTrans, 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 8 November 2018 on the motion of Mr Sandison, seconded by Mr Thomson.

27/18      **Management Accounts – Quarter 2**

The Partnership considered a report by the Proper Officer for Finance (ZTP-31-18-F) which presented the Management Accounts showing the projected outturn position for 2018/19, as at Quarter 2.

The Proper Officer for Finance introduced the report, and advised on the overspend requiring additional funding from Shetland Islands Council and advised that the detail was contained in the appendices.

In response to a question the Proper Officer – Finance advised that the relevant part of the Council required to consider the request for additional funding is Environment and Transport Committee. He explained that this was a forecast and

things may change but it is up to the Environment and Transport Committee how that overspend would be address.

The Lead Officer added that there is limited opportunity to do anything about the overspend. He explained that the air services budget was set on what was believed to be the costs at the time. However the tenders came back higher with the need to replace two aircraft engines. He also commented on the index based costs and a double counting error. In terms of bus contract related income the Partnership heard that it was difficult to make changes that would significantly impact this overspend before the end of the financial year as there would be a need to carry out consultation and decision making that would take longer than the time available.

The Lead Officer went on to explain the work being done to understand the trend in bus usage but there was no consistent pattern to explain the overall decline seen particularly in the Town Service. He advised that the completion of the gas plant in the North was a factor on that service but the Lead Officer suggested that these alternatives arrangements that were set for the Town Service may not be widely known by users of the Town Service routes. The Lead Officer advised that more accessibility to information would be available using the mobile app but there needs to be more sophisticated data gathering around travel needs. Officers were advised that there had been a lot of lobbying by the public to Councillor Members on the Town Service timetable and this was a route that required further consideration.

During further consideration of bus income the Sumburgh Airport Charges were given an example where revenue could increase for the bus route and the Lead Officer advised that Officers were looking at the south end service to establish what could be done better within the resources available and Members were assured that this would be done without adversely impacting on other passenger needs. Members noted that the bus network would be reviewed in the coming months to look at the network with the intention of reducing costs and increasing income.

The Chair stated that it was important to have a fit for purpose bus service and one that is fit for the needs of remote outlying areas. He said that in terms of geography it was difficult to achieve savings when trying to reduce cost and increase savings but some routes are reported to be full at peak times and under used at other times so it was important to establish what passenger needs are.

In a final comment it was considered important that the Partnership is seen to recognise the unforeseen issues relating to the budget planning and that there has been discussion and acknowledgement of the issues for the Council's Environment and Transport Committee.

#### **Decision:**

The Partnership NOTED the report.

28/18

#### **Appointment of Advisers**

The Partnership considered a report by the Secretary to ZetTrans (ZTP-29-18-F) that informed the Partnership of changes within the number of Advisers in place

and sought 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.

The Committee Officer introduced the report, and invited Members to consider the appointments in the report. As well as recognising the personal skills and qualities that Capt. Grains would bring the Lead Officer advised that there are a number of larger items of business coming forward and that input from the Lerwick Port Authority perspective would be a welcome contribution. This would be particularly important initially with the introduction of the North Isles Ferry Contract in 2019 as it is intended that there will be an element of flexibility, throughout the term of that contract, to address the needs of the community and industry and that changes will include port activity and support services.

The Chair advised that since Mr Smith had been appointed as the Director of Infrastructure Services it had been considered that his position of Director of Infrastructure Services would be useful in the existing partnership arrangements. He said that both appointments would have an integral part to play in ZetTrans going forward.

Mr McGregor moved that the Partnership approve the recommendations contained in the reports. Mr Sandison seconded.

**Decision:**

The Partnership:

- APPOINTED Mr Callum Grains, Chief Executive, Lerwick Port Authority, as an Adviser for a period of 4 years to 13 December 2022; and
- AGREED 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.

29/18

**Business Programme 2018/19**

The Partnership considered a report by the Secretary to ZetTrans (ZTP-34-18-F) which presented an updated Business Programme for ZetTrans for the period ending March 2019.

The Committee Officer introduced the report and the Lead Officer responded to a question on the timing of the bus contracts and advised that he would bring detail on the Plan and timeline the February meeting of the Partnership, once that had been set out clearly.

The Lead Officer also advised that the next agenda item would include a business programme for 2019/20 which set out when the Transport Strategy delivery plan would be presented throughout the year but ZetTrans members would be invited to a workshop in the first two weeks of January where they could contribute to the priority and deliverability of that plan. He said that it was hoped that the first report would be presented in February but that would depend on the feedback so it may be the following meeting, as necessary.

The Chair commented that there was a lot of business coming up for both internal and external services, happening at the same time, so it was important to have a good confident start to the year.

Mr Sandison moved that the Partnership approve the recommendations contained in the report. Ms Hunter seconded.

**Decision:**

The Partnership commented on and APPROVED the Business Programme for 2018/19.

30/18

**Business Programme and Proposed meeting dates 2019/20**

The Partnership considered a report by the Secretary to ZetTrans/Executive Manager – Governance and Law (ZTP-32-18-F) which presented 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.

The Committee Officer introduced the report and on the motion of Ms Hunter, seconded by Mr Sandison the Partnership approved the recommendations in the report.

**Decision:**

The Partnership:

- APPROVED the meeting dates for ZetTrans and the Shetland External Transport Forum; and
- APPROVED the Business Programme for 2019/20.

The meeting concluded at 2.35pm.

CHAIRPERSON