

**Zetland Transport Partnership  
Council Chamber, Town Hall, Lerwick  
Thursday 25 April 2019 at 2.00 pm**

**Present:**

R McGregor  
R Thomson  
D Sandison

**Advisers:**

C Grains  
S Mathieson

**Apologies:**

R Hunter  
A Priest

**In attendance (Officers):**

M Craigie, Lead Officer  
R Barton, Transport Policy and Projects Officer  
E Park, Transport Contracts and Operations Officer  
I Johnson, Management Accountant  
P Wishart, Solicitor  
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 28 February 2019, at 2pm on the motion of Mr Thomson, seconded by Mr McGregor.

The Partnership confirmed the minutes of the meeting held on 28 February 2019, at 2.30pm on the motion of Mr Thomson, seconded by Mr McGregor.

08/19      **Petition – Mossbank Public Bus Service**

The Chair advised that a petition had been received by Councillor Cooper and passed on for progressing through the correct channels. He explained that the petition relates to the public bus service, the remit for which is outwith Council jurisdiction, it had been brought to the Partnership who has responsibility for the public bus services.

As there is no provision under the ZetTrans Administration Regulations for the submission of petitions, the Chair advised that he has the power under paragraph 11.2 to determine the question of procedures for which no express provision is made. He therefore accepted the petition for consideration by the Partnership and would adopt the Council's procedures in that regard. A copy of the petition summary was provided for your reference.

The petition sought the reinstatement of the 15:15 service which ran, in the past, from Mossbank School.

The Chair explained that the Lead Officer had provided him with a response to the petition. He advised that within ZetTrans there is no scope to reinstate the service, which was changed to accommodate other changes throughout the network where ZetTrans has a duty to provide services. The Lead Officer further explained that the provision of school transport is a matter for the Council to consider but the Council policy, as it currently stands, has no duty to provide a service in this area as the affected children are within a distance which means there is no entitlement to school transport.

The Lead Officer further advised that the presentation of a petition does not allow for discussion until a decision is made on how it will be progressed. The Chair said that in order to respond thoroughly he moved to note the petition, and the current position, and request that the Lead Officer provide a report to the next meeting of ZetTrans. He said that the petitioner would be written to explaining the decision taken. Mr Sandison seconded.

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**Decision:**

The Partnership noted the petition, and the current position, and requested that the Lead Officer provide a report to the next meeting of ZetTrans.

09/19

**ZetTrans Other Member - NHS Shetland Nomination**

The Partnership considered a report by the Secretary to ZetTrans/ Executive Manager Governance and Law (ZTP-09-19-F) that sought approval of the appointment of Colin Marsland as an Other Member nominated by NHS Shetland.

The Chair advised that an interview had been held with Mr Marsland and, the Chair was pleased to confirm a satisfactory outcome. He added that Mr Marsland would be an excellent addition to the ZetTrans membership. Mr Thomson moved that the Partnership approve the recommendations contained in the report. Mr McGregor seconded and the Partnership concurred.

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**Decision:**

The Partnership APPROVED the appointment of Colin Marsland as an Other Member nominated by NHS Shetland, following a successful interview with the Chair and Lead Officer; and

- AUTHORISED the Lead Officer to instruct the Secretary, or his nominee, to submit the appointment for approval to the Scottish Ministers with a recommended term of office from 25 April 2019 to 25 April 2023.

10/19

**National Transport Strategy/ Strategic Transport Projects Review - Update**

The Partnership considered a report by the Lead Officer (ZTP-10-19-F) that provided an update on the National Transport Strategy\ Strategic Transport Projects Review (STPR).

The Lead Officer introduced the report, and in responding to a question around the timescale for the review, he advised on the degree of urgency to address the matter of transport to and from Shetland. He said that until Transport Scotland advises on the process, areas of engagement with the Partnership are uncertain. Following some discussion it was agreed that the Lead Officer write to Transport Scotland and express the importance of having a timetable soon in order to progress the review in early course.

**Decision:**

The Partnership NOTED the contents of the report.

11/19

**ZetTrans Draft Delivery Plan 2019-2020 - Update**

The Partnership considered a report by the Transport Policy and Projects Officer (ZTP-12-19-F) that sought approval for a revised DRAFT ZetTrans Delivery Plan 2019-20.

The Transport Policy and Projects Officer introduced the report, and advised on the process undertaken to identify work streams that need to be progressed in ZetTrans and Transport Planning, and following a recent workshop, the delivery plan had been prepared. She advised that there are six areas of work in progress and would be taking up staff resources for the immediate future.

The Transport Policy and Projects Officer commented specifically on Active Travel and Performance Monitoring and on how the delivery of the Plan would progress. She explained that the Delivery Plan could be revisited and actions prioritised for future development. In additions she spoke of the need for a risk register, and of which elements of the plan would need a Project Initiation Document and formal structure to ensure they closely align with the Council's processes and redesign. The Lead Officer added that there had been an intention to hold a ZetTrans Member's workshop but as the identification of work streams had been undertaken there were a number of items that were not discretionary and required all the available staff resources. He said that the outcome was that the process prioritised itself. He said that after 18 months the Strategic Transport Project Review (STPR2) would be complete which would be an appropriate time to come back for Member's engagement on priorities, but he reiterated that the immediate priorities had set themselves.

In responding to a question the Transport Policy and Projects Officer advised on the Place Standard tool, which is used to highlight the assets of a place and areas for improvement, and explained that a survey had been carried out in 2016 using the tool to understand how people feel about where they live. She said that the tool covered matters including public transport, parking, and safety and 900+ responses had been received. In commenting on the results, the Transport Policy and Projects Officer said that it would be useful information to compare when the survey is repeated again in the future.

During discussions, comment was made on “work with Scottish Government”, and the Lead Officer stated the importance of having established a good working relationship with the Scottish Government. He said that this allowed Officers to have informed dialogue on issues such as flexibility in the Northern Isles Ferry Service and on formal engagement on services to and from Shetland.

There continued some discussion on the definition of “flexibility” in terms of the Northern Isles Ferry Service and the need for clarity before the start of the contract and how it will be delivered. Comment was made that there had been much stakeholder engagement with the Scottish Government but so far that had not fed into the Northern Isles Ferry Service contract. It was stressed that the Shetland public needs to know what service the Scottish Government will provide. In terms of providing evidence to support the stakeholder engagement on the needs of Shetland, the Lead Officer stated that the Scottish Government had been fully informed and Transport Scotland needed to be clear about what further evidence was required.

Further comment was made that there needed to be clearly identified wording around the trigger points that would require the implementation of the flexibility required. In terms of the tourism industry, it was recognised that the industry would grow if capacity issues were addressed. It was noted that NorthLink Ferries provide regular information to the Shetland External Transport Forum that demonstrates a bottle neck in capacity for three to four months of the year, therefore flexibility is required as the tourist industry continues to grow. In responding to a suggestion that a letter be issued to the Scottish Government stating the paramount position that tourism has and that it is affected by the lack of flexibility at the moment, the Lead Officer advised that tourism is already highlighted as a key priority. He suggested the matter could be brought back to ZetTrans in an update report on what is required around engagement with the Scottish Government, what clarity ZetTrans require around the Northern Isles Ferry Contract and the definition of flexibility.

The Lead Officer went on to advise that he would have further engagement with the Scottish Government on the points raised and he would stress the need for clarity in preparation for implementing change. It was agreed that the Lead Officer would engage immediately and provide an update in May 2019.

In responding to comments regarding the roll out and number of electric charge points, the Transport Policy and Projects Officer advised that there was not a separate entry in the Strategic Plan for Electric Vehicle Charging Points but that could be arranged.

Mr Thomson moved that the Partnership approve the recommendations contained in Section 1 of the report. Mr Sandison seconded.

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### **Decision:**

The Partnership:

- NOTED the work undertaken since November 2018 to inform further transport delivery planning;

- APPROVED the revised DRAFT ZetTrans Delivery Plan 2019-2020; and
- NOTED the ongoing review of the National Transport Strategy and its implications for future delivery planning.

12/19

**Lead Officer's Report (incl SETF Minute)**

The Partnership noted a report by the Lead Officer (ZTP-13-19-F) that sought approval of a Project Initiation Document for the Public Bus, School and Adult Social Care Business Case and delegated authority to the Lead Officer, in consultation with the Chair, to submit any necessary input to the process of the passage of the Transport (Bill) through Parliament.

The Lead Officer introduced the report and responded to questions on the following matters:

Islands Transport Forum – The Lead Officer provided a copy of the Islands Transport Forum Agenda Cover for the meeting on 9 May 2019 (attached as annex A) and advised on items 4, 5 and 6 particularly.

- 5d - Road Equivalent Tariff (RET) - In responding to a question on whether there had been discussion on RET for cabins, the Lead Officer said that there was scope to include cabins and there was an expectation by Transport Scotland that discussion would take place. Upon request the Lead Officer advised that the Judge would issue his judgement by the end of April 2019, from the hearing held on 27 March 2019 and once that is made public Transport Scotland would be asked how they will move forward. It was agreed that the Lead Officer would also write to Transport Scotland on the matter of RET.

The Chair commented that Mr Yousaf, MSP, previously declared that Cabin prices would be reduced, but two years on and no progress has been made. He said that a prompt would be helpful that reminded Ministers that RET remains an issue for all Shetlanders and the Tourist trade. He stated strongly that no one should be expected to travel overnight without a cabin and cabins were an essential part of travel.

Smart Ticketing – The Partnership were advised that a presentation would be provided following the meeting on the implementation of Smart Ticketing.

The Lead Officer provided an update on Smart Ticketing on ferries and explained that Transport Scotland had approach ZetTrans on the development of the next stage. He advised that the system is to be contactless and that a meeting would be held with Transport Scotland on 17 May on the next stage. The Lead Officer indicated that Transport Scotland were enthusiastic to develop the hardware and processes and they had confirmed that funding would also be discussed.

In considering discounted rates for island residents/regular users of the ferry services, the Lead Officer confirmed that the smart ticketing system would be able to identify different entitlements but in terms of the policy position it was for the Council and ZetTrans to work out the detail without opening the risk of reducing income. He stated that the technology was there, but the financial and policy context needed to be worked through.

The Partnership was provided with feedback from VisitScotland who had attended an Expo in Glasgow. It was highlighted that tour operators had enquired about a pass for Inter-Island ferry travel. It was suggested that such a pass would encourage more people to make the most of Shetland either through a discounted card or a weekly pass to integrate into a holiday package. The Lead Officer responded advising that it would be possible to offer a time based travel card that expires when they leave Shetland. It would be possible for the tour company to buy a card and to offer free off peak travel, which would be a value for money choice.

In concluding discussions reference was made to the Scottish Government funding award for the Inter Island Ferry Service, and it was noted with disappointment, that having sought £7.9m the awarded amount was £5.2m, leaving a shortfall of £2.7m.

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**Decision:**

The Partnership:

- NOTED the content of the report;
- APPROVED the Project Initiation Document for the Public Bus, School and Adult Social Care Business Case attached as Appendix 1; and
- DELEGATED authority to the Lead Officer, in consultation with the Chair, to submit any necessary input to the process of the passage of the Transport (Scotland) Bill through Parliament.

13/19

**Business Programme 2018/19 and 2019/20**

The Partnership considered a report by the Secretary to ZetTrans (ZTP-08-19-F) that sought approval of an updated ZetTrans Business Programme for the period ending March 2020.

The Secretary to ZetTrans introduced the report and the Partnership advised that a date, for the meeting in May was yet to be confirmed.

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**Decision:**

The Partnership APPROVED the updated ZetTrans Business Programme for the year 2019/20.

The meeting concluded at 3.20p.m.

CHAIRPERSON