Strathclyde Partnership for Transport

Minute of meeting

31 May 2012

held in Consort House, Glasgow

contact officers:
Valerie A Bowen   phone: 0141 333 3130
Kirsten Clubb   phone: 0141 333 3576

**Minute of the meeting of the Strathclyde Partnership for Transport
held in Consort House, Glasgow on 31 May 2012**

Present	Councillors George Redmond (Chair), Malcolm Balfour, John Bruce, Tony Buchanan, Jim Coleman, David Fagan, Kaye Harmon, Michael Holmes, Chris Kelly, Bobby Lawson, Alan Moir, Robert G MacIntyre, Bobby McDill, Brian McGinley (substitute), Patrick McGlinchey, Pauline McKeever, Denis McKenna, Chris Thompson, Paul Welsh and David Wilson and appointed members Tom Hart and Gavin Scott.
Attending	Valerie Davidson, Assistant Chief Executive (Business Support)/Secretary; Valerie A Bowen, Senior Clerk; Gordon Maclennan, Chief Executive and Eric Stewart, Assistant Chief Executive (Operations).

1. Interim Chair

In terms of Standing Order No.1.4.4, the Secretary took the chair at the commencement of the meeting pending appointment of a Chair.

Thereon, Mrs Davidson introduced the Chief Executive, Assistant Chief Executive (Operations) and the Committee Clerks to members and outlined their roles within the Partnership.

2. Apologies

Apologies were submitted from Councillor Bill Grant and appointed members Alan Malcolm, Niall McGrogan and Bill Ure.

3. Declaration of interest

Councillor David Fagan declared an interest in respect of agenda no.13 as he was currently an SPT appointed member on Nevis Technologies Ltd.

4. Minute of previous meeting

The minute of the meeting of 31 March 2012 was submitted and approved as a correct record.

5. Sederunt

Mrs Bowen took a roll call for the purposes of the sederunt.

6. Appointment of Chair

Nominations were sought for the post of Chair. Nominations were as follows:-

Councillor George Redmond, nominated by Councillor Wilson seconded by Councillor Moir; and

Councillor Malcolm Balfour, nominated by Councillor McDill seconded by Councillor Buchanan.

On a vote being taken by a show of hands, 5 members voted for Councillor Balfour and 13 members for Councillor Redmond who was appointed Chair of the Partnership and took the Chair for the remainder of the meeting.

Thereon, Councillor Redmond intimated that it was a great honour to be elected as Chair and that he looked forward to working with his colleagues at SPT and all SPT stakeholders and partners to deliver a transport network which matched the needs of the travelling public. He paid tribute to his predecessor Councillor Jon Findlay and, on behalf of the Partnership thanked, Councillor Findlay for his contribution to the organisation.

7. Appointment of Vice-Chair

The Chair then called for nominations for the appointment of the first Vice-Chair. Nominations were as follows:-

Councillor Denis McKenna, nominated by Councillor Harmon, seconded by Councillor Coleman; and

Councillor Tony Buchanan, nominated by Councillor McDill, seconded by Councillor Balfour.

On a vote being taken by a show of hands, 7 members voted for Councillor Buchanan and 13 members for Councillor McKenna who was appointed Vice-Chair of the Partnership.

The Chair then called for nominations for the appointment of the second Vice-Chair. Nominations were as follows:-

Councillor David Fagan, nominated by Councillor Thompson, seconded by Councillor Coleman; and

Councillor Bobby Lawson, nominated by Councillor McDill, seconded by Councillor Balfour.

On a vote being taken by a show of hands, 7 members voted for Councillor Lawson and 13 members for Councillor Fagan who was appointed Vice-Chair of the Partnership.

8. Chair and Vice-Chairs' remuneration
Click here to view report
There was submitted and approved a report (issued) of 14 May 2012 by the Secretary,

(1)   reminding members of the changes to the way in which elected members were remunerated as a result of the Local Government (Scotland) Act 2004;

(2)   advising members

    (a)   that, although the Act applied to all local authorities and joint boards, it did not apply specifically to Regional Transport Authorities; and

    (b)   that although the Transport (Scotland) Act 2005 and subsequent orders permitted Regional Transport Partnerships to make payments for members' expenses only, the previous powers of the former SPTA, which had been transferred to this RTP, permitted SPT to make payments for the following approved duties:-

- attendance at a meeting of the body;
- attendance at a meeting of a committee or sub committee of the body in particular circumstances; and
- doing anything for the purposes of, or in connection with, the discharge of the functions of the organisation;

(3)   proposing that SPT continue to adopt the principles outlined in the legislation, insofar as was practicable as previously agreed;

(4)   informing members

    (a)   that the impact of this would be that the Chair of the RTP would be entitled to receive a total payment of £36,528 per annum which equated to 75% of the remuneration of the leader of the highest banded council and Vice-Chairs 75% of the Chair's remuneration (£27,396 per annum), inclusive of any sum paid to them as a councillor; and

    (b)   that consistent with previous decisions, it was proposed that the applicable date was the date of appointment with the exception of where the holder of the post of Chair or Vice-Chair previously held a post with SPT immediately prior to the new Partnership;

(5)   highlighting the fact that SPT's SRAs were not classed as remuneration within the legislation which would permit members to join the local government pension scheme; and

(6)   explaining that a full copy of the Members' Allowance and Expenses Handbook was contained within the Governance Manual distributed to all members.

9.   Committee structure and cycle of meetings
Click here to view report
There was submitted a report (issued) of 14 May 2012 by the Secretary

(1)   informing members of the composition of the Partnership which currently met 6 times a year and had the undernoted committee structure in order to ensure full deliberation of reports:-

Committee	Number of members	Cycle of meeting
Operations	18 (including appointed members)	6 times per year
Strategy and Programmes	17 (including appointed members)	6 times per year
Audit and Standards	9 (including appointed members)	4 times per year (and as required)
Personnel	17 (including appointed members)	Twice per year (and as required)
Personnel Appeals Sub-Committee	7 (drawn from the elected members and chosen at random)	As and when required

(2)   enclosing the following appendices:-

(a)   proposed future meeting dates for the Partnership and its committees which would be reviewed during the current financial year; and

(b)   Terms of Reference for each of the committees;

(3)   explaining

(a)   that the appointed members were prohibited by the regulations from voting on (1) matters which would impact the financial requisition from the constituent authorities and (2) requests by the Partnership to have functions of another body transferred to the Partnership; and

(b)   that although the Partnership had agreed previously that appointed members should have no voting rights either on the Partnership or any of its committees, the Partnership, at its meeting on 30 March 2012 had agreed to a request that a report on the voting rights of non-elected members be submitted for consideration at the Partnership meeting scheduled to take place on 22 June 2012;

(4)   informing members

(a)   that members should have received a form seeking their preferences as to which committees on which they preferred to serve; and

(b)   that once all forms had been returned the committee make up would then be submitted to the Partnership for approval on the basis of preference, political balance, geography, gender and elected/non-elected split;

(5)   explaining

(a)   that due to the composition of the Partnership, not all authorities would be represented on all committees and therefore all committee papers relating to the Operations Committee and the Strategy and Programmes Committee would be submitted to all members of the Partnership; and

(b)   that provision would be made whereby the member of a constituent authority which was not represented on a particular committee might have the opportunity to request a hearing at that committee on any matter which specifically affected that constituent authority; and

After discussion, the Partnership

(i)   approved the report; and

(ii)   agreed, that following a question raised by Councillor Thompson on the start time of the meetings, discussions would take place with members and officers on a suitable time for all committee meetings to commence.

10.   **Recruitment of Appointed Members**
Click here to view report
There was submitted and approved a report (issued) of 14 May 2007 by the Secretary,

(1)   informing members

(a) that the Partnership was made up of 20 elected members plus between 7 and 9 appointed members which were recruited through a public appointment recruitment exercise; and

(b) that the terms of office for 2 of the appointed members had come to an end at the 31 March 2012;

(2) explaining that as SPT's membership was now below the legal requirement to have between 7 and 9 appointed members, it would be necessary to commence a public appointment recruitment process; and

(3) recommending that the Partnership agree to the formation of a Recruitment Committee, specifically tasked with the recruitment of up to 4 appointed members.

11. Members' training and Induction
Click here to view report
There was submitted and approved a report (issued) of 14 May 2012 by the Secretary,

(1) informing members that SPT had previously arranged induction training relevant to the work, role and responsibilities of the Partnership and its committees which had assisted members with an understanding of the work within SPT and their role in that delivery;

(2) advising members

(a) that remuneration guidance issued by Scottish Government supported recommendations that all members should receive training to ensure they could adequately fulfil their respective roles; and

(b) that an annual training notice would be made available which would include all training provided including attendance at any relevant course or conference;

(3) explaining that, although arrangements were being made to deliver specific induction sessions at the first meeting of the various committees into the role and responsibilities of those committees, the following areas had been identified for additional training throughout the course of the Partnership:-

- Partnership briefing on the structure and funding of the Partnership, its roles, legal requirements and powers;

- Audit Committee training for all members of the Audit and Standards Committee; and

- "On Board" training for all members and senior officers covering issues such as standards, governance and responsibilities of Partnership members including their relationship with constituent authorities and key stakeholders;

(4) suggesting that members consider the areas outlined at (3) above and identify other areas in which training could assist them in their roles; and

(5) concluding that the training provided by SPT would supplement the training provided by individual councils as well as guidance and induction notes issued by Improvement Services.

12.   Appointment of representatives to outside bodies
Click here to view report
After consideration of a report (issued) of 14 May 2012, detailing various outside bodies on which the Partnership might wish to be represented, the Partnership agreed that the list be remitted to the Chair and Vice-Chairs for them to make the necessary appointments and be submitted to the next Partnership meeting.

13.   Representation on Board of Nevis Technologies Ltd
Click here to view report
With reference to the minute of Partnership of

(1)   20 August 2010 (page 6, paragraph 11) when the Partnership had approved the award of a contract to Scheidt & Bachman for the provision of a new ticketing system which had included the supply of automatic ticket machines, gates and supporting software; and

(2)   15 April 2012 (page 4, paragraph 6) when the Partnership had approved the formulation of a joint venture company between SPT and Ecebs Ltd, subsequently names Nevis Technologies, to provide a cost effective smartcard ticketing and payment service,

there was submitted a report (issued) of 14 May 2012 by the Secretary

(a)   advising members

(i)   that the Board of Nevis Technologies Ltd consisted of nine positions, five from Ecebs and four from SPT – two senior officers (the Chief Executive and the Assistant Chief Executive (Operations)) and two members; and

(ii)   that the appointments were without remuneration;

(b)   informing members

(i)   that although Board meetings were required at least once per annum, it was anticipated that they would occur more frequently; and

(iii)   that a management team, comprising of senior representatives from Ecebs and SPT, had been meeting monthly to ensure that progress was to plan and project control was operating effectively and being reported timeously to the Board and to the Partnership; and

(c)   requesting that the Partnership consider SPT's member representation on Nevis Technologies Ltd.

After discussion, the Partnership agreed to appoint the Chair on to the Board of Nevis Technologies Ltd and that Vice Chair David Fagan would continue on the Board.