

**Special Zetland Transport Partnership
Remote Meeting
Thursday 16 July 2020 at 11.00am**

Present:

R Hunter	R McGregor
C Marsland	A Priest
D Sandison	R Thomson

Advisers:

S Mathieson

Apologies:

None

In attendance (Officers):

M Craigie, ZetTrans Lead Officer
J Manson, ZetTrans Finance Officer
R Barton, Transport Policy and Projects Officer
A Cogle, Team Leader - Administration
K Collins, Financial Accountant
M Hodgson, Solicitor
B Kerr, Communications Officer
E Park, Transport Contracts and Operations Officer
J Thomason, Management Accountant
L Geddes, Committee Officer

Chair

Mr Thomson, Chairperson for ZetTrans, presided.

Circular

The circular calling the meeting was held as read.

Motion to Suspend Standing Order 10.2 in relation to Public Attendance at Meetings

The Chair moved that the Partnership agree to suspend standing orders 10.2 and 10.3, relating to the holding of meetings in public and the circumstances under which the Partnership can resolve to exclude members of the public. He advised that whilst the public would be excluded from this meeting, he had given consent for members of the local media to attend the meeting remotely in order to maintain a level of public accountability and scrutiny to the proceedings. The formal decisions of the Partnership, as per usual practice, would be available to the public after the meeting.

Mr McGregor seconded.

Declarations of Interest

None

Minutes

The Partnership confirmed the minutes of the meetings held on 13 February and 16 March 2020.

(Mr Marsland joined the meeting)

09/20 **ZetTrans – Management Accounts 2019/20 – Draft Outturn**

The Partnership considered a report by the Proper Officer for Finance (ZTP-10-20-F) presenting the Management Accounts which showed the draft outturn position for 2019/20.

The Proper Officer for Finance summarised the main terms of the report, advising that the key variances were appended to the report. Overall, the Partnership had spent £130,000 less than budgeted for. While there had been an overspend in consultancy expenditure, this had been offset by underspends elsewhere. Bus services had generated more than expected in income, and other grants to the value of £25,000 had been received.

Responding to a question relating to higher than expected bus services income, the Transport Contracts and Operations Officer explained that this information was not available on a route by route basis. There had been an increase across the network as a whole, and the number of school children using the public services was slightly up on last year. More concessionary fare income had also been attracted from Transport Scotland, and this was largely due to the improvements in recording with the new ticketing system. The figures in relation to the airport route could be checked and supplied.

Decision:

The Partnership NOTED the Management Accounts showing the Draft outturn position for 2019/20.

10/20 **ZetTrans Unaudited Annual Accounts 2019/20**

The Partnership considered a report by the Proper Officer for Finance (ZTP-11-20-F) presenting the Unaudited Accounts for 2019/20.

The Proper Officer for Finance summarised the main terms of the report, advising that the preparation of the accounts had been slightly delayed by around three weeks due to COVID-19. New legislation allowed for publication of accounts to be deferred for a period of up to two months. The audited accounts would be presented in late-September - dependent on any further delays that may be encountered during the next stage of the audit – but every effort would be made to expedite the audit timetable. The Partnership would be kept informed if there were any plans to defer.

He went on to say that the Management Commentary provided an overview of the most significant matters reported in the accounts, and the outlook for the future. There was an additional requirement this year to include a section relating to the impact of COVID-19 on activity undertaken by the Partnership. This would require services to evolve in line with national guidance and the local situation.

The Partnership commended officers for the work that had taken place to get the Unaudited Accounts presented timeously and on the motion of Mr Thomson, seconded by Mr Sandison, approved the recommendations in the report.

Decision:

The Partnership RESOLVED to:

- Consider the 2019/20 Unaudited Accounts for ZetTrans (Appendix 1)
- Approve the 2019/20 Annual Governance Statement that forms part of the accounts (Appendix 2)
- Consider the information at section 4.0 highlighting the key points from the 2019/20 accounts.

11/20

Shetland Transport Strategy

The Partnership considered a report by the Transport Policy and Projects Officer (ZTP-09-20-F) regarding the commencement of a comprehensive review and redevelopment of the Shetland Transport Strategy.

The Transport Policy and Projects Officer summarised the main terms of the report, advising that the Strategy had last been refreshed in 2018. However the impacts of external developments over the last year - including the publication of the National Transport Strategy 2, the Climate Change agenda, and the impact of the Coronavirus Pandemic on travel behaviour – rendered the current refreshed strategy as inadequate for purpose, and required that a full and comprehensive review be undertaken. It was aimed to undertake this within 12-18 months in order to capitalise on behaviour changes arising from the COVID-19 situation.

It was pointed out that COVID-19 had caused difficulties for businesses and the durability of the transport system - especially in the islands where businesses relied on the transport system, and had been struggling due to the restrictions that had been placed on the ferry services. Businesses and communities had been helpful and proactive in coming up with alternative timetables as a way of keeping things going, so there was therefore a need for more input from the private sector in going forward.

The Transport Policy and Projects Officer said that engagement with stakeholders would be essential in understanding the new economic situation, and how the transport service could support that. When the COVID-19 situation arose, it was understood that there would be specific challenges for the islands. However capacity was finite, and it would not be easy to raise additional resources, and social distancing requirements also created challenges. It was important to ensure that the Scottish Government was aware of the specific challenges in relation to transport resilience that were not experienced by other places.

In response to a question, she went on to advise that the review would concentrate on internal transport. The Council could only influence external transport requirements, so it was important to understand the needs of the community so that they could be communicated to Transport Scotland. There had been useful work carried out with stakeholder gatherings in 2018, and hopefully something similar would take place in going forward.

The Lead Officer added that the challenges in terms of external transport would be a significant feature in the shorter-term work, and measures to move on from fact that the external contracts awarded should have come into place in June. There

were a lot of issues sitting behind that delay and uncertainty, but discussions had now started and there would be immediate actions to build on commitments and build them into strategic planning policy.

Decision:

The Partnership NOTED the commencement of a comprehensive review and redevelopment of the Shetland Transport Strategy.

12/20

Spaces for People

The Partnership considered a report by the Transport Policy and Projects Officer (ZTP-12-20-F) presenting information relating to the Sustrans Spaces for People Fund, and seeking approval for the creation of temporary interventions and for the development of a strategic multi agency approach to mobility and access in Lerwick.

The Transport Policy and Projects Officer summarised the main terms of the report, advising that the opportunity to put in an application for the fund had come at short notice. It had created an opportunity to capitalise on the momentum for active travel that had arisen as a result of lockdown, and to trial some interventions to make it safer for people choosing to walk or cycle for essential trips and exercise during the pandemic, with a view to some becoming more permanent infrastructure developments. The key findings from the SYSTRA survey provided support and justification for the interventions, and illustrated that there was an appetite for this type of change. The award of £200,000 would be spent on the temporary interventions outlined in the report, and it would be a multi-agency approach. A number of these interventions were aimed at joining up developments across Lerwick, and took account of the role it played as a hub in terms of connectivity. But there would also be interventions outwith Lerwick, as a response to issues that had been raised through public engagement earlier in the year.

The Transport Policy and Projects Officer then responded to questions, and the Partnership noted the following:

- There were a range of approaches for keeping cycles and cars apart. These included reallocating space where possible, reducing speed limits, potential one-way systems, or temporary road closures to motor traffic. It was important to educate car drivers and cyclists on behaviour awareness. Infrastructure that was good for bikes was also good for wheelchairs, so it was also a good opportunity to improve accessibility.
- Interventions would be carried out outwith Lerwick and - based on the survey results from earlier in the year - these would include improving safety to allow for walking and cycling to school, and improved safety for walking and cycling in Voe. It would be challenging to narrow down some of the aspirations into something that was manageable and affordable, and consultation would take place with Roads and Planning to develop an appraisal methodology.
- The report presented today related to short-term interventions. The wider active travel strategy - which was being finalised - was built around proposals that had come from communities and community councils across Shetland. There was a long-term vision about what it was hoped to see across Shetland, and there would be more widespread development.

- Living Lerwick was not included in the Active Travel group, but conversations had opened up with the organisation and businesses would form a key component of future discussions.
- Parking was always intended to be part of the discussion, and there were longer-term aspirations to move away from reliance on private cars and consider shared transport and responsive transport initiatives. The proposals for the development of the Knab site were impacted by the amount of parking space required per house, so there was a need to think about this and have conversations with people to show how things could be different.

It was commented that it was important for remote areas to also participate in active travel, so there should also be concentration on areas outwith Lerwick. It was also noted that country shops had been invaluable to their communities during the pandemic, but they were not readily accessible on foot in some areas. This was something that should also be taken into consideration going forward.

The Partnership congratulated staff on the work that had been put in to secure the funding and on the motion of Mr Thomson, seconded by Mr McGregor, approved the recommendations in the report.

Decision:

The Partnership:

- NOTED the application to Sustrans Spaces for People Fund for 100% funding for the development of trial active travel interventions in Shetland.
- APPROVED in principle the creation of temporary interventions including, but not limited to, roadspace reallocation and traffic restrictions to support the continuation of active travel habits developed under the Coronavirus lockdown, as set out in Section 4 of the report.
- APPROVED development of a strategic multi-agency approach to mobility and access in Lerwick.

The meeting concluded at 12noon.

CHAIRPERSON