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Glasgow Bus Partnership Steering Group Meeting

Minutes of Meeting

12th April 2021 – 2:30pm to 4:00pm

MS Teams Call

Attendees:

Independent Chair: Joan Aitken (JA)
GCC: George Vincent (GV)
Christine Francis (CF)
Steve Gray (SG)
Marshall Poulton (MP)
Stephen Macleod (SML)
Lindsay Richardson (LR)
SLC: Colin Park (CP)
EDC: Thomas McMenamin (TM)
Inverclyde / WDC: Gail MacFarlane (GM)
ERC: Jane Corrie (JC)
Renfrewshire: Gerard Hannah (GH)
NLC: Nicole Paterson (NP)
Jim McGuire (JM)
SPT: Bruce Kiloh (BK)
Donald Booth (DB)
Gordon Dickson (GDK)
FirstGroup: Duncan Cameron (DC)
John Dowie (JD)
McGills: Ralph Roberts (RR)
Colin Napier (CN)
West Coast Motors: Sharon Morrison (SMO)
Colin Craig (CC)
Murray Rodgers (MR)
BUS: Greig Mackay (GM)
Community Transport: Graham Dunn (GDN)
Stagecoach: Fiona Docherty (FD)
Fraser Smith (FS)
TS: Lucia Webster (LW)
Peter Grant (PG)
AECOM: Richie Fraser (RF)
Andy Pike (AP)

Apologies:

Andrew Jarvis, First Group
Michael Melton, Sustrans

EDC: Thomas McMenamin (TM)

Item	Discussion/Decision	Actions
1.	Welcome and apologies.	
2.	Minutes of last meeting 29 March, and any matters arising not otherwise on the agenda <ul style="list-style-type: none">• Corrections suggested by AP and DC have been applied to the minutes of last meeting dated 29 March.• Minutes Agreed and can be uploaded on to Council Web Site	SML
3.	Transport Scotland update <ul style="list-style-type: none">• LW is waiting for email addresses to send big documents to. Folder created that is solely for Glasgow. SG to send LW the final report this week including the list of people.• CP asked LW about dates for spending and if Year 1 is attached to the financial year. LW confirmed that the Offer Letter will set out the deliverables and outline dates to deliver them.• GV asked LW if names from other Councils were needed in the letters of support. LW said that GCC signature should be suffice as it is the lead council.	SG

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<p>4.</p>	<p>Bus Partnership bid update – GCC/AECOM</p> <ul style="list-style-type: none"> • JD focussed on the delivery question of the bid and what needs to be done now to ensure delivery within the Transport Scotland timeframe. JD queried the timing of projects being initiated and raised concerns over projects becoming sequential. • GV keen to make sure that projects are done in parallel and not in series. SG highlighted efforts to push Paisley Road West scheme forward as soon as possible as the group had identified this as a key corridor. • JD queried if the GBP should be looking to gear up the project delivery capacity and check if there is enough to enable that. GV advised that staffing requirements were being assessed and would require both a 'client' function and a 'PMD' function, with most of the staff requirements met by use of consultants. GV mentioned that Transport Scotland will only release funding once a business case has been made, we therefore need to tailor our staffing levels to suit funding availability. • GDK noted the difficulty with Traffic Regulation Orders (TROs) and asked how wider support within the Council can be gained for proposals. • JA suggested that TROs should be one of the first things to draft and have them 'oven-ready' to identify where support can come from. • AP talked about the desired outcomes and asked attendees if they had any concerns about the bid report. No concerns were raised. • AP also talked about indicative estimates and that the application form will set them out, but the detail will instead be in the bid report. The evidence behind these indicative figures will be brought together over the coming weeks. • There was a discussion around the early deliverables (within Year 1). JD queried how far the physical deliverables can be achieved within Year 1. • FD asked if elements of the list could be presented in a simpler form to better illustrate what projects have been appraised and defined. AP acknowledged the number of points made about the table and asked for feedback within 24 hours of this meeting. AP will issue out spreadsheet with high level figures shortly and that a quick turnaround would be appreciated. • CP asked Aecom to contact him to discuss elements in the report about South Lanarkshire. 	<p>All AP Aecom</p>
<p>5.</p>	<p>Glas-Go Bus Alliance developments</p> <ul style="list-style-type: none"> • FD said the Glas-Go Bus Alliance held a meeting with SPT this morning. The intent of the Alliance is about operators working together to try and drive forward what customers are looking for. FD said the Alliance would sit complementary with the GBP. • AP asked if the Alliance brochure could be included in the bid submission. FD confirmed happy with this. 	
<p>6</p>	<p>Promoting the Partnership</p> <ul style="list-style-type: none"> • LR was tasked with drafting the letter of support. Working with the Graphics Team to release a brochure in June to complement any award. 	<p>LR</p>
<p>7</p>	<p>Bus Partnership governance and practicalities post bid including membership and meeting frequency</p> <ul style="list-style-type: none"> • GV looking at how things are to be run (including staffing and how they are funded) and need to look at various sub-groups feeding into the steering group and frequency. This will be tabled for discussion at the next meeting. 	<p>GV</p>
<p>8</p>	<p>AOCB</p> <ul style="list-style-type: none"> • None. 	
<p>9</p>	<p>Date of Next Meeting: Monday 24 May 2021. Time TBC</p>	