

Partnership minute



## **Strathclyde Partnership for Transport**

### **Minute of meeting**

**12 August 2016**

held in the Lewis Room, 131 St Vincent Street, Glasgow

**contact officers:**

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## **Minute of the meeting of the Strathclyde Partnership for Transport held in the Lewis Room, 131 St Vincent Street, Glasgow, on 12 August 2016**

**Present** Councillors Jonathan Findlay (Chair), Dr Martin Bartos, John Bruce, Tony Buchanan, Eddie Devine, Allan Falconer, Bill Grant, Kaye Harmon, Chris Kelly, Gerald Leonard, Bobby McDill, Denis McKenna, Hamish Stewart, Paul Welsh and David Wilson and appointed members Gregory Beecroft, Brian Davidson, Ann Faulds, Anne Follin, Alex Macauley, Jo MacLennan, Alan Malcolm and Jim McNally.

**Attending** Valerie Davidson, Assistant Chief Executive (Business Support); Valerie A Bowen, Senior Committee Officer; Gordon MacLennan, Chief Executive; Eric Stewart, Assistant Chief Executive (Operations); Charlie Hoskins, Senior Director; Ronnie Park, Director of Bus Operations; Mary Frances O'Neill, Senior Legal Advisor and Stuart McMillan, Strategic Project Manager, Subway Modernisation.

### **1. Apologies**

Apologies were submitted from Councillors Malcolm Balfour, Charlie Gilbert (substitute), Alan Moir, Patrick McGlinchey (substitute), Lawrence O'Neill and William Shields and appointed member Graham Johnston.

### **2. Declaration of interest in terms of the Ethical Standards in Public Life etc (Scotland) Act 2000**

The Partnership noted Ann Fauld's declaration of interest in respect of her firm's role in acting for Glasgow City Council in relation to Road Traffic Orders, and also for SPT in relation to procurement of Rolling Stock.

### **3. Minute of previous meeting**

The minute of the meeting of 17 June 2016 was submitted and approved.

### **4. Committee minutes**

The minutes (issued) of the undernoted committees were noted, subject to the 'P' paragraph contained in the Recruitment Committee minute of 20 June 2016 which was approved:-

- (1) Audit & Standards Committee of 17 June 2016;
- (2) Recruitment Committee of 20 June 2016;
- (3) Operations Committee of 24 June 2016;
- (4) Strategy & Programmes Committee of 24 June 2016; and
- (5) Personnel Appeals Sub-Committee of 5 August 2016.

### **5. Membership Update**

Mrs Davidson informed members of the appointment by Glasgow City Council of Councillor Dr Martin Bartos (who was a substitute member on the Partnership) to replace Councillor Pauline McKeever.

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## **6. Welcome**

The Chair welcomed new elected member Dr Martin Bartos and appointed members Gregory Beecroft, Brian Davidson, Alex Macauley and Jo MacLennan to their first meeting of the Partnership and invited each of the appointed members to provide the Partnership with a brief summary of their background.

## **7. Proposed changes to Committee representation**

There was submitted and approved a report (issued) of 4 August 2016 by the Assistant Chief Executive (Business Support)

- (1) informing members that, as a number of changes had been made to the Partnership's membership in the past year, including the recent appointment of 4 appointed members, it was considered an appropriate time to review the composition of the Partnership's Committees;
- (2) explaining that the review was necessary to ensure political balance and appointed member representation on each of the Committees;
- (3) appending a proposed revised membership summary; and
- (4) recommending approval of the revised Committee membership.

## **8. Annual Accounts 2015/2016**

There was submitted a report (issued) of 25 July 2016 by the Assistant Chief Executive (Business Support)

- (1) reminding members
  - (a) that, to ensure compliance with the Local Authority (Accounts) Regulations 2014, the Partnership must consider the audited annual accounts and approve them for signature no later than 30 September immediately following the financial year end; and
  - (b) that the Strathclyde Concessionary Travel Scheme Joint Committee had agreed previously that, as common systems were utilised, it was appropriate that SPT's Audit & Standards Committee would scrutinise the draft accounts on its behalf, and these would subsequently be submitted to the next available Joint Committee meeting for noting;
- (2) appending the annual accounts for the year ending 31 March 2016 for both SPT and the Strathclyde Concessionary Travel Scheme Joint Committee which had been prepared in line with proper accounting practice;
- (3) advising members that the Audit and Standards Committee had considered the unaudited accounts of both SPT and the Strathclyde Concessionary Travel Scheme Joint Committee for the financial year 2015/2016 at its meeting on 17 June 2016, prior to these being submitted formally to the external auditor, KPMG;

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- (4) highlighting the fact that no significant or major adjustments had been required as a result of the audit process and KPMG had expressed an opinion that the financial statements represented a true and fair view of the Partnership's financial affairs and those of the Joint Committee;
- (5) informing members that the abstract of accounts had included a bad debt of £14,222 for miscellaneous bus debts due to the liquidation of a debtor; and
- (6) recommending that the Partnership approve
  - (a) the signing of the Partnership financial statements for the year ending 31 March 2016;
  - (b) the signing of the Joint Committee financial statements for the year ending 31 March 2016, noting these would be submitted to the Joint Committee in due course; and
  - (c) the debt write-off of £14,222.

After consideration and having heard Mrs Davidson in answer to members' questions, the Partnership approved the recommendation at (6) above.

## **9. Records Management Plan**

There was submitted a report (issued) of 25 July 2016 by the Assistant Chief Executive (Business Support)

- (1) reminding members that SPT was required in terms of Section 1 of the Public Records (Scotland) Act 2011 to produce a Records Management Plan setting out proper arrangements for the management of its records and to submit this to The Keeper of the Records of Scotland for approval;
- (2) intimating
  - (a) that SPT's Records Management Policy, which had been approved by the Partnership at its meeting on 3 May 2013, underpinned the effective management of the Partnership's records and information and was an essential element of the Records Management Plan; and
  - (b) that in preparing to submit the Records Management Plan for approval to The Keeper, a self-assessment review had been undertaken to ensure that SPT fully utilised and gained from having a robust and effective Plan; and
- (3) appending SPT's Records Management Plan which would be submitted to The Keeper of the Records for Scotland for consideration and approval.

After consideration and having heard Mrs Davidson in answer to members' questions, the Partnership noted the terms of the report.

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**10. Subway update presentation**

Mr Hoskins gave a presentation on the essential renewal works which had taken place in the ramps and turnouts section of the Subway tunnels and other significant work around the network including completion of the Subway station improvements at Buchanan Street and Govan.

Thereon, the Chair on behalf of the Partnership

- (1) thanked Mr Hoskins for his presentation; and
- (2) commended SPT staff for their hard work and efforts made to keep passengers moving during the suspension, and during the unexpected extra time needed by the contractor to complete the ramps and turnouts work.

**11. Exclusion of press and public**

The Partnership resolved that the press and public be excluded for the next item of business on the agenda, it being considered that otherwise there would be disclosure to them of exempt information in terms of paragraph 9 of Part 1 of Schedule 7a to the Local Government (Scotland) Act 1973.

**12. Update on Subway Contract**

Ms Davidson and Mr Maclennan gave a short presentation outlining the current situation arising from the outstanding issues relevant to the Subway rolling stock procurement. Following considerable discussion on all relevant matters, Councillor Grant seconded by Councillor Findlay moved that the final resolution should be remitted to the Chief Executive, in consultation with the Chair and Vice Chairs, consistent with the proposals outlined to the Partnership. The Partnership approved the recommendation, with Councillor Bartos abstaining.