

**THE MORAY COUNCIL  
ENVIRONMENTAL SERVICES DEPARTMENT**

**MORAY FORUM TRANSPORT STEERING GROUP**

**DATE AND TIME: Monday 24 August 2015, 10am**

**VENUE: Moray Council Annexe – Meeting Room 1 (off reception)**

**ATTENDEES:**

N Moss, Transportation Manager (NM)  
Councillor F Murdoch (FM)  
C Hall, Planning Officer, Community Transport (CH)  
A Milne, Moray Transport Working Group (AM)  
F Villani, Chief Officer, tsiMoray (FV)  
F Rolt, Admin Support, Moray Transport Forum (FR)  
D MacRae, Public Transport Manager (DM)  
S Fletcher, Scottish Representative, Community Transport Association (SF)  
L Davidson, PA to HoDS (LD)

**APOLOGIES:**

R Robertson, Director, Hitrans (RR)  
R Huggan, Commissioning and Performance Manager (RH)  
C Campbell, Research and Information Officer (CC)  
G McLean, NHS Grampian (GMc)  
J Mackie, Head of Community Care (JM)  
T Wills, Senior Commissioning Officer (TW)

<b>Item</b>	<b>Subject</b>	<b>Action</b>
1.0	<b>Apologies</b>	
1.1	Jane Mackie, Sandi Pick, Tracie Wills, Ranald Robertson, C Campbell, G McLean.  Note: Roddy Huggan will no longer be included on the invite for the group (Tracie Wills will instead)	
	<b>Introductions</b>	
1.2	Julie Cromarty introduced herself and gave an overview of her post. Introductions were made around the table for Julie's benefit.	
2.0	<b>Minute of Previous Meeting Dated 30 June 2015</b>	
2.1	3.3 – Fabio does not recall offering a member of his team and couldn't quite remember the conversation but he will meet with Anita and Fiona later today and is happy for tsi to provide support as needed.	

2.2	4.2 – Nicola could arrange for someone to facilitate a session on public relations for the group but noted that there would be a cost. The wording in the minute should be changed to reflect that Nicola agreed to discuss marketing and PR within the Transportation team.	<b>NM</b>
3.0	<p><b>Matters Arising</b></p> <p><b>From the minute 30 June 2015</b></p>	
3.1	2.1 – Chris and Donald have not spoken to Stagecoach yet about part funding another seminar but they will do this before the next meeting. Ranald Robertson has offered £500 from Hitrans.	<b>CH/DM</b>
3.2	2.4 – Anita agreed to draft a letter to the NHS regarding car share access to NHS and will send this to Nicola Moss.	<b>AM</b>
3.3	2.5 – Fiona Murdoch agreed to obtain a copy of the video that has been done (it shows disabled users giving their experiences on film). Fiona Murdoch said that there are issues over people in the video having to give their permission before it can be released so this has caused the delay. Sheila Fletcher said there was a big issue with hate crime just now and would be very interested in seeing it.	<b>FM</b>
3.4	A discussion was held about the different types of buses that are in operation and the accessibility issues and the needs of different service users. Donald agreed to contact stagecoach to ask if someone could attend the next meeting to discuss this issue, the challenges and what they are doing to address the issue. Cllr Murdoch asked if we could do anything campaign wise to push the issue of accessibility on buses, taxis etc for disabled users. Fabio mentioned the leader programme and targeting infrastructure changes for users with accessibility issues.	<b>DM</b>
3.5	2.6 - Thistle Assistance Cards – cards have been launched and a second supply has been ordered.	
3.6	7.1 – Nicola has not met with Pam Gowans (Chief Officer, Health and Social Care) as it has been cancelled and re-arranged several times. Nicola will pursue arranging the meeting with Pam. Cllr Murdoch is concerned that there has been limited attendance at these meetings from Health and Social Care. Cllr Murdoch will contact Jane Mackie to discuss. Nicola explained that the majority of transport for social care is organised through the Public Transport Unit but it is the health care side that is not clear. Fabio mentioned that Ranald Robertson will be the chair of the Community Planning Officers Group for the next 6 months and Julie agreed to speak to Ranald to see if he can engage Health and Social Care with this group. Sheila noted that the NHS find it	<b>NM</b>  <b>FM</b>  <b>JC</b>

	difficult to provide a complete figure for transport.	
4.0	<b>Dial A Bus Update</b>	<b>DM/LD</b>
4.1	June and July have been the best months (June highest figures and July highest revenue). The Elgin service is picking up now and the bus has been quite busy at times. Donald agreed to send the passenger number stats to Lorna to be sent out with the minute.	
4.2	A report is being submitted to Economic Development and Infrastructure Services Committee (ED&I) on 25 August 2015 on the 364 service between Tomintoul and Grantown. This service has been operated since 22 April 2015 and has done fairly well. The report will ask for the service to be continued throughout the winter months.	
4.3	The 365 service runs from Dufftown to Keith (currently 3 days per week) and it is proposed to turn this into a registered service. This will provide a much needed connection from Keith from 4.30pm.	
4.4	Chris has proposed obtaining more low floor buses (with fleet)	
5.0	<b>Voluntary Sector Transport – Update on Meetings Held</b>	
5.1	Three meetings have been held so far. Anita explained that the situation with Babs is improving and they are also attending the training with Fiona Murdoch and Fiona Rolt. Anita said they are prepared to work with us and conversations have been positive.	
5.2	Anita and Fiona met with Osprey on Friday (they have 3 volunteer drives and they would be interested in training). Chris confirmed that they do have a Section 19 permit. They have recently obtained a new bus and are keen to work with us and support what we are doing (as well as the setting up of a Transport Users forum). Fiona Murdoch noted that they do have a trust (it was initially funded by the RAF). They want to look at changing their trust but need to get agreement to do this (there are 7 on the board). Chris said he would receive an update on this if there are any changes. Fabio said that a lot of groups call themselves a 'trust' but it would depend on what it is. It was discussed that they could change to a lighter weight option that they wouldn't go through companies house, only through the charitable regulator so only one set of accounts are submitted). Fabio said that his staff could help with this subject.	
5.3	A discussion was held with Osprey about drivers who are over 70 years old. Chris said that to retain your license once you are over 70 you need to undertake a medical (PCV medical). It was noted that there also might be issues with insurance if you have people	

<p>5.4</p> <p>5.5</p> <p>5.6</p> <p>5.7</p>	<p>over the age of 70 on the policy.</p> <p>Fiona Rolt said that minibuses run by other organisations was discussed at the Osprey meeting. Fiona said that they would speak to Chris to see if they are registered and operating correctly. Sheila noted that some of the groups are not charging anything.</p> <p>Fabio asked about the Findhorn car share scheme. Nicola said that we work with them through Pat Douglass, the Council's Sustainable Transport Officer. It is a different type of transport to the Speyside Car Share Scheme. Sheila said that they were using a Section 19 permit. Nicola agreed to send Lorna some information on the scheme to be sent out with the minute.</p> <p>A further meeting will be arranged with Babs to speak about the permits etc.</p> <p>Nicola asked if it would be a good idea for us to start putting together some guidelines that would include the issues over medicals etc. Fiona Murdoch said that she had seen some guidance issued by Kent Council that was very useful. Fiona Murdoch to send the link to this guide to Lorna to send out with the minute.</p>	<p>NM</p> <p>AM/FR</p> <p>FM</p>
<p>6.0</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p><b>Aberdeen Community Transport Forum – Report Back</b></p> <p>It was agreed that the forum was very good and useful. The first part of the meeting was a presentation from Aberdeen University on an information system to meet the needs of Think. It was so that people operating the system can put in the needs of someone who needs transport and the system would show all the different transport options available. Nicola explained that it is a web based portal and uses traveline data. The University have now finished the work that they received funding for. Nicola said that it probably needs approximately £35k to get the system completely up and running. Chris said that there was an original proposal to do something similar 5 years ago. The system proposed would book a journey for a patient but there were issues joining up the actual booking with the operator.</p> <p>Sheila noted that it is getting difficult to get volunteer drivers (especially women as they are working longer). It was agreed that we need to do a new recruitment drive and Nicola and Fabio agreed to discuss this outwith the meeting. A discussion was held about access to healthcare and the different costs associated with paying for transport to access healthcare compared to sending specialists into communities for example.</p> <p>Fabio asked if there were terms of reference and Fiona Rolt agreed to speak to Heather Day from Aberdeenshire Council to ask.</p>	<p>NM/FV</p> <p>FR</p>

6.4	Bus Service Operators Grant – if groups have Section 19 permits they can apply for this grant. Sheila will circulate some details.	<b>SF</b>
7.0	<b>Future Forum Plans – Business Plan and Applications for Funding</b>	
7.1	It was evident from the last seminar that the community wanted this group to lead on transport for Moray. Notes were circulated with the agenda for this meeting but the full business plan will be much bigger.	
7.2	Sheila would like clarification on whether the Dial M service should be defined as a community transport resource as it is not run by the community. Fabio suggested that it could be defined as community focused and community led instead.	
7.3	Fabio suggested including reference to working with commercial transport providers, transport providers for health care and active travel initiatives at 2.10 on the business plan. At 3.10 he also suggested using the term third sector instead of voluntary or community. Fabio also said that European funding might be available and it would be useful to start building on a funding package. Fabio asked who they envisaged employing as the Development Officer. Fiona Rolt said that they would like to find someone who is self-employed so that they don't have to go down the employer route. Fabio offered the support of tsi Moray as he has a Community Development Officer and suggested that the person could be employed by tsi Moray but they would report to the Tourism and Culture strand (part of the MES). Fiona Murdoch also suggested that we could use the Council. It was agreed that there should be no duplication.	
7.4	Anita and Fiona asked that everyone review the business plan and provide comments about anything else that should be included. Comments to Fiona Rolt.	<b>ALL</b>
7.5	Anita has been looking at where we are likely to obtain funding from. Work will take place on applications in due course. Anita is a member of the Institute of Funding.	
8.0	<b>AOCB</b>	
8.1	Chris and Sheila agreed to discuss the interpretation of Section 19. Nicola agreed to find out what is included in the new deal.	<b>SF/CH NM</b>
8.2	Stephen Cooper, Head of Direct Services submitted an update to the Moray Economic Partnership on whisky transport. Fiona Murdoch asks that this work is included in the wider transport issue. Nicola sits on the group and agreed to feed into the group.	<b>NM</b>

<p>8.3</p> <p>8.4</p> <p>8.5</p>	<p>CTA Insurance – Fiona Murdoch noted that they do insurance and asks if it is open to community groups. Sheila explained the background to the insurance and why it started. Sheila said that they might give a better quote as they understand the type of transport that these groups are providing and you don't have to be a member of the trust to be considered.</p> <p>Community benefit clauses – Fiona Murdoch asked if we are making sure that transport is covered in the clauses.</p> <p>Developer contributions – there is a report going to ED&amp;I Committee 25 August 2015. Nicola explained that we should be asking for contributions to also cover transport when new developments are approved.</p>	
<p>9.0</p> <p>9.1</p> <p>9.2</p>	<p><b>Next Meeting</b></p> <p>Tuesday 27 October 2015, 2pm – Moray Council HQ Committee Room</p> <p><b>Future Meetings</b></p> <p>Lorna to circulate dates for 2016 – sticking to every two months and preferably Tuesday's.</p>	<p><b>ALL TO NOTE</b></p> <p><b>LD</b></p>