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## Glasgow Bus Partnership Steering Group Meeting

### Minutes of Meeting

7 December 2020 – 3:30pm to 5.00pm

MS Teams Call

#### Attendees:

**Independent Chair:** Joan Aitken (JA)  
**GCC:** George Vincent (GV)  
Christine Francis (CF)  
Marshall Poulton (MP)  
Steven Gray (SG)

**SPT:** [REDACTED] (LF)  
[REDACTED] (BK)  
[REDACTED] (GD)  
[REDACTED] (DB)

**CPT:** [REDACTED] (PW)  
**FirstGroup:** [REDACTED] (JD)

[REDACTED] (DC)  
[REDACTED] (AJ)

**McGills:** [REDACTED] (CN)  
[REDACTED] (RR)

**Stagecoach:** [REDACTED] (FD)

**West Coast Motors:** [REDACTED] (SM)

[REDACTED] (CC)  
**TS:** [REDACTED] (PG)

[REDACTED] (LW)  
**NLC:** [REDACTED] (NP)

#### Apologies:

**CPT:** [REDACTED] (PW)

Item	Discussion/Decision	Actions
1.	<b>1. Welcome and Introductions</b>  - JA welcomed everyone to the meeting.	
2.	<b>2. Minutes &amp; Actions from 23rd November 2020</b>  - JA: A draft of Minutes & Actions should be completed before the end of the week.	LF
3.	<b>3.1 Glasgow Bus Partnership – Draft Terms of Reference Update</b>  - JA provided a draft of Terms of Reference document before the meeting. ➤ <b>Action: All:</b> Provide feedback of the Terms of Reference before next meeting, including membership. ➤ <b>Action: All:</b> Provide ideas and suggestions on Community transport.	ALL ALL

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4.	<p><b>4.1 Bus Partnership Fund Update 4.1 Working Groups</b></p> <ul style="list-style-type: none"> <li>- <b>JA:</b> Suggested more outside groups to provide a accessibility and inclusion to organisation approach i.e. Disability Groups, ethnic minority groups, healthcare groups.</li> </ul> <p><b>4.2 Operator input</b></p> <ul style="list-style-type: none"> <li>- <b>SG:</b> Data sharing on patronage numbers and footfall and other data regarding passengers on the buses.</li> <li>- <b>JD:</b> A Data Sharing agreement would be required if confidential data is to be shared.</li> </ul> <p><b>4.3 Delivery Team progress</b></p> <ul style="list-style-type: none"> <li>- <b>SG:</b> Provided a organogram for everyone to review (attached)</li> <li>➤ <b>Action: SG:</b> will look into other local authorities i.e. first streamline authority, partnership in the past, some of the bus services in Glasgow including North Lanarkshire and South Lanarkshire, through Glasgow (end to end).</li> <li>➤ <b>Action: All:</b> Provide feedback of the organogram before next meeting</li> <li>➤ <b>Action: SG:</b> Template for data sharing document to be drafted and forwarded to the group.</li> <li>➤ <b>Action: All:</b> Provide ideas and suggestions on groups to join before next week.</li> <li>➤ <b>Action: Operators:</b> Share data and information when agreement has been signed</li> </ul>	<p><b>SG</b></p> <p><b>ALL SG ALL Ops</b></p>
5	<p><b>5. Consumer and passenger needs/wishes</b></p> <p><b>5.1 Operator surveys</b></p> <ul style="list-style-type: none"> <li>- <b>SM:</b> Around 300 respondents completed the survey.</li> </ul> <p><b>5.2 GCC survey</b> MP provided an update on Connecting Communities Public Conversation</p> <ul style="list-style-type: none"> <li>- 85% of the survey results are completed.</li> <li>- Results will be completed by the end of the week.</li> <li>- Abbreviation Report; finding by the middle of next week</li> <li>- Report to Committee February 2021.</li> </ul> <p><b>5.3 Bus Users /Passenger Focus reports and data</b></p> <ul style="list-style-type: none"> <li>- Need to considered what the bus passengers want; aspirations and ideas.</li> </ul> <p><b>5.4 Get Glasgow Moving 5.5 Community transport interface</b></p> <ul style="list-style-type: none"> <li>- Look into community transport in the group &amp; community service providers</li> <li>➤ <b>Actions: GCC:</b> Provide feedback of Connecting Communities consultation for next meeting.</li> <li>➤ <b>Actions: SM:</b> Provide ZoneMap &amp; survey results.</li> <li>➤ <b>Action: All:</b> research for all operators and local authorities into reports and data (community transport).</li> <li>➤ <b>Action: GM:</b> Look into &amp; focus on transport; passenger needs (focus: Geographical area)</li> </ul>	<p><b>GCC</b></p> <p><b>SM ALL GM</b></p>
6	<p><b>6. Transport Scotland Update</b></p> <ul style="list-style-type: none"> <li>- <b>LW/PG:</b> No update given.</li> </ul>	
7	<p><b>7. AOCB</b></p> <ul style="list-style-type: none"> <li>- No other business</li> </ul>	
8	<p><b>8. Next Meeting</b></p> <p><b>Next Meeting Date:</b> 21<sup>st</sup> December 2020, 3:30pm – 5pm</p>	<p><b>ALL</b></p>