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## Glasgow Bus Partnership Steering Group Meeting

### Minutes of Meeting

18th January 2021 – 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)  
**SLC** [REDACTED] (LF)  
**SPT:** [REDACTED] (CP)  
[REDACTED] (BK)  
[REDACTED] (DB)  
[REDACTED] (GD,SPT)  
**CPT:** [REDACTED] (PW)  
**FirstGroup:** [REDACTED] (JD)  
[REDACTED] (DC)  
**McGills** [REDACTED] (RR)  
**West Coast Motors:** [REDACTED] (MR)  
[REDACTED] (CC)  
**BUS:** [REDACTED] (GM)  
**Aecom:** [REDACTED] (AP)  
**Community Transport:** [REDACTED] (GD, CT)  
**StageCoach** [REDACTED] (FD)  
**TS:** [REDACTED] (SW)  
[REDACTED] (PG)  
[REDACTED] (LW)

#### Apologies:

**West Coast Motors:** [REDACTED] (SM)  
**FirstGroup:** [REDACTED] (AJ)  
**Aecom:** [REDACTED] (RF)  
**NLC:** [REDACTED] (NP)

Item	Discussion/Decision	Actions
1.	<b>1. Welcome and Introductions</b>  - JA welcomed everyone to the meeting & introduced 3 new attendees at the meeting; AP(Aecom), GD (CT) & MR (West Coast Motors).	
2.	<b>Minutes, Actions Arising from 21 December 2020 (not otherwise on agenda)</b>  Minutes of 21 <sup>st</sup> Devenber were approved  <b>MP:</b> Invite has been sent to selected local authorities to join the next meeting.  ➤ <b>Action: MP/SG:</b> add all selected local authority attendees to the circulation list. ➤ <b>Action: MP:</b> will provide a reminder of meeting midway through the week to selected local authorities.	<b>MP/SG</b> <b>MP</b>

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3.	<p><b>3. Glasgow Connectivity Commission - a reminder of the bus recommendation.</b></p> <ul style="list-style-type: none"> <li>- Quote on Connectivity Commission- how far debate has gone.</li> <li>- Highlight patronage growth of 25% in the first five years; Glasgow Connectivity Commission report 2019.</li> </ul>	
4.	<p><b>4. Transport Scotland Update</b></p> <ul style="list-style-type: none"> <li>- 17th February 2021 Transport Scotland Event; Bus Partnership Fund Conference, speakers from Transport Scotland &amp; English Council Speakers.</li> <li>- <b>SG:</b> how will funding be released, is this on the appraisal proposal for bids?</li> <li>- <b>LW:</b> The process would be that an award is made from the BPF, the initial offer letter will cover costs to the first major milestone, which is likely to be a business case stage. At that point, we will carry out an assurance process. If the assurance gateway is passed, a further offer letter will be issued to cover the next major chunk of work. At the point where the local authority has to sign construction contracts, assuming all assurance gateways have been passed, then we will issue an offer letter to cover the full cost of construction, so that the local authority is not left without funds part way through construction.</li> <li>- <b>SG:</b> What is the process if we have a couple of workstream put through?</li> <li>- <b>LW:</b> This will be detailed in the offer letter for each workstream submitted.</li> <li>- <b>JA:</b> “TS- managed motorway work at advanced stage” - “TS Fiona Brown, Head of Strategic Transport Planning to be invited to next meeting”.</li> </ul> <p>➤ <b>Actions:SG:</b> Will Invite TS Fiona Brown, Head of Strategic Transport Planning to the next meeting.</p>	<b>SG</b>
5.	<p><b>5. Bus Priority Bid</b></p> <p><b>5.1. Timeline including governance reporting.</b></p> <ul style="list-style-type: none"> <li>- <b>GD (SPT):</b> highlight data required for the bid, wider partnership and regulation and guidance of the transport act, to inform that discuss, Connectivity Commission report (25% growth), important to look at bid and wider partnership.</li> <li>- <b>AP:</b> While the partnership needs to look at the wider issues, the bid documents suggest that BPF funding may only be available for infrastructure, with other elements of the bid, such as customer service, to be funded by partners.</li> <li>- <b>JA:</b> look at data workstreams; how can we make data transparent and open.</li> </ul> <p><b>5.2. Data sharing agreements (all operators and Citylink) and operator consultancy reports (First).</b></p> <ul style="list-style-type: none"> <li>- <b>SG:</b> Provided all bus operators with the Non-Disclosure agreement (NDA). Bus Operators to review and advise if they are happy to sign and release data to support the bid.</li> </ul> <p><b>5.3. Work groups and invitees (suggested names and organisations - internal and external to GCC).</b></p> <ul style="list-style-type: none"> <li>- <b>JA:</b> to join the Steering Group and attend meetings; Stuart Patrick of Glasgow Chamber of Commerce to join the workgroup on Infrastructure; Sustrans to be invitee to the meetings and workgroup but not members of the Group.</li> </ul> <p><b>5.4. Relationship of the Bus Priority Bid to other GCC work streams (Avenues, Buchanan Street bus station, Metro, City Centre, Safer Streets).</b></p> <ul style="list-style-type: none"> <li>- <b>JA:</b> Suggested that other GCC workstreams should be involved in future meetings.</li> </ul>	<b>Bus Ops</b>

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	<ul style="list-style-type: none"> <li>- <b>SG:</b> Will contact GCC workstream groups to confirm attendance to future meetings.</li> <li>- <b>SG</b> is lead on the City Transformation plan &amp; avenues plans and going to other workstream meetings, which are coordinated.</li>   <li>➤ <b>Actions: SG:</b> Will invite Stuart Patrick of Glasgow Chamber of Commerce to join the workgroup on Infrastructure; Sustrans to be invitee to the meetings and workgroup but not members of the Group.</li> <li>➤ <b>Actions: Aecom / SG:</b> Will contact GCC workstreams to confirm who they will send as a representatives to attend the various workshops.</li> <li>➤ <b>Actions: Bus OPS:</b> All bus operators to sign the NDA.</li>   <li>➤ <b>Actions: Aecom / SG:</b> Investigate beneficial ways to open data transferable; Example look at Transport open data reports in England.</li>   <li>➤ <b>Actions: Aecom / SG:</b> Will arrange workgroups (workstream)</li> </ul>	<p align="center"><b>SG</b></p> <p align="center"><b>SG</b></p> <p align="center"><b>Bus Ops</b></p> <p align="center"><b>SG</b></p> <p align="center"><b>SG</b></p>
6	<p><b>6. Consumer and passengers</b></p> <p><b>6.1. Operator and GCC survey reports</b></p> <ul style="list-style-type: none"> <li>- <b>MP:</b> Survey Results will be available online on the 26<sup>th</sup> January 2021.</li> <li>- <b>MP:</b> Survey Results go to the committee to review on the 2<sup>nd</sup> February 2021</li> </ul> <p><b>6.2. Verbal report of discussion with Get Glasgow Moving</b></p> <ul style="list-style-type: none"> <li>- <b>JA</b> reported on a zoom meeting between herself, GV and the Chair and Secretary of Get Glasgow Moving (BK, SG and LF also present) convened to allow JA to familiarise herself with the aims of GGM. She had to explain to GGM that the remit of the GBPSG did not extend to ownership or re-nationalisation of the bus companies but that she was aware of GGM's manifesto and website.</li>   <li>- <b>JA</b> reported that much of what the GBPSG would be doing would secure beneficial ticketing, timetabling and connectivity improvements for passengers/prospective passengers and that an attractive region wide capped single fare had to be explored. Operators present did not demur that improved operating conditions could facilitate such.</li> </ul> <p><b>6.3. Community transport interface</b></p> <ul style="list-style-type: none"> <li>- <b>GD (CT):</b> Integrating transport; some areas in Glasgow are not served, first and last mile schemes, main corridors, integrated ticketing to improve public transport, work with the commercial sector rather than compete with it.</li> </ul> <p><b>6.4. Accessibility</b></p> <ul style="list-style-type: none"> <li>- <b>JA:</b> GD (CT) has good contacts in accessibility</li> <li>- <b>JA:</b> Meeting with Representative from Dementia Group regarding bus travel.</li>   <li>➤ <b>MP/SG:</b> will provide link to Survey Results (GCC Website) to all attendees.</li> </ul>	<p align="center"><b>MP/SG</b></p>
7	<p><b>7. Influencing and messaging</b></p> <p><b>6.1 COP26</b></p> <ul style="list-style-type: none"> <li>- COP26 - imperative to demonstrate sustainable transport vision for the City.</li> </ul> <p><b>6.2. Under 19s</b></p> <ul style="list-style-type: none"> <li>- SSI and regulations are going in on Thursday 21<sup>st</sup> January 2021, important element of that policy is how do we get people back on the bus, "get on the bus campaign".</li> </ul> <p><b>6.3 Post Covid confidence - the bus and the City Centre, tourism.</b></p> <ul style="list-style-type: none"> <li>- <b>GV:</b> Increase Patronage by 25%, contribute to Post Covid confidence.</li> </ul>	

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	<ul style="list-style-type: none"><li>- <b>DB:</b> Tourism Point; parking for coaches and facilities for drivers, massive benefit to spending.</li><li>- <b>MP:</b> We need evidence-based view regarding travel demand &amp; residential parking.</li></ul> <p><b>6.4 Bid Brochure</b></p> <ul style="list-style-type: none"><li>- <b>JA:</b> Suggested a bid brochure providing a vision of what the bid could do for Glasgow. Aecom to develop as part of bid</li></ul>	<b>AECOM</b>
<b>8</b>	<p><b>8. AOCB</b></p> <ul style="list-style-type: none"><li>- <b>PG:</b> Press release for Scottish Ultra-Low Emission Bus Scheme (SULEBS) announcement on Wednesday 20<sup>th</sup> January 2021.</li><li>- <b>PG:</b> £25million grants on friday launch, diesel &amp; battery electric buses &amp; there will also be a good number of bids.</li><li>- <b>PG:</b> Closing Date: Bid for Funding; 21<sup>st</sup> February 2021.</li><li>- <b>SG:</b> Minutes &amp; Actions of the meeting will be published on the GCC website.</li><li>- <b>MP:</b> Inverclyde &amp; West Dunbartonshire will be attending the next meeting, awaiting response from East Dunbartonshire &amp; East Renfrewshire.</li><li>- <b>MP:</b> Minutes/Actions/Agenda will be sent to the Local authorities prior to the meeting.<ul style="list-style-type: none"><li>➤ <b>Action: LF:</b> Minutes/Actions/Agenda to the Local authorities prior to the meeting.</li></ul></li></ul>	<b>LF</b>
<b>9</b>	<p><b>Next Meeting</b></p> <p><b>Next Meeting Date:</b> 8<sup>th</sup> February 2021, 2:30pm – 4:30pm</p>	<b>ALL</b>

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