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Glasgow Bus Partnership (GBP) Steering Group Meeting

Minutes of Meeting

24<sup>th</sup> May 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:** Stuart Laird (SL)  
**EDC:** Thomas McMenamin (TM)  
**Inverclyde / WDC:** Gail MacFarlane (GM)  
**Renfrewshire:** Gerard Hannah (GH)  
**NLC:** Nicole Paterson (NP)  
Jim McGuire (JM)  
**SPT:** Bruce Kiloh (BK)  
**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:** Fraser Smith (FS)  
**AECOM:** Richie Fraser (RF)  
Andy Pike (AP)

Apologies:

Andrew Jarvis, First Group  
Colin Park, South Lanarkshire Council  
Donald Booth, SPT  
Fiona Doherty, Stagecoach  
Gordon Dickson, SPT  
Jane Corrie, East Renfrewshire Council  
Lucia Webster, Transport Scotland  
Michael Melton, Sustrans  
Peter Grant, Transport Scotland  
Sharon Wood, Transport Scotland

Item	Discussion/Decision	Actions
1.	<b>Welcome and apologies.</b>	
2.	<b>Minutes of last meeting 12 April, and any matters arising not otherwise on the agenda</b> <ul style="list-style-type: none"><li>DC informed the GBP that Andrew Jarvis was recently promoted within the First Group. DC is the Interim Managing Director and will attend future GBP meetings.</li><li>Minutes of last meeting agreed and can be uploaded on to Council Web Site</li></ul>	<b>SML</b>
3.	<b>Transport Scotland update</b> <ul style="list-style-type: none"><li>MP informed the meeting that several GBP members were invited to a Transport Scotland (TS) workshop which went well. TS will be holding a Final Approvals meeting on 8<sup>th</sup> June 2021. Feedback on the GBP application to be received on 10<sup>th</sup> June 2021.</li></ul>	

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4.	<p><b>Bus Partnership Governance – report by George Vincent and Marshall Poulton on the way forward</b></p> <ul style="list-style-type: none"> <li>• GV, MP and SG have been working on the Bus Partnership Governance. Similar to City Deal and is based on experience running other major projects. GV open to suggestions on amending the chart which was distributed to GBP members last week. GV highlighted the importance of making clear where decisions can be made within the governance model.</li> <li>• MP presented an organogram to attendees, describing the proposed structure and its elements such as workstreams and how each of these would report up to the relevant group responsible for reviewing these reports and making recommendations for sign-off.</li> <li>• MP highlighted that it was difficult to prepare job descriptions at present when it is not clear how many staff will be required to carry out projects – this depends on the level of funding awarded.</li> <li>• MP asked members of the GBP to submit their feedback on the Bus Partnership Governance by noon on Tuesday 1<sup>st</sup> June 2021.</li> <li>• GV asked GBP members to think about any staff that may be available to work on the workstreams identified.</li> <li>• DC said First Group are happy to contribute to all workstreams where possible and asked if the Project Coordination Group was set up to avoid conflicting with GBP objectives.</li> <li>• BK grateful to MP and the team for preparing the governance model and mentioned TS will be looking to see if this approach has been taken. Emphasised the role of bus operators is essential in this and that it is about how the GBP develops over time.</li> <li>• AP suggested having timescales on decisions being taken and also having another diagram below the chart to break down each workstream.</li> </ul>	All
5.	<p><b>Brochure Update – Lindsay Richardson</b></p> <ul style="list-style-type: none"> <li>• JA mentioned that GBP members received draft brochures from LR last week.</li> <li>• LR trying to have brochure ready in line with TS Award timescale. Asked the designer to use an existing template.</li> <li>• LR apologised for absence of logos but they will be included in the final draft of the brochure.</li> <li>• LR asked GBP members to provide feedback on the draft brochure by the close of play on Wednesday 26<sup>th</sup> May 2021.</li> </ul>	All
6.	<p><b>SPT Update – Bruce Kiloh</b></p> <ul style="list-style-type: none"> <li>• BK mentioned the Levelling Up Fund and that other Councils outside of Glasgow are looking into this. Closing date circa 20<sup>th</sup> June 2021.</li> </ul>	
7.	<p><b>Glas-Go Bus Alliance - Operators</b></p> <ul style="list-style-type: none"> <li>• SM provided an update on the Glasgow Bus Alliance (GBA). SM mentioned that the GBA is currently working on its structure and prior to its last meeting the GBA started to issue comms out.</li> <li>• GBA looking at producing a brochure around their work</li> <li>• GBA now looking to enlist third parties to maximise awareness of the GBA amongst the general public.</li> </ul>	
8.	<p><b>Building Bus Better / Election manifestos</b></p> <ul style="list-style-type: none"> <li>• This item was not discussed due to time. It was agreed this item could be carried over to the next Bus Partnership meeting.</li> </ul>	
9.	<p><b>The passenger experience; Transform Scotland Love the Bus</b></p> <ul style="list-style-type: none"> <li>• This item was not discussed due to time. It was agreed this item could be carried over to the next Bus Partnership meeting.</li> <li>•</li> </ul>	
10.	<p><b>AOCB</b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>	
11.	<p><b>Date of Next Meeting:</b> Monday 21<sup>st</sup> June 2021. Time 2:30pm – 4pm</p>	SML