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## Glasgow Bus Partnership (GBP) Steering Group Meeting

### Minutes of Meeting

Monday 24<sup>th</sup> October 2022 – 2pm to 4:20pm (hybrid)

<b>Attendees:</b>	<b>Independent Chair:</b>	Joan Aitken	(JA)
	<b>GCC:</b>	Stephen Macleod	(SML)
		Deborah Paton	(DP)
		Steve Gray	(SGR)
		Lindsay Richardson	(LR)
		Angus Bodie	(AB)
	<b>Renfrewshire:</b>	Gerard Hannah	(GH)
	<b>South Lanarkshire:</b>	Stuart Laird	(SL)
	<b>SPT:</b>	Donald Booth	(DB)
	<b>McGills:</b>	Ralph Roberts	(RR)
	Stagecoach	Fraser Smith	(FS)
	<b>West Coast Motors:</b>	Sharon Morrison	(SM)
	<b>BUS:</b>	Greig Mackay	(GM)
	<b>Jacobs:</b>	Andrew Kelly	(AK)
	<b>Steer:</b>	John Geelan	(JG)
	<b>FIRST</b>	John Maclean	(JM)
<b>Apologies:</b>	Amy Phillips, Transport Scotland		
	Alastair Scott, Renfrewshire Council		
	Bruce Kiloh, Strathclyde Partnership for Transport		
	Christine Francis, Glasgow City Council		
	Colin Craig, West Coast Motors		
	Colin Napier, McGills		
	Colin Park, South Lanarkshire Council		
	Daniel Spencer, Transport Scotland (DS)		
	Davina Bright, Sustrans		
	Duncan Cameron, First Bus		
	Eric Lesley, Transport Scotland		
	Fiona Doherty, Stagecoach		
	Gail MacFarlane, Inverclyde/West Dunbartonshire Councils		
	Gary Wood, North Lanarkshire Council		
	Gordon Dickson, Strathclyde Partnership for Transport		
	Graeme Macfarlan, First Bus		
	Graham Dunn, Community Transport		
	Jane Corrie, East Renfrewshire Council		
	Jill McGuire, Transport Scotland		
	John Shelton, East Renfrewshire Council		
	Kevin Argue, Glasgow City Council		
	Lesley Ann Biggam, North Lanarkshire Council		
	Liam Greene, West Dunbartonshire Council		
	Matt Davis, Sustrans		
	Murray Rogers, West Coast Motors		
	Paul White, CPT		
	Sharon Wood, Transport Scotland		
	Stephen Gibson, Glasgow City Council		
	Stephen Herron, Renfrewshire Council		
	Steven Walker, Inverclyde Council		
	Stuart Turnbull, Jacobs		
	Thomas McMenamin, East Dunbartonshire Council		

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Item	Discussion/Decision	Actions
1.	<b>Welcome and apologies and to note Transport Scotland will no longer attend</b> <ul style="list-style-type: none"><li>JA noted that Transport Scotland representatives will no longer attend GBP Steering Group Meetings – already holding monthly review meetings with GCC and Renfrewshire Council representatives via Workstream A</li></ul>	
2.	<b>Congratulations – to note any achievements by members including McGill’s – Scottish Public Transport Operator of the Year and First Glasgow for their Contribution to Sustainable Transport at Transport Times Scottish Transport Awards 2022; and to the Glasgow Bus Alliance for the Net Zero Award at the Glasgow Business Awards</b> <ul style="list-style-type: none"><li>JA highlighted these achievements at the meeting</li></ul>	
3.	<b>Minutes of the previous Meeting dated 22<sup>nd</sup> August 2022 and matters arising not otherwise on the agenda</b> <ul style="list-style-type: none"><li>Actions of the Minutes of the Previous Meeting dated 9<sup>th</sup> May 2022 were reviewed by attendees</li><li>Minutes of the last GBP Steering Group Meeting were approved. SML to upload this onto the GCC website</li><li>DP: The TRC is still being discussed within the Road department at GCC (Action under Item 2 in the Minutes of the last GBP Steering Group Meeting)</li><li>DP: Evaluated tenders for wider strategy; currently with procurement</li><li>Feedback received from bus operators on Bus Rapid Deployment TROs and their effectiveness</li><li>JA raised the issue of bus stop information and progress in updating. SPT (GD) had briefed her but she remained concerned. SM outlined the massive exercise involved but hoped as worst case that all would be updated by December. RR had updated the bus stops where McGills were sole operator. JA highlighted the need for cleaning of the information boards.</li></ul>	<b>SML</b>

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4.	<p><b>Case for Change Report and briefing on consultant work on the 5 bus corridors – Jacobs and Steer and related oral report on work of Workstream A (Steve Gray) including any feedback received by GCC colleagues from Transport Scotland</b></p> <ul style="list-style-type: none"> <li>• AK provided an update on works to date. Jacobs and Steer now in the middle of the Detailed Options Appraisal stage following completion of Case for Change stage. Identified best preliminary options for each of the five bus corridors in the form of packages. Now appraising these options as part of the Detailed Options Appraisal.</li> <li>• Feedback received from Transport Scotland on Transport Planning Objectives – no major concerns raised by Transport Scotland</li> <li>• Aiming to submit Detailed Options Appraisal report to Transport Scotland by end of November 2022 as part of their Gateway Review</li> <li>• JG: Steer collating information from AK's team to build-up the Strategic Business Case. Also have the financial case which will be informed by cost assessment. JG queried about other funding options out with Transport Scotland that could help deliver the interventions proposed for each bus corridor.</li> <li>• Governance structure for GBP – baseline to help progress things going forward but there will be an opportunity to review this</li> <li>• SG highlighted the differences in procurement between local authorities and the need to take cognisance of this challenge. JA asked that this issue on procurement be discussed between local authorities sooner rather than later to allay potential Transport Scotland concerns regarding procurement and payment processes delaying implementation and payments.</li> <li>• JG asked about lessons learned from similar projects for the GBP reflect on in the Strategic Business Case</li> <li>• AB asked AK about consultation exercise on preliminary options. AK informed the meeting that they reached out to Area Partnerships and business groups in Glasgow about each bus corridor. Good feedback received to date which will be incorporated in the Strategic Business Case. Intention is to engage with the general public in 2023 once preferred detailed options have been identified. Step-by-step process in line with STAG Appraisal Guidance.</li> <li>• SG provided an update on Workstream A and Monthly Review Meetings with Transport Scotland. Workstream A works are progressing well. Need to make sure the Transport Planning Objectives are measurable and achievable. This would demonstrate to Transport Scotland that they are robust enough and can be monitored effectively.</li> <li>• Future monthly review meetings with Transport Scotland to become more formal now that their representatives are no longer attending future GBP Steering Group meetings.</li> </ul>	<p><b>Local Authorities</b></p> <p><b>JG</b></p> <p><b>AK/JG</b></p>
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5.	<p><b>Workstream Roles and Outputs – to note the revised workings of the Workstream Roles and Outcomes document (attached) and receive brief oral Workstream reports: B – Gerard Hannah; C – Duncan Cameron; D – Ralph Roberts; E – Graeme Macfarlan (draft First videos of Tap On Tap Off attached); F – Joan Aitken; G – Deborah Paton; H – Bruce Kiloh</b></p> <ul style="list-style-type: none"> <li>• GH and SG provided an update on Workstream B works. Primarily focussed on Paisley Town Centre junction improvement works. Positively resolved issues discussed with Transport Scotland at a meeting last week. Intention is to go out to public consultation on junction improvement works in November 2022. Need to discuss and finalise design works with project team before it goes out to public consultation. Renfrewshire Council has formally submitted a change request to Transport Scotland. SML requested that GCC receive a copy of this change request to update the master version of the Project Plan for re-baselining. Works ongoing on Howard Street with intention of completing the bus pre-emption works and have them in operation by the end of November 2022.</li> <li>• RR provided an update on Workstream D works. Another meeting to be held with members to discuss the outputs of Workstream D. Current levels of enforcement are not sufficient to serve existing bus infrastructure/network. Need more resources and target support. Primary legislation will require changing to allow the use of on-bus cameras and enhance enforcement action. Glas-go Bus Alliance to arrange a meeting with GCC to discuss enforcement issues and behavioural change.</li> <li>• Workstream E: John MacLean (First Bus) provided video links on using ‘tap on tap off’ on buses – one for passengers and another for drivers. Useful feedback provided by GBP members to improve the videos which are currently draft. Meeting last week looking at the new multi-operator app. Huge amount of time spent on this. Need to revisit app to include other modes of transport. Workstream E group to reach out to existing and potential customers to see what they would like to see on the app.</li> <li>• JA provided an update on Workstream F works. Discussion on passenger experience on buses. John MacLean (First Bus) produced information on use of CCTV on buses to record figures on safety incidents. Physical violence on buses relatively rare. CCTV useful as evidence for vandalism against buses and risks to passengers from missiles. Important to distinguish on board the bus from going to the bus/waiting at stop - on board safer than going to/fro.</li> <li>• Future Funding Bids Workstream to be re-named ‘Workstream H’. SML to update the GBP organogram.</li> </ul>	<p><b>GH</b></p> <p><b>SM</b></p> <p><b>FS/GM/SM</b></p> <p><b>JA/SML</b></p>
6.	<p><b>Glas-go Bus Alliance and operator update</b></p> <ul style="list-style-type: none"> <li>• RR provided an update on behalf of Fiona Doherty. Three big activities: focus on recruitment, running service levels and government funding. Covid pandemic changed people’s attitudes – contributing to driver shortage facing the bus industry. Illnesses affecting services (e.g. late call-offs). Dialogue (Task Force) ongoing with Transport Minister regarding government assistance/funding for continuing bus services. Several bus routes across the City Region face being cancelled depending on future funding. Several bus operators have protocols in place to advise passengers about cancellations the night before passengers are due to travel. First and last bus services are rarely affected. SG queried if it would be sensible to issue an early warning about bus services being potentially cut but RR counselled against that.</li> </ul>	
7.	<p><b>BSIP and governance arrangements – to note report taken by Deborah Paton to GCC’s Environment, Sustainability and Carbon Reduction (ESCR) City Policy Committee of 4th October 2022:</b>  <a href="https://www.glasgow.gov.uk/councillorsandcommittees/agenda.asp?meetingid=18383">https://www.glasgow.gov.uk/councillorsandcommittees/agenda.asp?meetingid=18383</a></p> <ul style="list-style-type: none"> <li>• Link provided to this committee paper where more details can be read</li> </ul>	

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8.	<b>AOCB</b> <ul style="list-style-type: none"><li>SPT update provided by DB: Project underway on bus stop information. DB thanked bus operators for their input. Work underway on Zonecards; review of MyBus.</li><li><b>Discussion re whether to meet in person/on Teams. SL indicated a preference for Teams given that South Lanarkshire did not have works just now. RR did not like hybrids - but clarity needed on when a meeting will be in person or on Teams.</b></li><li>SL - South Lanarkshire keen to take forward funding for the South Lanarkshire parts of the original bids. DP proposed that an agenda item on next meeting invites each local authority to set out their expectations for future BPF funding.</li></ul>	JA
9.	<b>Date of next meeting</b> <ul style="list-style-type: none"><li>Monday 23<sup>rd</sup> January 2023, 2pm – 4pm</li></ul> MS Teams	

DR