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## Glasgow Bus Partnership Steering Group Meeting

### Minutes of Meeting

21 December 2020 – 3:30pm to 5.00pm

MS Teams Call

#### Attendees:

**Independent Chair:** Joan Aitken (JA)  
**GCC:** George Vincent (GV)  
Marshall Poulton (MP)  
Steven Gray (SG)  
**SPT:** [REDACTED] (LF)  
[REDACTED] (BK)  
[REDACTED] (DB)  
[REDACTED] (GD)  
**CPT:** [REDACTED] (PW)  
**FirstGroup:** [REDACTED] (JD)  
[REDACTED] (DC)  
[REDACTED] (AJ)  
**McGills** [REDACTED] (RR)  
**West Coast Motors:** [REDACTED] (SM)  
[REDACTED] (CC)  
**NLC:** [REDACTED] (NP)  
**TS:** [REDACTED] (SW)  
**BUG:** [REDACTED] (GM)  
**Aecom:** [REDACTED] (RF)

#### Apologies:

**TS:** [REDACTED] (PG)  
[REDACTED] (LW)  
**Stagecoach:** [REDACTED] (FD)  
**McGills:** [REDACTED] (CN)  
**GCC:** Christine Francis (CF)

Item	Discussion/Decision	Actions
1.	<b>1. Welcome and Introductions</b>  - <b>JA</b> welcomed everyone to the meeting.	
2.	<b>Minutes, Actions Arising from 7 December 2020 (not otherwise on agenda)</b>  - <b>JA:</b> Data agreement for all bus operators to be signed before next meeting (18 <sup>th</sup> January 2021) - <b>GV</b> will contact Get Glasgow Moving regarding briefing. - <b>GCC:</b> Sustrans and Smarter Choice for Smarter Places advised that they would like to participate and join future meetings. - <b>JA:</b> Terms of Reference are up-to-date. - <b>SG</b> drafted up data agreement sent to First bus to review before sending to other bus operators.  ➤ <b>Actions: GV:</b> Get Glasgow Moving to be invited meeting before next steering group meeting (18 <sup>th</sup> January 2021).	<b>GV</b>

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	<ul style="list-style-type: none"> <li>➤ <b>Actions: SG:</b> To invite Sustrans &amp; Smarter Choices for Smarter Places to join future meetings.</li> <li>➤ <b>Actions: Bus Ops:</b> Data agreement to be signed-off by all operators before next meeting.</li> </ul>	<p><b>SG</b></p> <p><b>Bus OPS</b></p>
3.	<p><b>3. Transport Scotland Update</b></p> <p><b>SW:</b> No update given.</p> <ul style="list-style-type: none"> <li>- 17th February Transport Scotland Event; speakers from Transport Scotland &amp; English Council Speakers.</li> <li>- A Bid newsletter was issued Mid-December.</li> </ul>	
4.	<p><b>4. Bus Priority Bid update</b></p> <p><b>4.1. Setting a project timeline</b></p> <ul style="list-style-type: none"> <li>- <b>JA</b> advised <b>GV</b> will take lead on the bid.</li> <li>- <b>JA</b> had a informal meeting with Citylink and they are willing to sign a data agreement.</li> </ul> <p><b>4.2. Delivery team and appointment of consultant</b></p> <ul style="list-style-type: none"> <li>- <b>SG</b> will reissue the organogram for everyone to review.</li> <li>- <b>SG</b> introduced RF from Aecom to the meeting.</li> </ul> <p><b>4.3. Bid skeleton and geography</b></p> <ul style="list-style-type: none"> <li>- <b>JA</b> advised <b>SG &amp; RF</b> to research the boundaries: G1 and G2 zones.</li> <li>- <b>SG &amp; RF</b> will research the bid and the infrastructure.</li> <li>- <b>RR &amp; AJ</b> provided sample bus priority requirement reports.</li> <li>- <b>RR:</b> The zone card scheme under review, looking into smartcard enable scheme &amp; simplification of the zones &amp; simplified zone map.</li> <li>- <b>JA</b> advised <b>SG</b> to provide a document with a list of people regarding working groups and circulate by 11<sup>th</sup> January.</li> <li>- <b>JA</b> advised <b>SG &amp; RF</b> to research bus corridor data &amp; information.</li> </ul> <p><b>4.4. Populating work groups</b></p> <ul style="list-style-type: none"> <li>- <b>JA</b> advised <b>SG &amp; RF</b> to research previous city deal report for ideas/suggestions. <ul style="list-style-type: none"> <li>➤ <b>Action: All:</b> SG will re-issue the organogram for everyone to review before the next meeting.</li> <li>➤ <b>Action: SG:</b> To provide a list of people regarding working groups and circulate by 11th January.</li> <li>➤ <b>Actions: SG &amp; RF:</b> Investigate data analysis regarding bus corridors.</li> <li>➤ <b>Actions: SG &amp; RF:</b> Review previous city deal report for ideas/suggestions</li> </ul> </li> </ul>	<p><b>SG</b></p> <p><b>SG</b></p> <p><b>SG/RF</b></p> <p><b>SG/RF</b></p>
5	<p><b>5. Consumer and passenger needs/wishes/visibility</b></p> <p><b>5.1 Operator surveys</b></p> <ul style="list-style-type: none"> <li>- <b>SM:</b> Around 1,800 respondents completed the survey.</li> <li>- <b>SM:</b> Results are being analysed.</li> </ul>	

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	<p><b>5.2 GCC survey</b></p> <p>MP provided an update on Connecting Communities Public Conversation</p> <ul style="list-style-type: none"> <li>- The chair asked about availability of public conversation findings report.</li> <li>- <b>MP:</b> reported that doc will be finalised early new year, report will be made public at environment and sustainability committee on 2nd Feb 2021.</li> </ul> <p><b>5.3. Identifying unmet needs and growth targets</b></p> <ul style="list-style-type: none"> <li>- <b>JA</b> advised bus operators to research Community Transport in the group &amp; community service providers.</li> <li>- <b>JA</b> advised <b>GM</b> to research what the bus passengers want; aspirations and ideas.</li> <li>➤ <b>Action: Bus Ops:</b> Research for all bus 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>Bus OPS</b></p> <p><b>GM</b></p>
6	<p><b>6. Influencing and messaging</b></p> <p><b>6.1 COP26</b></p> <ul style="list-style-type: none"> <li>- JA stressed the importance of this issue and the need to consider its implications going forward.</li> </ul> <p><b>6.2. Under 19s</b></p> <ul style="list-style-type: none"> <li>- JA stressed the importance of this issue and the need to consider its implications going forward.</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>- JA stressed the importance of this issue and the need to consider its implications going forward</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>Cancel Meeting of 11th January 2021, reorganise for 18th January 2021.</p> <p><b>Next Meeting Date:</b> 18<sup>th</sup> January 2021, 3:30pm – 5pm</p>	<p><b>SG</b></p> <p><b>ALL</b></p>