

Minutes of Main Committee Meeting of MACS

Held at 1330hrs on 18 July 2007 in the Dunfermline Business Centre, Dunfermline

Present

Members: Trevor Meadows (Convener)
George McKendrick
John Moore
Alan Rees
Fiona McCall
Bryan Alexander

Secretariat: Emma Sinclair, Secretary

1. Welcome and apologies

1.1 Trevor welcomed everyone to the meeting.

1.2 Apologies had been received from Mairi O'Keefe, Jane Horsburgh, Roderick McLeod and Georgina Hobhouse.

2. Minutes of 23 May 2007 meeting

2.1 The minutes of the meeting were accepted.

- **ACTION 1: Secretariat to place the minutes on the MACS website.**

3. Report back from SWG

3.1 Alan began by discussing the group's thoughts on the income and disability briefing paper. The group thought that it should be expanded and relate more to links between disability and poverty with perhaps a broader title of "Disability, poverty and transport". John fed in the PRWG thoughts on the paper saying that the group considered what the paper was trying to achieve in terms of providing advice to Scottish Ministers and that the MACS view on the issues should be incorporated.

Trevor indicated that an Age Concern paper had recently been published that might be relevant to the topic. Alan said that he had given a number of useful documents to Kerry McDonald.

- **ACTION 2: Secretariat to redraft income and disability briefing paper and table at the next Main Committee meeting.**

3.2 Alan continued his feedback from SWG. He said that a response to the DfT air consultation had been submitted. It was agreed that the papers relevant to the EU air regulations should be circulated to all members for information.

- **ACTION 3: Secretariat to circulate papers relating to DfT air consultation on EU regulations.**

3.3 Alan concluded saying that the policy statement on travel by bus, coach and minibus was still being considered in draft, and that the group would be considering the Scottish Rail Authority Code of Practice and Concessionary Travel Review in forthcoming meetings.

4. Report back from PRWG

4.1 John provided feedback on the PRWG meeting. He said that the group would like to meet with Basil Haddad and George Davidson to discuss Demand Responsive Transport (DRT) and the group's concerns. In addition, the group is fine-tuning the Paul Beecham reports. On the MACS Survey, the group and Secretariat will be preparing the tendering document.

5. Ferries Working Group

5.1 Roderick produced a paper for the Main Committee meeting on his thoughts about the direction for the ferries working group. All members agreed that this was a useful document and were content for the secretariat to progress researching some of the issues.

- **ACTION 4: Secretariat to progress collecting information outlined in Roderick's paper on the ferries working group.**

6. Secretariat Update

6.1 Trevor invited Emma to provide an update from the Secretariat. Emma said that members should consider whether they need an August meeting (given the absence of Trevor and Mairi from the meeting). It was agreed that the August meeting should be cancelled and that the Secretariat would trawl for MACS meeting dates for the rest of the year given Mairi's lack of availability on most of the MACS meeting dates because of a regular work commitment.

- **ACTION 5: Secretariat to send an email to members cancelling the August meeting and trawling for dates for MACS meeting for the rest of the business year (to end of March).**
- **ACTION 6: Members to provide availability for MACS meeting dates in response to email from Secretariat.**

6.2 Emma added that the MACS annual report had been submitted to Scottish Ministers in advance of the deadline of 30 June. Emma said she would be working on creating a summary version for circulation to stakeholders. She had been waiting for Trevor to approve the remuneration document after suggested revisions at the last meeting. Trevor has now approved it and the document will be sent to the Scottish Ministers.

[Post-meeting note: the document was sent on 19 July 07]

7. Appraisals

7.1 Trevor invited Emma to speak about carrying out the Members appraisals. Trevor and Mairi had discussed the appraisals and decided that following their own assessment of members, members should complete self-assessment forms so that any conversation about the appraisal should focus on areas of disagreement. However, members were unhappy about completing the forms on the basis that they had already done so in the previous year for an appraisal exercise that was not completed. Trevor agreed that he and Mairi would search for the forms that had been completed from the previous year and where these existed, they should be used to form the basis of the appraisal conversation.

- **ACTION 7: Trevor and Mairi to send Secretariat copies of members' self-appraisal forms from last year.**
- **ACTION 8: Secretariat to circulate self-assessment forms to those members who have not completed one previously.**
- **ACTION 9: Secretariat to provide Trevor and Mairi with a summary of the self-assessment forms for them to have a discussion with individual members about the appraisal.**
- **ACTION 10: Trevor and Mairi to conduct appraisal discussions with members.**

8. Quarterly Review of Work Programme

8.1 Members discussed the paper on the quarterly review of the work programme. The following decisions were made:

- **Feedback from working groups in Main Committee**

8.2 The recommendation was to have a "cooling off" period after the working group meetings so that any decision made in the working group meetings in the morning cannot be changed in the feedback to the main committee in the afternoon.

8.3 Members **approved the recommendation** on the basis that any decision could be changed at Main Committee where the revision was clear cut based on new information or insight. More complex areas would be considered for a further week allowing further discussion and exchange of views by email or phone. The Chair with the Convener would then finalise the changes.

- **ACTION 11: Convener, Chairs of working group and secretariat to enforce recommendation on feedback from working groups to Main Committee at all future meetings from 18 July 2007.**

- **External meetings**

8.4 The recommendation was that a central list of external meetings is to be held by the Secretariat whereby individual members are identified as representatives for that group and a means of providing feedback to other members is put in place.

8.5 Members **approved the recommendation.**

- **ACTION 12: Secretariat to improve system to track external meetings, identify representatives and create feedback mechanism.**

- **Time input of members**

8.6 The question posed was whether members were happy with the division of labour. Members had a broad-ranging discussion including the fact that some newer members need to gain the confidence to represent MACS at external meetings and suggesting shadowing mechanisms; required reading material should be established for members; the role of the appraisal process; questioning whether the current set-up is the best way that MACS can operate and whether MACS priorities should change, for example, to communicate better with the Scottish Executive.

- **ACTION 13: Secretariat to create fuller briefing paper on this issue for consideration at the next Main Committee meeting.**

9. Any other Business (AOB)

Emma raised two items of AOB. The first was a proposal from the Disability Rights Commission (DRC) to run a Disability Equality Duty (DED) information session for MACS following a successful model used with other organisations. Members would appreciate someone from the DRC giving a short synopsis of the DED as it applies to the provision of transport services at the next Main Committee meeting.

- **ACTION 14: Secretariat to give feedback to the DRC, inviting them to speak at the next Main Committee meeting on how DED relates to MACS' role.**

Emma's second item was also in relation to the DRC. They had contacted MACS to ask for information on issues and priorities that members see for Regional Transport Partnerships (RTPs) in meeting the requirements of the DED. It was agreed that the Secretariat would investigate whether any information currently existed in this area and circulate the request to members in the weekly update in order for members to reply on an individual basis.

- **ACTION 15: Secretariat to look for any background information that would be of help to DRC in relation to RTPs fulfilling their DED duty;**
- **ACTION 16: Secretariat to circulate request from DRC in weekly update to seek contributions from individual members;**
- **ACTION 17: Members to contribute to DRC request for information on RTPs and fulfilling their DED duty.**

**Secretariat
July 2007**

Action Points from Main Committee Meeting on 18 July 2007

Members

Action No.	Action	By When	Completed
6	Members to provide availability for MACS meeting dates in response to email from Secretariat.	Date specified in email.	Completed
7	Trevor and Mairi to send Secretariat copies of members' self-appraisal forms from last year.	3 August	Completed
10	Trevor and Mairi to conduct appraisal discussions with members.	31 August	
11	Convener, Chairs of working group and secretariat to enforce recommendation on feedback from working groups to Main Committee at all future meetings from 18 July 2007.	Ongoing	Ongoing
17	Members to contribute to DRC request for information on RTPs and fulfilling their DED duty.	3 August	Completed

Secretariat

Action No.	Action	By When	Completed
1	Secretariat to place the minutes on the MACS website.	3 August	26 July
2	Secretariat to redraft income and disability briefing paper and table at the next Main Committee meeting.	Week before Sept meeting	
3	Secretariat to circulate papers relating to DfT air consultation on EU regulations.	3 August	3 August
4	Secretariat to progress collecting information outlined in	31 August	30 August

	Roderick's paper on the ferries working group.		
5	Secretariat to send an email to members cancelling the August meeting and trawling for dates for MACS meeting for the rest of the business year (to end of March).	3 August	26 July
8	Secretariat to circulate self-assessment forms to those members who have not completed one previously.	10 August	8 August
9	Secretariat to provide Trevor and Mairi with a summary of the self-assessment forms for them to have a discussion with individual members about the appraisal.	22 August	30 August
11	Convener, Chairs of working group and secretariat to enforce recommendation on feedback from working groups to Main Committee at all future meetings from 18 July 2007.	Ongoing	Ongoing
12	Secretariat to improve system to track external meetings, identify representatives and create feedback mechanism.	31 August	Ongoing
13	Secretariat to create fuller briefing paper on this issue (time input of members) for consideration at the next Main Committee meeting.	Week before Sept meeting	21 September
14	Secretariat to give feedback to the DRC, inviting them to speak at the next Main Committee meeting on how DED relates to MACS' role.	27 July	9 August – September meeting too late.
15	Secretariat to look for any background information that would be of help to DRC in relation to RTPs fulfilling their DED duty.	3 August	3 August

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16	Secretariat to circulate request from DRC in weekly update to seek contributions from individual members.	27 July	27 July
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