

Minutes of Main Committee Meeting of MACS

Held at 1400hrs on 23 May 2007 in the Dunfermline Business Centre, Dunfermline

Present

Members:

Trevor Meadows (Convener)
Mairi O'Keefe (Deputy Convener)
George McKendrick
Roderick McLeod
John Moore
Alan Rees
Fiona McCall
Bryan Alexander

Secretariat:

Emma Sinclair, Secretary

Observers:

Lynne Duff, Scottish Executive
Andy Kirby, Secretary of DPTAC

1. Welcome and apologies

1.1 Trevor welcomed everyone to the meeting and welcomed back Mairi from a 6-month period of leave.

1.2 Apologies had been received from Jean Dunlop, Jane Horsburgh and Georgina Hobhouse.

2. Minutes of 11 April 2007 meeting

2.1 Members suggested a few amendments to the minutes. Once incorporated, the minutes of the meeting were accepted.

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

3. Report back from SWG

3.1 Alan said that the working group had discussed 3 main issues. It was decided that further work should be done on the Policy Statement on Travel by Bus, Coach and Minibus, particularly in light of the presentation given by Marjory Rodger from the Confederation of Passenger Transport. Alan said that if any

members had any further comments on the policy statement, they should be sent to the secretariat in the next 14 days; he hoped to conclude the policy statement without a further meeting.

- **ACTION: Members to send comments on the Policy Statement on Travel by Bus, Coach and Minibus to the Secretariat by 6 June.**
- **ACTION: Secretariat to incorporate any comments from members into the policy statement and send to Alan for final approval.**

3.2 The working group considered the National Transport Strategy and its associated documents, and was keen to clarify whether the new administration would change or maintain the strategies. The group would seek an early meeting with the Minister on this and MACS' role in providing advice to the Scottish Executive (action covered by working group minutes).

3.3 Finally, the working group considered the air consultation currently being conducted by the Department for Transport and would sign it off at the next meeting. Alan welcomed comments from all members on the consultation before 12 June.

- **ACTION: Members to send any comments on the Department for Transport air consultation to the Secretariat by 12 June.**

4. Report back from PRWG

4.1 John said that the working group discussed the Demand Responsive Transport (DRT) report produced by Paul Beecham and agreed that the group should write to Alastair Wilson in the Scottish Executive to express concerns about the mechanism being used for DRT. A second letter would be sent to Directors of the Regional Transport Partnerships (RTPs) (action covered by working group minutes). He also said that the working group had agreed to look again at the pilot on self-assessment for concessionary fares in terms of the MACS and the Scottish Executive roles.

5. Internal Business – Secretariat Report

PTUC Induction Day

5.1 Emma provided an update on the PTUC induction day. She said that PTUC members wanted to have an independent induction day in order that they could discuss their work programme. It was agreed that Emma would provide a short presentation on MACS to the PTUC induction day. It was also suggested that MACS should consider an awayday after the recruitment of new members to the Committee.

- **ACTION: Secretariat to produce draft presentation to provide at the PTUC induction day for clearance by Trevor, John, Mairi and Alan.**
- **ACTION: Secretariat to brief members on a potential awayday at end of 2007 (to take place after recruitment of new members).**

Annual Report

5.2 Roderick expressed concerns about the format and argued for a more concise, glossy version to attract attention. Mairi reminded members that the annual report was a statutory requirement and therefore should include as much information about MACS work as possible. It was agreed that a more detailed report (similar to that provided) should be produced with a summary version produced as a secondary priority. Alan commented that he had provided Kerry with comments on the Services Working Group section of the Annual Report.

- **ACTION: Secretariat to revise draft annual report in line with members' comments and re-circulate for comments by 8 June.**

Remuneration Business Case

5.3 Members were pleased with the draft remuneration business case. Mairi suggested adding in the time constraints on members who work full-time. Andy added that the draft local Transport Bill recently published contains a public statement on the intention of the Department for Transport to provide DPTAC members with remuneration.

- **ACTION: Secretariat to finalise remuneration business case and draft a covering letter for Trevor to send to the Sponsor Branch in the Scottish Executive.**

Recruitment of new members

5.4 Emma invited Lynne to provide an update on the recruitment process for new MACS members. Lynne said that the Scottish Executive would be advertising to bring the number of members up to 15 and that the process would be progressed once the Skills Matrix for existing members had been completed by Trevor and Mairi.

- **ACTION: Trevor and Mairi to complete skills matrix on existing members, Secretariat to finalise and send to Lynne Duff in the Scottish Executive.**

6. Any other Business

Discussion paper on income and disability

6.1 Members found the discussion paper useful. Roderick said that disabled people should not be financial advantaged or disadvantaged in relation to transport. Trevor added that a lot more could be added into the paper and Mairi suggested looking at employment. Alan highlighted a briefing paper produced by Transform Scotland on Socially Just Transport. It was agreed that gaps in the paper should be discussed in more detail at the next working group meetings and any comments should be fed into the secretariat to amend the paper accordingly.

- **ACTION: Secretariat to circulate Transform Scotland briefing paper on Socially Just Transport to all members.**
- **ACTION: Secretariat to add an agenda item to the next working group meetings to discuss the paper on income and disability and any comments to be fed into the secretariat to revise the paper accordingly.**

Ferries working group

6.2 Roderick said that he had not been able to devote sufficient time to this project given the recent elections. It was agreed that

when the DPTAC consultation paper was circulated, MACS would consider its response to the paper then and that Roderick would consider a longer-term project on ferries and bring details to the next Main Committee meeting.

- **ACTION: MACS to consider response to DPTAC consultation paper on ferries once it is published.**
- **ACTION: Roderick to consider a longer-term project on ferries and bring details of the way forward to the next Main Committee meeting.**

Developing a Training Framework for Front Line Transport Staff

6.3 Emma provided details of research commissioned by DPTAC to develop a training framework and generic principles for disability equality and awareness training for front line transport staff and to identify training solutions that address the fear of crime on public transport. MACS had been invited to sit on the steering group and to take part in a telephone interview with the researcher about the topic; these should be two different people. It was agreed that Emma would circulate the papers and that anyone interested should notify the Secretariat by 8 June.

- **ACTION: Secretariat to circulate papers on steering group.**
- **ACTION: Members to contact the Secretariat by 8 June if they are interested in either sitting on the steering group or speaking to the researcher about the topic as a telephone interview.**

**Secretariat
May 2007**

Action Points from Main Committee Meeting on 11 April 2007

Members

Agenda Item	Action	By When	Completed
3.1	Members to send comments on the Policy Statement on Travel by Bus, Coach and Minibus to the Secretariat by 6 June.	6 June	6 June
3.3	Members to send any comments on the Department for Transport air consultation to the Secretariat by 12 June.	12 June	12 June
5.4	Trevor and Mairi to complete skills matrix on existing members.		23 May
6.2	Roderick to consider a longer-term project on ferries and bring details of the way forward to the next Main Committee meeting.	13 June	8 July
6.3	Members to contact the Secretariat by 8 June if they are interested in either sitting on the steering group or speaking to the researcher about the topic as a telephone interview.	8 June	8 June

Secretariat

Item	Action	By When	Completed
2.1	Secretariat to place the minutes on the MACS website.	15 June	After meeting
3.1	Secretariat to incorporate any comments from members into the policy statement on Travel by Bus, Coach and Minibus and send to Alan for final approval.	13 June	13 June
5.1	Secretariat to produce draft presentation to provide at the	6 June	5 June

	PTUC induction day for clearance by Trevor, John, Mairi and Alan.		
5.1	Secretariat to brief members on a potential awayday at end of 2007 (to take place after recruitment of new members).	December 2007	
5.2	Secretariat to revise draft annual report in line with members' comments and re-circulate for comments by 8 June.	8 June	4 June
5.3	Secretariat to finalise remuneration business case and draft a covering letter for Trevor to send to the Sponsor Branch in the Scottish Executive.	13 June	18 July
5.4	Trevor and Mairi to complete skills matrix on existing members, Secretariat to finalise and send to Lynne Duff in the Scottish Executive.	1 June	30 May
6.1	Secretariat to circulate Transform Scotland briefing paper on Socially Just Transport to all members.	1 June	1 June (weekly update)
6.1	Secretariat to add an agenda item to the next working group meetings to discuss the paper on income and disability and any comments to be fed into the secretariat to revise the paper accordingly.	13 June	11 July
6.2	MACS to consider response to DPTAC consultation paper on ferries once it is published.	Watching brief	
6.3	Secretariat to circulate papers on steering group.	1 June	1 June (weekly update)