

## Minutes of Main Committee Meeting of MACS

Held at 1330hrs on 22 November 2007 in the Dunfermline Business Centre, Dunfermline

### Present

**Members:** Roderick McLeod  
Jane Horsburgh  
Fiona McCall  
George McKendrick  
John Moore  
Alan Rees

**Secretariat:** Emma Sinclair, Secretary

**Observers:** George Davidson, Scottish Government  
Jimi Adeleye, Secretary of DPTAC

### 1 Welcome and apologies

- 1.1 Roderick McLeod (Roderick took the Chair in the absence of the Convener and Vice Convener) welcomed everyone to the meeting. Apologies had been received from Jean Dunlop, Bryan Alexander, Trevor Meadows and Mairi O'Keefe. Roderick welcomed Jimi Adeleye to the post of Secretary of DPTAC.

### 2 Minutes of previous meeting and matters arising

- 2.1 Members accepted the minutes of 28 September 2007.

➤ **ACTION 1: Secretariat to post minutes from 28 September meeting on the website.**

- 2.2 Roderick asked Emma to review the action points from the previous meeting; most of the points had either been progressed or were ongoing.

- 2.3 Emma said that action point 9 (relating to the Convener writing to the Minister in relation to a meeting) had not been progressed because of Trevor's current absence. She added that Lynne Duff had undertaken action 14 (to find out how to progress appraisals). George said that he would deal with

that action as part of the Scottish Government update (item 7 on the agenda).

- 2.4 Fiona also reminded members that she would be attending a DPTAC meeting on training for transport staff group on 12 December and so she was still willing to receive information from other members about the names of trainers in transport operators who conduct staff training.

➤ **ACTION 2: Secretariat to recirculate email relating to Fiona's request on DPTAC staff training.**

- 2.5 Members also requested to be resent various pieces of information from the last meeting.

- **ACTION 3: Secretariat to send a reminder of MACS meeting dates to all members, including the February date.**  
➤ **ACTION 4: Secretariat to circulate external meetings form to Alan.**

### **3 Report back from Services Working Group (SWG)**

- 3.1 Alan began his report back speaking about the MACS website. He said that SWG had been invited to consider the website and that he was very disappointed by its content which was largely out of date. He argued that the system worked when MACS had control over their own website. Emma said that she acknowledged that work needed to be done on the website and that the secretariat had been stretched of late. However, she agreed to liaise urgently with the Scottish Government about making information on the website up-to-date and to report back at the next meeting.

➤ **ACTION 5: Secretariat to liaise urgently with the Scottish Government about updating the MACS website.**

- 3.2 Alan said that SWG were making one final push to try and get data for the taxi survey as complete as possible by the end of the year. He added that he had reported his findings to SESTRAN who were conducting similar work in their area. Roderick suggested that Audit Scotland might be interested in seeing the final report.

- 3.3 Alan continued that SWG hoped to complete the taxi and private hire policy by the next meeting and that they had drafted a policy statement on Demand Responsive Transport (DRT). The SWG had a watching brief on Scotland's winning bid for the Commonwealth Games and will contact the person responsible for the Games to ask how MACS can best advise; it was agreed by members that MACS should pursue having membership of the steering group. The group had also been considering Home Zones and Shared Surface schemes and Alan invited Jane to speak about it. Jane said that research by the Guide Dogs for the Blind Association had found nothing so far that could be incorporated into shared surfaces that replaces a kerb. Jane said that MACS should take forward this issue with Scottish Ministers and that she was writing a briefing paper on the issue.

#### **4 Report back from Policy and Research Working Group (PRWG)**

- 4.1 John reported back from the PRWG's meeting. He said that there had been delays to taking forward the work on the DRT Guidance due to procurement rules but he hoped that things would be progressed in the next few weeks. John said that the DRT budget had been moved from the control of Regional Transport Partnerships (RTPs) to Local Authorities and that PRWG would write a letter to the Minister expressing concern about the removal of ring-fenced money from DRT.
- 4.2 John said that PRWG had also considered the MACS Strategy document which incorporated the Routemap and that the Secretariat would continue working on the document to present it at the MACS "Awayday" in February. The group had almost finished considering the MACS survey tender document which would be circulated to all members for comment shortly. John added that the work was likely to spill over into next year. Finally the group had a presentation from Halcrow on the review of concessionary fares. The Halcrow representative, Paul McCartney, said that he wanted to have a continuing relationship with MACS on the work. Members requested that the Halcrow remit paper should be circulated to all members.

- **ACTION 6: Secretariat to circulate Halcrow's remit to all members.**

## **5 Secretariat Update**

- 5.1 Emma provided feedback forms from 2 meetings that she had attended on behalf of MACS since the last Main Committee meeting. Members were content with the feedback.

## **6 Members Update**

- 6.1 Jane provided a feedback form from a meeting she had attended on behalf of MACS. Members were content with the feedback.
- 6.2 Members considered a draft letter responding to the DPTAC Consultation on guidance for accessible shipping services. Members were happy with the draft response.

- **ACTION 7: Secretariat to send MACS response to DPTAC Consultation on guidance for accessible shipping services.**

## **7 Scottish Government Update**

- 7.1 George provided an update from the Scottish Government. He said that the Spending Review had brought the announcement that the funding of DRT services would move back to the control of Local Authorities. He continued that Scottish Ministers were conducting a review of the public service landscape, in particular Non-Departmental Public Bodies (NDPBs). George said that there should be a decision on the future of NDPBs by the end of the year. George said that he had spoken to his bus and taxi policy colleagues who had said that some taxis had started providing a DRT service. He said he would keep Emma informed about developments. Finally George said that he and Lynne had discussed member appraisals and wondered whether Roderick could progress them. Roderick indicated that he would consider the issue with Emma.

- **ACTION 8: Roderick to consider progressing member appraisals with Emma.**

7.2 Roderick said that on recruiting new members, he had noted that there appeared to be a gap in recruitment at 4 1/2 years and wondered whether it was a deliberate policy choice or a mistake. George said that the current recruitment exercise had been suspended until the conclusion of the review of public bodies had taken place but agreed to look into the issue. Alan queried whether there would also be a review in May 2009 of MACS and George said that new members would be recruited on the basis of a 3 year term.

➤ **ACTION 9: George to look into historical timeframe relating to the recruitment of new members.**

7.3 Roderick asked for a DPTAC update to be added to future Main Committee agendas.

➤ **ACTION 10: DPTAC Update to be added to Main Committee agenda in the future.**

## **8 AOB**

8.1 Jane congratulated DPTAC on recently launching resources on inclusive design of the physical environment to design and technology teachers. Jimi gave more detail about the resource which they hoped to extend to universities as well as colleges and schools.

**MACS Secretariat  
November 2007**

## Action Points from Main Committee Meeting on 22 November 2007

### Members

Action No.	Action	By When	Progress
8	Roderick to consider progressing member appraisals with Emma.	31 Dec	

### Secretariat

Action No.	Action	By When	Progress
1	Secretariat to post minutes from 28 September meeting on the website.	31 Jan	
2	Secretariat to recirculate email relating to Fiona's request on DPTAC staff training.	30 Nov	
3	Secretariat to send a reminder of MACS meeting dates to all members, including the February date.	30 Nov	
4	Secretariat to circulate external meetings form to Alan.	30 Nov	
5	Secretariat to liaise urgently with the Scottish Government about updating the MACS website.	31 Dec	
6	Secretariat to circulate Halcrow's remit to all members.	30 Nov	
7	Secretariat to send MACS response to DPTAC Consultation on guidance for accessible shipping services.	5 Dec	
10	DPTAC Update to be added to Main Committee agenda in the future.	Ongoing	

### Other

Action No.	Action	By When	Progress
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9	George to look into historical timeframe relating to the recruitment of new members.	31 Jan	
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