

Minutes of Main Committee Meeting of MACS

Held at 1330hrs on 28 September 2007 in the Dunfermline Business Centre, Dunfermline

Present

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

Secretariat: Emma Sinclair, Secretary

Observers: George Davidson, Scottish Government
Lynne Duff, Scottish Government

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, Trevor Meadows, Mairi O'Keefe, Euan Page, Disability Rights Commission and Andy Kirby, Disabled Persons Transport Advisory Committee (DPTAC). Roderick noted that Andy Kirby was moving into a new job and asked Emma to pass on the Committee's best wishes for the future.

➤ **ACTION 1: Secretariat to pass onto Andy Kirby the Committee's best wishes for the future.**

1.2 Roderick notified members that Georgina Hobhouse had resigned from the Committee. Alan and Roderick expressed concern about the number of members remaining on the Committee and the number required from the current recruitment exercise. Lynne Duff reassured members that the recruitment exercise was endeavouring to bring MACS membership up to 15 with the appointment of new members (following the recruitment process) due on 1 April 2008.

2 Minutes of previous meeting and matters arising

2.1 Members had no comments on the minutes from the 18 July meeting.

➤ **ACTION 2: Secretariat to post minutes from 18 July meeting on the website.**

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

2.3 Roderick reminded members that the Convener had recently received a response from the Minister for Transport, Infrastructure and Climate Change in response to MACS' business case requesting that the Scottish Government consider paying MACS members an allowance. The Minister decided that MACS members should not receive an allowance. George Davidson and Lynne Duff had advised the Secretariat that they would answer questions about the reason for this decision at the meeting.

2.4 George Davidson said that MACS had operated for a number of years without allowances and that this had counted against the business case. The case had now been heard by two different Ministers – Tavish Scott and Stewart Stevenson – both of whom did not understand how the work of MACS had changed in order that it should warrant payment of an allowance. The Minister was of the view that payment of the Public Transport Users Committee (PTUC) had no bearing on the payment of MACS members. The Committee engaged in a discussion with George on the issue and made clear that their concern was regarding the sustainability of the Committee rather than self-interest. George agreed to feed back the Committee's views to the Minister.

3 Report back from Services Working Group (SWG)

3.1 Alan reported back from the Services' Working Group meeting. Firstly, Alan reported on comments from the taxicard scheme survey sent to local authorities, which will feed into the group's policy statement on taxis. This had been circulated to members but Alan was still keen to receive comments. He would circulate the draft taxi policy statement

to members towards the end of October for sign-off at the November meeting. Alan said that the group was also commenting on First Scotrail's Disabled Person's Protection Policy (DPPP) and looking at their other work programme commitments.

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

- 4.1 John reported back from the PRWG's meeting. He said that the group had been looking at the MACS' Routemap and thought that it could be made into a more useful document. John requested members' approval to review the routemap and received it. Alan recommended that the group take into consideration the transport recommendations of the Equal Opportunities Committee from the previous session of the Scottish Parliament.

➤ **ACTION 3: PRWG to review MACS routemap.**

- 4.2 John said that the group were still considering Demand Responsive Transport (DRT) Guidance and would be meeting George Davidson to put forward robust evidence in support of their concerns. George said that he was happy to meet the members but that he would not be able to respond in advance of a public statement by the Minister due in mid-October. The group were also considering the review of national concessionary fares and feeding in the group's areas of concern. George Davidson recommended speaking directly to the consultants, Halcrow. Alan said that in theory SWG had in their work programme to consider the national concessionary fares review but that he was happy for SWG to feed into PRWG's work.

➤ **ACTION 4: PRWG to circulate draft letter on review of concessionary fares to all members before sending.**

- 4.3 John concluded saying that PRWG were still doing work on the MACS survey.

5 Secretariat Update

5.1 Roderick introduced the update by saying that Ruth White would be leaving the MACS Secretariat at the end of October. Roderick thanked Ruth for all her work for the Committee.

5.2 Emma reminded members that at the last meeting there was a decision to provide greater structure to the process of attending and feeding back from external meetings. Some members had responded with preferences for meetings that they would like to attend but not everyone had. Emma said that she would ask Ruth to recirculate the email containing the form listing all external meetings and encouraged members to respond.

➤ **ACTION 5: Secretariat to recirculate email relating to external meetings and request feedback.**

5.3 Jane asked whether a feedback form had been produced. Emma said that one had but it was quite a generic form; members requested that the form be revised to include specific questions about the meeting on which to base feedback.

➤ **ACTION 6: Secretariat to revise external meetings feedback form and circulate to members.**

6 Briefing Paper on Disability, Poverty and Transport

6.1 Following agreement at the last MACS meeting, the Secretariat had included further information in this briefing paper together with the key concerns arising from the information. While some members expressed interest in developing the work further, other members expressed concern about whether it was MACS' role to look into this issue and the fact that other organisations focused on the work of disability and poverty. It was agreed that the paper would be considered along with next year's work programme to inform MACS' work for 2008/09.

➤ **ACTION 7: Secretariat to recirculate briefing paper on disability, poverty and transport to inform discussions about 2008/09 work programme.**

7 Set-up of MACS

7.1 Members had a discussion on the set-up of MACS focusing primarily on the number of meetings (there was a feeling that bi-monthly was not sufficient) and MACS' communication with the Scottish Government. Fiona suggested that the topic was too big for the main committee meeting and that a separate day should be devoted to looking at the issue. Members agreed and it was suggested that members should meet in February to discuss the set-up of MACS and 2008/09 work programme. Members agreed that it was important to carry out this work using the experience of existing members, rather than await the appointment of a group of new members in April 2008.

- **ACTION 8: Secretariat to identify date in February for MACS members to meet and discuss the set-up of MACS and 2008/09 work programme.**

7.2 Members also expressed enthusiasm to meet the new Minister. George Davidson suggested writing to the Minister offering an open date to meet members.

- **ACTION 9: Secretariat to draft a letter for the Convener to send to the Minister inviting him to meet the members and outlining what they want to discuss.**

8 Summary Annual Report 2006/07

8.1 Roderick proposed that since members had already had an opportunity to comment on the report, any final specific comments should be sent directly to Emma by 12 October. Subject to these being incorporated, the annual report should be signed-off, produced, printed and distributed by the secretariat. Members agreed.

- **ACTION 10: Members to provide comments on summary annual report 2006/07 by 12 October.**
- **ACTION 11: Secretariat to arrange for production, printing and distribution of annual report.**

9 Any other business

9.1 Fiona provided feedback on the DPTAC training for transport staff meeting. She said that the group wanted names of trainers in transport operators for a seminar and anecdotal

evidence around staff training issues. Fiona said that she would email Ruth the request and Ruth can circulate it to other members for comment.

- **ACTION 12: Fiona to email Ruth request from DPTAC training for transport staff group.**
- **ACTION 13: Ruth to circulate request from DPTAC (training for transport staff) to other members for comment.**

9.2 Fiona also raised a query about progress with appraisals. Emma said that all the information had been supplied to Trevor and Mairi but given their current situations, she was unsure how the appraisals would be conducted in their absence; she asked Lynne to provide advice on this.

- **ACTION 14: Lynne Duff to find out how appraisals are conducted in absence of convener and vice-convener and advise Emma.**
- **ACTION 15: Secretariat to find out from Trevor progress on appraisals.**

9.3 Roderick asked why Lynne Duff did not provide an update from the Scottish Government at each meeting as he felt this would be useful. Lynne suggested that this could be re-introduced.

- **ACTION 16: Secretariat to include in Main Committee agendas item on Scottish Government update.**

**MACS Secretariat
October 2007**

Action Points from Main Committee Meeting on 18 July 2007

Members

Action No.	Action	By When	Completed
3	PRWG to review MACS routemap.	Mar 08	
4	PRWG to circulate draft letter on review of concessionary fares to all members before sending.	22 Nov	Letter sent to Halcrow to invite them to speak 1 Nov.
10	Members to provide comments on summary annual report 2006/07 by 12 October.	12 Oct	12 Oct
12	Fiona to email Ruth request from DPTAC training for transport staff group.		

Secretariat

Action No.	Action	By When	Completed
1	Secretariat to pass on to Andy Kirby the Committee's best wishes for the future.	5 Oct	8 Oct
2	Secretariat to post minutes from 18 July meeting on the website.	12 Oct	
3	PRWG to review MACS routemap.	Mar 08	Ongoing; 22 Nov meeting
4	PRWG to circulate draft letter on review of concessionary fares to all members before sending.	22 Nov	Letter sent to Halcrow to invite them to speak 1 Nov.
5	Secretariat to recirculate email relating to external meetings and request feedback.	5 Oct	Oct.
6	Secretariat to revise external	12 Oct	Feedback

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	meetings feedback form and circulate to members.		form revised.
7	Secretariat to recirculate briefing paper on disability, poverty and transport to inform discussions about 2008/09 work programme.	Feb 08	
8	Secretariat to identify date in February for MACS members to meet and discuss the set-up of MACS and 2008/09 work programme.	19 Oct	Oct.
9	Secretariat to draft a letter for the Convener to send to the Minister inviting him to meet the members and outlining what they want to discuss.	19 Oct	Not done; Trevor out of action until new year.
11	Secretariat to arrange for production, printing and distribution of annual report.	2 Nov	Ongoing; liaising with RR Donnelly.
13	Ruth to circulate request from DPTAC (training for transport staff) to other members for comment.	12 Oct	
14	Lynne Duff to find out how appraisals are conducted in absence of convener and vice-convener and advise Emma.	2 Nov	
15	Secretariat to find out from Trevor progress on appraisals.	12 Oct	Oct; no progress from Trevor on appraisals.
16	Secretariat to include in Main Committee agendas item on Scottish Government update.	Ongoing	Ongoing.