

**Mobility and Access Committee for Scotland (MACS)  
Main Committee meeting**

**Minutes of meeting held on Tuesday 18 April 2017  
Conference Room 1, Victoria Quay, Edinburgh**

**Present:**

Linda Bamford, Convener (LB)  
Marsali Craig (MC)  
Anne Findlay (AF)  
Heather Fisker (HF)  
Sheila Fletcher (SF)  
David Hunter (DH)  
Cecil Meiklejohn (CM)  
Susan Morris SM)  
George Mowat-Brown (G M-B)  
Keith Robertson (KR)  
Hillary Stubbs (HS)  
John Whitfield (JW)

**Secretariat:**

Claire Smith (CS)	MACS Sponsor
Aga Lysak (AL)	Secretariat
Robert Wyllie (RW)	Transport Scotland

**In attendance:**

Sharon Wood (SW)	Roads Policy Officer, Transport Scotland
Éilis Murray	Palantypist

**Apologies:**

Hussein Patwa (HP)  
Fraser Sutherland (FS)  
Jane Steven (JS)

**Agenda Item 1. Welcome and Apologies**

1.1 LB welcomed all attendees, especially CS and SW. CS is the new MACS Sponsor and Head of Transport Accessibility and Road Safety Unit, who recently joined the team. The Convener thanked Graham Thomson for stepping in the MACS Sponsor role since January 2017.

1.2 Apologies were noted as above.

## **Agenda Item 2. Guest Speaker – Sharon Wood, Roads Policy Officer**

2.1 SW was welcomed to the Committee to speak on disabled parking. She explained the scope of the policy area she leads on, which includes trunk roads and parking policy. She presented a recent [consultation on improving parking in Scotland](#)<sup>1</sup> explaining that the powers on parking were devolved in March 2016, giving the Scottish Government opportunity to create its own parking regulations. The consultation aims to gather evidence on, among other things:

- Pavement parking
- Parking on dropped kerbs
- Parking on double yellow lines
- Disabled parking
- Parking provision for electric vehicles

2.2 A variety of stakeholders were included in development of the above publication, including CM from MACS, Stuart Hay from Living Streets and Jane Horsburgh from Guide Dogs.

2.3 Parking signage was also discussed and it was noted that it should be reviewed as currently it is often misleading. Therefore the Committee's feedback is welcomed in redevelopment of signage and would be passed on to SW by Secretariat.

Action Point 1: MACS members to provide suggestions for signage revision to Secretariat before 26 May so it can be passed on to SW.

2.4 Members also discussed current parking enforcement arrangements. The following points were made:

- a) It was admitted that misuse of the disabled parking bays is not a priority for police and therefore local authority should be actively encouraged to work towards Decriminalised Parking Enforcement to enhance enforcement in the on-street environment, while local authority enforcement in the off-street parking, such as supermarkets or leisure clubs, was dependent on consent from the landowner.
- b) It was confirmed that the revenue from enforcement could be used by local authorities on maintenance, staffing or provision on new parking places, however raising awareness campaign and publication of enforcement should be undertaken to educate people, especially visitors unfamiliar with the regulations, to avoid unintentional misuse.
- c) SW confirmed that DPE is currently a voluntary regime for Local Authorities, however it might be possible that through the Transport Bill it will be made mandatory so all local authorities will be requested to apply for it.

2.5 SW confirmed that the aim of the consultation is to ensure that the pavement is mainly for the use of pedestrians and not cars. It was admitted, however, that this is a very complex area and an entire ban on pavement parking would be difficult to

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<sup>1</sup> Available at: [https://consult.scotland.gov.uk/road-policy/improving-parking-in-scotland/user\\_uploads/improving-parking-in-scotland.pdf](https://consult.scotland.gov.uk/road-policy/improving-parking-in-scotland/user_uploads/improving-parking-in-scotland.pdf)

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achieve. Private ownership of land, and streets designed centuries ago with no alternative places to park might be potential reasons for exemption from pavement parking prohibitions to accommodate the movement of traffic. It was confirmed that it would be the responsibility of individual local authority to take a full assessment to determinate which streets would be exempt from any pavement parking ban.

2.6 The discussion then turned towards parking for electric vehicles. It was pointed out that the number of electric vehicles on Scottish roads is increasing and therefore parking provision for all cars ought to be revised, including accessible bays with charging points. A concessionary card issued by Transport Scotland (TS) allowing charging vehicles for free was also mentioned and SW committed to finding out more detail as electric vehicles are a responsibility of a separate team within TS.

Action Point 2: SW to find out details of TS concessionary card for charging electric vehicles and report back to the Committee.

2.7 It was confirmed that the Committee has been involved in providing advice on charging point accessibility in the past and will be involved in the development of the infrastructure for electric vehicles when required.

2.8 Concerns were raised about conditions and maintenance of the charging points as faulty machines were reported in England. SW confirmed that the local authorities are responsible for the provision of charging points; however they will have discretion to contract private sector companies for service and maintenance. However the Scottish Government will ensure that regular checks are requested by individual local authorities to ensure that all machines are operating correctly.

### **Agenda Item 3. Minutes of the previous meeting, matters arising and action points**

3.1 The minutes of the Committee meeting held on 17 January 2017 were agreed as a correct record, subject to some typographical amendments.

Action 3: Secretariat to publish minutes on website.

3.2 No matters arose from the previous meeting that were not to be considered as part of the action points.

3.3 It was noted that most actions points from the meeting held on 17 January 2016 were completed with the exception of the following, where updates were provided:

**Action Points from meeting held on 18 October 2016**

Action point number	Minute reference	Action	Update	Follow up required
8	6.7	Rail Workstream to write to ScotRail requiring clarification on progress on implementing comments made at the SEG.	Complete - added in 2017-18 workstream's work programme	
9	5.2	Planning & Infrastructure Workstream to consult DPTAC about definition and remit of PRM service at UK airports	Complete - added in 2017-18 workstream's work programme	

**Action Points from meeting held on 17 January 2017**

Action point number	Minute reference	Action	Update	Follow up required
8	5.2.g	Secretariat to arrange a speaker on implications for concessionary travel and the blue badge scheme on the new vision for social security in Scotland.	In progress: RW confirmed that the Secretariat will arrange a meeting with Social Security Directorate as well as colleagues from concessionary travel. It was pointed out that Motability cars should be addressed in light of eligibility changes of the passported benefits	Yes, invitation to be sent to attend the MACS meeting in January.

**Agenda Item 4. Convener Update**

4.1 The Convener had tabled four papers summarising her attendance at external meetings in the last quarter and invited members questions or comments.

**Item 4a: National Concessionary Travel Scheme Consultation**

4.2 It was confirmed that MACS will be involved in discussions on improving concessionary travel scheme and making it sustainable in the future.

4.3 The Convener also confirmed that two MACS members will be involved in the NTS review process within the Thematic Working Group “Tackling Inequalities” which MACS will co-chair with HITRANS. DH noted that many disabled people who cannot use bus services currently get no benefit at all from the concessionary travel scheme. SF assured him that this point had been raised

### Item 4b: Meeting with RTPs

4.4 The Convener reiterated that RTPs had expressed their commitment to work with MACS. The importance of maintaining a good dialogue post local elections, when RTPs chairs change, was also highlighted. It was noted that once the RTPs Annual Reports have been published, it will be possible to identify areas where MACS’ assistance could be provided, although clear guidance on MACS remit is important to ensure RTPS’ expectations are managed.

### Item 4c: Committee on Disabled Persons Parking Places (Scotland) Act 2009

4.5 It was noted that some aspects of the Disabled Persons Parking Places (DPPP) were discussed under Agenda Item 2. It was reiterated that CM and HS will jointly work together on making a response to the [TS consultation](#).<sup>2</sup>

### Item 4d: Workstreams proposals – potential adaptations that could be made

4.6 Based on the feedback received after the first Development Day, the Convener spoke to a paper summarising the initial proposal on changes to the Committee’s structure. She highlighted that the proposal was just to stimulate more detailed discussion at the next Development Day. She invited members to share their thoughts and in discussion, the following points were made:

- a) Concerns were expressed regarding mixing workstreams membership (Scenario 1) as often knowledge and expertise of a particular subject (especially roads infrastructure) is very complex and technical and needs to be built over time. Also, establishing and maintaining relationship with stakeholders requires skills and continuity and frequent changes of membership could potentially become a Committee’s weakness.
- b) Support for Scenario 3 was articulated, especially to the Planning Door to Door Journey theme, which was perceived as beneficial for members as well as covering the cross-cutting issues.
- c) An option to add Champions to any workstream set up was also regarded as interesting.
- d) The importance on focusing on what happens at each stage of the journey, especially when the mode of transport is changed (including cross modal) was pointed out.
- e) It was felt that the position of the health and social care integration could be clarified although there was acknowledgement that with the current work stream structure this was a cross cutting theme.
- f) The following four areas were proposed as potential work stream focuses/ changes to the Committee’s structure:

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<sup>2</sup> Ibidem

- Communication – accessible, pre journey, how information is reached
  - Staffing – disability awareness, training
  - Infrastructure – airports, stations, ferry terminals, roads
  - Vehicles – cars, trains, ferries, planes.
- g) Members were keen to ensure planning and infrastructure topics had appropriate placement within any new structure.
- h) Members agreed that the prioritisation of the work is a key issue to ensure that objectives are delivered.

4.7 It was agreed that further comments and feedback should be provided by members electronically to help in shaping the structure of the next Development Day on 24 August.

Action Point 4: Members to provide any further suggestions on the Committee's structure electronically to the Convener by 22<sup>nd</sup> May 2017 and contribute in designing the structure at the next Development Day.

### **Agenda Item 5. Secretariat Update**

5.1 The Committee considered the Secretariat Update Paper and the following points were raised:

- MACS should try to contribute to the Call for Evidence on the National Transport Strategy review. Transport Scotland's accessibility team would also be involved.
- Transport Scotland's accessibility team was working on developing sources of evidence to measure progress in improving accessibility for disabled people. Members noted the challenges in this area (such as capturing experiences of isolated people, problems with using digital methods only) and suggested some potential sources of information. Developing this work would be beneficial for MACS.
- It was also noted that that changes to the criteria for the social security benefits are being introduced and Secretariat committed to liaising with colleagues to establish details. Members agreed that entitlement to social security benefits should be closely monitored to ensure that people are not left socially isolated and that knock-on effects on eligibility for schemes like Motability were understood.

Action Point 5: Secretariat to establish situation with the devolution of the social security powers.

5.2 When discussing work allocation, it was highlighted that members' commitment is restrained by remuneration entitlement limited to 12 days a year only, therefore work prioritisation and liaison with other stakeholders is perceived as crucial to ensure that the committee focus on strategic and not local issues and ensures that MACS involvement is within the remit and adds value .

5.3 Members agreed to finalise Minutes electronically, subject to amendments provided by members, however it was pointed out that this may not be a permanent procedure as consideration will need to be given to accessibility when new members are appointed.

### **Agenda Item 6. Workstream Reports and Oral Updates**

6.1 The Convener noted seven written updates from workstreams about their work in the previous quarter. She invited members to speak to these papers.

#### *Item 6a: Disabled Persons Transport Advisory Committee (DPTAC)*

6.2 Members made the following comments on this paper:

- The language used was regrettable in places, such as “wheelchair-bound”
- It was important for MACS members to continue learning of equality law, especially in light of issues with Public Service Vehicles Accessibility Regulations 2000 (PSVAR).
- DH agreed to ask the Department for Transport for a progress report on Inclusive Mobility.

Action Point 6: DH to ask the Department for Transport for a progress report on Inclusive Mobility.
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#### *Item 6b: MACS representation on the Roads for All Forum*

6.3 There were no comments from members and KR confirmed that the next meeting will take place on 6 June. He also advised the Committee that Roads and Active Travel workstream members would meet after the main meeting to discuss the work allocation and attendance at meetings.

#### *Item 6c: Disabled Persons Transport Advisory Committee (DPTAC)*

6.4 It was also noted that DPTAC has now been re-categorised as an Expert Committee as opposed to an Advisory Non-Departmental Public Body. It was felt that MACS should also be re-categorised if appropriate, and it would be useful to benchmark MACS with DPTAC more broadly. The sponsor team agreed to examine this.

Action Point 7: Sponsor team to assess formal status of MACS.
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6.5 Entitlement to concessionary travel card was briefly discussed. It was noted that the carer of a disabled person is not always entitled to a free journey and unnecessary checks and evidential requirements are imposed on disabled people, including those, whose condition is unlikely to improve. It was agreed that that additional procedures are not only very stressful for disabled people but also add additional burden to the local authorities' workload. It was noted this was raised with

Transport Scotland during consultation on concessionary travel and this would continue to be kept under review by the workstream.

Action Point 8: Bus and Community Transport workstream to continue to keep under review how policy on re-applications for travel concessions might be improved to eliminate unnecessary checks and evidential requirements.

### Item 6d: New Approaches in Social Transport – the PSP Model – National Conference

6.6 The Committee noted this update and that the relevant workstream would take on board any learning for future work and use some of the case studies presented as good examples of collaborative working during dialogue with other stakeholders.

### Item 6e: Bus Stakeholder Group

6.7 This paper was noted. The importance of coach accessibility was highlighted, by several members. It was suggested that evidence collected on the lack of accessibility on buses and coaches suggest an issue on a national level and therefore the Minister should receive advice from MACS on it. CS offered to liaise with UK Government colleagues as required, given the importance of PSVAR.

Action Point 9: CS to report back to MACS after liaison with UK Government.

6.8 This issue showed the importance of good procurement by local transport authorities when contracting for bus services.

6.9 HF suggested the Equality and Human Rights Commission's report as a good source of guidance on procurement.

Action Point 10: Secretariat to circulate EHRC procurement guidance to members for information.

6.10 To facilitate consideration of the issue, SF will circulate notes of a meeting she had with John Finnie MSP.

Action Point 11: SF to report on meeting with John Finnie MSP.

### Item 6f: Scottish Rail Accessibility Forum (SRAF)

6.11 This paper summarises the last SRAF meeting. Concerns were raised with unwillingness to adjust the design of the Priority Seating symbol. Members felt that all effort should be made to meet the highest accessibility standards. This underlined the importance of good procurement procedures.

6.12 It was also noted that Rail workstream will reflect on its relationship with SRAF and the Rail Directorate to ensure full support is provided to Transport Scotland by MACS and that MACS recommendations are implemented wherever possible.



6.13 Members decided to follow the paper's recommendations and establish a relationship with Micky Ball from Rail Delivery Group (RDG), previously known as ATOC, with regards to the possibility of incorporating the ability to book tickets for zero-rated concessionary travel card holders together with fare-paying passengers. JW volunteered to take this forward and report back to the Committee.

Action Point 12: JW to engage with Micky Ball of Rail Delivery Group to explore the possibility of booking different type of tickets at the same time and report back to the MACS Committee.

### Item 6g: Dualling of A9 Project

6.14 It was noted that the above project is the biggest capital project ever taken by the Scottish Government. In discussion the following points were made:

- a) MACS would not be involved in the tender process to maintain its independence.
- b) Topography of the area poses significant challenges and the Committee should ensure that accessibility standards are delivered to the highest standard, taking into consideration the engineering difficulties that we face.

### Agenda Item 7. Any Other Business

7.1 The Convener reminded members that as yet not all skills set audits forms have been returned to her and asked for the remainder to be submitted ASAP.

7.2 She also suggested that the current practice of discussing workstream's reports could be changed and proposed that instead of each member speaking to their own report; workstreams leads could provide a brief update on the workstreams activities in the last quarter and on their plan of actions for the next quarter. That change would allow more time for discussing current topics. The Convener explained that external meeting reports would be collated and distributed as normal pre committee meetings and all members should ensure that these reports are read. The afternoon session of the committee meeting could then be structured to give each work stream lead a 10 minute slot split between work review and forward planning. This suggestion was welcomed by members.

7.3 SF suggested a piece of work could be undertaken to identify if information was available from the Traffic Commissioner or Driver and Vehicle Standards Agency (DVSA) on the frequency of bus and coach breakdowns, and their impact on disabled people and relevant standards in this area. It was felt that the issue of failed connections and impact of breakdowns was cross-modal. The Committee was content to allocate this work to Bus and Community Transport workstream.

Action Point 13: Bus and Community Transport workstream to identify if information was available from the Traffic Commissioner or DVSA on the frequency of bus and coach breakdowns, and their impact on disabled people and relevant standards in this area.

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### Action Points from meeting held on 18 April 2017

Action point number	Minute reference	Action	Update	Follow up required
1	2.3	MACS members to provide suggestions for signage revision to Secretariat before 26 May so it can be passed on to SW.		
2	2.6	SW to find out details of TS concessionary card for charging electric vehicles and report back to the Committee.		
3	3.1	Secretariat to publish minutes on website.		
4	4.7	Members to provide any further suggestions on the Committee's structure electronically to the Convener by 22 <sup>nd</sup> May 2017 and contribute in designing the structure at the next Development Day.		
5	5.1	Secretariat to establish situation with the devolution of		

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Action point number	Minute reference	Action	Update	Follow up required
		the social security powers.		
6	6.2	DH to ask the Department for Transport for a progress report on Inclusive Mobility.		
7	6.4	Sponsor team to assess formal status of MACS.		
8	6.5	Bus and Community Transport workstream to continue to keep under review how policy on re-applications for travel concessions might be improved to eliminate unnecessary checks and evidential requirements.		
9	6.7	CS to report back to MACS after liaison with UK Government.		
10	6.9	Secretariat to circulate EHRC procurement guidance to members for information.		
11	6.10	SF to report on meeting with John Finnie MSP.		
12	6.13	JW to engage with Micky Ball of Rail Delivery Group to explore the possibility of booking different type of tickets at the same time and report back to the MACS Committee.		
13	7.3	Bus and Community Transport workstream to identify if information was available from the Traffic Commissioner or DVSA on the frequency of bus and coach breakdowns, and their impact on disabled people and relevant standards in this area.		

**Secretariat**  
April 2017