

ISLANDS TRANSPORT FORUM

TERMS OF REFERENCE

PURPOSE AND REMIT

The Islands Transport Forum is being facilitated by Transport Scotland and chaired by the Minister for Transport and Islands.

The remit of the group is to consider strategic transport issues affecting the islands and to ensure a greater involvement of the Islands Councils and those other local authorities with inhabited islands in the design, commissioning and where appropriate properly funded delivery of Transport Services to, from and within the Islands with the purpose of achieving:

- continuous improvement in air and ferry services to, from and within the Islands;
- the most fair and efficient use of air and ferry resources, to the benefit of the Islands and Scottish Government;
- integrated transport services that are designed and commissioned with a view to ensuring sustainable economic growth and community development within the Islands.

MEMBERSHIP

The membership of the group is by invitation only.

Members will be the, Leader, Chair of the Transportation Committee and Chief Executive of each of the local authorities and the Director/Lead Officer from , HITRANS and ZetTrans, and Transport Scotland

Argyll and Bute Council

Comhairle nan Eilean Siar

North Ayrshire Council

The Highland Council

Orkney Islands Council

Shetland Islands Council

HITRANS

ZetTrans

Transport Scotland

It should be noted that this group has been set up to add value at a strategic level to the current key forums for Ferries and Aviation interests (for example operational matters such as route specific issues should be considered elsewhere)

REVIEW

The group will review the relevance and value of its work and the terms of reference on an annual basis.

The need for further development of and resourcing of the governance structure will be kept under review, sharing facilitation responsibilities between the constituent organisations where necessary.

HOW DO WE WORK

The work of the group will involve solution focussed discussion and members will be asked to provide constructive input that moves the agenda forward.

The Forum will meet twice per annum.

It is intended to make agendas and minutes of meetings available publically or to non-members at the discretion of the Group

Dates will be fixed as far in advance as possible and members are asked to commit the meetings where possible. Members should inform Transport Scotland if a substitute is to represent a member.

Every effort will be made to circulate relevant documents as far in advance as possible (a week as minimum), however time restraints may occasionally prevent early circulation. A record of the discussions will be circulated where possible within a week of the meeting,