

HTAP Steering Group
7 June 2016
Members Building, Woodhill House, Aberdeen

Minute

Present

Derick Murray (Vice Chair), Nestrans (DM)
 Rab Dickson, Nestrans (RD)
 Caroline Comerford, NHSG (CC)
 Nicola Moss, Moray Council (NM) **via teleconference**
 Joanna Murray, Aberdeen City Council (JM)
 Ewan Wallace, Aberdeenshire Council (EW)
 Adam Coldwells, Aberdeenshire Health & Social Care Partnership (AC)
 Joyce Duncan, ACVO (JD)
 Virginia Irvine-Fortescue, Public Representative, (VIF)
 Andrew Stewart, HTAP Programme Manager (AS)

Apologies

Gerry Donald (Chair), NHSG (GD)
 Euan Esslemont, Scottish Ambulance Service (EE)

Item		Action
1.	Welcome and Apologies	
	DM welcomed all and noted apologies. Attendees introduced themselves.	
2.	Previous Minute/Matters Arising	
	The previous minute was approved as accurate.	
	<u>Public Representative</u> The position of Public Representative has been filled by Virginia Irvine-Fortescue following a recruitment process and interviews with GD and AS. There was some discussion about the representation of protected groups. ACTION: AS to draft a report on current disability consultation and protected groups. DM raised the Mobility and Access Committee for Scotland. RTPs asked to advise MACS. ACTION: AS/RD to draft a response.	AS AS/RD
	<u>NHSG Taxi Spend</u> AS updated the meeting on a recent meeting with NHSG Deputy Director of Finance on the subject of taxi spend. DM added that he is seeking clarification from Traveline Scotland on the delays with adding NHSG Grampian sites to the Traveline app. AS and CC spoke of progress around Travel Planning to NHSG sites. NM withdrew from the meeting due to sound difficulties at the Moray end. Typing error on agenda noted. Future meetings are 13 September and 8 December.	

	<p><u>ACVO Evaluation of THInC pilot</u></p> <p>The previous meeting was advised that an evaluation report from ACVO would be available by May. JD explained the timeline of the project is that a report is going to the ACVO Board in July and that she was happy to share the report with the Steering Group. An officer has been funded until Dec. DM raised issue of current funding for the pilot ending in Dec. JD gave her view as being that THInC: In The City is a separate project dependent on separate local issues from HTAP. VIF asked what would happen to the pilot project when the funding ends. JD explained that ACVO are seeking funding to the IJB integrated care fund for transport. DM expressed the wish to have the opportunity to have sight of a bid for transport projects. JD to consider this. DM emphasised the need for partners to have the report to assist with backing a funding bid and that the timescale is short. The future of THInC will need to be considered at the September Steering Group and so the AVCO evaluation report and position should be part of that discussion CC asked if some sight of what has been evaluated so far. JD explained her view that HTAP and THInC are considered by ACVO to be a contracted provider of booking for their pilot but agreed to share the evaluation done thus far.</p>	<p>JD</p> <p>JD</p> <p>JD</p>
	<p><u>Transport Scotland Response to Aberdeenshire Alcohol & Drugs Partnership Pilot</u></p> <p>AS has made a post-election follow up enquiry to Transport Scotland and is awaiting a response. MACS have contacted Transport Scotland and RTP's asking for information on how links to protected groups are made through EqIA work.</p>	
3.	Programme Manager Update	
	<p>AS presented his Update Report summarising key activities and progress. DM shared that meetings he had had with GD and AS focused on capturing recent momentum, the wider objective, the greater good and the importance of delivering HTAP actions being considered part of the day job. DM spoke of the <u>need for Steering Group members to take the message back within their own organisations</u>. JD said there was a need for transport to be raised to a higher level in strategic plans. DM clarified that HTAP is a coalition of willing partner organisations and not a separate organisational entity. JM spoke of the previous HTAP Annual Report having been well received and discussed at the Aberdeen Community Planning Partnership Board in 2015. EW spoke of the current refresh of Aberdeenshire Council priorities and the opportunity to embed transport in the Local Outcome Improvement Plans.</p> <p><u>Annual Report</u></p> <p>ACTION: It was agreed that the Council's would support the presenting of the HTAP Annual Report to the CPP Boards through senior officer attendance.</p> <p>RD advised that Kelly Wiltshire is now in post at Nestrans as Travel Planning Executive.</p>	<p>All</p> <p>EW/JM/NM/AS</p>

	<p>EW advised that the Transport Accessibility Framework is being worked on by Transport Scotland is part of a wider piece of work. ACTION: EW to forward papers to AS.</p> <p><u>Lothian Hub Event</u> DM said he thought the event was well attended. Noting the positivity around SAS and NHS co-operation and the relevance of achieving this dynamic in Grampian. VIF told meeting of the SAS Chairman and his support of working without precious “ownership.” AS advised on the background to NHS Lothian establishing their project rapidly due to NHS Lothian Chief Executive instruction and engagement with Scottish Ambulance Service.</p> <p><u>Draft Road Map</u> The Steering Group had asked for a Road Map. The papers for this meeting included the first version for each of the two themes. These are currently being considered by Sub-Groups. DM said the document is intended to show and confirm a general sense of direction on where we are going. DM highlighted the need for partners to recommit to the idea of integration as a principle. AS is looking for feedback. JD said it was service focused. AS advised that others felt the road map was relevant and realistic and that the vision is person centred. CC spoke about the wish to share knowledge between partners to measure the social impact of projects. DM noted the need to include major infrastructure developments that will take place over the lifespan of the road maps.</p> <p>Adam Coldwells joined the meeting.</p> <p>DM highlighted some of the suggestions in the draft road map that he drew attention to. EW spoke about the overlap with existing work streams. DM asked members to commit to participating in a structured workshop around integration of transport for health and social care. ACTION: AS to deliver a structure integration workshop with solution focus expected. Attendance will not be limited to existing governance group.</p>	<p>EW</p> <p>AS</p>
<p>4.</p>	<p>Transport & Public Health</p>	
	<p>CC spoke on behalf of the sub-group giving a summary of her report making reference to the RAG indicators and the accompanying work plan. CC explained that the original work plan had seemed realistic at the time but the demands placed on local authorities through Smarter Choices Smarter Places funding had meant progress had been slower than anticipated. CC highlighted the value of carrying out the mapping of current activity on transport and public health issues. CC also advised the meeting of the integration of a newly formed management group to steer GetAbout and business of the Transport & Public Health Sub-Group was a positive step forwards. Thanks expressed to Mark for his work on this. The Health Equalities Impact Assessment work done with Aberdeen City Council was also shared as an example of work that has been carried out in support of the vision. There was some discussion about the capturing of these positive steps. CC concluded that there was an</p>	

	<p>opportunity identified from the mapping to increase the focus given to promotion of walking and the focus given to workplace travel planning. CC shared that along with AS links have been made with NHS Highland and that an abstract has been entered to a national conference. CC highlighted the role of Steering Group members to make outwardly visible the work around the HTAP.</p> <p>AS highlighted that road safety was an area of work where there was a need for progress as there was limited activity mapped against it through HTAP and highlighted this as an example of where HTAP could add strategic value to the existing meetings of organisations represented at the meeting and is a subject for further consideration. AS to supply comments on Road Safety from the Group.</p>	
5.	Access to Health & Social Care	
	<p>RD advised that sub-group meetings have been well attended. (Please note: The attached Workplan was updated but the update date shown had not been revised.)</p> <p>RD summarised the progress of the sub-group and referred the meeting to the RAG indicators within the work plan circulated. RD referred to progress with Integrated Joint Boards towards carrying out a full audit of all transport for health and social care.</p> <p><u>Draft Charter</u></p> <p>AS advised that conflicting comments on the circulated draft and strong feelings on the tone suggested that a rewrite is needed. The value or otherwise of such a Charter was discussed. General view of Steering Group was that if it was not of value it should not be taken forward</p> <p>ACTION: RD to come to a view and submit a paper to the Steering Group recommending a way forward.</p> <p><u>THInC Update</u></p> <p>RD summarised HD's report. DM highlighted HD's question within the report on the future funding of the THInC: Transport in the City pilot. EW spoke of the leaps of faith undertaken by the HTAP partners on this workstream and the ability to absorb uncertainty.</p> <p><u>FITS</u></p> <p>The meeting noted the recommendation and decided that a meeting between GD, DM, Professor Nelson and AS should first take place before deciding upon the report's recommendation to not progress the live trial of FITS. ACTION: AS to arrange the meeting with Professor Nelson, GD and DM.</p> <p><u>Discussion Paper on the Development of an HTAP Integrated Transport Hub Covering Grampian</u></p> <p>Richard McKenzie's paper, drafted on behalf of the Access to Health & Social Care Sub-Group, sought a recommitment from the Steering Group partners to the principle of a regional transport facility and to commit to developing this via a structured development workshop.</p> <p>AS highlighted the ownership of the report by the whole sub-group, which includes the Community Transport Association. DM noted the</p>	<p>RD</p> <p>AS</p>

	need for greater engagement from the Scottish Ambulance Service. ACTION: AS to arrange a meeting between GD, DM, EE to discuss SAS engagement.	
6.	AOCB	
	JM informed the group that Gail Beattie is the Acting Head of Service at Aberdeen City Council and it is likely that Gail will be attending HTAP Steering Group in future. The meeting thanked JM for her contribution.	
7.	Future Meetings	
	13 th September, Elgin (1030), 8 th December, Marischal College, Aberdeen (1400)	

Minute by AS.