

Argyll and Bute Council
Comhairle Earra-Ghàidheal Agus Bhòid

Customer Services
Executive Director: Douglas Hendry



Kilmory, Lochgilphead, PA31 8RT
Tel: 01546 602127 Fax: 01546 604435
DX 599700 LOCHGILPHEAD
27 April 2016

NOTICE OF MEETING

A meeting of the **CAMPBELTOWN FERRY SUB-GROUP** will be held in the **ROOM 11 WITHIN THE COMMUNITY CENTRE, STEWART ROAD, CAMPBELTOWN** on **WEDNESDAY, 4 MAY 2016** at **1:00 PM**, which you are requested to attend.

Douglas Hendry
Executive Director of Customer Services

BUSINESS

- 1. WELCOME AND APOLOGIES**
- 2. MINUTE OF THE CAMPBELTOWN FERRY SUB-GROUP MEETING HELD ON 3 FEBRUARY 2016** (Pages 1 - 2)
- 3. FUTURE ADMINISTRATION OF THE GROUP** (Pages 3 - 14)
Report and extract from Mid Argyll, Kintyre and the Islands Area Committee, dated 6 April 2016
- 4. DRAFT CONSTITUTION** (Pages 15 - 16)
For updating
- 5. EXPLANATION OF CONSULTATION PROCESS**
Discussion facilitated by Transport Scotland and Calmac
- 6. DATE OF NEXT MEETING**

Campbeltown Ferry Sub-Group

Councillor Anne Horn (Chair)

Shona Barton, Area Committee Manager

Contact: Lynsey Innis, Senior Area Committee Assistant; Tel: 01546 604338

This page is intentionally left blank

MINUTES of MEETING of CAMPBELTOWN FERRY SUB-GROUP held in the ROOM 2 OF THE KINTYRE COMMUNITY CENTRE, STEWART ROAD, CAMPBELTOWN, PA28 6AT on WEDNESDAY, 3 FEBRUARY 2016

Present: Councillor Anne Horn (Chair)

Councillor John Armour

Attending: Shona Barton, Area Committee Manager
Moya Ingram, Strategic Transportation Manager
Ewen MacDonald, Explore Campbeltown
Mairi Paterson, Explore Campbeltown
Ranald Watson, Springbank Distillers
Zena Coffield, South Kintyre Development Trust
Simon Richmond, Caledonian MacBrayne

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting and general introductions were made.

Apologies for absence were intimated on behalf of:-

Kevin Lewis, Machrihanish Dunes
Tommy Millar, The Laggan Community Council
Alan Baker, Campbeltown Community Council

2. MINUTE OF THE CAMPBELTOWN FERRY SUB-GROUP HELD ON 6 JANUARY 2016

The Minute of the Campbeltown Ferry Sub-group meeting held on 6 January 2016 was approved as a true record.

3. FUTURE OPERATION OF THE GROUP

The Area Committee Manager spoke to the remit of the group and the terms of reference currently associated with the Ferry Sub-group which had previously been aligned to the Kintyre Initiative Partnership. Ms Barton advised that as the Kintyre Initiative Partnership had been wound up, having successfully delivered the aims and objectives of the group, it may be more appropriate for the group to report to the Mid Argyll, Kintyre and the Islands Area Committee.

Mr Richmond of Calmac outlined the structure of other Ferry User groups he works with, and the role they perform in relation to assisting with the setting of timetables. He further advised of the timescales involved in setting timetables, with discussion in relation to the Summer 2017 timetables taking place. Members of the group noted that it was hoped that the consultation in this regard would be under way by the end of March 2016. Mr Richmond advised that he would outline proposals on the Summer timetable 2017 by email to the Chair of the group, Councillor Horn, at the appropriate time and request that feedback be provided. Mr Richmond advised that once all feedback had been received, it would be collated and fed back to Transport Scotland for agreement.

Members of the group agreed that going forward they would like a group specifically for the purpose of being engaged in the consultation process for the setting of timetables. It was agreed that this group would be known as the Campbeltown Ferry Committee and would link into the Clyde Ferry User Group. Members of the group further agreed that a sub-group would be required for dealing with other matters relating to the Campbeltown to Ardrossan Ferry Service. They agreed that this group would meet on an informal basis, as and when issues arose.

The Area Committee Manager agreed to look into the governance arrangements of similar groups and pull together a draft Terms of Reference, including possible membership for the Campbeltown Ferry Committee and circulate to Members for discussion, ahead of the next meeting of the group.

4. DATE OF NEXT MEETING

The next meeting of the group will take place on Wednesday 4th May 2016 within Room 2 of the Community Centre, Stewart Road, Campbeltown.

ARGYLL AND BUTE COUNCIL**MAKI Area Committee****Customer Services****6th April 2016**

Campbeltown Ferry Sub-Group

1.0 EXECUTIVE SUMMARY

This report provides Members with information on the Campbeltown Ferry Sub-Group and asks for agreement in relation to the way forward for the Group. It outlines the discussions which have taken place at recent meetings of the Group, provides information on the consultation process in place with relation to ferry timetabling and asks Members to:-

- (1) Note the work of the Campbeltown Ferry Sub-Group and their success in helping to secure the permanent operation of the Campbeltown to Ardrossan Ferry Service;
- (2) Note the consultation arrangements in place for “Ferry Committees” as per the guidance from Transport Scotland;
- (3) Note that the Campbeltown Ferry Sub-Group will be renamed the Campbeltown Ferry Committee;
- (4) Agree that the Campbeltown Ferry Committee will be an independent group and will not report to the Area Committee;
- (5) Agree that governance support will be provided to the Ferry Committee in the initial stages, but that the group should be encouraged to take on the administration function as is the arrangement in other areas of the Council.

ARGYLL AND BUTE COUNCIL

MAKI Area Committee

Customer Services

6th April 2016

Campbeltown Ferry Sub-Group

2.0 INTRODUCTION

2.1 This report provides Members with information on the working of the Campbeltown Ferry Sub Group and asks for agreement in relation to the way forward for the Group.

3.0 RECOMMENDATIONS

3.1 The Area Committee is asked to:-

- (1) Note the work of the Campbeltown Ferry Sub-Group and their success in helping to secure the permanent operation of the Campbeltown to Ardrossan Ferry Service;
- (2) Note the consultation arrangements in place for "Ferry Committees" as per the guidance from Transport Scotland;
- (3) Note that the Campbeltown Ferry Sub-Group will be renamed the Campbeltown Ferry Committee;
- (4) Agree that the Campbeltown Ferry Committee will be an independent group and will not report to the Area Committee;
- (5) Agree that governance support will be provided to the Ferry Committee in the initial stages, but that the group should be encouraged to take on the administration function as is the arrangement in other areas of the Council.

4.0 DETAIL

4.1 The Campbeltown Ferry Sub Group was formed in June 2013 as a sub-group of the Kintyre Initiative Working Group (KIWG) which later became the Kintyre Initiative Partnership (KIP) with the purpose of being a mechanism for the local community to work together with the aim of securing the permanent ferry service from Ardrossan to Campbeltown which is operated by CalMac. The Group encompassed members from a variety of different organisations, including Argyll and Bute Council, local tourist businesses, Campbeltown Community Council

and had input from partners including CalMac. They worked in partnership to lobby the Scottish Government in relation to the service, including meeting with the Transport Minister to put forward the case for making the service permanent.

- 4.2 In December 2015, the decision was made by the Scottish Government that the Campbeltown to Ardrossan service would be made permanent and would operate a summer service during the months from April to September.
- 4.3 Members will be aware that the KIP is no longer in operation, but that the Ferry Sub-Group has continued to operate. The Group met recently in January and February of 2016, and discussions have taken place in regard to the future operation of the Group. From these discussions, it has become clear that the Group see their focus changing to being concerned with becoming involved in the consultation process in regards to timetabling of the service. At the last meeting of the Group, Simon Richmond from CalMac provided them with information on the formal consultation process which is undertaken by CalMac and by Transport Scotland in relation to ferry timetabling.
- 4.4 In terms of the formal process, there are 2 tiers of consultation. The Group would fall into the Tier 0 category as the first point of consultation. Mr Richmond provided the Group with information on how the process works in other areas, and it was noted that the majority of the other consultation groups are called "Ferry Committees". The suggested membership of such Committees is set out in guidance provided by Transport Scotland – a copy of this guidance is attached as Appendix 1. The Ferry User Group for the Clyde Area is seen as a Tier 1 consultee and has membership from a variety of partners, information on this is also provided in Appendix 1.
- 4.5 The Ferry Sub-Group agreed at their meeting on 3 February 2016, that they would like to become the Campbeltown Ferry Committee and asked the Area Committee Manager to carry out the necessary steps to allow this to happen. It is suggested, in line with other Ferry Committees that the Campbeltown Ferry Committee should be an independent group and as such will no longer be answerable to the Area Committee. It would continue to have representation from local Elected Members, but given that KIP is no longer in operation then it would be appropriate for this group to be set up on the stand-alone basis.
- 4.6 In terms of support for the new Campbeltown Ferry Committee, it should be noted that the other "Committees" which operate as Tier 0 consultees in Argyll and Bute are not provided with governance support by the Council. It is suggested that support is provided to the group on an initial basis and that following a couple of meetings that the group take on the administration themselves, this is in line with the arrangements across the Council area. The Area Governance Manager will assist the Committee in the initial stages and will assist in drafting a Terms of Reference for agreement at their next meeting in May 2016.

5.0 CONCLUSION

5.1 The Campbeltown Ferry Sub-Group has been successful in helping to ensure that the seasonal service from Campbeltown to Ardrossan has now become a permanent service. The Sub-Group are now looking to the future and want to become involved in the consultations which will take place in relation to timetabling of the service in future years. The formation of a Campbeltown Ferry Committee will enable them to become a Tier 0 consultee in terms of the process set out by Transport Scotland.

6.0 IMPLICATIONS

6.1 Policy	None
6.2 Financial	None
6.3 Legal	None
6.4 HR	None
6.5 Equalities	None
6.6 Risk	None
6.7 Customer Service	None

Executive Director of Customer Services
Policy Lead Councillor Alistair MacDougall
10 March 2016

For further information contact: Shona Barton, Area Committee Manager
Tel: (01436) 657605

APPENDICES

Appendix 1

Clyde Ferry User Group Meeting

20 February 2015

Ferry User Group Review

ITEM 11

FERRY CONSULTATION ARRANGEMENTS FOR CHFS

PURPOSE OF REPORT

The purpose of this report is to set out the Ferry Service Stakeholder Engagement processes as they relate to the Clyde and Hebrides Ferry Service Contract ahead of the retendering exercise for this contract.

CONSULTATION PROCESS

The consultation arrangements set out in this report are designed to eliminate overlaps and ensure that each layer has a distinct role and focus. These effectively fall along the lines of having a tier that is operational that will have a relationship with a tactical tier.

The consultation tiers are set out in detail below but can be summarised as:

Operational – Ferry Committee (CHFS Operator Led)

Tactical – Regional Ferry User Groups (RTP Administered)

FERRY OPERATOR LOCAL CUSTOMER CONSULTATION (Tier 0)

The Ferry Operator should, through its Regional Management Structure, consult on and discuss matters affecting the timetable for the services within their area. Most customer-related issues can be dealt with locally and within short time-scales. CalMac proposes to consult with communities served by individual services on a regular basis, normally once or twice per annum, to consider service issues and timetables. In order to ensure credibility and representation, these groups should include a minimum of two elected members from the area, one of whom could be elected as chairperson although this is not essential. This consultation forum will exist separately from, but will work in conjunction with the Ferries User Groups.

This first line of consultation between the users of services to island and peninsular communities and the Operator will be focused on operational issues of concern to the individual communities served which should be capable of being resolved without requiring changes to the Operator's contract. Issues to be discussed at these operator level (Tier 0) will include: minor timetable adjustments, integration with other forms of transport, facilities on board or ashore, service performance and information services for users. Note that fares are a matter for Transport Scotland and that timetables are also all approved and authorised by Transport Scotland

Examples of subjects not for discussion at Tier 0 might include Vessel Replacement Strategy, Infrastructure requirements or developments and Strategic Issues.

CalMac will respond to all issues raised within 30 business days. Consultation and responses can be undertaken by conference call, email and or face to face meetings. Unresolved matters may be referred to the relevant Ferry User Group (Tier 1) for consideration through the channels provided.

Any unresolved matters raised by a Ferry Committee (or Community Council) relating to service or timetables etc will be referred to the Ferry User Group who, if agreed by the Group, may appeal to Transport Scotland.

Tier 0: Consultation Agenda

- 1. Minutes of previous meeting and Actions*
- 2. Timetable adjustments*
- 3. Current challenges or service issues*
- 4. Next steps, Timescale, Actions and Date of Next Meeting*

FERRY USER GROUPS

The purpose of the Ferry User Groups is to provide an opportunity for stakeholder groups representing users of the CHFS services, the associated infrastructure, and linked services and facilities, to engage on the operation and development of ferry services on a regional basis. This will facilitate consideration of operational developments on the basis of multiple routes including where there are shared vessels and infrastructure between routes / island communities. This will also provide a platform for the operator to update on developments they are working on that have a wide impact or benefit across the area.

There are four Ferry User Groups currently although consideration is being given to reducing this to three and there will be an engagement exercise with the individual FUG groups in 2015 to determine this for the next CHFS period. The existing geographic arrangements are set out below:

- a) The **ARGYLL** GROUP is concerned with services operated in the **Islay, Kintyre, Jura, Gigha, Colonsay, Oban, Mull, Iona, Lismore, Coll, Tiree, Barra, South Uist** area.
- b) The **SMALL ISLES, SKYE, RAASAY, KILCHOAN, LOCHALINE** Group is concerned with services within this area.
- c) The **CLYDE** Group is concerned with services operated within the **Arran, Bute, Cumbrae, Cowal** area.
- d) The **HEBRIDES** Group is concerned with services operated within the **Barra, South and North Uist, Harris, Lewis** area.

It is important to consider the Membership of Ferry User Groups to ensure they remain accountable and representative of key stakeholders in the areas they cover. The following list sets out those that are expected to attend

- Local Authority elected Members
- HITRANS Board Member
- SPT Board Member
- Local Authority Officers
- Representatives from the relevant Local Ferry Committees
- CHFS Operator – Calmac Ferries Ltd propose their representatives be the Head of Commercial Contracts and Head of Operations
- CMAL
- SPT officer (Clyde)
- HITRANS officers
- HIE
- Freight Transport Association (FTA Member from the relevant area)
- Road Haulage Association (RHA Member from the relevant area)
- Port Authorities
- Tourism

- Business (FSB and/or local business rep, OHCG)
- Agriculture (NFU, SCF)
- Public Transport (ScotRail, CPT)

The Ferry User Group meetings are held in private to afford a freedom of discussion and allow information to be shared on a confidential basis. The agenda will be agreed in advance which will allow Members to be prepared for any update they give the wider Group. It is important that the meeting is chaired in a way that affords a flow of discussion and ensures all views are considered. It should not become a confrontational or negative environment.

Items to considered and discussed might include:

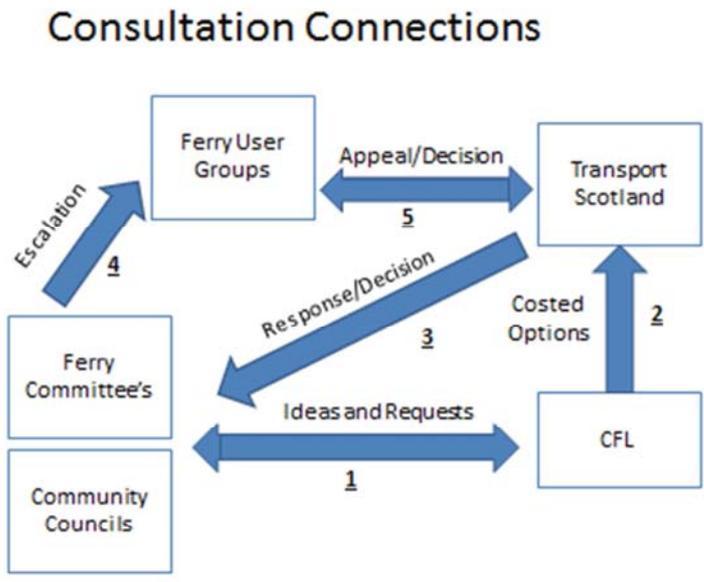
- matters unresolved between the operator and the Local Committees
- Issues of concern between or relevant to local communities
- Matters to be escalated to Transport Scotland
- Matters and policies which have been agreed by the Strategic Forum and cascaded to the FUG for onward distribution to Local communities.

Agenda

1. *Minutes of previous meeting and Matters Arising*
2. *Events Calendar*
3. *Regional Issues and Current challenges or service issues*
4. *Ongoing Projects*
5. *Operational Update*
6. *Next steps, Timescale, Actions and Date of Next Meeting*

RELATIONSHIP BETWEEN OPERATOR LED AND FUG

The Operational and Tactical consultation levels will have an important relationship that is designed to be supportive and allow where necessary an information to flow between these two tiers. There will also be a mechanism that can see the FUG act as an escalation path for discussion from the Ferry Committee. This relationship is captured in the diagram below:



ARGYLL & BUTE COUNCIL

CAMPBELTOWN FERRY
SUB-GROUP

CUSTOMER SERVICES

4 MAY 2016

**EXTRACT OF MINUTE OF MID ARGYLL KINTYRE & THE ISLANDS AREA
COMMITTEE HELD ON WEDNESDAY 6 APRIL 2016**

17. CAMPBELTOWN FERRY SUB-GROUP

The Committee considered a report providing information on the working of the Campbeltown Ferry Sub-group, which has been successful in helping to ensure that the seasonal service from Campbeltown to Ardrossan has now become a permanent service.

Decision

Members agreed:-

1. to note the work of the Campbeltown Ferry Sub-Group and their success in helping to secure the permanent operation of the Campbeltown to Ardrossan Ferry Service;
2. to note the consultation arrangements in place for "Ferry Committees" as per the guidance from Transport Scotland;
3. to note that the Campbeltown Ferry Sub-Group will be renamed the Campbeltown Ferry Committee;
4. that the Campbeltown Ferry Committee will be an independent group and will not report to the Area Committee; and
5. that governance support will be provided to the Ferry Committee in the initial stages, but that the group should be encouraged to take on the administration function as is the arrangement in other areas of the Council.

(Ref: Report by Executive Director of Customer Services, dated 6 April 2016, submitted.)

This page is intentionally left blank

Campbeltown Ferry Committee

Constitution

NAME

The organisation shall be known as the “Campbeltown Ferry Committee”, hereinafter to be referred to as the “Committee”.

PURPOSE

1. To be the formal consultee with the Ferry Operator in relation to matters affecting the timetable and the development of the Campbeltown to Ardrossan Ferry Service.
2. To work in conjunction with the Clyde Ferry User Group.
3. To be the first line of consultation between the users of the Campbeltown to Ardrossan Ferry Service and the Operator.

MEMBERSHIP

The Membership shall be agreed by the Ferry Committee, and will include:

Argyll and Bute Councillors (1 each from Wards 1 & 2)
Community Council (1 representative)
Hoteliers (1 representative)
Hauliers (1 representative)
Explore Kintyre (1 representative)
Explore Campbeltown (1 representative)
Visit Scotland (1 representative)
Public Transport Operator (1 representative)
Southworth Development (1 representative)
HIE (1 representative)

Representatives from the following organisations will be invited to attend meetings in an advisory capacity:

Transport Scotland
Ferry Operator
Argyll and Bute Council

The Committee may also invite participation from other interested parties as they may determine.

WORKING ARRANGEMENTS

1. The Committee shall elect a chairperson from their number at their inaugural meeting and will repeat this process annually thereafter.
2. There will be at least 2 meetings per year of the Committee. Additional meetings can be called by the chairperson if there are items of urgency to be dealt with.
3. The quorum for meetings shall be no less than 3 members.
4. The Committee will have the power to fill any vacancy that arises or co-opt additional members as deemed necessary.
5. Meetings will usually be open to the public and an agenda calling the meeting will be circulated electronically to all members of the Committee 7 days in advance of the meeting taking place. If there are commercially sensitive matters then they may meet in private session for such items.
6. The Ferry Committee will elect a Secretary from their number who will be responsible for the administrative arrangements.
7. Members of the Committee will have the opportunity to include items on the agenda by advising the chairperson at least 7 days in advance of the meeting.
8. Decisions will be taken by consensus, indicated by a show of hands if necessary. The Chairperson will have a casting vote.
9. The Committee will be able to agree the formation of Sub-Committees to work on specific issues as agreed by the membership.
10. The Minute of meetings shall contain a record of all proceedings and decisions.

DISSOLUTION

Should the “Committee” decide at any time that it is advisable, or necessary, to dissolve the “Ferry Committee”, it shall call a Special General Meeting with 28 days public notice given stating the terms of the resolution to be proposed. The decision will require to be confirmed by a simple majority of those members present at the meeting.