SEStran
South East of Scotland
Transport Partnership

Business Plan 2015/16

SEStran is a Regional Transport Partnership, comprised of eight local authorities:

Clackmannanshire Council

EDINBVRGH THE CITY OF EDINBURGH COUNCIL

East Lothian Council

Falkirk Council

Fife Council

Midlothian

Scottish Borders Council

West Lothian Council

Contents

1. Foreword by Chairman and Partnership Director 3

2. Guidance 4

3. Period covered by the Business Plan 5

4. The SEStran Board 6

Membership 6
Performance/Audit Committee 6

5. Governance 7

Framework Agreements 7
Standing Orders 7
Scheme of Delegation 7
Financial Regulations 7
Fraud Policy/Action Plan 7
Human Resources Policies/Procedures 8
Equalities 8
Liaison Groups 8
Liaison Group Names, Remits and Composition 8
SEStran Forums: Liaison including other bodies 10
Review Period for Key Governance Documentation 10
Powers and Functions 11
SEStran's Powers 11
SEStran's Functions 12
Section 10 Application for Additional Functions - Process 12

6. The Regional Transport Strategy (RTS) 13

Vision 13
Objectives 13
RTS Approach 16
Delivery plan 16
Input to Single Outcome Agreements 16
Monitoring 16

7. Projects 17

Real Time Passenger Information (RTPI) 17
Sustainable Transport 18
Smarter Choice Smarter Places 19
Integrated Ticketing 19
Bus and Rail Public Transport 20
Other European Funded Projects 21

8. Budget 23

Core Budget 23
Approved Projects Budget 2014/15 25
Proposed Project Budget 2015/16 27
Approved requisitions from partner authorities 2015/16 28
Marketing and Communications Budget 2014/15 to 2015/16 28

9. Resources 29

Establishment 29
Accommodation 29
Equipment 29

This is the Business Plan for the South East of Scotland Transport Partnership and it sets out our proposals for transport investment and activity for 2015/16.

Russell Imrie, SEStran Chair

The revised SEStran Regional Transport Strategy was approved by the SEStran Board on 18th April 2008 and by the Scottish Government on 24th June 2008. This provides the statutory basis for SEStran activities moving forward and partner authorities are required to take account of the content of the RTS when developing their own Local Transport Strategies and Regional and Local Land Use Development Plans. In the light of major changes that have taken place in the economy since the approval of the RTS in 2008, SEStran has been revising the document and seeking Board approval on a chapter by chapter basis during 2013/14. The full refreshed RTS was agreed by the SEStran Board on 20 March 2015 following a three month consultation period, and has now been submitted to Scottish Ministers for approval. It is a requirement of the RTS that SEStran publish an annual Business Plan identifying how it proposes to implement the RTS and an annual monitoring report identifying progress against the RTS.

Alex Macaulay, SEStran Director

SEStran's co-location with SESplan, the body responsible for the Edinburgh City Region Strategic Development Plan (SDP), has now ended with SESplan's re-location to West Lothian Council offices. The close working arrangements between SESplan and SEStran in relation to the strategic transport planning input to the SDP will continue.

The Government's funding for SEStran in 2015/16 has been confirmed at the same cash level as last year although Scottish Government grant funding has reduced from £920,000 to £782,000 (15%) since 2009/10, with council requisitions reduced from £315,000 to £200,000 (36.5%) during the same period. Council requisitions have remained fixed since 2012/13 with Scottish Government grant remaining fixed since 2011/12.

SEStran has continued to be successful in attracting major extra funding from external sources, which has offset these cuts to a large degree.

This business plan sets out for 2015/16 the levels of capital and revenue expenditure approved by the Board, the projects and activities that will be taken forward and the alternative sources of funding that have been attracted.

2. Guidance

The Scottish Executive published guidance on Regional Transport Strategies in March 2006. Paragraph 112 of the Guidance requires the preparation of an annual delivery or business plan to be submitted to Scottish Ministers. The plan should cover the first three years of implementation of the Regional Transport Strategy, be updated annually to reflect local and central government planning and funding cycles and include plans for capital and revenue spending and borrowing.

This Business Plan provides the annual update for 2015/16 and will be submitted to Scottish Ministers for approval. The business plan defines the delivery programmes of SEStran and those areas where it seeks to influence the actions of others. It also provides an update on those areas of governance that are due for review and defines the current level of staff and other resources deployed.

3. Period covered by the Business Plan

This SEStran Business Plan covers the financial year of 2015/16. The plan will be updated annually.

4. The SEStran Board

SEStran was established by the Transport (Scotland) Act 2005 ("the Act") and subordinate legislation, namely the Regional Transport Partnership (Establishment, Constitution and Membership) (Scotland) Order 2005. The Order came into effect - and SEStran came into existence - on 1st December, 2005. The Partnership operates in terms of the Act and the Order.

Although "the Board" is not a statutory term for Regional Transport Partnerships, it is a useful term for distinguishing between SEStran's main decision making body, i.e. the members meeting together, from the Partnership as a corporate entity comprised of members, officials and so on.

Membership

In terms of the Order which set SEStran up, members consist of a total of 20 councillor members from the constituent councils; 5 City of Edinburgh Council members; 3 from Fife Council; and 2 from each remaining constituent authority. In addition, SEStran is entitled to have between 7 and 9 non-councillor members (paragraph 1(2) of Schedule 2 of the Order). SEStran currently has a full complement of Board members and meets every 3 months.

At the SEStran Board meeting on 29th June 2012, Councillor Russell Imrie was re-elected as chair until December 2015, the last date when he can perform as chair under the legislation. Three vice chairs were elected to serve till the next Local Authority elections. These are Councillors Lesley Hinds, Pat Callaghan and Gordon Edgar.

Performance/Audit Committee

Good governance of any corporate body involves three elements of a constant cycle: planning, performance and scrutiny. Proper scrutiny, which reviews performance and informs the next phase of planning of an organisation's activities, is often most difficult to achieve. However, for organisations such as SEStran, it is essential that there are appropriate mechanisms for review of all the Partnership's activities. Whilst the burden of auditing SEStran's performance falls in the first instance on its officials, and internal/external auditors, it was considered by the Partnership good practice to have a Performance and Audit Committee which can scrutinise the running of the Partnership and suggest improvements.

Accordingly, at its meeting of 16th February, 2007, the Board agreed to set up a Performance and Audit Committee to meet at least twice yearly composed of one member from each Authority and two non-councillor members to ensure appropriate representation of geographical and other interests. The Committee meets two weeks before each Board meeting unless there is no business to transact in that cycle.

Good governance is essential to any public body and SEStran is no exception. The essential building blocks for governance are set out below. These require to be kept under regular review, and a review exercise on the key governance documents has been carried out in the last year.

Framework Agreements

Framework agreements are in place with Fife Council for provision of legal services, The City of Edinburgh Council for financial services and Falkirk Council for Human Resources services.

Standing Orders

The Standing Orders have used best practice from those of other organisations and are designed to meet the needs of the Partnership. They comprise not only procedural rules regarding meetings but also financial rules which dovetail with the financial regulations as well as the tendering and contractual rules which require to be followed for all contracts entered into by SEStran. As with the Scheme of Delegation, these may require to adapt to any new functional change, as well as the normal requirement for periodic review. Standing Orders were reviewed during spring 2014 and reported to the June Board. At the September Board, the Standing Orders were amended to enable attendance at Committee or Board by remote means.

Scheme of Delegation

In any corporate body, day to day operational decisions need to be taken by officials rather than awaiting a formal decision making process. A clear distinction can be drawn between policy making and operational decisions and this is the purpose of a scheme of delegation which allows officers to keep the Partnership's activities running whilst leaving the main policy decisions to the Board itself.

The amended Scheme of Delegation was put in place on 18th October 2008 and represents a robust set of powers tailored specifically for the workings of SEStran as they currently stand. Clearly, should the staff complement significantly change, then the Scheme of Delegation is one of the building blocks of governance that will require to be reviewed. It is in any event subject to regular review. The Scheme of Delegation was reviewed during spring 2014 and reported to the June Board, with no changes being found necessary.

Financial Regulations

As part of the Partnership's commitment to the development of its corporate governance arrangements, a Financial Rules Manual has been developed. The manual reflects the Partnership's approved financial regulations and arrangements with the City of Edinburgh Council. The rules were adopted by the Partnership at their meeting on 10th May 2006 and provide a useful reference tool for all staff that have financial responsibilities and interests. The Financial Rules were reviewed during spring 2014 and reported to the June Board.

Fraud Policy/Action Plan

The Partnership has arrangements in place to prevent and detect fraud, inappropriate conduct and corruption. These arrangements include standing orders and financial regulations, a whistle blowing policy and codes of conduct for elected members and staff and an Anti-Fraud and Corruption Policy and Fraud Response Plan. The Anti-Fraud and Corruption Policy and Fraud Response Plan were reviewed during spring 2014 and reported to the June Board.

Human Resources Policies/Procedures

Falkirk Council and SEStran in house staff have developed a range of HR policies and procedures to comply with the relevant legislation and provide clarity on HR management.

All policies are revised in line with legislation changes and are subject to regular review and the Family Leave Policy was updated and approved by the Board in September 2014.

Equalities

SEStran, as a Regional Transport Partnership, has a statutory requirement to comply with requirements associated with Equality legislation and also tackle discrimination on age, religious and sexuality grounds.

The SEStran Equalities Outcome Report and Mainstreaming the Equity Duty Report have been published on the website. These reports along with our previous Equality Schemes provide a clear cross referencing to other approved and published SEStran documents so that anyone wishing to establish our position on equity issues can find it. A key element of the recommendations was the establishment of an Equalities Forum which meets on a three monthly basis, involving local equalities groups, to discuss the work that SEStran is doing and how it operates, to get feedback and suggestions on how we can usefully improve on equalities issues. However the Equalities Forum is not just for discussion, it also focuses on solving practical issues e.g. introducing the SEStran Thistle card and station access issues.

The implementation of equalities policies is an ongoing process rather than simply the requirement to publish a specific report. Equal Opportunities are at the heart of the SEStran ethos and we intend to meet our statutory duties in this regard.

Liaison Groups

SEStran has established a series of liaison groups with stakeholders. The Liaison Groups serve as forums for officers of the Partnership's constituent Councils to discuss issues relating to policy, strategy and operations, and to form a consensus view (or otherwise) to inform the Partnership Board's deliberations. The Groups have no delegated powers and are not Sub-Committees of the Partnership. As such their meetings are not regulated by SEStran's Standing Orders. These groups have proven to be invaluable in ensuring close working relationships with our partners. The groups with their respective remits are described below.

Liaison Group Names, Remits and Composition

The following Liaison Groups are in operation:

- Chief Officer Liaison Group
- Strategy Liaison Group
- Bus Liaison Group
- Access to Healthcare Liaison Group

Chief Officer Liaison Group Remit:

- To provide a forum for discussion of transport matters between officers of the constituent Councils and officers of SEStran;
- To consider transport matters relating to the functions, strategy and operations of SEStran and provide advice to the Partnership Board;
- To consider transport matters arising through reports and meeting notes from the other Liaison Groups and provide advice to the Partnership Board;
- To consider and provide advice on any transport matters referred to the Group by the Partnership Board or by the Partnership Director;
- To inform and advise the Partnership Director on transport matters as affecting the SEStran constituent Councils.

Chief Officer Liaison Group Membership:

- The Head of Transportation (or equivalent post or nominee) from each SEStran constituent Council (8)
- Chairs of other Liaison Groups. (Maximum 5).
- SEStran Partnership Director (1)

Other Liaison Groups Remits are identical:

- To provide a forum for discussion of matters relating to the Liaison Group topic between officers of the constituent Councils and officers of SEStran
- To consider matters relating to the Liaison Group topic as they may affect the functions, strategy and operations of SEStran and provide advice to the Partnership Board and/or the Chief Officer Liaison Group
- To consider and provide advice on any matters relating to the Liaison Group topic referred to the Group by the Partnership Board or by the Partnership Director
- To inform and advise the Partnership Director on matters relating to the Liaison Group topic as they affect the SEStran constituent Councils.

Other Liaison Groups Membership:

- One appropriate nominated officer from each SEStran constituent Council (8)
- SEStran Partnership Director or Officer (1)

SEStran Forums: Liaison including other bodies

SEStran Forums act as forums between SEStran, the partner authorities and outside stakeholders, including, as relevant, special interest groups and organisations, relevant industries and Transport Scotland. The forums involve all SEStran board members as well as officers from the partnership constituent Councils and are usually chaired by non elected members.

The five Forums currently in place are:

- **Rail Forum**: membership of this includes Transport Scotland, all the six rail franchise operators in the SEStran area, Network Rail, the Rail Freight Group and Passenger Focus.
- **Bus Forum**: membership of this includes Transport Scotland, all the three main and many of the smaller bus operators in the SEStran area, Confederation of Passenger Transport (CPT), Community Transport Association (CTA), Traveline and Bus Users Scotland.
- **Air Forum**: this forum has just been established and the first meeting will take place during 2015/16. Key participant will of course be Edinburgh Airport and other relevant bodies/ organisations will be invited.
- **Sustainable Transport Forum**: membership of this includes Health Boards, relevant universities and colleges, Cycling Scotland, Sustrans, Energy Savings Trust, Living Streets Scotland, City Car Club and a number of Community Groups.
- **Equality Forum**: involves representatives from various equality and disability groups and assists us in meeting our statutory duties with regard to equalities. The focus of the forum is to address practical issues to remove barriers to the use of transport.

In addition to the above, a further area of external liaison from the Freight Quality Partnership designed to assist us in facilitating freight movement to, from and through the SEStran area.

The above forums and external liaison groups have proved to be very effective and invaluable in ensuring close working relationships between outside bodies and organisations, SEStran and the constituent councils and in promoting and resolving issues relevant to the SEStran area.

Review Period for Key Governance Documentation

To ensure the good governance of SEStran, it is essential not just that the relevant documentation containing the key policies is in place, but also that the documentation is subject to regular review. SEStran, like all public bodies, operates in a changing environment and will evolve partly from its own internal policy decisions but also in response to the evolving landscape of transportation in South East Scotland, changes to legislation, government policy, etc. Accordingly, its governance building blocks cannot be set in tablets of stone and need to be kept under appropriate review timescales. The following governance documentation is subject to review as shown:

Governance Document	Timetable for Review
Standing Orders	Every Second Year (Reviewed spring 2014.)
Financial Regulations	Every Second Year (Reviewed spring 2014.)
Scheme of Delegation	Yearly (Reviewed spring 2014.)
Committee Structure	Eighteen Monthly (Reviewed spring 2014 as part of Standing Orders review.)
HR Policies/Procedures	Yearly (Review during summer 2014.)
Liaison Group Structures	Eighteen Monthly (Reviewed spring 2014.)
Anti-Fraud and Corruption Policy	Every Second Year (Reviewed spring 2014.)

Powers and Functions

A distinction can be drawn between the *powers, functions and duties* of SEStran.

Dealing briefly with its *duties*, these are, principally, in two categories. The first category relates to regional transport strategies and SEStran, like the other transport partnerships, is under an obligation to produce a regional transport strategy and to monitor and, wherever possible, ensure its implementation (sections 5, 9 and 12 of the 2005 Act). The second category is in relation to a more general raft of duties to comply with various regulatory matters both under the 2005 Act and other pieces of legislation including auditing requirements; Ethical Standards in Public Life, etc. (Scotland) Act 2000; Freedom of Information (Scotland) Act 2002; Scottish Public Services Ombudsman Act 2002.

SEStran's Powers

In common with all transport partnerships, SEStran's powers are set out by the 2005 Act. In summary, these powers are to (references being to sections of the 2005 Act):

- Require funding from its constituent councils (section 3);
- give grants and loan in implementation of the RTS (section 3);
- borrow money for specific capital expenditure (section 3);
- employ staff (para. 1 of Schedule 1);
- acquire land by agreement or compulsorily and dispose of it (paras. 6 and 9 of Schedule 1);
- develop land for its own purposes - or if surplus for other persons' use (paras. 6 and 7);
- promote or oppose private legislation (para. 10);
- participate in community planning (para. 11);
- form or promote companies (para. 12); and
- erect buildings, provide offices, entering into building contracts etc. (para. 16).

SEStran's Functions

The legislative framework setting up SEStran recognises that transport functions are currently carried out by other bodies and make provision for transfer of some or all of these functions in certain circumstances. Section 10 of the 2005 Act provides that transport partnerships such as SEStran can carry out transport functions either instead of the previous function provider (usually the constituent council); or concurrently with that party.

To exercise further transportation functions, SEStran has two options. The first would be for SEStran to reach agreement with all or any of the constituent councils and/or the Scottish Ministers that it delivers certain of the transport functions which the councils are currently providing on their behalf. This route is provided by section 14 of the 2005 Act. The second, as outlined above, is to apply to the Scottish Government under section 10 for additional functions.

Section 10 Application for Additional Functions - Process

Section 10 of the Act sets out the procedure which will require to be followed, should SEStran resolve to seek additional functional capability. The precise functions would require to be the subject of Board approval. Thereafter SEStran would require to consult with its constituent authorities for additional functions (s.10(6)). It would be prudent to report to the Board on the results of that consultation before finalising the request, to the Scottish Ministers.

In terms of s.10 (8), the Scottish Ministers would again consult the local authorities on any request for additional functions. In considering the request, the Scottish Ministers have to have regard to SEStran's RTS.

The SEStran Regional Transport Strategy was approved by the SEStran Board on 18th April 2008 and by the Scottish Government on 24th June 2008. This provides the statutory basis for SEStran activities moving forward and partner authorities are required to take account of the content of the RTS when developing their own Local Transport Strategies and Regional and Local Land Use Development Plans.

The last few years have seen a level of progress on delivery of the RTS that is less than was anticipated as a direct result of limited resources and funding within local authorities being focused on other higher priority services. A refreshed RTS will be completed in 2015 to reflect current limited resources available and update its content. However the basic principles and objectives within the RTS remain largely unchanged.

Vision

The RTS created a vision as a basis for developing the strategy:

"South East Scotland is a dynamic and growing area which aspires to become one of northern Europe's leading economic regions. Essential to this is the development of a transport system which enables businesses to function effectively, allows all groups in society to share in the region's success through high quality access to services and opportunities, respects the environment, and contributes to better health"

To achieve this vision, four comprehensive objectives were developed.

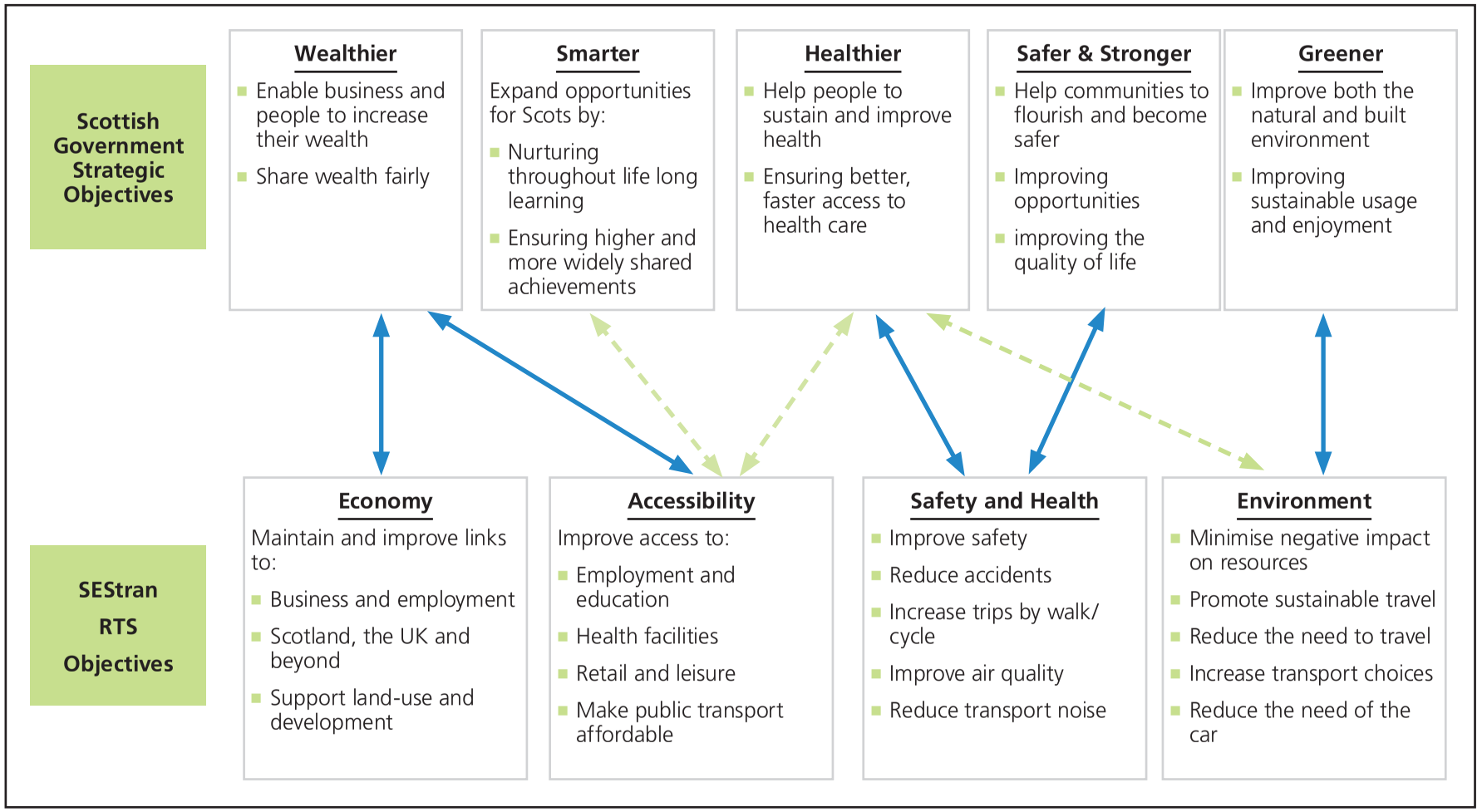
Objectives

The objectives of the RTS are as follows:

- **Economy – to ensure transport facilitates economic growth, regional prosperity and vitality in a sustainable manner:**
  - To maintain and improve labour market accessibility to key business/ employment locations, from all localities and communities.
  - To maintain and improve connectivity to the rest of Scotland, the UK and beyond.
  - To support other strategies, particularly land-use planning, and economic development.
  - To reduce the negative impacts of congestion, in particular to improve journey time reliability for passengers and freight.
- **Accessibility – to improve accessibility for those with limited transport choice (including those with mobility difficulties) or no access to a car, particularly those living in rural areas:**
  - To improve access to employment.
  - To improve access to health facilities.
  - To improve access to other services, such as retailing, leisure/social and education.
  - To influence decisions on the provision of public transport to make it more affordable and socially inclusive.

- **Environment – to ensure that development is achieved in an environmentally sustainable manner:**
  - To contribute to the achievement of the UK's national targets and obligations on greenhouse gas emissions.
  - To minimise the negative impacts of transport on natural and cultural resources.
  - To promote more sustainable travel.
  - To reduce the need to travel.
  - To increase transport choices, reducing dependency on the private car.
- **Safety and Health – to promote a healthier and more active SEStran area population:**
  - To improve safety (accidents) and personal security.
  - To increase the proportion of trips by walk/cycle.
  - To meet or better all statutory air quality requirements.
  - To reduce the impacts of transport noise.

The above objectives were mapped to the high level objectives of the Scottish Government. That mapping is shown below and confirms the continuing relevance of the RTS objectives.


Scottish Government Strategic Objectives
Wealthier
Enable business and people to increase their wealth
Share wealth fairly
Smarter
Expand opportunities for Scots by:
Nurturing throughout life long learning
Ensuring higher and more widely shared achievements
Healthier
Help people to sustain and improve health
Ensuring better, faster access to health care
Safer & Stronger
Help communities to flourish and become safer
Improving opportunities
improving the quality of life
Greener
Improve both the natural and built environment
Improving sustainable usage and enjoyment
SEStran RTS Objectives
Economy
Maintain and improve links to:
Business and employment
Scotland, the UK and beyond
Support land-use and development
Accessibility
Improve access to:
Employment and education
Health facilities
Retail and leisure
Make public transport affordable
Safety and Health
Improve safety
Reduce accidents
Increase trips by walk/ cycle
Improve air quality
Reduce transport noise
Environment
Minimise negative impact on resources
Promote sustainable travel
Reduce the need to travel
Increase transport choices
Reduce the need of the car

RTS Approach

The implementation strategy comprises three themes based on a comprehensive set of policies and objectives.

- **Region wide measures** – those interventions affecting the whole of the SEStran area.
- **Initiatives for specific areas and groups** – mainly aimed at providing improved accessibility for various population groups in various locations.
- **Network based interventions** – promoting comprehensive projects and initiatives to improve travel and reduce modal reliance on the car, along strategic travel corridors.

Delivery plan

For planning the implementation of our RTS, the basis of our programme is defined in the Delivery plan as indicated below:

	Revenue	Capital
Region wide measures	£1,540,000	£6,770,000
Specific areas and groups	£4,600,000	£0
Network based	£0	£24,808,000
Total	**£6,140,000**	**£31,578,000**

It is clear in the current financial climate that the above levels of anticipated expenditure cannot be achieved. It is proposed to review the delivery plan during 2015/16, following the approval of the RTS review, and the results will be incorporated in next year's business plan review.

Input to Single Outcome Agreements

SEStran continues to participate in Community Planning with our partner authorities and provide input to Single Outcome Agreements as required. A recent staffing review has allowed greater involvement in Community Planning Partnerships, promoting sustainable accessibility to jobs, health, education and leisure facilities as an input into achieving Councils' Single Outcome Agreements.

Monitoring

It is important that SEStran can demonstrate that it is achieving its aims and objectives. The RTS provides a basis for monitoring but this needs to be detailed and implemented on a regular basis. The results of the annual monitoring are reported in the Annual Report. This requires an annual data gathering exercise, the cost of which is included in the revenue budget.

Real Time Passenger Information (RTPI)

Following on from their success in 2013 with a £1m award to the RTPI system, SEStran has again been successful with two bids to the Bus Investment Fund (BIF).

The first was for £500,000, over two years, to expand the bustrackerSEStran RTPI project by fitting out more buses operated by First Scotland East, accommodating changes imposed by Stagecoach and developing a Vehicle Monitoring (VM) feed, all of which is described in more detail below.

The second bid - also for £500,000 over two years – will fund equipping public premises with TV screens displaying real time passenger information through bustrackerSEStran as well as information on local events and services.

Overall the awards will enhance access to bustrackerSEStran through expanding the scheme to include additional vehicles and extending access to the system through the medium of public information screens. In aggregate this represents a major extension and improvement to both the functionality of the system itself and to public access to live bus times information. The total fund now successfully obtained, to date, for the RTPI scheme is almost £5.3m.

Recent events have necessitated significant change within the RTPI project. Stagecoach Fife, during a progress meeting at the end of last year, informed SEStran that they intended to equip all of their buses with their own ticket machine based RTPI system, and that this was to be implemented during the period March to June 2015. Accordingly, no more of their vehicles were to be equipped with the SEStran real-time kit. Furthermore, they would return the on-bus computers and consoles already fitted, on their buses, to SEStran. This announcement came without warning and reflects Stagecoach national policy in respect of ticket machine upgrades and RTPI.

Rather than viewing this as a potential drawback to the project, SEStran has taken the opportunity to expand the real time system. Stagecoach has agreed to provide the necessary feed from their new system to "bustrackerSEStran" so that their RTPI can still be available through SEStran's RTPI, as well as their own systems.

In order to receive and refine that data the SEStran system requires the development of a VM feed. This further development will also facilitate the introduction to the scheme of smaller operators who equip their buses with modern ticket machines capable of sending their GPS location and current service details to the bustrackerSEStran system. This approach is preferred by smaller operators who don't require the more expensive fleet management components of the system (which the large operators favour) and who wish to minimise the installation and expense of 3rd party systems on their vehicles.

The following deliverables, as agreed with Transport Scotland, will be accommodated within both the BIF 2013 and 2014 (Bus Fit-out) awards:

- 31 buses (outstanding within the BIF 2013 award) in the First fleet will be equipped and commissioned by the end of March 2015.
- Development of the system interface (VM feed), to accept Stagecoach (& in future small operators) ticket machine data, will commence and be approximately 50% complete by end of March 2015.

The above tasks will complete the £996,000 BIF 2013 project expenditure by the March 2015 deadline.

It is not possible to complete and fully commission the Stagecoach VM interface by March 2015 due to the Stagecoach project programme. It is anticipated that the data interface will be completed and commissioned by August 2015 under the 2014 BIF "SEStran Regional RTPI – Bus Fit-out" project.

The remainder of the 2014 BIF award will fund the installation of the on-bus equipment, removed from the Stagecoach vehicles, on to the remaining vehicles of the First fleet operating in the SEStran area.

The end result of all of the above is that bustrackerSEStran will, in the coming year, feature all of the First Scotland East fleet, all of the Stagecoach Fife fleet and the system will be equipped to accommodate the smaller operators who elect to join the system using GPS enabled ticket machines. In addition, a substantial number of public premises throughout the Region will be displaying RTPI on TV screens also showing public information and news bulletins.

In addition SEStran are continuing to pursue a bid to Scottish Enterprise for £500k to further expand the TV screen facility into private premises (such as bars, cafes, offices), on a commercial basis to increase the exposure of RTPI and earn income to help support the scheme in the long term. SEStran personnel have recently attended two conferences organised by Scottish Enterprise to take the Mobility Challenge forward and on both occasions, the Partnership Director presented the SEStran proposal. Scottish Enterprise are now actively considering a proposal to fund the installation of the facility within 30 commercial enterprises to test the commercial viability of the proposal.

Sustainable Transport

Sustainable transport is central to the Regional Transport Strategy. As well as the specific objectives of promoting more sustainable travel and increasing the proportion of trips by walk/cycle, sustainable transport will have a central role in meeting our Environmental objectives.

There are five main strands of SEStran work in sustainable transport:

- travel plans,
- car sharing,
- walking,
- cycling, and
- sustainable transport policy.

Two grant schemes will be offered in 2015/16, the Sustainable and Active Travel Grant Scheme (SATGS) and the Regional Cycle Network Grant Scheme (RCNGS). For both schemes, matched grants of up to £25,000 will be made available on a pound for pound basis to Public, Private and Third Sector organisations in the South East of Scotland. The SATGS grants will be for the promotion of Sustainable and Active Travel to employees and visitors. The RCNGS grants will be for capital works targeted at improving cycling connectivity throughout the region. Guidance for applicants and application forms are available on the SEStran website. Links to the grant schemes will also be made available through the SEStran forums, and distributed through the EAUC (Environmental Association for Universities and Colleges) and SCVO (Scottish Council for Voluntary Organisations) networks.

At the October 2009 Partnership Board Meeting the 'Development of a Strategic Urban Cycle Network: A Strategy for Investment' document was approved. The strategy for investment was developed from a review of cycling provision in the main transport corridors; consultation with key stakeholders and a comprehensive best practice review. The strategy presented a series of general principles and recommendations to direct the development of a strategic cycle network across the SEStran area. This strategy is currently being refreshed and refocused on identifying cross-boundary routes and gaps in the network. GIS layers of the current and planned cycle network will accompany the refreshed strategy and be shared with all SEStran Local Authorities to aid cross-boundary planning.

Following approval at the December 2013 Partnership Board an embedded Sustrans Graduate Active Travel Officer was employed in August 2014. The post holder is employed by SEStran and supported by a grant of £100,000 pa from Sustrans to improve active travel provision in the region. This grant now forms the RCNGS offering.

Smarter Choice Smarter Places

Between 2008 and 2012, Transport Scotland together with COSLA delivered the Smarter Choices Smarter Places (SCSP) Pilot Programme. This programme aimed to encourage travel behaviour change through various soft measures (including personalised travel plans) and infrastructure investment in seven selected Local Authority areas. Within the SEStran region this included the 'Take Another Route' pilot project in Falkirk.

The findings from these pilots have led to the availability of matched funding in 2015/16 to each Local Authority. Transport Scotland in partnership with Paths for All invited each Local Authority to bid for an individually allocated amount, based on each Local Authorities size and population (with a floor of £50,000). It was encouraged that Local Authorities, as part of their bid, work in partnership with Regional Transport Partnerships, NHS Boards and other public bodies or voluntary organisations.

During the 2015/16 SCSP budget, funding is available for strategy development, soft measures and integration with public transport. However, this does not include infrastructure, land negotiation or repairs.

Local Authorities will be required match funding from the SCSP award by at least 50%. In-kind contributions of up to 25% of total project costs are acceptable. SEStran has offered letters of support to partner authorities who have expressed interest in using the SEStran Sustainable and Active Travel Grants (SATG) in 2015/16. Guidance for SATG applicants will be made available in late March 2015.

Integrated Ticketing

Integrated ticketing can act as an incentive for current car users to switch to public transport. The ability to buy a ticket that can be used on a number of different operators increases the relative accessibility and attractiveness of public transport by simplifying the transaction. In addition, when such a ticket is used for a journey involving more than one operator it can and in most cases does provide a more cost effective solution when compared to buying a ticket from each operator in the journey separately.

One Ticket Ltd. provides an integrated ticket for the east central Scotland area that involves all the service bus providers in the area and includes rail services in and out of the region. The company is owned by the participating operators and income to One Ticket from integrated ticket sales is distributed to the participating operators, less an administration charge, in proportion to the recorded use of one tickets by each operator. One Ticket is currently a £1.3m pound per annum business and tickets can be purchased from a range of outlets including Pay Point, the web site, operators' ticket offices and local authority offices including SEStran. Tickets are available on a daily, weekly four weekly and annual basis.

Since October 2011, SEStran has assumed the role of administrator for One Ticket at the request of the One Ticket Board and approval by the SEStran board. To assist with this, the One Ticket board insisted that we continue to use the same consultant that has been providing services to One Ticket for a number of years and this has been done. The impact of this is neutral on the SEStran budget with the exception of an administration charge to One Ticket to cover for SEStran staff support. This shows up as income in the SEStran core budget.

Bus and Rail Public Transport

SEStran is representing and also providing direct support to the eight constituent member councils in respect of Bus and Rail public transport services

Most rail issues affecting the SEStran area and involving Transport Scotland, Network Rail and the individual rail operators are dealt with through various meetings and working groups involving the above parties although on a number of issues these external bodies deal directly with individual councils.

Some of the current rail issues that are subject to discussions between SEStran and the rail industry would include Rail Franchising (in particular the change of franchisees in respect of ScotRail and East Coast), Rail timetabling, Investment in stations, Station car parking strategy, High Speed Rail (covering both proposed Anglo-Scottish and internal Scottish services), the provision of new services and the establishing of Community Rail Partnerships.

SEStran has combined with member Authorities and has applied for and will consider further applications for funds from the £30m station fund and will pursue these applications. Part of this will be to act as a client on behalf of East Lothian and the Scottish Borders to take the proposals for new stations at East Linton and Reston to National Rail's 'Grip 3' Stage, which includes detailed design.

On the Bus side, the local authorities act directly with the bus industry, in particular on issues of tendering for services and the provision of relevant infrastructure, and the main involvement of SEStran is primarily directed towards national strategic issues.

However, SEStran provides a direct service to the Councils in respect of bus service and bus infrastructure data management. Until 2007, each council managed this service on their own through separate contracts with relevant specialist companies that provided necessary software. This was then rationalised into one SEStran contract for software provision and maintenance and one for hosting of the data, with both contracts being managed and paid for by SEStran at an estimated total annual saving to the Councils of more than £100,000 but at an annual cost to SEStran of around £55,000. All data input and the manipulation of data are still a matter for the Councils and it is the case that this merging of the individual council contracts and the creation of a joint database has enabled a degree of shared services between SEStran Councils, reduced service duplication and has simplified contract management.

SEStran will explore the opportunities to further rationalise this service through joint agreements with other RTPs and external local authorities as relevant and Stirling Council is already part of the SEStran scheme.

SEStran will also pursue the provision of a new bus Park & Ride on the landfall site on the south side of the Tay Road Bridge. Agreement to purchase the land has been reached and will go ahead during 2015/16. Financing and tendering for the project will be taken forward and through the Steering Group, which along with SEStran, also includes Transport Scotland, Fife Council, Tactran and Dundee City Council. SEStran will also liaise closely with the bus operators and other relevant bodes through the implementation process for this new facility.

Other European Funded Projects

Project	Description	Delivery Model	Benefits achieved
Nwe Ride	Project funded by the North West Europe Interreg Programme. NweRIDE is a platform that allows journeys from various ride/car-sharing systems to be interchangeable in real time. It will also be enabled to link with public transport information. Initially SEStran, in collaboration with Liftshare, will feed exchange user trips into a UK pilot.	Partnership with private sector and other European partners. Direct staff input. Collaboration with Liftshare, provider of Tripshare SEStran. 50% EU funding	Encouraging more sustainable travel habits through developing car sharing on a Europe wide platform and in providing links to public transport data ensuring that any adverse effect on public transport patronage is limited.
SocialCar	Project was approved in January 2015 and €188,450 has been awarded to SEStran over the next 3 years. SocialCar aims to integrate public transport information, car pooling and crowd sourced data in order to provide a single source of information for the traveller to compare multiple options/services. Interaction between users and Social Car system will be managed through selected social media channels.	Partnership with other European partners and direct staff input. 125% EU funding	Through joint working with our partners at Traveline Scotland and Liftshare UK, a demonstration of the platform will be trialled in Edinburgh. Seeks to encourage more sustainable travel through car sharing and public transport patronage.

Project	Description	Delivery Model	Benefits achieved
Chums	A new project under the umbrella of Intelligent Energy Europe (IEE) which includes SEStran as a partner. The enormous potential of carpooling strategies has been frustrated by the traditional behavioural, social and cultural barriers people have to sharing cars – this is the challenge of CHUMS'. The aim of the project is to apply a composite CHUMS behavioural change strategy, developed by the consortium and to transfer the proven methods to the rest of Europe (IEE project attracts 75% EU funding).	Partnership with other European partners and direct staff input. Collaboration with Liftshare. 75% EU funding	Seeks to address the energy challenge of low car occupancy and the 50% of journeys in cities that cannot be accommodated by conventional public transport modes.

Core Budget

The approved core revenue budget for 2014/15 is contained in the table below along with the proposed budget for 2015/16.

Proposed Core Revenue Budget 2015/16

	Approved 2014/15 £000	Proposed 2015/16 £000
Employee Costs		
Salaries, National Insurance and Pension Fund	**396**	**418**
Premises Costs	**41**	**40**
Staff Travel	**10**	**9**
Supplies and Services		
Marketing	20	20
Communications & Computing	31	31
Hosted Service – Routewise	53	53
Printing/Stationery/Supplies	18	10
Insurance	4	4
Equipment/Furniture/Materials	3	1
Training/Conferences	10	10
Interview Expenses/Advertising	2	2
Miscellaneous Expenses	20	11
Support Services		
Finance	25	25
Legal Services/HR	7	7
Corporate and Democratic		
Clerks Fees	15	15
External Audit Fees	10	10
Members Expenses	3	3

	Approved 2014/15 £000	Proposed 2015/16 £000
Interest	**4**	**1**
Funding		
Recharges:		
EU Projects	(153)	(20)
Bus Investment Fund	(50)	(100)
Scottish Government Grant	(269	(350
Net Core Expenditure	**200**	**200**

Approved Projects Budget 2014/15

Description	Budget £'000	Actuals @ 11/2/15 £'000	Forecast £'000	Variance £'000
SESplan 100% costs	(12,000)	(48,138)	(48,138)	(36,138)
One Ticket	–	45,857	45,857	45,857
One Ticket	(13,000)	(58,603)	(58,603)	(45,603)
R15 Park & Choose Sth Tay Bridge	–	1,390	1,750	1,750
R17 Sustainable Travel Awareness	111,000	38,313	111,000	–
Urban Cycle Networks	120,000	(3,642)	116,358	(3,642)
Urban Cycle Networks	(100,000)	–	(100,000)	–
RTPI capital costs	282,000	315,793	317,793	35,793
RTPI - Scottish Government	–	–	–	–
RTPI - 13/14 carry forward	(23,000)	(14,370)	(14,370)	8,630
RTPI - bus operators	(118,000)	(98,006)	(98,006)	19,994
R12 Edinburgh Orbital Bus Project	–	55	55	55
R34 project management costs	10,000	2,998	4,000	(6,000)
Revenue projects grant	(516,000)	(516,000)	(516,000)	–
R37 RTS monitoring	5,000	5,000	5,000	–
EU1 Dryport	–	18,902	18,902	18,902
R41 specialist rail bus advice	20,000	24,884	28,884	8,884
R41 specialist rail bus advice	–	(6,000)	(6,000)	(6,000)
R42 regional dev plan input	20,000	22,959	29,709	9,709
Other LA joint projects	–	1,450	1,450	1,450
Other LA joint projects	–	(1,450)	(1,450)	(1,450)
EU2 Connecting Food Ports	78,000	48,782	48,782	(29,218
EU2 Connecting Food Ports	(39,000)	(18,397)	(18,397)	20,603
EU4 Lo Pinod	143,000	102,288	102,288	(40,712)
EU4 Lo Pinod	(71,000)	(55,697)	(55,697)	15,303
EU5 I Transfer	38,000	48,337	48,337	10,337
EU5 I Transfer	(19,000)	(22,696)	(22,696)	(3,696)
Equalities Forum actions	10,000	–	–	(10,000)

Description	Budget £'000	Actuals @ 11/2/15 £'000	Forecast £'000	Variance £'000
EU Weastflows	43,000	53,647	68,647	25,647
EU Weastflows	(22,000)	(16,785)	(34,188)	(12,188)
EU NWE Ride	64,000	27,333	30,000	(34,000)
EU NWE Ride	(32,000)	(16,614)	(16,614)	15,386
Bus Investment Fund	346,000	211,747	347,771	1,771
Bus Investment Fund	(346,000)	(102,677)	(346,000)	–
EU Chums	68,000	11,609	13,609	(54,391)
EU Chums	(50,000)	(29,598)	(29,598)	20,402

Proposed Project Budget 2015/16

	Approved 2014/15 £'000	Proposed 2015/16 £'000	EU/Other Grant £'000	Net Expenditure £'000
EU Projects				
RTPI	286	230	(138)	92
Foodport	78	–		
Lo Pinod	143	–		
I Transfer	38	–		
Weastflows	43	–		
NWE Ride	64	64	(34)	30
Chums	68	68	(50)	18
Social Car	–	47	(47)	
Total	**720**	**409**	**(269**	**140**
Bus Investment Fund	346	1,000	(1,000)	–
Sustainable Travel	111	130		130
Rail Stations Development	–	850	(800)	50
South Tay Park and Ride	–	35		35
Rail/Bus Advice	20	35		35
SDP/LDP	20	20		20
RTS Monitoring	5	5		5
Urban Cycle Networks	120	120	(100)	20
Equalities Action Forum	10	10		10
One Ticket	(13)	(13)		(13)
Total	**1,339**	**2,601**	**(2,169)**	**432**

Approved requisitions from partner authorities 2015/16

Clackmannanshire	£6,664
East Lothian	£13,173
Edinburgh	£63,357
Falkirk	£20,422
Fife	£47,685
Midlothian	£11,008
Scottish Borders	£14,799
West Lothian	£22,892
	£200,000

Marketing and Communications Budget 2014/15 to 2015/16

Purpose	2013/14 Commitment £'000	2014/15 Commitment £'000
Materials	2,000	2,000
Website	1,700	1,700
Photography	–	–
Media Training	–	–
Events	3,000	3,000
Advertising	300	300
Publications	3,000	3,000
Total Core Budget	**10,000**	**10,000**
Project related budgets covered elsewhere		
Tripshare	10,000	10,000

Establishment

With effect of 31st March 2015, the SEStran offices are currently home to 10 paid employees.

Alex Macaulay	–	Partnership Director
Alastair Short	–	Strategy Manager (Part time)
Jim Grieve	–	Programme Manager
Angela Chambers	–	Office Manager/PA to Director
Lisa Freeman	–	Strategy Liaison Officer
Andrew Dougal	–	Communications Officer
Andrew Hutt	–	Graduate Technical Officer (Fixed term contract)
Emily Whitters	–	Administrator
Sarah Ryan	–	Active Travel Officer (Fixed term contract)
Fern Wallingford	–	Clerical Assistant (Fixed term contract)

Accommodation

We are currently located in offices which, although not as centrally located as our previous accommodation, have allowed us to deliver a saving to the core revenue budget.

Equipment

Using a budgeted allowance, the IT equipment was upgraded in 2013.

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All SEStran publications are available in a variety of formats, including large print, braille and a range of minority languages. For further information, please contact us on 0131 524 5150.