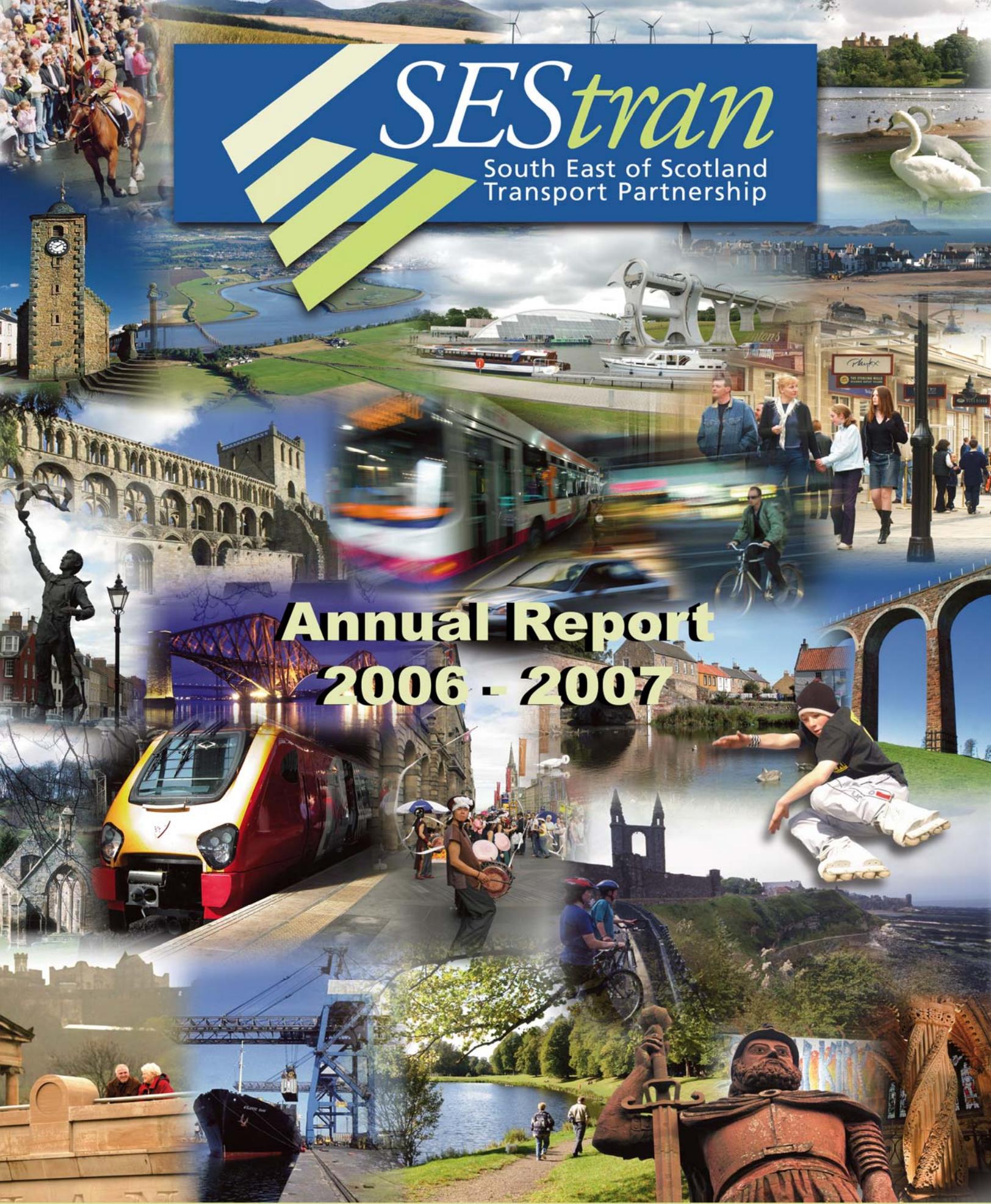


SEStran

South East of Scotland
Transport Partnership



Annual Report 2006 - 2007

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Foreword by Chairman and Partnership Director

Russell Imrie
SEStran Chair

Alex Macaulay
SEStran Director



A lot has been achieved since the Board first met on 19th December 2005. The major achievement has been the development of the Regional Transport Strategy and its submission to the Transport Minister on the 30th March this year, on time and on budget. Credit for this goes not only to SEStran officers and the consultants involved but importantly to all the Partner Authorities who, through their officers and Board members, provided essential input to the process. This has been an excellent example of partnership in action and has built on the excellent relationships developed during the period when SEStran was a voluntary partnership.

The Partnership's revenue budget for 2006/7 has been successfully managed. The core budget has allowed the recruitment of staff and the establishment of business processes for an efficient operation. The transition budget has provided the necessary office accommodation, hardware and software for the Partnership and has allowed us to develop a highly suitable office environment for future business.

On the revenue projects front we have made significant progress. Three rail feasibility studies have been carried out: Edinburgh/Glasgow High Speed Rail, Cambus Station on the Stirling/Alloa/Kincardine line and Caledonian Express. These have flagged up further work required on the Edinburgh/Glasgow High Speed Rail proposal and a Government commitment to Caledonian Express providing an alternative fast rail link via the Shotts line. On the buses front we have made significant progress on developing proposals for Real Time Information region-wide, developing a regional bus passenger information strategy and have acquired software for Public transport information and accessibility planning. Within Edinburgh we have supported the development of proposals for better pedestrian facilities at Haymarket Station and for extensions to park and ride. Finally we supported the media launch of the extension of One Ticket to include rail.

The capital programme saw major progress with work being carried out on no less than 13 bus-based projects, 19 cycle/walking projects, 7 park&ride/choose schemes, 4 road schemes and one rail scheme. Highlights of the bus schemes include a major extension of Bustracker real time information on the major routes within Edinburgh including extensions into Mid and East Lothian, extensive investment in bus quality corridors throughout the region and significant improvements to bus interchanges and town centre facilities. On the cycling and walking front we have delivered a range of new cycleways throughout the region many contributing to the implementation of the national cycle route network, and major improvements to the pedestrian environment in Burntisland. On park and ride we have seen the delivery of 245 spaces at Larbert Station and development of the schemes at Ingliston, Wallyford, Rosyth, Halbeath, Sherriffhall, Falkirk High Station and Lothianburn. On rail we have seen major investment at Markinch Station. Investment in roads has not been forgotten with major investment providing an urban traffic management and control system in Edinburgh and development work continuing on the A801 River Avon Gorge and the A90/M90 High Occupancy Vehicle lane projects. Finally feasibility and design work has been progressing on proposals for a new cross-Forth ferry.

All in all we have had a busy year and we look forward to busier and more exciting times to come after the approval of our Regional Transport Strategy and the ambitious programme of investment that it represents. Can we finally thank all the board members of SEStran for their contribution, the staff of the partner authorities who have worked so hard with us in delivery, the staff of SEStran without whom we would not have made progress, our suppliers of goods and services and most importantly the Scottish Executive whose support and funding has been most appreciated.



**Chairman Russell Imrie delivers the RTS to the Scottish Executive
30th March 2007**

Introduction

1. Guidance

The Scottish Executive published guidance on Regional Transport Strategies in March 2006. Paragraphs 112 and 133 of the Guidance require the preparation of an annual report to be submitted to Scottish Ministers. The report should cover the operational and financial year to 31st March. It should include a report of performance against the objectives, targets and performance indicators set out in the RTS and should be sent to constituent councils and others who have provided funding.

At the Board meeting of 16th February 2007 it was reported that the Director is required to prepare an annual report for the Board to meet these requirements and the first one would cover the period December 2005 to 31st March this year.

2. Period covered by report

This is the first report which focuses very much on the preparation of the RTS and the implementation of the capital and revenue programmes for 2006/7. As the implementation of the RTS develops the importance of the progress report will become more significant since it will include monitoring of progress against the targets included in the RTS.



“Projected increases in the population of South East Scotland will have a pronounced effect on the transportation system. The integration of land use and transport planning is essential, if increased car dependency is to be avoided”.

Partnership Board

3. Board Establishment

South East Scotland Transport Partnership (SEStran) was established by the Transport (Scotland) Act 2005 and subordinate legislation made in terms of Section 1(1) and 52(4) of the Act: 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.

The first meeting of the Board as a Statutory Partnership took place on the 19th December 2005. 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, ie the members meeting together, from the Partnership as a corporate entity comprised of members, officials and so on.

4. Membership

Membership consists 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) which, during the period ending with the elections for councillors in 2007, are to be appointed by the Scottish Ministers.

Currently, the Partnership has a full quota of 20 councillor members and has 7 non-councillor members.

5. Meetings

Since SEStran was officially transferred to a statutory body on 1st December 2005, the Partnership Board has met bi-monthly, with the exception of added 'special' meetings

The first meeting of the Board took place at the City Chambers in Edinburgh, with the subsequent meetings taking place as follows:

- 20th January 2006 at Gean House, Alloa, Clackmannanshire
- 17th February 2006 in the Court Room, City Chambers, Dunfermline, Fife
- 17th March 2006 at the Westfield Stadium, Falkirk
- 10th May 2006 at the Dunblane Hydro Hotel, Dunblane, Perthshire
- 16th June 2006 in the Council Chambers, County Buildings, Linlithgow
- 18th August 2006 in the Scottish Mining Museum, Newtongrange

All subsequent meetings took place at the SEStran Offices, First floor, 8b McDonald Road, Edinburgh

- 1st September 2006
- 24th October 2006
- 15th December 2006
- 16th February 2007
- 30th March 2007
- 20th April 2007

6. Formalities

For decisions to be formally approved at a Partnership meeting a quorum of at least half of all Members must be present. As the high percentage of members required to be quorate could cause potential

problems, it was written into the Standing Orders (paragraphs 6.1.11-12) that Councillors may appoint a substitute if they are unable to attend themselves. In order to streamline business, it was agreed that the agenda will be split: Agenda A will be for decision and Agenda B will be for noting.

7. Meeting Attendance

Attendance at meetings is shown in the following tables (The first meeting following the appointment of non-elected members was 10th May 2006).



SEStran Board Members

Attendees (Councillors)		Meeting date										
Name	Council	20/1/06	17/2/06	17/3/06	10/5/06	16/6/06	18/8/06	1/9/06	24/10/06	15/12/06	16/2/07	30/3/07
Cllr Carol Bartholomew	West Lothian	✓	✓	✓	✓	✓	✓	✓			✓	
Cllr David Bryson	Falkirk	✓	✓	✓ ¹	✓	✓	✓	✓	✓	✓	✓	
Cllr Andrew Burns	Edinburgh	✓	✓	✓	✓	✓	✓			✓*	✓*	✓*
Cllr Neil Calvert	Borders	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Eddie Carrick	Clacks	✓	✓ ²	✓		✓ ²	✓	✓ ¹		✓	✓	
Cllr Maureen Child	Edinburgh	✓	✓			✓	✓	✓		✓	✓	✓
Cllr Gordon Edgar	Borders	✓	✓	✓	✓ ²	✓ ³	✓	✓	✓	✓	✓	✓
Cllr Norman Hampshire	East Lothian	✓	✓	✓ ²		✓	✓			✓	✓	
Cllr Russell Imrie (Chair)	Midlothian	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
Cllr Allan Jackson	Edinburgh	✓				✓		✓	✓	✓	✓	
Cllr Dave King	West Lothian			✓	✓		✓	✓			✓	
Cllr Lawrence Marshall	Edinburgh		✓		✓	✓	✓	✓		✓	✓	✓
Cllr Tony Martin	Fife	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓ ¹	✓
Cllr George Matchett	Clacks	✓	✓	✓	✓ ¹	✓	✓	✓				
Cllr Alice McGarry	Fife	✓ ¹	✓	✓	✓		✓		✓	✓	✓	✓
Cllr Jim Muirhead	Midlothian	✓	✓	✓			✓			✓		
Cllr Jim Philp	Fife	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Bishop Shepherd	East Lothian	✓	✓	✓		✓ ¹	✓ ¹		✓			
Cllr Robert Spears	Falkirk	✓	✓	✓	✓	✓		✓			✓	✓
Cllr Phil Wheeler	Edinburgh	✓	✓ ¹	✓	✓	✓	✓	✓	✓	✓		✓
		¹ Cllr George Kay substitute	¹ Cllr Fred Mackintosh substitute ² Cllr Harry McLaren substitute	¹ Cllr Angus McDonald substitute ² Cllr Pat O'Donnell substitute	¹ Cllr Harry McLaren substitute ² Cllr David Paterson substitute	¹ Cllr Grant substitute ² Cllr Kay substitute ³ Cllr Paterson substitute Cllr Younger substitute	¹ Cllr Donald Grant substitute	¹ Cllr Harry McLaren substitute		* Cllr Burns was replaced permanently by Cllr Ricky Henderson	¹ Cllr Marylin Whitehead substitute	

Attendees (Non-Elected Members)		Meeting date										
Name	Designation	20/1/06	17/2/06	17/3/06	10/5/06	16/6/06	18/8/06	1/9/06	24/10/06	15/12/06	16/2/07	30/3/07
Charlie Anderson		N-A	N-A	N-A	✓	✓	✓	✓		✓	✓	✓
Graham Bell		N-A	N-A	N-A	✓	✓	✓	✓	✓	✓	✓	✓
Phil Flanders		N-A	N-A	N-A			✓	✓	✓		✓	
John Martin		N-A	N-A	N-A		✓	✓	✓		✓	✓	✓
Jim McFarlane		N-A	N-A	N-A	✓	✓			✓	✓		
Neil Renilson		N-A	N-A	N-A	✓	✓					✓	✓
Sandy Scotland		N-A	N-A	N-A		✓		✓	✓	✓	✓	✓

Governance

8. Good Governance

Good Governance is essential to any public body and SEStran is no exception. As SEStran developed over the initial period from its inception, some of the governance documents have required to evolve or be put in place at the most appropriate time. For example, it was not appropriate to institute a scheme of delegation until the staff establishment was clearer. However, with SEStran now fully staffed and its first RTS with Scottish Ministers for approval, it is clearly essential that sound procedures and policies are in place to ensure that it operates effectively, efficiently and with due regard to economy.

9. Standing Orders

An interim set of standing orders were passed at the inaugural meeting of SEStran on 19th December 2005. At that time, there was no Partnership Director and no other employees. However, the Partnership at that time had elected to meet on a monthly basis to move its agenda forward as rapidly as possible, and it was necessary to ensure that the usual procedures regarding meetings, their conduct, and decision-making mechanisms were in place. The Executive had, in its provisions in the Establishment Order, set out certain minimum parameters for Standing Orders and these have been incorporated wholesale into both the initial draft and the existing Standing Orders.

The existing Standing Orders were adopted by the Partnership at their meeting on 10th May, 2006. They are attached as Appendix 1 to this report.

10. 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 within 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. A copy is attached as Appendix 2 to this report.

11. Scheme of Delegation

As with 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 Scheme of Delegation was put in place at the Board meeting of 16th February 2007, and represents a robust set of powers tailored specifically for the workings of SEStran as they currently stand. Clearly, should the staff complement significantly expand and/or SEStran take on additional functions, then the Scheme of Delegation is one of the building blocks of governance that will need to be reviewed. The current Scheme of Delegation is attached as Appendix 3 to this report.

12. 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 twice yearly composed of one Board Member from each Authority and two non-Councillors members to ensure appropriate representation of geographical and other interests. It is intended that the first meeting of the Committee will take place shortly after the June meeting of the Board.

The Committee's remit is attached as Appendix 4.

13. Human Resources policies / procedures: Summary of progress

Since Falkirk Council were commissioned to take on the HR function for SEStran in January 2006, several Policies have been developed, subsequently approved at Partnership Board Meetings and are now officially in place. The outstanding policies, listed in the table below, will be put forward for approval at the Partnership Board meeting in June 2007.

Policy	Progress	Date Approved
Terms & Conditions of Employment – Partnership Director	Completed	August 2006
Terms & Conditions of Employment - other employees	Completed	August 2006
Recruitment& Selection Policy/Induction checklist	Completed	August 2006
Grievance	Completed	October 2006
Dignity at Work & Equal Opps	Completed	October 2006
Disciplinary	Completed	February 2007
Statement of Particulars	Completed	
Diversity and Equality Policy	Draft in process	
Capability	Draft in process	
Flexible Working	Draft in process	
Absence Management	Draft in process	
Family leave - adoption/maternity, carer's leave	Draft in process	
Flexible Retirement	Draft in process	
Health & Safety	Information compiled.	
Performance appraisal scheme	Draft in process	

14. Liaison with Partner Authorities

During its existence as a voluntary partnership, SEStran made extensive use of working groups of constituent council officers, both to make recommendations to a Steering Group on strategic and policy matters, and to execute the partnership's operations, normally through the good offices of a lead Council for each project.

Use of working groups in this capacity was not appropriate for the Statutory Partnership, which is accountable for its own conduct and requires to be able to demonstrate a high level of corporate governance in everything it does. On the other hand it is considered essential that a very close working relationship with the partner authorities is continued and that the spirit and practice of partnership that

the voluntary partnership developed continues to prevail in the new statutory framework. Consequently the previous working group structure has been replaced with a series of liaison groups outlined below.

15. Liaison Groups

The Liaison Groups serve as fora 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.

16. Liaison Group Names, Remits and Composition

The following six Liaison Groups are in operation:

- Chief Officer Liaison Group
- Programme Liaison Group
- Strategy Liaison Group
- Bus Liaison Group
- Rail Liaison Group
- Sustainable Transport 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 [Liaison Group topic] between officers of the constituent Councils and officers of SEStran
- To consider matters relating to [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 [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 [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)

17. Liaison including other bodies

The main area where liaison with the partner authorities includes representation from other bodies is rail, through the rail liaison group and the rail forum.

The Rail Liaison Group has the same remit and partner authority representation as the other liaison groups. Where it differs is that the membership also includes representatives of the three train operating companies serving Scotland (First Scotrail, GNER and Virgin) and Network Rail. Under the terms of the franchise agreement for the Scotrail Franchise, First Scotrail is required to have biannual liaison meetings with local authorities. SEStran has facilitated that through the management of a rail forum. Membership includes the partner authorities, the three train operating companies, Network Rail and representatives from SEStran, including board members.

18. Issues dealt with by liaison groups

The business of the various liaison groups is covered below.

19. Programme Liaison Group

This group is formed from lead officers in the constituent councils, Sestrans officials and a representative from the Scottish Executive. The group meets on a monthly basis to monitor progress on individual projects and to review the delivery of the SEStran Capital and Revenue Programmes. At the meetings the monitoring reporting forms are discussed and strategies developed to manage any projected variances in expenditure. These strategies are then reported to the Partnership Board where approval is sought if required.

20. Strategy Liaison Group

This group of lead officers from the constituent councils and SEStran officers met on a bi-monthly basis to review progress on the RTS and set programmes for continuing development of the strategy. This group pulled together progress on the various work streams for reporting to the Chief Officers Liaison Group and the Board. Advisors from the Scottish Executive attended this group and the Chief Officers Liaison Group to give advice on the processes and requirements of the strategy.

21. Bus Liaison Group

The first meeting of the Bus Liaison Group was held in October 2006 and two further meetings were held after that. Invitees to the Group were the Scottish Executive (all three meetings) and a representative of Traveline Scotland/One ticket (one meeting). It was agreed that a Bus Forum, with operators and the Confederation of Passenger Transport (CPT) attending, is to be held in September 2007.

The group assessed the possibility of a SEStran-wide common Bus Information Strategy which led to a consultancy study into the potential benefits and problems. The study resulted in a software provider being contracted to implement and maintain a common SEStran bus information database and software applications.

The group also considered enhancements to the One Ticket scheme to include bus/rail integrated ticketing and the SEStran Board agreed to part-fund the launch of bus/rail integrated ticket throughout the SEStran area. It has been agreed with One Ticket that SEStran should have a place on the board to facilitate future close working.

The group has undertaken extensive preparatory discussions ahead of the amalgamation of Demand Responsive Transport, Community Transport and Rural Public Passenger Transport grant budgets from 2008-09 with responsibility for management of the new fund passing to Regional Transport Partnerships. Amongst a large number of other issues raised, it is worth highlighting the continuing increase in cost of supported bus services and the related issues of Quality Partnerships / Contracts.

22. Rail Liaison Group and Rail Forum

There were 4 meetings of the Liaison Group and 2 Forums held since December 2005. All meetings were attended by most of the member authorities along with representatives from Network Rail, the three train operating companies, the rail freight industry, the Scottish Executive and Transport Scotland. The two Forums in May and November 2006 were attended by 7 and 8 Board Members respectively and **Transport Initiatives Edinburgh (TIE)** attended to make presentations on their schemes.

Key issues considered by the Liaison Group and Forum were the consultation on the two franchises being re-let (InterCity East Coast and Cross Country) and the Scotland Route Utilisation Strategy – dealing with short to medium term service provision and rail investment. SEStran input to the Scotland National Rail Strategy and the Scottish Planning Assessment were also considered.

Much of the Liaison Group meetings covered 'local' operational issues that in previous years were dealt with through separate operational liaison meetings – one for the Lothians and one for Fife. Specific areas of concern raised within both Groups were train overcrowding / capacity and rail fares- in particular the higher fares applied in the SEStran area when compared with elsewhere in the Central Belt.

Both groups considered all the major Rail Schemes being delivered or proposed in the SEStran area, including the Stirling – Alloa – Kincardine project, the Borders Railway, the Airdrie – Bathgate and Edinburgh Airport Rail Link proposals and SEStran studies on the 'Caledonian Express' (improved service level on the Shotts Line) and Edinburgh – Glasgow High Speed Rail Service.

23. Sustainable Transport Liaison Group

The Sustainable Transport Liaison Group was set up while SEStran was a voluntary partnership. It consists of representatives of all eight local authorities and has worked in partnership to promote TripshareSestran.com, the car sharing scheme, prioritise investment in long distance cycling projects and exchange best practice in travel plans for public and private sector.



“The growth in carbon emissions from the transport sector clearly cannot be sustained and in the medium to long term, very significant reductions are likely to be necessary”.

Staffing

24. Recruitment of Partnership Director

The recruitment of the Partnership Director was carried out by a sub-committee of the board comprising the chairman Councillor Russell Imrie, the three vice chairmen at the time, Cllrs. Andrew Burns, Tony Martin and Gordon Edgar, and Carol Bartholomew with professional support provided by Keith Rimmer, John Angell and Mac West and HR support provided by the City of Edinburgh Council. The initial round of interviews did not result in an appointment but a re-advertisement and interview process resulted in the appointment of Alex Macaulay who took up the post officially on 24th July 2006.

The appointment of the remaining staff was carried out over the period August to December 2006 as a result of advertising the posts and appropriate interview arrangements. The interviews were carried out by the Chairman and the Partnership Director with the addition of Keith Bell and Mac West as appropriate to provide expert advice. HR support was provided by Falkirk Council.

The exception to the above procedure was the appointment of administration support staff where the interviews were carried out by the Partnership Director and Office Manager after an initial sift by recruitment consultants. The procedure using advertisements for administration support staff proved to be ineffective in that no suitable candidates were attracted as a result. The recruitment of the second Administration support member of staff was completed in March 2007 after approval of the post in February with an effective start date of 1st April.

25. Establishment as at 31st March 2007

The SEStran offices are currently home to 8 paid employees.

Alex Macaulay	–	Partnership Director
Alastair Short	–	Strategy Manager
Ian Mathie	-	Programme Manager
Gillian Bartlett	-	Office Manager
Keith Irving	-	Travel Plan Officer
Andrew Dougal	-	Communications Officer
Lisa Pratt	-	Administrator
Post to be filled	-	Receptionist

“SEStran aims to encourage “smart” transport choices, including walking and cycling where these are practical options”.



RTS Development

26. Development of the Regional Transport Strategy (RTS)

The production of the SEStran Regional Transport Strategy is the main statutory requirement for the partnership, as outlined in the Transport (Scotland) Act 2005. The timescale for producing the strategy was very tight with the final strategy being required for approval by ministers approximately a year after guidance from the Scottish Executive was published. This required the procurement and development of the strategy to be well planned and managed to achieve the production of a comprehensive strategy on time. Some of the elements that went into this process are described below.

27. Procurement and budget

The importance of starting the procurement process as early as possible was realised at an early stage by the voluntary partnership. Initial scoping work and the management of the procurement process was carried out by Fife Council acting as agents for SEStran.

Proposals were received from consultants in January 2006 with the proposal by consultants MVA, WSP and Natural Capital providing the winning bid. The appointment of the consultants was one of the first decisions taken by the new SEStran Board. To date the consultants have completed their assignment in an exemplary fashion, with the provision of a high quality and comprehensive strategy produced on time and to budget.

The specified budget for developing the RTS was £400k with nearly £90k of that sum being allocated to a comprehensive consultation exercise. There is a 15% retention to take into account any potential redrafting as a result of ministerial comment due by the end of June 2007.

28. Steering and working groups

SEStran not only acted as the client for the strategy but co-ordinated the input into the strategy from all the constituent local authorities. A structured team approach was developed with various groups playing their part:

The SEStran Board. The Board was informed of progress through reports and presentations at the bi-monthly meetings and made comments and suggestions on the content and direction of strategy development. Board members were invited to workshops on the RTS and played a full part in defining important elements of the strategy.

Chief Officers Liaison Group. This group was instrumental in getting agreement on major issues such as the scale of consultation and the powers needed by SEStran to implement the strategy. Reports requiring Board approval were initially debated at this group.

Strategy Group. This group reviewed progress for reporting to the Chief Officers Liaison Group and the Board.

Officers Working Group. This group provided the weekly interface between SEStran officers, the transport strategy officers of the constituent councils and the consultants. Consultants provided drafts for comment and provided advice, with officials providing relevant input and drafting suggestions. This group also provided the initial proposals for the development and structure of the strategy. Although meetings were generally on a weekly basis, group e-mailing was also used extensively. This required

considerable commitment and interaction by all group members including the consultants to enable this group to operate effectively.

Scottish Executive. A representative from the Scottish Executive attended all the meetings and provided invaluable guidance on their requirements for a strategy and the process of strategy development.

29. Consultants

An important part of the process was the consultants team, MVA, WSP and Natural Capital, had clearly defined roles and provided the technical input and drafted the strategy.

MVA provided the technical development of the RTS, sourcing and providing all the policy and statistical input, carrying out predictive modelling and drafting the component sections of the strategy. MVA co-ordinated the programme and input from the other two consultants and provided a one person link to the SEStran team.

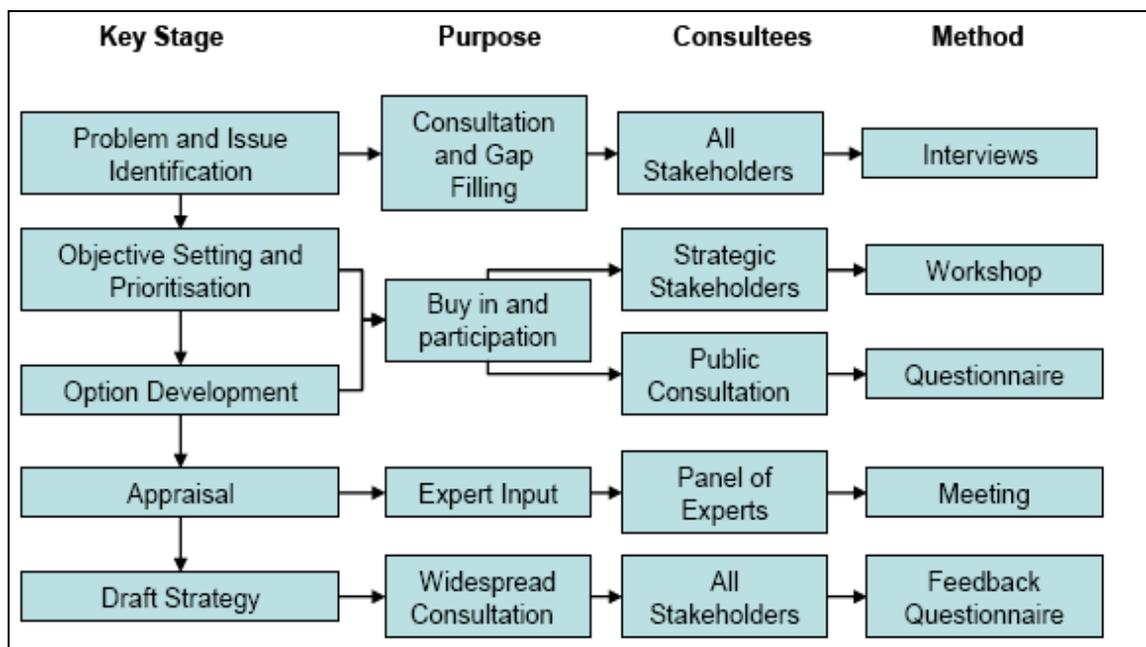
WSP consultancy was responsible for identifying, organising and feeding back the results from the extensive consultation. This again was an interactive process with the level of consultation required and the outcomes to be expected being assessed at each stage of the strategy development. The results of the consultations were then fed back into the developing strategy. The final consultation on the Draft strategy required significant publicity through radio, press and stakeholder contacts requiring a co-ordinated effort on the production of suitable materials to ensure that a cross-section of the public and stakeholders were informed and encouraged to respond. A comprehensive listing of all consultation responses and how they were taken on board within the strategy, was produced to allow respondees to see how they influenced the strategy.

Natural Capital was responsible for producing the Strategic Environmental Assessment. The main element required producing an assessment of the draft RTS with results of that assessment influencing the content of the final strategy.

The consultants worked as a team to provide a comprehensive strategy that took on board environmental issues and provided a record of consultation responses. The whole process was managed by the SEStran Strategy Manager and overseen by the SEStran Director.

30. Consultation

One of the main elements of the strategy development was a comprehensive consultation exercise not only on the draft RTS but also as an integral part of the development process.



The consultation programme consisted of several stages:

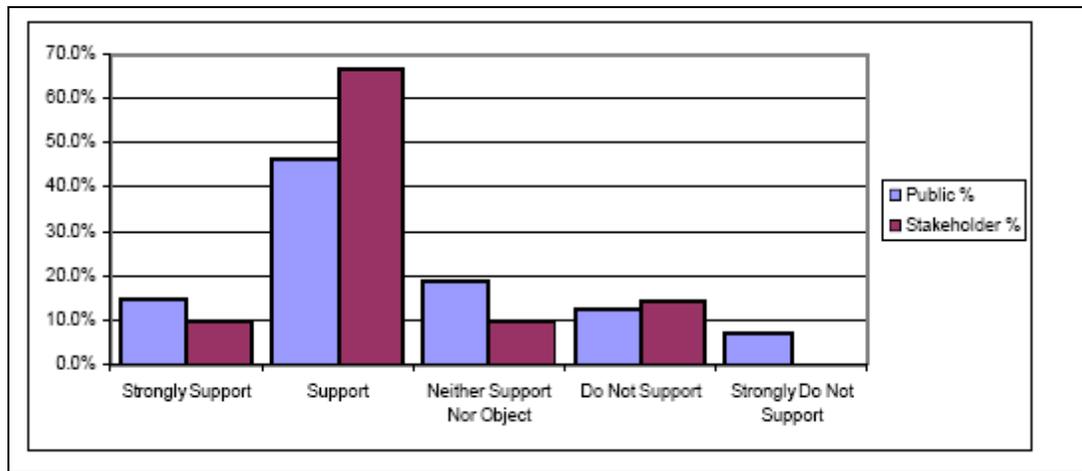
1. Awareness Raising – ensuring all relevant stakeholders are identified
2. Structured telephone interviews – to identify issues
3. Face-to-face interviews and workshops – to identify issues and priorities
4. Expert panel workshop – prioritise key issues and agree on the relevant trends.
5. Strategic Stakeholders Workshop – issue prioritisation, objective prioritisation and option development.
6. Interest group meetings – review issues and strategy objectives.
7. Expert Panel Consultation Workshop – option sifting and appraisal and strategy development
8. Public consultation – objectives and priorities for investment
9. Public and stakeholder consultation on the Draft Strategy.

31. Consultation on the Draft Strategy

The Draft RTS was produced by the 24th November 2006 as a basis for the public consultation exercise.

This major public consultation exercise on the draft RTS was carried out in December 2006/ January 2007. It was carried out mainly through a web-based questionnaire with e-mail contact with stakeholders. Hard copies were provided at libraries and other council offices allowing people to respond in various ways. The consultation was advertised in the press and on local radio.

Through the consultation exercise various comments were made on the contents of the draft, the details of which are included in the Consultation Report, produced as part of the submission for the strategy, which also covers the results of the consultation. The most important overall result of the consultation was the degree of public support for the strategy as indicated below.



Developing an effective consultation on transport strategy is notoriously difficult. The comprehensive consultation strategy developed and implemented by WSP gave a clear direction to developing the strategy while the results of the consultation on the draft strategy gave confidence that the strategy had the overall approval of the public and stakeholders.

32. Strategic Environmental Assessment (SEA)

The SEA for the SEStran Regional Transport Strategy was carried out in accordance with Part 2 of the Environmental Assessment (Scotland) Act 2005. The environmental report identifies, describes and evaluates significant effects on the environment of implementing the RTS. Mitigation measures were also put forward for inclusion in the strategy. The process was three-fold:

- Stage 1** – deciding on the scope of the assessment including getting agreement on the baseline position.
- Stage 2** – assessing the environmental effects of the policies and interventions within the draft RTS. This was published and consulted on as part of the consultation exercise.
- Stage 3** – preparing the environmental report. This was carried out by updating the Draft Strategy SEA report and producing an update paper taking on board the updates to the RTS based from the consultation exercise.

33. Final RTS

The strategy is centred on three themes based on a comprehensive set of policies and objectives.

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

The SEStran Regional Transport Strategy consists of five documents:-

1. The strategy including an executive summary;

2. Appendices providing support information;
3. Delivery Plan providing the implementation programme and potential costs;
4. The Consultation Report detailing the consultation process and how the comments were incorporated into the strategy
5. The Strategic Environmental Assessment detailing the potential environmental impact of the strategy and mitigation measures

The strategy and associated documents were approved by the Board on 29th March 2007 and submitted to the Scottish Executive for ministerial approval. It is anticipated that this approval with possible amendments will be received by the end of June 2007. The strategy will then be published and circulated to all stakeholders and made available to the public through libraries and our web site.



“SEStran aims to deliver a step change for rural transport, improving links to main corridors and within rural areas”.

Capital Projects

34. Capital Projects 2006-07

The capital projects funded/delivered by SEStran during 2006/7 are shown in the following table



Larbert Station Car Park



SEStran - Capital Monitoring 2006/07						
Ref	Project	Category	Authority	Revised Approved Budget	Final Outturn 2006/07	Project description
C1	Bustracker Extension	Bus	CEC	£693,000	£693,000	Provide real time information signs at bus stops in Edinburgh, East Lothian and Midlothian extending the existing Bustracker system. Bus priority at traffic lights will also be provided at junctions along the equipped bus routes.
C1	Bustracker Extension	Bus	CEC	£813,000	£813,000	As above
C2	Edinburgh - Strategic Bus Priority	Bus	CEC	£50,000	£19,090	Design bus priority measures along the waterfront corridor to the north of the city
C18	Cycling - Key connections to Edinburgh	Cycling & walking	CEC	£300,000	£269,924	Key strategic cycle path development and upgrading from the periphery of Edinburgh to neighbouring authorities
C37	Ingliston Park & Ride	Park & Ride / Choose	CEC	£138,000	£150,980	Design of expansion of the existing Park & Ride site at Ingliston to double its parking space capacity.
C44	UTM & C and Parking Guidance systems	Road	CEC	£1,810,000	£1,810,000	Implementation of a new Urban Traffic Management and Control System (UTMC) incorporating Parking Guidance and strategic variable messaging and journey time monitoring. 2006-7 parking guidance and variable message signs 2007-8 upgrade UTC equipment - improved ability to incorporate bus priority in traffic signals, to respond to incidents in real time and to manage air quality.
C3	Hillfoots	Bus	Clacks	£60,000	£62,256	Upgrading of bus facilities on Hillfoots route
C19	Waggon Way Cycle Path	Cycling & walking	Clacks	£120,000	£115,183	Upgrading of existing cycle path to connect Core path network with NCN76.
C20	Link between bus and rail stations in Alloa	Cycling & walking	Clacks	£40,000	£40,000	Pedestrian improvements to provide high quality link between existing bus stance in Alloa and new railway station. Provision of puffin crossing on Ring Road
C4	Whitecraig Bus turning facility	Bus	ELC	£105,000	£104,326	Construction of a roundabout at the junction of Salter's Road (A6094) and Cowpits Road at the western end of Whitecraig.
C38	Wallyford Park & Choose	Park & Ride / Choose	ELC	£100,000	£44,561	Construction of a 400 space car park adjacent to Wallyford station and bus stops on the services to/from Edinburgh.
C39	Larbert	Park &	Falkirk	£850,000	£844,927	Provision of a 246 Space Car Park with Bus Turning Facilities and

	Station car park & public transport links	Ride / Choose				Pedestrian Links at Larbert Railway Station
C50	Falkirk High car park	Park & Ride / Choose	Falkirk	£350,000	£245,246	Construction of Car Park for Falkirk High Railway Station
C51	A801 Avon Bridge	Road	Falkirk	£120,000	£119,970	Development of plans for construction of 3km S2 Standard Carriageway and High Level Multi-span Viaduct
C5	Dunfermline to Inverkeithing	Bus	Fife	£100,000	£47,145	Quick win measures to improve bus journey times and give priority to buses travelling between Dunfermline and Ferrytoll Park and Ride site near Inverkeithing via the A907 Halbeath Road, the A823 Queensferry Road and Rosyth.
C6	Bus Quality Corridors in West Fife	Bus	Fife	£280,000	£262,907	Improvements to Infrastructure on Bus Quality Corridor
C7	Bus Quality Corridors for service 7	Bus	Fife	£50,000	£50,000	Improvements to Bus Infrastructure on Service 7 low floor bus corridor. Works to include improved bus shelters, better boarding facilities for passengers and road markings.
C8	Bus Quality Corridors for service 68	Bus	Fife	£25,000	£25,000	Upgrading Infrastructure and turning manoeuvre on Cupar Town Bus Service route 68
C15	Leuchars Rail/Bus interchange	Bus	Fife	£180,000	£180,000	Creation of additional car park space in an existing car park to increase access to rail services.
C21	Cycle route NCN1 in Dunfermline	Cycling & walking	Fife	£125,000	£59,261	Improvement to the strategic cycle route
C22	Cycle route NCN76 Fife extensions	Cycling & walking	Fife	£34,000	£88,038	The provision of a key section of cycleway to link Kincardine with Culross on the NCN 76 cycle route, which will form part of the SEStran Round the Forth route.
C23	Cycle route NCN1 in Falkland	Cycling & walking	Fife	£100,000	£100,000	Upgrade of facilities for cyclists from Falkland to Strathmiglo
C24	Kirkcaldy bus/rail station links	Cycling & walking	Fife	£10,000	£8,664	Design and construct designated pedestrian links between the interchanges.
C25	Kirkcaldy college/rail station links	Cycling & walking	Fife	£84,000	£84,000	Design and construct designated pedestrian links between the college and the station.
C26	Burntisland	Cycling &	Fife	£350,000	£350,000	Design and construct designated pedestrian links between the bus

	bus network/rail station links	walking				network and the station.
C36	Cross Forth Ferry	Miscellaneous	Fife	£159,000	£65,366	Development of outline design and a business case to support the development of a cross Forth ferry service
C40	Rosyth and Halbeath Park & Choose	Park & Ride / Choose	Fife	£75,000	£38,845	Planning for design and construction of a 1000 space car park at Halbeath between A92 and M90, with terminal building and a 500 space car park at Rosyth Station, North Side
C43	Markinch Interchange	Rail	Fife	£500,000	£500,000	Improvement of existing rail interchange.
C27	Eskbank to Dalkeith cycleway	Cycling & walking	MLC	£100,000	£104,962	Construction of cycleway and associated facilities
C28	NCN-1 from Dalkeith to Gorebridge	Cycling & walking	MLC	£350,000	£359,560	Construction of cycleway and associated facilities to complete remainder of NCN-1 through Midlothian
C29	Roslin to Loanhead Phase 4	Cycling & walking	MLC	£180,000	£191,096	Construction of cycleway and new bridge deck
C30	Elginhaugh to CEC boundary	Cycling & walking	MLC	£50,000	£75,541	Construction of cycleway
C41	Sheriffhall P&R	Park & Ride / Choose	MLC	£50,000	£39,310	Planning for design and construction of Sheriffhall P&R (previously known as Todhills)
C42	Lothianburn Park & Ride	Park & Ride / Choose	MLC	£50,000	£4,000	Development of plans for construction of P&R site at Lothianburn on A702 corridor.
C46	Leadburn Crossroads	Road	MLC	£50,000	£55,531	Acquire land, divert services and detailed design
C9	Bus Quality Corridor main east/west feeder routes	Bus	SBC	£100,000	£158,193	Infrastructure Improvement Works East-West.
C16	Kelso Town Centre Hub / Interchange	Bus	SBC	£35,000	£48,121	Infrastructure Improvement Works in Kelso
C17	Key town centre bus	Bus	SBC	£50,000	£57,349	Infrastructure Improvement Works in Jedburgh, Peebles and Selkirk

	passenger facilities					
C31	A1 Coastal Route	Cycling & walking	SBC	£20,000	£31,185	Addressing strategic barriers to cycling on A1 Coastal Cycle route within the Scottish Borders. Actual route is expected to be on minor roads away from the trunk road corridor
C32	Infrastructure to complement Waverley railway	Cycling & walking	SBC	£12,000	£18,020	Design and implementation of sustainable transport links to proposed new railway stations in Galashiels and Tweedbank.
C33	Cycle Flow monitoring on Strategic Network	Cycling & walking	SEStran	£100,000	£79,545	To provide cycle counters for all Sustran partner areas. These are to be located on the National Cycle Networks. This will provide base line cycling data.
C45	M90 Third lane	Road	SEStran	£10,000	£0	Development of plans for a third lane southbound on the M90/A90 with signal controlled junctions
C13	Bathgate - Livingston – Edinburgh	Bus	WLC	£330,000	£278,108	Quality Bus Partnership Infrastructure for Route 27/28 - Bathgate - Livingston - Edinburgh. Provision of pump priming for quality bus corridor work including easy access bus stops, and bus priority at traffic signals.
C14	Whitburn - Livingston - Edinburgh	Bus	WLC	£410,000	£421,996	Quality Bus Infrastructure for Route 12/16 - Whitburn - Blackburn - Livingston - Uphall - Broxburn - Edinburgh. Provision of pump priming for quality bus corridor work including easy access bus stops and bus priority at traffic signals.
C34	Cycling - Key connections from West Lothian to Edinburgh	Cycling & walking	WLC	£50,000	£81,214	Key strategic cycleway development from West Lothian to Edinburgh. Including the design and construction of a cycleway extension on the A89 from Uphall Station to Livingston. Also, the development of future cycling on the A904 from Newton village to CEC boundary (Forth Road Bridge and A904) and connections.
C35	Cycling - NCR 75 West Lothian	Cycling & walking	WLC	£60,000	£57,134	Installation of cyclepath lighting on section of national cycle route and local NCR extensions in Bathgate.
Grand Totals				£9,628,000	£9,252,553	

35. Delivery Mechanisms

The predominant method of delivery utilised in the 2006/07 Capital Programme was by issue of Grant-in-Aid to the Partnership authorities, the one capital project that was managed directly by SEStran was the purchase of cycle flow monitors. A two year capital programme spanning the years 2006/08 was developed by SEStran early in its life before staff were in place with the delivery of the projects agreed among the partners.

36. Monitoring and Reporting

Project Monitoring templates were prepared for all projects contained within the Capital Programme for 2006/08 and a copy of the template used for reporting appears in Appendix 6 to this report. The template was prepared with security settings to ensure that the style of report was consistent from all authorities. In general the reporting was good and officials were reminded at the Programme Liaison Group meetings of the need to be as detailed as possible when completing the forms to ensure financial variances and amended delivery programmes were identified at an early stage to allow corrective action to be taken within the Capital Programme.

37. Out Turn

SEStran's approved capital grant for 2006/7 was £9,614,000. Expenditure for 2006/7 (subject to audit certification) was £9,252,553 which represents an underspend of £361,447 (3.8%). This underspend relates to slippage on specific projects where work is expected to be completed in 2007/08. The Scottish Executive has confirmed that the grant underspend can be carried forward to 2007/08.

Revenue

38. Revenue Projects Budget 2006-07

	Project	Expenditure			
		Approved	Forecast	Actual	Variance
R1	South Scotland Timber Transport	£10,000.00	0.00	0.00	-£10,000
R2	Integration of Bus / Rail Ticketing	£60,000.00	£60,000.00	£60,000.00	0.00
R3	Haymarket Pedestrian Facilities	£50,000.00	£50,000.00	£50,000.00	0.00
R4	Edinburgh Park and Ride Expansion	£25,000.00	£25,000.00	£25,000.00	0.00
R5	Edinburgh / Glasgow High Speed Rail Link	£8,050.00	£9,000.00	£8,000.00	-£50
R6	Cambus Station	£40,000.00	£25,260.00	£25,260.00	-£14,740
R7	Caledonian Express Study	£20,000.00	£19,452.93	£19,452.93	-£547.07
R8	Real Time Information Extension Study	£60,000.00	£55,000.00	£55,000.00	-£5,000
R9	Accession	£11,000.00	£3,980.00	£3,980.00	-£7,020
R10	Public Transport Information Software	£104,000.00	£125,533.00	£111,193.12	£7,193.12
R11	Bus Passenger Information Strategy	£5,000.00	£3,500.00	£3,450.00	-£1,550
Totals		£393,050.00	£376,725.93	£361,336.05	

39. Details of Revenue Budget 2006-07

The approved non core budget revenue grant awarded to SEStran for the 2006/07 financial year was £393,050 and these monies were utilised to deliver a programme that consisted of 11 projects. These projects were a mixture of feasibility studies, contributions to third party projects, the purchase of bus information software and accessibility planning software.

Project monitoring statements were issued for all projects contained within the revenue budget programme and these were completed by SEStran staff.

R1: The South Scotland Timber Transport study was to be commissioned and managed by SWESTRANS however this project encountered difficulties which resulted in no expenditure being made by SEStran.

R2: Expenditure on the "One Ticket" initiative increased from £30K to £60K with SEStran Board approval to enable a marketing campaign to be launched.

R3: The City of Edinburgh Council received a Grant Award from SEStran to enable a detailed study of pedestrian facilities at Haymarket Station and its environs to be undertaken and this work was a component of the Haymarket Station masterplanning exercise.

R4: A further study commissioned by City of Edinburgh Council was an investigation into the possibility of provision of additional Park and Ride facilities in the western periphery of Edinburgh.

R5: A study into the feasibility of a high speed rail link between Edinburgh and Glasgow was commissioned by SPT with a Grant Award from SEStran towards costs .

R6: A study into the provision of a new railway station at Cambus was commissioned by Clackmannanshire Council which resulted in a underspend of £14,740 on the approved budget.

R7: West Lothian Council commissioned a study into an upgrade of the Shotts railway line entitled Caledonian Express and the final cost of this work resulted in a saving of £547 on the approved budget.

R8: A Study commissioned and managed by SEStran staff on the feasibility of providing a region-wide bus Real Time Passenger Information system resulted in a saving of £5000 on the approved budget.

R9: Accessibility planning software entitled "Accession" was purchased for use by both SEStran staff and those of the partnership authorities with cost savings of £7020 from the original approved budget.

R10: A major purchase in the revenue budget was "Routewise" public transport information software which enables SEStran to hold the database of region-wide bus operations. The SEStran Board

approved additional expenditure on this project to enable the system to be installed with remote access available to registered users within the partnership authorities. The final expenditure on this project was £7,193 over the original approved budget figure.

R11: A SEStran-commissioned and managed study into a Bus Passenger Information Strategy was estimated to cost £5000 and the final invoice resulted in a cost of £3450.

R12: The SEStran Board approved the purchase of video conferencing facilities within the McDonald Road office which are compatible with those installed in the partnership authorities at a cost of £14,500. This was a late addition to the non core revenue budget and was recognised as a means to utilise some of the underspend in other projects while providing facilities compatible with the sustainable agenda of the Regional Transport Strategy.

40. Sustainable Transport Travel Plans

The Scottish Executive have funded a Travel Plan Officer with the remit to help all local authorities and major hospitals and health facilities develop travel plans by 31st March 2008. Revenue expenditure during 2006-07, excluding staff costs, was as follows:

Recipient	Activity	Grant
Midlothian	Consultant preparation of draft travel plan	£9,050
West Lothian	Consultant preparation of draft travel plan	£5,625
Fife	Cycle lease scheme	£5,940
Borders	Bike raffle prize for Bike to Work Week as part of travel plan	£450
Clackmannanshire	Pool bikes for council travel	£3,485.68
NHS Fife	Set-up of staff car sharing scheme within TripshareSestran	£2,878.75
NHS Fife	Production of leaflets advertising travel plan	£377.63
NHS Lothian	Travel survey of hospital staff /visitors at Royal Edinburgh Hospital	£10,868.75
Total:		£38,675.81

Revenue expenditure of £88,000 during 2007/08 will be focused on achieving the target.

41. Car Sharing

TripshareSestran.com, launched on 24th October 2006 by the Minister for Transport, Tavish Scott MSP, is a free, web-based car-sharing scheme to link car drivers or passengers who are making similar journeys in South East Scotland and wish to share the costs. TripshareSestran can also match taxi, cycling or walking journeys.

SEStran is promoting car sharing to encourage more efficient use of vehicles on our road, helping reduce congestion and pollution. As of 31st March 2007, there were 1700 members of TripshareSestran who had saved an estimated 700,000 vehicle-miles. £22,000 has been spent on radio advertisements and promotional goods to be distributed by SEStran and the eight partner authorities.

42. Cycling

During 2006-07, £60,000 revenue funding, to be matched by local authorities, was provided by the Scottish Executive to be spent on Round the Forth (RtF) and general long distance cycling projects. (Stirling and Perth&Kinross qualified for funding through arrangements put in place while SEStran was a voluntary partnership).

Local Authority	Cycling Route	Expenditure	Details of Project
Perth and Kinross (non-SEStran)	RtF	0	
	Non RtF	£4,200	Kinross to Vane Farm Path Feasibility Study
Midlothian	RtF	0	
	Non RtF	£2,500	Penicuik to Peebles Cycle path feasibility study
Scottish Borders	RtF	0	
	Non RtF	£20,885	National Cycling Network path construction at Innerleithen
Fife	RtF	£2,730	Aberdour Cycleway Public Consultation and Feasibility Study
	Non RtF	0	
Stirling (non-SEStran)	RtF	£9,500	Cycle counters and feasibility study into Manor powis link
	Non RtF	0	
Falkirk	RtF	£16,260	Falkirk to Denny cycleway feasibility study and Round the Forth route mapping
	Non RtF	0	
Subtotals	RtF	£28,490	
	Non RtF	£27,585	
Total		£56,075	

43. Core Budget

SEStran's core budget provides for the day-to-day running costs of the Partnership including employee costs, premises costs, supplies and services. For 2006/7 approved expenditure was £500,000. The Scottish Executive contributed 50% of funding leaving £250,000 to be met by the Partnership's constituent councils. Actual expenditure for the year was £493,000, representing an underspend of £7,000 (1.4%). A summary of the Core budget for 2006/7 is provided in the table below.

In addition to this core budget underspend of £7,000, SEStran received £99,000 of interest during the year due mainly to differences in timing between the receipt of capital grant payments by SEStran from the Scottish Executive and reimbursement of capital expenditure claims by SEStran to Partner authorities.

Core Budget 2006/7 – Summary

	Approved	Actual	Variance	Notes on Variances
	‘£000	‘£000	‘£000	
Employee Costs	165	180	15	Recruitment of Marketing Officer approved by Partnership
Secretariat / Admin	104	97	(7)	Fife appointed as Clerk from 1 st Jan 2007
HR, Legal, Finance & Audit Services	55	58	3	Procurement fees £3k
PR/ Communications	40	36	(4)	
Premises	45	56	11	Rent reduction in years 1&2 spread over 5-year lease period
Feasibility Studies, etc.	71	42	(29)	Contribution to revenue projects (£11k), video conferencing / other computer equipment (£21k), Lindean consultancy (£10k)
Contingency	20	24	4	RTS printing and Functions / Powers report
Total Expenditure	500	493	(7)	

44. Transition Budget

The Scottish Executive provided funding to meet transitional (or start-up) costs of SEStran. Transitional costs incurred by SEStran totalling £151,621 were reimbursed by the Executive. The majority of the costs related to the establishment of accommodation for the Partnership including furnishings, partitioning, IT and communications.

45. Delivery Mechanisms

Various delivery mechanisms were utilised on the projects contained within the Revenue Programme. The City of Edinburgh Council managed the study to investigate Improvements to Pedestrian Facilities at Haymarket Station and the study to investigate additional Park and Ride sites. A grant award was made to One-Ticket to support a marketing campaign, to SPT to fund a study into a High Speed Rail Link between Edinburgh and Glasgow, to Clackmannanshire Council for a study into the provision of a station at Cambus and to West Lothian Council to fund a study into an upgrade of the Shotts railway line entitled Caledonian Express.

Sestran staff managed feasibility studies into the provision of a region-wide Bus Real Time Information system and region-wide Bus Passenger Information.

The non-core Revenue Budget was also used to purchase accessibility planning software and public transport information software.

46. Monitoring and Reporting

The project monitoring templates developed for use on the capital programme were also used to a limited extent on the revenue programme the reason for this limited use was that many of the projects required a single payment with costs fixed prior to the issue of the grant award letters.

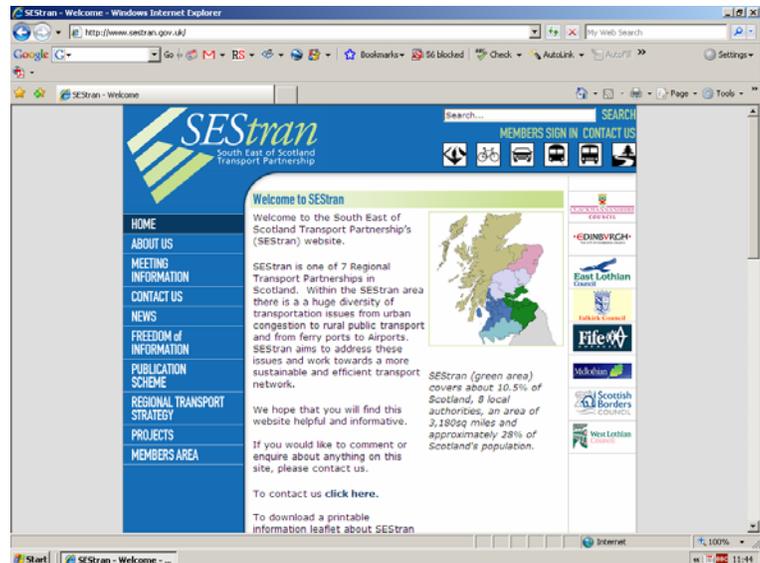
Communications

47. Web Site

The SEStran website outlines the partnerships aims and objectives, gives access to key documents, such as the RTS and supporting documentation, and lists membership and board papers in line with Freedom of Information requirements. The Website facilitates access to all relevant SEStran reports and public relations material. It is being developed as SEStran's key "shop window" for all enquiries. Options for development and maintenance of the site are being considered, to ensure the website is an effective communications tool. Technical improvements to the website and enhanced accessibility are currently under consideration.

All SEStran publications will primarily exist electronically, and be accessible for download from the website www.sestran.gov.uk as PDFs, although a small stock of printed publications will be made available on request.

"SEStran's website will be developed as our key "shop window" for providing information on transport planning and delivery in South East Scotland."



48. Communications Strategy

A communications strategy has been developed to raise SEStran's public profile. Key priorities will be; to promote the aims of the RTS; to encourage behavioural change among the traveling public towards greater use of public transport or make smarter travel choices, in line with RTS objectives; highlighting the aims of SEStran, as laid out in the RTS, and making SEStran a credible and authoritative voice for the general public on transport planning and delivery in South East Scotland.

Relationships with local, regional and national press are being developed to achieve these priorities. Transport correspondents for the key newspapers and broadcasters are being specifically targeted.

A protocol for joint media work has been agreed with partner local authorities to facilitate effective media working. Press releases are being issued, in cooperation with partner authorities, to highlight the real improvements to local transport provision which SEStran's capital programme is bringing across the region.

A suite of branded promotional materials have been commissioned for use at events and for distribution, as appropriate. These include: a full suite of branded banners for use at events, during media work and for in-house branding; branded stationery, and a basic information leaflet for circulation to all libraries and information services in South East Scotland and for issue to all enquiries. A stock of branded USB keys has been acquired, for distribution of key documentation.

As part of the drive to raise SEStran's public profile, advertising space has been taken in all of the region's telephone directories, the Scottish Chamber of Commerce directory and the Edinburgh Chamber of Commerce diary 2008.

A calendar of events for 2008-9 has been developed to run concurrently with the Communications Strategy. Specialist transport events which SEStran should participate in for professional purposes and more general events at which SEStran may use the opportunity to raise our public profile are included. Involvement ranges from attendance to sponsorship, as appropriate.

SEStran will pursue further opportunities to participate in and originate relevant events and campaigns as these contribute to the aims and targets outlined in the RTS.

49. External Consultation Responses

SEStran has responded to a number of consultation exercises since its formation in December 2005 and the more significant ones are listed below.

Scottish Executive. Consultation with the Scottish Executive has been undertaken on a wide range of issues, in particular regarding the functioning and resourcing of the Regional Transport Partnerships.

National Transport strategy. The Partnership participated fully in the Executive's consultation exercises in the preparation of Scotland's National Transport Strategy. This was in the form of written responses and through active participation in meetings and seminars.

Regional and Local Transport Strategies. SEStran provided written consultation responses to the draft Regional Transport Strategies prepared by the other six Regional Partnerships. Responses were also given on the draft Local Transport Strategies for The City of Edinburgh and Midlothian Councils.

Route Utilisation Strategies. Network Rail prepared two Route Utilisation Strategies (RUS) that involved a significant amount of consultation with SEStran. The most extensive was the Scotland RUS and a number of suggestions by SEStran were incorporated in the final document. SEStran also gave a detailed response to the UK Freight RUS.

Rail franchises. There are two major Rail Franchises – InterCity Cross Country and InterCity East Coast - that are currently in the process of re-franchising by the Department for Transport. SEStran provided extensive comments to both of the draft tender specifications. Many of these comments were reflected in the final tender document. SEStran has also met with all the bidders for the franchises to impress upon bidders the expectations for the relevant rail services in the SEStran area.

50. RTP Joint Chairs/lead officers meetings

The Chairs of the seven RTPs, supported by the RTP lead officers, have met a total of seven times since December 2005, once each in Aberdeen, Shetland and Perth and twice each in Edinburgh and Glasgow. They have met with the Minister for Transport on 3 occasions, twice in Edinburgh and once Shetland. The meetings with the minister have been open and productive and have been welcomed by the Chairs with the hope that such a regular and open exchange can be continued. The Chairs have met with the Confederation of Passenger Transport (CPT) on two occasions, once in Glasgow and once in Perth and it is proposed to continue this liaison in addition to the liaison that takes place on a local/regional basis.

The lead officers have met on numerous occasions with the Scottish Executive firstly through the mechanism of the Scottish Transport Act Implementation Group and later the RTP liaison group. Again this has proved to be a valuable mechanism for raising issues with the Scottish Executive and vice versa. The level of cooperation between the lead officers and the Scottish Executive has been excellent and it is hoped that this will continue in the future.

The lead officers have themselves met on numerous occasions, a mechanism that has proven to be extremely valuable in addressing issues of mutual concern and common interest. They have also provided a forum for the management of the joint chairs meetings.

Examples of items of business that have been covered have been the development of the Regional Transport Strategies, budget and funding, and issues of national concern like the proposed new crossing of the Forth and High speed rail connections to the south and within Scotland.

The joint chairs have agreed to develop a series of issues papers covering items of national importance and it has been agreed that these be developed by the RTP with the greatest interest in the subject concerned. The papers are as follows:-

Paper subject	Suggested Author
1. High Speed Surface Transport .	SPT(done)
2. Electrification of rail lines in Scotland	SPT
3. Equity of rail fares across Scotland	SEStran
4. Support for major rail schemes in Scotland	SPT
5. New Multi Modal Crossing of the Forth	SEStran
6. International connectivity by air and sea	Nestrans
7. Road links to England	SEStran/SPT
8. Bus issues (Quality contracts)	TACTRAN
9. Rail freight	Nestrans
10. Sustainable transport (global warming)	SWESTRANS
11. Road User Charging/demand management	SEStran
12. Revenue Consequences of RTP Capital Investment	SWESTRANS
13. Lifeline Ferry Services	HITRANS
14. Inland waterway and coastal freight	HITRANS
15. Remote area connectivity	ZetTrans

51. Dunblane Conference

The joint RTPs in association with the Scottish Executive held a successful training conference for new Board Members of RTPs in Dunblane on the 11th May with well over 100 delegates attending. It is proposed to hold a similar event post-election in 2007

52. Freight Strategy

A National Freight Action Plan was one of three Action Plans produced along with the National Transport Strategy by the Scottish Executive. To progress it, a national steering group was set up, on which SEStran is represented. The involvement of SEStran in developing national strategy has

significant benefits in ensuring that SEStran's interests are promoted at a national level and that the development of SEStran's freight initiatives are complementary to national initiatives.

53. Transport Scotland/Scottish Executive Meetings

Close working relations are maintained with Transport Scotland and the Scottish Executive in order to develop and promote SEStran's objectives. Most meetings are on a one-off basis, but some meetings including West Edinburgh Planning Framework, Travel and Transport Statistics, etc. are on a more regular basis. Future management of Demand Responsive Transport and potential future responsibilities of the partnerships was the area of most recent discussion.



“SEStran’s vision is for a regional transportation system that provides all citizens of South East Scotland with a genuine choice of transport, which fulfills their needs and provides travel opportunities for work and leisure on a sustainable basis”.

Budgets 2007/08

54. Capital and Revenue Budgets 2007/08

The capital and revenue budgets for 2007/08 are shown in the following tables. In addition to the projects indicated below, the 2007/08 capital budget will also contain one-off amounts for remaining public transport/integrated transport fund projects: Straiton P&R (£1.3m), rail station access (£71,000), improving access to employment / growth areas (£3,000,000) and quality bus interchanges/Fife circle access & enhancements (£200,000). The total capital budget is therefore £14,384,565, a 50% increase on 2006/07. On revenue, the projects budget has seen a significant increase to just under £1m which will allow an early start to be made on rts projects. The core budget has increased from £599k to £600k to reflect inflation and the increased demands as the new organisation develops.

Strategic Project	Budget 2007/08	Details of Capital Project
Bus Corridor Enhancements		
Link to New Royal Infirmary	£600,000	Development of new public transport link from Greendykes Road to the new Edinburgh Royal Infirmary
A701 Penicuik to Edinburgh	£200,000	Improvements to bus infrastructure
Wilkieston NW Link	£30,000	Design of a link road to improve bus access to Wilkieston
Ormiston Mains	£30,000	Bus priority lane approaching Ormiston Mains
East Calder - Wilkieston	£35,000	Bus priority lane between East Calder and Wilkieston buses
Burnwynd Signals	£150,000	Bus priority signals at Burnwynd on the A71
Alloa - Stirling	£60,000	Bus Quality Corridor Alloa - Stirling - To provide infrastructure improvements on Alloa to Stirling Route to create bus quality corridor, including
Hillfoots	£60,000	Bus Quality Corridor Hillfoots - To provide infrastructure improvements on Hillfoot Circular Route to create bus quality corridor, including
Whitecraig Bus turning facility	£60,000	Prepare a detailed design, cost estimate and construction of the proposed bus turning facility/roundabout at the west end of Whitecraig.
Dunfermline to Inverkeithing	£115,000	Implementation of bus priority measures on the Dunfermline to Inverkeithing bus corridor and Dunfermline to Halbeath corridor. Feasibility work in 2005/06. Design and build 2006/07 – 2007/08.
Bus Quality Corridors in West Fife	£139,350	Infrastructure on the following bus quality corridors. Dunfermline services, D3, D4, D5, D6, D7, D8, D9. West Villages to Dunfermline/Kirkcaldy services, 14/14A, 18, 19, 28, 30, 33, 34, 72, 73, 74/75, 76, 78, 79, 80, 81, 82, 84. Hospital links service, 15
Bus Quality Corridor main east/west feeder routes	£150,000	Improved Bus Infrastructure on east west routes feeding into main network Hawick - Jedburgh - Kelso - Berwick corridor ; Galashiels - Duns - Berwick Corridor ; Cockburnspath - Coldingham - Eyemouth - Berwick corridor ; Galashiels - Kelso Corridor
Bus Interchanges		

Kelso Town Centre Hub / Interchange	£40,000	Improved bus interchange facilities in Kelso for through services
Key Fife town centre bus passenger facilities	£100,000	Improved waiting facilities for bus passengers, including at Kirkcaldy
	£1,769,350	Sub-Total
Cycling & Walking		
Round the Forth Cycle Route	£191,000	Provide cycle paths around the Forth Estuary
Safer Routes to Stations/Transport Interchanges	£100,000	Improving pedestrian and cycling access to stations and interchanges
Eskbank to Dalkeith Cycleway	£20,000	Provision of an alternative cycleway for the opening of the Waverley Railway Line
Cycling - Key Connections to Edinburgh	£100,000	Cycle path improvements A8 Ed Airport- Ratho Stn and design work to address strategic barriers to cycling on the periphery of Edinburgh (e.g. City Bypass junctions).
Key connections - West Lothian to Edinburgh	£270,000	Key strategic cycle path development from West Lothian to Edinburgh. A904 from Newton village to CEC boundary (Forth Road Bridge and A90). A89 extension from Uphall Station to Livingston.
Cycling - NCR 75 West Lothian Installation of cyclepath lighting	£230,000	Installation of cyclepath lighting on section of national cycle route and local to NCR 75 extensions in Bathgate area.
Cycle route NCN1 in Dunfermline	£125,000	NCN1 Cycle route implementation phase 2, Linburn Road to Townhill, Dunfermline
Cycle route NCN76 for Fife extensions	£32,800	NCN76 Round the Forth Core Path network (Kincardine to Culross)
Kirkcaldy Bus/Rail Station Pedestrian Links	£140,000	Kirkcaldy Rail/ Bus Station/ Town Centre Pedestrian Link. (Green Corridor) – Adam Smith Signals UTMC. To provide a direct, safe walking/cycling link between the rail station, bus station and town centre, including signal controlled pedestrian crossings and widened footway/cycleway.
Infrastructure to complement Waverley railway	£288,000	Improvements for pedestrian and cyclist access to the new transport interchange in Galashiels and to address the issue of severance within the town
	£1,506,800	Sub-Total
Park & Ride/Choose		
Falkirk High Car Park	£589,000	Car park at Falkirk High Station
A701 Straiton Park & Ride	£3,000,000	Construction of a 600 space park and ride site with a terminal building
Ingliston Park & Ride	£1,732,000	Design and construction of scheme to double the size of Ingliston P & R site

Wallyford Park & Choose	£546,000	Prepare the detailed design, cost estimate and construction of a 400 space bus and rail-based Park & Choose site at Wallyford as recommended in the SEStran Corridors Study.
Sheriffhall Park & Ride	£400,000	Extension of and improvements to Sheriffhall (previously known as Todhills) Park & Ride site.
Lothianburn Park & Ride	£135,000	Development of plans for construction of A702 Park & Ride site at Lothianburn, south of the City of Edinburgh bypass.
Rosyth and Halbeath Park & Choose	£308,000	Planning and design work for Park & Choose facilities at Rosyth and Halbeath.
	£6,710,000	Sub-Total
Road		
A801 Avon Gorge	£100,000	Development of plans for construction of a 3km S2 Standard carriageway and high level multi-span viaduct
M90 Third lane	£157,000	Development of plans for design and construction of third lane (priority) on M90/A90 between Halbeath and Admiralty junctions North of Forth Road Bridge
Leadburn Crossroads	£50,000	Leadburn - reconfigure junction - A701, A703, A6094 to improve road safety
UTM & C and Parking Guidance systems	£300,000	Implementation of a new Urban Traffic Management and Control System incorporating Parking Guidance and strategic Variable Message Signs. Yr1 = parking guidance and VMS. VMS outside city bypass: route guidance, travel, incident and car park occupancy info. Parking guidance - city centre VMS signs guiding drivers to car parks with space. yr 2 UTMC upgrade - Improved ability to incorporate bus priority in signals, to respond to incidents in real time and to manage air quality.
	£607,000	Sub-Total
Ferry		
Cross Forth Ferry	£241,000	Cross Forth Ferry - Further investigative work, including design and more detailed survey work to gauge patronage.
	£241,000	Sub-Total
	£10,834,150	GRAND TOTAL

55. Core Revenue

The Partnership approved its core revenue budget for 2007/08 at the Board meeting on 16th February. Approved expenditure is £600,000. The Scottish Executive will contribute 50% of funding with £300,000 to be met by the Partnership's constituent councils.

56. Revenue Projects 2007/08

Code	Project Management	Project	Cost	Details of Project
R12	SEStran	Edinburgh Orbital bus project	£100,000	Feasibility/preliminary design of facilities
R13	SEStran	Outbound bus priority on the A90	£50,000	Feasibility study
R14	SEStran/TACTRAN	Stirling to Clackmannanshire bus services	£45,000	Review operation
R15	SEStran/TACTRAN	Park & Choose on south side of the Tay Bridge	£75,000	Feasibility study and preliminary design
R16	SEStran	Falkirk to West Lothian bus services	£45,000	Scoping study
R17	SEStran	Sustainable travel awareness	£50,000	Promotion and marketing campaign
R18	SEStran	Freight facilities and development of quality partnerships	£40,000	Scoping study
R19	SEStran	Development of parking standards framework	£30,000	Study for developing a standard approach to parking standards
R20	SEStran	Regional parking management	£30,000	Scoping study
R21	SEStran	Cycle Initiatives	£30,000	Collate best practice
R22	SEStran	Bus Initiatives - Bus Information	£45,000	Regional Bus Information Strategy
R23	SEStran	Bus Initiatives - Bus Real Time Information	£50,000	Bus Real Time Information
R24	SEStran	Bus initiatives study	£65,000	Scoping study (£35K in (2007/08)
R25	SEStran	Taxicard	£40,000	Scoping Study
R26	SEStran	Access to healthcare and employment	£60,000	Accessibility Planning
R27	SEStran	Levenmouth Rail Study	£35,000	Review from a Regional Perspective (£40K in 2007/08)
R28	SEStran/Fife	Dunfermline Bus/Light Rail	£30,000	Route identification study
R29	SEStran/Edinburgh	Edinburgh South East Tramline(Tramline 3)	£50,000	Review Project
R30	Edinburgh	Edinburgh South Suburban Railway	£25,000	Review Business Case
R5	SEStran	Edinburgh-Glasgow High Speed Rail	£5,000	Progress in partnership with TS/SPT/Others
R31	SEStran	Car Parking/Access to Rail Station	£tbc	Progress in partnership with NR/TS/FSR/SPT/LA's
		Total	£900K	

57. Appendices

- 1 Standing Orders
- 2 Financial Regulations
- 3 Scheme of Delegation
- 4 Performance/Audit Committee Remit
- 5 HR Policies/Procedures
- 6 Project Monitoring Pro Forma

*** The appendices are available seperately, in either electronic or printed format**

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