

## **Public Services Reform (Scotland) Act 2010**

### **1. Background**

**1.1** The Scottish Regional Transport Partnerships have been included in the schedule of the Public Services Reform (Scotland) Act 2010. The act requires annual publication of certain information and this report advises the Board of the information to be published.

### **2 Introduction**

**2.1** Sections 31 and 32 of the Public Services Reform (Scotland) Act 2010 ("the Act") impose duties on the Scottish Government and listed public bodies to publish information on expenditure and certain other matters as soon as is reasonably practicable after the end of each financial year. These duties came into force on 1 October 2010 by virtue of The Public Services Reform (Scotland) Act 2010 (Commencement No.2) Order 2010 (S8I 2010 No 321).

**2.2** Sections 31(7) and 32(2) of the Act provide that listed public bodies must have regard to any guidance issued by the Scottish Ministers about the duties imposed by these sections. Guidance designed to assist public bodies in giving effect to these statutory duties and to promote consistency between bodies in the way in which they give effect to these duties was laid before Parliament as required by the Act and this guidance has been followed in preparing the information for publication.

### **3 Data to be Published**

**3.1** Section 31(1) and (2) require public bodies to publish as soon as is reasonably practicable after the end of each financial year a statement of any expenditure they have incurred during that financial year on or in connection with the following matters:

- Public relations;
- Overseas travel;
- Hospitality and entertainment;
- External consultancy;
- Payments with a value in excess of £25,000
- Members or employees who received remuneration in excess of £150,000

### **3.2 Sustainable economic growth**

**3.2.1** Section 32(1)(a) provides that as soon as is reasonably practicable after the end of each financial year each listed public body must publish a statement of the steps it has taken during that financial year to promote and increase sustainable growth through the exercise of its functions. Since this requires the publication of a statement it is not sufficient simply to refer to other published material such as the Annual Report.

### **3.3 Efficiency, Effectiveness and Economy**

**3.3.1** Section 32(1)(b) provides that as soon as is reasonably practicable after the end of each financial year each listed public body must publish a statement of the steps it has taken during that financial year to improve efficiency, effectiveness and economy in the exercise of its functions. Again this requires the publication of a free standing statement and it is not sufficient simply to refer to other published material such as the Annual Report.

**3.3.2** The Scottish Government has published guidance on the definition of efficiencies and this has been followed.

**3.4** The data as described in sections 3.1 to 3.3 of this report is included in Appendices 1, 2 and 3 of this report and will be published on the SEStran web site in accordance with the requirements of the Act.

## **4 Recommendation**

**4.1** The board is asked to note the content of the material for publication under the Public Services Reform (Scotland) Act 2010 and detailed in Appendices 1, 2 and 3 of this report and to note that it will be published on the SEStran web site.

**Alex Macaulay**  
Partnership Director  
19th September 2014

**Appendix 1** – Public Services Reform (Scotland) Act 2010 Schedule of Expenditure

**Appendix 2** - Public Services Reform (Scotland) Act 2010 Statement on Sustainable Economic Growth

**Appendix 3** - Public Services Reform (Scotland) Act 2010 Statement of Efficiency, Effectiveness and Economy



Policy Implications	None
Financial Implications	None
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None

**SESTRAN**  
**Public Services Reform (Scotland) Act 2010 Information**  
**Year ended 31st March 2014**

1) **Public Relations**

Supplier	External costs - invoiced (net)	Internal Staff Costs	Supplier Total	Comments
In-House Communications		£44,026	£44,026	£5,261 funded by ERDF
Arrow Corporate Promotions	£465		£465	50% funded by ERDF (Foodport)
Bauer Radio	£2,320			
Bauer Radio	£190			
Bauer Radio	£1,334			
Bauer Radio	£4,324			
Bauer Radio	£1,058			
Bauer Radio	£3,081			
Bauer Radio	£3,330		£15,636	
Cycling Scotland	£95			
Cycling Scotland	£229		£324	
DC Publishing	£300		£300	
Distinctive Publishing	£150			
Distinctive Publishing	£300		£450	
Edinburgh Festival of Cycling	£250		£250	
Hawick Walking Festival Group	£1,000		£1,000	
Hibu (UK) Ltd	£150			
Hibu (UK) Ltd	£150			
Hibu (UK) Ltd	£150			
Hibu (UK) Ltd	£1,255			
Hibu (UK) Ltd	£62		£1,767	
Holyrood Communications	£600		£600	
Innerleithen & District Community Council	£4,000		£4,000	
John Quintin Young	£6,000		£6,000	
Kingdom FM	£1,950			
Kingdom FM	£2,000		£3,950	
Links Design	£2,828			
Links Design	£70			
Links Design	£2,659			
Links Design	£50		£5,607	
Lothian Printers	£43		£43	
Melrose Festival Executive Committee	£500		£500	
Paths for All Partnership	£140		£140	
SCVO	£479		£479	
<b>Total</b>	<b>£41,511</b>	<b>£44,026</b>	<b>£85,536</b>	

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2) Overseas Travel

Reason	Origin / Destination	Travel Costs	Subsistence	Accommodation	Total (net)	Comments
Core	Edinburgh/ Rome	£90			£90	
Core	Rome			£159	£159	
Core	Brussels			£368	£368	
Foodport	Rome	£173			£173	50% funded by ERDF
Foodport	Rome	£47			£47	50% funded by ERDF
Foodport	Rome	£233			£233	50% funded by ERDF
Foodport	Rome	£185			£185	50% funded by ERDF
Foodport	Rome			£506	£506	50% funded by ERDF
Foodport	Edinburgh/ Hamburg	£82			£82	50% funded by ERDF
Foodport	Edinburgh/ London/ Hamburg	£314			£314	50% funded by ERDF
Foodport	Hamburg			£121	£121	50% funded by ERDF
Foodport	Hamburg			£121	£121	50% funded by ERDF
Foodport	Hamburg			£105	£105	50% funded by ERDF
Foodport	Hamburg		£15		£15	50% funded by ERDF
Foodport	Brussels	£649			£649	50% funded by ERDF
Foodport	Brussels		£63		£63	50% funded by ERDF
Foodport	Brussels		£36		£36	50% funded by ERDF
Foodport	Brussels			£338	£338	50% funded by ERDF
Foodport	Edinburgh/ Amsterdam	£366			£366	50% funded by ERDF
Foodport	Amsterdam	£40			£40	50% funded by ERDF
Foodport	Amsterdam	£20			£20	50% funded by ERDF
Foodport	Oostende			£840	£840	50% funded by ERDF
Foodport	Edinburgh/ Amsterdam/ Brussels	£366			£366	50% funded by ERDF
Foodport	Brussels	£35			£35	50% funded by ERDF
Foodport	Edinburgh/ Amsterdam/ Brussels	£184			£184	50% funded by ERDF
Foodport	Brussels/ Edinburgh	£387			£387	50% funded by ERDF
Foodport	Brussels	£121			£121	50% funded by ERDF
Foodport	Brussels/ Edinburgh	£460			£460	50% funded by ERDF
Foodport	Brussels/ Edinburgh	£12			£12	50% funded by ERDF
Foodport	Brussels/ Edinburgh	£12			£12	50% funded by ERDF
I Transfer	Amsterdam			£263	£263	50% funded by ERDF
I Transfer	Amsterdam	£193			£193	50% funded by ERDF
I Transfer	Edinburgh/ Bremen	£94			£94	50% funded by ERDF
I Transfer	Bremen			£186	£186	50% funded by ERDF
I Transfer	Brussels/ Edinburgh	£487			£487	50% funded by ERDF
I Transfer	Bremen/ Amsterdam/ Edinburgh	£487			£487	50% funded by ERDF
Lo Pinod	Edinburgh/ Oslo	£75			£75	50% funded by ERDF
Lo Pinod	Oslo/ Gothenburg	£288			£288	50% funded by ERDF
Lo Pinod	Oslo/ Edinburgh	£455			£455	50% funded by ERDF
Lo Pinod	Drammen	£23			£23	50% funded by ERDF
Lo Pinod	Oslo	£30			£30	50% funded by ERDF
Lo Pinod	Oslo	£32			£32	50% funded by ERDF
Lo Pinod	Drammen	£35			£35	50% funded by ERDF
Lo Pinod	Drammen			£63	£63	50% funded by ERDF
Lo Pinod	Oslo		£190		£190	50% funded by ERDF
Lo Pinod	Drammen			£486	£486	50% funded by ERDF
Lo Pinod	Gothenburg	£186			£186	50% funded by ERDF
Lo Pinod	Gothenburg			£121	£121	50% funded by ERDF
Lo Pinod	Gothenburg			£121	£121	50% funded by ERDF
Lo Pinod	Gothenburg	£310			£310	50% funded by ERDF
Lo Pinod	Brussels	£41			£41	50% funded by ERDF
Lo Pinod	Brussels	£121			£121	50% funded by ERDF
Lo Pinod	Brussels/ Edinburgh	£298			£298	50% funded by ERDF
Lo Pinod	Brussels/ Edinburgh	£753			£753	50% funded by ERDF

Lo Pinod	Edinburgh/ Amsterdam	£294			£294	50% funded by ERDF
Lo Pinod	Edinburgh/ Brussels	£469			£469	50% funded by ERDF
Lo Pinod	Brussels/ Edinburgh	£354			£354	50% funded by ERDF
Lo Pinod	Amsterdam	£72			£72	50% funded by ERDF
Lo Pinod	Amsterdam	£4			£4	50% funded by ERDF
Lo Pinod	Amsterdam	£16			£16	50% funded by ERDF
Lo Pinod	Zwartsluis			£246	£246	50% funded by ERDF
Lo Pinod	Netherlands			£267	£267	50% funded by ERDF
Lo Pinod	Amsterdam		£102		£102	50% funded by ERDF
Lo Pinod	Amsterdam		£97		£97	50% funded by ERDF
Nwe Ride	Edinburgh/ Brussels	£367			£367	50% funded by ERDF
Nwe Ride	Brussels/ Edinburgh	£143			£143	50% funded by ERDF
Nwe Ride	Brussels	£15			£15	50% funded by ERDF
Nwe Ride	Ghent			£181	£181	50% funded by ERDF
Nwe Ride	Ghent			£181	£181	50% funded by ERDF
Nwe Ride	Eurostar	£160			£160	50% funded by ERDF
RTPI	Edinburgh/ Paris	£217			£217	40% funded by ERDF
RTPI	Edinburgh/ Paris	£433			£433	40% funded by ERDF
RTPI	Paris		£66		£66	40% funded by ERDF
RTPI	Paris			£920	£920	40% funded by ERDF
RTPI	Paris		£46		£46	40% funded by ERDF
RTPI	Brussels	£577			£577	40% funded by ERDF
Weastflows	Edinburgh/ Dublin	£91			£91	50% funded by ERDF
Weastflows	Dublin			£249	£249	50% funded by ERDF
Weastflows	Eurostar	£174			£174	50% funded by ERDF
Weastflows	Lille		£27		£27	50% funded by ERDF
Weastflows	Lille			£201	£201	50% funded by ERDF
Weastflows	Edinburgh/ Frankfurt	£206			£206	50% funded by ERDF
Weastflows	Edinburgh/ Frankfurt	£206			£206	50% funded by ERDF
Weastflows	Frankfurt	£98			£98	50% funded by ERDF
Weastflows	Amsterdam		£34		£34	50% funded by ERDF

**Total**

**£11,583**

**£677**

**£6,046**

**£18,305**

**SESTRAN**  
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**Year ended 31st March 2014**

3) Hospitality & Entertainment

£0

4) External Consultancy

Supplier	Project / Service	Net Amount	Supplier Total	Comments
Henderson & Loggie	Lo Pinod	£1,350		50% funded by ERDF
Henderson & Loggie	Weastflows	£1,350		50% funded by ERDF
Henderson & Loggie	I Transfer	£1,350		50% funded by ERDF
Henderson & Loggie	Foodport	£1,350		50% funded by ERDF
Henderson & Loggie	Lo Pinod	£1,350		50% funded by ERDF
Henderson & Loggie	Weastflows	£1,350		50% funded by ERDF
Henderson & Loggie	I Transfer	£1,350		50% funded by ERDF
Henderson & Loggie	Foodport	£1,350	£10,800	50% funded by ERDF
Ineo Systrans	RTPI	£29,391		40% funded by ERDF
Ineo Systrans	RTPI	£100,228		40% funded by ERDF
Ineo Systrans	RTPI	£43,333		40% funded by ERDF
Ineo Systrans	RTPI	£9,797		40% funded by ERDF
Ineo Systrans	RTPI	£81,850		40% funded by ERDF
Ineo Systrans	RTPI	£33,409		40% funded by ERDF
Ineo Systrans	RTPI	£19,233		40% funded by ERDF
Ineo Systrans	RTPI	£122,775		40% funded by ERDF
Ineo Systrans	RTPI	£65,000		40% funded by ERDF
Ineo Systrans	RTPI	£40,925		40% funded by ERDF
Ineo Systrans	RTPI	£16,705		40% funded by ERDF
Ineo Systrans	RTPI	£21,667		40% funded by ERDF
Ineo Systrans	RTPI	£4,898		40% funded by ERDF
Ineo Systrans	RTPI	£5,950		40% funded by ERDF
Ineo Systrans	RTPI	£23,675		40% funded by ERDF
Ineo Systrans	RTPI	£65,480		40% funded by ERDF
Ineo Systrans	RTPI	£26,727		40% funded by ERDF
Ineo Systrans	RTPI	£7,838		40% funded by ERDF
Ineo Systrans	RTPI	£43,333		40% funded by ERDF
Ineo Systrans	RTPI	£19,450		40% funded by ERDF
Ineo Systrans	RTPI	£9,715		40% funded by ERDF
Ineo Systrans	RTPI	£11,904		40% funded by ERDF
Ineo Systrans	RTPI	£3,491		40% funded by ERDF
Ineo Systrans	RTPI	£90,117		40% funded by ERDF
Ineo Systrans	RTPI	£30,932		40% funded by ERDF
Ineo Systrans	RTPI	£16,174		40% funded by ERDF
Ineo Systrans	RTPI	£15,440		40% funded by ERDF
Ineo Systrans	RTPI	£71,540		40% funded by ERDF
Ineo Systrans	RTPI	£45,011		40% funded by ERDF
Ineo Systrans	RTPI	£24,224	£1,100,214	40% funded by ERDF
JPFS Consultancy	RTS	£2,850	£2,850	
Lindean Partnership	Project Management	£5,013		£1,343 funded by ERDF
Lindean Partnership	Project Management	£4,137		£1,115 funded by ERDF
Lindean Partnership	Project Management	£5,077		£433 funded by ERDF
Lindean Partnership	Project Management	£4,476		£1,177 funded by ERDF
Lindean Partnership	Project Management	£3,839		£548 funded by ERDF
Lindean Partnership	Project Management	£4,551		£679 funded by ERDF
Lindean Partnership	Project Management	£6,326		£1,156 funded by ERDF
Lindean Partnership	Project Management	£4,568		£827 funded by ERDF
Lindean Partnership	Project Management	£5,070		£420 funded by ERDF
Lindean Partnership	Project Management	£3,421		£412 funded by ERDF
Lindean Partnership	Project Management	£5,244		£868 funded by ERDF
Lindean Partnership	Project Management	£3,670	£55,392	£786 funded by ERDF
MVA Consultancy Ltd	RTS	£2,500		
MVA Consultancy Ltd	Joint Funded Project	£2,400		Commissioned & 100% funded by partner local authorities
MVA Consultancy Ltd	Joint Funded Project	£8,000		Commissioned & 100% funded by partner local authorities
MVA Consultancy Ltd	Foodport	£19,675		50% funded by ERDF
MVA Consultancy Ltd	Joint Funded Project	£11,000		Commissioned & 100% funded by partner local authorities
MVA Consultancy Ltd	Joint Funded Project	£4,175		Commissioned & 100% funded by partner local authorities
MVA Consultancy Ltd	RTS	£5,000		
MVA Consultancy Ltd	Lo Pinod	£10,000		50% funded by ERDF
MVA Consultancy Ltd	Joint Funded Project	£10,055		Commissioned & 100% funded by partner local authorities
MVA Consultancy Ltd	Lo Pinod	£20,900		50% funded by ERDF
MVA Consultancy Ltd	Lo Pinod	£38,500	£132,205	50% funded by ERDF
URS	Foodport	£404		50% funded by ERDF

URS	Joint Funded Project	£42,000	£42,404	Commissioned & 100% funded by partner local authorities
WYG	RTPI	£8,385		40% funded by ERDF
WYG	RTPI	£19,278		40% funded by ERDF
WYG	RTPI	£12,763		40% funded by ERDF
WYG	RTPI	£18,238		40% funded by ERDF
WYG	RTPI	£36,344	£95,007	100% funded by BIF (£18,011); 40% funded by ERDF (£18,333)

**Total** **£1,438,873.00** **£1,438,873.00**



**SESTRAN**

**Public Services Reform (Scotland) Act 2010 Information  
Year ended 31st March 2014**

5) Payments in Excess of £25,000

Payee	Commodity / Service Description	Payment Date	Gross Amount	Comments
Ineo Systrans	RTPI	24/07/2013	£35,269	40% funded by ERDF
Ineo Systrans	RTPI	24/07/2013	£120,273	40% funded by ERDF
Ineo Systrans	RTPI	07/08/2013	£52,000	40% funded by ERDF
Ineo Systrans	RTPI	07/08/2013	£98,220	40% funded by ERDF
Ineo Systrans	RTPI	07/08/2013	£40,091	40% funded by ERDF
Ineo Systrans	RTPI	18/12/2013	£147,330	40% funded by ERDF
Ineo Systrans	RTPI	18/12/2013	£78,000	40% funded by ERDF
Ineo Systrans	RTPI	18/12/2013	£49,110	40% funded by ERDF
Ineo Systrans	RTPI	18/12/2013	£26,000	40% funded by ERDF
Ineo Systrans	RTPI	29/01/2014	£28,410	40% funded by ERDF
Ineo Systrans	RTPI	29/01/2014	£78,576	40% funded by ERDF
Ineo Systrans	RTPI	29/01/2014	£32,073	40% funded by ERDF
Ineo Systrans	RTPI	29/01/2014	£52,000	40% funded by ERDF
Ineo Systrans	RTPI	31/03/2014	£108,141	40% funded by ERDF
Ineo Systrans	RTPI	31/03/2014	£37,119	40% funded by ERDF
Ineo Systrans	RTPI	31/03/2014	£85,849	40% funded by ERDF
Ineo Systrans	RTPI	31/03/2014	£54,014	40% funded by ERDF
Ineo Systrans	RTPI	31/03/2014	£29,069	40% funded by ERDF
JMW Systems Ltd	RTPI	24/04/2013	£47,203	40% funded by ERDF
JMW Systems Ltd	RTPI	24/04/2013	£36,914	40% funded by ERDF
Liftshare	Sustainable Travel	22/10/2013	£29,999	
MVA Consultancy Ltd	Lo Pinod	24/12/2013	£25,080	50% funded by ERDF
MVA Consultancy Ltd	Lo Pinod	23/01/2014	£46,200	50% funded by ERDF
Trapeze	Core	28/05/2013	£50,541	
URS	Joint Funded Project	31/03/2014	£50,400	Commissioned & 100% funded by partner local authorities
WYG	RTPI	17/03/2014	£43,612	100% funded by BIF (£18,011); 40% funded by ERDF (£18,333)

**Total**

**£1,481,493**

6) Members or employees who received remuneration in excess of £150,000

Nil return.

**Public Services Reform (Scotland) Act 2010  
Duties on Public Bodies to provide information**

**Sustainable Economic Growth – September 2014**

**1. Introduction**

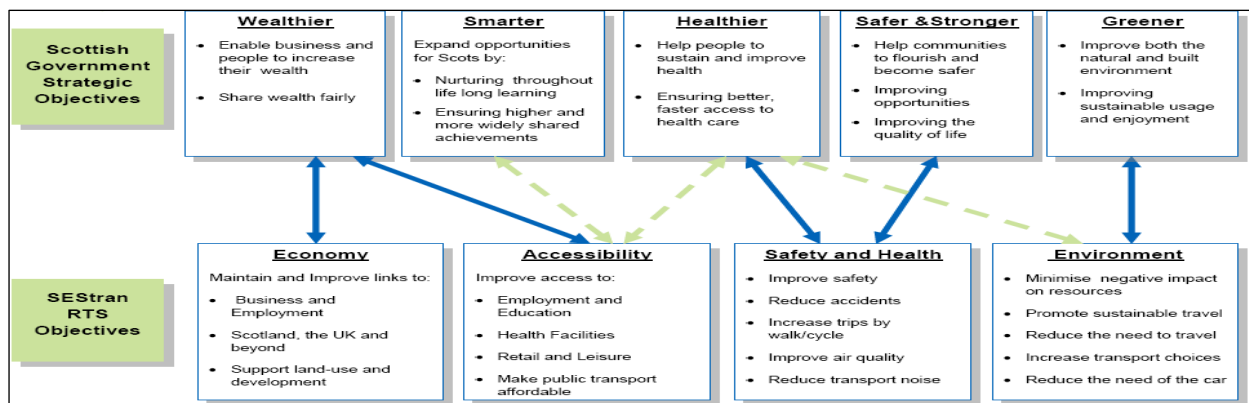
- I. Section 32(1)(a) of the Public Services Reform (Scotland) Act 2010 provides that as soon as reasonably practicable after the end of each financial year each listed public body must publish a statement of the steps it has taken during the financial year to promote and increase sustainable growth through the exercise of its functions.
- II. SEStran is a listed body within the Act. This statement is intended to fulfil the requirement of the Act in relation to Sustainable Economic Growth. This statement should be read in conjunction with the statement on Efficiency, Effectiveness and Economy and the financial information provided on the SEStran website that are also required by the Act.

**2. Government purpose and performance framework**

- I. The Government Economic Strategy, November 2007, sets out the Government’s central purpose as: “To focus the Government and public services on creating a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable economic growth. By sustainable economic growth we mean building a dynamic and growing economy that will provide prosperity and opportunities for all, while ensuring that future generations can enjoy a better quality of life too.”
- II. The National Performance Framework was developed to provide a clear focus and direction for the whole of the public sector in Scotland and all public bodies are expected to align their activity in support of the Purpose, Targets and the 15 National Outcomes set out in the Framework.

**3. Aligning to the Purpose and National Objectives**

- I. The SEStran Regional Transport Strategy, approved by Scottish Ministers in 2008, includes a diagram outlining how the Regional Transport Strategy objectives align with the National Objectives. This is reproduced below.



#### 4. Sustainable Economic Growth

- I. SEStran's primary function is to produce and implement a Regional Transport Strategy.
- II. Transport has long been recognised as a significant contributor to sustainable economic growth. The SEStran Regional Transport Strategy was developed in partnership with the eight local authorities within the SEStran area and involved extensive consultation with various sectors of the community, not least the business sector. Unlike many regions in the country, the SEStran area is projected to be the subject of strong growth in population, households and employment. The vision for SEStran contained in the RTS is:-

*'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.'*

- III. The approved Strategic Development Plan for the SESplan area sets out the spatial strategy for achieving that growth. The Regional Transport Strategy has been a major input to the SDP and seeks to achieve the growth in a sustainable means minimising the impact of increasing congestion levels.
- IV. The principal ethos in setting and determining the Regional Transport Strategy has therefore been to encourage and permit sustainable economic growth.
- V. SEStran has made significant progress in the process of reviewing the Regional Transport Strategy to reflect the current economic climate and changes that have taken place since it was approved in 2008. The revised strategy will be subject to consultation with a view to final approval in spring 2015.

#### 5. What has been done in 2013/14

##### I. Projects delivered directly by SEStran

Service	Description	Delivery Model	Benefits achieved
<b>Real Time Bus Passenger Information</b>	Roll out of RTPI in East Lothian, Fife, Scottish Borders, West Lothian and Cross border services between SEStran and SWESTRANS. SEStran has attracted funding from EU and LA partners, procured the necessary technical support	External contract, partnership with bus companies, co-funding from Scottish Government, EU, LAs and adjacent RTP. Direct staff input.	Roll out of real time bus passenger information throughout the region will encourage mode shift from car to bus and provide better service for bus users. This will be a £4.3M

	and the contractor and developed operating and maintenance agreements with the bus operators. £1m funding received from the Bus Investment Fund. Project was formally launched by the Minister for Transport and Veterans on 29 <sup>th</sup> April 2014. Potential £4.3m project with 40% funding from Europe and £1m from Scottish Government.		investment in public transport infrastructure in the region. Investment during 2013/14 was £0.798k
<b>I –Transfer</b>	EU 50% funded project examining the case for cross Forth passenger ferry services and co-funding improvements to North Berwick harbour. Cross border project potentially linking Fife and East Lothian.	Partnership with private sector, East Lothian Council and other European partners. External contract and direct staff input.	This project will encourage tourist activity between Fife and Edinburgh. . Investment during 2013/14 was £50,000
<b>Lo-Pinod</b>	EU 50% funded project to promote freight movements by short sea shipping.	Partnership with European partners. External contract and direct staff input. Collaboration with Napier TRI.	The project will promote moving freight by short sea shipping. Investment during 2013/14 was £133,000
<b>Connecting food ports</b>	Examination of food product distribution throughout the region and linking to UK and Europe. 50% EU funding. Hitrans have joined this project and form a Scottish partnership with SEStran	Partnership with European partners, collaboration with Napier TRI, Hitrans and direct staff input	Potential to shift freight onto more sustainable modes with business development opportunities with our European partners in this project. £250k invested in the region. Investment during 2013/14 was £75,000
<b>Weastflows</b>	EU 50% funded project examining east to west flows of freight through Europe with the objective of promoting more sustainable forms of transport.	Partnership with other European partners. External contract and direct staff input.	Potential to shift freight onto more sustainable modes with business development opportunities with our European partners in this project. Investment during 2013/14 was £47,000
<b>Edinburgh outer orbital BRT</b>	Bus rapid transit scheme around outer orbital corridor linking East, Mid and West Lothian and Edinburgh, scheme development	Framework contract and input from partner authorities	STAG and feasibility study completed and with Transport Scotland and SEStran awaits response.
<b>South Tay park and choose</b>	Scheme development for park and choose site at south end of Tay road bridge.	Framework contract. Partnership with and co-funding from TACTRAN, Transport Scotland, Fife and Dundee.	Transport Scotland has agreed the site and the principle of a shared funding package for delivery. Potential for an ERDF funding bid to be made on completion of

			planning process. Project now included in Local Development Plan. Land negotiations under way.
<b>SESPLAN</b>	Shared office and admin services and strategic transport input to development of the SDP.	Shared accommodation/service agreement, use of framework contract and direct staff input	Income of £48k per year from shared accommodation and admin. staff has funded input to SDP Investment during 2013/14 was £4,380.
<b>Key Agency and influencing role</b>	Input to Community planning, single outcome agreements, SDP and LDPs, Rail utilisation strategies, rail timetabling reviews, rail franchise, high Speed rail, Scottish Government consultations, transport Scotland strategies and major projects, DfT consultations etc.	Direct staff input, framework contracts, seconded consultant. Provision of chair of Scottish High Speed Rail Group and member of East Coast Mainline Authorities group.	Met statutory requirement for community planning and SOAs and influenced other providers to the benefit of SEStran area. Publication of report on HSR and ECML. Investment during 2013/14 was £46,000
<b>Liaison Groups and forums</b>	SEStran hosts a rail forum that includes network rail and operators, a bus forum that includes operators, a sustainable transport forum and an Equalities Forum	Direct staff input and seconded consultant	Provision of a mechanism for sharing information and influencing providers and policy makers. Costs are included in other codes.
<b>Accession</b>	All authorities have been trained in the use of Accession and have access to the model through our term consultants. SEStran has reached agreement with other RTP`s to share the costs of updating and operating the Accession model and also sharing the costs of annual licenses	Framework contract, shared service agreement with other RTPs.	Provided the basis for stage 1 input to SDP and to LDPs. Influenced land use allocations to minimise private transport Investment during 2013/14 was included in other cost codes.
<b>Routewise</b>	All authorities have access to the Routewise database which is maintained through SEStran and benefit from greatly reduced annual running costs through the economies of scale that have been achieved through the SEStran management of the system	External contract, shared service with partner authorities	Provision of data to TRAVELINE for SEStran area and for LA provision of transport data. The costs to partner authorities to provide this service individually would total £90K per annum. Investment during 2013/14 was £57,000
<b>Travel Planning and sustainable travel including</b>	SEStran provides a focal point and funding for the development of travel planning and sustainable transport awareness to both	Grant award with match funding from partner organisations. Promotional material, events.	Travel plans developed for a wide range of organisations throughout the region Fastest growing car

<b>Tripshare</b>	public and private sector organisations. Tripshare car sharing initiative for the partnership		sharing club in UK. Major employers are now members Investment during 2013/14 was £76,000
<b>Freight distribution</b>	Through our Freight Quality partnership SEStran has looked at freight signing, lorry parking and freight route mapping to improve the efficiency of freight movement in all authority areas and these initiatives have been delivered with match funding from the EU. SEStran has been successful in 4 bids for ERDF funding that are related to freight distribution and several initiatives are in the pipeline that will bring benefits throughout the region.	Framework contracts, EU match funding, Freight quality Partnership, direct staff involvement.	Delivery of freight projects in the RTS with active involvement of the freight industry Investment during 2013/14 was covered in other project costs.
<b>Parking Standards</b>	SEStran has produced advice applicable to all authorities on parking standards in new developments, to provide consistency in application.	Framework contract	Consistent parking standards throughout the region. Input to SDP and LDPs.
<b>Park and ride strategy</b>	SEStran developed a park and ride strategy looking at the sustainable development of park and ride facilities throughout the area and has developed a web site for users of these facilities	Framework contract	Policy input to SDP and Transport Scotland. Development of promotional web site
<b>Cycling Development</b>	SEStran has produced a Cycling –Best Practice Handbook and an analysis of commuter cycling routes to define requirements for future investment (SEStran also provided a grant for implementation).	Framework contract grant with match funding from partner authorities	Current programme of urban cycle network improvements in partnership with LAs. Provides grants to local authorities. Investment during 2013/14 was £19,000
<b>Bus Services</b>	SEStran provided survey information on the quality, fare levels and services provided in all local authority areas to provide a basis for looking at service improvements.	External Contract	Provided basis for SEStran input to OFT and Competition Commission inquiry into bus competition.
<b>Equalities and Access to Healthcare</b>	SEStran provides a forum for discussing and promoting issues of mutual concern	Direct staff input	Developed the SEStran Thistle Card to assist public transport passengers with mobility problems. Co-funding of Traveline App. For the visually impaired.

			Investment during 2013/14 was £4,000
<b>Sustainable Urban Design</b>	SEStran has developed a set of design standards	Framework contract	Used as input to SDP and LDPs
<b>Regional transport model</b>	Developed jointly with Transport Scotland the model has been used extensively by both SEStran for input to the SESPLAN SDP and by local authorities in analysing major developments	Framework contract in partnership with Transport Scotland	Input to SDP. Use by partner authorities for transport planning. Investment during 2013/14 was covered under other cost headings
<b>Framework contracts</b>	Procured for the provision of consultancy services and open for use by the partnership authorities. SEStran has framework contracts for the provision of the following consultancy services; <ul style="list-style-type: none"> <li>• Strategic Transport Planning (MVA)</li> <li>• Transport Services (Scott Wilson)</li> <li>• Travel Planning (Buchanans)</li> </ul>	External framework contracts shared use by partner authorities. Framework contracts have now expired and future work will be carried out using Scotland Excel or Transport Scotland frameworks.	Many projects have been delivered through these commissions by SEStran and also by partnership authorities delivering local schemes Framework contract commissioning ceased in July 2013
<b>One Ticket</b>	Integrated ticket for multi-operator public transport use in east central Scotland	SEStran manages One Ticket on behalf of the public transport operators company.	Total turnover for One Ticket in 2013/14 was £1.16m

**2 RTS projects delivered by partner local authorities.**

These will be reported in the individual returns from the authorities concerned.

## **Public Service Reform (Scotland) Act 2010**

### **Statement of efficiency, effectiveness and economy**

#### **SEStran 2013/14**

During 2013/14 SEStran has implemented a number of initiatives that have improved efficiency, effectiveness and economy and these are outlined below.

#### **Shared Services**

##### **Shared accommodation, administration and supplies**

SEStran provides accommodation in our office for SESPLAN, the strategic land use planning authority for Edinburgh, the Lothian's, Fife and Scottish Borders. In addition, SEStran provides administration support to SESPLAN by sharing the use of our three administration staff and provides office supplies to them through access to the City of Edinburgh Council's framework contract for supplies and services. SESPLAN also have the benefit of our provision of ITS facilities.

In autumn 2011 SEStran took on responsibility for the management of One Ticket, the integrated multi operator public transport ticket for East central Scotland. SEStran provides management services, administration support including office, supplies and IT, and communications services.

This has resulted in an ongoing saving to SEStran of £94,000, through a recharge to One Ticket and SESPLAN and while the latter is a cost to SESPLAN, it represents an efficient arrangement for them in that the alternative would be lease payments to a third party for office accommodation and employment of staff for administration.

##### **Office re-location**

SEStran moved to different offices in April 2011. By a combination of a reduction in floor area and a lower rate per square metre an annual saving for rent, rates and services of £30,000 has been achieved when compared to the previous office accommodation.

##### **Legal, Financial and HR Services**

SEStran has three service level agreements covering legal, financial and HR services. The services provided are outlined below.

###### **Legal Services**

Legal services are provided by Fife Council. Services include legal advice, contractual advice and provision of clerking for the Board and the



Performance and Audit Committee. The quality of support is excellent and rates are considerably lower than comparative rates in the private sector. The cost of this service in 2013/14 was £19,230

### **Financial Services**

Financial services are provided by the City of Edinburgh Council. Services covered include invoice and payment processing, financial ledger, regular reporting to the SEStran Board, internal audit, liaising with external audit, budget preparation and control, pension fund management, accountancy and support for EU projects and investment management. The quality of support is excellent and again rates are considerably lower than in the private sector. The cost of this service in 2013/14 was £22,625

### **HR Services**

HR services are provided by Falkirk Council. This includes drafting and review of HR policies and procedures, monitoring any changes in legislation, support in dealing with staff matters and reporting to the SEStran Board. Day to day routine HR matters are managed directly by SEStran staff. The cost of this service in 2013/14 was £349

## **Routewise Data Base**

SEStran provides a central data base (Routewise) of public transport bus registrations that links directly to the Scottish Travelline data base to provide travel planning information to the travelling public. The eight local authorities in the SEStran partnership and, in addition Stirling Council all have access to this data base. While this does not provide a direct saving to SEStran, the nine authorities who have access to the data base save £45,000 a year through shared licences and hosting.

## **Tripshare SEStran**

SEStran provides a central data base for car sharing throughout the region under contract with Liftshare Ltd. Each of the eight partner authorities has access to the data base and has branded their own Tripshare with their own authority brands (e.g. Tripshare Edinburgh). SEStran provides the licence and hosting costs, regional marketing, monitoring reports and technical support to the authorities. By contracting on a regional basis there are significant savings compared to each of the authorities contracting individually (£8,136 a year i.e. 25%) in addition to the benefits to the customer of being able to access a larger data base for potential matching of trips. Through SEStran's initiative, Tripshare has now been extended to include Health Boards, Universities and private sector companies at no cost to SEStran. This initiative has built up and now saves ~59,000 miles a week through 5,500 passenger

trips. This reduction in travel on the regional road network reduces CO2 emissions by 19 tonnes every week and has a current membership of 7,839. Since the group's inception there have been 12,457 members who have joined Tripshare SEStran. The decrease in membership from last year is as a result of cleaning the group's data and as such a number of members were removed.

### **Accessibility Modelling**

SEStran has been using Accession for over four years now, operating mainly through its term consultants MVA. The SEStran Accession model gives a graphic presentation of the accessibility of specific locations to other locations, including areas of employment, healthcare, education, retail and leisure, by various modes.

One of the uses of Accession by SEStran, has been the assessment of various development locations identified in the formulation of the SESplan Strategic Development Plan, to test their relative accessibility to various facilities.

SEStran has its own model which has been upgraded to reflect, with greater accuracy, travel times in the area and can be operated in the SEStran offices or by MVA.

Two other RTPs now access accession software through the SEStran contract with MVA with the benefit of reduced fees as a result of the larger volume of work, single licence fee for all three RTPs and regular updates for all. In addition the other two RTPs have saved the cost of procurement by using the SEStran contract.

### **Scotland Europa**

SEStran has been a member of Scotland Europa for the last two years and this has proven to be useful in identifying possible sources of EU funding to assist with implementation of the RTS. Two other RTPs have now joined Scotland Europa and SEStran has negotiated a reduced fee on behalf of all three organisations resulting in a saving of £1,000 for SEStran.

### **SEStran Regional Transport Model**

During 2009/10 and 2010/11 SEStran developed a regional multi modal land use transport model for the SEStran area. This was developed jointly with Transport Scotland and provides the facility for detailed regional transport analysis for the region. The model is now jointly managed with Transport Scotland and a range of organisations from private sector developers to local authorities have made use of the model for their own purposes. SEStran has made extensive use of the model for analysis of the implications of land use allocations in the Strategic Development Plan for the SESPLAN area.

## **Parking Initiatives**

SEStran has carried out a number of studies on parking in partnership with the eight authorities in the SEStran area and provided the results to the partner authorities. The central provision of these services has saved the partner authorities significant costs should they have carried out the work individually. The work has been carried out using the SEStran framework contracts thereby saving further on procurement costs. The parking related work is:-

- Parking standards for new development
- The viability of decriminalised parking out with Edinburgh
- Development of a park and ride strategy for the region

During 2011/12 SEStran developed a web site which provides information on park and ride throughout the region and encourages mode shift to public transport.

## **Sustainable Development**

SEStran has carried out a number of studies on sustainable development in partnership with the eight authorities in the SEStran area and provided the results to the partner authorities. The central provision of these services has saved the partner authorities significant costs should they have carried out the work individually. The work has been carried out using the SEStran framework contracts thereby saving further on procurement costs. The recent sustainable development related work is:-

- Urban cycle networks study with funding for implementation subject to match funding.
- Sustainable freight Distribution
- Grants for sustainable transport projects subject to match funding

## **Buses**

SEStran has carried out a number of studies related to buses in partnership with the eight authorities in the SEStran area and provided the results to the partner authorities. The central provision of these services has saved the partner authorities significant costs should they have carried out the work individually. The work has been carried out using the SEStran framework contracts thereby saving further on procurement costs. The recent buses related work is:-

- Provision of a regional bus services map

## **Procurement Activity**

SEStran assisted Kent County Council in the procurement of a passenger ferry across the Thames.

## **Framework Contracts**

SEStran has three framework contracts with transport consultants as follows:-

1. Strategic Transport Planning - MVA
2. Transport Services – Scott Wilson
3. Sustainable Travel – Colin Buchannan

The use of these frameworks has significantly reduced the cost of procurement of services both to SEStran and to the private sector consultants. In addition, the frameworks have been made available to partner local authorities within the SEStran area and both Midlothian and East Lothian Councils have used the frameworks to progress their own projects. The framework contracts have now expired and future procurement will be carried out using Scotland Excel or Transport Scotland frameworks.

## **Real Time Passenger Information**

SEStran is the delivery body for implementation of real time passenger information for bus passengers throughout the region. The project builds on the successful scheme implemented in Edinburgh and the two systems are compatible providing real time information for the three main operators within and beyond the city. In addition smaller operators and cross boundary services to the SWESTRANS area are included in the contract. The contractor was appointed through EU procurement procedures and the advisory consultant was appointed through the DTI framework thereby reducing procurement costs. The project provides real time information for Fife, East Lothian, West Lothian, Scottish Borders and services to SWESTRANS in addition to the information currently provided in Edinburgh and Midlothian. The project was formally launched by the Minister for Transport and veterans on 29<sup>th</sup> April 2014. The total project value is £4.3m of which £1.3m is funded from ERDF funding and £1m from the Scottish Government's Bus Investment Fund. The ERDF funding represents a major saving on the cost of the project to the Scottish public purse.

## **iTransfer**

Project to examine the case for cross Forth passenger ferry services with 50% funding from the EU Interreg fund. The total SEStran (including sub-partners East Lothian Council and Maid of the Forth) budget for the project is €714,500 with €357,250 funding from the EU. It is a cross border project linking Fife and East Lothian and it is also a partnership with other European partners. The revised project now includes improving facilities at North Berwick harbour in partnership with East Lothian Council resulting in savings in their costs. The funding to SEStran from the EU represents a saving over what would otherwise be the cost of the project and contributes to the SEStran core budget for staff and overhead costs.

## **Lo-Pinod**

Project to explore the possibility of sustainable freight transport using short sea shipping. The total SEStran budget for the project is €556,000 of which €278,000 is funded from the EU Interreg fund. It is a partnership with other European partners and a collaboration with Napier TRI. The funding to SEStran from the EU represents a saving over what would otherwise be the cost of the project and contributes to the SEStran core budget for staff and overhead costs.

## **Connecting food ports**

Examination of food product distribution throughout the region and linking to UK and Europe. The project is 50% EU funded through the Interreg fund and is a partnership with European partners and a collaboration with Napier TRI and Hitrans. The project will investigate the potential to shift food freight onto more sustainable modes with business development opportunities with our European partners in this project. The total SEStran budget is €368k with €184k funding from Europe. The 50% funding to SEStran from the EU represents a saving over what would otherwise be the cost of the project and contributes to the SEStran core budget for staff and overhead costs.

## **Weastflows**

Examination of East/West freight flows through North West Europe with a view to promotion of more sustainable freight transport. The project is 50% EU funded through the Interreg fund and is a partnership with other European partners. The total SEStran budget is €260k with €130k funding from Europe. The 50% funding to SEStran from the EU represents a saving over what would otherwise be the cost of the project and contributes to the SEStran core budget for staff and overhead costs.

## **Collaborative use of local contracts**

### **South Tay park and choose**

Scheme development for park and choose site at south end of Tay Road Bridge. This project is a partnership with and co-funding from TACTRAN, Transport Scotland, Fife and Dundee councils. The partners have agreed the principle of a shared funding package for delivery and there is potential for an ERDF funding bid to be made on completion of the planning process. The work has been carried out so far using the SEStran framework contract saving the partners the cost of procurement. The project is now in the Local plan and land negotiations are under way.

## **A701 Cumulative transport impact**

Midlothian council made use of the transport services framework contract to analyse the cumulative impact of developments in the area of the A701 to the south of Edinburgh.

## **Falkirk Rail Stations Study**

Falkirk Council made use of the SEStran framework contract to examine the case for new and improved stations within the Falkirk Council area.

## **East Coast Rail Study**

Borders and East Lothian Councils in partnership with SEStran have used the SEStran framework contract to examine the case for new rail services and stations on the East Coast main line between Edinburgh and Berwick on Tweed. The report is now finalised and has resulted in inclusion as a priced option in the Scotrail franchise procurement.

## **Risk Management**

Risk management provides regular updates of the risks faced by the organisation. The analysis identifies risks by category, (e.g. Corporate, financial, project etc.), Risk description, risk owner and Risk detail. The risk is then analysed in terms of its impact on the organisation and its likelihood of occurring. These are given a numerical value and the combination of these provides a risk Rating. The risk is then analysed to examine what mitigation measures can be implemented to either mitigate the impact of the risk should it occur or the likelihood of occurrence. This leads to a modification of the risk likelihood and impact scores giving a revised rating after mitigation. The mitigation measures and their implementation are then assigned to a risk owner and monitored on a regular basis. In addition a series of controls are identified for each risk that are ongoing procedures inbuilt into the management system that will also mitigate the risk. Finally an assessment is made on the level of residual risk and a decision made as to whether the risk should be accepted, transferred or the activity should be discontinued.

Regular updates on the most significant risks to the authority are provided to the Performance and Audit Committee and to the SEStran Board.