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 1October 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
16th September 2015

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 2015

1) **Public Relations**

Supplier	External costs - invoiced (net)	Internal Staff Costs	Supplier Total	Comments
In-House Communications		£46,111	£46,111	Timesheet should give recharges to EU funded projects
Adcentiv Media & Signage	£135		£135	
Bauer Radio Ltd	£1,285		£1,285	
Bauer Radio Ltd	£200		£200	
Bauer Radio Ltd	£215		£215	
Bauer Radio Ltd	£1,050		£1,050	100% funded by ERDF
Bauer Radio Ltd	£2,602		£2,602	100% funded by BIF
Bauer Radio Ltd	£3,223		£3,223	
Bauer Radio Ltd	£2,148		£2,148	100% funded by BIF
Bauer Radio Ltd - Promotion	£199		£199	100% funded by BIF
Cycling Scotland	£100		£100	
Distinctive Publishing Ltd	£400		£400	
Distinctive Publishing Ltd	£400		£400	70% funded by ERDF
Edinburgh Festival of Cycling	£500		£500	
Galashiels Community Council	£4,000		£4,000	
HIBU (UK) Ltd	£62		£62	
Hillside Outside Ltd	£1,000		£1,000	
Holyrood Communications Ltd	£680		£680	
Johnston Publishing	£759		£759	
Kingdom FM	£680		£680	
Kingdom FM	£1,290		£1,290	
Liftshare	£6,000		£6,000	50% funded by ERDF
Links Design Ltd	£1,408		£1,408	100% funded by ERDF
Links Design Ltd	£172		£172	
Links Design Ltd	£200		£200	100% funded by BIF
Links Design Ltd	£2,361		£2,361	100% funded by BIF
Links Design Ltd	£238		£238	100% funded by BIF
Links Design Ltd	£475		£475	
Links Design Ltd	£1,807		£1,807	70% funded by ERDF
Links Design Ltd	£1,000		£1,000	
Links Design Ltd	£40		£40	100% funded by BIF
Links Design Ltd	£40		£40	100% funded by BIF
Mackay Hannah Ltd	£500		£500	
Moira Dempster	£150		£150	
Prentice Events	£4,200		£4,200	
The Jedburgh and Denholm Walking Festival Group	£4,000		£4,000	
Yell Ltd	£1,075		£1,075	100% funded by BIF
Total	**£44,594**	**£0**	**£44,594**	

2) Overseas Travel

Reason	Origin / Destination	Travel Costs	Subsistence	Accomodation	Total (net)	Comments
CHUMS	Edinburgh - Paris CDG - Bucharest	£308			£308	70% funded by ERDF
CHUMS	Edinburgh - Paris CDG - Bucharest	£308			£308	70% funded by ERDF
Foodport	Edinburgh - Brussels	£329			£329	50% funded by ERDF
Foodport	Brussels - Edinburgh	£325			£325	50% funded by ERDF
Foodport	Brugge		£19		£19	50% funded by ERDF
Foodport	Brussels	£43			£43	50% funded by ERDF
Foodport	Brussels	£34			£34	50% funded by ERDF
Foodport	Brussels		£59		£59	50% funded by ERDF
Foodport	Brugge			£146	£146	50% funded by ERDF
Foodport	Brugge			£146	£146	50% funded by ERDF
Foodport	Edinburgh - London - Brussels	£376			£376	50% funded by ERDF
I Transfer	Birmingham - Amsterdam	£125			£125	50% funded by ERDF
I Transfer	Amsterdam - Edinburgh	£233			£233	50% funded by ERDF
I Transfer	Edinburgh - Amsterdam	£243			£243	50% funded by ERDF
I Transfer	Schiphol Airport - Amsterdam Central	£6			£6	50% funded by ERDF
I Transfer	Schiphol Airport - Amsterdam Central	£11			£11	50% funded by ERDF
I Transfer	Amsterdam			£154	£154	50% funded by ERDF
I Transfer	Amsterdam			£154	£154	50% funded by ERDF
I Transfer	Amsterdam			£154	£154	50% funded by ERDF
I Transfer	Amsterdam		£130		£130	50% funded by ERDF
I Transfer	Amsterdam	£7			£7	50% funded by ERDF
I Transfer	Amsterdam	£73			£73	50% funded by ERDF
I Transfer	Amsterdam			£237	£237	50% funded by ERDF
I Transfer	Amsterdam	£12			£12	50% funded by ERDF
I Transfer	Schiphol Airport, Amsterdam		£55		£55	50% funded by ERDF
I Transfer	Edinburgh - Brussels	£366			£366	50% funded by ERDF
I Transfer	Brussels - Edinburgh	£166			£166	50% funded by ERDF
I Transfer	Edinburgh - Brussels	£366			£366	50% funded by ERDF
I Transfer	Brussels - Edinburgh	£166			£166	50% funded by ERDF
I Transfer	Brussels	£78			£78	50% funded by ERDF
I Transfer	Brussels		£15		£15	50% funded by ERDF
I Transfer	Brussels	£23			£23	50% funded by ERDF
I Transfer	Brussels			£212	£212	50% funded by ERDF
I Transfer	Brussels		£13		£13	50% funded by ERDF
Lo Pinod	Edinburgh - Stockholm - Oslo - Bodo	£882			£882	50% funded by ERDF
Lo Pinod	Bodo - Edinburgh	£409			£409	50% funded by ERDF
Lo Pinod	Bodo - Edinburgh	£312			£312	50% funded by ERDF
Lo Pinod	Oslo - Edinburgh	£88			£88	50% funded by ERDF
Lo Pinod	Stockholm		£11		£11	50% funded by ERDF
Lo Pinod	Stockholm	£15			£15	50% funded by ERDF
Lo Pinod	Stockholm		£8		£8	50% funded by ERDF
Lo Pinod	Bodo, Norway		£326		£326	50% funded by ERDF
Lo Pinod	Fornebu, Norway	£15			£15	50% funded by ERDF
Lo Pinod	Bodo, Norway			£1,855	£1,855	50% funded by ERDF
Lo Pinod	Bodo - Oslo - Edinburgh	£17			£17	50% funded by ERDF
Lo Pinod	Edinburgh - Brussels	£731			£731	50% funded by ERDF
Lo Pinod	Edinburgh - Barcelona	£555			£555	50% funded by ERDF
Lo Pinod	Barcelona			£125	£125	50% funded by ERDF
Lo Pinod	Barcelona			£125	£125	50% funded by ERDF
Lo Pinod	Brussels	£38			£38	50% funded by ERDF
Lo Pinod	Edinburgh - Brussels	£414			£414	50% funded by ERDF
Lo Pinod	Brussels		£122		£122	50% funded by ERDF
Lo Pinod	Brussels		£38		£38	50% funded by ERDF
Lo Pinod	Brussels		£3		£3	50% funded by ERDF
Lo Pinod	Brussels	£41			£41	50% funded by ERDF
Lo Pinod	Brussels			£499	£499	50% funded by ERDF
Lo Pinod	Belgium			£211	£211	50% funded by ERDF
Lo Pinod	Brussels		£36		£36	50% funded by ERDF

Project	Location				Total	Notes
Lo Pinod	Brussels		£16		£16	50% funded by ERDF
Lo Pinod	Barcelona		£40		£40	50% funded by ERDF
Lo Pinod	Barcelona		£21		£21	50% funded by ERDF
Lo Pinod	Barcelona		£11		£11	50% funded by ERDF
Lo Pinod	Barcelona		£21		£21	50% funded by ERDF
Lo Pinod	Barcelona		£7		£7	50% funded by ERDF
Lo Pinod	Barcelona		£33		£33	50% funded by ERDF
Lo Pinod	Barcelona			£767	£767	50% funded by ERDF
Lo Pinod	Barcelona		£78		£78	50% funded by ERDF
NweRide	Maastricht, Netherlands		£61		£61	50% funded by ERDF
NweRide	Schiphol Airport, Amsterdam	£87			£87	50% funded by ERDF
NweRide	Maastricht, Netherlands			£322	£322	50% funded by ERDF
NweRide	Edinburgh - Amsterdam	£415			£415	50% funded by ERDF
NweRide	Edinburgh - Amsterdam	£415			£415	50% funded by ERDF
NweRide	Amsterdam Central - Schiphol Airport	£7			£7	50% funded by ERDF
NweRide	Amsterdam Central - Schiphol Airport	£8			£8	50% funded by ERDF
NweRide	Amsterdam Central - Schiphol - Maastricht	£29			£29	50% funded by ERDF
NweRide	Edinburgh - Brussels	£460			£460	50% funded by ERDF
NweRide	London - Lille	£211			£211	50% funded by ERDF
Potential EU Project	Edinburgh - Brussels	£347			£347	
Potential EU Project	Brussels		£55		£55	
Potential EU Project	Brussels		£6		£6	
Potential EU Project	Brussels			£52	£52	
Weastflows	Frankfurt		£15		£15	50% funded by ERDF
Weastflows	Mannheim, Germany		£104		£104	50% funded by ERDF
Weastflows	Mannheim, Germany			£999	£999	50% funded by ERDF
Weastflows	Edinburgh - Paris CDG	£334			£334	50% funded by ERDF
Weastflows	Edinburgh - Paris CDG	£245			£245	50% funded by ERDF
Weastflows	Edinburgh - Paris CDG	£245			£245	50% funded by ERDF
Weastflows	Rouen, France		£107		£107	50% funded by ERDF
Weastflows	Rouen, France		£58		£58	50% funded by ERDF
Weastflows	Paris		£24		£24	50% funded by ERDF
Weastflows	Rouen, France			£721	£721	50% funded by ERDF
Weastflows	Paris - Rouen	£31			£31	50% funded by ERDF
Weastflows	Edinburgh - Brussels	£41			£41	50% funded by ERDF
Weastflows	Edinburgh - Paris CDG	£184			£184	50% funded by ERDF
Weastflows	Edinburgh - Brussels	£23			£23	50% funded by ERDF
Weastflows	Paris			£97	£97	50% funded by ERDF
Weastflows	Paris - Le Havre	£26			£26	50% funded by ERDF
Weastflows	Edinburgh - Brussels	£357			£357	50% funded by ERDF
Weastflows	Edinburgh - Brussels	£451			£451	50% funded by ERDF
Weastflows	Edinburgh - Brussels	£51			£51	50% funded by ERDF
Weastflows	Brussels - Edinburgh	£199			£199	50% funded by ERDF
Weastflows	Brussels			£265	£265	50% funded by ERDF
Weastflows	Brussels			£107	£107	50% funded by ERDF
Weastflows	Brussels			£113	£113	50% funded by ERDF
Weastflows	Brussels			£113	£113	50% funded by ERDF
Weastflows	Brussels			£270	£270	50% funded by ERDF
Weastflows	Brussels	£26			£26	50% funded by ERDF
Weastflows	Brussels	£7			£7	50% funded by ERDF
Weastflows	Brussels		£18		£18	50% funded by ERDF
Weastflows	Brussels			£36	£36	50% funded by ERDF
Weastflows	Brussels			£304	£304	50% funded by ERDF
Total		**£11,311**	**£1,508**	**£8,184**	**£21,003**	

3) Hospitality & Entertainment

Supplier	Project / Service	Net Amount	Supplier Total	Comments
Howies - Balance	Weastflows	£1,121	£1,121	50% funded by Europe
Howies - Deposit	Weastflows	£150	£150	50% funded by Europe
La Petite Folie	Weastflows	£130	£130	50% funded by Europe
M & S	RTPI	£51	£51	100% funded by BIF
M & S	RTPI	£47	£47	100% funded by BIF
M & S	SESplan	£47	£47	
Royal Yacht Britannia	Lo Pinod	£160	£160	50% funded by Europe
The George Hotel	Lo Pinod	£307	£307	50% funded by Europe
The George Hotel	Lo Pinod	£86	£86	50% funded by Europe

Total £2,099.73 £2,099.73

4) External Consultancy

Supplier	Project / Service	Net Amount	Supplier Total	Comments
Ineo Systrans	RTPI	£79,031		100% funded by BIF
Ineo Systrans	RTPI	£21,500		100% funded by BIF
Ineo Systrans	RTPI	£56,088		100% funded by BIF
Ineo Systrans	RTPI	£54,599		100% funded by BIF
Ineo Systrans	RTPI	£130,091		100% funded by BIF
Ineo Systrans	RTPI	£30,303		100% funded by BIF
Ineo Systrans	RTPI	£72,374		100% funded by BIF
Ineo Systrans	RTPI	£1,213		100% funded by BIF
Ineo Systrans	RTPI	£4,136		100% funded by BIF
Ineo Systrans	RTPI	£44,271	£493,605	100% funded by BIF
JPFS Consultancy	Strategy Work	£3,600		
JPFS Consultancy	Strategy Work	£2,850		
JPFS Consultancy	Strategy Work	£2,250		
JPFS Consultancy	Strategy Work	£2,100		
JPFS Consultancy	Strategy Work	£2,250		
JPFS Consultancy	Strategy Work	£1,950		
JPFS Consultancy	Strategy Work	£2,700		
JPFS Consultancy	Strategy Work	£2,100		
JPFS Consultancy	Strategy Work & European Projects	£2,708		0.9 days Weastflows - £270 50% funded by Europe
JPFS Consultancy	Weastflows	£3,750		2.9 days Weastflows - £870 50% funded by Europe
JPFS Consultancy	Weastflows	£1,050		0.1 days Weastflows - £30 50% funded by Europe
JPFS Consultancy	Weastflows	£3,017	£30,325	3.2 days Weastflows - £960 50% funded by Europe
Lindean Partnership Ltd	Project Management	£4,222		£1,028 funded by Europe
Lindean Partnership Ltd	Project Management	£4,465		£2,415 funded by Europe
Lindean Partnership Ltd	Project Management	£7,143		£4,977 funded by Europe
Lindean Partnership Ltd	Project Management	£2,034		£211 funded by Europe
Lindean Partnership Ltd	Project Management	£3,316		£811 funded by Europe
Lindean Partnership Ltd	Project Management	£4,268		£762 funded by Europe
Lindean Partnership Ltd	Project Management	£4,946		£1,647 funded by Europe
Lindean Partnership Ltd	Project Management	£4,814		£888 funded by Europe
Lindean Partnership Ltd	Project Management	£3,450		£1,785 funded by Europe
Lindean Partnership Ltd	Project Management	£1,468		£803 funded by Europe
Lindean Partnership Ltd	Project Management	£3,833		£1,591 funded by Europe
Lindean Partnership Ltd	Project Management	£6,349	£50,306	£568 funded by Europe
Napier University Ventures Ltd	Rosyth to Zeebrugge Ferry Study	£24,900	£24,900	50% funded by Europe
Peter Brett Associates LLP	Falkirk High Station Car Park Bus Case	£2,000		100% funded by Falkirk Council
Peter Brett Associates LLP	Cycling Strategy Development	£5,000		100% funded by Sustrans
Peter Brett Associates LLP	Cycling Strategy Development	£5,000		100% funded by Sustrans
Peter Brett Associates LLP	Cycling Strategy Development	£5,000	£17,000	100% funded by Sustrans
Systra Ltd	Lo Pinod	£39,375		50% funded by ERDF
Systra Ltd	Newburgh and Bridge of Earn Stations	£3,000		75% funded by others
Systra Ltd	Newburgh and Bridge of Earn Stations	£3,000		75% funded by others
Systra Ltd	SEStran RTS Monitoring	£5,000	£50,375	
URS Infrastructure & Environment UK Ltd	Zero Waste	£1,450	£1,450	100% funded by Midlothian Council
WYG Group	RTPI	£24,000		100% funded by BIF
WYG Group	RTPI	£17,613		100% funded by BIF
WYG Group	RTPI	£18,361		100% funded by BIF
WYG Group	RTPI	£6,860		100% funded by BIF
WYG Group	RTPI	£19,961	£86,795	100% funded by BIF

Total £754,756.89 £754,756.89

5) Payments in Excess of £25,000

Payee	Commodity / Service Description	Payment Date	Gross Amount	Comments
Ineo Systrans	RTPI	06/11/14	£94,837	100% funded by BIF
Ineo Systrans	RTPI	30/03/15	£25,800	100% funded by BIF
Ineo Systrans	RTPI	05/03/15	£67,306	100% funded by BIF
Ineo Systrans	RTPI	05/03/15	£65,519	100% funded by BIF
Ineo Systrans	RTPI	05/03/15	£156,110	100% funded by BIF
Ineo Systrans	RTPI	06/11/14	£36,363	100% funded by BIF
Ineo Systrans	RTPI	06/11/14	£86,849	100% funded by BIF
Ineo Systrans	RTPI	06/11/14	£53,126	100% funded by BIF
Napier University Ventures Ltd	Rosyth to Zeebrugge Ferry Study	31/07/14	£29,880	50% funded by Europe
Systra Ltd	Lo Pinod	26/05/14	£47,250	50% funded by Europe
WYG Group	RTPI	18/06/14	£28,800	100% funded by BIF

Total **£691,839**

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 2015

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.
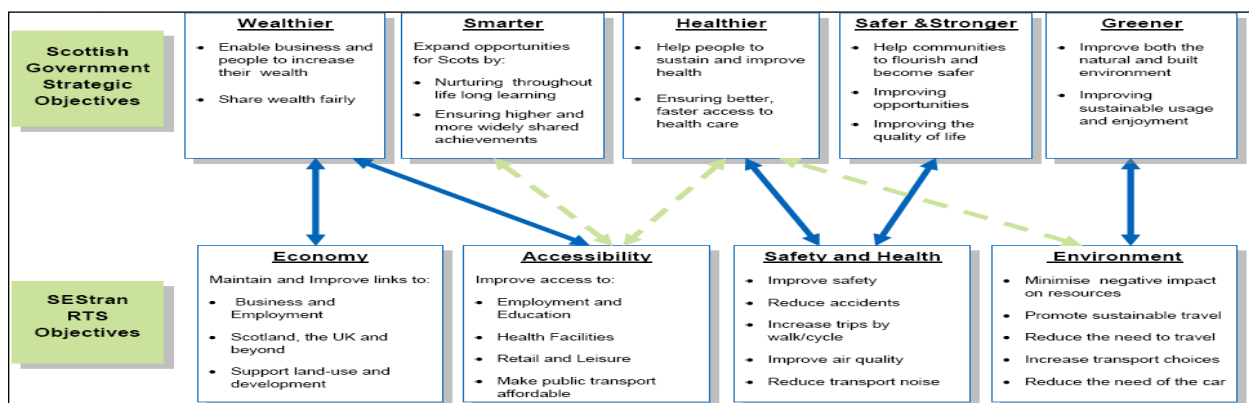
4. Sustainable Economic Growth

  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 has been subject to consultation and has been submitted to Scottish Government for Ministerial consideration. Approval of the revised strategy is awaited.

5. What has been done in 2014/15
   I. Projects delivered directly by SEStran

Service	Description	Delivery Model	Benefits achieved
Real Time Bus Passenger Information	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	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.

	necessary technical support 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 29th April 2014. Since then the overall project has attracted a further £0.5 for further installation of kit on buses and £0.5m for digital screen displays in public buildings both from the Bus Investment Fund and work is ongoing. Potential £5.3m project with £2m from Scottish Government and 40% funding from Europe for the remainder.		This will be a £5.3M investment in public transport infrastructure in the region. Investment during 2014/15 was £0.931m. The end result of all of the above is that Bustracker SEStran will, in the coming year, feature all of the First Scotland East fleet, all of the Stagecoach Fife fleet and the system will be enhanced to accommodate the smaller operators who elect to join the system using GPS enabled ticket machines. In addition, a substantial number of public premises throughout the Region will be displaying RTPI on TV screens also showing public information and news bulletins.
I –Transfer	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. Project is now completed.	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. A new cross Forth tourist ferry service linking North Berwick and Anstruther commenced in July 2015. Investment during 2014/15 was £49,000
Lo-Pinod	EU 50% funded project to promote freight movements by short sea shipping. Project is now completed.	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 2014/15 was £107,000
Connecting food ports	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. Project is now completed.	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 2014/15 was £47,000
Weastflows	EU 50% funded project examining east to west flows of freight through Europe with	Partnership with other European partners. External contract and	Potential to shift freight onto more sustainable modes with business

	the objective of promoting more sustainable forms of transport. Project is now completed.	direct staff input.	development opportunities with our European partners in this project. Investment during 2014/15 was £68,000
NweRide	EU 50% funded project within the North West Europe Interreg IVB Programme. The project's aim is to improve individuals' connectivity using dynamic lift share systems which are linked to public transport networks giving a higher probability of finding a trip solution	Partnership with other European partners and direct staff input.	Reduction of single occupancy car use through car sharing facilitated by a web portal suitable for use across Europe. Investment during 2014/15 was £31,000
CHUMS	EU 70% funded project under Intelligent Energy Europe (IEE). The project will seek to address the energy challenge of low car occupancy and the approximately 50% of journeys in cities that cannot be accommodated by conventional public transport modes.	Partnership with other European partners and direct staff input.	A composite CHUMS behavioural change strategy, developed by the consortium and to transfer the proven methods to the rest of Europe. Investment during 2014/15 was £15,000
SocialCar	Approved in January 2015 and €188,450 has been awarded to SEStran over the next 3 years. This represents 100% funding for SEStran's contribution to the project.	Partnership with other European partners and direct staff input.	SocialCar aims to integrate public transport information, car pooling and crowd sourced data in order to provide a single source of information for the traveller to compare multiple options/services. Interaction between users and Social Car system will be managed through selected social media channels. Through joint working with our partners at Traveline Scotland and Liftshare UK, a demonstration of the platform will be trialled in Edinburgh.
Edinburgh outer orbital BRT	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.
South Tay park and choose	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.
SESPLAN	Shared office and admin services and strategic transport input to development of the SDP.	Shared accommodation/service agreement terminated in December 2014	Input to SDP now absorbed in staff costs.
Key Agency and influencing role	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 2014/15 was £30,000
Liaison Groups and forums	SEStran hosts a rail forum that includes network rail and operators, a bus forum that includes operators, a sustainable transport forum, an access to Health Care forum, and air 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.
Accession	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 2014/15 was included in other cost codes.
Routewise	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 2014/15 was £42,000
Travel Planning and sustainable travel including	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

Tripshare	public and private sector organisations. Tripshare car sharing initiative for the partnership		sharing club in UK. Major employers are now members Investment during 2014/15 was £103,000
Freight distribution	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 2014/15 was covered in other project costs.
Parking Standards	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.
Park and ride strategy	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
Cycling Development	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 and Sustrans	Current programme of cycle network improvements in partnership with LAs and Sustran. Provides grants to local authorities. Investment during 2014/15 was £120,000
Bus Services	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.
Equalities and Access to Healthcare	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.

Sustainable Urban Design	SEStran has developed a set of design standards	Framework contract	Used as input to SDP and LDPs
Regional transport model	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 2014/15 was covered under other cost headings
Framework contracts	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; • Strategic Transport Planning (MVA) • Transport Services (Scott Wilson) • Travel Planning (Buchanans)	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
One Ticket	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 2014/15 was £0.99m

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 2014/15

During 2014/15 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 provided accommodation in our office for SESPLAN, the strategic land use planning authority for Edinburgh, the Lothians, Fife and Scottish Borders. In addition, SESTran provided administration support to SESPLAN by sharing the use of our three Admin. staff and provided office supplies to them through access to the City of Edinburgh Council's framework contract for supplies and services. SESPLAN also had the benefit of our provision of ITS facilities. Unfortunately, this arrangement ceased in December 2014 when SESPLAN re-located to offices within West Lothian Council.

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 a saving to SEStran in 2014/15 of £37,000, through a recharge to One Ticket and SESPLAN.

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 2014/15 was £20,657

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 2014/15 was £22,450

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 2014/15 was £207

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 have 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 ~**60,943** miles a week through **5,380** passenger

trips. This reduction in travel on the regional road network reduces CO_2 emissions by **20.06** tonnes every week and has a current membership of **8,200**. Since the group's inception there have been **13,120** members who have joined Tripshare SEStran.

Accessibility Modelling

SEStran has been using Accession for over four years now, operating mainly through its former term consultants MVA (Systra). 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 (Systra).

Two other RTPs accessed accession software through the SEStran contract with MVA (Systra) 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.

The Sestran term consultancies have now expired.

Scotland Europa

SEStran has been a member of Scotland Europa for the last three 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. During 2014/15 a partnership with Transport Scotland and

partner local authorities has seen the model updated and it is now being used for analysis of cross boundary implications on the SDP.

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 outwith 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

- Partnership with Sustrans that has lead to publication of a cross boundary cycle network study and grant funding for cross boundary cycle schemes

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.

Procurement Activity

Framework Contracts

SEStran had 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 29th April 2014. The total project value is £5.3m of which £1.3m is funded from ERDF funding and £2m 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. The project is now completed.

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. The project is now completed.

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. The project is now completed.

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. The project is now completed.

NweRide

EU 50% funded project within the North West Europe Interreg IVB Programme. The project's aim is to improve individuals' connectivity using dynamic lift share systems which are linked to public transport networks giving a higher probability of finding a trip solution. 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.

CHUMS

EU 70% funded project under Intelligent Energy Europe (IEE). The project will seek to address the energy challenge of low car occupancy and the approximately 50% of journeys in cities that cannot be accommodated by conventional public transport modes. The 70% 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.

SocialCar

Approved in January 2015 and €188,450 has been awarded to SEStran over the next 3 years. This represents 100% funding for SEStran's contribution to 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. The SEStran framework contracts have now expired and future procurement willmake use of Scotland Excel or Transport Scotland frameworks.

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. The next stage of development of the project is to take it to GRIP stage 3 and SEStran has entered into a Development Services Agreement with Network Rail on behalf of the two local authorities for this work.

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.