

Business Plan 2012/13 to 2014/15

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



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1. Foreword by Chairman and Partnership Director

This is the Business Plan for the South East of Scotland Transport Partnership and it sets out our proposals for transport investment and activity for the years 2012/13 to 2014/15. The proposed projects and expenditure for 2012/13 were approved at the SEStran Board meeting of 2nd March 2012. At that meeting it was agreed that a three year budget be presented to the Board for consideration in the summer. It was also noted that the Scottish Government has confirmed that financial support to the RTP would remain the same in cash terms for the period of this business plan.

The final recommendations of the Comprehensive Service Review sub group were reported to the same Board meeting and it was agreed that there be no change to the delivery of current projects meantime. It was also agreed that the Chief Officers Liaison Group should examine areas where services could better be provided at a regional level. The results of this work will be reported to a future meeting of the Board and incorporated in next year's revision of the business plan.

The revised SEStran Regional Transport Strategy was approved by the SEStran Board on 18th April 2008 and by the Scottish Government on 24th June 2008. This provides the statutory basis for SEStran activities moving forward and partner authorities are required to take account of the content of the RTS when developing their own Local Transport Strategies and Regional and Local Land Use Development Plans. While the main content of the RTS is still considered to be relevant, the associated Delivery Plan will need to be updated taking into account the slow rate of progress on capital projects as a direct result of the present economic climate. It is a requirement of the RTS that SEStran publish an annual Business Plan identifying how it proposes to implement the RTS and an annual monitoring report identifying progress against the RTS.

SEStran's co-location with SESplan, the body responsible for the Edinburgh City Region Strategic Development Plan (SDP), continues to facilitate close working arrangements and SEStran has provided the strategic transport planning input to the SDP.

The Government's Budget was approved in February 2011 and maintained the level of funding for the RTP at the same cash level as 2011/12. Notwithstanding this, Local Government continues to face considerable budget pressures and in recognition of this the approved contributions to SEStran from the local authorities has been reduced by £25,000 (11%) in 2012/13. This is in addition to the severe cuts imposed in 2011/12 of 25% in the Local Authority contribution to SEStran expenses and 15% in the Scottish Government's contribution. SEStran has continued to be successful in attracting major extra funding from Europe, which has offset these cuts to a large degree.

This business plan sets out for 2012/13 the levels of capital and revenue expenditure approved by the Board, the projects and activities that will be taken forward and the alternative sources of funding that have been attracted. It also identifies indicative budgets for 2013/14 and 2014/15.



Russell Imrie, SEStran Chair



Alex Macaulay, SEStran Director

2. Guidance

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

This Business Plan provides the annual update for 2012/13 and, after approval by the SEStran Board, will be submitted to Scottish Ministers for approval. The business plan defines the delivery programmes of SEStran and those areas where it seeks to influence the actions of others. It also provides an update on those areas of governance that are due for review and defines the current level of staff and other resources deployed.

3. Period covered by the Business Plan

This SEStran Business Plan, covers the financial year of 2012/13 with indicative budgets for the years 2013/14 and 2014/15. The plan will be updated annually.

4. The SEStran Board

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

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

Membership

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

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

Performance/Audit Committee

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

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

Good governance is essential to any public body and SEStran is no exception. The essential building blocks for governance are set out below.

Framework Agreements

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

Standing Orders

The Standing Orders have used best practice from those of other organisations and are designed to meet the needs of the Partnership. They comprise not only procedural rules regarding meetings but also financial rules which dovetail with the financial regulations as well as the tendering and contractual rules which require to be followed for all contracts entered into by SEStran. As with the Scheme of Delegation, these may require to adapt to any new functional change, as well as the normal requirement for periodic review. Standing Orders were reviewed during April 2012 and reported to the June Board.

Scheme of Delegation

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

The amended Scheme of Delegation was put in place on 18th October 2008 and represents a robust set of powers tailored specifically for the workings of SEStran as they currently stand. Clearly, should the staff complement significantly change, then the Scheme of Delegation is one of the building blocks of governance that will require to be reviewed. It is in any event subject to regular review. The Scheme of Delegation was reviewed during April 2012 and reported to the June Board.

Financial Regulations

As part of the Partnership's commitment to the development of its corporate governance arrangements, a Financial Rules Manual has been developed. The manual reflects the Partnership's approved financial regulations and arrangements with the City of Edinburgh Council. The rules were adopted by the Partnership at their meeting on 10th May 2006 and provide a useful reference tool for all staff that have financial responsibilities and interests. The Financial Rules were reviewed during April 2012 and reported to the June Board.

Fraud Policy/Action Plan

The Partnership has arrangements in place to prevent and detect fraud, inappropriate conduct and corruption. These arrangements include standing orders and financial regulations, a whistle blowing policy and codes of conduct for elected members and staff and an Anti-Fraud and Corruption Policy and Fraud Response Plan. The Anti-Fraud and Corruption Policy and Fraud Response Plan were reviewed during April 2012 and reported to the June Board.

Human Resources Policies/Procedures

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

All policies are revised in line with legislation changes and are subject to regular review. They were reviewed during April 2012 and reported to the June Board.

Equalities

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

An Equality Scheme for SEStran has been published on the website. The scheme provides clear cross referencing to other approved and published SEStran documents so that anyone wishing to establish our position on equity issues can find it. A key element of the scheme is the establishment of an Equalities Forum which meets on a three monthly basis, involving local equalities groups, to discuss the work that SEStran is doing and how it operates, to get feedback and suggestions on how we can usefully improve on equalities issues.

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

Liaison Groups

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

Liaison Group Names, Remits and Composition

The following six Liaison Groups are in operation:

- Chief Officer Liaison Group
- Programme Liaison Group
- Strategy Liaison Group
- Bus Liaison Group
- Sustainable Transport Liaison Group
- Access to Healthcare Liaison Group

Chief Officer Liaison Group Remit:

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

Chief Officer Liaison Group Membership:

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

Other Liaison Groups Remits are identical:

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

Other Liaison Groups Membership:

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

Liaison Including Other Bodies

Three main areas where liaison with the partner authorities includes representation from other bodies are rail, bus and sustainable transport through their forums. These are chaired by non-elected members of the Board and include representation from appropriate outside agencies including rail operators, network rail, Scottish Government, bus operators and sustainable transport organisations as appropriate to each forum.

In addition to the above, two further areas of external liaison are the Equalities Forum to assist us in meeting our statutory duties with regard to equalities and a Freight Quality Partnership designed to assist us in facilitating freight movement to, from and through the SEStran area.

Review Period for Key Governance Documentation

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

Governance Document	Timetable for Review
Standing Orders	Every Second Year (Reviewed during April 2012 and reported to the June Board.)
Financial Regulations	Every Second Year (Reviewed during April 2012 and reported to the June Board.)
Scheme of Delegation	Yearly (Reviewed during April 2012 and reported to the June Board.)
Committee Structure	Eighteen Monthly (Reviewed during April 2012 as part of Standing Orders review and reported to the June Board.)
HR Policies/Procedures	Yearly (Reviewed during April 2012 and reported to the June Board.)
Liaison Group Structures	Eighteen Monthly
Anti-Fraud and Corruption Policy	Every Second Year (Reviewed during April 2012 and reported to the June Board.)



Powers and Functions

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

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

SEStran's Powers

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

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

SEStran's Functions

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

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

Section 10 Application for Additional Functions – Process

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

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

Comprehensive Service Review

The final recommendations of the Comprehensive Service Review sub group established in 2011 were reported to the SEStran Board in March 2012 and the relevant minute is as follows:

A7. ALTERNATIVE SERVICE PROVISION OPTIONS

The Board considered a report dated 24th February 2012 by the Partnership Director providing details of the statutory and contractual commitments included in the SEStran budget and advising of progress towards the identification of work carried out by local authorities which could be carried out efficiently and effectively at a regional level.

Decision

The Board:

- (i) noted the information in the report;
- (ii) approved the recommendation of the Comprehensive Service Review Group that there be no change to the delivery arrangements for current projects subject to the addition of the word "meantime"; and
- (iii) remitted the Chief Officer's Liaison Group to consider in detail those projects which could be delivered efficiently and effectively at a regional level and report to a future meeting.

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

The last few years have seen a level of progress on delivery of the RTS that is less than was anticipated as a direct result of limited resources and funding within local authorities being focused on other higher priority services. Nevertheless, we believe that our RTS remains a valid strategy even in these times of financial constraint and are confident that it is in line with both Regional and National aspirations for the SEStran area. What is apparent, however, is that the timescales for achieving the objectives of the strategy will be considerably extended and the delivery plan needs to be updated to take account of the current economic situation.

Vision

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

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

To achieve this vision four comprehensive objectives were developed.

Objectives

The objectives of the RTS are as follows:

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

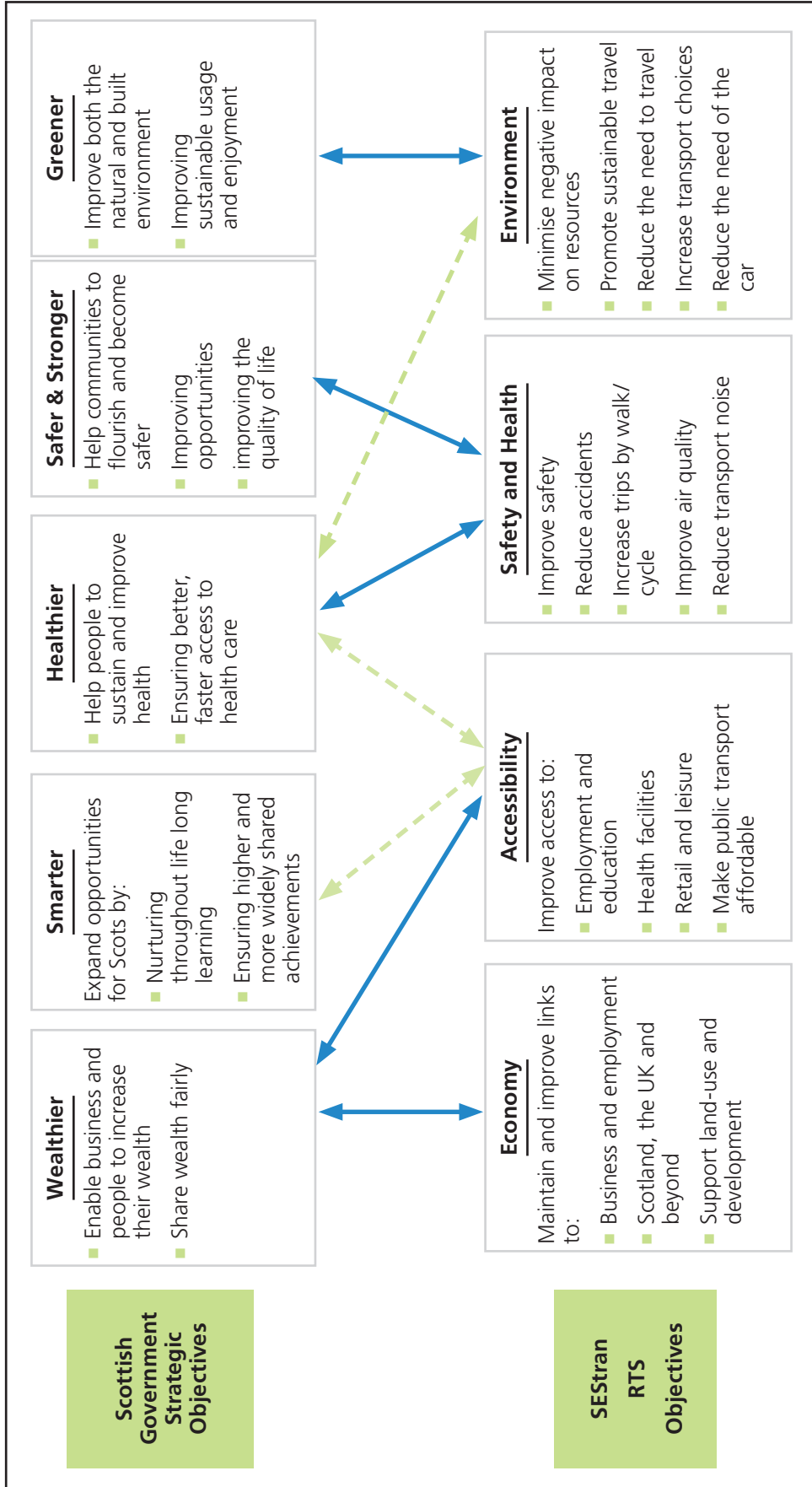
- **Environment – to ensure that development is achieved in an environmentally sustainable manner:**

- To contribute to the achievement of the UK’s national targets and obligations on greenhouse gas emissions.
- To minimise the negative impacts of transport on natural and cultural resources.
- To promote more sustainable travel.
- To reduce the need to travel.
- To increase transport choices, reducing dependency on the private car.

- **Safety and Health – to promote a healthier and more active SEStran area population;**

- To improve safety (accidents) and personal security.
- To increase the proportion of trips by walk/cycle.
- To meet or better all statutory air quality requirements.
- To reduce the impacts of transport noise.

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



RTS Approach

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

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

Delivery plan

For planning the implementation of our RTS, the basis of our programme is defined in the Delivery plan. The element related to the first three years is indicated below:

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

It is clear in the current financial climate that the above levels of anticipated expenditure are ambitious. It is proposed to review the delivery plan during 2012/13 and the results will be incorporated in next year's business plan review.

Sustainable Transport

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

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

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

Matched grants of up to £25,000 are available on a pound for pound basis to Public, Private and Third Sector organisations in the South East of Scotland. These grants are for the promotion of Sustainable and Active Travel to employees and visitors. Guidance for applicants and application forms are available on the SEStran website. Links have also been made available through the 'Choose another way' web forum, and distributed through the EAUC (Environmental Association for Universities and Colleges) and SCVO (Scottish Council for Voluntary Organisations) networks.

At the October 2009 Partnership Board Meeting the 'Development of a Strategic Urban Cycle Network: A Strategy for Investment' document was approved. The strategy for investment was developed from a review of cycling provision in the main transport corridors; consultation with key stakeholders and a comprehensive best practice review. The strategy presents a series of general principles and recommendations to direct the development of a strategic cycle network across the SEStran area.

The approved Urban Cycle Network Grant Scheme provides funding on the following basis. – For every £1000 spent by the Local Authority, SEStran will contribute £400 of additional funding' from the approved Urban Cycle Network budget to implement the projects identified within the Strategic Urban Cycle Network: A Strategy for Development document.

In addition to these Scottish Government is leading a review of access to Health Care in the light of changing priorities for emergency services. The results of this review are awaited and its implications for RTP involvement will be reported to a future meeting of the SEStran Board.

Input to Single Outcome Agreements

SEStran continues to participate in Community Planning with our partner authorities and provide input to Single Outcome Agreements as required.

Monitoring

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

Integrated Ticketing

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

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

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

7. Capital Projects

Approved Capital Programme 2010/11 to 2014/15

The SEStran Board has approved the implementation of Real Time Passenger Information (RTPI) in East Lothian, Scottish Borders, Fife, West Lothian and SWESTRANS and the current programme for this work is shown below. It should be noted that discussions with East Lothian Council regarding their contribution to the project have not progressed and the programme below has been adjusted to meet available funding assuming no contribution from East Lothian.

Expenditure	2010/11	2011/12	2012/13	2013/14	2014/15	Total
RTPI – East Lothian	188	506	–	127	205	1,025
RTPI – Scottish Borders	93	252	–	115	51	512
RTPI – Fife	112	330	145	81	–	667
RTPI – West Lothian	–	217	452	–	–	668
RTPI – SWESTRANS	–	–	–	150	100	250
PM	–	45	50	80	30	205
Total Expenditure	393	1,349	647	553	386	3,328
Funding – EU	2010/11	2011/12	2012/13	2013/14	2014/15	Total
RTPI – East Lothian	75	202	–	51	82	410
RTPI – Scottish Borders	37	101	–	46	20	205
RTPI – Fife	45	132	58	32	–	267
RTPI – West Lothian	–	87	181	–	–	267
RTPI – SWESTRANS	–	–	–	60	40	100
PM	–	18	20	32	8	78
Total EU Funding	157	540	259	221	151	1,327
Funding – SEStran	2010/11	2011/12	2012/13	2013/14	2014/15	Total
RTPI – East Lothian	113	303	–	76	123	615
RTPI – Scottish Borders	56	151	–	69	31	307
RTPI – Fife	67	198	67	49	–	380
RTPI – West Lothian	–	–	–	–	–	–
RTPI – SWESTRANS	–	–	–	–	50	50
PM	–	27	50	38	32	147
Total Funding – SEStran	236	680	117	232	236	1,500
Funding – Councils	2010/11	2011/12	2012/13	2013/14	2014/15	Total
RTPI – East Lothian	–	–	–	–	–	–
RTPI – Scottish Borders	–	–	–	–	–	–
RTPI – Fife	–	–	–	–	–	–
RTPI – West Lothian	–	130	271	–	–	401
RTPI – SWESTRANS	–	–	–	100	–	100
PM	–	–	–	–	–	–
Total Funding – Councils	–	130	271	100	–	501
Total Funding	393	1,349	647	553	386	3,328

Progress to date is that the contractor has been appointed and a detailed specification has been developed in partnership with the two major bus companies involved. Stage 1 factory acceptance tests have been approved and vehicles for an on bus operational trial have been fitted out. The two major bus companies, First Group and Stagecoach have signed a maintenance agreement to fund future maintenance of the system with the funding channelled through SEStran to the main contract.

8. Revenue

Core Revenue Budget

The approved core revenue budget for 2012/13 is contained in the table below with indicative figures for 2013/14 and 2014/15. These will be subject to annual review and approval by the board, modified as necessary, in advance of the financial years concerned.

Proposed Core Revenue Budget 2012/13 to 2014/15

	Approved Budget 2012/13	Indicative Budget 2013/14	Indicative Budget 2014/15
	£000	£000	£000
Employee Costs			
Salaries	297	307	317
National Insurance	25	26	27
Pension Fund	62	64	66
Training & Conferences	10	10	10
Interviews & Advertising	2	2	2
	396	409	422
Premises Costs			
Rent and Rates	20	20	20
Energy, Repairs, Insurance	8	8	8
Cleaning	6	6	6
	34	34	34
Transport			
Staff Travel	10	10	10
Supplies and Services			
Marketing	20	20	20
Communications & Computing	78	78	78
Printing, Stationery & General Office Supplies	18	18	18
Insurance	4	4	4
Equipment, Furniture & Materials	3	3	3
Miscellaneous Expenses	15	15	15
	138	138	138
Support Services			
Finance	25	25	25
Legal Services/HR	8	8	8
	33	33	33
Corporate & Democratic			
Clerks Fees	15	15	15
External Audit Fees	10	11	10
Members Allowances and Expenses	3	3	3
	28	29	28
Total Gross Expenditure	639	652	665
Funding:			
Interest	(3)	(3)	(3)
Recharges to EU Projects	(145)	(154)	(152)
Recharge to RTPi – Capital	(30)	(30)	(30)
Recharges to One Ticket	(12)	(12)	(12)
Net Core Expenditure	449	454	469

Revenue Projects Budget

The approved revenue projects budget for 2012/13 is contained in the table below with indicative figures for 2013/14 and 2014/15. These will be subject to annual review and approval by the board, modified as necessary, in advance of the financial years concerned.

Approved Revenue Projects Budget 2012/13

	2012/13 Approved Budget £'000	2012/13 Employee Recharges £'000	2012/13 Total Cost £'000	2012/13 EU Grant £'000	2012/13 Other Conts £'000	2012/13 Net Expenditure £'000
RTPI	117		117			117
Dryport	105	15	120	(60)		60
Food Port	45	45	90	(45)		45
Lo Pinod	100	40	140	(70)		70
I Transfer	50	30	80	(40)		40
Weastflows	45	15	60	(30)		30
Total – EU Projects	462	145	607	(245)		362
Other Projects						
Sustainable Travel	130		130			130
Rail/Bus Advice	20		20			20
Project Management	10		10			10
SDP/LDP	10		10			10
RTS Monitoring	5		5			5
Term Commission Management	1		1			1
Demand Responsive Transport	13		13			13
Urban Cycle Networks	70		70		(50)	20
Equalities Action Forum	10		10			10
SESPlan					(48)	(48)
Total – Other Projects	269		269		(98)	171
Net Total – Projects	731	145	876	(245)	(98)	533

8. Revenue

Indicative Revenue Projects Budget 2013/14

	2013/14 Indicative Budget £'000	2013/14 Employee Recharges £'000	2013/14 Total Cost £'000	2013/14 EU Grant £'000	2013/14 Other Conts £'000	2013/14 Net Expenditure £'000
RTPI	232		232			232
Food Port	42	49	91	(45)		46
Lo Pinod	37	50	87	(43)		44
I Transfer	37	40	77	(38)		39
Weastflows	25	15	40	(20)		20
Total – EU Projects	363	154	517	(146)		371
Other Projects						
Sustainable Travel	130		130			130
Rail/Bus Advice	20		20			20
Project Management	10		10			10
SDP/LDP	10		10			10
RTS Monitoring	5		5			5
Term Commission Management	1		1			1
Urban Cycle Networks	70		70		(50)	20
Equalities Action Forum	10		10			10
SESPlan					(48)	(48)
Total – Other Projects	256		256		(98)	158
Net Total – Projects	619	154	773	(126)	(98)	529

	2014/15 Indicative Budget £'000	2014/15 Employee Recharges £'000	2014/15 Total Cost £'000	2014/15 EU Grant £'000	2014/15 Other Contra £'000	2014/15 Net Expenditure £'000
RTPI	236		236			236
Lo Pinod	36	76	112	(56)		56
I Transfer	37	66	103	(51)		52
Weastflows	15	10	25	(12)		13
Total – EU Projects	326	152	476	(119)		357
Other Projects						
Sustainable Travel	130		130			130
Rail/Bus Advice	20		20			20
Project Management	10		10			10
SDP/LDP	10		10			10
RTS Monitoring	5		5			5
Term Commission Management	1		1			1
Urban Cycle Networks	70		70		(50)	20
Equalities Action Forum	10		10			10
SESPlan					(48)	(48)
Total – Other Projects	256		256		(98)	158
Net Total – Projects	580	152	732	(119)	(98)	515

Approved requisitions from partner authorities

Clackmannanshire	£6,668
East Lothian	£12,840
Edinburgh	£64,020
Falkirk	£20,186
Fife	£48,072
Midlothian	£10,686
Scottish Borders	£14,865
West Lothian	£22,662
	£200,000

8. Revenue

Summary 2012/13 to 2014/15

RTPI	2012/13	2013/14	2014/15
Total expenditure	647	553	386
EU funding	(259)	(221)	(151)
External funding	(271)	(100)	-
SEStran funding	(117)	(232)	(236)
Core Budget			
Total Gross Expenditure	639	652	665
Funding:			
Interest	(3)	(3)	(3)
Recharges to EU Projects	(145)	(154)	(152)
Recharge to RTPI – Capital	(30)	(30)	(30)
Recharges to One Ticket	(12)	(12)	(12)
Net Core Expenditure	449	454	469
Revenue Projects			
Total Expenditure	876	773	732
EU Funding	(245)	(146)	(119)
Other funding	(98)	(98)	(98)
Scottish Government Grant	(782)	(782)	(782)
Local Authority Requisitions	(200)	(200)	(200)
Total Gross Expenditure	2162	1978	1783
Total Funding	(2162)	(1978)	(1783)



Description of European funded projects

Project	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 necessary technical support and the contractor and developed operating and maintenance agreements with the bus operators. £3.3m project with 40% funding from Europe	External contract, partnership with bus companies, co-funding from LA 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
I –Transfer	Project with Stagecoach as a partner to provide around a £1M of funding towards the design and construction of hovercraft landing areas in Kirkcaldy and Portobello. Cross border project linking Fife and Edinburgh. Stagecoach has now withdrawn from the project and it will be reconfigured to focus on the reporting role of SEStran	Partnership with private sector and other European partners. External contract and direct staff input. Collaboration with Napier TRI	This project would have represented a further £1M investment in public transport infrastructure in the region. The lessons learned from the reasons for the project not proceeding will be documented by SEStran as input to the European project
Lo-Pinod	Project in partnership with Forth Ports to provide more than a £1M of EU funding to undertake a pilot of freight movements by barge in the Forth estuary. Cross border project linking Fife and Grangemouth. The project is now being reconfigured	Partnership with private sector and other European partners. External contract and direct staff input. Collaboration with Napier TRI	The project would have trialed moving freight by barge in the Forth Estuary (around 40 HGVs per day to be removed from the road network during the trial). The main customer for this has decided not to participate so the project will be reconfigured
Dryport	Examination of scope for inland port/freight transfer facilities has allowed development work on a number of RTS projects including River Avon Gorge, Levenmouth rail, Alloa to Dunfermline rail with connection to Rosyth, Freight routing strategy and map, Sustainable distribution depots, rail freight promotion, freight consolidation centres 50% funded by EU	Framework contracts, partnership with Napier TRI, partnership with other European partners and direct staff input	EU funding allowed progress on a number of RTS projects in Fife, Clackmannan, Falkirk and Edinburgh. A successful international conference raised the profile of Scotland's freight sector. Overall project budget of £600k invested in the region

8. Revenue

Project	Description	Delivery Model	Benefits achieved
Connecting food ports	Examination of food product distribution throughout the region and linking to UK and Europe. 50% EU funding. Forth Ports has joined this project to form a Scottish partnership with SEStran	Partnership with other European partners, collaboration with Napier TRI 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
Weastflows	Examination of east to west freight movements to improve accessibility to the SEStran ports and linkages to Europe. 50% EU funding with SEStran contribution being staff time	Partnership with other European partners and direct staff input	Potential to shift freight onto more sustainable modes with business development opportunities with our European partners in this project. £72k invested in the region

Marketing and Communications Budget 2012/13 to 2014/15

Purpose	2012/13 Commitment	2013/14 Commitment	2014/15 Commitment
Materials	£4,000	£4,000	£4,000
Website	£3,640	£3,640	£3,640
Photography	Nil	Nil	Nil
Media Training	Nil	Nil	Nil
Events	£9,000	£9,000	£9,000
Advertising	£360	£360	£360
Publications	£3,000	£3,000	£3,000
Total Core Budget	£20,000	£20,000	£20,000
Project related budgets covered elsewhere			
Tripshare	£10,000	£10,000	£10,000
EU projects	£10,000	£10,000	£10,000
One Ticket	£37,000	£37,000	£37,000

9. Resources

Establishment

With effect of 31st March 2011, the SEStran offices are currently home to 8 paid employees.

Alex Macaulay	–	Partnership Director
Alastair Short	–	Strategy Manager (Part time)
Vacancy	–	Strategy Manager (Part time)
Ian Mathie	–	Programme Manager
Angela Chambers	–	Office Manager
Lisa Black	–	Travel Plan Officer
Andrew Dougal	–	Communications Officer
Jackie Turnbull	–	Administrator
Lisa Hogg	–	Receptionist

Accommodation

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

Equipment

Over the next year an allowance has been made for replacement of equipment but not for any expansion.

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