

1. INTRODUCTION

1.1 The purpose of this report is to inform the Committee of the performance of SEStran up to the end of the financial year 2018, by presenting a draft copy of the text proposed, to provide the basis of SEStran’s Annual Report 2017/18.

2. ANNUAL REPORT

2.1 The report focuses on the project portfolio and showcases the contributions that SEStran has made to the region over the last year, in line with the objectives of the RTS.

2.2 The Annual Report will be presented to the Partnership Board and following approval, will be finalised for publication by the end of September. Continuing with previous years’ precedence, the 2017/18 report will only be available online with copies available on request.

3. RECOMMENDATION

3.1 The Committee is asked to comment on the contents of the draft Annual Report 2017/18 and note it will be presented to the Partnership Board for approval before publication by end of September 2018.

Jim Grieve
Head of Programmes
7th September 2018

Appendix 1 – Draft Annual Report 2017/18

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|-----------------------------|--|
| Policy Implications | None |
| Financial Implications | Design costs can be met from within existing budget. |
| Equalities Implications | Annual Report details SEStran’s Equality Mainstreaming work over 2017/18. |
| Climate Change Implications | The Annual report highlights our Climate Change reporting publications and work on reducing the environmental impact of transport in the South East of Scotland. |



2017/18 Annual Report

August 2018

DRAFT

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(Note page numbers to be confirmed pending final publication formatting)

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Foreward

A significant feature of the past year has been the Government's review of the National Transport Strategy (NTS 2), including a review of regional governance which is clearly very significant for SEStran.

SEStran's officers and I, however, have been very much involved in the process at various levels throughout the past year, including the NTS Strategy Board representing Regional Transport Partnerships, the NTS Strategic Framework Group and the Enabling Economic Growth Working Group. This is an ongoing process with outcomes expected in 2019.

SEStran continued to be involved in a number of European projects last year. These projects contribute 50 to 100% towards the cost of the work carried out by SEStran. My personal highlight was chairing a major event for the REGIO MOB project, which was held in the National Museum of Scotland and was very well attended by representatives from 5 other countries, in addition to our own staff and stakeholders. The event provided an opportunity for each country to present the work it had carried out in terms of sharing best practice in sustainable transport. Additionally, the event enabled SEStran to showcase the partnership region and activities, which was very well received by the project countries.

Another exciting project was the launch of "GO e-Bike" which was the outcome of a competitive bid to our sustainable travel grant fund and, initially, has facilitated the creation of 4 electric bike hubs throughout the region (Buckhaven, St Andrews, West Lothian and Forth Valley) to encourage more active travel. This has proved to be a very timely investment, with similar projects gathering momentum across the region and the EU. We hope to expand on this initiative in future.

Much effort during the past year was put into formulating bids for external sources of funding to allow SEStran to achieve more in promoting sustainable transport across the region; examples include the 'CAN DO' Innovation Challenge Fund operated by Scottish Enterprise, which involves further development of the Thistle Card. Another bid was submitted for the Low Carbon Transport Travel (LCTT) fund managed by Transport Scotland, where we have proposed expanding the "GO e-Bike" scheme. Both of the aforementioned bids were successful and work will continue to progress in 2018/19.

To further show-case the region and SEStran's work I am delighted to announce that during last year SEStran, in partnership with Napier University's Transport Research Institute, made a successful bid to host the annual European Conference on Mobility Management (ECOMM). This is a major European event which will take place in the middle of 2019, at a venue in the city of Edinburgh.

During 2017/18 the Board agreed to introduce a new Integrated Mobility Forum and a new Logistics and Freight Forum. It was further agreed that the Forums would be chaired, respectively, by SEStran vice Chairs; City of Edinburgh Councillor, Lesley Macinnes and Fife Councillor, Colin Davidson.

The term of appointment for a number of the Partnership Board's Non-Councillor Members came to an end last year and a recruitment process began to seek replacements. This process has now been completed and we welcomed seven new members to the Board. I very much look forward to working with the new and existing members now and in the future.

In closing, I wish to express my thanks and appreciation for the contribution to SEStran, over many years, of the former Non-Councillor Board members and I wish them well for the future.

Cllr Gordon Edgar Chair *(Insert photo signature and twitter)*

Introduction

About Us

SEStran is the statutory Regional Transport Partnership for the South East of Scotland. We are one of seven Regional Transport Partnerships in Scotland established under the Transport (Scotland) Act 2005. SEStran encompasses eight local authorities.

Insert Map of Scotland with Sestrans Region.

SEStran Team

In March 2018, SEStran had a core staff of 9, and 1 Cycling Scotland embedded officer:

- Business Support Assistant, Nikki Boath
- Business Manager, Angela Chambers
- Business Support Officer, Elizabeth Forbes
- Partnership Director, George Eckton
- Head of Programmes, Jim Grieve
- Business Partner, Keith Fiskin
- Strategy & Project Officer, Lisa Freeman
- Project Officer, Catriona Jones
- Cycling Scotland Officer, Peter Jackson
- Active Travel Officer, Moira Nelson

Local Authority Partners

City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders and West Lothian.

Headquarters

SEStran's operational and administrative premises are based in Edinburgh.

Partnership Board

The board consists of 20 elected members from the partnership local authorities and nine appointed non-councillor members. The Partnership Board meet quarterly.

Partnership Board – Insert Names and Images as of August 2018

Non Councillor Members – Insert names.

SEStran's Vision

"A regional transport system that provides all citizens of South East Scotland with a genuine choice of transport which fulfils their needs and provides travel opportunities for work and leisure on a sustainable basis."

Insert Transport Image

Aims

- Allowing all groups in society to share in the region's success through high quality access to services and opportunities including healthcare, education, public services and employment opportunities
- Reducing the number of commuter journeys by single occupancy vehicles within South East Scotland
- Maximising public transport provision and achieving public transport integration and intermodality
- Improving safety for all road and transport users
- Enhancing community life and social inclusion
- Maintaining existing infrastructure to a standard that ensures that it can be fully utilised
- Enhancing movement of freight, especially by rail and other non-road modes

Target

"By 2022, to reduce the percentage of people commuting to Edinburgh by single occupant car from each local authority area in South East Scotland by 10% compared to a 2001 base. For Edinburgh residents working outwith the City Council area, to reduce their reliance on the single occupant car for commuting by 10% also over the same period."

What we do

SEStran participates in a diverse range of transport projects and events on a local, national and international scale.

This year we have been involved in partnerships with Equate Scotland, developed a regional e-bike sharing scheme, achieved the CIHT award for Tripshare and participated in four European projects.

(large text one page)

What we do European Projects *(new page)*

European Projects

SEStran is pleased to continue to be involved in working closely with European partners on innovative and progressive transport projects, contributing and sharing ideas to help benefit our own regional transport network. We were unsuccessful this year with one project bid and await news on three further project applications for "CONNECT", "Polis in Action" and "PURSUITS".

SHARE North: Shared Mobility Solutions for a Liveable and Low-Carbon North Sea Region (Interreg North Sea Region)

The SHARE North project includes activities for developing, implementing, promoting and assessing car sharing, bike sharing, car clubs and other forms of shared mobility in urban and rural areas and employment clusters.

In 2017/18, SEStran has focused on promoting TripshareSEStran.com during National Liftshare Week 2017. In partnership with STV, promotional Street Teams were set-up at Haymarket and St Andrew's Square in Edinburgh to sign-up new members to the scheme. A £250 prize draw was also on offer to encourage new and existing members to share through September and October 2017.

As part of the SHARE-North project, a number of best practice webinars were held in 2017/18. In December 2017, local partners at Edinburgh College provided a webinar on 'Introducing EVs into shared fleets'. SEStran continues to support the Edinburgh College's EV fleet through funding from SHARE-North.

In addition to this work, funding from SHARE-North contributed to the SEStran GO e-Bike project; more information on this project can be found in the 'what else have we been doing?' section of this report. For more information on SHARE-North please visit: <https://share-north.eu>

(Insert image and Share North Brand Logo and EU Interreg Logo)

REGIO MOB (Interreg Europe)

The REGIO MOB project involves six European partners with the main objective of ensuring sustainable growth in Europe, through promotion of sustainable mobility and the improvement of relevant policy documents. This year, REGIO MOB project partners have been sharing their 'best practice' examples of sustainable transport.

In March 2018, SEStran held a Dissemination Event in Edinburgh which was attended by 60 REGIO MOB participants accompanied by their invited experts from Italy, Spain, Slovenia, Poland and Romania. The event was moderated by Councillor Gordon Edgar (Chair of SEStran) and highlighted the importance of sharing knowledge and best practice across Europe. Thirteen speakers from the six European project regions presented the challenges facing sustainable mobility in their regions, as well as plans to deliver best practice projects over the next 2 years of the REGIO MOB project.

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Following this Dissemination Event, the REGIO MOB project will now enter 'Phase 2' and each region will implement their Action Plan to improve sustainable mobility and their related policy instruments in their region. SEStran has also employed the Sustrans Research and Monitoring Unit to carry out Active Travel Audits using the PASTA methodology: <http://www.pastaproject.eu/home/> that was shared by our partners in Italy.

(Insert Image/Regio Mob Logo/EU Logo)

What we do: Changing Travel Behaviour *(note larger headline text on each page in this section)*

SocialCar (a Horizon 2020 project)

SocialCar aims to integrate shared mobility with public transport information, and crowd sourced data in order to provide a single source of information for the traveller to compare multiple options and services.

The project, which consists of 10 European Cities, aims to capitalise on a pan European team with a background in social, psychological and economic sciences. The involvement of each of the urban sites aim to prove the concept, validity and business case of the multi-modal platform.

In 2017/18 SEStran conducted a series of tests that assessed the viability and potential impact of a SocialCar app. This included a live trial with students from Queen Margret University and a series of scenario testing with the SEStran Regional Transport Model. Further details of the project deliverables can be found at: <http://socialcar-project.eu/>

(Insert Social Car Logo)

Surflogh: Sustainable Urban Logistics Hubs (an Interreg North Sea Project)

SURFLOGH aims to improve the role of logistics hubs in the network of urban logistics through connecting long-distance freight transport and last mile distribution in strategically located urban freight centres.

The project will develop case studies for best practices regarding the development of urban freight hubs in cities, the successful introduction of zero-emission vehicles for last-mile transport and innovative strategies for cooperation in the logistics chain. The partners will address the shared challenges of the uptake of green transport solutions in regional freight and the need for positive business cases in green freight transport solutions in urban areas.

SEStran are leading on a work package along with Napier Transport Research Institute (TRI), developing business models for urban freight hubs. These business models will focus on the scalability and applicability of models for different locations and circumstances. SEStran are also working with an e-cargo bike delivery company, ZEDIFY to design an e-cargo bike last mile delivery pilot in the City of Edinburgh.

(Insert Surflogh Logo/Image/Interreg Logo)

Tripshare

Tripshare SEStran is one of the largest car sharing groups in Scotland, with membership at around 8,600. Tripshare helps people to share the cost of a journey and reduce the amount of single occupancy cars on the road. Tripshare can also offer those who do not have access to a car a low-cost alternative to access services and resources that may not have been attainable otherwise, as well as reducing the harmful effects of vehicle emissions on the environment and the congestion on

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our roads. In 2017/18 Tripshare Members saved 730.2 tonnes of CO₂, 1.91 tonnes of NO_x and 3,716,041 miles.

Reducing the number of cars on the region's roads remains a high priority for SEStran. However, when active travel or public transport is not an option, Tripshare provides a viable alternative to single occupancy car travel.

For businesses, it can improve accessibility of employment centres, especially in areas with poorer public transport provision.

2017/18 was another successful year for the car sharing scheme. Tripshare was awarded the Chartered Institute of Highways and Transportation (CIHT) AMCO Environmental Award 2017/18.

(Insert Tripshare logo and car share image)

Thistle Card and Programme

The Thistle Assistance Card was designed to make it easier for older people and those with disabilities or illness to use public transport.

The card and app were acknowledged in the Transport Scotland 'Going Further: Scotland's Accessible Travel Framework' for being at the forefront of providing 'good assistance' by recognising and supporting the needs of disabled people and ensuring transport staff understand their needs.

In 17/18 SEStran commissioned a regional TV advertising campaign in partnership with STV. This publicity successfully raised the awareness of the product and stimulated further interest in the scheme.

In March 2018 SEStran applied for funding from the Scottish Enterprise Can Do innovation fund to develop the Thistle Assistance Journey Planner – door to door journey information for people that have difficulty using public transport.

The project seeks to identify and understand in detail the barriers faced by commuters with protected characteristics when travelling and journey planning.

The first stage of the project will explore the extent to which these barriers affect travel plans and modal choices for travelling. Stage two will develop concepts for an App-based door to door journey planning solution that helps alleviate these barriers.

(Insert image and logo)

Hate Crime Charter

SEStran, along with Disability Equality Scotland, Police Scotland and Transport Scotland are developing a regional Hate Crime Charter for Public Transport. This initial pilot will include West Lothian, Fife and Clackmannanshire, and will then be rolled out on a national basis.

A questionnaire was sent to transport operators to gauge their current levels of training with regard to hate crime on their network and willingness to participate in the charter. In total, 9 bus operators responded to the survey.

The working group plans to hold consultative events throughout the Region, with representative groups and transport operators, to co-design the charter.

(Insert Police Scotland/Disability Equality Scotland/Transport Scotland logo)

Real Time Passenger Information

SEStran's Real Time Passenger Information (RTPI) contract was initiated in 2010 and is based on state of the art technology available at that time. Significant advances in RTPI related technology have taken place since then. In particular, ticket machines are now multi-faceted including being equipped to provide all of the necessary hardware to facilitate RTPI, thus minimising on-bus equipment and associated cost.

Last year presented a significant challenge for SEStran and the "Bustracker SEStran" system in order to accommodate the following:

First Scotland East, following their national lead, advised SEStran that they intended to invest in new, GPS enabled ticket machines ("TICKETER"), and that they would move to their national facility to produce RTPI with effect from the end of June 2018. As a result of this, First Scotland East would no longer make use of the SEStran system and would remove all of the associated equipment from their vehicles and, accordingly, no longer contribute to the cost of running the Bustracker SEStran system.

Stagecoach Fife who, since 2014, have connected to Bustracker SEStran using their own Vix based system will also, from June 2018, withdraw from the system. However, both operators confirmed that these changes will not affect the end user in respect of the provision of real time passenger information.

A form of Bustracker SEStran is still required to produce RTPI for the smaller operators, who have been equipped with "TICKETER" ticket machines and to produce the necessary data for the digital screens. In downsizing the system, a reduced contract cost is now agreed with Ineo Systrans, the system's provider.

The promotion of the digital screens displaying RTPI continued throughout the year and a new Help Desk facility for users of the system was introduced through consultants WYG. This successful facility will continue to be provided throughout the current year.

(Insert RTPI Images)

GO e-Bike

The South East of Scotland Transport Partnership is launching a regional e-bike program; GO e-Bike with the aim of increasing usage and awareness of power-assisted cycling across the South East of Scotland and beyond. GO e-Bikes launches with 5 different projects in St. Andrew's, Buckhaven, West Lothian and Falkirk and will also be encouraging employers to get involved with a 'Try a GO e-Bike Roadshow'. GO e-Bike aims to promote a healthier more active population, reduce inequalities in our communities and improve our environment.

Through its Programme for Government 2017/18, the Scottish Government is 'stepping up promotion of the use of electric bicycles to ensure as many people as possible can benefit from active travel'. SEStran is helping to deliver on this vision with support from European programme funding by SHARE-North, Interreg North Sea Region.

(Insert GO e-Bike logo/Interreg North Sea logo/e-bike image)

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What Else Have We Been Doing? *(new section with large title on each page)*

Regional Cycle Network Scheme 2017/18

The Regional Cycle Network Grant Scheme (RCNGS) is a Sustrans funded grant operated by SEStran to aid the improvement of cycling infrastructure throughout the region, with a focus on cross-boundary links.

The grant is administered on a match funded basis to local authorities and organisations to fund a variety of projects including feasibility studies and design work.

Building on the missing links and barriers identified in the Strategic Cross Boundary Development study, grants were awarded to conduct path upgrades along the Water of Leith and lighting upgrades to the drift path in Musselburgh. The highlight for 2017/18 was awarding the Musselburgh Area Partnership for a feasibility study aimed at encouraging modal shift and greater active travel across the town and beyond.

(Insert Musselburgh route map and active travel image)

yTravel

yTravel builds on last year's X-Route report created by young people to shape and influence sustainable travel services and low-carbon activity. yTravel is a new project working with Young Scot to co-design the future of transport in the South East of Scotland. Regional Design Teams of fifteen young people (aged 16-25) will be set-up in four areas of Scotland; The City of Edinburgh, Clackmannanshire, Fife and Midlothian. These Regional Design Teams will come together to create and develop ideas and recommendations. At the end of the project a final report will be delivered to regional transport partnerships across Scotland, Transport Scotland, the Scottish Government and public transport companies to shape the future of public transport systems in Scotland.

Discussions have taken place with Young Scot in the hope of carrying out this work during the Year of Young People 2018.

(Insert young people and travel image – source)

Intelligent Centralisation and Shared working

SEStran is a partnership of 8 local authorities. Where appropriate, opportunities for both shared working between SEStran and authority/authorities and for SEStran to act on behalf of all the authorities should be explored. For some years now, SEStran has managed the "Routewise" system which involves local authorities entering bus timetable information into the Traveline facility. This makes practical and financial sense where one system, as opposed to 8 systems, is employed.

Over the course of last year SEStran managed a transition from "Routewise" to "Novus FX", an upgraded system providing the same facility. The upgrade was funded by SEStran. Further opportunities for shared working with the partner councils have been discussed over the past year at regular meetings with the Councils' chief officers. Various possibilities were discussed for further exploration. Traffic data gathering was one option which was identified and considered to be worthy of further exploration.

(Insert Partnership working Image)

Travelknowhow Scotland

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In 17/18 SEStran continued to support Travelknowhow Scotland. Travelknowhow is an online resource which offers organisations across Scotland easy access to a wide variety of tools to implement workplace Travel Plans and reduce the negative impact of single occupancy car journeys. Supported by Scotland's seven Regional Transport Partnerships and funded by Transport Scotland. Travelknowhow Scotland supports and contributes directly to the Scottish Government's Low Carbon Scotland ambition for decarbonising transport.

Travelknowhow Usage figures in 17/18:

- **69 new registrations during the 17/18 period**
- **Total registrations 231**
- **Of the 69 registrations 42% were from the SEStran Region**
- **Of those registrations:**
 - **58.6% were from the public sector**
 - **41.4% were from the private sector**

(Insert TravelKnowHow logo)

Working in Partnership with Cycling Scotland

SEStran's Regional Cycle Training and Development Officer continued to support Bikeability Local Authority Co-ordinators over this year. The results from the last academic year had shown an increase in schools delivering cycle training and more pupils than ever taking part. A Bikeability volunteer conference was held for the East of Scotland where coordinators shared best practice and participated in professional development and training to support delivery.

A series of Making Cycling Mainstream courses in Planning and Design were held for consultants and local authority officers to learn about best practice design for cycle infrastructure. Over the course of the year training was delivered to ten cycle trainers to deliver essential cycling skills for new and returning cyclists.

Continued work in support of the Cycle Friendly programme saw assessments and awards for two primary schools, four secondary schools and two employers.

The RCTDO attended a number of networking and conference events promoting the programmes of SEStran and Cycling Scotland, including Velo-City; the global cycling summit held in Nijmegen. Over the year our RCTDO also represented SEStran and Cycling Scotland at mass cycling events; including the Glow Ride in Edinburgh to celebrate the rollout of reduced speed limits across the city.

(insert Cycling Scotland logo/velo-city shot)

What we do events (*new title on each page of this section*)

New Forums

In 2017 SEStran established two new integrated forums that sit alongside the existing Equality and Access to Healthcare Forum. The forums are a mechanism for consulting with regional stakeholders in addition to those represented by members and advisors around the board table of SEStran. The new forums include the Integrated Mobility Forum; which seeks opportunities to improve integrated mobility across the region and provide a consultative role to Transport Scotland in the context of Integrated Mobility, Travel Planning and seeking funding to support future opportunities. The forum also aims to promote public transport and access to transport interchanges, as well as reducing single occupancy car journeys.

The second forum is the Logistics and Freight Forum; which aims to support economic growth and resilience across the South East of Scotland by developing, promoting and implementing sustainable business and distribution solutions. This will be carried out via constructive partnership between local authorities, government agencies, business and representative groups. The forum will provide a unified, regional voice in working with organisations such as Transport Scotland, Network Rail and ports, and aims to have a balanced range of views which represents the interests of those involved.

(source and insert image)

Commuter Challenge

As part of the Edinburgh Festival of Cycling 2017, in May, SEStran hosted the popular 'SEStran Commuter Challenge'. The Challenge aims to demonstrate the different ways in which commuters can travel in to the Capital, showing that there are healthier and more time efficient ways of reaching the City Centre.

Participants walked, jogged, cycled, travelled by bus and car shared (including one electric car), from four points across Edinburgh. This included Straiton, Ingliston, Ocean Terminal and Newcraighall to our meeting point in St. Andrews Square. We were able to follow their progress on twitter with the hash-tag: #MyCommuterChallenge.

Each location and mode had a recognised start and finish time, which was recorded by our volunteers on the day. The event was kindly supported by Enterprise Car Club, Edinburgh College and City of Edinburgh Council who also provided Dr Bike sessions at the finish line as part of their Smarter Choices, Smarter Places programme.

(insert CC logo/pic)

Tweedlove Bike Festival

In June 2017, SEStran supported the 'TweedLove Bike Festival', and in particular the Family Ride, which has become a local legend in the area after running for yet another year. The event, which involved hundreds of cyclists, started at Peebles High Street and continued as a fun route free from any motorised transport – making it a more relaxed environment for people of all ages and abilities. It showed how accessible cycling can be, as well as promoting active travel and enhancing community spirit!

The SEStran Family Ride, Tweedlove 2017

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Rolling into Peebles for another year on the 10th June, the Family Ride event returns. SEStran was proud to be back sponsoring Tweedlove for 2017, as inclusive events like the Family Ride make cycling accessible to people of all ages and abilities. The ride encourages families and friends to get together and cycle in a relaxed environment for a car free pedal through Peebles High Street.

The event is open for anyone to come along and have a go at their own pace. Last year's ride was more successful than ever, with the biggest attendance yet - it was great to see people of all ages and abilities come together to celebrate the joys of cycling. As well as being lots of fun, the event is in line with our vision to enable and support more people to travel actively in their own communities, to promote social inclusion and enhance community life.

The Tweedlove Bike Festival, based in the Scottish Borders, runs from May to September each year. For more information about the festival visit: <http://www.tweedlove.com>

(insert Tweedlove logo and Peter family pic)

Regional Rail Liaison Meeting

In February 2018 SEStran along with Transport Scotland, Network Rail and ScotRail convened the first quarterly South East Scotland Regional Rail liaison meeting. The focus for the meeting had an agenda centred on the key rail issues within the SEStran region. The meeting was an opportunity to share information with key stakeholders to better understand problems, identify challenges and opportunities, and improve the delivery of rail services across the South east of Scotland.

East Coast Mainline Authorities (ECMA) Parliamentary Receptions

The East Coast Main Line Consortium met only once last year, in October 2017. A further meeting had been scheduled for February 2018 but had to be cancelled due to severe weather.

At the meeting, most of the discussion centred on the formation and action of a UK All Party Parliamentary Group (APPG) to lobby the government to take forward improvements to the line. Also discussed was the completion of a study into the benefits of investment in the line and governance of the ECMA consortium, in respect of which SEStran Chair (Councillor Gordon Edgar) was confirmed as the Scottish Vice-Chair.

During last year and preceding years, the ECMA secretariat role was absorbed by North Yorkshire Council who expressed a desire for this task to be formalised and undertaken by another party. This was picked up by the North East Combined Authorities (NECA) who put forward a proposal to be funded by the consortium members. This was accepted and NECA are currently undertaking this role.

Further significant changes to the consortium membership and terms of reference have subsequently been agreed and work to promote the line continues into the current financial year.

(Insert ECMA logo and rail image)

More Updates Other Programs and Policies *(new section header)*

Equalities and Diversity

SEStran published its Equalities Outcomes 2017-2021 in April, in accordance with its duties under the Equality Act 2010 and continue to pursue ways in which to improve processes, policies and projects to eliminate discrimination, foster good relations and enhance opportunity for all.

Our progress so far.....

Equalities and Access to Healthcare Forum

Following the review of consultative forums, the SEStran Equalities Forum and Access to Healthcare Forum were merged and is now the primary stakeholder and officer group, chaired by the Partnership Director, to deliver our Equality Outcomes and legislative requirement to consult Health Boards and those who represent those with, or share a protected characteristic.

Board Diversity

SEStran has supported a series of actions to promote gender balance and wider boardroom diversity, including the publication of its Board Diversity Succession Plan and appointment of its Succession Planning Committee. The purpose of both the Plan and Committee is to promote diversity of skills and representation of Board Members. A voluntary, confidential skills audit was carried out, which was used to formulate a training programme for Board Members. Another action was signing up to the 50/50 by 2020 pledge: SEStran progressed with the recruitment for the Non-Councillor Board Members, which takes into consideration improving the gender balance of our Board.

Disability Confident Scheme

Disability Confident is a scheme that is designed to help organisations to recruit and retain disabled people and people with health conditions for their skills and talents. It aims to help employers make the most of opportunities provided by employing disabled people.

SEStran signed up to the Government's Disability Confident scheme in February 2017 as a commitment to pursuing our equalities outcomes. Since receiving our first "Disability Confident Committed" certificate we have now progressed to the level 2 status of "Disability Confident Employer" by pledging to implement the core actions and activities outlined in the scheme guidance.

Equate Scotland – Careerwise and Positive Action Project

SEStran has continued to work with Equate Scotland to progress positive action and support women in STEM, through workplace placements and language review.

Following a successful student placement in summer 2017, SEStran progressed with a recruitment exercise, which will offer a place to a STEM student during summer 2018.

Further actions to be undertaken include providing Unconscious Bias training to Board Members and staff, and a review of the language used in SEStran job descriptions.

General Data Protection Regulations (GDPR)

The GDPR came into force in May 2018, with the intention of strengthening and unifying data protection for all individuals within the European Union.

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In preparation of the changes to the legislation, SEStran has undertaken a full review of information governance initiatives to ensure compliance with the regulations. The review concluded that while SEStran holds little personal data, a number of compliance tasks were required, which included:

- Amendments to the SEStran Data Protection Policy
- A new Privacy Notice to describe SEStran's use of personal data
- A review of our Service Level Agreements to incorporate the requirements of the GDPR.

The tasks have been completed and were proportionate to the level of risk faced by the organisation.

Cyber Security

The Scottish Government published its Cyber Security Public Sector Action Plan in 2018. This plan sets out a number of key actions that organisations are required to implement to help ensure a common approach to achieving higher standards of cyber resilience within Scotland's public sector.

SEStran has been working with our IT partners to implement the key actions and have utilised grant funding of £1k from the Scottish Government to undergo a cyber essentials pre-assessment. The pre-assessment is a pre-cursor to obtaining Cyber Essentials accreditation and was carried out in March 2018. The outcome indicated that in almost all areas, SEStran has suitable controls in place and the organisation's approach to cyber security is appropriate to the risks being faced. It was recommended that SEStran pursue Cyber Essentials PLUS accreditation and the final assessment is planned for September 2018.

Regional Transport Strategy (RTS) Monitoring *(new section header)*

SEStran's original Regional Transport Strategy (RTS) was approved in March 2007 and covered the period from 2008 until 2015. The strategy was subject to a refresh in August 2015 and covers the period from then until 2025.

The RTS 2015 represents an update of the RTS 2008, rather than a new strategy. The vision, objectives and policy framework of the strategy remain unchanged and the various chapters have been revised only where necessary, in order to take account of the most recent data and information, as well as the more detailed strategy development that SEStran has undertaken since 2008. The substance of the strategy and suggested interventions remain unchanged.

As a result of the government's decision in late 2016 to review the National Transport Strategy (NTS 2), SEStran's partnership Board agreed to await the outcome of the NTS2 review before embarking on a re-write of the RTS. In 2017/18, therefore, the RTS remains unchanged.

During last year however, it was recognised that some of the measures within the current RTS monitoring framework were not in alignment with partner plans. These measures did not cover, for example, equalities outcomes. This meant that SEStran could not provide meaningful indications of progress as these outcomes were previously unavailable sources of data.

SEStran will in 2018/19 update the monitoring framework for use across the region.

(Insert Forth Bridge Image)

Appendix: Annual Accounts and Reports

Annual Accounts

SEStran's Annual Accounts can be accessed online here:

[INSERT LINK TO ACCOUNTS]

Climate Change Report

The Climate Change (Scotland) Act 2009. Part 4 of the act places duties on public bodies to act in the way best calculated to contribute to the delivery of emissions reduction targets, to help deliver any statutory climate change adaptation programme, and in a way that it considers is most sustainable. All 151 public bodies that appear on the 'Major Player' list must submit an annual report to the Sustainable Scotland Network (SSN); detailing their compliance with the climate change duties.

[INSERT LINK]

Public Services Reform Act

Sections 31 and 32 of the Public Services Reform (Scotland) Act 2010. The Act imposes duties on Scottish public bodies to publish information as soon as is reasonably practicable after the end of each financial year. This statement is produced annually by the South East of Scotland Transport Partnership (SEStran) to ensure compliance with the requirements of the Act. It can be accessed online here:

[INSERT LINK}

Community Empowerment Act

We are a listed public authority under the Community Empowerment Act and one of our duties under the Act is to consider requests from the community. Participation Requests can help groups from the local community (a community-controlled body) to liaise with us and other listed authorities on improving issues in the area. We welcome requests from groups that can aid SEStran in delivering its strategic functions in the South East of Scotland. To gain more information on how to place a request, please follow the link:

sestran.gov.uk/corporate/participation-requests/

Public Records Act

SEStran is required under the terms of Section 1 of the Public Records (Scotland) Act 2011 to produce a Records Management Plan, setting out proper arrangements for the management of its records and to submit this to the Keeper of the Records for approval. We submitted our RMP in January 2011 and it is available here:

sestran.gov.uk/wp-content/uploads/2017/06/SEStranRecords-Management-Planv2.0.pdf

Item 7. Appendix 1

Contact Information (Back page with cover graphics.)

www.sestran.gov.uk

3D Bridge,

Victoria Quay,

Edinburgh EH6 6QQ

0131 524 5150

enquiries@sestran.gov.uk

@SEStran

DRAFT