

**CHIEF OFFICER LIAISON GROUP MEETING
10:00AM THURSDAY 24TH MAY 2018**

Present:

Jim Grieve (JG)	SEStran (Chair)
Angela Chambers (AC)	SEStran
Keith Fiskin (KF)	SEStran
Elizabeth Forbes (EF)	SEStran
Peter Jackson (PJ)	SEStran
Lisa Freeman (LF)	SEStran
Graeme Johnstone (GJ)	Scottish Borders Council
Neil Dougall (ND)	Midlothian Council
Kevin Collins (KC)	Falkirk Council
Iain Shaw (IS)	City of Edinburgh Council
Peter Forsyth (PF)	East Lothian Council
Ken Gourlay (KG)	Fife Council
Iain Shaw (IS)	CEC (Treasury)
Lesley Deans (LD)	Clacks Council

Apologies:

Graeme Malcolm (GM)	West Lothian Council
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Ref.		Actions
1.	Welcome and Apologies for Absence	
1.1	JG welcomed the group to the meeting and apologies are noted as above.	
2.	Minutes	
2(a)	Chief Officers Liaison Group – 15 th February 2018 Agreed as a correct record.	
2(b)	DRAFT Partnership Board – 16 th March 2018 (For noting)	
2(c)	DRAFT Integrated Mobility Forum of 27 th April 2018 (For noting)	
3.	Agenda for 22 June Partnership Board Meeting	
3.1	JG advised that many of the items raised in this meeting's agenda will go forward to the Board in June.	
3.2	JG asked the group for any additional agenda items. No additional items were suggested.	
4.	Financial Reports	
4(a)	Unaudited Accounts 2017/2018 IS advised that the accounts for the last year have been completed, indicating a £16,000 underspend. The accounts have now been passed over to Scott Moncrieff for further scrutiny.	

	IS indicated that the accounts would be raised at the upcoming Performance and Audit Committee on the 8 th June, ahead of the Board on the 22 nd June.	
4(b)	Treasury Management Report The purpose of this report is to review the investment activity undertaken on behalf of the Partnership during the first half of the 2018/19 Financial Year.	
5.	Audit Update	
5(a)	Annual Internal Audit Report 2017/2018 JG advised that the internal audit has now been concluded. Actions required regarding governance, relating to Senior Officer absence. Governance procedures have now been updated to articulate how to allow for this situation in the future. The external audit is still on-going. IS offered to contact Scott Moncrieff to confirm their attendance at the June Board, and ask whether they will be providing audit conclusions at that time.	IS
6.	Projects Update	
6.1	LF provided a summary of this report, which updated the Chief Officers on the progress of SEStran's projects.	
6.2	There was a lengthy discussion regarding SEStran's RTP1 project, relating to First East contributions.	
7.	ECOMM 2019	
7.1	KF gave a verbal update on SEStran's bid to host the ECOMM 2019 event, revealing that we had been successful and would be hosting the conference in May/June 2019.	
8.	Intelligent Centralisation	
8.1	JG initiated the group discussion by reviewing what was previously put forward regarding intelligent centralisation at the last Chief Officers meeting.	
8.2	There was a lengthy discussion regarding data collection/gathering, specifically collaborative work/maintenance agreements.	
8.3	JG agreed to further consider what was discussed in the meeting and bring forward new ideas/suggestions to the next meeting.	JG

8.4	JG asked Officers to send proposals to KF for analysis.	ALL
9.	NTS2 Update	
9.1	JG gave a verbal update on the status of the NTS2.	
9.2	The key points are: Cllr Gordon Edgar is on the NTS2 strategy board representing all the RTPs and JG is involved in thematic groups for enabling economic growth and working groups, moving towards centralising data.	
10.	Local Rail Development Fund	
10.1	FK gave a verbal update on the status of SEStran's bids for the Local Rail Development Fund.	
10.2	The regional projects being put forward relate to: Newburgh, St Andrews, Alloa/Dunfermline and Bonnybridge. KF asked the Chief Officers for any updates on regional applications.	
10.2	There followed a discussion about the process.	
11.	ECMA Update	
11.1	JG gave a verbal update on ECMA.	
11.2	The key points of his update are: an executive group will still exist; consortium meetings will continue; suggestion for more vice chairs which will result in a chair/vice chair group; and there will be a secretariat role by combined authorities.	
11.3	JG advised that the next consortium group will take place on the 29 th June.	
12.	RTS Monitoring	
12.1	JG gave a verbal status report on SEStran's RTS monitoring.	
12.2	A table annex was passed round the officers, which listed SEStran's current RTS targets.	
12.3	LF will circulate an electronic version of the document.	LF
12.4	JG noted that SEStran is looking at ways to measure these targets, and has asked the chief officers to put forward potential strategies for discussion at the next meeting.	ALL
13.	NCM Appointments	
13.1	AC advised that we are still waiting for Ministerial approval.	
14.	Community Links Funding Opportunities	
14.1	PJ gave a verbal update on the Community Links Funding Opportunities. The key points of his update are: There is now 100% funding for feasibility and design and there is no maximum award limit so Sustran's are	

14.2	encouraging organisations to put forward as many applications as possible. There was a brief discussion about the process.	
15.	AOCB	
15.1	PF requested representation from SEStran at a consultation event on the 5 th June for East Lothian's local transport strategy.	
15.2	LF agreed to attend on behalf of SEStran.	LF
15.3	AC advised that following the request from some councillors to host Partnership Board meetings centrally, it is likely that the June Board will be held somewhere on George Street, as Edinburgh Council are hosting an event for their city centre transformation on the same day, and have asked that we host the Board at the same venue.	
15.4	AC will keep the Chief Officers updated on this matter.	
16.	Date of next meeting	
16.1	10:00am on Thursday 23 rd August 2018, Conference Room 3, Victoria Quay, Edinburgh, EH6 6QQ.	