

# Minutes

## SEStran Partnership Board

10.00am, Friday, 22 June 2018

Victoria Quay, Edinburgh

### Present

### Name

### Organisation Title

|                                    |                          |
|------------------------------------|--------------------------|
| Cllr Gordon Edgar (Chair)          | Scottish Borders Council |
| Laura Alexander                    | Non-Councillor Member    |
| Cllr Colin Davidson (Deputy Chair) | Fife Council             |
| Cllr Dave Dempsey                  | Fife Council             |
| Cllr Ian Ferguson                  | Fife Council             |
| Vivienne Gray                      | Non-Councillor Member    |
| Callum Hay                         | Non-Councillor Member    |
| Simon Hindshaw                     | Non-Councillor Member    |
| Cllr Chris Horne                   | West Lothian Council     |
| Cllr Russell Imrie                 | Midlothian Council       |
| Cllr Darren Lee                    | Clacks Council           |
| Richard Llewellyn                  | Non-Councillor Member    |
| Cllr Laura Murtagh                 | Falkirk Council          |
| Dr Doreen Steele                   | Non-Councillor Member    |
| Catherine Stones                   | Non-Councillor Member    |
| Barry Turner                       | Non-Councillor Member    |
| Paul White                         | Non-Councillor Member    |

### In Attendance

|                  |                 |
|------------------|-----------------|
| Nikki Boath      | SEStran         |
| Angela Chambers  | SEStran         |
| Kevin Collins    | Falkirk Council |
| John Connarty    | CEC (Treasury)  |
| Keith Fiskien    | SEStran         |
| Elizabeth Forbes | SEStran         |

|                |                              |
|----------------|------------------------------|
| Lisa Freeman   | SEStran                      |
| Peter Forsyth  | East Lothian Council         |
| Ken Gourlay    | Fife Council                 |
| Jim Grieve     | SEStran                      |
| Peter Jackson  | SEStran                      |
| Catriona Jones | SEStran                      |
| Gavin King     | CEC (Secretary)              |
| Kerra McKinnie | Board Observer               |
| Lesley Newdall | CEC (Chief Internal Auditor) |
| Jim Stewart    | West Lothian Council         |
| Cara Wilson    | SEStran                      |

### **Apologies for Absence**

|                      |                          |
|----------------------|--------------------------|
| Cllr Fiona Collie    | Falkirk Council          |
| Cllr Jim Fullarton   | Scottish Borders Council |
| Cllr Lesley Macinnes | CEC                      |
| Cllr Cathy Muldoon   | West Lothian Council     |
| Cllr David Key       | CEC                      |
| Cllr Peter Smaill    | Midlothian Council       |
| Cllr Brian Small     | East Lothian Council     |
| George Eckton        | SEStran                  |
| Graeme Johnstone     | Scottish Borders Council |
| Gordon Mungall       | Board Observer           |

## **1. Minutes**

---

### **Decision**

- 1) To agree the minute of the previous meeting 16 March 2018 as a correct record.
- 2) To agree the minute of the Performance and Audit Committee of 8 June 2018.  
(Reference – minutes, submitted.)

## **2. Bus Travel**

---

Catriona Jones presented a policy area discussion paper looking at possible actions for the Partnership to increase the number of journeys taken by bus in the South East of Scotland.

Following questions and discussion, the following was highlighted:

- SEStran could facilitate discussions between the bus industry and partners on local plans.
- How data could be utilised to better inform public demand for bus services. This would be particularly helpful for subsidised services.
- Bus companies were making progress on smart ticketing but there could be a key role for SEStran in aiding integration.
- SEStran should play a major role in addressing congestion as it was essential that a regional approach was taken to this problem.
- The locations where congestion was affecting services had been identified but funding solutions were proving to be more difficult.
- Work was being undertaken in Fife looking at more radical solutions such as no cars being allowed in Dunfermline town centre.
- East Lothian's Bus Passengers' charter was highlighted as a piece of best practice which was welcomed by all parties. Using best practice and lessons learnt, SEStran could help Councils and bus companies improve bus services.
- Whether community transport could be utilised more to improve accessible transport had not been fully explored.
- The best concentration of young people were in schools and these could be worked with to ascertain how young people would like to use buses.
- Any survey should be simple as the range of questions needed to cover rural and urban travel was too big. A simple question to young people in a workshop, asking what puts young people off using buses would produce the most results.

### **Decision**

- 1) To agree to produce a research paper on the control of congestion.
- 2) To agree to explore community transport and if that could be utilised to improve accessible transport in particular in rural areas.

### **Declaration of Interest**

Paul White declared a non financial interest as being a member of the Confederation of Passenger Transport (CPT).

## **3. Unaudited Annual Accounts**

---

The annual accounts for the year ended 31 March 2018 was presented.

### **Decision**

To note that the audited annual accounts, incorporating the Auditor's report would be presented to the Performance and Audit Committee and Partnership Board in September 2018.

## **4. Review of Governance Scheme 2018**

---

Approval was sought for amendments to SEStran's Standing Orders, List of Committee Powers and List of Officer Powers.

### **Decision**

- 1) To repeal and approve the governance documents appended to the Report by the Secretary to take effect from 23 June 2018.
- 2) To delegate authority to the Secretary to make any such amendments necessary to the Governance documentation to implement the decision of the Board.

## **5. Internal Audit – Annual Report 2017/2018**

---

Internal Audit provided their annual opinion on SEStran based on the audit carried out in 2017/18. Internal Audit considered that the SEStran control environment and governance and risk management frameworks were generally adequate but with enhancements required.

### **Decision**

To note the Internal Audit opinion for the year ended 31 March 2018.

## **6. Appointments to Performance and Audit Committee**

---

### **Decision**

- 1) To appoint Callum Hay and Simon Hindshaw as non-councillor members.
- 2) To appoint Councillor Imrie as chair of the committee.

## **7. Projects, NTS2 Progress and EU Exit Update**

---

An update was provided on key aspects of projects and initiatives progressed in the last quarter, the progress with the National Transport Strategy Review and the latest position on the UK leaving the EU.

### **Decision**

- 1) To approve the Regional Cycle Network Grant Scheme grant as outlined in paragraph 4.4 of the report by the Strategy and Projects Officer.
- 2) To approve the Sustainable and Active Travel Grant Scheme grant as outlined in paragraph 5.3 of the report by the Strategy and Projects Officer.

## **8. European Conference on Mobility Management 2019**

---

SEStran in partnership with Napier University Transport Research Institute had successfully bid to host the 23<sup>rd</sup> European Conference on Mobility Management in

2019. The membership costs of the program would be 7500 euros shared between SEStran and Napier TRI.

#### **Decision**

To note the report and approve the membership costs of the conference.

#### **Declaration of Interest**

Robert Llewellyn declared a financial interest as an employee of Napier University.

### **9. Annual Treasury Report 2017/2018**

---

The Annual Treasury Report for 2017/18 was outlined.

#### **Decision**

To note the report.

### **10 Transport (Scotland) Bill**

---

Details were provided of the Transport (Scotland) Bill that had been introduced to the Scottish Parliament on 8 June 2018.

#### **Decision**

To note the report.

### **11. Applications to the Local Rail Development Fund**

---

The Local Rail Development Fund was available through 2018/19 to any stakeholder organisation with a responsibility or interest in local transport issues.

#### **Decision**

To note the report.

### **12. Borders Corridor Study – SEStran Response**

---

Details were provided of the response by SEStran to the Borders Transport Corridors – Pre Appraisal Report.

#### **Decision**

To note the report and the response by SEStran.

### **13. Risk Framework**

---

The six monthly risk register update was provided.

## **Decision**

To note the report and the risk register.

## **14. Cyber Resilience**

---

An update was provided on the Cyber Resilience project.

### **Decision**

- 1) To note that the Performance and Audit Committee on 8 June 2018 approved that the Cyber Essentials PLUS accreditation be pursued.
- 2) To note that the final assessment and accreditation would be completed by October 2018.

## **15. Minutes**

---

### **Decision**

- 1) To note the minute of the RTP Joint Chairs of 7 March 2018.
- 2) To note the minute of the Integrated Mobility Forum of 27 April 2018
- 3) To note the minute of the Chief Officers Liaison Group meeting of 24 May 2018.
- 4) To note the minute of the Logistics and Freight Forum of 31 May 2018.