PARTNERSHIP BOARD MEETING
10:00AM WEDNESDAY 23RD SEPTEMBER 2015
**CALTON SUITE, THE GLASSHOUSE HOTEL, 2 GREENSIDE
PLACE, EDINBURGH, EH1 3AA**

PLEASE NOTE THE CHANGE OF DATE AND VENUE

Tea and coffee will be served from 9:30am and a buffet lunch will be served following the meeting.

1. Order Of Business

2. Apologies

3. Declarations of Interest

AGENDA A – POINTS FOR DECISION

A1. Minutes of the Partnership Board meeting – Friday 19th June 2015 *(Page 3)*

A2. Matters Arising

A3. Minutes of the Performance & Audit Committee – Friday 11th September 2015 *(Page 9)*

A4. Matters Arising

A5. Regional Transport Strategy (RTS) – Approval and Delivery Plan *(Page 12)*

A6. Annual Report *(Page 26)*

A7. Finance Reports
    A7.1 Audited Statement of Accounts 2014/15 and Audit Scotland Report to those charged with Governance *(Page 82)*
    A7.2 Core Revenue Budget Monitoring Report 2015/16 *(Page 157)*

A8. Projects Report *(Page 162)*

A9. South Tay P+R *(Page 204)*

A10. SG/RTP Working Group *(Page 206)*

A11. Transport for Regional Growth Conference *(Page 231)*

A12. HR Policy Review *(Page 234)*

A13. Office Lease *(Page 293)*

AGENDA B – POINTS FOR NOTING

B1.   Public Services Reform (Scotland) Act *(Page 295)*

B2.   Taxi Card Scheme and Rail Concession Review *(Page 318)*

B3.   SEStran Stations *(Page 323)*

B4.   A1 Dualling *(Page 325)*

B5.   Minutes of SESplan Cross Boundary Impacts Group *(Page329)*

B6.   High Speed Rail Update *(Page 344)*

B7.   Consultation Responses by SEStran
        B7.1 Strategic Development Plan (SDP) Main Issues Report (MIR) *(Page 348)*
        B7.2 West Lothian Council – Climate Change Strategy *(Page 354)*
        B7.3 Forth Valley Hospital Travel Plan *(Page 355)*
        B7.4 Integrated Ticketing Block Exemption *(Page 357)*

B8.   Minutes of Sub-Groups
        B8.1 Equalities Forum – 14th August 2015 *(Page 360)*
        B8.2 South Tay P+R – 18th August 2015 *(Page 364)*
        B8.3 Chief Officers Liaison Group Meeting – 8th September 2015 *(Page 367)*

B9.   Minutes of the Joint RTP Chairs – 4th June 2015 *(Page 372)*

4. AOCB

5. <u>Date of Next Meeting</u>

Friday 4th December 2015 at 10:30am (Exact timeTBC subject to train timetable) –
Interchange Building, Galashiels with return travel on Borders Railway from Waverley Station.

PARTNERSHIP BOARD MEETING

**HELD IN DIAMOND JUBILEE ROOM, CITY CHAMBERS, HIGH STREET,
EDINBURGH, EH1 1YJ.
ON FRIDAY, 19 JUNE 2015
10.00 A.M. – 11.25 A.M.**

PRESENT:	Name	Organisational Title
	Councillor Russell Imrie	Midlothian Council (Chair)
	Graham Bell	Non-Councillor Member
	Councillor Tony Boyle	West Lothian Council
	Councillor Jim Bryant	Midlothian Council
	Councillor Pat Callaghan	Fife Council (Vice Chair)
	Councillor Tom Coleman	Falkirk Council
	Councillor Gordon Edgar	Scottish Borders Council (Vice-Chair)
	Phil Flanders	Non-Councillor Member
	Councillor Jim Fullarton	Scottish Borders Council
	Councillor Bill Henderson	City of Edinburgh Council
	Councillor Lesley Hinds	City of Edinburgh Council (Vice-Chair)
	John Martin	Non-Councillor Member
	Barry Turner	Non-Councillor Member

IN ATTENDANCE:	Name	Organisation Title
	Craig Beattie	City of Edinburgh Council
	Nikki Boath	SEStran
	Angela Chambers	SEStran
	Julie Cole	Falkirk Council
	John Connarty	City of Edinburgh Council (Treasurer Services)
	Mark Craske	NHS Forth Valley
	Neil Dougal	Midlothian Council
	Andrew Ferguson	Fife Council (Legal)
	Carol Foster	Audit Scotland
	Jim Grieve	SEStran
	Andrew Hutt	SEStran
	Graeme Johnstone	Scottish Borders Council
	Ewan Kennedy	City of Edinburgh Council
	Alex Macaulay	SEStran Partnership Director
	Bob McLellan	SEStran
	Sarah Ryan	SEStran
	Alastair Short	SEStran

APOLOGIES FOR ABSENCE:		
	Charles Anderson	Non-Councillor Member
	Councillor Donald Balsillie	Clackmannanshire Council
	Councillor Stephen Bird	Falkirk Council
	Councillor Ian Chisholm	Fife Council
	Councillor Nick Gardner	City of Edinburgh Council
	Councillor Irene Hamilton	Clackmannanshire Council
	John Jack	Non-Councillor Member
	Councillor Cathy Muldoon	West Lothian Council
	Sandy Scotland	Non-Councillor Member

PRESENT:	Name	Organisational Title
	Tom Steele	Non-Councillor Member
	Neil Renilson	Non-Councillor Member
	Councillor Michael Veitch	East Lothian Council
	Peter Forsyth	East Lothian Council
	David Lyon	City of Edinburgh Council
	Graeme Malcolm	West Lothian Council
	Amber Moss	East Lothian Council
	Douglas Proudfoot	East Lothian Council
	Mac West	Clackmannanshire Council

Action By

ORDER OF BUSINESS

The Chair confirmed that the Order of Business was as per the agenda.

DECLARATIONS OF INTERESTS

None

A1   MINUTES

The minutes of the Partnership Board meeting of Friday 20th March 2015 were agreed as a correct record of proceedings.

A2   MATTERS ARISING

There were no matters arising.

A3   MINUTES OF THE PERFORMANCE AND AUDIT COMMITTEE

The minutes of the Performance and Audit Committee of Friday 5th June 2015 were noted.

A4   MATTERS ARISING

There were no matters arising.

A5   PROJECTS REPORT

The Board considered a report by Jim Grieve, Programme Manager regarding the current year's Projects Budget, which showed expenditure to 20 May 2015 of £248,856.

Decision

The Board noted the report; approved the maintenance charges to be applied to RTPI TV screens in public places; and agreed that SEStran ensure involvement in the City Deal process by making appropriate representations at officer and member level.

JG/JS

A6./

A6.   UNAUDITED ANNUAL ACCOUNTS 2014/15

The Board considered a report by Hugh Dunn, Treasurer, relating to the unaudited Annual Accounts for 2014/15.

Decision

The Board:-

(i)   approved the unaudited Annual Accounts for 2014/15 for submission to the Partnership's external auditors;

(ii)   noted the audited Annual Accounts, incorporating the Auditor's report, will be presented to the Performance and Audit Committee and Partnership Board in September 2015.

A7.   RTS DELIVERY PLAN

The Board considered a report by Alastair Short, Strategy Manager, setting out proposals for a Delivery Plan implementing the revised Regional Transport Strategy.

Decision

The Board approved the development of a Delivery Plan based on the approach described, to be brought back to a future meeting of the Board.

A8.   DECRIMINALISED PARKING ENFORCEMENT - CEC SERVICES

The Board considered a report by Jim Grieve, Programme Manager relating to Decriminalised Parking Enforcement (DPE), and the services that the City of Edinburgh Council (CEC) could offer to other authorities in relation to DPE.

Decision

The Board noted the contents of the report and instructed the Director to liaise further with CEC and other local authorities with a view to implementation of shared working.   AM

A9.   ACCESS TO HEALTHCARE

The Board considered a report by Alastair Short, Strategy Manager, relating to improved access to Healthcare. There was discussion in particular on the role of the Scottish Ambulance Service (SAS).

Decision/

Decision

The Board noted progress with developing improved access to healthcare and approved the actions as outlined in the report.

AS

A10 **SEStran STRATEGIC CROSS BOUNDARY CYCLE DEVELOPMENT**

The Board considered a report by Sarah Ryan, Active Travel Officer, relating to a study on cross boundary cycle development.

Decision

The Board approved the Strategic Cross Boundary Cycle Development study and associated outputs as summarised in this report and commended the adoption of the recommendations to the partnership authorities.

B1. **ANNUAL TREASURY MANAGEMENT REPORT 2014/15**

The Board considered a report from Hugh Dunn, Treasurer, relating to the treasury management carried out on behalf of SEStran.

Decision

The Board noted the Annual Report for 2014/15.

B2. **ANNUAL INTERNAL AUDIT REPORT**

The Board considered the annual internal audit report by Hugh Thomson, Principal Audit Manager. The report noted that there were no significant issues arising as a result of the Audit.

Decision

The Board:-

(1)   Noted the contents of this report;

(2)   Noted the draft Annual Governance Statement contained in Appendix 2.

B3. **EAST COAST MAIN LINE AUTHORITIES**

The Board considered a report by Trond Haugen, Adviser to SEStran, relating to the East Coast Main Line Authorities Consortium, and the agreed budget contribution by SEStran.

Decision

The Board noted the report.

B4.*/*

B4. **SEStran STATIONS**

The Board considered a report by Trond Haugen, Adviser to SEStran, updating the Board on various bids and projects relating to railway stations in the area.

Decision

The Board noted the report.

B5 **MINUTES OF SESplan CROSS BOUNDARY IMPACTS GROUP**

The Board approved the minute of SESplan Cross Boundary Transport and Land Use Appraisal

B6. **HIGH SPEED RAIL UPDATE**

The Board considered a report on the High Speed Rail Scotland Group Update and noted there was no news of import to report.

B7. **CONSULTATION RESPONSES BY SEStran**

The Board considered the following consultation responses:

B7.1 NETWORK RAIL INCLUSIVE DESIGN STRATEGY

B7.2 TACTRAN RTS

B7.3 FIFE SUSTAINABLE DEVELOPMENT

B7.4 INFRASTRUCTURE AND CAPITAL INVESTMENT COMMITTEE - FREIGHT TRANSPORT

B7.5 MIDLOTHIAN LOCAL DEVELOPMENT PLAN

B8. **CONSULTATION RESPONSES BY JOINT RTP CHAIRS**

The Board considered consultation responses by the Joint RTP Chairs on the following issues:-

B8.1 ROADS COLLABORATION

B8.2 LOW EMISSION STRATEGY

B9 **MINUTES OF SUB-GROUPS**

The Board noted the minutes of the following sub-groups:

B9.1 ACCESS TO HEALTH CARE

B9.2 RAIL FORUM - 10th April 2015

B9.3/

B9.3   SUSTAINABLE TRANSPORT FORUM - 30th April, 2015

B9.4   AIRPORT FORUM - 30th April 2015

B9.5   SOUTH P&R STEERING GROUP - 19th May 2015

B9.6   CHIEF LIAISON GROUP MEETING - 4th March 2015

B10   MINUTES OF THE JOINT RTP CHAIRS - 4th March 2015

4.   AOCB

The Board instructed the Partnership Director to enquire if it would be possible to visit the new Borders Rail Link.

5.   DATE OF NEXT MEETING

The Board agreed that the date of the next meeting would be Wednesday 23rd September, 2015.

PERFORMANCE & AUDIT COMMITTEE MEETING

**HELD IN SESTRAN OFFICES, 130 EAST CLAREMONT STREET, EDINBURGH
ON FRIDAY, 11TH SEPTEMBER, 2015
10.00 A.M. – 10.30 A.M.**

PRESENT:	Name	Organisation Title
	Councillor Gordon Edgar	Scottish Borders Council
	Councillor Joe Rosiejak	Fife Council
	John Jack	SEStran Non-Councillor Member
	Sandy Scotland	SEStran Non-Councillor Member

IN ATTENDANCE:	Name	Organisation Title
	Alex Macaulay	SEStran Partnership Director
	Carol Foster	Audit Scotland
	Iain Shaw	City of Edinburgh Council (Treasurer)
	Craig Beattie	City of Edinburgh Council
	Mike Melville	Fife Council

Action by

1. **ORDER OF BUSINESS**

    The Chair confirmed that the Order of Business was as per the agenda.

2. **APOLOGIES**

    Apologies were received from Councillors Donald Balsillie (Clackmannanshire Council), Councillor Tony Boyle (West Lothian Council), Councillor Jim Bryant (Midlothian Council) and Councillor Michael Veitch (East Lothian Council).

    The Chair asked the Committee to note that Councillor Balsillie had offered to join the meeting by telephone if the meeting would otherwise have been inquorate.

3. **DECLARATIONS OF INTERESTS**

    No declarations of interest were made.

A1/.

Action by

A1   MINUTES

The minutes of the Performance & Audit meeting of Friday 5th June, 2015 were noted and approved as a correct record.

A2   MATTERS ARISING

None.

A3   AUDIT STATEMENT OF ACCOUNTS 2014-15

The Committee considered a report by the Treasurer detailing the Audited Accounts 2014/15.

<u>Decision</u>

The Committee -

(1)   noted the Audited Accounts 2014/15 and the Auditor's opinion in the audit certificate to the accounts, and
(2)   expressed their thanks to Audit Scotland, SEStran's Partnership Director and the Treasurer for the reports.

A4   AUDIT SCOTLAND – REPORT TO THOSE CHARGED WITH GOVERNANCE

Members considered the Annual Audit Report to those charged with Governance. Consideration was given on this report before the financial statements were approved and certified.

Members questioned the Treasurer and the representative from Audit Scotland on the significant findings from the Audit in particular:-

- the recovery of the ERDF funding relating to the bus improvement projects, and
- the detail of the adjustments to the accounts recommended by the auditors.

<u>Decision</u>

The Committee noted the Audit Scotland report and the responses to the questions raised by Members.

4./

4.   **ANY OTHER BUSINESS**

None.

5.   **DATE OF NEXT MEETING**

<u>**Decision**</u>

The Committee noted that the next meeting would be held on Friday 20th November 2015 in the Forth Room, SEStran Offices, 130 East Claremont Street, Edinburgh.

SEStran Regional Transport Strategy - Update

1. INTRODUCTION

1.1 This report updates the Board on the status of the RTS Refresh submitted to Ministers following its approval by the Board in March; it also introduces a consultation draft of an RTS Delivery Plan as agreed on 19th June.

2. DETAIL

2.1 The SEStran RTS Refresh was approved by the Board on 20th March. It was then submitted to Scottish Ministers for approval as required under the Transport (Scoltand) Act 2005. SEStran was notified on 31st July that the Minister for Transport and Islands had approved the RTS.

2.2 It is now proposed to produce a publication version of the document for on-line access on the SEStran website, with a limited number of copies to be produced in hard copy.

2.3 A draft Delivery Plan has now been prepared in accordance with the decision of Board on 19th June. This is attached as Appendix 1 to this report, and Board members' views on the document are sought by 16th October.

2.4 The Delivery Plan has been issued for consultation to the SEStran strategy group and other key stakeholders, with a deadline for responses of 16th October. A finalised version will be brought to the December meeting of the Board.

3. RECOMMENDATIONS

3.1 The Board notes Scottish Ministers' approval of the refreshed RTS;

3.2 The Board notes the content of the consultation draft RTS Delivery Plan;

3.3 The Board agrees that comments from Board Members and consultees should be provided to officers by 15 October 2015;

3.4 The Board notes that the outcome of the consultation on the Delivery Plan will be reported to the December meeting of the Board.

John Saunders
Strategy Adviser

Appendix 1: SEStran RTS Delivery Plan – Consultation Draft

Policy Implications	Policy Development
Financial Implications	None
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None

CONSULTATION DRAFT

A5. RTS Update – Appendix 1

REGIONAL TRANSPORT STRATEGY
2015 - 2025
REFRESH

DELIVERY PLAN
CONSULTATION DRAFT - AUGUST 2015

1 Introduction

1.1 Background

The RTS Refresh was approved by Scottish Ministers in July 2015. Ministers have made clear previously that the delivery of SEStran's RTS is a matter for the Partnership and does not require ministerial approval. Nevertheless a Delivery Plan will be an important element in supporting implementation of future projects, whoever may be promoting and funding them, by relating them to the policy context provided by the RTS and other policy documents.

RTS Guidance from 2006 suggests that RTPs should develop an Investment Plan covering the first 5 to 10 years of the RTS timescale setting out a programme of capital investment required for the successful implementation of the RTS. That is the format adopted for SEStran's 2008 Delivery Plan, which was also supported by an appraisal of interventions against RTS objectives.

Given the transfer of RTP capital allocations to individual local authorities by Ministers in 2010, this type of Investment Plan no longer appears relevant as SEStran is able only to influence rather than determine most transport investment decisions. Direct capital funding for RTPs now comes primarily through competitive bids to national or EU funders. Future RTP project funding streams are therefore highly unpredictable.

Nevertheless, there are clear strategic priorities for transport on which SEStran should focus that emerge from the RTS, based on national policy, the Strategic Development Planning process, and from Local Authorities. Based on these, the Delivery Plan should provide a framework for SEStran's ongoing work programme, set out in the annual Business Plans.

1.2 Delivery Plan format

This Delivery Plan accordingly sets out priorities for SEStran's activities. The following chapter identifies SEStran's key policy priority areas, looking at specific themes drawn from the extensive list of identified interventions listed in the RTS and at region-wide policy topics from Chapters 6 and 7 of the RTS. It also summarises the monitoring of the RTS undertaken since 2007 to help identify areas of activity where further action should be prioritised.

The aim of the Plan is to guide effective transport provision over the wider city region by marshalling resources, including for cross-boundary measures, by promoting connectivity requirements essential to the whole regional economy and by supporting the transport functions of the constituent local authorities in order to achieve the RTS objectives.

With this in mind, Chapter 3 sets out an Action Plan for these key priorities. However, due to the uncertainty of project funding this Plan will require continuous review through the annual SEStran Business Plan.

2 Priorities

2.1 RTS Interventions

The Regional Transport Strategy is set out in four chapters covering three geographic themes:

a. National/international connectivity supporting the regional and national economy (Chapter 5);
b. Regional movement corridors, particularly focused on Edinburgh as the region's economic hub (Chapter 8); and
c. Region-wide measures to support specific economic, environmental, social and health objectives (Chapters 6 and 7).

The RTS incorporates a substantial list of proposed interventions linked to the first two of the above themes. These are developed from UK and Scottish Government plans, those included in the current Strategic Development Plan for South East Scotland and proposals from SEStran partner local authorities. These proposed interventions are at various stages of development, with many having had only limited appraisal. The full list of interventions identified in the RTS is included as Appendix 1 of this document. These interventions will be considered further where appropriate in the context of the priority Actions set out in Section 3 of this Plan.

The RTS also includes a wide range of policy measures based on the third theme above. Some of these are the subject of ongoing action by SEStran and other delivery agencies, others have not been pursued due to lack of resources or SEStran's ability to add value. These are listed in Appendix 2.

The following paragraphs identify the topics considered by SEStran to be priorities for action under each of these geographic themes.

2.2 National and International Connectivity

Connectivity is set out in the strategy in this context in terms of gateways and links. Note that many of the issues raised in this section of the RTS are also highlighted in the following sections 2.3 and 2.4. Key priorities for SEStran involvement are:

- **Edinburgh airport gateway:** in terms of destinations served from the airport, and surface access to and from the airport;

- **Rail links for passengers:** better levels of service throughout Scotland, and the development of High Speed rail in the UK;

- **Freight logistics and gateways:** developing the region's freight gateways (ports and rail hubs) to support the Scottish economy, and promoting the use of sustainable logistics in terms of minimising road freight and supporting low carbon urban logistics.

2

2.3   Regional movement corridors

Forecasts and analysis of future travel patterns carried out for SEStran and for the strategic development planning process highlight future trends and potential problems.   Based on this work, a number of key issues are identified in the RTS (section 8.5) as requiring intervention to support the future economy and development of the region. These are:

1. Tackling orbital movement around Edinburgh

The RTS proposes an integrated approach to managing congestion on the A720 Edinburgh City Bypass incorporating all the following:

- Encouraging the use of public transport through the provision of good quality public transport services and infrastructure – in particular:
  a) measures based on the Orbital BRT proposals;
  b) the maintenance and development of 'Cross Rail' services through Edinburgh.

- Provision of additional Park and Ride;

- The removal of obvious bottlenecks such as Sheriffhall through measures which are compatible with the capacity of the surrounding network and which also prioritise public transport, and

- The use of up to date technology to maximise traffic flow and support bus priority.

2. Tackling movement across the Forth and from the west into Edinburgh

The RTS recognises the pressure on these corridors and proposes:

- Continuing investment in the rail network in these corridors;

- Maximising the benefits of recent and future rail investment by the provision of new stations (especially associated with major new development) and further rail related park and ride provision;

- Further bus priority on the motorway approaches to the west of Edinburgh and building on completion of the new road bridge with the existing Forth Road Bridge being dedicated to public and active travel modes;

- Further development of the Edinburgh tram system to improve public transport levels of service and connectivity throughout the city, particularly to and from the west.

3. Tackling movement in the region's larger towns

There is pressure on the road network within most of the large towns within the SEStran area, particularly as a result of new development. The RTS proposes:

- Ensuring that new developments are sustainable and that residents are able to travel without having to use a car by working with SESplan to identify the most accessible and sustainable sites for new development and to promote an appropriate design framework.

4. Achieving more Active Travel

3

Active Travel can contribute to reducing congestion as well as improving health. However, success in increasing the share of journeys made on foot or by bicycle has been limited, especially outside the city of Edinburgh. The RTS proposes:

- Ensuring the design of new development and transport interventions follows the principles of 'Designing Streets';

- Continuing improvement of infrastructure and improved recognition of the needs of pedestrians and cyclists throughout the transport network.

2.4 Region-wide measures

The RTS Chapters 6 and 7 set out a wide range of policy measures to support the overall objectives of the RTS. Some of these involve on-going maintenance and development of services, such as TripshareSEStran, some involve liaison with stakeholders to promote and support RTS sustainability or social objectives, for example the Freight Quality Partnership, and some are more focused on the development of specific investment actions. SEStran has ongoing activities in a number of these - Appendix 2 sets out the full list. There is some overlap with the issues identified in the previous section. High priority areas are considered to be:

- **Land use Planning and Sustainable Development**: Continuing involvement in land use planning, ensuring sustainability is a key consideration in future development;

- **Public Transport information**: Building on the current SEStran PTI strategy, and promoting and further developing the Real Time Passenger Information (Bustracker) system regionwide;

- **Access to stations, interchanges and stops**: Encouraging the improvement of local access to public transport;

- **Park and Ride:** Promoting measures associated with the SEStran P&R strategy;

- **Integrated ticketing**: Promoting wider integrated ticketing including the potential use of 'smart' ticketing methods;

- **Active Travel networks**: Supporting the development of urban cycle networks and their regular use, working with Sustrans;

- **Travel Planning**: Co-ordinating with local authorities and Health Boards to develop travel plans;

- **Car Sharing**: Continuing to develop car sharing through the TripshareSEStran scheme;

- **Freight/logistics**: Continuing the development of the Freight Quality Partnership, and promoting sustainable freight gateways and movement at international, national and local scale;

- **Access to employment and healthcare**: Analyse the accessibility of various areas – especially areas of deprivation – to health and employment facilities and assist in promoting improvements;

CONSULTATION DRAFT

- **Parking management**: Promoting the SEStran parking management strategy and assisting with Decriminalised Parking Enforcement;

- **Alternative fuels**: Encouraging use of electric vehicles and alternative fuels.

2.5   RTS monitoring

Monitoring of the RTS undertaken annually since 2007 identifies trends in indicators relating to the RTS objectives. This is described fully in Chapter 4 of the RTS Refresh 2015. The following table summarises performance and sets out conclusions in terms of the need for action.

RTS Objective	Performance 2007-2013		Priority – Action required
1 Economy			
1.1 - to maintain and improve labour market accessibility to key business / employment locations	Target **not** achieved - except Livingston (60 mins)	⬊	PRIORITY Promote action on road congestion hotspots and corridors, public transport connectivity
1.2 - to maintain and improve connectivity to the rest of Scotland, the UK and beyond	Target achieved	⬆	PRIORITY Maintain competitive (inter)national connectivity position
1.3 - to support other strategies, particularly land-use planning, and economic development	Participation in SDP preparation, Community Planning	⬆	PRIORITY On-going support/input required to SDP and other plans
1.4 - to reduce the negative impacts of congestion, in particular to improve journey time reliability for passengers and freight	Trunk rds: target achieved at some sites; car mode share not achieved; car users in congestion, mixed results	⬌	PRIORITY Promote action on road congestion hotspots and corridors, public transport, and freight corridors
2 Accessibility			
2.1 - to improve access to employment	Target not achieved	⬇	PRIORITY As 1.1 above
2.2 - to improve access to health facilities	Target not achieved Trend in wrong direction in many cases	⬇	PRIORITY Work with Health Boards and others to improve access
2.3 - to improve access to other services, such as retailing, leisure and education	Target not achieved -except to Retail Parks/ Supermarkets	⬊	Low specific SEStran priority Improvements will follow other actions (2.1,.2.2 etc)

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2.4 - to make public transport more affordable and socially inclusive	No data on DDA compliance for 2012; reduction in proportion of bus users finding fares 'good value'; increase in use of conc. bus pass.	↔	PRIORITY Promote equality of access to public transport

3 Environment			
3.1 - to contribute to the achievement of the UK's national targets and obligations on greenhouse gas emissions	Traffic levels on track to 2021 target; Scottish CO2 emissions broadly on target but transport emissions still slightly higher than 1990 base.	↗	PRIORITY Support SG Climate Change strategy; Support low emission vehicle devt, infrastructure and use
3.2 - to minimise the negative impacts of transport on natural and cultural resources	No specific changes identified	↔	Low specific SEStran priority Complementary to actions to support to sustainable transport
3.3 - to promote more sustainable travel	No change overall; increase in Liftshare takeup	↗	PRIORITY Support walking, cycling, public transport
3.4 - to reduce the need to travel	No data from monitoring	↔	PRIORITY Actions set out in 1.3
3.5 - to increase transport choices, reducing dependency on the private car	Mode share target not achieved, trend in wrong direction	⬇	PRIORITY Support walking, cycling, public transport and car sharing measures
4 Safety and Health			
4.1 - to improve safety (reducing accidents) and personal security	i) On track to meet 2020 target ii) Targets met in terms of total number of casualties iii) No recent data	↗	Low specific SEStran priority Support LAs in appropriate road safety measures
4.2 - to increase the proportion of trips by walk/ cycle	Small increases in proportion walking and cycling.	↗	PRIORITY Support walking, cycling measures
4.3 - to meet or better all statutory air quality requirements	Increase in number of AQMAs from 5 to 8	↘	PRIORITY Support SG Low Emission Strategy, Low emission vehicle devt and use
4.4 - to reduce the impacts of transport noise	No indicator available	↔	Low specific SEStran priority Should follow 4.3

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2.6   Priority actions

Based on the policy priorities and monitoring above, an Action Plan is set out in the following Chapter. This also includes an action relating to SEStran's duty to monitor the RTS and carry out periodic reviews.

The Action Plan identifies key actions, resource required, and existing and potential funding sources. SEStran will seek additional funding for these activities where appropriate through Scottish Government/Transport Scotland, UK government, EU grants or other third party sources.

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2.6   Priority actions

3   Action Plan

3.1   National/International connectivity

Action	a) Examine and support as appropriate High Speed rail proposals b) Liaise with Edinburgh airport on future development, in particular surface access needs
Resource	Staff time
Funding	Core funding
Timescale	2015-16 onward, long term
RTS Objectives	1.2, 1.3

3.2   Tackling orbital movement around Edinburgh

Action	a) Ensure options fully examined in cross-boundary work and SDP2 b) Review previous Orbital Bus feasibility work and develop detailed proposals
Resource	Staff time b) Commissioning of further studies
Funding	Core funding
Potential funds	SG challenge funding
Timescale	2015-16 onward
RTS Objectives	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 3.5

3.3   Tackling movement across the Forth and from the west into Edinburgh

Action	a) Work with partners on implementation of Forth Crossing public transport measures b) Work with partners on improvement of cross-Forth bus, ferry and rail services
Resource	Staff time
Funding	Core funding
Potential funds	SG challenge funding; Partner funding
Timescale	Ongoing
RTS Objectives	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 3.5

3.4   Land use Planning and Sustainable Development

Action	a) Support SDP2 work; focus on connectivity needs of Strategic employment development areas b) Support SDP Cross-Boundary study and development of mechanisms to support developer contributions to strategic transport infrastructure c) Support City Deal development d) Promote inclusion of 'Designing Streets' principles in Supplementary Guidance to SDP and LDPs
Resource	Staff time
Funding	Core funding

8

Timescale	Ongoing
RTS Objectives	1.3, 2.1, 2.2, 2.3, 3.4, 3.5

3.5 Achieving more Active Travel

Action	Promote cross-boundary cycle routes Promote inclusion of 'Designing Streets' principles in Supplementary Guidance to SDP and LDPs Operate cycling facilities grant scheme with Sustrans Support promotional activities (eg Bike to work week)
Resource	Staff time, Consultancy studies, Grants
Funding	Core funding, Sustrans funding, SG challenge funding
Timescale	Ongoing
RTS Objectives	3.3, 3.5, 4.2, 4.3

3.6 Public Transport information

Action	Extend Bustracker to all SEStran area Public place RTPI information Commercial RTPI information Support development of transport information for disabled people
Resource	Staff time, Equipment, Consultancy support
Funding	Core funding, SG challenge funding, EU project funding, Income from commercial provision
Timescale	Ongoing
RTS Objectives	2.4, 3.3, 3.5

3.7 Access to stations interchanges and stops

Action	Work with partners to identify problem areas and promote improvements and new stations including for people with mobility impairments Support cycle facilities at stations and other public transport nodes
Resource	Staff time
Funding	Core funding, Sustrans funding
Potential funds	SG challenge funding; Partner funding
Timescale	Ongoing
RTS Objectives	2.4, 3.3, 3.5

3.8 Park and Ride:

Action	Review P+R strategy Promote sites when possible
Resource	Staff time, Consultancy support
Funding	Core funding
Potential funds	SG challenge funding; Partner funding
Timescale	Ongoing
RTS Objectives	1.4, 2.1, 2.2, 2.3, 3.3, 3.5

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3.9   Integrated ticketing

Action	Continue developing 'One-Ticket' Promote smart ticketing options
Resource	One-Ticket staff time
Funding	One-Ticket budget
Timescale	On-going
RTS Objectives	2.4, 3.5

3.10 Travel Planning

Action	Support for travel planning by employers and institutions
Resource	Staff time
Funding	Core budget; EU project funding
Potential funds	SG challenge funding; Private sector
Timescale	On-going
RTS Objectives	1.4, 3.3, 3.5, 4.2

3.11 Car sharing

Action	Manage, promote and develop TripshareSestran scheme
Resource	Staff time, Technical support
Funding	Core budget, EU project funding
Timescale	On-going
RTS Objectives	1.4, 3.5

3.12 Freight/logistics

Action	Promote sustainable access to ports – rail link to Rosyth, road/rail links to Grangemouth, access to Leith Support innovation in logistics services including use of trans-shipment hubs and low-carbon delivery services Support and develop the concept of 'sustainable freight gateways'
Resource	Staff time
Funding	Core funding; EU project funding
Timescale	On-going
RTS Objectives	1.1, 1.2, 1.3, 1.4, 3.1, 4.3, 4.4

3.13 Access to healthcare and employment

Action	Liaise with NHS on access issues and provision of travel information for patients Support Community Planning Partnerships with best practice advice and information on accessibility issues
Resource	Staff time
Funding	Core budget

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Potential funds	Partner funding
Timescale	On-going
RTS Objectives	1.1, 1.4, 2.1, 2.2, 2.3, 2.4

3.14 Parking management

Action	Support partner LAs with DPE advice and potential implementation
Resource	Staff time
Funding	Core budget
Potential funds	Partner funding
Timescale	On request
RTS Objectives	1.1, 1.3

3.15 Alternative fuels

Action	Work with partners to promote use of sustainable fuels
Resource	Staff time
Funding	Core budget
Potential funds	SG challenge funding; Partner funding; EU project funding
Timescale	On-going
RTS Objectives	3.1, 3.2, 4.3, 4.4

3.16 RTS Monitoring and Review

Action	a) Carry out annual monitoring of RTS indicators b) Review RTS
Resource	Staff time, Consultancy support
Funding	a) Core budget
Potential funds	EU project funding
Timescale	a) Annual b) 2016-18 if funding available

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SESTRAN DRAFT ANNUAL REPORT 2014-15

1. **SUMMARY**

   1.1. The purpose of this report is to inform the Board on the performance of SEStran up to the end of the financial year 2015. This is the eighth Annual Report which focuses on the monitoring and delivery of the RTS.

2. **RECOMMENDATIONS**

   2.1. It is recommended that the Partnership Board approve the content of this report.

Alex Macaulay
Partnership Director
15th September 2015

Appendix – SEStran Draft Annual Report 2014-15

Policy Implications	None
Financial Implications	None
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None

DRAFT

SEStran Annual Report 2014 – 2015

Insert new cover

Contents

Section 1 Foreword by Chairman and Partnership Director

Russell Imrie   Alex Macaulay
SEStran Chair   SEStran Director

The past year has seen continued progress on the proposal to roll out **Real Time Passenger Information** for bus travellers across the region. The EU funded project for developments in East Lothian, Scottish Borders, Fife, West Lothian and cross boundary services between Dumfries and Galloway and Scottish Borders and to link into the existing systems operational in Edinburgh, Midlothian and Cumbria has now been completed with a Ministerial launch on 29th April 2014. The project provided real time bus passenger information for services provided by First and Stagecoach as well as the existing information for Lothian Buses and operating agreements are in place with the two major bus companies for implementation and future maintenance. During 2013/14, SEStran was successful in a bid for funding from the Bus Investment fund of just under £1m which allowed more buses to be fitted out on First and Stagecoach with a commitment to extending to include a smaller operator during 2014/15. The total project value at present is now £4.3mM, with £1.3m of match funding secured from the European Regional Development Fund and £0.5m from West Lothian Council and SWESTRANS. An application to Scottish Enterprise for funding of information screens in shops, cafes, pubs and public buildings has successfully passed the first stage and work is ongoing on development of a detailed business case. The RTPI project will overcome a major barrier to increased modal shift from car to bus through the provision of reliable real time information on bus arrival times available through a combination of bus stop and bus station signs, web based information, iPhone applications and screens in shops and cafes. The bus operators will also see a significant improvement in the quality of information available to them for better and more efficient fleet management.

SEStran has had considerable success in attracting funding from the EU Interreg IVB fund for projects designed to improve freight logistics and passenger travel within the region. This has allowed progress to be made as follows:-

- **"Connecting Food Port Regions"** designed to provide better levels of accessibility and connectivity between SEStran ports and ports throughout the North Sea region. Analysis of the flows of food products between Scotland and the continent has been completed and major business to business meetings have been bringing together political, business and operator interests to explore ways of consolidating and possibly increasing the use of the Rosyth to Zeebrugge freight ferry service. These meetings had support from Scottish Government,
- **"Lo-Pinod",** The overall Lo-Pinod project has been refreshed and changes approved by the Interreg North Sea Region Commission.

  In this revised project Sestran has undertaken research into the repositioning of empty containers in south east Scotland as this is a major issue for all Scottish exporting industry, particularly those involved in the manufacture of alcoholic drinks. Scotland is a net exporter and the shortage of empty containers has a detrimental

effect on our exporting capability. SEStran has also lead a study into the movement of bulk materials in an attempt to encourage more materials to be transported by rail and short sea shipping thus further removing lorries from the regional road network. The study has attracted interest from our project partners and scoping work is underway to explore the potential for shipping materials to northern Europe in locations where there is a back haul to south east Scotland

- **I-Transfer** the project has now being re-configured to provide tourist related ferry services from North Berwick across the Forth in partnership with a tourist ferry operator and been approved by the North Sea Commission of the European Union. As part of the project SEStran has developed a specification for a passenger ferry, a passenger ferry terminal and guidelines on the development of a business plan for passenger ferry services and assessment of lifeline ferries.

- **Weastflows** considers the sustainable distribution of freight throughout the North West Europe region. Work is now completed on development of demand matrices for freight movements across North West Europe by mode of transit. An overview of sustainable practices for freight movement has been completed and sustainable freight guidelines are in preparation. The above EU funded projects are due to finish during financial year 2014/15 and work is under way to seek new sources of EU funding to assist with the implementation of SEStran projects.
- **CHUMS** is a new project under the umbrella of Intelligent Energy Europe (IEE) which includes SEStran as a partner and was initiated in 2013/14. The project will seek to address the energy challenge of low car occupancy and the approximately 50% of journeys in cities that cannot be accommodated by conventional public transport modes. The enormous potential of carpooling strategies has been frustrated by the traditional behavioural, social and cultural barriers people have to sharing cars – this is the challenge of CHUMS'.

On the sustainable travel front we have continued to support both public and private sector bodies in implementing travel plans and encouraging sustainable transport. Grants have been awarded to the following:-

- **Scottish Water - £500** Through Liftshare Scottish water have established their own car share scheme
- **Queen Margaret University – £10,000** Queen Margaret University used the grant to update and implement their Green Travel Plan
- **Police Service of Scotland – £6,790** The production of a cycle safety booklet. The grant has also been used for the purchase of cycle marking kits, promotional banners and posters that will be used at various road safety and cycle events.
- **Upper Tweed Railway Paths Group – £3,250** The production and print of the Scottish C2C Annan to Queensferry cycle map

Work has continued on filling the gaps in the regional urban cycle network through provision of grants for cycleway construction..
- **Clackmannanshire Council - £5,000** from SEStran was used to enhance the amount (£12,500) provided by Clackmannanshire Council in 2013-14 to meet the costs for covered cycle storage at Alloa Station.

- **Midlothian Council - £12,000** from SEStran was used to enhance the amount (£30,000) provided by Midlothian Council in 2013-14 to meet the costs of widening the Bellmans Path in Penicuik
- **East Lothian Council - £2,000** from SEStran was used to enhance the amount (£5,000) provided by East Lothian Council in 2013-14 to meet the costs for the installation of on road cycle lanes from Meadowmill west to Prestongrange Road (B1361)

SEStran has supported three sustainable transport events as follows:-

- The SEStran Mega Cycle 5th May 2013
- SEStran Two Capitals, 16th June 2013
- Borders Walking Festival 1st – 7th September 2013

We have continued to see growth in Tripshare SEStran with over 7,800 members now actively car sharing. Work has continued with the NHS Access to Healthcare liaison group and the Equalities Forum to provide the necessary liaison to ensure we are addressing the travel needs of health access and minority groups. During 2011/12 we launched the SEStran Thistle Card that provides assistance for public transport users with mobility problems by providing easy to read and discrete descriptions of their mobility problem to the driver so that their needs can be accommodated during the journey. The success has been such that we have now distributed over 40,000 cards to passengers with mobility problems and Tactran have now used out material to launch the Thistle card in their area and other RTPs are actively pursuing launches in their areas. With this level of support in Scotland it is hoped that the SEStran Thistle Card will develop into a Scotland wide initiative.

SEStran has continued to **influence other transport providers** to ensure the needs of the region are addressed. We continue to work closely with the other RTPs and Scottish Government through the joint lead officers meetings and the Joint Chairs meetings and with COSLA through regular liaison at official level.

During 2013/14, SEStran responded to numerous consultation documents issued in the main by the Scottish or UK Governments, Government agencies or national transport bodies on issues covering all main modes of transport.

Issues covered included the following:-

Scottish Parliament Review of Community Transport
Local Plan Consultations:-
     Edinburgh Local Development Plan – Proposed Plan
     Falkirk Local Development Plan – Proposed Plan
     Midlothian Local Development Plan – Main Issues Report
     Scottish Borders Local Development Plan – Main Issues Report
     Fife Local Development Plan – Main Issues Report
Scottish Parliament Review on Community Transport
Network Rail:-
     Freight Market LTPP
     Long Term Planning Process, Long Distance Market Study
NPF3
Bus Regulation (Scotland) Bill
Withdrawal of H1 and H2 Bus Services to Larbert Hospital

Draft Guidance on Developer Contributions and Affordable Housing
Senior Traffic Commissioner Proposals; Draft Guidance on Punctuality and Reliability;
Consultation
Dalmeny Chord
HS2 Phase 2
Bus Service Registration Proposals
Fife Community Planning Partnership- Police Scotland P (Fife) Division - Draft Local Policing
Plan 2014 – 2017

SEStran also drafted and assisted in developing consultation responses on behalf of all the Scottish Regional Transport Partnerships as well as other bodies. These included:-

Cycling Action Plan for Scotland
Airport Commission
Access to London Strategy
Airport Commission
EU Guidelines on State Aid to Airports and Airlines
NPF3 and SPP
Bus Regulation (Scotland) Bill
SG Consultation on the Review of Local Air Quality Management in Scotland
Bus Service Registration Proposal

As part of the Scottish Government / Transport Scotland's High Speed Rail preparation and consultation, SEStran is playing a leading role in the working groups to take forward this proposal and the SEStran Director chairs the Scottish High Speed rail Group. SEStran in partnership with East Lothian and Scottish Borders Councils has published the study into Edinburgh–Dunbar-Berwick upon Tweed-Newcastle local rail services.

Our work on **strategy development** has seen a major commitment to providing support to SESPLAN on the Strategic Development Plan. We provided accessibility analysis of alternative development sites at a regional and local level and have made use of the Regional Transport Model to analyse the transport network and the influence of the SDP land use allocations. The results of this analysis are now being used to inform the review of the Regional Transport Strategy which is progressing through input from the Strategy Liaison Group.

This is the sixth year of **monitoring the RTS** against the range of indicators identified in the strategy and results have been encouraging. On the positive side there has been improved access to employment from areas of unemployment, improved connectivity to the rest of the UK and beyond, reduction in road traffic and road traffic accidents, increased use of rail, increased availability of international air travel, increased use of Tripshare and increases in the proportion of cycling trips. On the negative side there have been some reductions in local bus services and in the perception of bus services.

While we now have six years of data this still represents a relatively short period of time for monitoring transport trends which tend to emerge only over a longer time period. We will continue to monitor the trends and take the necessary action to respond to significant changes. Meantime our strategy of encouraging more sustainable travel, seeking alternative funding sources for transport investment and influencing other transport providers to continue investment in transport, will continue.

Our partner local authorities have continued to make limited progress on the **capital projects** in the RTS delivery plan. The restricted budgets resulting from the recession and local priorities in favour of other services have resulted in progress being significantly less than anticipated when the RTS was published. The review of the RTS that is currently ongoing will bring projected expenditure levels more in line with realistic expectations in the current climate.

However, the lack of available funding for regional transport capital projects continues to be a cause for concern and will, if not corrected, represent a significant constraint on the ability of the Scottish economy to recover from the recession it has suffered. Investment in transport capital projects not only has the direct effect of providing jobs but has the equally important effect of making transport of goods and people more efficient with knock on benefits to business. Companies consistently identify transport as a major area of concern when considering the wellbeing of their businesses and it is to be hoped that transport will not be expected to bear a disproportional share of the cuts in public expenditure that the country now faces.

Section 2 Introduction

1. Guidance

The Scottish Executive published guidance on Regional Transport Strategies in March 2006. Paragraphs 112 and 133 of the Guidance require the preparation of an annual report to be submitted to Scottish Ministers. The report should cover the operational and financial year to 31st March. It should include a report of performance against the objectives, targets and performance indicators set out in the RTS and should be sent to constituent councils and others who have provided funding.

2. Period covered by report

This is the eighth annual report which focuses on the monitoring of the delivery of the RTS, and covers the period 1st April 2014 to 31st March 2015. A refreshed RTS was approved by the SEStran board on 20th March 2015 and then submitted to the Scottish Government for Ministerial approval. Additionally the implementation of the capital and revenue programme for 2014/15 is covered.

Section 3 Partnership Board

3. Board Establishment

During 2014/15, the Partnership had a full quota of 20 councillor members and had 9 non-councillor members. Local Government elections were held in May 2012 and new councillor members were appointed to the Board at the Partnership Board meeting on 29th June 2012. The non-councillor members were re-appointed on 1st April 2013 for a further 5 year term to 31st March 2018.

4. Meetings

During 2014/15 the Partnership Board met as follows:

- 20th June 2014
- 26th September 2014
- 5th December 2014
- 20th March 2015

In addition the Performance and Audit Committee met on four occasions as follows:

- 6th June 2014
- 12th September 2014
- 21st November 2014
- 6th March 2015

5. Meeting Attendance

Attendance at meetings is shown in the following tables:

Partnership Board - Attendees (Councillors)

Name	Council	20/06/14	26/09/2014	05/12/14	20/03/15
Cllr Donald Balsillie	Clacks			✓	✓
Cllr Stephen Bird	Falkirk				✓
Cllr Tony Boyle	West Lothian	✓	✓	✓	✓
Cllr Jim Bryant	Midlothian				**SUB**
Cllr William Buchanan	Falkirk				
Cllr Pat Callaghan (Vice Chair)	Fife		✓		✓
Cllr Ian Chisholm	Fife				✓
Cllr Tom Coleman	Falkirk			✓	✓
Cllr Gordon Edgar (Vice Chair)	Scottish Borders	✓	✓	✓	✓
Cllr Jim Fullarton	Scottish Borders	✓	✓		✓
Cllr Nick Gardner	City of Edinburgh				
Cllr Irene Hamilton	Clacks			✓	✓
Cllr Norman Hampshire	East Lothian				
Cllr Lesley Hinds	City of Edinburgh			✓	✓
Cllr Russell Imrie (Chair)	Midlothian	✓	✓	✓	✓
Cllr Alex Lunn	City of Edinburgh				
Cllr Arthur Morrison	Fife				
Cllr Joanna Mowat	City of Edinburgh			✓	✓
Cllr Cathy Muldoon	West Lothian				
Cllr Adam McVey	City of Edinburgh	✓		✓	✓
Cllr Joe Rosiejak	Fife		✓	✓	
Cllr Michael Veitch	East Lothian		✓		✓

Substitutes

Cllr Derek Rosie for Cllr Jim Bryant on 20/03/15

Partnership Board – Attendees (Non-Councillor)				
Name	**20/06/14**	**26/09/2014**	**05/12/15**	**20/03/15**
Charlie Anderson	✓		✓	✓
Graham Bell			✓	✓
Phil Flanders	✓	✓		✓
John Jack	✓	✓		✓
John Martin	✓		✓	✓
Neil Renilson			✓	✓
Sandy Scotland	✓	✓	✓	✓
Tom Steele				
Barry Turner	✓	✓	✓	✓

Section 4 Governance & Liaison

6. Good Governance

Good Governance is essential to any public body and SEStran is no exception. SEStran has developed a series of governance documents to ensure the effective management of the authority. These were reviewed in June 2012 and recommended changes as outlined below were confirmed at the October 2012 Board.

7. Standing Orders

The standing orders were modified in June 2012, where the main modification being to incorporate the remit of the Performance and Audit Committee following a recommendation by external auditor that we do so. Normally the remit of a Committee would be incorporated into a separate scheme of administration, but as there is only one Committee of SEStran it is reasonably appropriate to incorporate it into standing orders.

A further amendment was to separate out the contract standing orders into a different document. The reason for this is set out below.

8. Contract Standing Orders

With the advent of increasingly complex regulation at EU and UK level for procurement, it was considered necessary to carry out a thorough revision of the contract standing orders. Although the previous standing orders were flexible enough to allow procurement in line with the new regulations, it was considered prudent to set out as clearly as possible the principles by which SEStran will procure contracts for works, supplies and services in the future. Accordingly the contract standing orders were revised in 2013, and now form a standalone document.

9. Scheme of Delegation

The scheme of delegation has been largely unchanged since SEStran's inception as a statutory body in 2005. A review has been carried out of the scheme in 2012 but it was felt that there is not any need for change. The principal purpose of a scheme of delegation is to ensure that operational matters can be carried out between partnership meetings by officers but that issues of policy can be dealt with by the Partnership Board or the Performance and Audit Committee.

10. Human Resources policies / procedures

SEStran has a regular programme for reviewing HR policies. A review was carried out in 2014/15 and a minor change was made to the Family Leave Policy, which was approved by the Board at the 26th September Partnership meeting.

11. Liaison with Partner Authorities

It is considered essential that a very close working relationship with the partner authorities is continued and that the spirit and practice of partnership continues to prevail. Consequently the liaison group structure that was established in 2005 has continued with some amendments.

12. Liaison Groups and Forums

The Liaison Groups serve as a forum 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. 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.

Forums also include representatives from relevant stakeholders and Members are invited to and chair the Forums

The following Liaison Groups and Forums were in operation:

- Chief Officer Liaison Group
- Strategy Liaison Group
- Bus Liaison Group and Bus Forum
- Rail Forum (In 2009, the Rail Forum and Liaison Group were merged.)
- Sustainable Transport Forum
- Equalities Forum
- Access to Healthcare Forum
- Freight Quality Partnership

13. Chief Officers Liaison Group

The Chief Officers Liaison group met four times during 2014/15, three weeks prior to the SEStran Partnership Board. Each meeting allowed officers at the partner authorities to discuss items on the agenda for the forthcoming Partnership Board.

14. Strategy Liaison Group

This group of lead officers from the constituent councils and SEStran officers meets on a "when required basis" to review progress on the Regional Transport Strategy and to consider strategic issues of mutual interest. This year, input from the Strategy Liaison Group has been key to reviewing our Regional Transport Strategy. This was carried out through a series of meetings and through email consultation. The review has progressed well with individual chapters gaining board approval prior to the completed review being approved by the Board for consultation. The consultation has now been carried out and the final draft submitted for Ministerial approval.

The Strategic Development Plan has provided a key basis for the revised RTS. The input to the SESplan Strategic Development Plan continues through SESplan Key Agency groups with a new plan being initiated for completion in 2018.

15. Bus Liaison Group and Bus Forum

Two meetings of the Bus Forum - but none of the Bus Liaison Group - were held during the period. The Bus Liaison Group comprises SEStran and Local Authority Officers, Scottish Government, Confederation of Passenger Transport (CPT), Traveline and CTA (Community Transport Association) representatives. The Bus Forum is made up of the Liaison Group plus all the bus operators serving the SEStran area, including the three main operators (First Edinburgh, Lothian Buses and Stagecoach) and Bus Users UK. Attendance at the two meetings varied was 29 and 31.

A key issue covered during the year was the SEStran response to the Government's consultation on changes to Bus Service Registration in Scotland – following the pre-consultation exercise in the previous year – and the Forum's input was incorporated into SEStran's response. The forum was also kept informed of progress on the Bus Regulation (Scotland) Bill although it is now known it will not progress further in this Parliament.

The SEStran project to implement real time bus passenger information (RTPI) throughout the SEStran area was a recurring topic at the Forums - as were other projects such as Park and Ride in various parts of the SEStran area. Funding for these projects is always an issue and involved the consideration of the Scottish Government Bus Investment Fund and other funding sources.

Bus disability access issues were discussed and linked with similar matters discussed at the SEStran Equality Forum (see below).

Some guests were invited to the Forum, notably the Traffic Commissioner. Her presentation generated a significant amount of debate. There was also a presentation by Transport Focus on the most recent bus surveys in the SEStran area.

16. Rail Forum

Membership consists of SEStran and partnership authorities' Members and Officers together with representatives of Transport Scotland, Network Rail and the train operating companies serving Scotland (First ScotRail, East Coast, Arriva (Cross Country), First Transpennine (Edinburgh – Manchester) and Virgin (Edinburgh – Birmingham)) and a representative from the rail freight industry. A representative of Passenger Focus is also invited.

Under the terms of the franchise agreement for the ScotRail Franchise, First ScotRail is required to have biannual liaison meetings with local authorities. SEStran has facilitated that

through the management of the Rail Forum. There were two meetings of the Forum during 2014-15. Attendance was 26 and 27 members.

All the meetings included updates on performance and developments by the operators present. Key issues throughout the year were the future re-franchising of ScotRail, Caledonian Sleeper, East Coast and TransPennine Express.

Several future infrastructure projects will take place in the SEStran area, including the upgrade of a number of stations, electrification and capacity upgrades (EGIP) as well as new lines (Borders Railway). In addition, the infrastructure investment affecting the SEStran area as part of Network Rail's investment in the network during CP5 (2014-2019) was a recurring issue. New stations and station improvements, mainly as part of the £30 million station fund within CP5, was in particular considered by the Forum. A key issue was the provision of local services to Dunbar and Berwick-upon-Tweed, with new stations in East Lothian and Reston, which was incorporated and accepted as a 'priced option' in the franchise.

The success of rail travel in the SEStran area - with SEStran stations recording growth well in excess of the typical Scottish growth rate - was reported to the Forum and generated calls for increased investment in services and infrastructure in this area.

Further enhancement to the East Coast Main Line, partly through the SEStran involvement in the East Coast Mainline Consortium (ECMA) was a recurring issue - as was the future of High Speed Rail.

Access to Stations, in particular for people with disabilities, was covered by the Forum, especially access to Waverley Station.

Guest presentations to the Forum included the Rail Freight Group who outlined a number of issues regarding rail freight within and beyond Scotland. Transport Focus also gave a presentation on the outcome of rail passenger surveys in Scotland and the rest of the UK.

17. Sustainable Transport Forum

The Sustainable Transport Liaison Group was set up whilst SEStran was a voluntary partnership. It consists of representatives of all eight local authorities and has worked in partnership to exchange best practice in travel plans for public and private sector, promote 'TripshareSestran.com' - a car sharing scheme, and prioritise investment in urban cycling projects.

In 2012 The Sustainable Transport Liaison Group was merged with the Sustainable Transport Forum and is now held biannually and is chaired by a SEStran Board Member. Speakers and attendees from outside bodies have included: the Scottish Government Sustainable Transport Team, Cycling Scotland, Energy Saving Trust, Sustrans and Stagecoach.

18. Equalities Forum

The Equalities Forum has a remit to consider and try to remove some of the barriers that minority group's encounter when trying to use public transport. During this year the Equalities Forum has been meeting on a three monthly basis to develop the actions identified in our Action Plan. The Forum agreed that it should focus on practical actions rather than just being a discussion group and this has been reflected in the content and frequency of meetings.

One of the main element of the Forum's work was the promotion of the SEStran Thistle Assistance Card. This card indicates to the bus driver the type of disability the passenger has and the help they require. SEStran have currentlly distributed over 40,000 Thistle Cards in the SEStran area and we have made the design of the Thistle Card available to other approved bodies and TACTRAN and SWESTRANS are developing their own versions of the card. The hope is that the Thistle Card will form the basis of a nation wide assistance card.

We have contributed to developing an audio version of the Traveline Scotland App and have been instrumental in in testing the App to ensure any problems are eliminated.

Other issues of interest to the forum have been the changes to access to Waverley and Haymarket stations for people with disabilities. Group members have been involved in identifying access problems and coming forward with potential solutions. The group has also looked at the rules of various operators that apply to mobility scooters and wheelchairs accessing buses and trains. This information is published on our web site.

19. Access to Healthcare

The Access to Healthcare group brings together representatives from all the Healthcare Trusts in the SEStran area, the Scottish Ambulance Service, Community Transport Groups and Local Authorities.

The main aim of the group is to examine how to improve public access to hospitals and healthcare facilities and how bodies can co-ordinate to provide improved services and facilities. This is currently an issue of condsiderable concern as the Scottish Ambulance Service is pursuing a strategy of focusing on emergency services.

The group have been looking at the implications of recent national advice from the Short Life Working Group on the role of partnership working to ensure adequate access to health facilities is maintained. The group has been looking at how integration can be improved through a SEStran initiated workshop and visits to centres of good practice with a view to co-operating in developing good practice through all the health board areas.

The Group has developed an Action Plan with the main aim of identifying the areas in which a co-ordinated approach would be beneficial. The meetings are now being chaired by John Jack, who has considerable experience in working with the Health Boards.

20. Freight Quality Partnership

The Freight Quality Partnership holds its meetings on a six monthly basis bringing together all stakeholders in the freight industry from the producers to the retailers. One of the main issues has been input and comment on the various European freight based projects being developed by SEStran. With a reduction in European freight projects being undertaken by SEStran, the emphasis is changing to discussing issues and concerns identified by members. The Group is now chaired by Phil Flanders who has considerable experience in the Road Haulage industry in Scotland.

Liaison with other RTPs

21. RTP Joint Chairs / Lead Officers meetings

The Chairs of the seven RTPs, supported by the RTP lead officers, have met quarterly during 2014/15. The agendas for these meetings have allowed discussion and agreement on issues of mutual concern. The joint chairs have also produced a series of responses to Scottish and UK Government and other transport agencies' consultations on a range of subjects including Rail, bus, air and land use planning. These responses have been welcomed by those carrying out the consultations as representing a unified voice from the strategic regional transport partnerships for Scotland.

A major area of concern to the Joint Chairs has been the development of proposals for Road Maintenance Collaboration where the Chairs have been at pains to ensure that a model that would see the collaboration progressed through the RTPs has been developed and given full consideration.

The Lead Officers have met on numerous occasions with the Scottish Government and COSLA officials through the mechanism of the RTP Liaison Group. Again, this has proved to be a valuable mechanism for raising issues with the Scottish Government and COSLA and vice versa and has been extremely valuable in addressing matters of mutual concern and common interest. They have also provided a forum for the management of the Joint Chairs meetings and the RTP chairs/COSLA Joint Strategy Group.

22. Consultations

During 2013/14, SEStran responded to numerous consultation documents issued by the Scottish or UK Governments, Government agencies, national transport bodies and local authorities on issues covering all main modes of transport. The responses are available on the SEStran website, included in the papers issued for the Partnership Board meetings.

These included the following topics:

National issues

Inclusive Design Strategy	Network Rail	April 2015
Low Emission Strategy	Scottish Government	April 2015
Changes to Bus Service Registration	Scottish Government	December 2014
Scottish Government - Draft Budget 2015-16	Infrastructure and Capital Investment Committee, Scottish Parliament	December 2014
Our Borders - Our future	House of Commons - Scottish Affairs Committee	November 2014
A68 Dalkeith N Bypass post construction evaluation	Transport Scotland	September 2014
A720 Sherriffhall Stage 2 design	Transport Scotland	February 2015

Local Development Plans

LDP Action Programme	Midlothian Council	March 2015
LDP Main Issues Report	West Lothian Council	December 2014
Proposed Plan and Supplementary Guidance on Planning Obligations	Fife Council	December 2014
Second Proposed Plan	City of Edinburgh Council	September 2014

Other issues

Air Quality Strategy for Fife 2015-2020	Fife Council	March 2015
Relocation West Calder High School	West Lothian Council	March 2015
Proposed 20mph speed limit roll-out	City of Edinburgh Council	September 2014

SEStran also drafted and assisted in developing consultation responses on behalf of all the Scottish Regional Transport Partnerships. These included:

Freight Transport in Scotland	Infrastructure and Capital Investment Committee, Scottish Parliament	April 2015
Low Emission Strategy	Scottish Government	April 2015
Changes to Bus Service Registration	Scottish Government	December 2014
Community Empowerment (Scotland) Bill	Scottish Parliament	September 2014

As part of the Scottish Government / Transport Scotland's High Speed Rail preparation and consultation, SEStran is playing a leading role in the working groups to take forward this proposal and the SEStran Director chairs the Scottish High Speed rail Group.

SEStran in partnership with East Lothian and Scottish Borders Councils has published the study into Edinburgh–Dunbar-Berwick upon Tweed-Newcastle local rail services and SEStran now acts as Client on behalf of the two councils in moving the development of two new stations at Reston and East Linton through a Development Services Agreement with Network Rail.

Section 5 Staffing

23. Establishment as at 31st March 2015

During 2014/15 the SEStran offices were home to 10 paid employees.

Alex Macaulay	-	Partnership Director
Alastair Short	-	Strategy Manager (2/5th FTE)
Jim Grieve	-	Programme Manager
Angela Chambers	-	Office Manager/PA to Partnership Director
Lisa Freeman	-	Strategy Liaison Officer
Andrew Dougal	-	Communications Officer
Andrew Hutt	-	Graduate Technical Officer
Sarah Ryan	-	Graduate Active Travel Officer
Emily Whitters	-	Administrator
Fern Wallingford	-	Clerical Assistant

In addition support was provided from Lindean Partnership Ltd. and JPFS Consultancy in the management of specific projects and provision of advice and from Coachline Ltd. for the management of One Ticket, the integrated public transport ticket for East Central Scotland.

Section 6 The Local Authority Concordat

24. Single Outcome Agreements and Community Planning

SEStran as a Regional Transport Partnership has a statutory requirement to be a member of constituent councils' Community Planning Partnerships. One of the key roles of the partnerships is to input into the Single Outcome Agreements (SOAs). The main aim for SEStran is to ensure that transport is duly recognized within the SOAs and to co-ordinate councils' indicators and objectives with our RTS.

SEStran is a member of all constituent councils Community Planning Partnerships and has contributed to their SOAs.

The level of representation on the eight community planning partnerships is as follows:

Partnership	Level of representation	SEStran representative
Edinburgh	Transport Forum	SEStran Strategy Manager
Fife	Partnership Board	SEStran Strategy Manager
West Lothian	Board/Steering Group / Working Group	SEStran Strategy Manager
Midlothian	Steering Group / Working Group	SEStran Strategy Liason Officer
East Lothian	SOA Theme Group	SEStran Strategy Liason Officer
Falkirk	Board/Steering Group / Working Group	SEStran Strategy Manager
Clackmannan	Business, Jobs and Skills Partnership	SEStran Strategy Manager
Scottish Borders	Theme Group	SEStran Strategy Liason Officer

Section 7 RTS Monitoring

25. General

SEStran is committed to reviewing the RTS on a regular basis. A refresh was completed in March 2015, carried out on an incremental basis with Board approval/comment being sought at every stage to ensure a transparent and logical approach to the revision. The refreshed RTS was submitted to Ministers for approval in April 2015 after public consultation during early 2015. Input from partner authorities is provided through our Strategy Liaison Group.

This year, as part of European funded projects, we have been examining freight movement and distribution within the SEStran area. Previous Dryport studies have examined the movement of freight by road and rail and also the potential for the provision of consolidation and distribution centres. This work along with reports on the i–TRANSFER, LO-PINOD and WEASTflows projects have now been completed. These studies are discussed in more detail in section 29, and copies of the reports are available on our website.. The main aim of these projects is to ensure that the SEStran area can develop economically in a sustainable manner.

The RTS highlights the links between strategic planning and sustainable transport and we have worked closely with SESplan to ensure transport is a key consideration in the Strategic Development Plan. As part of this work, the concept of the requisite elements that make development sustainable from a transport viewpoint, have been examined and the accessibility of potential development sites assessed. We have also been working with SESplan and Transport Scotland in identifying the impacts of proposed development on cross boundary travel with a view to providing developer contributions for the provision of strategic transport infrastructure and services.

We have also worked with Tayplan in developing transport input into their Strategic Development Plan. Both of the Strategic Development Plans have now been published and efforts are now being focussed into developing the next edition. The approved Development Plans have formed a key input into our RTS in highlighting areas where future travel demands are likely have significant impacts on the transport network and identify where future investment should be focussed.

Local Authorities are developing their Local Development Plans based on the Strategic Development Plan and we are working with authorities to ensure sustainable transport issues are fully considered. The results of this work on the Strategic Development Plans and Local Development plans are reflected in the revision of the RTS.

26. Monitoring and Reporting -

In September we received our 6th update of the monitoring programme which indicates a mixed picture of results. The monitoring spreadsheet is attached as appendix 1, indicating where targets are being achieved (green), where there has been no progress, (orange) and where negative progress (red), in comparison with the base year's figures. As previously indicated, the results have to be interpreted with caution, but they do give a good indication of general trends.

The monitoring is based on our key objectives within our RTS with indicators reflecting regionally available data and data obtained from our regional accessibility model.

Although the objectives referred to may be SEStran objectives, it does not necessarily follow that SEStran has direct influence over all factors influencing the indicators and factors such as the recession and increased fuel prices can have significant positive and negative impacts on achieving our objectives.

Therefore in interpreting the results it is necessary to consider the potential impact of other influences and whether they are short term or long term impacts. However, it is hoped that the work that SEStran carries out will influence peoples travel choice, through improved access to work, healthcare, education, retail and leisure and increased attractiveness and use of sustainable and public transport.

Although monitoring is useful in evaluating the effectiveness of our policies, the main aim is to identify where we should be focusing our future efforts in terms of achieving our overall aims. This will influence allocations of future budgets to address the areas where we are not achieving our aims and this has already been reflected in the review of our RTS.

Finally, it is important to note that this review represents six years of monitoring of the key indicators and changes in transport trends tend to emerge only over a longer time period. We will continue to monitor the trends and take the necessary action to respond to significant changes. Meantime our strategy of encouraging more sustainable travel, seeking alternative funding sources for transport investment and influencing other transport providers to continue investment in transport, will continue. Particularly our current emphasis on encouraging walking, cycling, car sharing and use of public transport seems to be justified.

Monitoring for 2014-2015

This year we have continued with the updated data collection methodology for monitoring, the main element being the change of accessibility software from Accession to TRACC. This means we are comparing re-run previous data using the new software with current data to allow direct comparisons to be made.

In the commentary which follows, the Year 7 data is considered in relation to Year 5 results and notable changes are highlighted, the details of which are available on the spreadsheet.

Accessibility

Again accessibility to business and employment locations has shown mixed results but there are noteably improvements within a 60min travel time catchment for access to Edinburgh City Centre and Edinburgh Park/Gyle, numbers improving by 15% and 20% reflecting mainly the impact of the new tram services. Access from the Scottish Borders has worsened over this time period. The improvement of access to areas of employment for those claiming JSA has improved in all areas by an average of 22%. As previously indicated this may not purely be based on improvements to transport but may also reflect the changes in location of claiments.

Access by public transport to hospitals serving the SEStran area has remained fairly similar to previous years but with small improvements in accessibility evident to most hospitals from various origins. Access to St Johns Hospital Livingston, Dumfermline Queen Margaret and the Royal Hospital for Sick Children have noteably improved. Access to hospial facilities from Clackmannanshire with the openning of the new Forth Valley Royal Hospital, has shown a deterioration for those who do not have access to a car.

Again public transport accessibility to further education has seen improvements especially for college students (8% in the last year) and also for University students (3.6%).

Accessibility to retail centres in the SEStran area has shown marginal improvement (between 1% and 3%)
With the change in monitoring methodology, care needs to be taken in analysing these changes.

Bus/Coach

The number of direct coach / bus services between SEStran settlements has declined by 6% from 2009. The main reductions from the base year have been between Glenrothes/Dunfermline and Dalkeith/Edinburgh. There have been notable increases between Livingston/Edinburgh, and Glenrothes/Edinburgh

since the base year. This is balanced to a certain extent by increased services to the rest of Scotland and England

Rail

There is an improvement in the number of rail connections (i) between SEStran settlements, (ii) to other Scottish settlements, and (iii) to English destinations available to SEStran residents since 2008. For connections within Scotland, particular increases have been seen between Edinburgh/Livingston, Edinburgh/Glasgow Central, Edinburgh/Dundee, and Edinburgh/Dumbarton from the base year, indcative of the benefits of the new Airdrie – Bathgate line and improved services on the Shotts line .

For connectivity to English destinations, connectivity between Edinburgh/Sheffield, Edinburgh/Leeds, and Edinburgh/Manchester has also improved since 2008. Improvements have been made between Edinburgh/London since Year 5, with three extra services running per day.

Air

The number of direct international air destinations has risen markedly since 2009; however, the number of domestic destinations has reduced slightly from Year 5. Domestically, direct flights to Bournemouth, Guernsey, Inverness, Leeds, Isle of Man and Southend , have now ceased. ,.

Commuting

The use of car (driver) as a main commuting mode has decreased slightly from 59% to 58%, while car passenger numbers have remained unchanged since the base year. Cycling has gained 3 percentage points while walking and use of public transport remains constant across the area.

The results for the Local Authorities which were reported in the final Scottish Household Statistics (SHS) show a slight (2%) decrease in the perception of the perceived value of bus services from the base year in the SEStran area, with Scottish Borders and Falkirk showing the greatest decrease (12% and 13% respectively).

Environment

Traffic levels in the SEStran area have reduced by 3% between 2006 and 2013, but this figure is still 8% higher than traffic levels in 2001.

Fuel consumption in the area has decreased by 1% between 2007 and 2012, although this is 4% lower than in 2002, and 2% lower than in Year 5.

No new AQMAs have been declared this year in the SEStran area. Five now exist in Edinburgh, four in Falkirk, two in Fife, one in East Lothian and one in West Lothian.

Sustainable Travel

Commuting modes have remained relatively unchanged across the SEStran areas as a whole. Some Local Authority level changes do exist, with the City of Edinburgh in particular having witnessed an increase in cycling for travel to work from 3% to 12%. There has been a noteable fall (8%) in people driving to work in Edinburgh and Midlothian, with 8% increases experienced in Fife and Clackmannanshire.

Participation in the Tripshare scheme has increased significantly from the base year, with the number of members rising from 5,034 in February 2009 to 8,209in July 2015.
Rail station entries/exists have increased substantially, by 21%, between 2006/07 and 2013/14. The biggest increase has been at Edinburgh Park, which has seen a 18 percent increase from the previous year.

There has been a 2% increase in the number of people working from home across the SEStran area in 2012-13 compared to the 2005-2006 base but an 8% decrease from last year.

Safety

New targets have been set by Government for accident reduction which replicate previous targets but add in a target for the reduction of slight casualties by 10% by 2020 . The picture with regards to accident rates shows an improvement from the base year across the board in the SEStran area, with Child KSIs (all roads)

down by 43% and All-Age KSIs (all roads) down by 16% for 2013 compared with the 2004/2008 base .

Section 8 Projects

27. Project funding and implementation

The following sections describe the project activities undertaken in 2014-15. Summaries of the Project and Core budgets showing budgeted and actual expenditure are included after para 34 at the end of this section.

28. Real Time Passenger Information

SEStran's Real Time Passenger Information (RTPI) programme, part-funded by the European Regional Development Fund (ERDF) and by Transport Scotland's Bus Investment Fund (BIF) was further expanded during 2014/15

Real time passenger information (Bustracker SEStran) is available on the internet, on a mobile phone application (**Sestranbus**), on a small number of on-street signs and now on a growing number of TV screen displays in public premises. The necessary software development to allow the SEStran facility to integrate with the City of Edinburgh's Lothian Buses system was completed during 2013/14 and this allows First and Stagecoach services to be displayed on the Edinburgh signs. More First and Stagecoach services were added during 2014/15

The total investment within SEStran's RTPI project now exceeds £5m, thanks to two further BIF awards in late 2014. The first of these further awards was for £500k to fit out more vehicles and the second, also for £500k, was to exploit the further development of the RTPI system by providing TV screens in public places, showing RTPI. In addition to the RTPI, the screens can also display bespoke promotional / advertising material pertinent to the organisation housing the screens. Existing screens can also be adapted to display the required information but the BIF fund will provide the necessary computer and TV equipment where required. An annual fee for the provision of the facility of £250 per screen is required. Prior to the end of March 2015, a range of equipment was purchased and stored for distribution as the take-up for the digital displays goes forward.

Stagecoach Fife, during a progress meeting at the end of 2014, informed SEStran that they intended to equip all of their buses with their own ticket machine based RTPI system, and that this was to be implemented during the period March to June 2015. Accordingly, no more of their vehicles were to be equipped with the SEStran real-time kit. Furthermore, they would return the on-bus computers and consoles already fitted, on their buses, to SEStran. This announcement came without warning and reflects Stagecoach national policy in respect of ticket machine upgrades and RTPI.

Rather than viewing this as a potential drawback to the project, SEStran took the opportunity to effectively expand the real time system. Stagecoach have agreed to provide the necessary

feed from their new system to "Bustracker SEStran" so that their live bus times can still be available through SEStran's RTPI, as well as their own systems.

In order to receive and refine that data the SEStran system required the development of a Vehicle Monitoring (VM) feed. This further development will also facilitate the introduction to the scheme of smaller operators who equip their buses with modern ticket machines capable of sending their GPS location and current service details to the bustrackerSEStran system. This approach is preferred by smaller operators who don't require the more expensive fleet management components of the system (which the large operators favour) and who wish to minimise the installation and expense of 3rd party systems on their vehicles.

The following deliverables, as agreed with Transport Scotland, were accommodated within both the BIF 2013 and 2014 (Bus Fit-out) awards:

- 31 buses (outstanding within the BIF 2013 award) in the First fleet were equipped and commissioned by the end of March 2015.
- Development of the system interface (VM feed), to accept Stagecoach (and in future small operators) ticket machine data, was commenced and approximately 50% completed by end of March 2015.

The above tasks achieved the £996,000 BIF 2013 project expenditure by the agreed March 2015 deadline.

It was not possible to complete and fully commission the Stagecoach VM interface by March 2015 due to the Stagecoach project programme. It is anticipated that the data interface will be completed and commissioned by August 2015 under the 2014 BIF "SEStran Regional RTPI – Bus Fit-out" project.

The remainder of the 2014 BIF bus fit-out award will fund the installation of the on-bus equipment, removed from the Stagecoach vehicles, on to the remaining vehicles of the First fleet operating in the SEStran area.

The end result of all of the above is that Bustracker SEStran will, in the 2015/16 financial year, feature all of the First Scotland East fleet, all of the Stagecoach Fife fleet and the system will be enhanced to accommodate the smaller operators who elect to join the system using GPS enabled ticket machines. In addition, a substantial number of public premises throughout the Region will be displaying RTPI on TV screens also showing public information and news bulletins etc.

29. EU-funded Projects

In 2014/15 SEStran was a partner in 6 European Union match funded projects through the Interreg and Intelligent Energy Europe (IEE) Programmes.The regional Real Time Passenger Information project (see previous section) has also benefited from 5 successful bids to the

European Regional Development Fund and 2 to the Scottish Government's Bus Investment Fund (BIF).

"Connecting Food Port Regions"

This was a project designed to provide better levels of accessibility and connectivity between SEStran ports and ports throughout the North Sea Region and to promote the sustainable distribution of food products throughout the region.

Taking account of the extension of the project to carry out a further study into the implications of the EU Sulphur Directive on the Rosyth to Zeebrugge ferry and looking at potential EU funding opportunities for such international ferry services, the project was brought to a close in August 2014.

"Lo-Pinod"

project was engaged in carrying out comprehensive analyses of market potential for Short Sea Shipping and coastal feeder services, operating within regional ports which is designed to attract operators and set up new connections.

A Partnership meeting, hosted by the Norwegian partner, took place on 11 & 12 June and the final conference was on 10 October 2014, hosted by the Belgian partner in Ostend. SEStran's contributions, in particular the Scottish bulk freight and empty container studies, were concluded and presented along with the wider, transnational project output during the final conference.

"I-Transfer"

is an inter-regional (INTERREG) initiative that is an EU match-funded programme that encourages Europe's regions to form partnerships and work together on common projects. The main objective of I-TRANSFER is to develop and present innovative, sustainable solutions in ferry technology, operation and policy to improve regional accessibility by water-based transport in the North Sea Region (NSR).

Following the Project's refresh, SEStran's focus, along with that of sub-partners East Lothian Council (ELC) and Maid of the Forth, was on reconfiguring Galloway's Pier at North Berwick Harbour and in promoting the most fuel-efficient operation of Maid of the Forth's vessel, the "Seafari" by introducing fuel flow meters and trialling biodiesel fuel mixtures.

The pier works and the Seafari vessel fuel monitoring studies were completed during the summer of 2014 and the project concluded in December 2014.

Ferry operations, facilitated by the pier reconfiguration works, between North berwick and Anstruther are expected to begin in the summer of 2015.

"WEASTflows"

is a project looking at east to west freight movements to improve accessibility to the SEStran ports and linkages to Europe.

A news article on the WEASTflows website was published in early 2014, which included advice on how to access and download both the Freight Demand Analysis and the Sustainable Best Practices documents prepared by SEStran. With the completion of the Best Practice Guidelines to encourage mode shift towards the more sustainable modes, the project was completed in February 2015.

However, a key action for the Weastflows Strategic Initiative was to make contact at MEP level to provide a comprehensive briefing and exposure of the project at political level, raise the project's profile and tie the key project findings into current policy issues the Parliament is dealing with.

A briefing session was set up on the 8th January at the office of Keith Taylor MEP in Brussels to provide an initial overview of the WEASTflows project and judge its relevance to Keith Taylor's and the TRAN Committee's policy agenda. In the discussion, emphasis was placed on sustainable transport delivery and modal shift and the opportunity was given to the project to comment on the Juncker Investment program, which focuses to a large extent on fast tracking transport investment. A breakfast reception was held on Tuesday 3rd February.

A separate Policy Advisory Group (PAG) meeting was convened on 2nd February in order to brief all Parliament Reception attendees of the details of the WEASTflows presentation. Key Issues discussed included:

- Sustainability of the whole logistics chain in the view of economic competitiveness and profitability in a market with very narrow margins;
- Data availability across the industry and particularly across modes to establish an informed base for decision making;
- The need for regional ports to be in a better position to be able to share capacity with large ports, so the latter can concentrate on the core supply business. This operational "sharing" would reflect the TEN-T sub-division into Core and Comprehensive network;
- Increasing concentration on a relatively limited number of core corridors, potentially creating new bottlenecks in that system towards 2030 – 2050.
- Balance between sustainability, operational efficiency and economic profitability needs to be reflected in policy and funding mechanisms;
- Eurotunnel issues with hinterland connectivity and synchronisation of capacity on both sides of the channel tunnel, i.e lack of capacity investment on the UK side hinders investment in overall capacity enhancement or full use of existing capacity;
- The need for a "neutral platform" to enable different stakeholders to come together and collaborate – to create "Co-opetition".

A further action for the Strategic Initiative was to follow up the initial contact with technical officers in DG Move and to target the Trans-European Transport Network (TEN-T) program and the Connecting Europe Facility (CEF) investment program (making €83bn available to deliver the core and comprehensive network), specifically.

A WEASTflows – DG Move technical meeting was held and discussed the following key issues:

- Fundamental principles of understanding freight flows across a global infrastructure network, utilising the Core TEN-T and the Comprehensive TEN-T network, but also any infrastructure beyond that captured by the EU policies;
- Data availability across the industry and particularly across modes at a sufficient level of geographical detail to established an informed base for decision making;
- ICT is generally available to assist freight movement but is dispersed among a wide range of businesses and needs to be brought together for better accessibility;
- Profitability and extremely tight profit margins in the logistics sector limits scope for sustainability focused or operational changes but the simple approach to providing public sector subsidies must be avoided;
- Need for a "neutral platform" to enable different stakeholders to come together and collaborate – to create "Co-opetition", to share existing spare capacity or create added value by more efficient loads capacities.
- A number of initiatives have been developed to assist sustainable freight on a bottom-up basis but there is a need for a top-down approach from the EU to address those areas that are policy or legislative constraints;

Further opportunities to be pursued are to:

- Engage with DG Move to explore future project development opportunities emerging from WeastFlows with a focus on "neutral platform", "co-opetition" of logistics operators and procurers of freight services; and
- Approach Commissioners for the the TEN-T Corridor "Motorways of the Seas" and for the North Sea – Baltic TEN-T Corridor.

"NweRIDE"

is a project within the North West Europe Interreg IVB Programme. The project was approved in 13/14 with SEStran as a partner (50% match funded ERDF) spread over a 3 year project timescale. The project's aim is to improve individuals' connectivity using dynamic lift share systems which are linked to public transport networks giving a higher probability of finding a trip solution.

A Partnership meeting was held in Edinburgh on 20 and 21 November 2014 and the visiting partners travelled from mainland Europe by car sharing using options made available through a system trial. Further discussions were held on the technical practicalities of the NweRIDE platform and its future work package actions. Communications and marketing of the project outcomes were also examined.

SEStran personnel and academic partners contributed to the successful system trials by registering on the system, entering a range of theoretical journeys and seeking potential partners from outwith the UK.

"CHUMS"

is a new project under the umbrella of Intelligent Energy Europe (IEE) which includes SEStran as a partner and was initiated in 2013/14. The project will seek to address the energy challenge of low car occupancy and the approximately 50% of journeys in cities that cannot be accommodated by conventional public transport modes. The enormous potential of carpooling strategies has been frustrated by the traditional behavioural, social and cultural barriers people have to sharing cars – this is the challenge of CHUMS'. The aim of the project is to apply a composite CHUMS behavioural change strategy, developed by the consortium and to transfer the proven methods to the rest of Europe, through validating the method in 5 'champion' cites that represent the scale of carpooling and the diversity of mobility mind-sets across Europe: Craiova (RO), Edinburgh (UK), Leuven (B), Madrid (E) and Perugia (IT).

A partnership meeting was hosted by the Romanian partner, in Craiova. In the knowledge exchange session, SEStran and Liftshare UK presented their experiences of promoting car sharing during National Liftshare Week (6th – 12th October 2014).

Liftshare UK supplied Edinburgh University with 670 automated personalised travel plan items (MyPTP). Through this service, automated personalised travel plans were distributed to staff and students via email. After the PTP's were delivered, a follow up survey was sent to each individual taking part. The survey resulted in a 28% response rate, of which a quarter stated that due to the PTP they had considered changing their travel behaviour.

Following on from the automated PTPs SEStran delivered manual personalised Travel Plans. This was followed up by interviews in February/March 2015 with staff and students at Edinburgh University (Easter Bush Campus) who applied for Car Parking Permits at the site. This trial demonstrated the effectiveness of different modes of delivery of Travel Plans.

30. Sustainable and Active Travel Grants

Matched grants of up to £25,000 have been made available 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 were made available on the SEStran website. The following projects were implemented in 2014/15:

City of Edinburgh Council - £15,000 contribution from SEStran

City of Edinburgh Council provided matched funding to this grant for a project to improve cycle facilities at a range of City of Edinburgh Council offices. This included a variety of initiatives

such as; lockers and showers, secure cycle parking, bike maintenance tools for staff, cycle training and Dr Bike servicing.

Further & Higher Education Transport Group - £25,000 contribution from SEStran

A shared cycle scheme (electrically assisted), was established in conjunction with representatives from Edinburgh College, Edinburgh Napier University, Heriot-Watt University, Scotland's Rural College, The University of Edinburgh and Queen Margaret University who form the Edinburgh Further and Higher Education Transport Group (EFHETG).   The scheme was launch in March 2015. MSP's Alison Johnstone, Sarah Boyack and Jim Eadie from the Parliament's Cross Party Group on Cycling took part in the launch and demonstrated the new bikes on Calton Hill.

Edinburgh College - £20,000 Contribution from SEStran

The purpose of this project was to expand on the Edinburgh and Lothian Electric vehicle project with further expansion into Fife. The College expanded their current fleet and the analysis of data to four more vehicles. The EV's monitored were used for multi drop activities. The project currently has 30 EV's within its remit and the College aims to increase this over the next year.

31. Urban Cycle Network

A new partnership with Sustrans led to the employment of a Graduate Active Travel Officer and provision of £100,000 of funding for SEStran to allocate to cross-boundary cycling projects for 2014/15. As a result, matched grants were made available to Public, Private and Third Sector organisations in the South East of Scotland for such projects. Guidance for applicants and application forms were made available on the SEStran website. This fund has been named the Regional Cycle Network Grant Scheme and sits alonside the afformentioned Sustainable and Active Travel Grant Scheme. The following projects were implemented in 2014/15:

SEStran Strategic Cross Boundary Cycle Development (study report) - £23,085 total cost from SEStran

Peter Brett Associates LLP were commissioned by SEStran to develop a strategy for guiding investment in cross local authority boundary sections of the cycling network, with particular focus on routes suitable for commuters. The study produced a list of recommendations for investment in cross-boundary cycling infrastructure in the region, based on the key issues identified through site visits and consultations. The location of barriers and missing links were mapped. In addition, a region wide network map of all strategic cycling routes within SEStran was produced, in order to collate what is often a disparate picture across the area. In addition to the main report, the appendix provides a comprehensive best practice review of cycling design standards for reference.

East Lothian Council Tranent – Ormiston Footway/Cycleway Construction Phase 1 - £39,000 contribution from SEStran

East Lothian Council were awarded £39,000 towards Phase 1 of the Tranent – Ormiston Footway/Cycleway link development, involving the construction of a 2m wide shared use path stretching 460m between Tranent and Carlaveroch Farm Road. This will be extended all the way to Ormiston in the coming years following a Community Links award for Phase 2. This missing link was identified by East Lothian Council in response to demand from the local communities for a safe cycling link between Ormiston, which has several primary schools, and Tranent, which houses the nearest secondary school as well as established cycle links to Edinburgh and several transport interchanges, thus enabling more cross boundary active travel.

Clackmannanshire Council Pedestrian and Cycle Counters - £2,427 contribution from SEStran

Clackmannanshire Council were awarded £2,427.00 towards the purchase and installation of 2 cycle counters and 3 pedestrian counters to add value to the recently upgraded NCN767 & 768 cycle paths. These cycle paths connect to NCN76 which is a key cross boundary route in the region.

East Lothian Council North Berwick – Dirleton Footway/Cycleway Construction, Phase 1 - £35,000 contribution from SEStran

East Lothian Council were awarded £35,000 towards Phase 1 of the North Berwick – Dirleton Footway/Cycleway link development, involving the construction of a 2.5m wide shared use path stretching 600m between Strathearn Road and the Esso Service Station. This will be extended to Dirleton following a Community Links award for Phase 2, opening up a safe off road active travel route to North Berwick and the rail network from the nearby towns of Dirleton and Gullane. This missing link was identified by East Lothian Council with support from local cycle groups.

32. SEStran Walking and Cycling Events

The SEStran Mega Cycle 4th May 2014 – The SEStran Megacycle runs from Penicuik High Street to Musselburgh Racecourse through a route that avoids main traffic routes as far as possible, along 20 miles of the river Esk. All participants received a t-shirt, medal and "goody bag" containing fruit snacks and materials about cycling.

The event was opened by SEStran chair Cllr Russell Imrie. Around 200 people took part in the event in 2014, with a broad range of ages and levels of ability reflected among the participants.

SEStran Two Capitals, 8th June 2014 – 2014 saw the Eighth Annual SEStran Two Capitals cycle event. This successful cycle continues to run from Dunfermline Glen to Victoria Park in Edinburgh. This year, participation was close to 300 cyclists. Thanks are given to our nominated charity Kingdom Kids. Kingdom FM have assisted us by providing excellent coverage, support and promotion of the SEStran Two Capitals.

Borders Walking Festival 31st August – 6th September 2014 – SEStran joined Borders Council and Scottish Natural Heritage in backing the Scottish Borders Walking Festival 2014, to promote walking for health and as a form of transportation for shorter journeys.

The Festival, which is now in its 20th year, is held at a different location in the Borders annually. The 2014 event, which was based in Jedburgh and Denholm, attracted over 1000 sign-ups.

SEStran sponsored the Festival as part of its commitment to encouraging sustainable forms of transportation; including walking, for public health and to reduce traffic congestion and car dependency.

33. Car Sharing

TripshareSestran.com, launched on 24th October 2006 by the Minister for Transport, Tavish Scott MSP, is a free, web-based car-sharing scheme to link car drivers or passengers who are making similar journeys in South East Scotland and wish to share the costs. TripshareSestran.com also has features that allow taxi, cycling, and walking journeys to be matched.

SEStran is promoting car sharing to encourage more efficient use of vehicles on our roads, helping reduce congestion and pollution. As of 31st March 2014, there were around 8,000 members of Tripshare SEStran and it is continuing to grow. Local Authority Partners within the SEStran Region benefit from the RTP financing and hosting the eight separate Local Authority sites that sit underneath the Tripshare SEStran banner. Through this hosting, each partner can monitor the impact of their individual sites and keep account of their member's carbon savings. Each partner also has the added benefit of regional promotion from SEStran. In 2014/15 SEStran promoted the regional schemes widely through events, press and radio.

TripshareSEStran.com is now one of the top public car sharing sites across the UK and is rapidly expanding with organisations such as NHS Lothian, Edinburgh Park, NHS Fife, Queen Margaret, Heriot-Watt and Scottish Water all contributing to the total membership.

Tripshare SEStran Membership Levels
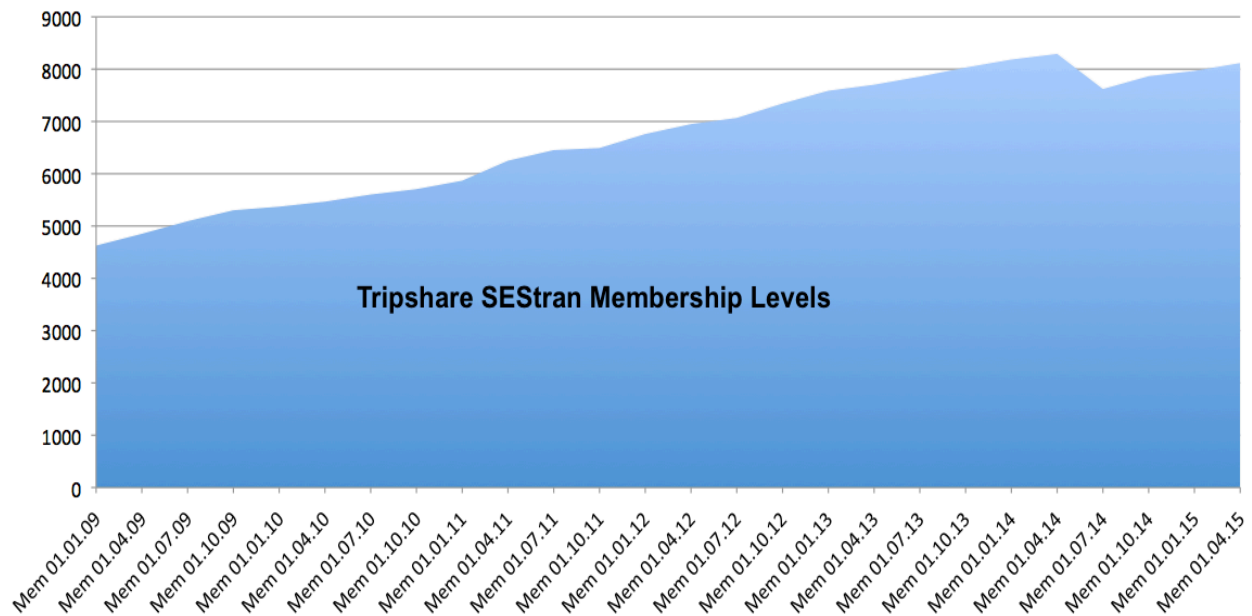
34. Core and Project Budgets

SEStran's core budget provides for the day-to-day running costs of the Partnership including employee costs, premises costs, supplies and services. For 2014/15 approved expenditure was £466,000. Actual expenditure for the year was £453000. A summary of the Core budget for 2014/15 is provided in the following table. The variances identified in the table were discussed through budget monitoring arrangements and reported to the Board during the financial year.

The Scottish Government provided a grant of £266000 towards core expenditure. SEStran received budgeted contributions from constituent Councils totalling £200000 during 2014/15.

The under-spends within both the Core and Projects budgets £12117 and £14348, respectively, amounting to £26464 will be carried forward to the RTPI project in 2015/16.

Core Budget 2014/15	Budget	Actual
Employee Costs		
Salaries	317,000	331,374
National Insurance	26,000	29,150
Pension Fund	53,000	56,139
Recharges - EU	-203,000	-170,230
Recharges - Urban Cycle Networks	0	-20,000
Training & Conferences	10,000	8,147
Interviews & Advertising	2,000	0
	205,000	**234,580**
Premises Costs		
Rent & Rates	23,000	21,697
Energy, Repairs, Ins., etc.	12,000	12,295
Cleaning	6,000	4,813
	41,000	**38,806**
Transport		
Staff Travel	10,000	10,717
	10,000	**10,717**
Supplies & Services		
Marketing	20,000	17,347
Comms & Computing	84,000	68,783
Printing, Stationery & General Office Supplies	18,000	9,123
Insurance	4,000	3,858
Equipment, Furniture & Materials	3,000	1,403
Miscellaneous Expenses	20,000	13,893
	149,000	**114,406**
Support Services		
Finance	25,250	23,288
Legal Services/ HR	6,750	6,106
	32,000	**29,394**
Corporate & Democratic		
Clerks Fees	15,000	15,000
External Audit Fees	10,000	9,535
Members Allowances and Expenses	3,000	770
	28,000	**25,305**
Interest		
Paid/ (Received)	4,000	674
	4,000	**674**
Net Expenditure	**469,000**	**453,883**
Funding:		
Scottish Government Grant	-266,000	-266,000
Council Requisitions	-200,000	-200,000
Total Funding	**-466,000**	**-466,000**
Net expenditure/ (income)	**3,000**	**-12,117**

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Projects Budget 2014/15	Budget	Actual
Expenditure		
ONE TICKET	0	50,251
R15 PARK & CHOOSE STH TAY BRIDGE	0	1,723
R17 SUSTAINABLE TRAVEL AWARENESS	111,000	103,077
R19 PARKING STANDARDS FRAMEWORK	0	-20
URBAN CYCLE NETWORKS	120,000	116,038
R12 EDINBURGH ORBITAL BUS PROJECT	0	55
R34 PROJECT MANAGEMENT COSTS	10,000	3,363
R37 RTS MONITORING	5,000	5,759
R41 SPECIALIST RAIL BUS ADVICE	20,000	32,211
R42 REGIONAL DEV PLAN INPUT	20,000	29,722
OTHER LA JOINT PROJECTS	0	1,450
EQUALITIES FORUM ACTIONS	10,000	2,784
EU2 CONNECTING FOOD PORTS	78,000	46,653
EU4 LO PINOD	143,000	106,969
EU5 I TRANSFER	38,000	48,847
EU WEASTFLOWS	43,000	68,004
EU NWE RIDE	64,000	30,723
EU CHUMS	68,000	14,631
RTPI - REVENUE CONTRIBUTION	282,000	317,684
Bus Investment Fund (BIF) 1	346,000	353,267
Bus Investment Fund 2	0	132,261
Bus Investment Fund 3	0	101,996
	1,358,000	**1,567,448**
Income		
SESPLAN 100% COSTS	-12,000	-48,238
ONE TICKET	-13,000	-62,997
REVENUE PROJECTS GRANT	-516,000	-516,000
R15 PARK & CHOOSE STH TAY BRIDGE	0	-5,200
URBAN CYCLE NETWORKS	-100,000	-99,512
R41 SPECIALIST RAIL BUS ADVICE	0	-15,390
OTHER LA JOINT PROJECTS	0	-1,450
RAIL STATIONS DEVELOPMENT	0	-1,225
EU1 DRYPORT	0	18,902
EU2 CONNECTING FOOD PORTS	-39,000	-6,784
EU4 LO PINOD	-71,000	-54,950
EU5 I TRANSFER	-19,000	-21,515
EU WEASTFLOWS	-22,000	-32,094
EU NWE RIDE	-32,000	-15,601
EU CHUMS	-50,000	-29,598
RTPI - REVENUE CONTRIBUTION	-141,000	-112,376
BIF 1	-346,000	-347,768
BIF 2	0	-130,000
BIF 3	0	-100,000
	-1,361,000	**-1,581,796**
Net Expenditure	**-3,000**	**-14,348**

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Section 9 Communications

35. Web Sites

SEStran's website continues to play a central role in our communications and is subject to a rolling programme of updates and improvements to ensure that it offers visitors quick and easy access to information about SEStran activities. Links to appropriate websites such as SEStran's flagship Real Time Passenger information (RTPI) website *bustrackerSEStran* and its accompanying free downloadable Smartphone app; the SEStran Park & Ride Site, which mirrors the SEStran website livery, and related transport sites such as One-Ticket are also prominently displayed on the SEStran homepage. SEStran's online presence also includes materials accessible through; Facebook, Twitter, LinkedIn, Pinster and YouTube.

We will continue to develop our online presence as opportunities arise, in order to ensure that SEStran remains a clear and accessible voice on sustainable transportation.

The SEStran website was well used in 2014-15, with an average of 700 visitors per month. Just over 65% were new visitors, with just over 31% accessing the site directly. Some 19% accessed the site using mobile phones or tablets; an increase of over 90% over last year. The majority of visitors were UK or EU based. The countries with the highest number of hits excluding the UK were; the USA, Japan, Sweden, Belgium, Turkey, France, Germany, India, Ireland and Spain. Overall 33% of traffic was from the Edinburgh area with another 18% from the wider South East Scotland region and some 15% from London. Some 55% of searches were direct or organic searches carried out through Google or other search engines, while 23% were direct site referrals. Within the UK, Just over 17% of visitors accessed the "About SEStran" pages, with some 33% accessing the Transport Bulletin and News pages. Some 13% accessed the vacancies pages and a further 11% directly accessed the grant applications pages.   A significant proportion of traffic is now reaching the SEStran website via social referral, specifically through Twitter, LinkedIn, Facebook and Wordpress.

SEStran continues to use electronic publication as our default option for economic and environmental reasons and all SEStran publications may be downloaded from the website as PDFs. A small stock of printed publications is also available from the SEStran office upon request.

36. Communications Strategy

SEStran's communications strategy remains the cornerstone of our communications and PR work. Key priorities are:

- Promoting the aims of the RTS;

- Encouraging behavioural change among the travelling public;

- Highlighting the aims of SEStran, as laid out in the RTS;

- Maintaining SEStran's position as a credible and authoritative voice on transport planning and delivery in South East Scotland.

Press coverage is achieved through issuing press releases, statements and seeking new opportunities for exposure through media contacts. Relationships with the press are well established and opinion and platform articles which enable SEStran to promote its message directly to the public are regularly placed in the national and larger regional press. Social media continues to grow in importance and SEStran will continue to seek new ways to enhance our impact in this important arena for communications

SEStran continues to maintain and develop a library of high-definition images, which are obtained using our own in-house camera equipment as a cost-effective alternative to using commercial photography. SEStran has a growing library of inexpensive copyright-free photographs to use at our discretion and also to make available to partner organisations without charge.

SEStran has also made the design files for the successful SEStran Thistle Assistance Card available without charge from our website. These may be downloaded by local authorities and other suitable interested parties, who wish to develop similar schemes, to encourage adoption of the standardised symbols used with the card, in other regions. There has been considerable interest in the scheme from other RTPs, with both Tactran and SWEStran launching their own versions of the card and enquiries from further afield. Further interest from other authority areas and continuing demand for fresh supplies of the card indicates that the design has potential for duplication and for extending benefits to greater numbers of users both within and without the SEStran region.

We are continuing to minimise our use of commercial advertising. Remaining commitments are solely towards key reference publications including; the region's telephone directories, the Scottish Chamber of Commerce Directory and the Edinburgh Chamber of Commerce diary. Otherwise, commercial advertising is rarely used. Commercial advertising is still considered on a case-by-case basis within specific projects, but only where dedicated funding is available within the project budget.

Our established suite of branded promotional materials is used to increase SEStran's public profile and highlight our activities. These continue to be supplemented by additional materials developed as part of European projects in which SEStran is a partner. These have been acquired at a reduced cost to SEStran. We maintain the capability to mount a presence at two events simultaneously and the flexibility to ensure that the materials available are carefully targeted towards any particular audience.

37. Media Penetration Statistics

SEStran continues to maintain a policy of proactive media engagement. We currently have four verified media spokespersons, ensuring that we have the flexibility to respond to press enquiries at all times.

Between April 2014 and March 2015 we issued 12 media releases. These prompted media reaction or enquiries that resulted in approximately 31 media hits, ranging from direct interviews with the press to use of a quotation. The pattern of media hits in any given month closely reflects SEStran activities and the current news agenda, as it relates to transport issues within the region. In addition SEStran is now in a relationship with the Scotsman newspaper that enables us to place approximately 5-6 opinion pieces in the publication per year as a Friend of the Scotsman. This enables us to highlight specific projects, events or major priorities in a very structured way, with minimal external editorial input. The articles are also available for re-use post publication on other platforms at our discretion.

Partnership working with media organisations has continued to have a significant impact upon our media profile. Kingdom FM continues to be a valued partner in the annual SEStran Two Capitals Cycle Ride. A team of Kingdom FM broadcasters now regularly participates in the ride and the event receives a very high profile thanks to their participation and the identification of the station with the event. This provides us with extensive, cost-free, media coverage including regular mentions by the participating broadcasters while on-air. This has undoubtedly contributed towards the steady increase in participation on the SEStran Two Capitals Cycle Ride. We have also recently developed a new working relationship with Community radio station Black Diamond, in connection with the SEStran Megacycle.

Points to note about the table:

- The tables below have been compiled using the daily or weekly circulation figures for the publications indicated and the Rajar figures (i.e. listenership and viewership) for the broadcasters. These do not reflect actual readership levels of a publication, or the number of times a radio or television clip may be used throughout the day. For example, circulation of the Scotsman is approximately 26,783 but estimated actual daily readership is 77,000 of whom approximately 61% live within the SEStran region. This too does not in itself reflect actual readership, as increasingly all newspapers are being accessed electronically. The Scotsman website for example currently receives 182,499 daily browsers, 950,578 weekly and 3,409,126 monthly. Material from a single radio or television interview provides copy and audio that will be used anything from one to six times throughout the day, reaching a slightly different audience each time. Therefore our overall media reach is likely to be higher than indicated by the statistics.

- Broadcast interviews commonly furnish 2-3 quotes for news broadcast purposes, but for statistical purposes we are counting each interview as only a single media hit.

- Online outlets assess their circulation on the basis of daily database hits. The average daily access count to the relevant database is included here where available.

- Where National publications have covered SEStran stories an indication of the percentage of readership in the SEStran region is given. National or quasi-national broadcasters (e.g. Heart Radio) do not break down their listeners/viewers on a regional basis; therefore the total figures have been included, expressed separately from the overall broadcast figures.

- Online news services and online versions of local newspapers offer a variable level of accessibility in terms of archival searching. The levels of coverage indicated should be viewed as reflecting a minimum level of media penetration.

- Use of Press Releases by specialist websites, local councils, public and business bodies, voluntary organisations, pressure groups and private users are not included, as we no capacity to monitor coverage at this level. All hits logged are confined to the public commercial media only.

Month	Hits	Outlets	Audience Reach	Area Impact
April	**6 Hits** 4 Print 1 Raio 1 Online	Midlothian Advertiser, W Lothian Courier, EEN, Central FM, BBC Online	Print : 93,226 B'cast : 49,000 Online : (*1, 665,000 BBC Scotland National Only - daily hits)	Midlothian, W Lothian, Edinburgh (BBC Online – Edinburgh, Lothians & Fife)
May	**6 Hits** 5 Print 1 Radio	Border Telegraph, Southern reporter, Midlothian Advertiser, E Lothian News, EEN, Black Diamond	Print :51,020 B'cast : 6000	Edinburgh, Midlothian, Borders, E Lothian
June	**4 Hits** 3 Print 1 Radio	E Lothian News, E Lothian Courier, Dunfermline Advertiser, Kingdom FM	Print : 31,585 B'cast :78,000	E Lothian, Dunfermline, Fife,
July	**Nil**			
Aug	**3 Hits** 2 Print 1 Radio	Radio Borders, Southern Reporter, Peebleshire News, Border Telegraph	Print : 28,766 B'cast : 53,000	Borders, Regional, Local
Sept	**Nil**			
Oct	**Nil**			
Nov	**6 Hits** 4 Print 2 Radio	LTT, Scotsman, Dunfermline Press, EEN, Kingdom FM, Radio Forth	Print : 125,422 B'cast : 510,000	Edinburgh, Fife, Specialist,
Dec	**Nil**			
Jan	**Nil**			
Feb	**4 hits** 2 Print 2 Radio	Kingdom FM, Central FM, Dunfermline Press, Fife Today	Print : 54,687 Broadcast : 127,000	Regional, Local, Fife
Mar	**2 Hits** 2 Print	E Lothian News, E Lothian Courier	Print: 16,013	Local, E Lothian

38. Events

SEStran participates selectively in specialist, professional and public events, where these will highlight our work or encourage sustainable transportation choices among the travelling public. Participation ranges from; providing a speaker; mounting an exhibition stall or providing SEStran materials for distribution in delegate packs at professional transport events, to supporting public events; partially or completely branding them or furnishing materials, exhibition stalls or speakers as appropriate.

Events are carefully selected on the basis of the potential impact they will have in promoting SEStran's aims and objectives.

In 2014/15 SEStran continued to sponsor and develop two well established branded cycling events; the eighth 2 Capitals Cycle Ride from Dunfermline to Edinburgh and the sixth SEStran Megacycle from Dalkeith to East Lothian. Approximately 300 participants took part in the SEStran Two Capitals Cycle Ride, while the SEStran Megacycle achieved 150 participants. The Megacycle has now resumed its traditional route following the disruption caused by the works on the Borders Railway. SEStran is continuing to offer the fledgling East Lothian cycle ride based around Dunbar support and the event attracted some 200 novice riders, while SEStran was also a sponsor of Edinburgh's second Festival of Cycling; which is rapidly becoming a major event on the Scottish cycling calendar. SEStran also once again sponsored all-abilities events as part of the Borders based Tweedlove Cycling Festival. These events all contribute towards our drive to promote cycling as a form of transportation for shorter journeys and for improved health.

SEStran also supported the Borders Walking Festival; one of Scotland's longest established walking events for the third year running in 2014 – the events 20th year, branding the event materials and website heavily and with several of the community and urban based walks designated as "SEStran walks". The event attracted over 1000 sign-ups. We aim to make the Festival steadily more closely identified with SEStran objectives as our involvement with the event continues, particularly in 2015 - the events 21st "coming of age" year.

We will pursue further opportunities to participate in and originate relevant events and campaigns, but only where these can make a significant and cost-effective contribution towards achieving the goals outlined in the RTS.

39. Promotion of sustainable transport

SEStran has heavily promoted public and sustainable transport during 2014/15.

Initiatives have included:

- Sponsorship of the eighth SEStran Two Capitals Cycle Ride during National Bike week.

- The sixth year of the SEStran Megacycle.

- Various radio and print advertising for both of SEStran's Cycling events

- Competition prize draw for National Liftshare day

- Tripshare SEStran Sponsorship of Forth One's Jambusters local traffic updates

- Sponsorship of the Scottish Borders Walking Festival

- Sponsorship of all-abilities events held as part of the Tweedlove Borders Cycling Festival

- Promotion and distribution of the SEStran Thistle Assistance card, with encouragement of duplication of the scheme by making the design files available without chargen to appropriate organisations

- Exhibiting at freshers fairs at QMU and Edinburgh University

- Exhibiting at; the Smart & Sustainable Travel Conference, Cycling Scotland Pedal for Scotland event, Cycling Walking & Connecting Communities event.

- Promotion of the bustrackerSEStran app and website through distribution of advertising materials to local authority partners, schools, participating bus companies and as materials for use in SE Scotland further education college freshers fairs throughout the region.

40. Equalities

SEStran is committed to ensuring that our aims and objectives are communicated to all members of the community effectively and that everyone has equal access to our publications, in line with the SEStran Equalities Scheme.

Our general information leaflet is available for download from the SEStran website in a range of languages, chosen to reflect those most frequently requested throughout the local authorities within the partnership area. A translation of any document can be provided on request, in any additional language, or in large type, Braille, or recorded format, as required.

The SEStran website has been professionally assessed for accessibility to users with visual difficulties and recommendations for improvements have been incorporated into the

schedule for ongoing site development. We will continue to strive to ensure that our website is accessible to all members of the community.

SEStran continues to regularly audit publications to ensure that the images employed give equal emphasis to men and women, ethnic minorities and people with disabilities. We will continue to seek opportunities to participate in events designed to promote equal opportunities, and seek to ensure that all of our communications work is inclusive and reflects the diversity of Scottish society.

Section 10 Public Services Reform (Scotland) Act 2010

41. Public Services Reform (Scotland) Act 2010

The Scottish Regional Transport Partnerships have been included in the schedule of the Public Services Reform (Scotland) Act 2010 and the act requires annual publication of certain information.

Introduction

Sections 31 and 32 of the Public Services Reform (Scotland) Act 2010 ("the Act") impose new duties on the Scottish Government and listed public bodies to publish information on expenditure and certain other matters as soon as is reasonably practicable after the end of each financial year. These duties came into force on 1October 2010 by virtue of The Public Services Reform (Scotland) Act 2010 (Commencement No.2) Order 2010 (S8I 2010 No 321).

Sections 31(7) and 32(2) of the Act provide that listed public bodies must have regard to any guidance issued by the Scottish Ministers about the duties imposed by these sections. Guidance designed to assist public bodies in giving effect to these statutory duties and to promote consistency between bodies in the way in which they give effect to these duties was laid before Parliament as required by the Act and this guidance has been followed in preparing the information for publication.

Data to be Published

Section 31(1) and (2) require public bodies to publish as soon as is reasonably practicable after the end of each financial year a statement of any expenditure they have incurred during that financial year on or in connection with the following matters:

- Public relations;
- Overseas travel;
- Hospitality and entertainment;
- External consultancy;
- Payments with a value in excess of £25,000
- Members or employees who received remuneration in excess of £150,000

Sustainable economic growth

Section 32(1)(a) provides that as soon as is reasonably practicable after the end of each financial year each listed public body must publish a statement of the steps it has taken during that financial year to promote and increase sustainable growth through the exercise of its functions. Since this requires the publication of a statement it is not sufficient simply to refer to other published material such as the Annual Report.

Efficiency, Effectiveness and Economy

Section 32(1)(b) provides that as soon as is reasonably practicable after the end of each financial year each listed public body must publish a statement of the steps it has taken during that financial year to imptove efficiency, effectiveness and economy in the exercise of its functions. Again this requires the publication of a free standing statement and it is not sufficient simply to refer to other published material such as the Annual Report.

Section 11 Budgets 2014/15

42. Capital Programme

Approved Capital Programme 2010/11 to 2014/15

The capital Programme included in the approved Business Plan for 2012/13 to 2014/15 as approved by the board:

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**

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The Scottish Government has published guidance on the definition of efficiencies and this has been followed. The data as described in this report is included in Appendices 3, 4 and 5 of this report and will be published on the SEStran website in accordance with the requirements of the Act.

43. Budgets 2014/15

Core Budget

The approved core revenue budget for 2014/15 is contained in the table below with indicative figures for 2015/16. These will be subject to annual review and approval by the board, modified as necessary, in advance of the financial years concerned.

Core Revenue Budget	Approved 2014/15	Proposed 2015/16
	£000	£000
Employee Costs		
Salaries, National Insurance and Pension Fund	396	418
Premises Costs	41	40
Staff Travel	10	9
Supplies and Services		
Marketing	20	20
Communications & Computing	31	31
Hosted Service – Routewise	53	53
Printing/Stationery/Supplies	18	10
Insurance	4	4
Equipment/Furniture/Materials	3	1
Training/Conferences	10	10
Interview Expenses/Advertising	2	2
Miscellaneous Expenses	20	11
Support Services		
Finance	25	25
Legal Services / HR	7	7
Corporate and Democratic		
Clerks Fees	15	15
External Audit Fees	10	10
Members Expenses	3	3
Interest	4	1

Funding		
Recharges:		
• EU Projects	(153)	(20)
• Bus Investment Fund	(50)	(100)
Scottish Government Grant	(269)	(350)
Net Core Expenditure	**200**	**200**
Core Income (Partnership Authorities)	**(200)**	**(200)**
Net Expenditure	**0**	**0**

Projects Budget

	Approved 2014/15	Proposed 2015/16	EU /Other Grant	Net Expenditure
	£'000	£'000	£'000	£'000
EU Projects				
RTPI	286	230	(138)	92
Foodport	78	-		
Lo Pinod	143	-		
I Transfer	38	-		
Weastflows	43	-		
NWE Ride	64	64	(34)	30
Chums	68	68	(50)	18
Social Car	-	47	(47)	
Total	**720**	**409**	**(269)**	**140**
Bus Investment Fund	346	1,000	(1,000)	0
Sustainable Travel	111	130		130
Rail Stations Development	-	850	(800)	50
South Tay Park and Ride	-	35		35
Rail/Bus Advice	20	35		35
SDP/LDP	20	20		20
RTS Monitoring	5	5		5
Urban Cycle Networks	120	120	(100)	20
Equalities Action Forum	10	10		10
One Ticket	(13)	(13)		(13)
Total	**1,339**	**2,601**	**(2,169)**	**432**

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Appendices 1-3

- **Appendix 1**

RTS Monitoring Tables Below

- **Appendix 2**

Total Expenditure on Regional Projects by Partnership Authorities

	2012/2013	
	Approved Budget	**Forecast**
Councils	**£'000**	
Clackmannanshire	0	0
Edinburgh	0	0
Falkirk	0	0
East Lothian	0	0
Fife	4133	4133
Midlothian	0	0
Scottish Borders	133	133
West Lothian	631	631
Total Expenditure	£4897	**£4897**

- **Appendix 3**

PSRA Report B1 to SEStran Board 23rd September 2015

SEStran RTS Monitoring - Year 7, Issued August 2015

RTS Objectives	Indicators	Measure	Base Date	Values				Year 7 Date	Values					Change from base				Targets
	Public transport labour market catchment for the following key regional employment centres:	% SEStran Working Age population within 30 mins / 60mins (2007) of…..		ACCESSION: 2008 30 mins	ACCESSION: 2008 60 mins	TRACC: 2012 30 mins	TRACC: 2012 60 mins		ACCESSION: 2013 30 mins	ACCESSION: 2013 60 mins		TRACC: 2015 30 mins	TRACC: 2015 60 mins	ACCESSION: 2008-2013 30 mins	ACCESSION: 2008-2013 60 mins	TRACC: 2012-2015 30 mins	TRACC: 2012-2015 60 mins	+10% for these key regional employment centres
		Edin City Centre		34%	75%	34%	69%		34%	75%		35%	84%	0%	-1%	1%	15%	
1.1 to maintain and improve labour market accessibility to key business / employment locations		Gyle and Edin Park		37%	76%	27%	69%		36%	78%		28%	89%	-1%	2%	1%	20%	+3% in 5 years +10% over 15 years any others that may emerge
		Edin Airport		12%	57%	6%	37%		9%	54%		6%	42%	-3%	-3%	0%	5%	
		Livingston		12%	41%	12%	32%		13%	48%		8%	37%	1%	7%	-4%	5%	
		Glenrothes		9%	28%	9%	24%		9%	26%		8%	26%	0%	-2%	-1%	2%	
		Leith		20%	52%	17%	40%		19%	50%		17%	46%	-1%	-1%	0%	6%	
		Edinburgh Royal Infirmary		24%	49%	15%	41%		21%	50%		12%	46%	-3%	0%	-3%	5%	
		SAC Bush Estate/Science Park		11%	40%	10%	31%		11%	35%		8%	39%	1%	-4%	-2%	8%	
1.2 to maintain and improve connectivity to the rest of Scotland, the UK and beyond	Number of direct rail and coach services per day.	Number of direct coach services between the main SEStran settlements (Traveline)	Feb 2009	1,484				Sep-15	1,393					-91				Aim to increase connectivity
		Number of direct coach services to the major Scottish settlements (Traveline)	Feb 2009	493				Sep-15	536					43				
		Number of direct coach services to the major non-Scottish settlements	Feb 2009	19				Sep-15	21					2				
		Number of direct rail services between the main SEStran settlements (RailPlanner)	Nov 2008	616				Sep-15	694					78				
		Number of direct rail services to the major Scottish settlements (RailPlanner)	Nov 2008	511				Sep-15	638					127				
		Number of direct rail services to the major non-Scottish settlements (RailPlanner)	Nov 2008	155				Sep-15	187					32				
	Number of domestic and international flight destinations.	Number of domestic/international destinations (BA Edinburgh Airport)	Feb 2009	26	63			Sep-15	21	96				-5	33			
1.3 to support other strategies, particularly land-use planning, and economic development		Not possible to systematically monitor																
1.4 to reduce the negative impacts of congestion, in particular to improve journey time reliability for passengers and freight	Annual change in Scottish Government's Trunk Road Local Congestion Monitoring results for SEStran sites (time lost per annum - hours)	Forth Bridge approaches																Stabilise (after five years) and reduce (after 15 years) time lost due to congestion across the SEStran trunk road network (through non trunk road interventions)
		Site 1 –A92 Cowdenbeath Jcn and M90 Junction 4 to Forth Bridge (NB)		2					8					6				
		(SB)		3					11					8				
		Kincardine Bridge approaches																
		Site 2 - A977 (Gartarry Rbt) A985 (Inch Fm Cott) and A876/M876 to M9 Junction 7 (NB)		8					1					-7				
		(SB)		11					1					-10				
		Edinburgh																
		Site 3 - A1 - Macmerry to junction with A720 (NB)		2					2					0				
		(SB)		2					2					0				
		Site 4 - A720 City Bypass - between juncs with A1 and M8 (EB)		9					8					-1				
		(WB)		10					8					-2				
		Site 5 - M9 - from M8 junc at Claylands to M9 Spur (NB)		4					6					2				
		(SB)		7					8					1				
		Edinburgh / Glasgow																
		Site 6 - A8 / M8 - Baillieston to Hermiston Gait (EB)		6					9					3				
		(WB)		6					6					0				
	Car availability	% of 0, 1 ,2 ,3+ car owning households	2005/2006 SHS	31%	46%	20%	4%	2013/2014 SHS	31%	44%	20%	5%		0%	-2%	0%	1%	Monitor annually
	Car driver/passenger mode share	Mode share for travel to work		59%	6%				58%	6%				-1%	0%			-2% in 5 years; -6% over 15years
	Frequency of driving in congestion for those who drive at least weekly	less than once a month		20%					0%									Aim to reduce
		once a month to 1/2 times a week		22%					0%									
		more than 3 times a week		16%					0%									
	Car driver trips reportedly affected by congestion between 0700 and 0900		2005/2006 Travel Diary Analysis	22%				2007/2008 Travel Diary Analysis	22%					0%				Aim to reduce
	Level of concern about traffic growth	% very or quite concerned	2005/2006 SHS	59%				2009/2010 SHS	52%					-7%				Aim to reduce
2.1 to improve access to employment	Hansen employment measures	Average 'Hansen' access to employment measure for all areas with high JSA claimants (low number = poor access)	ACCESSION: October 2008 PT services	129,138	TRACC: July 2012 PT Services	107,464		ACCESSION: July 2013 PT services	127,693	TRACC: July 2015 PT Services	130,686			ACCESSION: 2008-2013	-1445	TRACC: 2012-2015	23222	For the 15% of datazones with the highest levels of Job Seekers Allowance claimants, improve access (by public transport) to employment by an average of at least 10% (3% after five years, 10% after 15).
2.2 to improve access to health facilities	Non-car owning households & access to health	% of Non-car owning households (Census 2001) who have no public transport access or can not access any hospital within 60 mins public transport journey												ACCESSION: 2008-2013	TRACC: 2012-2015			Reduce the proportion of zero-car households with poor access (>60 minutes travel by public transport) to defined key hospitals by 50% over the period of the RTS (15% after five years).
		Weekday 7-10am,	ACCESSION: October 2008 PT services	3.6%	TRACC: July 2012 PT services	5.0%		ACCESSION: July 2013 PT services	3.3%	TRACC: July 2015 PT services	5.0%			-0.3%	0.0%			
		Weekday 10am-4pm		3.8%		5.0%			3.9%		5.0%			-0.1%	0.0%			
		Weekday 7-11pm,		4.3%		9.0%			4.8%		7.0%			0.5%	-2.0%			
		Sunday 7am-7pm		4.4%		6.0%			4.5%		4.0%			0.1%	-2.0%			
		% of Non-car owning households who have no public transport access or can not travel within 60 mins by public transport (Weekday 7-10am) to …												ACCESSION: 2008-2013	TRACC: 2012-2015			
		Borders General Hospital	ACCESSION: October 2008 PT services	96.3%	TRACC: July 2012 PT services	96.1%		ACCESSION: July 2013 PT services	95.9%	TRACC: July 2015 PT services	95.9%			-0.4%	-0.2%			
		Dunfermline Queen Margaret		61.8%		71.8%			58.5%		67.2%			-3.3%	-4.6%			
		Victoria Hospital Kirkcaldy		42.9%		79.8%			44.4%		76.6%			1.5%	-3.2%			
		Edinburgh Western General Hospital		37.4%		51.3%			43.6%		48.0%			6.1%	-3.3%			
		Royal Hospital for Sick Children Edinburgh		42.9%		50.9%			44.4%		47.0%			1.5%	-3.9%			
		Edinburgh Royal Infirmary		47.4%		51.0%			47.1%		49.8%			-0.3%	-1.2%			
		St Johns Hospital Livingston		60.9%		70.5%			69.0%		69.0%			8.1%	-1.5%			
		Falkirk & District Royal Infirmary (*removed 2012)		51.6%					n/a									
		Stirling Royal Infirmary (*removed 2012)		86.6%					n/a									
		Dumfries & Galloway Infirmary		100%		100%			100%		100%			0.0%	0.0%			
		Perth Royal Infirmary		100%		100%			99.7%		99.7%			-0.3%	-0.2%			
		Dundee Ninewells Hospital		97.0%		98.1%			97.7%		97.5%			0.7%	-0.6%			
		Forth Valley Royal Hospital (*added 2012)				87%			79.0%		85.3%				-1.3%			
	Frequency of using a car to visit GPs	"Always use a car"	2005/2006 SHS	57%				2007/2008 SHS	57%					0%				Aim to reduce
	Ease of access to GPs without a car	"Fairly difficult or very difficult"		51%					51%					0%				

RTS Objectives	Indicators	Measure	Base Date	Values		Year 7 Date	Values		Change from base		Targets
		% of Non-car Owning Households (Census 2001) who have no public transport access or live further than 45 minutes (Public Transport) from Key Services							**ACCESSION: 2008-2013**	**TRACC: 2012-2015**	
		Colleges (7-10 am)		6.0%	6.5%		8.1%	1.0%	2.1%	-5.5%	
		Universities (7-10 am)		33.1%	36.2%		33.6%	32.6%	0.5%	-3.6%	
		Leisure (swimming pools) (10 am - 4 pm)		0.6%	0.6%		0.8%	0.2%	0.2%	-0.4%	Reduce the proportion of zero-car households with poor access (>45 minutes travel by public transport) to defined further education colleges, job centres and regional shopping centres by 20% over the period of the RTS (7% after five years).
		Job Centres (10 am - 4 pm)		2.1%	1.8%		3.1%	1.5%	1.0%	-0.3%	
	Proportion of non car owning households :access to retail, leisure and education	Retail (10 am - 4 pm)	ACCESSION: October 2008 PT services / TRACC: July 2012 PT services			ACCESSION: July 2013 PT services / TRACC: July 2015 PT services		0.0%			
		Primary Centres		47.3%	50.0%		47.0%	47.7%	-0.3%	-2.3%	
2.3 to improve access to other services, such as retailing, leisure and education		Major Centres, Metropolitan Towns		59.4%	59.9%		60.2%	58.3%	0.8%	-1.6%	
		Regional Towns		67.5%	67.4%		67.7%	67.7%	0.2%	0.3%	
		Urban Centres		35.7%	37.0%		36.7%	34.4%	1.0%	-2.6%	
		Local Centres		8.6%	8.8%		9.2%	8.4%	0.6%	-0.4%	
		Rural Centres		35.1%	41.8%		36.8%	44.0%	1.7%	2.2%	
		Factory Outlet Centres		36.2%	36.8%		34.7%	34.0%	-1.5%	-2.8%	
		Fashion Parks, Retail Parks and Supermarkets		8.6%	8.3%		6.9%	6.1%	-1.7%	-2.2%	
		% finding it easy ('very easy' or 'fairly easy') to not use a car for accessing various services (2005/2006 SHS)	2005/2006 SHS								
		Ease of no car for - small shopping		55%			na				
		Ease of no car for - supermarket shopping		19%			na				
		Ease of no car for - town shopping		35%			na				Aim to increase
		Ease of no car for - evening leisure		25%			na				
		Ease of no car for - visit friends / relatives		20%			na				
		Ease of no car for - GP		39%			na				
		Ease of no car for - library		37%			na				
2.4 to make public transport more affordable and socially inclusive	DDA compliant routes (running with low floor buses)	DDA compliant buses (low floor)	TAS Bus Quality Study	59.30%			na				By, or before the end of the RTS, seek to ensure that all DDA requirements regarding accessible buses and other RTS measures are met. Seek to influence national policy in relation to the procurement of bus services if necessary to meet other RTS targets.
	SHS % of people stating "bus/train fares good value"	% of Adults (16+) who used a bus service in the past month and found the bus fares good value (2005/2006 SHS)	2005/2006 SHS	69%		2013/2014 SHS	67%		-2%		Identify and address high fare 'anomalies' in the SEStran area by reducing fares on selected routes (after five years); and achieve an overall real-terms reduction in fares by the end of the RTS period, relative to 2007 (after 15 years).
		% of Adults (16+) who used a train service in the past month and found the rail fares good value (2005/2006 MVA SHS Analysis)	2005/2006 SHS Analysis	52%		2013/2014 SHS	46%		-6%		
	Use of concessionary fares	% of Adults aged 60 and over - possession of concessionary fare pass, and use in the past month (2005/2006 SHS)	2005/2006 SHS	58%		2013/2014 SHS	59%		1%		
3.1 to contribute to the achievement of the UK's national targets and obligations on greenhouse gas emissions	Change in traffic levels	Traffic on all roads in SEStran area	STS 27 (2008)			STS 32 (2013)					Return to 2001 traffic levels by 2021
		million vehicle km	2001	11,048		2001	11,048				
		million vehicle km	2007	12,309		2013	11,932		-377		
		% of target year		111%			108%		-3.4%		
	Change in petrol and diesel consumption	Petrol and diesel consumption of road vehicles in SEStran area									Help achieve the Scottish Executive's emissions targets
		thousands of tonnes	2002	804		2002	804				
		thousands of tonnes	2006	754		2012	747		-7		
		% of target year		94%			93%		-1%		
3.2 to minimise the negative impacts of transport on natural and cultural resources		Not practical to systematically monitor									
	SHS mode share figures	Usual method of travel to work (Walk, Bicycle, Bus, Rail)	2005/2006 SHS	14% / 2% / 14% / 3%		2013/2014 SHS	13% / 5% / 14% / 3%		-1% / 3% / 0% / 0%		
		Usual main method of travel to school: 2005 and 2006 (Walk, Car, Bicycle, Bus)		55% / 19% / 1% / 23%					-55% / -19% / 1% / -23%		
		Number of occupants if mode was car driver (including driver)	2005/2006 Travel Diary	13%		2007/2008 Travel Diary	13%		0%		Aim to increase
		Use of local bus services in the previous month (not used in past month)	2005/2006 SHS	51%		2013/2014 SHS	48%		-3%		
		Use of local train services in the previous month (not used in past month)		83%			73%		-10%		
3.3 to promote more sustainable travel		Mode used for all purpose journeys (car passenger, bus, train, taxi, walk or cycle)	2005/2006 Travel Diary	14% / 12% / 2% / 1% / 16%			na / na / na / na				Aim to increase
	Number of car club members and Number of trips made through Lift share	Number of Members (as of Feb 2009)		5,034			8,209		3175		
		Mileage savings (miles) - scheme to date	Feb 2009 Lift share	2,174,263		September 2014 Lift share	14,211,860		12,037,597		
		CO2 savings (tonnes) - scheme to date		665			4,680		4015		Aim to increase
		Journeys registered		4,809			10,265		5456		
		Journeys where contact was made		1,520			4,053		2533		
	Rail station use	Passengers entries/exits to all SEStran stations	STS 27 (2008) - 2006/07 figs	26,924,094		ORR 2013/14 figs	34,657,298		7,733,204		Aim to increase
3.4 to reduce the need to travel	Annual trip rate (per local authority?), number of teleworking and teleshopping (per local authority?)	11% adults work from home	2005/2006 SHS	11%		SHS 2013-14	13%		2%		Aim to increase
	Annual trip rate (per local authority?), number of teleworking and teleshopping (per local authority?)	1.54 - motorised trip rate	2005/2006 Travel Diary	1.54							To stabilise and reduce the number of trips per person per year made using motorised modes, by 5% over the period of the RTS (1.5% after five years).
		% of adults drive every day		40%		2013/2014 SHS	38%		-2%		Aim to reduce
		% of SEStran residents live within 6 minutes walk from a bus stop	2005/2006 SHS	88%			na				Aim to increase
3.5 to increase transport choices, reducing dependency on the private car	Frequency of driving, households living within 6 mins walk time to the nearest, convenience and quality of public transport, frequency of travelling by bus/train in the evening	% live 6 minutes walk from a bus stop with more than 3 buses an hour service		45%			na				Aim to increase
		% find public transport either 'very convenient' or 'fairly convenient'		86%			86%		0%		Aim to increase
		% find public transport good		23%		2013/2014 SHS	na				Aim to increase
		% of car/van commuters could have used public transport instead		47%			na				Monitor annually
		% never travel by train and % never travel by bus in the evenings	SHS Random Adult 2005/2006	70%	83%		na				Aim to increase

RTS Objectives	Indicators	Measure	Base Date	Values		Year 7 Date	Values		Change from base		Targets
4.1 to improve safety (reducing accidents) and personal security	Number of KSI casualties, child, pedestrian and cyclist KSIs	% Reduction in Child KSIs and All Ages KSIs from the 2004-2008 average	Road Casualties Scotland 2009 Edition - Killed	Road Casualties Scotland 2009 Edition - Serious Injury		Road Casualties Scotland 2013 Edition - Killed	Road Casualties Scotland 2013 Edition - Serious Injury				By 2020, to cut the number of children killed by 50% and seriously injured by 65% from a 2004-2008 base
		Child KSIs									
		Trunk roads		0%	133%		0%	-67%	0%	-200%	
		Local Authority roads		-100%	-25%		-33%	-62%	67%	-37%	
		All roads		-100%	-19%		-25%	-62%	75%	-43%	
		All Ages KSIs									
		Trunk roads		-33%	-11%		-42%	-25%	-9%	-14%	By 2020, to cut the number of children killed by 50% and seriously injured by 65% from a 2004-2008 base
		Local Authority roads		-23%	-20%		-40%	-37%	-17%	-17%	
		All roads		**-21%**	**-19%**		**-37%**	**-35%**	**-16%**	**-16%**	
		Pedestrian KSIs - reduce to 160 in 5 years and to 140 in 20 years	Andrew Knight, Transport Statistics (2007)	172		Reported Road Casualties Scotland 2013	143		-29		Over the period of the strategy, a 20% reduction (7% after five years) in pedestrian and cyclist KSIs
		Cyclist KSIs - reduce to 60 in 5 years and to 50 in 20 years		65		Reported Road Casualties Scotland 2008	n/a				
	Perception of safety on public transport from Scottish Household Survey	% of Adults (16+) who used a local bus service in the past month felt safe and secure on the bus	2005/2006 SHS	89%		2007/2008 SHS	86%		-3%		Over the period of the strategy, a five percentage point improvement in the perception of the safety of travel by bus in SEStran (currently around 85%)
		% of Adults (16+) feel very safe or fairly safe from crime when traveling by bus in the evenings		62%			60%		-2%		
		% of Adults (16+) feel very safe or fairly safe from crime when traveling by train in the evenings		48%			51%		3%		
4.2 to increase the proportion of trips by walk/ cycle	Number of bikes in households, trips by bike and on foot by purpose from SHS data	% of households have bike(s) available	2005/2006 SHS	35%		2013/2014 SHS	38%		3%		Targets for mode share (see objective 1.4); in addition, over the period of the strategy, a 5% point increase in walking and cycling mode share for all trips, SEStran wide (1.5% after five years).
		% of Adults (16+) walked at least 1 day in previous 7 days as a means of transport (i.e to go somewhere eg work, shopping or friends)		57%			75%		18%		
		% of Adults (16+) cycled at least 1 day in previous 7 days as a means of transport (i.e to go somewhere eg work, shopping or friends)		3%		2011/2012 SHS	5%		2%		
		% of Employed adults (16+) travel to work on foot		14%		2013/2014 SHS	13%		-1%		
		% of Employed adults (16+) travel to work by bike		2%			5%		3%		
4.3 to meet or better all statutory air quality requirements	Number of sites exceeding National Air Quality Standards / no of Air Quality Management Area (AQMAs) in SEStran; annual increase in traffic		Air Quality Statistics 2008	1. Edinburgh AQMA No.1 NO2		Air Quality Statistics 2014	1. Edinburgh AQMA No.1 Declared for: Nitrogen dioxide (City Centre)				To contribute to meeting these requirements by 2010 or before
				2. Edinburgh AQMA No.2 NO2			2. Edinburgh AQMA No.2 Declared for: Nitrogen dioxide (St John's Road)				
				3. Falkirk - Grangemouth AQMA SO2			3. Edinburgh AQMA No.3 Declared for Gt Junction St for Nitrogen Dioxide				
				4. Midlothian Pathhead AQMA PM10			4. Edinburgh AQMA No.4 Declared for Glasgow Road for Nitrogen Dioxide				
				5. Fife Bonnygate / Cupar AQMA			5. Edinburgh AQMA No.5 Declared for Inverleith Road for Nitrogen Dioxide				
							6. East Lothian AQMA Declared for: Nitrogen Dioxide				
							7. Falkirk - Grangemouth AQMA Declared for: Sulphur dioxide				
							8. Falkirk - Banknock & Haggs AQMA Declared for: Nitrogen dioxide				
							9. Falkirk - AQMA No.1 Declared for: Nitrogen dioxide, PM10 (Falkirk Town Centre)				
							10. Falkirk - PM10 AQMA Declared for: PM10 (Banknock)				

Audited Annual Accounts 2014/15 and
Report to Those Charged with Governance on the 2014/15 Audit

1   Introduction

1.1   The purpose of this report is to present to the Partnership Board the audited annual accounts for the year ended 31st March, 2015 and to recommend they are approved for signature. A copy of the audited annual accounts is appended to this report (Appendix 1), together with Audit Scotland's Report to Those Charged with Governance on the 2014/15 Audit (Appendix 2).

2   Main Report

2.1   Audit Scotland, the Partnership's auditor, has concluded the audit of the annual accounts for the year ended 31st March 2015. There are no qualifications to the audit certificate which appears on pages 45 and 46 of the annual accounts. The Auditor's opinion states that the annual accounts present a true and fair view of the financial position of the Partnership as at 31st March 2015 and its income and expenditure for the year then ended.

2.2.   The Management Commentary on pages 2 to 4 of the annual accounts highlights key aspects of financial performance during the year.

2.3.   The audited annual accounts were considered at the Performance and Audit Committee meeting of 11th September 2015, together with the Audit Scotland report to Those Charged with Governance on the 2014/15 Audit. The Chair of the Performance and Audit Committee will have an opportunity to report to the Board on any issue arising from the Performance and Audit Committee's consideration of these items.

3   Recommendations

It is recommended that the Partnership Board:

3.1   note the audited annual accounts and the Auditor's opinion in the audit certificate to the accounts;

3.2   authorises the annual accounts for signature;

3.2   notes the Audit Scotland report to Those Charged with Governance on the 2014/15 Audit.

HUGH DUNN
Treasurer
23rd September 2015

Appendices   1 - Audited Annual Accounts 2014/2015

2 - Report to Those Charged with Governance on the 2014/15 Audit

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The South East of Scotland Transport Partnership (SESTRAN)

Audited Annual Accounts

2014/2015

The South East of Scotland Transport Partnership (SESTRAN)

CONTENTS

The South East of Scotland Transport Partnership (SESTRAN)

Management Commentary

1. Basis of Accounts

The Partnership prepares its Annual Accounts in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom. The Code of Practice is based on International Financial Reporting Standards (IFRS).

2. Statutory Background

The South East of Scotland Transport Partnership (SESTRAN) was established under the Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005. The Partnership came into force on 1st December 2005. Under Section 3 of the Transport (Scotland) Act 2005, the net expenses of SESTRAN, after allowing for government grant and any other income, are met by its constituent councils.

3. Corporate Strategy

The following is an introductory extract from the Transport (Scotland) Act 2005, which established the Partnership; one of seven Scottish Regional Transport Partnerships (RTPs):

"An Act of the Scottish Parliament to provide for the setting up and functions of the new transport bodies and to enable the Scottish Ministers to discharge certain transport functions; to provide further for the control and co-ordination of road works and for the enforcement of the duties placed on those who carry them out; to set up national concessionary fares schemes; and to make other, miscellaneous modifications of the law relating to transport."

The Partnership aims to develop a sustainable transportation system for South East Scotland that will enable business to function effectively, and provide everyone living in the region with improved access to healthcare, education, public services and employment opportunities. These aims are embodied in the Regional Transport Strategy (RTS).

The constituent councils of the Partnership are the City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders and West Lothian.

SEStran's Vision Statement is as follows:

"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."

4. Risks and Uncertainties

The principal risks and uncertainties faced by the Partnership fall into two categories.

Firstly, there is the funding uncertainty faced by all local authorities and RTPs. The Partnership has a range of statutory duties to enact. While every attempt is made to do this within the budget provided, budget reductions may make this less achievable resulting in a reduction in the quality of service provided.

The second category relates to changes in legislation leading to changes in the services to be delivered. This can create pressures from both a financial and organisational perspective.

5. Results for the Year

The Partnership is required to present its financial performance as a Comprehensive Income and Expenditure Statement. This can be seen on page 12. However, to show the net position of the Partnership and to allow comparison with the approved revenue budget, it is necessary to adjust the expenditure shown in the Comprehensive Income and Expenditure Statement to take account of a number of items where the statutory accounting requirements differ from the management accounting practice of the Partnership. These adjustments are detailed in Note 18.

The South East of Scotland Transport Partnership (SESTRAN)

Management Commentary (Contd.)

5. Results for the Year (Contd.)

The approved Revenue budget of the Partnership in 2014/15 was £1.827m. A comparison of the outturn position with the revised budget is summarised below:

	Revised Budget £'000	Outturn £'000	Variance £'000
Core Service	465	453	(12)
Revenue Projects	730	662	(68)
Capital Project	628	902	274
Interest	4	1	(3)
Total Expenditure 2014/15	1,827	2,018	191
Government Grant	(782)	(782)	0
Constituent Council Requisitions	(200)	(171)	29
Other Income - Revenue Projects	(346)	(327)	19
Other Income - Capital Project	(487)	(690)	(203)
Other Income - SESplan	(12)	(48)	(36)
Total Income 2014/15	(1,827)	(2,018)	(191)

The Partnership incurred core service expenditure of £0.453m which was £12,000 below the revised Core Service revenue budget. Interest paid by the Partnership was £3,000 below budget.

The Partnership incurred net expenditure of £0.335m on the revenue projects which was £49,000 under budget.
This underspend reflected reduced expenditure as four EU Projects ceased ahead of 31st March 2015.

The Partnership received unbudgeted income from SESplan of £36,000.

The Partnership also incurred expenditure of £0.902m on the RTPI capital project, funded principally by income from the bus operators, the Bus Investment Fund and by the Partnership's underspend on the 2013/14 Revenue budget (see below).
Overall the Partnership realised a break even position against the budget in 2014/15.

The Partnership had carried forward a balance of £14,000 from an underspend on the 2013/14 Revenue budget for the RTPI project. During 2014/15, the Partnership claimed £578,000 from the Scottish Government's Bus Investment Fund in respect of expenditure on the RTPI capital project. The Partnership used both these funding contributions towards the project during 2014/15. The Partnership's underspend on the 2014/15 Revenue budget was £29,000 which the Partnership intend to use as a commitment towards developing the regional real-time bus passenger information

The Partnership spent £508,000 on 'vehicles, plant and equipment' in 2014/15 towards operational equipment for the regional real-time bus passenger travel information system.

The Partnership also spent £130,000 on 'assets under construction' in 2014/15 towards developing the regional real-time bus passenger travel information system.

Non Financial Results

SEStran's Real Time Passenger Information (RTPI) programme, part-funded by the European Regional Development Fund (ERDF) and by Transport Scotland's Bus Investment Fund (BIF) was further expanded during 2014/15.
By the end of the 2014/15 financial year, over 300 buses in the SEStran region covering East Lothian, Scottish Borders, Fife and West Lothian with cross border connections to the SWESTRANS area were operating with RTPI facilities; the Bustracker App was available on smart phones and was handling 730,000 queries a month.

Other projects, under the headings of Sustainable and Active Travel Grants and Urban Cycle network for 2014/15, included improved cycle facilities in The City of Edinburgh Council offices; Further and Higher Education Transport Group increased use of electric bikes; Edinburgh College expansion of their electric vehicle fleet; a study into cross boundary cycling facilities; East Lothian Council Footway / Cycleways from Tranent to Ormiston and North Berwick to Dirleton, respectively; and Clackmannanshire pedestrian and cycle counters.

At North Berwick Harbour, Galloway's Pier was raised by a metre and its pedestrian access improved to allow it to be used at low tide when the harbour is dried out. The result of this is that a new passenger ferry service between North Berwick and Anstruther has been launched.

The South East of Scotland Transport Partnership (SESTRAN)

Management Commentary (Contd.)

6. Future Developments

On 20th March 2015, the Partnership's Board agreed a revenue budget for 2015/16, which made provision for £0.552m of core service costs and £2.614m of project expenditure in support of Regional Transport Strategy projects. The budget estimates £2.169m of external funding will be available for projects, of which £1.138m is for capital funded projects.

In recognition of the current financial constraints faced by public sector organisations, the 2015-16 budget makes provision for no increase in constituent council requisitions. Council and Scottish Government funding is confirmed for a period of one year. The Partnership is working towards identifying further cashable efficiency savings for 2016-17.

Where adequate funding is not forthcoming to be able to deliver the full RTS, the desired achievements will not be possible or, at best, be delayed.

However, the Partnership has proved to be resourceful in 2014/15 and in previous years in attracting additional funding. The Partnership intends, in future, to continue that trend and will take every opportunity to pursue avenues of potentially available sources of funding.

It is considered appropriate to adopt a going concern basis for the preparation of the financial statements.

Chair of Partnership Board:	RUSSELL IMRIE	Date signed: _____
Partnership Director:	ALEX MACAULAY	Date signed: _____
Treasurer:	HUGH DUNN, CPFA	Date signed: _____

The South East of Scotland Transport Partnership (SESTRAN)

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

The Partnership's Responsibilities

The Partnership is required:

- to make arrangements for the proper administration of its financial affairs and to secure that the proper officer has the responsibility for the administration of those affairs. In this Partnership, that officer is the Treasurer;

- to manage its affairs to secure economic, efficient and effective use of its resources and safeguard its assets;

- to ensure the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014) and so far as is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003);

- to approve the Annual Accounts.

Chair of Partnership
Board: RUSSELL IMRIE   Date signed:

The Treasurer's Responsibilities
The Treasurer is responsible for the preparation of the Partnership's Annual Accounts in accordance with proper practices as required by legislation and as set out in the CIPFA / LASAAC Code of Practice on Local Authority Accounting in the United Kingdom ('the Code').

In preparing the Annual Accounts, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with legislation
- complied with the Local Authority Accounting Code (in so far it is compatible with legislation)

The Treasurer has also:

- kept adequate accounting records which were up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

I certify that the financial statements give a true and fair view of the financial position of the Partnership at the reporting date and the transactions of the Partnership for the year ended 31st March 2015.

I confirm that these Annual Accounts were approved for signature by the Partnership Board at its meeting on 23 September 2015.

Treasurer: HUGH DUNN, CPFA   Date signed:

The South East of Scotland Transport Partnership (SESTRAN)

ANNUAL GOVERNANCE STATEMENT 2014/15

1. Scope of Responsibility

The South East of Scotland Transport Partnership's aim is to develop a transportation system for South East Scotland, as outlined in the Partnership's Regional Transport Strategy 2008 - 2023.

The Partnership is responsible for ensuring that its business is conducted in accordance with the law and appropriate standards, that public money is safeguarded and properly accounted for and used economically, efficiently, effectively and ethically. The Partnership also has a duty to make arrangements to secure continuous improvement in the way its functions are carried out.

In discharging these overall responsibilities, Elected Members and Senior Officers are responsible for implementing proper arrangements for the governance of the Partnership's affairs and facilitating the effective exercise of its functions, including arrangements for the management of risk.

The Partnership has approved and adopted a Local Code of Corporate Governance which is consistent with appropriate corporate governance principles and is supported by detailed evidence of compliance, which is regularly reviewed.

This statement explains how the Partnership delivers good governance and reviews the effectiveness of these arrangements. It also includes a statement on internal financial control in accordance with proper practice.

The Partnership's financial management arrangements conform to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010).

2. The Partnership's Governance Framework

The governance framework comprises the systems and processes, and culture and values, by which the Partnership is directed and controlled, and its activities through which it accounts to, engages with and influences the community. It enables the Partnership to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The framework reflects the arrangements in place to meet the six supporting principles of effective corporate governance:

- Focusing on the purpose of the Partnership and on outcomes for the community, and creating and implementing a vision for the local area;

- Members and officers working together to achieve a common purpose with clearly defined functions and roles;

- Promoting values for the Partnership and demonstrating the values of good governance through upholding high standards of conduct and behaviour;

- Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;

- Developing the capacity and capability of members and officers to be effective;

- Engaging with local people and other stakeholders to ensure robust public accountability.

A significant part of the governance framework is the system of internal control which is based on an ongoing process designed to identify and manage the risks to the achievement of the Partnership's policies, aims and objectives. These are defined in the Partnership's Business Plan, which is updated annually. This will enable the Partnership to manage its key risks efficiently, effectively, economically and ethically.

The South East of Scotland Transport Partnership (SESTRAN)

ANNUAL GOVERNANCE STATEMENT 2014/15 (contd.)

Within the overall control arrangements the system of internal financial control is intended to ensure that assets are safeguarded, transactions are authorised and properly recorded, and material errors or irregularities are either prevented or would be detected within a timely period. It is based on a framework of regular management information, financial regulations, administrative procedures and management supervision.

While the system of internal control is designed to manage risk at a reasonable level it cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable, and not absolute, assurance of effectiveness.

3. **Determining the Partnership's purpose, its vision for the local area and intended outcomes for the Community**

The Partnership aims to develop a transportation system for South East Scotland which will enable business to function effectively and provide everyone living in the Region with improved access to health care, education, public services and employment opportunities. The vision for achieving this is outlined in the Regional Transport Strategy.

The Business Plan defines how to implement the aims of this strategy and the Annual Report provides a report of performance against objectives, targets and performance indicators as outlined in the Regional Transport Strategy.

4. **Review of Effectiveness**

The Partnership has put in place arrangements, detailed in the Local Code, for monitoring each element of the framework and providing evidence of compliance. A Principal Officer within the Partnership has been nominated to review the effectiveness of the Local Code and will report annually to the Partnership Board.

The review of the effectiveness of its governance framework including the system of internal financial control is informed by:

*   the work of the Internal Auditors and the Head of Internal Audit's Annual Statement on the adequacy and effectiveness of the Partnership's system of internal financial control;

*   the Partnership Director's Certificate of Assurance on internal control;

*   the operation and monitoring of controls by Partnership managers;

*   the External Auditors in their Annual Audit Report and other reports; and

*   other inspection agencies comments and reports.

Through the year Elected Members and Officers have responsibility for the development and maintenance of the governance environment. These review mechanisms include:

*   **The Partnership Board** provides strategic leadership, determines policy aims and objectives and takes executive decisions not delegated to officers. It provides political accountability for the Partnership's performance.

*   **The Performance and Audit Committee** demonstrates the Partnership's commitment to the principles of good governance. It scrutinises the running of the Partnership and suggests improvements.

The South East of Scotland Transport Partnership (SESTRAN)

ANNUAL GOVERNANCE STATEMENT 2014/15 (contd.)

4. Review of Effectiveness (continued)

- Internal Audit provides an independent and objective assurance service to the Partnership by completing a programme of reviews throughout the year, to provide an opinion on the internal control, risk management and governance arrangements of South East of Scotland Transport Partnership.

- Audit Scotland's Annual Audit Report is considered by the Partnership Board and the Performance and Audit Committee along with the output from other external audits and inspections.

- The Risk Management System requires that risks are regularly reviewed by the Performance and Audit Committee and the Board. This ensures that actions are taken to effectively manage the Partnership's highest risks.

- The Legal Officer is responsible to the Partnership for ensuring that agreed procedures are followed and that all applicable statutes and regulations are complied with.

5. Certification

In compliance with accounting practice, the Treasurer has provided the Partnership Director with a statement on the adequacy and effectiveness of the Partnership's internal financial control system for the year ended 31st March 2015. It is the Treasurer's opinion that reasonable assurance can be placed upon the adequacy and effectiveness of the Partnership's internal control system.

During the year the Head of Internal Audit reviewed the robustness of the current corporate governance arrangements and systems of internal control and his findings are included in the Head of Internal Audit's Annual Report.

From this year's review there is evidence that the Code is operating effectively with overall compliance by the Partnership in all significant areas of its corporate governance arrangements.

Chair of Partnership Board: RUSSELL IMRIE   _____   Date signed: _____

Partnership Director: ALEX MACAULAY   _____   Date signed: _____

The South East of Scotland Transport Partnership (SESTRAN)

REMUNERATION REPORT

1. Remuneration Policy for Senior Employees

The Partnership's Board determines initial remuneration for the senior employees with reference to the level of responsibility of the post. The Partnership does not operate a Remuneration Committee.
Annual inflationary increases are based on those agreed by the Scottish Joint Negotiating Committee for Chief Officials of Local Authorities (Scotland).

2. Remuneration for Senior Councillors
The Partnership does not provide any remuneration to senior councillors.
Expenses paid to Board members are detailed in note 17 to the annual accounts.

3. Management of Remuneration Arrangements

The remuneration of the Partnership's employees is managed by the City of Edinburgh Council, as part of a service level agreement with the Partnership.

4. Officers Remuneration

The numbers of employees whose remuneration during the year exceeded £50,000 were as follows:

Remuneration Bands	2014/15	2013/14
£50,000 - £54,999	1	1
£80,000 - £84,999	0	0
£85,000 - £89,999	1	1

5. Senior Employees Remuneration

The remuneration paid to the Partnership's senior employee is as follows:

Name and Post Title	Salary, Fees and Allowances £'000	Total Remuneration 2014/15 £'000	Total Remuneration 2013/14 £'000
Alex Macaulay - Partnership Director	88	88	88
	88	88	88

The senior employee in the above table has responsibility for management of the Partnership to the extent that he has power to direct or control the major activities of the Partnership (including activities involving the expenditure of money), during the year to which the Report relates, whether solely or collectively with other persons.

6. Senior Employees Pension Entitlement

The pension entitlement of the Partnership's senior employee is as follows:

| | In-year pension contributions | | | Accrued pension benefits | |
Name and Post Title	2014/15 £'000	2013/14 £'000		As at 31 March 2015 £'000	Difference from 31 March 2014 £'000
Alex Macaulay - Partnership Director	20	20	Pension	12	2
			Lump Sum	9	0
	20	20			

The senior employee shown in table above is a member of the Local Government Pension Scheme (LGPS).

The South East of Scotland Transport Partnership (SESTRAN)

REMUNERATION REPORT (contd.)

6. Senior Employees Pension Entitlement (contd.)

THE LGPS is a final salary pension scheme.
This means that pension benefits are based on the final year's pay and the number of years that person has been a member of the scheme.

The scheme's normal retirement age for employees is 65.

From 1 April 2009 a five tier contribution system was introduced with contributions from scheme members being based on how much pay falls into each tier. This is designed to give more equality between the cost and benefits of scheme membership. Prior to 2009 contribution rates were set at 6% for all non manual employees.

The tiers and members contributions rates for 2014-15 are as follows:

On earnings up to and including £20,335 (5.5%), on earnings above £20,335 and up to £24,853 (7.25%), on earnings above £24,853 and up to £34,096 (8.5%), on earnings above £34,096 and up to £45,393 (9.5%) and on earnings above £45,393 (12%).

If a person works part-time their contribution rate is worked out on the whole-time pay rate for the job, with actual contributions paid on actual pay earned.

There is no automatic entitlement to a lump sum. Members may opt to give up (commute) pension for lump sum up to the limit set by the Finance Act 2004. The accrual rate guarantees a pension based on 1/60th of final pensionable salary and years of pensionable service. (Prior to 2009 the accrual rate guaranteed a pension based on 1/80th and a lump sum based on 3/80th of final pensionable salary and years of pensionable service).

The value of the accrued benefits has been calculated on the basis of the age at which the person will first become entitled to receive a pension on retirement without reduction on account of its payment at that age; without exercising any option to commute pension entitlement into a lump sum; and without any adjustment for the effects of future inflation.

The pension figures shown relate to the benefits that the person has accrued as consequence of their total Regional Transport Partnership service.

All information disclosed in the tables at paragraphs 4, 5 and 6 in this Remuneration Report will be audited by Audit Scotland. The other sections of the Remuneration Report will be reviewed by Audit Scotland to ensure that they are consistent with the annual accounts.

| Chair of Partnership Board: | RUSSELL IMRIE | _____ | Date signed: | _____ |
| Partnership Director: | ALEX MACAULAY | _____ | Date signed: | _____ |

The South East of Scotland Transport Partnership (SESTRAN)

MOVEMENT IN RESERVES STATEMENT

This statement shows the movement in the year on different reserves held by the Partnership, analysed into "Usable Reserves" (that is, those that can be applied to fund expenditure) and "Unusable Reserves". The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Partnership's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Partnership.

2013/14 - Previous Year Year Comparative	Usable Reserves		Unusable Reserves	Total Partnership Reserves
	General Fund Balance	Total Usable Reserves		
	£'000	£'000	£'000	£'000
❶ Opening Balances at 1 April 2013	0	0	2,034	2,034
❷ Movement in reserves during 2013/14				
Surplus or (Deficit) on Provision of Services	1,696	1,696	0	1,696
Other Comprehensive Expenditure and Income	0	0	(43)	(43)
Total Comprehensive Expenditure and Income	1,696	1,696	(43)	1,653
❸ Adjustments between accounting basis & funding basis under regulations (Note 6)	(1,696)	(1,696)	1,696	0
Net increase/decrease before transfers to Earmarked Reserves	0	0	1,653	1,653
❹ Transfers to/from Earmarked Reserves	0	0	0	0
Increase/Decrease in 2013/14	0	0	1,653	1,653
Balance at 31 March 2014 carried forward	0	0	3,687	3,687

2014/15 - Current Financial Year	Usable Reserves		Unusable Reserves	Total Partnership Reserves
	General Fund Balance	Total Usable Reserves		
	£'000	£'000	£'000	£'000
❶ Opening Balances at 1 April 2014	0	0	3,687	3,687
❷ Movement in reserves during 2014/15				
Surplus or (Deficit) on Provision of Services	(57)	(57)	0	(57)
Other Comprehensive Expenditure and Income	0	0	(19)	(19)
Total Comprehensive Expenditure and Income	(57)	(57)	(19)	(76)
❸ Adjustments between accounting basis & funding basis under regulations (Note 6)	57	57	(57)	0
Net increase/decrease before transfers to Earmarked Reserves	0	0	(76)	(76)
❹ Transfers to/from Earmarked Reserves	0	0	0	0
Increase/Decrease in 2014/15	0	0	(76)	(76)
Balance at 31 March 2015 carried forward	0	0	3,611	3,611

The South East of Scotland Transport Partnership (SESTRAN)

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT 2014/15

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded by government grant, council requisitions and other income.

2013/14 (RE-STATED)				2014/15		
Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000	Services	Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000
1,028	(1,795)	(767)	Highways and Transport Services	2,036	(1,066)	970
25	0	25	Corporate and Democratic Core	25	0	25
0	0	0	Non Distributed (Gains) / Costs	0	0	0
1,053	(1,795)	(742)	Cost Of Services	2,061	(1,066)	995
0	0	0	Other Operating Expenditure	0	0	0
73	(59)	14	Financing & Investment Income (Note 8)	73	(58)	15
0	(968)	(968)	Taxation and Non-Specific Grant Income (Note 9)	0	(953)	(953)
1,126	(2,822)	(1,696)	(Surplus) or Deficit on Provision of Services	2,134	(2,077)	57
			Other Comprehensive Income and Expenditure			
0	0	0	Change in Demographic Assumptions	66	0	66
65	0	65	Change in Financial Assumptions	185	0	185
0	(1)	(1)	Other Experience	0	(234)	(234)
0	(21)	(21)	Expected Return on Assets	2	0	2
65	(22)	43	Total Other Comprehensive Income and Expenditure	253	(234)	19
1,191	(2,844)	(1,653)	Total Comprehensive Income and Expenditure	2,387	(2,311)	76

The South East of Scotland Transport Partnership (SESTRAN)

BALANCE SHEET

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Partnership. The net assets of the Partnership (assets less liabilities) are matched by the reserves held by the Partnership. Reserves are reported in two categories. The first category of reserves are usable reserves, that is, those reserves that the Partnership may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use. The Partnership does not have powers to maintain a usable reserve. The second category of reserves are those that the Partnership is not able to use to provide services. This category of reserves include reserves that hold unrealised gains and losses (for example, the Capital Adjustment Account Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line "Adustments between accounting basis and funding basis under regulations".

31 March 2014 £'000		Notes	31 March 2015 £'000
4,027	Property, plant and equipment	10.1	3,990
4,027	Long term assets		3,990
1,193	Short-term debtors	12	1,294
10	Cash and cash equivalents	13	84
1,203	Current assets		1,378
(1,211)	Short-term creditors	14	(1,384)
(1,211)	Current liabilities		(1,384)
(332)	Other long-term liabilities (Pensions)	16.2	(373)
(332)	Long-term liabilities		(373)
3,687	Net assets/ (liabilities)		3,611
	Financed by:		
0	Usable reserves	15	0
3,687	Unusable reserves	16	3,611
3,687	Total reserves		3,611

The unaudited annual accounts were authorised for issue on the 19th June 2015 by the Treasurer to the Board, Hugh Dunn.
The audited annual accounts were authorised for issue by the Treasurer to the Board, Hugh Dunn on 23rd September 2015.

Treasurer: HUGH DUNN, CPFA   _____   Date signed: _____

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The South East of Scotland Transport Partnership (SESTRAN)

CASH FLOW STATEMENT

The Cash Flow Statement shows the changes in cash and cash equivalents of the Partnership during the reporting period. The statement shows how the Partnership generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flow arising from operating activities is a key indicator of the extent to which the operations of the Partnership are funded by way of government grant income, council requisitions and recipients of services provided by the Partnership. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Partnership's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (that is, borrowing) to the Partnership.

31 March 2014 £'000	31 March 2014 £'000		31 March 2015 £'000	31 March 2015 £'000
		OPERATING ACTIVITIES		
(782)		Government Grants	(307)	
(200)		Constituent Council Requisitions	(200)	
1		Interest paid/ (received)	1	
(1,656)		Other receipts from operating activities	(1,003)	
	(2,637)	Cash inflows generated from operating activities		(1,509)
380		Cash paid to and on behalf of employees	410	
939		Cash paid to suppliers of goods and services	387	
	1,319	Cash outflows generated from operating activities		797
	(1,318)	Net cash flows from operating activities		(712)
		INVESTING ACTIVITIES		
1,716		Purchase of property, plant and equipment	638	
	1,716	Net cash flows from investing activities		638
		FINANCING ACTIVITIES		
0		Other receipts from financing activities	0	
	0	Net cash flows from financing activities		0
	398	Net(increase)/ decrease in cash and cash equivalents (Note 13)		(74)
	408	Cash and cash equivalents at the beginning of the reporting period		10
	10	Cash and cash equivalents at the end of the reporting period		84

The South East of Scotland Transport Partnership (SESTRAN)

1.   STATEMENT OF ACCOUNTING POLICIES

1.1   Accounting Policies

The Annual Accounts summarises the Partnership's transactions for the 2014/15 financial year and its position at the year-end of 31 March 2015. The Partnership is required to prepare Annual Accounts by the Local Authority Accounts (Scotland) Regulations 2014 in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 and CIPFA's Service Reporting Code of Practice 2014/15 (SERCOP), supported by International Financial Reporting Standards (IFRS).

The Annual Accounts have been prepared on an historic cost basis.

1.2   Accruals of Expenditure and Income

The revenue account has been prepared on an accruals basis in accordance with the Code of Practice. Amounts estimated to be due to or from the Partnership, which are still outstanding at the year end, are included in the accounts. Government Grants have been accounted for on an accruals basis.

1.3   Operating Leases

a)   *Leased-in assets*
Rental payments under operating leases are charged to the Comprehensive Income and Expenditure Statement on a straight line basis over the life of the lease.

b)   *Leased-out assets*
The Partnership has not identified any leased-out assets that fall under the definition of operating leases.

1.4   Overheads

The cost of service in the Comprehensive Income and Expenditure Statement includes the Partnership's overheads.

1.5   Charges to the Comprehensive Income and Expenditure Statement for use of non-current assets

Charges are made to the Comprehensive Income and Expenditure Statement for the use of non-current assets, through depreciation charges. The aggregate charge to individual services is determined on the basis of the assets used in each service.

The South East of Scotland Transport Partnership (SESTRAN)

1. STATEMENT OF ACCOUNTING POLICIES (Contd.)

1.6 Employee Benefits

Pensions

The Partnership is an admitted body to the Local Government Pension Scheme (LGPS) which is administered by the Lothian Pension Fund. The LGPS is a defined benefit statutory scheme, administered in accordance with the Local Government Pension Scheme (Scotland) Regulations 1998, as amended.

The Annual Accounts have been prepared including pension costs, as determined under International Accounting Standard 19 – Employee Benefits (IAS 19). The cost of service in the Comprehensive Income and Expenditure Statement includes expenditure equivalent to the amount of retirement benefits the Partnership has committed to during the year. Pensions interest cost and the expected return on pension assets have been included in the "Surplus or Deficit on the Provision of Services" within the Comprehensive Income and Expenditure Statement.

The pension costs charged to the Comprehensive Income and Expenditure Statement in respect of employees are not equal to contributions paid to the funded scheme for employees. The amount by which pension costs under IAS19 are different from the contributions due under the pension scheme regulations are disclosed in the Movement in Reserves Statement for the General Fund.

Pension assets have been valued at bid value (purchase price), as required under IAS19.
Under pension regulations, contribution rates are set to meet 100% of the overall liabilities of the Fund.

Accruals of Holiday Leave

Cost of service includes a charge for annual leave to which employees are entitled, but have not taken as at the Balance Sheet date. The Partnership is not required to raise requisitions on constituent councils to cover the cost of accrued annual leave. These costs are therefore replaced by revenue provision in the Movement in Reserves Statement for the General Fund balance by way of an adjusting transaction with the Accumulated Absence Account.

1.7 Non Current Assets

a) **Intangible Assets**
Expenditure on assets that have no physical substance but are identifiable and controlled by the Partnership have been capitalised where a benefit of more than one financial year can be established. The balance is depreciated over the economic life of the asset to reflect the pattern of consumption of benefits. Intangible assets have been valued on an historic cost basis.

b) **Property, Plant and Equipment**
Property, Plant and Equipment is categorised into the following classes:
- Vehicles, plant and equipment;
- Assets under construction;

Recognition:
- Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment has been capitalised on an accruals basis;

The South East of Scotland Transport Partnership (SESTRAN)

1.   STATEMENT OF ACCOUNTING POLICIES (Contd.)

1.7   Non Current Assets (contd)

b)   *Property, Plant and Equipment*

Depreciation:
- Depreciation is provided on all Property, Plant and Equipment;

- The Partnership does not depreciate its Property, Plant and Equipment in the year of acquisition. Thereafter depreciation is provided on a straight line basis over the expected life of the asset. No depreciation is provided on Assets Under Construction.

Measurement:

Property, Plant and Equipment are included in the Balance Sheet at the lower of net current replacement cost or net realisable value in existing use, net of depreciation.

1.8   Government Grants and Other Contributions

Grants and other contributions relating to non-current assets are credited to a Capital Adjustment Account and written off to the Comprehensive Income and Expenditure Statement in line with the depreciation policy of the related assets.

Where there are conditions attached to capital grants and contributions that have not been met at the Balance Sheet date, the grant or contribution will be recognised as part of the Capital Grants Unapplied Account. Once the condition has been met, the grant or contribution will be transferred from the Capital Grants Unapplied Account and recognised as income in the Comprehensive Income and Expenditure Statement.

1.9   Provisions

Provisions are made for liabilities of uncertain timing or amount that have been incurred.

The value of provisions is based upon the Partnership's obligations arising from past events, the probability that a transfer of economic benefit will take place, and a reasonable estimate of the obligation.

1.10   Reserves

Reserves held on the Balance Sheet are classified as either usable or unusable. Unusable reserves cannot be applied to fund expenditure. Under the Transport (Scotland) Act 2005, the Partnership does not have the power to operate a General Fund reserve.

The Partnership operates the following unusable reserves:

a)   *Pension Reserve*
The Partnership operates a Pensions Reserve Fund under the terms of the Local Government Pension Reserve Fund (Scotland) Regulations 2003. The Pension Reserve represents the net monies which the Partnership requires to meet its net pension liability as calculated under IAS 19, Employee Benefits.

The South East of Scotland Transport Partnership (SESTRAN)

1. STATEMENT OF ACCOUNTING POLICIES (Contd.)

1.10 Reserves (contd)

b) Capital Adjustment Account

The Capital Adjustment Account represents movement in the funding of assets arising either from capital resources such as capital receipts, or capital funded directly from revenue contributions.

c) Accumulated Absences Account

This represents the net monies which the Partnership requires to meet its short-term compensated absences for employees under IAS19.

1.11 Financial Instruments

Financial Assets

Loans and receivables are initially measured at fair value and carried at their amortised cost. Annual credits to the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument.

Surplus funds held on behalf of the Partnership are managed by the City of Edinburgh Council under a formal management agreement in a pooled investment arrangement.

1.12 Cash and Cash Equivalents

Cash and cash equivalents include:

- Credit and debit funds held in banks

1.13 Contingent Liabilities

A contingent liability arises where an event has taken place that gives the Partnership a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Partnership.

Contingent liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts.

1.14 Value Added Tax

VAT payable is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs.

The South East of Scotland Transport Partnership (SESTRAN)

1.   STATEMENT OF ACCOUNTING POLICIES (Contd.)

1.15 Events After the Reporting Period

Events after the reporting period are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Annual Accounts are authorised for issue.

Two types of events can be identified:

i) those that provide evidence of conditions that existed at the end of the reporting period - the Annual Accounts are adjusted to reflect such events;

ii) those that are indicative of conditions that arose after the reporting period - the Annual Accounts are not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes of the nature of the events and their estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Annual Accounts.

1.16 Short term Debtors and short term Creditors

The revenue transactions of the Partnership are recorded on an accruals basis which means that amounts due to or from the Partnership, but still outstanding at the year end, are included in the accounts. Where there was insufficient information available to provide actual figures, estimates have been included.

1.17 Changes in Accounting Policies and Estimates and Errors

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Partnership's financial position or performance.

Changes in accounting estimates are accounted for prospectively; i.e. in the current and future years affected by the change.

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

2.   ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT NOT YET ADOPTED

The Code requires the disclosure of information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted.

This applies to the adoption of the following new or amended standards within the 2015/16 Code:

IFRS 13 Fair Value Measurement, Annual Improvements to IFRSs 2011 – 2014 Cycle

The Code requires implementation from 1 April 2015 and there is therefore no impact on the 2014/15 Annual Accounts.

IFRS 13 relates to Fair Value Measurement with changes to increase consistency and comparability in fair value measurements and related disclosures.
The issues included in the Annual Improvements to the 2011-2014 cycle are:
- IFRS 1: Meaning of effective IFRSs;
- IFRS 3: Scope exceptions for joint ventures;
- IFRS 13: Scope of paragraph 52 (portfolio exception); and
- IAS 40: Clarifying the interrelationship of IFRS 3 Business Combinations and IAS 40 Investment Property.

Overall, these new or amended standards are not expected to have a significant impact on the Annual Accounts.

The South East of Scotland Transport Partnership (SESTRAN)

3. CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying the accounting policies set out in Note 1, the Partnership has had to make certain judgements about complex transactions or those involving uncertainty about future events.
The critical judgements made in the Annual Accounts are:

- There is high degree of uncertainty about future levels of funding for local government. The Partnership has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Partnership might be impaired as a result of a need to reduce levels of service provision.

4. ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY

The Annual Accounts contains estimated figures that are based on assumptions made by the Partnership about the future or events that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

The items in the Partnership's Balance Sheet at 31 March 2015 for which there is a significant risk of material adjustment in the forth coming financial year are:

4.1 Pension Liabilities

Uncertainties
Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Partnership with expert advice about the assumptions to be applied.

Effect if Actual Result Differs from Assumptions
The effects on the net pensions liability of changes in individual assumptions can be measured. For instance, a 0.5% decrease in the discount rate assumption would result in an increase in the pension liability of £170,000.
However, the assumptions interact in complex ways. During 2014/15, the Partnership's actuaries advised that the net pensions liability had increased by £41,000 as a result of a reduction in the net discount rate over this period, the negative impact of which outweighed the positive asset return achieved over this period.

5. EVENTS AFTER THE BALANCE SHEET DATE

The figures in the Annual Accounts and notes will have been adjusted in all material respects to reflect the impact of events taking place after the Balance Sheet date.

There were no events which took place after 31st March 2015 which would materially affect the 2014/15 Annual Accounts.

The South East of Scotland Transport Partnership (SESTRAN)

6. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

This note details the adjustments that are made to the total Comprehensive Income and Expenditure Statement recognised by the Partnership in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Partnership to meet future capital and revenue expenditure.

2014/15	Usable Reserves	Unusable Reserves			
	General Fund Balance	Capital Adjustment Account	Accumulated Absence Account	Pension Reserve	Movement in Unusable Reserve
	£'000	£'000	£'000	£'000	£'000
Adjustments primarily involving the Capital Adjustment Account					
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Charges for depreciation and impairment of non-current assets	675	(675)			(675)
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Contributions credited to the CIES that have been applied to capital financing	(638)	638			638
Adjustments primarily involving the Pensions Reserve					
Reversal of items relating to retirement benefits debited or credited to the CIES	78			(78)	(78)
Employer's pension contributions and direct payments to pensioners payable in the year	(56)			56	56
Adjustments primarily involving the Accumulated Absence Account					
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(2)		2		2
Total Adjustments	57	(37)	2	(22)	(57)

The South East of Scotland Transport Partnership (SESTRAN)

6. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS (Contd.)

This note details the adjustments that are made to the total Comprehensive Income and Expenditure Statement recognised by the Partnership in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Partnership to meet future capital and revenue expenditure.

2013/14	Usable Reserves	Unusable Reserves			
	General Fund Balance	Capital Adjustment Account	Accumulated Absence Account	Pension Reserve	Movement in Unusable Reserve
	£'000	£'000	£'000	£'000	£'000
Adjustments primarily involving the Capital Adjustment Account					
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Contributions credited to the CIES that have been applied to capital financing	(1,716)	1,716			1,716
Adjustments primarily involving the Pensions Reserve					
Reversal of items relating to retirement benefits debited or credited to the CIES	67			(67)	(67)
Employer's pension contributions and direct payments to pensioners payable in the year	(53)			53	53
Adjustments primarily involving the Accumulated Absence Account					
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	6		(6)		(6)
Total Adjustments	(1,696)	1,716	(6)	(14)	1,696

The South East of Scotland Transport Partnership (SESTRAN)

7. TRANSFERS TO/FROM EARMARKED RESERVES

The Partnership does not have powers for an earmarked reserve to be set aside from the General Fund to provide financing for future expenditure plans.

8. FINANCING AND INVESTMENT INCOME

	2014/15 £'000	2013/14 £'000
Interest income on plan assets	(58)	(59)
Pensions interest cost	72	72
Other Interest	1	1
	15	14

9. TAXATION AND NON SPECIFIC GRANT INCOMES

	2014/15 £'000	RE-STATED 2013/14 £'000
Government Grant	(782)	(782)
Constituent Council Requisitions	(171)	(186)
	(953)	(968)

The South East of Scotland Transport Partnership (SESTRAN)

10. PROPERTY, PLANT AND EQUIPMENT

10.1 Movements on balances:

Movements in 2014/15

	Vehicles Plant and Equipment £'000	Assets Under Construction £'000	Property Plant and Equipment £'000
Cost or Valuation			
At 1st April 2014	3,578	648	4,226
Additions	508	130	638
Revaluation increases/(decreases) recognised in Revaluation Reserve	0	0	0
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	0	0	0
Assets reclassified (to)/from Held for Sale	0	0	0
Other movements	648	(648)	0
At 31st March 2015	4,734	130	4,864
Accumulated Depreciation			
At 1st April 2014	(199)	0	(199)
Depreciation charge	(675)	0	(675)
Depreciation written out to Revaluation Reserve	0	0	0
Depreciation written out to the Surplus/Deficit on the Provision of Services	0	0	0
Derecognition - disposals	0	0	0
Other movements in depreciation	0	0	0
At 31st March 2015	(874)	0	(874)
Net Book Value			
· at 31st March 2015	3,860	130	3,990
· at 31st March 2014	3,379	648	4,027

The South East of Scotland Transport Partnership (SESTRAN)

10. PROPERTY, PLANT AND EQUIPMENT (Contd.)

10.2 Movements on balances:

Comparative Movements in 2013/14

Cost or Valuation	Vehicles Plant and Equipment £'000	Assets Under Construction £'000	Total Property Plant and Equipment £'000
At 1st April 2013	199	2,311	2,510
Additions	1,068	648	1,716
Revaluation increases/(decreases) recognised in Revaluation Reserve	0	0	0
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	0	0	0
Assets reclassified (to)/from Held for Sale	0	0	0
Other movements	2,311	(2,311)	0
At 31st March 2014	3,578	648	4,226
Accumulated Depreciation			
At 1st April 2013	(199)	0	(199)
Depreciation charge	0	0	0
Other movements in depreciation	0	0	0
At 31st March 2014	(199)	0	(199)

10.3 Depreciation

The following useful lives have been used in the calculation of depreciation:
- Vehicles, plant and equipment: 4 - 5 years

The Partnership does not depreciate its Property, Plant and Equipment in the year of acquisition.

10.4 Capital Commitments

A bid for £0.5m to the Scottish Government's Bus Investment Fund was successful to fit out more vehicles with equipment for real time bus passenger information systems across the South East of Scotland region. Of this bid, there remains a capital commitment of £0.370m in 2015/16.

A further bid for £0.5m was also successful to enhance the same system by equipping public premises with TV screens to display live bus time information along with promotional material particular to the public premises accommodating the screens.
Of this bid, there remains a capital commitment of £0.400m in 2015/16.

10.5 Heritage Assets

The Partnership does not have any heritage assets.

The South East of Scotland Transport Partnership (SESTRAN)

11. FINANCIAL INSTRUMENTS

11.1 The following categories of financial instrument are carried in the Balance Sheet:

	Long-term		Current	
	31st March 2015 £'000	31st March 2014 £'000	31st March 2015 £'000	31st March 2014 £'000
Investments				
Loans and receivables	0	0	1,196	862
Borrowings				
Financial liabilities at amortised cost	0	0	1,223	1,148

11.2 The gains and losses recognised in the Comprehensive Income and Expenditure Account in 2014/15 in relation to financial instruments are made up as follows:

Income, Expenses, Gains and Losses	Financial Liabilities measured at amortised cost 31st March 2015 £'000	Financial Assets Loans and receivables 31st March 2015 £'000	Total 31st March 2015 £'000	Financial Liabilities measured at amortised cost 31st March 2014 £'000	Financial Assets Loans and receivables 31st March 2014 £'000	Total 31st March 2014 £'000
Interest expense	1	0	1	1	0	1
Interest income	0	0	0	0	0	0
Net gain/(loss) for the year	1	0	1	1	0	1

11.3 Fair Values of Assets and Liabilities

The financial assets represented by loans and receivables are carried in the Balance Sheet at amortised cost. Since all of the Partnership's loans and receivables mature within the next 12 months, the carrying amount has been assumed to approximate to fair value. The fair value of trade and other receivables is taken to be the invoiced or billed amount.

The fair values calculated are as follows:

	31 March 2015		31 March 2014	
Financial Liabilities	Carrying Amount £'000	Fair Value £'000	Carrying Amount £'000	Fair Value £'000
Trade creditors	1,223	1,223	1,148	1,148

	31 March 2015		31 March 2014	
Financial Assets	Carrying Amount £'000	Fair Value £'000	Carrying Amount £'000	Fair Value £'000
Loans and receivables	1,196	1,196	845	845
Trade debtors	0	0	17	17
	1,196	1,196	862	862

The South East of Scotland Transport Partnership (SESTRAN)

12. DEBTORS

	31st March 2015 £'000	31st March 2014 £'000
Debtors:		
Other local authorities	0	7
HM Customs and Excise - VAT	55	71
Other entities and individuals	1,239	1,115
	1,294	1,193

13. CASH AND CASH EQUIVALENTS

The balance of cash and cash equivalents is made up of the following elements:

	31st March 2015 £'000	31st March 2014 £'000
Cash held by the Partnership	0	0
Bank accounts	84	10
	84	10

14. CREDITORS

	31st March 2015 £'000	31st March 2014 £'000
Central government bodies	0	0
Other local authorities	(164)	(63)
Other entities and individuals	(1,214)	(1,140)
Employee costs	(6)	(8)
	(1,384)	(1,211)

15. USABLE RESERVES

The Partnership does not have statutory powers to operate a usable reserve.

The South East of Scotland Transport Partnership (SESTRAN)

16. UNUSABLE RESERVES

		31st March 2015 £'000	31st March 2014 £'000
16.1	Capital Adjustment Account	3,990	4,027
16.2	Pension Reserve	(373)	(332)
16.3	Accumulated Absence Account	(6)	(8)
		3,611	3,687

16.1 Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions.
The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Partnership as finance for the costs of acquisition, construction and enhancement.

	2014/15 £'000	2013/14 £'000
Balance at 1st April	4,027	2,311
Reversal of items related to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
· Charges for depreciation and impairment of non-current assets	(675)	0
· Amortisation of intangible assets	0	0
Net written out amount of the cost of non-current assets consumed in year	3,352	2,311
Capital financing applied in the year:		
· Contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	638	1,716
Balance at 31st March	3,990	4,027

16.2 Pension Reserve

The Pension Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Partnership accounts for post employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Partnership makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a shortfall in the benefits earned by past and current employees and the resources the Partnership has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

The South East of Scotland Transport Partnership (SESTRAN)

16. UNUSABLE RESERVES (Contd.)

16.2 Pension Reserve (Contd.)

	2014/15 £'000	2013/14 £'000
Balance at 1st April	(332)	(275)
Actuarial losses or (gains) on pension assets and liabilities	0	0
Remeasurements of the net defined benefit liability / (asset)	(19)	(43)
Reversals of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.	(78)	(67)
Employer's pension contributions and direct payments to pensioners payable in the year.	56	53
Balance at 31st March	(373)	(332)

16.3 Accumulated Absence Account

The Accumulated Absence Account absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year, for example, annual leave entitlement carried forward at 31st March. Statutory arrangements require that the impact on the General Fund balance is neutralised by transfers to or from the Account.

	2014/15 £'000	2013/14 £'000
Balance at 1st April	(8)	(2)
Settlement or cancellation of accrual made at the end of the preceding year	8	2
Amounts accrued at the end of the current year	(6)	(8)
Balance at 31st March	(6)	(8)

17. MEMBERS EXPENSES

The Partnership paid the following amounts to members during the year:

	2014/15 £'000	2013/14 £'000
Expenses	1	1
	1	1

The South East of Scotland Transport Partnership (SESTRAN)

18. AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

The analysis of income and expenditure by service on the face of the Comprehensive Income and Expenditure Statement is that specified by SERCOP.

However decisions about resource allocation are taken by the Partnership's Board on the basis of budget reports analysed across functions. These reports are prepared on a different basis from the accounting policies used in the Annual Accounts. In particular:

· no charges are made in relation to capital expenditure (whereas depreciation, revaluation and impairment losses in excess of the balance on the Revaluation Reserve and amortisations are charged to services in the Comprehensive Income and Expenditure Statement),

· the cost of retirement benefits is based on cash flows (payments of employer's pensions contributions) rather than current service cost of benefits accrued in the year,

· expenditure on some support services is budgeted for centrally and not charged to projects

The income and expenditure of the Partnership's principal functions recorded in the budget reports for the year is as follows:

Segmental Income and Expenditure 2014/15	Core Service £'000	Projects £'000	Total £'000
Fees, charges & other service income	0	(1,066)	(1,066)
Interest and investment income	0	0	0
Government grants	(266)	(516)	(782)
Constituent Council requisitions	(200)	0	(200)
Total Income	**(466)**	**(1,582)**	**(2,048)**
Employee expenses	227	0	227
Other service expenses	173	0	173
Support service recharges	54	0	54
Project costs	0	1,594	1,594
Total Expenditure	**454**	**1,594**	**2,048**
Net Expenditure	**(12)**	**12**	**0**

Segmental Income and Expenditure 2013/14	Core Service £'000	Projects £'000	Total £'000
Fees, charges & other service income	0	(1,794)	(1,794)
Interest and investment income	0	0	0
Government grants	(266)	(516)	(782)
Constituent Council requisitions	(200)	0	(200)
Total Income	**(466)**	**(2,310)**	**(2,776)**
Employee expenses	194	0	194
Other service expenses	187	0	187
Support service recharges	52	0	52
Project costs	0	2,343	2,343
Total Expenditure	**433**	**2,343**	**2,776**
Net Expenditure	**(33)**	**33**	**0**

The South East of Scotland Transport Partnership (SESTRAN)

18. AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS (Contd.)

Reconciliation of Segmental Income and Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement

This reconciliation shows how the figures in the analysis of the segmental income and expenditure relate to the amounts included in the Comprehensive Income and Expenditure Statement.

	2014/15 £'000	2013/14 £'000
Net expenditure in the Segmental Analysis	0	0
Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the Segmental Analysis	42	(1,710)
Amounts in the Segmental Analysis not included in the Comprehensive Income and Expenditure Statement *	982	982
Cost of Services in Comprehensive Income and Expenditure Statement	1,024	(728)

(* investment income, government grant and Council requisitions are presented differently in the Comprehensive Income and Expenditure Statement)

Reconciliation to Subjective Analysis

This reconciliation shows how the figures in the analysis of segmental income and expenditure relate to a subjective analysis of the Surplus or Deficit on the Provision of Services included in the Comprehensive Income and Expenditure Statement.

2014/15	Segmental Analysis £'000	IFRS Gross Up £'000	Not Reported to Mgmt £'000	Not Included in CIES £'000	Cost of Services £'000	Corporate Amounts £'000	Total £'000
Reconciliation to Subjective Analysis							
Fees, charges & other service income	(1,066)				(1,066)		(1,066)
Interest and investment income	0			0	0	0	0
Government grants	(782)			782	0	(782)	(782)
Constituent Council requisitions	(200)		29	200	29	(200)	(171)
Expected return on pensions assets					0	(58)	(58)
	(2,048)	0	29	982	(1,037)	(1,040)	(2,077)
Employee expenses	227	190	(2)		415		415
Other operating expenses	173				173		173
Support services	54				54		54
Project costs	1,594	(190)	(29)		1,375		1,375
Contributions credited to the CIES that have been applied to capital financing			(638)		(638)		(638)
Depreciation			675		675		675
Pensions/ Other interest cost			(1)		(1)	73	72
Reversal of employer pension contributions			(56)		(56)		(56)
Actuarial valuation of employer pension contributions			64		64		64
	2,048	0	13	0	2,061	73	2,134
(Surplus) or Deficit on the provision of service	0	0	42	982	1,024	(967)	57

The South East of Scotland Transport Partnership (SESTRAN)

18. AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS (Contd.)

2013/14 (RE-STATED)	Segmental Analysis £'000	IFRS Gross Up £'000	Not Reported to Mgmt £'000	Not Included in CIES £'000	Cost of Services £'000	Corporate Amounts £'000	Total £'000
Reconciliation to Subjective Analysis							
Fees, charges & other service income	(1,795)				(1,795)		(1,795)
Interest and investment income	0			0	0	0	0
Government grants	(782)			782	0	(782)	(782)
Constituent Council requisitions	(200)		14	200	14	(200)	(186)
Expected return on pensions assets					0	(59)	(59)
	(2,777)	0	14	982	(1,781)	(1,041)	(2,822)
Employee expenses	195	187	6		388		388
Other operating expenses	187				187		187
Support services	52				52		52
Project costs	2,343	(187)	(14)		2,142		2,142
Contributions credited to the CIES that have been applied to capital financing			(1,716)		(1,716)		(1,716)
Depreciation					0		0
Pensions interest cost			(1)		(1)	73	72
Reversal of employer pension contributions			(53)		(53)		(53)
Actuarial valuation of employer pension contributions			54		54		54
	2,777	0	(1,724)	0	1,053	73	1,126
(Surplus) or Deficit on the provision of service	0	0	(1,710)	982	(728)	(968)	(1,696)

The South East of Scotland Transport Partnership (SESTRAN)

19. EXTERNAL AUDIT COSTS

The Partnership has incurred the following costs in relation to the audit of the Annual Accounts, certification of grant claims, and statutory inspections and to non-audit services provided by the Partnership's external auditors:

Fees payable in respect of:	2014/15 £'000	2013/14 £'000
· external audit services carried out by the appointed auditor for the year	9	9
	9	9

20. GRANT INCOME

The Partnership credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2014/15:

	2014/15 £'000	2013/14 £'000
Credited to Taxation and Non Specific Grant Income		
Scottish Government - Revenue Grant	(782)	(782)
Constituent Council Requisitions (Note 21.3)	(200)	(200)
	(982)	(982)
Credited to Services		
EU Grant - Regional Real Time Bus Passenger Information System (RTPI)	0	(520)
EU Grant - Lo Pinod	(55)	(62)
EU Grant - I Transfer	(21)	(21)
EU Grant - Foodport	(7)	(34)
EU Grant - Weastflows	(32)	(21)
EU Grant - CHUMS	(30)	0
EU Grant - NWE Ride	(16)	0
Bus Investment Fund Grant - RTPI	(578)	(648)
Contribution - City of Edinburgh Council	(3)	(61)
Contribution - Midlothian Council	(1)	(42)
Contribution - Fife Council	(4)	0
Contribution - East Lothian Council	(1)	(22)
Contribution - Scottish Borders Council	(1)	(5)
Contribution - Falkirk Council	0	(19)
Contribution - Kent County Council	0	(5)
Contribution - Perth & Kinross Council	(3)	0
Contribution - SUSTRANS	(99)	0
	(851)	(1,460)

The South East of Scotland Transport Partnership (SESTRAN)

21. RELATED PARTIES

The Partnership is required to disclose material transactions with related parties - bodies or individuals that have the potential to control or influence the Partnership or to be controlled or influenced by the Partnership. Disclosure of these transactions allows readers to assess the extent to which the Partnership might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Partnership.

21.1 Scottish Government

The Partnership receives grant-in-aid revenue funding through the Scottish Government.
Grants received from the Scottish Government are set out in the subjective analysis in Note 20.

21.2 Members

Members of the Partnership have direct control over the Partnership's financial and operating policies.
The total of members' expenses paid by the Partnership in 2014-15 is shown in Note 17.

21.3 Other Parties

During the year, the Partnership entered into the following transactions with related parties:

	2014/15 £'000	2013/14 £'000
· Revenue Expenditure - Support Services		
City of Edinburgh Council - Financial Services	31	27
Fife Council - Clerking/ Legal Services	21	19
	52	46
· Revenue Expenditure - Other		
City of Edinburgh Council	26	12
Clackmannanshire Council	2	5
East Lothian Council	74	2
Midlothian Council	0	12
	102	31

The South East of Scotland Transport Partnership (SESTRAN)

21. RELATED PARTIES (Contd.)

21.3 Other Parties (contd.)

	2014/15 £'000	2013/14 £'000
· Revenue Income - Requisitions		
Clackmannanshire Council	(7)	(7)
East Lothian Council	(13)	(13)
City of Edinburgh Council	(63)	(64)
Falkirk Council	(20)	(20)
Fife Council	(48)	(48)
Midlothian Council	(11)	(11)
Scottish Borders Council	(15)	(15)
West Lothian Council	(23)	(22)
	(200)	(200)
· Revenue Income - Interest on Revenue Balances		
City of Edinburgh Council	1	1
	1	1
· Revenue Income - Other		
Scottish Goverment	(578)	(648)
Constituent Councils	(14)	(173)
City of Edinburgh Council	(3)	(61)
East Lothian Council	(1)	(22)
Falkirk Council	0	(19)
Fife Council	(4)	0
Kent County Council	0	(5)
Midlothian Council	(1)	(42)
Perth and Kinross Council	(3)	0
Scottish Borders Council	(1)	(5)
West Lothian Council	0	0
	(605)	(975)

The South East of Scotland Transport Partnership (SESTRAN)

21. RELATED PARTIES (Contd.)

21.4 Other Parties

The following represents amounts due to/ (from) the Partnership at 31 March 2015, with its related parties.

CREDITORS	2014/15 £'000	2013/14 £'000
· Creditors - Related Parties (Revenue Grants)		
Clackmannanshire Council	(2)	(5)
City of Edinburgh Council	(15)	0
East Lothian Council	(74)	(2)
	(91)	(7)
· Creditors - Related Parties (Other)		
City of Edinburgh Council	(23)	(22)
Fife Council	(21)	(19)
Constituent Councils	(29)	(14)
	(73)	(55)
· Creditors - Other Parties	(1,220)	(1,149)
Total Creditors	(1,384)	(1,211)
DEBTORS		
· Debtors - Related Parties (Other)		
Fife Council	0	8
Scottish Government	475	0
	475	8
· Debtors - Other Parties	819	1,185
Total Debtors	1,294	1,193

The South East of Scotland Transport Partnership (SESTRAN)

22. LEASES

Operating Leases

The Partnership leases an office at Claremont House, 130 East Claremont Street, Edinburgh which the Partnership has occupied since 4th May 2011. The Partnership has the option to terminate the lease under no penalty if at least six months notice is given.
This lease has been accounted for as an operating lease.

The Partnership also has the use of a photocopier under a hire agreement, which has been accounted for as an operating lease. The hire agreement renewal started on 29th August 2014 and is due to expire on 28th August 2015.

On 1st April 2014, the Partnership entered into a contract with MOBIUS Networks for the leasing of SIM cards for the RTPI project which enable the buses to be tracked live on the system. After the first year, the Partnership has the option to terminate the lease under no penalty if at least six months notice is given.

The future minimum lease payments due under non-cancellable leases in future years are:

	2014/15 £'000	2013/14 £'000
· Not later than 1 year	30	7
· Later than 1 year not later than 5 years	0	0
· Later than 5 years	0	0
	30	7

The Partnership has no other material operational leases.

23. DEFINED BENEFIT PENSION SCHEMES

23.1 Participation in Pension Schemes

As part of the terms and conditions of employment of its staff, the Partnership makes contributions towards the cost of post employment benefits. Although these benefits will not actually be payable until the employees retire, the Partnership has a commitment to make the payments that needs to be disclosed at the time that employees earn their future entitlement. As explained in Accounting Policy 1.6, the Partnership is an admitted body to the Local Government Pension Scheme (LGPS) which is administered by the Lothian Pension Fund.

The Partnership participates in:

· A funded defined benefit final salary scheme. This means that the Partnership and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

· An arrangement for the award of discretionary post retirement benefits upon early retirement - this is an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet these pension liabilities, and cash has to be generated to meet actual pensions payments as they eventually fall due.

The South East of Scotland Transport Partnership (SESTRAN)

23. DEFINED BENEFIT PENSION SCHEMES (Contd.)

23.2 Transactions Relating to Post-employment Benefits

The Partnership recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge that is required to be made is based on the cash payable in the year, so the real cost of post employment/retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

	2014/15 £000	2014/15 £000	2013/14 £000	2013/14 £000
Comprehensive Income and Expenditure Statement				
Cost of services:				
Service cost, comprising:				
Current service costs	64		54	
Past service costs	0		0	
		64		54
Financing and investment income:				
Net interest expense		14		13
Total post employee benefit charged to the surplus on the provision of services		78		67
Other post-employment benefits charges to the Comprehensive Income / Expenditure Statement				
Remeasurement of the net defined liability, comprising:				
Return on plan assets, excluding the amount incl. in the net interest expense above.	2		(21)	
Actuarial gains and (losses) arising on changes in financial assumptions	185		65	
Actuarial gains and (losses) arising on changes in demographic assumptions	66			
Other experience	(234)		(1)	
		19		43
Total post-employment benefits charged to the Comprehensive Income / Expenditure Statement		97		110
Movement in Reserves Statement				
Reversal of net charges made to the surplus on the provision of services for post-employment benefits in accordance with the Code.		(41)		(57)
Actual amount charged against the General Fund Balance for pensions in the year:				
Employer's contributions payable to the scheme		56		53
		56		53

The South East of Scotland Transport Partnership (SESTRAN)

23. DEFINED BENEFIT PENSION SCHEMES (Contd.)

23.3 Pension Assets and Liabilities Recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the Council's obligations in respect of its defined benefit plan is as follows:

	2014/15 £'000	2013/14 £'000
Fair value of employer assets	1,457	1,418
Present value of funded liabilities	(1,830)	(1,750)
Present value of unfunded liabilities	0	0
Net liability arising from defined benefit obligation	(373)	(332)

23.4 Reconciliation of the Movements in the Fair Value of Scheme Assets

	2014/15 £'000	2013/14 £'000
Opening fair value of scheme assets	1,418	1,297
Interest income	58	59
Remeasurement gain / (loss):		
Return on plan assets, excluding the amount included in the net interest expense	(2)	21
Contributions from employer	56	53
Contributions from employees into the scheme	18	18
Contributions in respect of unfunded benefits		
Benefits paid	(91)	(30)
Unfunded benefits paid		
Closing fair value of scheme assets	1,457	1,418

Reconciliation of Present Value of the Scheme Liabilities

	2014/15 £'000	2013/14 £'000
Present value of funded liabilities	(1,750)	(1,572)
Present value of unfunded liabilities	0	0
Opening balance at 1st April	(1,750)	(1,572)
Current service cost	(64)	(54)
Interest cost	(72)	(72)
Contributions from employees into the scheme	(18)	(18)
Remeasurement gain / (loss):		
Change in demographic assumptions	(66)	0
Change in financial assumptions	(185)	(65)
Other experience	234	1
Past service cost	0	0
Benefits paid	91	30
Unfunded benefits paid	0	0
Closing balance at 31st March	(1,830)	(1,750)

The South East of Scotland Transport Partnership (SESTRAN)

23. DEFINED BENEFIT PENSION SCHEMES (Contd.)

23.5 Fair Value of Employer Assets

The following asset values are at bid value as required under IAS19.

	2014/15 £'000	%	2013/14 £'000	%
Equity Securities:				
Consumer *	204	14	215	15
Manufacturing *	171	12	193	14
Energy and Utilities *	146	10	158	11
Financial Institutions *	120	8	99	7
Health and Care *	99	7	97	7
Information technology *	91	6	92	7
Other *	65	4	63	5
Sub-total Equity Securities	896		917	
Debt Securities:				
Corporate Bonds (investment grade) *	0	0	46	3
Corporate Bonds (non-investment grade) *	0	0	7	0
UK Government *	85	6	48	3
Other *	36	2	1	0
Sub-total Debt Securities	121		102	
Private Equity:				
All *	0	0	12	1
All	169	12	160	11
Sub-total Private Equity	169		172	
Real Estate:				
UK Property	95	7	99	7
Overseas Property	15	1	11	1
Sub-total Real Estate	110		110	
Investment Funds and Unit Trusts:				
Equities *	16	1	15	2
Equities	0	0	5	0
Bonds *	4	0	0	0
Bonds	0	0	6	0
Commodities *	5	0	0	0
Commodities	0	0	5	0
Infrastructure *	9	1	0	0
Other *	5	1	0	0
Other	5	0	5	0
Sub-total Investment Funds and Unit Trusts	44		36	
Derivatives:				
Foreign Exchange *	2	0	0	0
Sub-total Derivatives	2		0	
Cash and Cash Equivalents				
All *	115	8	81	6
Sub-total Cash and Cash Equivalents	115		81	
Total Fair Value of Employer Assets	1,457		1,418	

Scheme assets marked with an asterisk (*) have quoted prices in active markets.

The South East of Scotland Transport Partnership (SESTRAN)

23. DEFINED BENEFIT PENSION SCHEMES (Contd.)

23.6 Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years which are dependent on assumptions about mortality rates, salary levels, etc. The Local Government Pension Scheme has been assessed by Hymans Robertson LLP, an independent firm of actuaries and are based on the latest formal valuation of the scheme as at 31 March 2014.

The principal assumptions used by the actuary have been:

	2014/15	2013/14
Long term expected rate of return on assets in the scheme:		
· Equity investments	17.2%	6.0%
· Bonds	17.2%	6.0%
· Property	17.2%	6.0%
· Cash	17.2%	6.0%
Mortality assumptions - longevity at 65 for current pensioners:		
· Men	22.1 years	20.4 years
· Women	23.7 years	22.8 years
Mortality assumptions - longevity at 65 for future pensioners:		
· Men	24.2 years	22.6 years
· Women	26.3 years	25.4 years
Pension increase rate	2.4%	2.6%
Salary increase rate (see below)	4.3%	4.9%
Discount rate	3.2%	4.1%

Note: The salary increases are assumed to be 1.0% p.a. until 31 March 2015, reverting to the long-term assumption shown thereafter.

Estimation of defined benefit obligations is sensitive to the actuarial assumptions set out above. In order to quantify the impact of a change in the financial assumptions used, the Actuary has calculated and compared the value of the scheme liabiliites as at 31 March 2015 on varying bases. The approach taken by the Actuary is consistent with that adopted to derive the IAS19 figures.

For example, to quantify the uncertainty around life expectancy, the Actuary has calculated the difference in cost to the Employer of a one year increase in life expectancy. For sensitivity purposes, this is assumed to be an increase in the cost of benefits of broadly 3%. In practice the actual cost of a one year increase in life expectancy will depend on the structure of the revised assumption and changes in some of the assumptions may be interrelated.

Change in assumptions at 31 March 2015	Approximate % Increase to Employer	Approximate Monetary Amount £'000
0.5% decrease in Real Discount Rate	9.0%	170
1 year increase in member life expectancy	3.0%	55
0.5% increase in the Salary Increase Rate	2.0%	37
0.5% increase in the Pension Increase Rate	7.0%	130

The South East of Scotland Transport Partnership (SESTRAN)

23. DEFINED BENEFIT PENSION SCHEMES (Contd.)

23.7 Analysis of projected amount to be charged to profit or loss for the period to 31 March 2016

	Assets £000	Obligations £000	Net (liability) / asset £000	% of pay
Current service cost	0	(71)	(71)	(28.2%)
Past service cost including curtailments	0	0	0	0.0%
Effect of settlements	0	0	0	0.0%
Total Service Cost	0	(71)	(71)	(28.2%)
Interest income on plan assets	47	0	47	18.6%
Interest cost on defined benefit obligation	0	(59)	(59)	(23.3%)
Total Net Interest Cost	47	(59)	(12)	(4.7%)
Total included in Profit or Loss	47	(130)	(83)	(32.9%)

SESTRAN's estimated contribution to Lothian Pension Fund for 2015/16 is £57,000.

24. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

The Partnership's activities expose it to a variety of financial risks:

- Credit risk - the possibility that other parties might fail to pay amounts due to the Partnership.

- Liquidity risk - the possibility that the Partnership might not have funds available to meet it's commitments to make payments.

- Re-financing risk - the possibility that the Partnership might be requiring to renew a financial instrument on maturity at disadvantageous interest rates or terms.

- Market risk - the possibility that financial loss might arise for the Partnership as a result of changes in such measures as interest rate movements.

- Price risk - the possibility that fluctuations in equity prices has a significant impact on the value of financial instruments held by the Authority. This is considered immaterial because the Authority does not generally invest in equity shares.

- Foreign exchange risk - the possibility that fluctuations in exchange rates could result in loss to the Partnership.

Treasury Management is carried out on the Partnership's behalf by the City of Edinburgh Council. The Council's overall risk management procedures focus on the unpredictability of financial markets, and implementing restrictions to minimise these risks. The Council complies with the CIPFA Prudential Code, and has adopted the CIPFA Treasury Management in the Public Services Code of Practice.

Credit risk
Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Partnership's customers.

The Partnership's surplus funds not immediately required to meet expenditure commitments are held with the City of Edinburgh Council, and the Partnership receives interest on revenue balances on these monies. Since the Partnership's surplus funds are held with the City of Edinburgh Council, the counterparty default exposure is effectively nil.

All Partnership invoices become due for payment on issue, and all trade debtors are overdue less than a month.

Collateral - During the reporting period the Partnership held no collateral as security.

The South East of Scotland Transport Partnership (SESTRAN)

24. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS (Contd.)

Liquidity risk

The Partnership is also required by statute to provide a balanced budget, which ensures sufficient monies are raised to cover annual expenditure. There is therefore no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. The arrangement with the City of Edinburgh Council ensures sufficient liquidity is available for the Partnership's day to day cash flow needs.

The Council manages the Partnership's liquidity position through the risk management procedures above as well as through cash flow management procedures required by the Code of Practice.

Refinancing risk

The Partnership has only a small level of surplus funds and no long term debt. The refinancing risk to the Partnership relates to managing the exposure to replacing financial instruments as they mature. As such, the Partnership has no refinancing risk on its liabilities.

The Partnership has no investments with a maturity greater than one year.

Market risk

Interest rate risk

The Partnership is exposed to interest rate movements on its investments. Movements in interest rates have a complex impact on an organisation, depending on how variable and fixed interest rates move across differing financial instrument periods.
For instance, a rise in variable and fixed interest rates would have the following effects:

- borrowings at variable rates - the interest expense charged to the Surplus or Deficit on the Provision of Services will rise;
- borrowings at fixed rates - the fair value of the liabilities borrowings will fall;
- investments at variable rates - the interest income credited to the Surplus or Deficit on the Provision of Services will rise; and
- investments at fixed rates - the fair value of the assets will fall.

The Partnership currently has no borrowings. Changes in interest receivable on variable rate investments will be posted to the Surplus or Deficit on the Provision of Services and affect the General Fund Balance. However, all investments currently have a maturity of less than one year and the fair value has therefore been approximated by the outstanding principal.

The Partnership's surplus funds are held with the City of Edinburgh Council.
The Council's Treasury Management Team continue to monitor market and forecast interest rates during the year and adjust investment policies accordingly.

Price risk

The Partnership does not invest in equity shares

Foreign exchange risk

As at 31 March 2015, the Partnership had financial assets of £91,000 subject to foreign exchange risk. The foreign exchange loss or gain on these financial assets cannot be determined until 2015/16, when the Partnership is in receipt of the related grant income from the European Regional Development Fund. The Partnership has no financial liabilities denominated in foreign currencies.

25. SESTRAN Limited

The Partnership incorporated a wholly-owned limited company - SESTRAN Limited - on 22 January 2010. The company has yet to commence the provision of services and there are no transactions to record for the purposes of preparing Group Accounts.

The South East of Scotland Transport Partnership (SESTRAN)

26. PRIOR PERIOD ADJUSTMENTS

Salaries re-charged to Projects

The prior year's Comprehensive Income and Expenditure Statement has been re-stated to correct a presentational error concerning salaries re-charged to Projects. The effect of this correction was to reduce expenditure and income by the same amount so no overall impact on the surplus or deficit on provision of services.
Consequently the segmental analysis of prior year expenditure and income (note 18) has also been re-stated.

Budget Underspend

The prior year's Comprehensive Income and Expenditure Statement has been re-stated to correct a presentational error concerning the budget underspend. The effect of this correction was to reduce expenditure and income from Constituent Councils requisitions by the same amount so no overall impact on the surplus or deficit on provision of services.

Consequently the following notes have also been re-stated:-
- Taxation and non specific grant incomes (note 9)
- Segmental analysis of prior year expenditure and income (note 18)

INDEPENDENT AUDITOR'S REPORT

Independent auditor's report to the members of South East of Scotland Transport Partnership and the Accounts Commission for Scotland

I certify that I have audited the financial statements of South East of Scotland Transport Partnership for the year ended 31 March 2015 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Movement in Reserves Statement, Comprehensive Income and Expenditure Statement, Balance Sheet, Cash-Flow Statement, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 (the 2014/15 Code).

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Respective responsibilities of the Treasurer and auditor

As explained more fully in the Statement of Responsibilities, the Treasurer is responsibile for the preparation of the financial statements and for being satisfied that they give a true and fair view.

My responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require me to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are approriate to the Partnership's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Treasurer; and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the annual report and accounts to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

Opinion on financial statements

In my opinion the financial statements:

- give a true and fair view, in accordance with applicable law and the 2014/15 Code of the state of the affairs of South East of Scotland Transport Partnership as at 31 March 2015 and of the income and expenditure of the Partnership for the year then ended;

- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2014/15 Code; and

- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

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INDEPENDENT AUDITOR'S REPORT

Opinion on other prescribed matters

In my opinion:

- the part of the remuneration report to be audited has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014; and

- the information given in the Management Commentary for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which I am required to report by exception

I am required to report to you if, in my opinion:

- adequate accounting records have not been kept; or

- the financial statements and the part of the Remuneration Report to be audited are not in agreement with the accounting records; or

- I have not received all the information and explanations I require for my audit; or

- the Annual Governance Statement has not been prepared in accordance with Delivering Good Governance in Local Government; or

- there has been a failure to achieve a prescribed financial objective.

I have nothing to report in respect of these matters.

Stephen O'Hagan
Senior Audit Manager
Audit Scotland
4th Floor South Suite
The Athenaeum Building
8 Nelson Mandela Place
Glasgow
G2 1BT

September 2015

A7.1 Appx 2

Performance and Audit Committee
South East of Scotland Transport Partnership

07 September 2015

South East of Scotland Transport Partnership
Annual Audit Report

1. International Standard on Auditing (UK and Ireland) 260 (ISA 260) requires auditors to report specific matters arising from the audit of the financial statements to those charged with governance of a body in sufficient time to enable appropriate action. We are drawing to your attention matters for your consideration before the financial statements are approved and certified. We also present for your consideration our draft annual report on the 2014/15 audit which identifies significant findings from the financial statements audit. The section headed "Significant findings from the audit in accordance with ISA260" in the attached annual audit report sets out the issues identified. This report will be issued in final form after the financial statements have been certified.

2. Our work on the financial statements is now complete. Subject to the satisfactory conclusion of any outstanding matters and receipt of a revised set of financial statements for final review, we anticipate being able to issue an unqualified auditor's report by 25 September 2015 (the proposed report is attached at Appendix A). There are no anticipated modifications to the audit report.

3. In presenting this report to the performance and audit committee we seek confirmation from those charged with governance of any instances of any actual, suspected or alleged fraud; any subsequent events that have occurred since the date of the financial statements; or material non-compliance with laws and regulations affecting the entity that should be brought to our attention.

4. We are required to report to those charged with governance all unadjusted misstatements which we have identified during the course of our audit, other than those of a trivial nature and request that these misstatements be corrected. We have no unadjusted misstatements to bring to your attention.

5. As part of the completion of our audit we seek written assurances from the Accountable Officer on aspects of the financial statements and judgements and estimates made. A draft letter of representation under ISA580 is attached at Appendix B. This should be signed and returned by the Accountable Officer with the signed financial statements prior to the independent auditor's opinion being certified.

APPENDIX A: Proposed Independent Auditor's Report

Independent auditor's report to the members of South East of Scotland Transport Partnership and the Accounts Commission for Scotland

I certify that I have audited the financial statements of South East of Scotland Transport Partnership for the year ended 31 March 2015 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Movement in Reserves Statement, Comprehensive Income and Expenditure Statement, Balance Sheet, Cash-Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 (the 2014/15 Code).

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Respective responsibilities of the Treasurer and auditor

As explained more fully in the Statement of Responsibilities, the Treasurer is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. My responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require me to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the circumstances of the Partnership and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Treasurer; and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the accounts to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

Opinion on financial statements

In my opinion the financial statements:

- give a true and fair view in accordance with applicable law and the 2014/15 Code of the state of the affairs of South East of Scotland Transport Partnership as at 31 March 2015 and of the income and expenditure of the Partnership for the year then ended;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2014/15 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

Opinion on other prescribed matters

In my opinion:
- the part of the Remuneration Report to be audited has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014; and
- the information given in the Management Commentary for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which I am required to report by exception

I am required to report to you if, in my opinion:
- adequate accounting records have not been kept; or
- the financial statements and the part of the Remuneration Report to be audited are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit; or
- the Annual Governance Statement has not been prepared in accordance with Delivering Good Governance in Local Government; or
- there has been a failure to achieve a prescribed financial objective.

I have nothing to report in respect of these matters.

Stephen O'Hagan
Senior Audit Manager
Audit Scotland
4th Floor South Suite
The Athenaeum Building
8 Nelson Mandela Place
GLASGOW
G2 1BT

September 2015

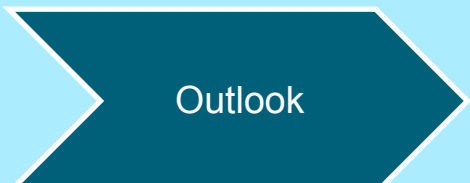# Appendix B: ISA 580 - Letter of Representation

Stephen O'Hagan
Senior Audit Manager
Audit Scotland
4th Floor, South Suite
The Athenaeum Building
8 Nelson Mandela Building
Glasgow
G2 1BT

Dear Stephen

South East of Scotland Transport Partnership (SEStran)

Annual Accounts 2014/15

1. This representation letter is provided in connection with your audit of the financial statements of South East of Scotland Transport Partnership ("the Partnership") for the year ended 31 March 2015 for the purpose of expressing an opinion as to whether the financial statements give a true and fair view of the financial position of the Partnership, as at 31 March 2015, and its comprehensive net expenditure for the year then ended.

2. I confirm to the best of my knowledge and belief, and having made appropriate enquiries of the Partnership Director and the Council's finance officers, the following representations given to you in connection with your audit of the Partnership for the year ended 31 March 2015.

General

3. I acknowledge my responsibility and that of the Partnership for the financial statements. All the accounting records requested have been made available to you for the purposes of your audit. All material agreements and transactions undertaken by the Partnership have been properly reflected in the financial statements. All other records and information have been made available to you, including minutes of all management and other meetings.

4. The information given in the Annual Report to the financial statements, including the Management Commentary, Annual Governance Statement and Remuneration Report, presents a balanced picture of the Partnership and is consistent with the financial statements.

5. I confirm that the effects of uncorrected misstatements are immaterial, individually and in aggregate, to the financial statements as a whole. I am not aware of any uncorrected misstatements.

Financial Reporting Framework

6. The financial statements have been prepared in accordance with Code of Practice on Local Authority Accounting in the United Kingdom 2014/15, and in accordance with the requirements of the Local Government (Scotland) Act 1973, the Local Government in Scotland Act 2003 and the Local Authority Accounts (Scotland) Regulations 2014 including all relevant presentation and disclosure requirements.

7. Disclosure has been made in the financial statements of all matters necessary for them to show a true and fair view of the transactions and state of affairs of the Partnership for the year ended 31 March 2015.

Accounting Policies & Estimates

8. All material accounting policies adopted are as shown in the Statement of Accounting Policies included in the financial statements. The continuing appropriateness of these policies has been reviewed since the introduction of IAS 8 and on a regular basis thereafter, and takes account of the requirements set out in the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

9. The significant assumptions used in making accounting estimates are reasonable and properly reflected in the financial statements. There are no changes in estimation techniques which should be disclosed due to their having a material impact on the accounting disclosures.

Going Concern

10. I have assessed the Partnership's ability to carry on as a going concern, as identified in the Statement of Accounting Policies, and have disclosed, in the financial statements, any material uncertainties that have arisen as a result.

Related Party Transactions

11. All transactions with related parties have been disclosed in the financial statements. I have made available to you all the relevant information concerning such transactions, and I am not aware of any other matters that require disclosure in order to comply with the requirements of IAS24, as interpreted by the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

Events Subsequent to the Balance Sheet Date

12. There have been no material events since the date of the Balance Sheet which necessitate revision of the figures in the financial statements or notes thereto including contingent assets and liabilities.

13. Since the date of the Balance Sheet no events or transactions have occurred which, though properly excluded from the financial statements, are of such importance that they should be brought to your notice.

Corporate Governance

14. I acknowledge as Treasurer my responsibility for the corporate governance arrangements. I confirm that I have disclosed to the auditor all deficiencies in internal control of which I am aware.

15. The corporate governance arrangements have been reviewed and the disclosures I have made are in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15. There have been no changes in the corporate governance arrangements or issues identified, since the 31 March 2015, which require disclosure.

Fraud

16. I have considered the risk that the financial statements may be materially misstated as a result of fraud. I have disclosed to the auditor any allegations of fraud or suspected fraud affecting the financial statements. There have been no irregularities involving management or employees who have a significant role in internal control or that could have a material effect on the financial statements.

Assets

17. The assets shown in the Balance Sheet at 31 March 2015 were owned by the Partnership, other than assets which have been purchased under operating leases. Assets are free from any lien, encumbrance or charge except as disclosed in the financial statements.

18. The financial statements include a material amount of £446,000 within debtors, in respect of ERDF funding for Bus Improvement projects, which has been outstanding since 31 March 2014. To the best of my knowledge, the Partnership has complied with the relevant funding conditions and I am not aware of any factors which would result in this sum not being received.

Liabilities and Contingent Liabilities

19. All liabilities have been provided for in the books of account, including the liabilities for all purchases to which title has passed prior to 31 March 2015.

20. There are no contingent liabilities arising either under formal agreements or through informal undertakings requiring disclosure in the financial statements.

Carrying Value of Assets and Liabilities

21. The assets and liabilities have been recognised, measured, presented and disclosed in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15. There are no plans or intentions that are likely to affect the carrying value of classification of the assets and liabilities within the financial statements.

Financial Instruments

22. The information disclosed at note 11 of the financial statements (Financial Instruments) has been based on information provided by the City of Edinburgh Council Loans Fund. I have assessed the information provided and I am satisfied that the accounting, presentation and disclosure of this note are properly stated and are in accordance the Code requirements. I confirm that all transaction costs in respect of financial instruments were immaterial and were written off to the Comprehensive Income and Expenditure Statement as incurred.

Provisions

23. There are no provisions that require to be made in the accounts for any material liabilities which have resulted, or may be expected to result, by legal action or otherwise, from events which had occurred by 31 March 2015, and of which the Partnership could reasonably be expected to be aware.

Commitments

24. With the exception of the commitments disclosed in note 10.4 of the financial statements, there are no commitments under capital contracts. There are no other significant commitments or obligations which might adversely affect the Partnership which require to be disclosed.

Yours sincerely

Hugh Dunn

Treasurer

AUDIT SCOTLAND

South East of Scotland Transport Partnership

Proposed Annual audit report to Members and the Controller of Audit

September 2015

The Accounts Commission is a statutory body which appoints external auditors to Scottish local government bodies. (www.audit-scotland.gov.uk/about/ac)

Audit Scotland is a statutory body which provides audit services to the Accounts Commission and the Auditor General. (www.audit-scotland.gov.uk)

The Accounts Commission has appointed Stephen O'Hagan as the external auditor of South East of Scotland Transport Partnershipfor the period 2011/12 to 2015/16.

This report has been prepared for the use of South East of Scotland Transport Partnership and no responsibility to any member or officer in their individual capacity or any third party is accepted.

This report will be published on our website after it has been considered by the Partnership. The information in this report may be used for the Accounts Commission's annual overview report on local authority audits published on its website and presented to the Local Government and Regeneration Committee of the Scottish Parliament.

Contents

Key messages

Audit of financial statements	• Unqualified independent auditor's report (audit certificate) on the 2014/15 financial statements. • Working papers were of a good standard and officers provided good support which enabled the audit team to complete fieldwork by the planned target date. • All monetary, presentation and disclosure issues, identified in unaudited accounts, corrected by management in audited financial statements.
Financial management and sustainability	• During 2014/15, the Partnership recorded a breakeven position with total outturn expenditure matching outturn income of £2.018 million.
Governance and transparency	• The Partnership had sound governance arrangements in place during 2014/15.
Outlook	• The Partnership has approved a revenue budget for 2015/16 which makes provision for £0.552 million of core service costs and £2.614 million of project expenditure. The Partnership has been successful in sourcing additional funding for projects to date. However, there is a risk around the delivery of the partnership's objectives if adequate funding cannot be sourced beyond 2015/16.

Introduction

1. This report is a summary of our findings arising from the 2014/15 audit of South East of Scotland Transport Partnership ("the Partnership").

2. The management of the Partnership is responsible for:

   - preparing financial statements which give a true and fair view

   - implementing appropriate internal control systems

   - putting in place proper arrangements for the conduct of its affairs

   - ensuring that the financial position is soundly based.

3. Our responsibility, as the external auditor of the Partnership is to undertake our audit in accordance with International Standards on Auditing, the principles contained in the Code of Audit Practice issued by Audit Scotland in May 2011 and the ethical standards issued by the Auditing Practices Board.

4. An audit of financial statements is not designed to identify all matters that may be relevant to those charged with governance. It is the auditor's responsibility to form and express an opinion on the financial statements; this does not relieve management of their responsibility for the preparation of financial statements which give a true and fair view.

5. We have included in this report only those matters that have come to our attention as a result of our normal audit procedures.

Consequently, our comments should not be regarded as a comprehensive record of all deficiencies that may exist or improvements that could be made.

6. The cooperation and assistance afforded to the audit team during the course of the audit is gratefully acknowledged.

Audit of the 2014/15 financial statements

Audit opinion	• We have completed our audit and issued an unqualified independent auditor's report.
Going concern	• The financial statements of the Partnership have been prepared on the going concern basis. We are unaware of any events or conditions that may cast significant doubt on the Partnership's ability to continue as a going concern.
Other information	• We review and report on other information published with the financial statements, including the management commentary, annual governance statement and the remuneration report. We have nothing to report in respect of these statements.

Submission of financial statements for audit

7. We received the unaudited financial statements in accordance with the agreed timetable. The working papers were of a good standard and staff provided good support to the audit team which assisted the delivery of the audit to deadline.

Overview of the scope of the audit of the financial statements

8. Information on the integrity and objectivity of the appointed auditor and audit staff, and the nature and scope of the audit, were outlined in our Annual Audit Plan presented to the Partnership in March 2015.

9. As part of the requirement to provide full and fair disclosure of matters relating to our independence, we can confirm that we have not undertaken non-audit related services. The 2014/15 agreed fee for the audit was set out in the Annual Audit Plan and, as we did not carry out any work additional to our planned audit activity, the fee remains unchanged.

10. The concept of audit risk is of central importance to our audit approach. During the planning stage of our audit we identified a number of key audit risks which had the greatest effect on the audit strategy, resources and effort. We set out in our Annual Audit Plan the audit work we proposed to undertake to secure appropriate levels of assurance.

11. **Appendix I** sets out the audit risks identified during the course of the audit and how we addressed each risk in arriving at our opinion on the financial statements.

12. Our audit involved obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error.

Materiality

13. Materiality can be defined as the maximum amount by which auditors believe the financial statements could be misstated and still not be expected to affect the decisions of users of financial statements. In addition, a misstatement or omission, which would not normally be regarded as material by amount, may be important for other reasons (for example, an item contrary to law).

14. We consider materiality and its relationship with audit risk when planning the nature, timing and extent of our audit and conducting our audit programme. Specifically with regard to the financial statements, we assess the materiality of uncorrected misstatements, both individually and collectively.

15. We summarised our approach to materiality in our Annual Audit Plan. Based on our knowledge and understanding of South East of Scotland Transport Partnership the Partnership, we set planning materiality for 2014/15 at £14,000 (1% of gross expenditure). We report all misstatements greater than £1,000. Performance materiality was calculated at £10,000, to reduce to an acceptable

level the probability of uncorrected and undetected audit differences exceeding our planning materiality level.

16. On receipt of the financial statements and following completion of audit testing we reviewed our materiality levels and set materiality for 2014/15 at £26,000. We report all misstatements greater than £1,000. Performance materiality was calculated at £18,000. The change in materiality levels is mainly due to increased depreciation charges affecting the Partnership's financial statements as a result of new assets becoming operational.

Evaluation of misstatements

17. Officers have amended all identified misstatements exceeding our misstatement threshold.

18. We identified a number of presentational and monetary adjustments within the financial statements during the course of our audit. These were discussed with relevant officers who agreed to amend the unaudited financial statements. These adjustments have reduced both the cost of services gross income and gross expenditure by £219,000. The effect on the balance sheet was to reduce the general fund reserve balance and increase the capital adjustment account by £675,000. There is no effect on the net cost of services or net assets. A prior year re-statement was also made to reduce the prior year cost of services gross income and gross expenditure by £201,000. The net effect on the prior year net cost of services is nil.

Significant findings from the audit

19. International Standard on Auditing 260 requires us to communicate to you significant findings from the audit, including:

- The auditor's views about significant qualitative aspects of the entity's accounting practices, including accounting policies, accounting estimates and financial statement disclosures.

- Significant difficulties encountered during the audit.

- Significant matters arising from the audit that were discussed, or subject to correspondence with management.

- Written representations requested by the auditor.

- Other matters which in the auditor's professional judgment, are significant to the oversight of the financial reporting process.

20. The following table contains a summary of the significant findings that, in our view, require to be communicated to you in accordance with ISA260.

Significant findings from the audit

Issue	Resolution
ERDF Funding Debtor: The financial statements include debtors of £446,000 in respect of ERDF funding for Bus Improvement projects, which has been outstanding since 31 March 2014. There is a risk that this amount may not be received in full, resulting in a write-off being required.	Management Assurances have been provided in respect of the recoverability of this debtor and it has been included in the ISA 580 Letter of Representation.
Salaries Recharge Journal: The unaudited financial statements included an adjustment to re-charge salary costs to projects. However the credit side of the adjustment had been processed incorrectly, resulting in both cost of services gross income and gross expenditure being overstated by £190,230. A similar adjustment was also made in 2013/14 and the effect was to overstate both income and expenditure by £187,000. There is no effect on the net cost of services or net assets.	The audited financial statements have been adjusted to correct this error.
Adjustment between Accounting Basis and Funding Basis: No depreciation charge adjustment has been made in the Movement in Reserves Statement. This has resulted in the general fund being overstated by £675,000 and the Capital Adjustment Account being understated by the same amount. There is no effect on the net cost of services or net assets.	The audited financial statements have been adjusted to correct this error.

Issue	Resolution
Budget Underspend: The unaudited financial statements included an adjustment to increase expenditure in respect of the amount of underspent requisitions, instead of reducing income. This resulted in both income and expenditure being overstated by £29,000. A similar adjustment was also made in 2013/14 and the effect was to overstate both income and expenditure by £14,000.	The audited financial statements have been adjusted to correct this error.
Remuneration Report disclosure: The unaudited remuneration report omitted disclosure of one officer with remuneration over £50,000.	The audited remuneration report has been amended to include this disclosure.
Performance Reporting in Management Commentary: The unaudited financial statements include a management commentary as required by the Local Authority Accounts (Scotland) Regulations 2014. However this does not include an analysis of non financial performance indicators as required by the regulations	The management commentary has been amended to include information about non financial performance.

Future accounting and auditing developments

Revisions to the Code of Practice

21. The financial statements of the Partnership are prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom (the Code) which interprets and adapts International Financial Reporting Standards (IFRS) to the local authority context. There are no significant changes to accounting requirements introduced by the 2015/16 Code

which are likely to impact on the financial statements of the Partnership.

Financial management and sustainability

Financial management

22. As auditors we need to consider whether bodies have established adequate financial management arrangements. We do this by considering a number of factors, including whether:

   - the officer responsible for finance has sufficient status to be able to deliver good financial management

   - standing financial instructions and standing orders are comprehensive, current and promoted within the body

   - reports monitoring performance against budgets are accurate and provided regularly to budget holders

   - monitoring reports do not just contain financial data but are linked to information about performance

   - members provide a good level of challenge and question budget holders on significant variances.

23. The main financial management arrangements for the Partnership have been set down in the financial regulations and based on our accumulated knowledge and our review of relevant papers we conclude that the Partnership has made appropriate financial management arrangements.

Financial outcomes

24. The main financial objective for the Partnership is to ensure that the financial outturn for the year is within the resource budget allocated.

25. The Partnership's outturn total expenditure exceeded its budgeted total expenditure for 2014/15 however the Partnership achieved a breakeven position, with its outturn income matching the actual expenditure incurred as detailed in Table 1 below.

Table 1: Resource Budget

	Final Budget (£'000)	Actual Outturn (£'000)	(Under) / Over spend
Core Service	465	453	(12)
Revenue Projects	730	662	(68)
Capital Project	628	902	274
Interest	4	1	(3)
Total Expenditure	**1,827**	**2,018**	**191**
Government Grant	(782)	(782)	0

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	Final Budget (£'000)	Actual Outturn (£'000)	(Under) / Over spend
Constituent Councils Requisitions	(200)	(171)	29
Other Income - Revenue Projects	(346)	(327)	19
Other Income - Capital Projects	(487)	(690)	(203)
Other Income - SESplan	(12)	(48)	(36)
Total Income 2014/15	**(1,827)**	**(2,018)**	**(191)**

Source: SEStran audited financial statements 2014/15

26. Capital expenditure of £0.902 million was incurred on the Real Time Passenger Information (RTPI) project. This expenditure was funded principally by income from the bus operators, the Bus Investment Fund and by using the underspend which was carried forward from the Partnership's revenue budget for 2013/14.

27. The Partnership recorded an underspend of £29,000 against its revenue budget for 2014/15. The normal practice is for the Partnership Board to vote to carry forward any underspend into the following year. The Board will make a decision on the use of the 2014/15 underspend following approval of the audited accounts.

28. The Partnership has no usable reserves at the year end as it holds no statutory powers to operate this type of reserve. Unusable reserves decreased by £76,000 mainly due to the net effect of adjustments through the Capital Adjustment Account and Pension Reserve.

2015/16 and beyond

29. In March 2015 the Partnership agreed a balanced budget for 2015/16 which made provision for £0.552 million of core service costs and £2.614 million of project expenditure in support of Regional Transport Strategy projects. The 2015/16 budget is based on confirmed Scottish Government and council funding for a one year period.

30. The Partnership has been successful in sourcing additional funding for projects to date. However there is a risk around the delivery of the Partnership's objectives if adequate funding cannot be sourced to support new projects beyond 2015/16.

31. In the absence of confirmed budget allocations for local government beyond 2015/16, longer-term funding assumptions remain subject to considerable uncertainty. Those projections that are available, however, point to a tightening of the overall fiscal position and potential cash-reductions in funding provided through the Scottish Block grant over the following two years. The Partnership intends to develop a revenue budget proposal for 2016/17 for consideration by the Partnership Board in the autumn of 2015.

Governance and transparency

Corporate governance

32. Members and management of the Partnership are responsible for establishing arrangements to ensure that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and for monitoring the adequacy and effectiveness of these arrangements.

33. The Partnership Board comprises elected members from the eight constituent authorities and non-councillor members and is responsible for overseeing key aspects of governance. In addition there are a number of standing committees overseeing specific aspects of governance.

34. In previous years we have raised an issue with regard to the Performance and Audit Committee (PAC) achieving a quorate for meetings. We note that all PAC meetings took place during 2014/15.

35. From our work undertaken during the year, we have concluded that the Partnership has effective overarching and supporting governance arrangements which provide an appropriate framework for organisational decision making.

Accounting and Internal control systems

36. While auditors concentrate on significant systems and key controls in support of the opinion on the financial statements, their wider responsibilities require them to consider the financial systems and controls of audited bodies as a whole. However, the extent of this work should also be informed by their assessment of risk and the activities of internal audit.

37. A number of key financial systems of the Partnership are provided through City of Edinburgh Council (CEC), and our consideration of the internal control environment for the Partnership is informed by our CEC audit work. No material weaknesses in the accounting and internal control systems were identified during the audit which could adversely affect the ability to record, process, summarise and report financial and other relevant data so as to result in a material misstatement in the financial statements.

38. During our financial statements testing of creditors, we identified an instance where a VAT invoice had not been passed on to finance officers, resulting in VAT of £401 not being reclaimed from HMRC.

Appendix 3 – action plan point 1

Internal audit

39. Internal audit provides members and management of the Partnership with independent assurance on risk management, internal control and corporate governance processes. We are required by international auditing standards to make an assessment

of internal audit to determine the extent to which we can place reliance on its work. To avoid duplication, we place reliance on internal audit work where possible.

40. Our review established that the work of internal audit is of a good quality allowing us to place reliance on their work on the annual governance statement. We had planned to place reliance on internal audit's work in relation to accounts payable however, due to the scope of internal audit work carried out, we were unable to place reliance on it for this area and we modified our procedures accordingly.

Arrangements for the prevention and detection of fraud

41. Audited bodies are responsible for establishing arrangements to prevent and detect fraud and other irregularity. Auditors review and report on these arrangements.

42. There were no instances of fraud or corruption reported by the Partnership in 2014/15.

43. We assessed the arrangements for the prevention and detection of fraud during the planning phase of our audit. The Partnership's anti-fraud and corruption and anti- bribery policies provide a framework for deterring and preventing fraud and also dealing with any frauds which may occur.

44. We concluded that there are effective arrangements for the prevention and detection of fraud, although it should be noted that no system can eliminate the risk of fraud entirely.

Arrangements for maintaining standards of conduct and the prevention and detection of corruption

45. Audited bodies are responsible for ensuring that their affairs are managed in accordance with proper standards of conduct and have proper arrangements in place for implementing and monitoring compliance with standards and codes of conduct, standing orders and financial instructions. Auditors consider whether bodies have adequate arrangements in place. No issues have been identified by us for inclusion in this report.

Best Value and performance

46. Best value is a key factor to consider when planning policies, programmes and projects, and when taking any spending decisions. The Partnership should have systems and processes to ensure that it can demonstrate that it is delivering best value by assessing and reporting on the economy, efficiency, effectiveness and equality in service provision.

Performance management

47. The aims of the Partnership are set out in the Regional Transport Strategy. During 2014/15, the Partnership has been working on refreshing the strategy previously approved by the Scottish Government in 2008. A revised strategy was approved by the Partnership Board in March 2015 and by the Scottish Government in July 2015.

48. The annual Business Plan sets out the levels of capital and revenue expenditure approved by the Board and the projects and activities that will be taken forward by the Partnership in the year.

49. Progress towards the achievement of the Partnership's objectives is monitored on an annual basis, with the results reported in an Annual Report. In addition, progress on Projects is reported to the Board on a quarterly basis.

Overview of performance targets in 2014/15

50. A key project within the Partnership's Business Plan is Real Time Passenger Information (RTPI). The March 2015 Projects Report notes that the Partnership has obtained funding of £5.3 million for this project to date however a significant change was required to the project as a result of Stagecoach Fife taking the decision to implement its own RTPI system instead of the SESTRANs system. Following discussions with Stagecoach, it was agreed that data from the Stagecoach system will be fed into the SESTRANs system, which will enhance the system, although it has not been possible to develop the necessary interface by the end of March 2015.

51. The following deliverables were agreed with Transport Scotland :

   - 31 buses in the First fleet would be equipped and commissioned by the end of March 2015

   - Development of the system interface to accept data from Stagecoach and smaller operators would commence and be approximately 50% complete by the end of March 2015.

52. The June 2015 Projects report notes that, other than the transfer of on-bus units from Stagecoach to First, the timetable for which is determined by Stagecoach, the installation of equipment on First vehicles would be complete by July 2015.

53. The quarterly Projects reports also outline progress made for a range of other projects, including Sustainable Travel Awareness, Urban Cycle Networks and a project to improve accessibility to the SESTRAN ports and linkages to Europe.

Appendix 1 – Audit risks

The table below sets out the financial statement audit risks we identified during the course of the audit and how we addressed each risk in arriving at our opinion on the financial statements.

Audit Risk	Assurance procedure	Results and conclusions
Risk of material misstatement		
Income SEStran receives a significant amount of income in addition to SG funding. The complexity of income means there is an inherent risk of fraud in accordance with ISA240.	• Detailed substantive testing of revenue transactions focusing on the areas we consider to be of greatest risk.	• No fraud identified from substantive testing performed.
Management override of controls As stated in ISA 240, management is in a unique position to perpetrate fraud because of management's ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.	• Detailed testing of journal entries • Review of accounting estimates for bias • Evaluating significant transactions that are outside the normal course of business.	• No issues identified from testing performed.
Receipt of European funding There is a risk that budgets will not be achieved if future settlements from Europe include significant common management costs which have not been provided for within the budget.	• Substantive testing of grant funding debtors as part of financial statement programme.	• No specific issues re. management costs identified however an issue re. recoverability of ERDF debtor has been raised.

Audit Risk	Assurance procedure	Results and conclusions
Depreciation Policy With the exception of the RTPI assets, all of SEStrans assets have been fully depreciated but are still in use. There is a risk that the existing depreciation policy does not fully reflect the consumption of economic benefit of assets.	• Consideration of appropriateness of revised asset lives. • Detailed testing of fixed assets.	• No issues identified from testing performed.

Appendix 2 – Summary of local audit reports 2014/15

Annual Audit Plan: Sets out our planned audit work for the year.

Combined ISA 260 / Annual Audit Report: Draws significant matters arising from our audit to the attention of those charged with governance prior to the signing of the independent auditor's report.

November 2014 | December 2014 | January 2015 | February 2015 | March 2015 | April 2015 | May 2015 | June 2015 | July 2015 | August 2015 | September 2015 | October 2015

Independent auditors' report: Provides audit opinion on the financial statements.

Appendix 3 – Action plan

No. Page/para	Issue/risk/Recommendation	Management action/response	Responsible officer	Target date
1 **13/38**	**VAT not reclaimed:** During testing of creditors, we identified an instance where a VAT invoice had not been passed on to finance officers, resulting in VAT of £401 not being reclaimed from HMRC. **Risk:** The Partnership may not recover VAT paid **Recommendation:** Relevant officers are reminded of the correct procedures for dealing with VAT invoices.			

FINANCE OFFICER'S REPORT

1.   INTRODUCTION

1.1   The purpose of this report is to present the first update on financial performance of the core revenue budget of the Partnership for 2015/16, in accordance with the Financial Regulations of the Partnership. This report presents an analysis of financial performance to the end of August 2015.

1.2   This report includes details of the cash flow position of the Partnership in respect of its' net lending to and borrowing from the City of Edinburgh Council.

2.   CORE REVENUE BUDGET 2015/2016

2.1   The Partnership's core revenue budget for 2015/16 was approved by the Partnership Board on 20th March 2015. The core budget provides for the day-to-day running costs of the Partnership including employee costs, premises costs, supplies and services. The Board approved net expenditure of £550,000 on 20th March 2015. Details of the Partnership's core budget are provided in **Appendix 1** to this report.

2.2   Cumulative expenditure for the five months to 31st August 2015 was £216,000. This is within the core budget resources available for the period.

2.3   All expenditure estimates have been updated to reflect current expenditure commitments and it is projected that expenditure for the year will break even against the approved budget.

BALANCES
2.4   The Partnership holds a balance of £29,000 as a result of the 2014/15 underspend on the 2014/15. Subject to Partnership Board approval, it is anticipated this will be utilised as funding for the Regional Real Time Bus Passenger Information System (RTPI). It is anticipated these funds will be fully spent in 2015/16.

CASH FLOW

2.5   As previously noted at Partnership Board meetings, the Partnership maintains its bank account as part of the City of Edinburgh Council's group of bank accounts. Cash balances are effectively lent to the Council, but are offset by expenditure undertaken by the City of Edinburgh Council on behalf of the Partnership. Interest is given on month end net indebtedness balances between the Council and the Partnership.

An update of month-end balances is shown in the following table:

Date	Net Balance due to SESTran (+ve) /due by SESTran (-ve)
	£
30 April 2015	290,497
31 May 2015	254,794
30 June 2015	73,203
31 July 2015	(37,070)
31 August 2015	(1,534)

2.6 Interest is charged/paid on the month end net indebtedness balances between the Council and the Board in accordance with the Local Authority (Scotland) Accounts Advisory Committee's (LASAAC) Guidance Note 2 on Interest on Revenue Balances (IoRB). Although interest is not calculated until March in line with the guidance, interest rates averaged 0.353% during the last financial year.

2.7 The positive cash flow in the first quarter of 2015/16 is a result of full payment of Scottish Government grant for 2015/16. The month end indebtedness between the Partnership and City of Edinburgh Council principally reflects the cash flow timing differences of European funded projects. This arises from payment of costs for European projects by SESTran, in advance of receipt of grant. There are six European grant claims (excluding RTPI) in the process of being settled as at 31 August 2015, with a total value of £0.086m. In addition, RTPI income of £0.446m due since 31 March 2014 has yet to be received.

3. RECOMMENDATIONS

It is recommended that the Partnership Board notes:-

3.1.1 it is projected that core expenditure in 2015/16 will break even against the approved revenue budget of the Partnership;

3.2 all income and expenditure will continue to be monitored closely with updates reported to each Partnership meeting;

3.3 the month end balance of indebtedness between the Partnership and City of Edinburgh Council and the reason for these balances identified at paragraph 2.7.

HUGH DUNN
Treasurer
September 2015

Appendices   Appendix 1 – Core Budget Statement at 31st August 2015

Contact/tel   Craig Beattie, Tel: 0131 469 3222
(craig.beattie@edinburgh.gov.uk)

	Annual Budget £'000	Period Budget £'000	Period Actual £'000	Annual Forecast £'000	Forecast Variance £'000
Employee Costs					
Salaries	333	139	139	346	13
National Insurance	29	12	12	30	1
Pension Fund	56	23	30	60	4
Recharges – EU & BIF Projects	(100)	(50)	(59)	(115)	(15)
Recharges – Urban Cycle Networks	(20)	(8)	(8)	(20)	0
Training & Conferences	10	4	8	13	3
Interviews & Advertising	2	1	0	2	0
	310	**121**	**122**	**316**	**6**
Premises Costs					
Rent & Rates	23	18	17	22	(1)
Energy, Repairs, Insurance	12	6	7	13	1
Cleaning	5	2	2	5	0
	40	**26**	**26**	**40**	**0**
Transport					
Staff Travel	**9**	**4**	**4**	**9**	**0**
Supplies and Services					
Marketing	20	8	5	24	4
Comms & Computing	84	63	50	84	0
Printing, Stationery & General Office Supplies	10	4	2	9	(1)
Insurance	4	0	0	4	0
Equipment, Furniture & Materials	1	1	0	1	0
Miscellaneous Expenses	11	5	7	12	1
	130	**81**	**64**	**134**	**4**
Support Services					
Finance	25	0	0	25	0
Legal Services / HR	7	0	0	7	0
	32	**0**	**0**	**32**	**0**
Corporate & Democratic					
Clerks Fees	15	0	0	15	0
External Audit Fees	10	0	0	10	0
Members Allowances and Expenses	3	1	0	3	0
	28	**1**	**0**	**28**	**0**
Interest - Paid/ (Received)	**1**	**0**	**0**	**1**	**0**
Total Expenditure	**550**	**233**	**216**	**560**	**10**
Funding:					
Scottish Govt. Grant	(350)	(350)	(350)	(350)	0
Council Requisitions	(200)	(200)	(200)	(200)	0
Conference Income	0	0	0	(10)	(10)
Total Funding	**(550)**	**(550)**	**(550)**	**(560)**	**(10)**
Net Expenditure/ (Income)	**0**	**(317)**	**(334)**	**0**	**0**

A8 PROJECTS REPORT

1. **2015/16 Expenditure**
   1.1 **Appendix 1** to this report details the current year's Projects Budget which shows expenditure to 3rd September 2015 of £474,846.

   1.2 Payment of the outstanding ERDF contribution to the RTPI project is still awaited from the ERDF Structural Funds office of the Scottish Government.

   All outstanding claims have been presented, for verification, prior to formal and final electronic submission for payment. As part of the process SEStran has submitted a report on the effectiveness of the project, related to the key Performance Indicators (KPIs) in the original bids. These have had to be updated to reflect the evolving nature of the project and changes in mobile technology since the original applications were made and, after much discussion, the above authority is now content with that submission.
   SEStran believes all the necessary information is now with the ERDF unit to allow them to complete the payment process. A copy of the KPI report is attached for information, in **Appendix 2.**

   1.3 The audited outturn for the 2014/15 budget shows an underspend of £28,785. The Board's approval is sought to spend this sum on RTPI in 2015/16.

2. **RTPI**
   2.1 **Bus Investment Fund (BIF)**
   2.1.1 The Bus Investment Fund (BIF) operates as a challenge fund open to applications from public transport authorities working in partnership with operators, community transport, NHS, and other public or private sector partners.

   2.1.2 The aim of the fund is to incentivise and enable partnership working to help improve bus services, partnerships, standards and infrastructure for communities across Scotland. The fund will support and encourage all relevant authorities to take up partnership working to help increase the standard of bus services to increase patronage thereby achieving a greater modal shift.

   2.1.3 As reported previously SEStran was given two awards at the end of 2014, each of value £500k and labelled as "BIF 2" and "BIF 3".

   2.1.4 Under BIF 2, First have fitted all vehicles they can, to date. They are awaiting delivery of 31 new vehicles which will be fully equipped on arrival. The new Stagecoach system is up and running and producing data that they can see internally.
   With regard to the development of the SIRI feed, to allow the transfer

of Stagecoach data on actual bus position to be transferred to the SEStran system, "VIX" (Stagecoach service provider) have set up the infrastructure required at their end. Ineo (SESTrans' contractor) are currently testing and de-bugging their link to the SIRI feed. At a stage when this link is working satisfactorily, the SEStran on-bus equipment will be removed from the Stagecoach fleet and installed in the remaining First fleet. At the end of August, Ineo, SEStran's main contractor, considered their work to be 71% complete. It is still anticipated that this will be complete by the end of the calendar year.

2.1.5 The digital display screen project under BIF 3 funding – £500,000 ending March 2016 – is progressing. As reported previously, SEStran is offering to equip public premises with digital screens displaying RTPI through bustrackerSEStran as well as information on local events and services.

The project has the potential to transform the travelling experience of bus passengers, putting them in control of their journey, by providing at-a-glance information on bus timings, reducing wasted time and keeping them appraised of any delays, timetable changes or other alterations in services.

This funding represents a major opportunity to extend real time information to bus passengers across the region who do not currently have internet access or the benefit of a Smartphone.

SEStran aims to install the screens in as wide a variety of public spaces as possible ranging from council offices and hospitals to schools, colleges, libraries and service centres, to maximise public access to the system.

To date, SEStran has committed to over 90 digital screen installations in a variety of public buildings within the SEStran area. **Appendix 3** provides an overview of current and agreed installations. SEStran has promoted a no-obligation free month trial to encourage uptake of the scheme which has proved to be popular. Details of the project can be found on the SEStran website.

In order to maximise the benefit and make full use of the available fund within the allocated timescale, SEStran is again contacting managers in all relevant departments of the partnership authorities to encourage that each takes advantage of the project to the maximum extent possible.

The £500k BIF award was given on the basis of a spend profile that would be complete by the end of March 2016 and it is anticipated that any funds, within the budget, not committed by then will be lost.

2.2 Scottish Enterprise Mobility Integration Challange

2.2.1 Despite the apparent, initial enthusiasm from the commercial sector for digital displays showing live bus times alongside site specific advertising etc., it has proved difficult to persuade commercial enterprises to commit to the proposed trial. Following discussion with Scottish Enterprise (SE), it was agreed to hold a lunchtime workshop on Thursday 24 September 2015, with lunch provided , for potential clients and by demonstrating and explaining the facilities available within the system it is hoped to persuade a number of businesses to trial the system for a year. These businesses would need to provide the necessary hardware and for those without existing kit SSUK, SEStran's current supplier of equipment for BIF 3, would make available basic equipment at a competitive price so that every encouragement is given to commit to a trial. SE will require evidence of a successful trial of commercial viability before potentially releasing any further funding.

3. Sustainable Travel Awareness

3.1 The Sustainable and Active Travel Grant Scheme is open to 2015/16 applicants. The matched grant scheme offers grants of between £500 and £25,000 to potential applicants. Further details and criteria of grant schemes offered by SEStran can be found on the SEStran website. There is no formal deadline for applicants, but applications will be assessed as they are received within the financial year. All projects must be completed by the 31st of March 2016.

To date, the following projects have been approved:

3.1.1 East Lothian Council – Smarter Choices Smarter Places. (£25,000 matched funding contribution from SEStran). This project developed and piloted a model for Sustainable Event Travel Planning in East Lothian in partnership with the RSPB's Big Nature Festival. The project contributes towards the work East Lothian are undertaking as part of their Smarter Choices Smarter places programme 2015/16. The funding will be used on the following items: Hire of bicycles and equipment, signage, Dr Bike, temporary bike storage, maps, goodie bags, radio promotions, shuttle buses and minor repairs to the River Esk cycle path.

3.1.2 Scottish Borders Council (in partnership with NHS Borders) – "Walk it". (£3,000 matched Contribution from SEStran). "Walk It" is currently hosted and co-funded by Borders Council and NHS Borders. The project started with 5 health walks and currently has 23 open public walks and a number of project walks for people with long term illness. Borders Council will use the SEStran funding to increase their Volunteer base and bring on new volunteer walk leaders to expand their current programme. . This will include certified walk leader training days, adverts for walk leaders in local press, first aid training, braded 'walk it' shirts for volunteers and safety outdoors and disability inclusion training.

4. **European Projects Update**

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

4.1.1 The NweRide Final conference was held on the 2nd of June in Brussels. Car share stakeholders from across Europe attended the conference, in which the project results were shared and discussed. Workshops on the future of the shared networking platform were held and the potential for a European Rideshare Association was also considered. Further information on the conference can be found at http://www.nweride.eu/

4.2 **"CHUMS"** is a project under the umbrella of Intelligent Energy Europe (IEE) and seeks to address the energy challenge of low car occupancy.

4.2.1 The next CHUMS meeting will be held in Edinburgh on the 20th/21st of October. The session will focus on the most recent National Liftshare Week (5th-11th of October) and will look at the next series of personalised Travel Planning activities to be undertaken in conjunction with Edinburgh Council's Smarter Choices Smarter Places measures.

4.3 **"SocialCar"** aims to integrate public transport information, car pooling and crowd sourced data in order to provide a single source of information for the traveller to compare multiple options/services.

4.3.1 The kick-off meeting for SocialCar was held on the 25th/26th of June in Rome. The meeting was well attended by over 40 consortium members from across Europe. The demonstration sites (including Edinburgh) presented their baseline data regarding car sharing. TripshareSEStran.com was well received and considered to be one of the more advanced sites across the Social Car partnership.

4.4 **"I-Transfer."** The Board will recall that this project was an inter-regional (INTERREG) initiative that sought to encourage Europe's regions to form partnerships and work together on common projects. The main objective of I-Transfer was to develop and present innovative, sustainable solutions in ferry technology, operation and policy to improve regional accessibility by water-based transport in the North Sea Region. A substantial element of the project within the SEStran area involved the reconfiguration of Galloway's Pier in North Berwick, to facilitate low-tide access, when access to the harbour itself is not possible, for vessels up to 12 metres in length and to stimulate use by small ferries. This work was completed in 2014.

SEStran is pleased to report that a ferry, operated by Maid of the Forth (a partner with SEStran in the Project), successfully commenced a cross-Forth tourist service between North Berwick and Anstruther, in

early August and is set to continue with seasonal operation in the future.

5. **Opportunities for New European Projects**

   5.1   Interreg, North West Europe
   The two project bids, Sustainable Logistics Gateways (SLGs) and City Logistics "Buzz" described to the Partnership Board in the previous Projects report, were unsuccessful.

   Of 81 bids submitted, only 19 were approved to proceed to stage 2. In rejecting the bids, the project partnership was advised that the focus, in terms of transport, of the above program is on transnational low carbon solutions to reduce overall GHG emissions and is not intended to fund modal shift or individual transport investments. The essential aim of "Buzz" was to trial low emission vehicles for last mile delivery in urban areas which is clearly at odds with the advice now given. With regard to the SLGs it was considered that the partnership was too big (14 partners) and attempted to be all-inclusive, covering too many issues and lacking focus. However, the green "business branding" element of the SLGs bid, the crucial element from SEStran's point of view, was judged to have been well defined and there may be scope to pursue this initiative in another bid with a smaller, more focussed partnership.

   5.2   Interreg, North Sea Region; Share-North
   This project is summarised as follows: The challenges of sustainable transport in the North Sea Area cannot be met by technical solutions alone – it also requires behavioural changes. Shared mobility modes and their potential to address these challenges are the focus of the SHARE-North project. This includes developing, implementing, promoting and assessing car sharing, bike sharing, ride sharing and other forms of shared mobility in urban and rural areas and employment clusters. The planned living labs will integrate modern technology with activities to support changes in mobility behaviour. The objectives are: resource efficiency, improving accessibility (incl. Non-traditional target groups), increased efficiency in the use of transport infrastructure, reduction of space consumption for transport, improving quality of life and low carbon transport.

   A strong partnership of public authorities, NGOs and research institutions in the project consortium is supplemented by numerous supporting organisations including the OECD International Transport Forum. The partnership stands for transnational cooperation, which is necessary for creating political support, and represents a high level of innovation as shared mobility is not yet widely employed as a part of integrated transport strategies. The Mobility Academy will be involved for dissemination purposes as its annual World Collaborative Mobility Congress will give SHARE-North and its themes a global platform to demonstrate the impacts of shared mobility.

This bid is being led by the City of Bremen and other partners include: local authorities in West Yorkshire, Norway and Belgium, Lund University in Sweden and private sector partners in Belgium, Switzerland and the Netherlands. Stage one of the bid was submitted on 30 July and the outcome is awaited.

5.3   Interreg Europe; Regio-Mob

The project aims to promote "learning, sharing of knowledge and transferring best practices between the participating regional and local authorities to design and implement regional mobility plans (or Regional Transport Strategies) bearing in mind the stakeholders with regional relevance and contributing to the sustainable growth of Europe." Accordingly this project provides an opportunity for SEStran to attract European funding towards the necessary development of the RTS and to learn and share knowledge with other cities throughout Europe. If successful, the project will attract 70% funding from Europe.

The bid is being lead by a Spanish agency and included in the partnership are representatives from Slovenia, Italy,Poland, Greece and Romania. The Stage 1 submission was made on 30 July, as required and the outcome is awaited

6.   Recommendations
   6.1   That the board notes the contents of this report.

   6.2   That the board approves carrying forward the 2014/15, £28,785 under spend to the current year's expenditure on RTPI.

Jim Grieve
Programme Manager
September 2015

Appendix 1: Revenue Projects Expenditure
Appendix 2: RTPI Performance Indicator Report
Appendix 3: BIF 3 Progress on Screen Installations

Policy Implications	None
Financial Implications	As detailed in this report
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None

A8 projects Report: Appendix 1

Centre Description	CY Budget	Ledger @ 3/9/15	Staff Recharges to 31/8/15	Purchase Cards - June & July	Bank - Aug 15	Income due	Actuals @ 3/9/15
Expenditure							
EU CHUMS	0.00	34.55					34.55
BIF 1	0.00	12,295.30	3,170.07				15,465.37
EU4 LO PINOD	0.00	2,320.00					2,320.00
R17 SUSTAINABLE TRAVEL AWARENESS	130,000.00	-14,888.05			20,000.00		5,111.95
URBAN CYCLE NETWORKS	120,000.00	0.00					0.00
ONE TICKET	0.00	16,925.50					16,925.50
R15 PARK & CHOOSE STH TAY BRIDGE	35,000.00	0.00					0.00
RTPI - MAINTENANCE	230,000.00	230,664.30	3,018.06				233,682.36
R34 PROJECT MANAGEMENT COSTS	0.00	10,344.02					10,344.02
R37 RTS MONITORING	5,000.00	4,950.00					4,950.00
R41 SPECIALIST RAIL BUS ADVICE	35,000.00	12,531.48					12,531.48
R42 REGIONAL DEV PLAN INPUT	20,000.00	5,100.00					5,100.00
EU2 CONNECTING FOOD PORTS	0.00	-459.21					-459.21
EU SOCIAL CAR	47,000.00	522.93	3,434.39				3,957.32
EQUALITIES FORUM ACTIONS	10,000.00	0.00					0.00
EU WEASTFLOWS	0.00	82.56	82.47				165.03
EU NWE RIDE	64,000.00	3,069.99	3,702.16	610.68			7,382.83
EU CHUMS	68,000.00	0.00	7,336.90				7,336.90
BIF 2	500,000.00	9,849.42	13,915.45	18.03			23,782.90
BIF 3	500,000.00	3,080.75	24,860.21				27,940.96
RAIL STATIONS DEVELOPMENT	850,000.00	98,903.15					98,903.15
Total	**2,614,000.00**	**395,326.69**	**59,519.71**	**628.71**	**20,000.00**	**0.00**	**474,846.40**

Income

Centre Description	CY Budget	Ledger @ 3/9/15	Staff Recharges to 31/8/15	Purchase Cards - June & July	Bank - Aug 15	Income due	Actuals @ 3/9/15
REVENUE PROJECTS GRANT	-432,000.00	-432,000.00					-432,000.00
ONE TICKET	-13,000.00	-14,631.50				-2,294.00	-16,925.50
URBAN CYCLE NETWORKS	-100,000.00	0.00					0.00
RTPI - SCOTTISH GOVERNMENT	0.00	446,404.78				-446,404.78	0.00
RTPI - 14/15 CARRY FORWARD	0.00	-28,785.46					-28,785.46
RTPI - BUS OPERATORS	-138,000.00	-63,870.82					-63,870.82
EU2 CONNECTING FOOD PORTS	0.00	17,820.80				-16,806.35	1,014.45
EU SOCIAL CAR	-47,000.00	0.00					0.00
EU4 LO PINOD	0.00	10,364.10				-10,364.10	0.00
EU5 I TRANSFER	0.00	23,487.69				-23,487.69	0.00
EU WEASTFLOWS	0.00	16,524.37				-16,524.37	0.00
EU NWE RIDE	-34,000.00	202.94				-9,591.00	-9,388.06
EU CHUMS	-50,000.00	0.00					0.00
BIF 2	-500,000.00	0.00					0.00
BIF 3	-500,000.00	0.00					0.00
RAIL STATIONS DEVELOPMENT	-800,000.00	-98,903.16					-98,903.16
Total	**-2,614,000.00**	**-123,386.26**	**0.00**	**0.00**	**0.00**	**-525,472.29**	**-648,858.55**

Net Spend / Income		0.00	271,940.43	59,519.71	628.71	20,000.00	-525,472.29	-174,012.15

EUROPE & SCOTLAND
European Regional Development Fund
Investing in your Future

BustrackerSEStran Project

ERDF Priority 3 & 4 Supplementary Report

July 2015

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Contents

Figures & Tables

1   Introduction

The SEStran (South East Scotland Transport Partnership) Real-time Passenger Information Project delivers live bus information across south-east Scotland, an area exceeding 3000 sq.m which includes over 28% of Scotland's population.   It is a multi-stakeholder public transport project including 8 local authorities, 2 regional transport partnerships and a number of commercial bus operators.

The system, known as "bustrackerSEStran", covers the entire SEStran area.

This supplementary report provides detailed monitoring information relating to the targets and indicators across the 5 projects which received ERDF support:

- **East Lothian (EL 0475)**

- **Scottish Borders (SB 0014)**

- **Fife (FI 0216)**

- **West Lothian (WL 0144)**

- **Cross-Boundary (XB 0143)**

The report is structured as follows:

Chapter 2 - "Targets and Indicators" summarises the indicators and provides additional background information.

Chapter 3 – "System Benefits" demonstrates the system benefits and includes details of the marketing exercises undertaken to promote it.

Chapter 4 - "Project Amendments" comments on specific items and features which were not delivered in accordance with the original plan and explains how the funding was used to deliver alternative solutions and benefits.

Chapter 5 – "ERDF Legacy" explains the ongoing and increasing benefits of the bustrackerSEStran system, building on the foundations laid with ERDF funding support.

2 Targets, Indicators & Results

2.1 Background

ERDF grants require SEStran to monitor a number of targets and indicators. Early on in the project, meetings were held with the Managing Authority to discuss the appropriateness of the standard suite of ERDF indicators and how these would measure progress in delivering cross-cutting themes (including for example social inclusion).

A monitoring framework was produced and accepted by the authority. The Managing Authority accepted that through the nature of the scheme, outcome indicators would take a considerable time to change. Furthermore, SEStran always maintained that the principle objective of the overall scheme was to deliver a core system to generate accurate live bus information which could be disseminated to passengers in a number of ways.

This objective was totally consistent with ERDF Priority 3 and 4 objectives which identified public transport as key supporting theme in achieving access to employment, learning and business enterprise objectives.

2.2 Committed Targets & Indicators

The following table shows the commitments made in each bid and progress so far towards those targets. Targets are in the left hand column, results in the right for each ERDF area. A brief explanation and justification of the results are included in the notes below. Supplementary information regarding the system benefits is included in Section 3.

Table 1: Targets & Indicators

Type	Indicator	EL 0475 Target	EL 0475 Result	SB 0014 Target	SB 0014 Result	FI 0216 Target	FI 0216 Result	WL 0144 Target	WL 0144 Result	XB 0143 Target	XB 0143 Result
Output	Output Number of enterprises supported.	0	1	0	3	0	2	0	1	0	2
Output	Output Number of e-learning/childcare and other community facilities supported.	30	48	15	57	1	236	0	78	8	21
Output	Output Area of business space created or modified (m2).	0	0	0	0	0	0	0	0	0	0
Output	Output Number of educational access projects supported.	1	1	1	3	5	11		2	2	3
Output	Output Number of local transport projects supported.	2	1	2	3	3	2	8	1	2	2
Result	Result Number of new marketing initiatives.	5	7	5	7	30	7		7	4	7
Result	Result Number of enterprises introducing	3	1	3	1	0	4		1	2	1

Type	Indicator	EL 0475		SB 0014		FI 0216		WL 0144		XB 0143	
		Target	Result	Target	Result	Target	Result	Target	Result	Target	Result
	new supply and production processes.										
Result	Result Number of enterprises benefiting from supported facilities.	50	**2600**	50	**4523**	50	**7184**	0	**3793**	20	**330**
Result	Result Occupancy rates of business space by the end of the Programme (%).	0		0		0				0	
Result	Result Number of gross jobs created.	2	**2**	2	**2**	2	**2**	0		1	**1**
Output	Output Number of job brokerage initiatives supported.							0	**0**		
Output	Output Number of renewable energy projects supported.							0	**0**		
Result	Result Increase in the number of individuals gaining employment through supported job brokerage schemes							0	**0**		
Result	Result Increase in the number of individuals gaining employment through supported ICT/e-learning facilities							0	**0**		
Result	Result Increase in the number of individuals gaining employment through supported childcare/community facilities.							0	**0**		
Output	Output Area of business space created or modified (m2).							0	**0**		
Result	Result Number of enterprises supported.							0	**0**		
Result	Result Number of social enterprises supported.							0	**0**		
Result	Result Number of gross jobs created.							0	**0**		

3   System Benefits

3.1   System Summary

Before considering the system benefits, it is important to summarise the systems and facilities that have been delivered.
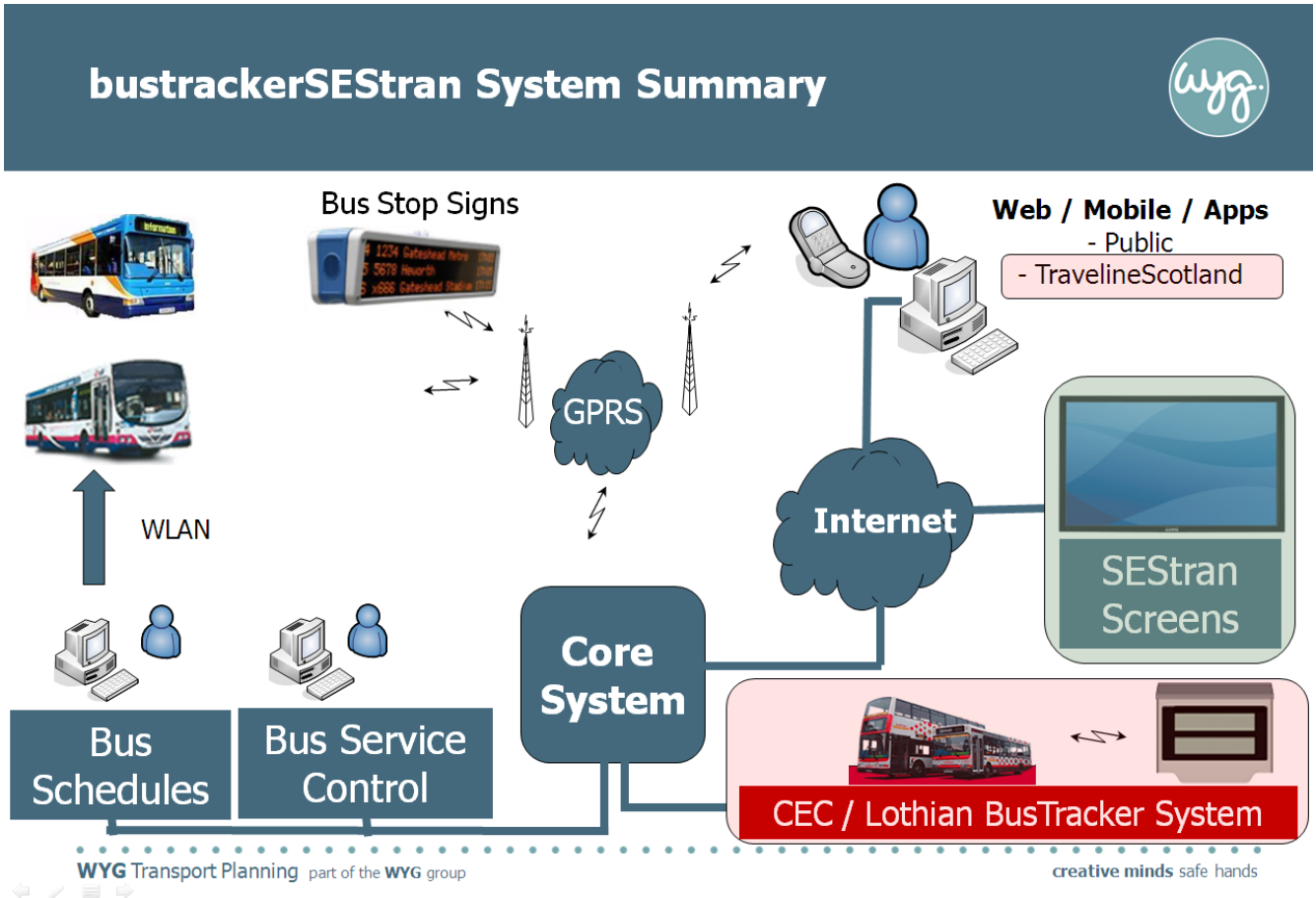
Figure 1: bustrackerSEStran System Overview

Figure 1 shows the key features of the bustrackerSEStran system delivered under this project. This includes commissioned interfaces with other established public transport information systems (pink highlight) and important bustrackerSEStran based information system opportunities for the future (green highlight).

The key points to note are:

- Core bustrackerSEStran system platform established

- 358 First & Stagecoach buses equipped

- Web, Mobile and App live bus information services launched, SEStran wide

- 10 electronic stop signs installed

- Fleet management and voice communication tools for bus operators

- Interface to City of Edinburgh / Lothian Buses BusTracker system established

- BustrackerSEStran live bus times now available on 400+ Edinburgh BusTracker at stop signs

- Interface to TravelineScotland information system established

- BustrackerSEStran live bus times now available on TravelineScotland's national web /app services

The SEStran Screens project is discussed further in chapter 5.

3.2   System Benefits by ERDF Output / Result Category

3.2.1   **General**

The BustrackerSEStran web, mobile and app services make live bus times available to a limitless number of potential bus users. This means the system can support all of the ERDF KPI measures across the entire SEStran area in a flexible and efficient manner. It is not constrained by the need for additional investment in on-street signs infrastructure. It offers live bus information where and when it is needed by the user at all points of their journey: leaving home; leaving work; going to and from further education centres etc.

It is also adaptable. If a new learning or employment initiative is created, bustrackerSEStran will immediately provide the relevant transport information. If the bus services change, bustrackerSEStran already knows about it because it uses the same data as the bus operator's ticket machines.

ERDF policy and strategy documents recognised public transport as "key supporting service". By supporting the bustrackerSEStran project, ERDF has helped create a live bus information service which genuinely serves the entire community, 24/7.

Fig 2 below illustrates the increasing use of the bustrackerSEStran live bus system over the last 6 months. It now responds to over 730,000 hits a month.
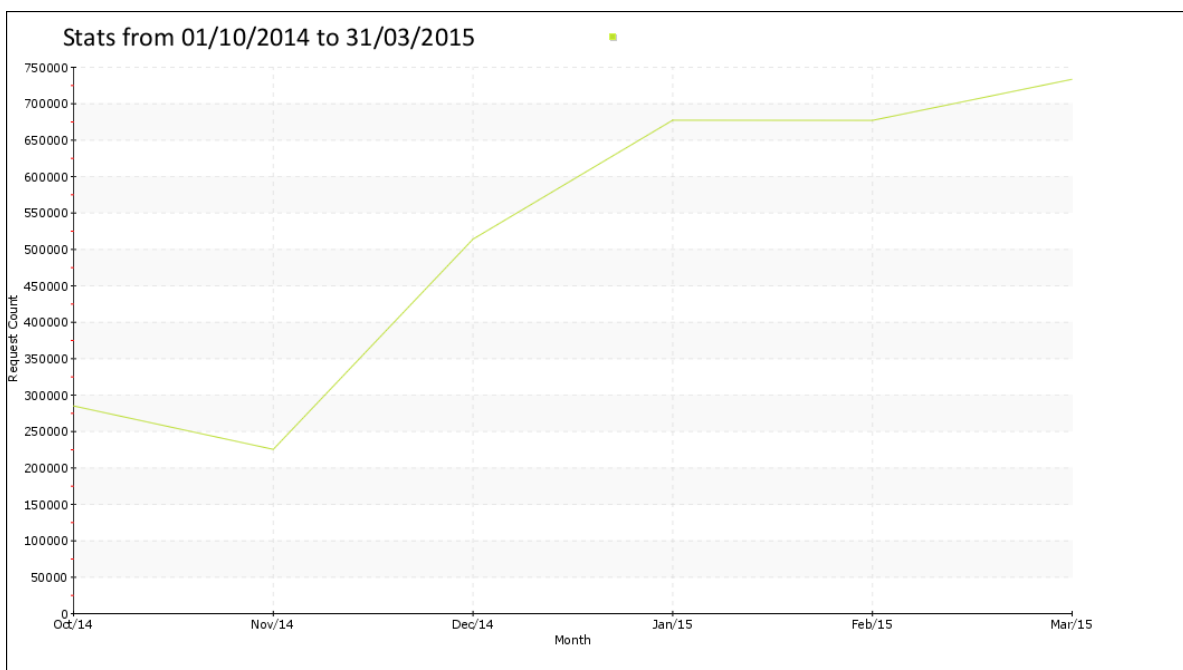
Figure 2: BustrackerSEStran Requests (Monthly)

Figure 3 shows the average hourly demand profile for an average weekday in March 2015. This reflects the typical working day with higher demands during the morning and evening peaks. The systems replies to almost 1700 queries/hr between 5 and 6pm.
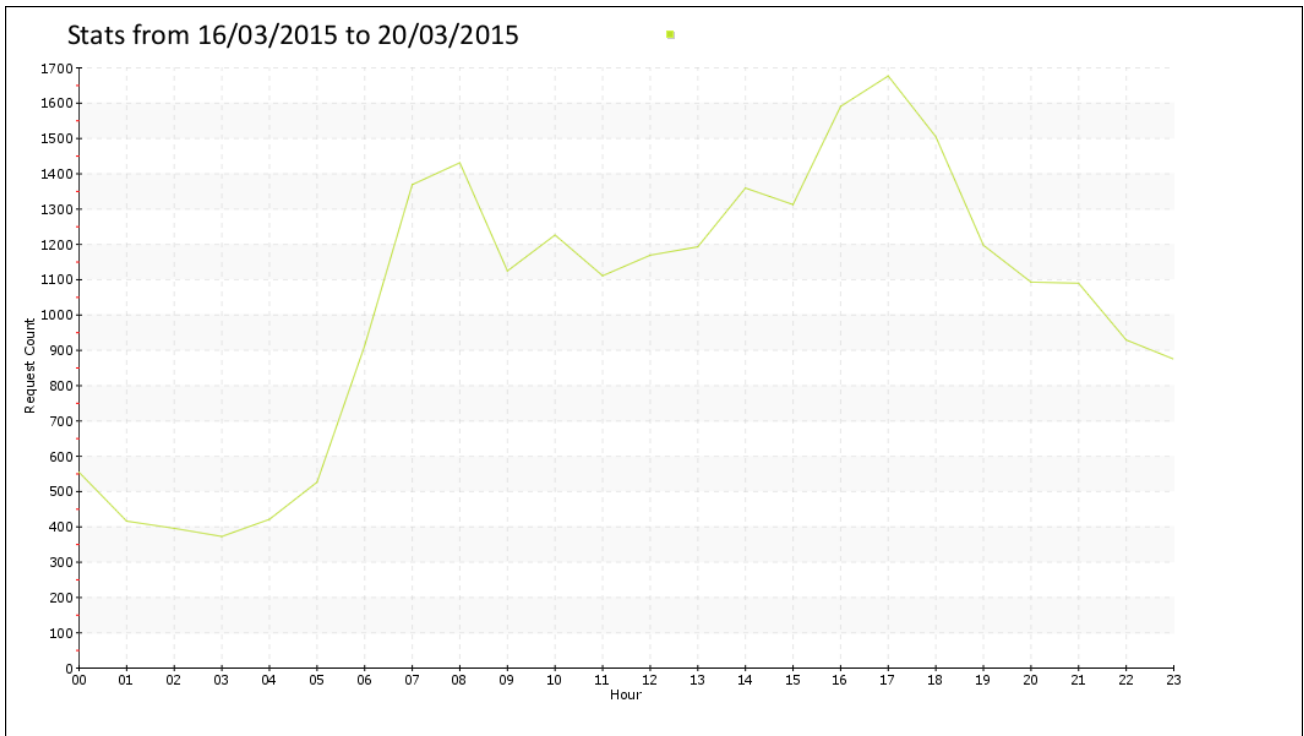
Figure 3: BustrackerSEStran Hourly Requests (Ave Weekday)

The system is also serving a wide range of users. Current usage levels are:

Table 2: BusTrackerSEStran Usage by Application

User Application	Usage Level
	%
TravelineScotland	60
BustrackerSEStran Digital Signs	25
BusTrackerSEStran mobile / apps	10
BusTrackerSEStran Web Site	5
TOTAL	**100**

Usage is currently dominated by TravelineScotland queries. This is not surprising as TravelineScotland's app has been available for some time and was promoted by both TravelineScotland and the bus operators. However, until the arrival of the bustrackerSEStran, TravelineScotland could only offer scheduled information to passengers. It is the busTrackerSEStran system that delivers the live bus information which is now readily available via the TravelineScotland apps. ERDF funding of bustrackerSEStran has therefore added value to the established, national public transport information service.

The bustrackerSEStran web, mobile and app services are, however, also being used. They represent 15% of queries which is approximately 100,000 per month. SEStran will continue to promote these services to consumers as they do offer additional features and facilities which are not available within the TravelineScotland apps. For example, bus operators are already using the advanced bustrackerSEStran tools to notify passengers when the bus network, bus services or individual bus stops are affected by road-works, delays or diversions. The relevant information is given automatically to the traveller when they query the system.

SEStran digital signs are another major user of the bustrackerSEStran system. These were not within the scope of the core ERDF project(s) but build on that investment. The digital signing service is discussed further in Chapter 5.

3.2.2 **Enterprises Supported**

The targets were:

Table 3: Enterprises Supported

Type	Indicator	EL 0475		SB 0014		FI 0216		WL 0144		XB 0143	
		Target	Result	Target	Result	Target	Result	Target	Result	Target	Result
Output	Output Number of enterprises supported.	0	**1**	0	**1**	0	**2**	0	**2**	0	**1**

Stagecoach and First benefit in terms of improved network and fleet management, real-time passenger information and historic data analysis. The number of enterprises supported varies because individual bus operators do not run bus services across all the project areas.

First are now re-shaping their business practices to maximise the potential of the fleet management and voice communications tools within the bustrackerSEStran system. This includes creating a central control room to manage their regional transport operations.

3.2.3 E-Learning, Childcare, Community Facilities & Educational Access Projects

The targets were:

Table 4: E-Learning, Community & Educational Access Projects Supported

Type	Indicator	EL 0475		SB 0014		FI 0216		WL 0144		XB 0143	
		Target	Result	Target	Result	Target	Result	Target	Result	Target	Result
Output	Output Number of e-learning/childcare and other community facilities supported.	30	**48**	15	**57**	1	**236**	0	**78**	8	**21**
Output	Output Number of educational access projects supported. [3]	1	**1**	1	**3**	5	**11**		**2**	2	**3**

For the purpose of this study:

E-learning/childcare and community facilities = No. of community / library facilities in each area.

Educational Access Projects Supported = No. of FE college campuses in the area.

Please note, the "educational access" numbers are conservative as they exclude universities and all primary & secondary schools that are not officially identified as "community facilities". BustrackerSEStran will, of course, support access to these facilities as well.

Bustracker SEStran delivers accurate and robust live bus information to passengers across web, mobile and apps. The back office system can be used to analyse the live bus information requests received for specific bus stops throughout the region. To demonstrate the ERDF Priority 3 and 4 benefits, this section uses the statistical analysis tools to analyse live bus information requests for bus stops which are immediately adjacent to e-learning sites, community facilities and educational access projects. The results highlight specific examples and extrapolate the results across ERDF locations and the entire SEStran area.

3.2.3.1 East Lothian Learning Partnership (ELLP)

The table below summarises bustrackerSEStran usage adjacent to 14 ELLP centres.

Table 5: Live Bus Queries - East Lothian Learning Partnership

Name	Bus stop code	Month	Total Request Count
BRIDGE CENTRE - Haddington	Market Street (58235286)	est'd	24
BRIDGE CENTRE - Haddington	Golf Course (58232986)	est'd	24
BRIDGE CENTRE - Haddington	Tynebank (58234275)	est'd	24
ELPHINSTONE COMMUNITY CENTRE	not applicable - too remote		
Fisherrow Centre, Musselburgh	Brunton Theatre - Hayweights (58232782)	Feb-15	47
Fisherrow Centre, Musselburgh	Hayweights (58232759)	Feb-15	36
INTER.ESK INTERNET YOUTH CAFE, Musselburgh	Health Centre (58232783)	Feb-15	25
INTER.ESK INTERNET YOUTH CAFE, Musselburgh	Health Centre (58232758)	Feb-15	15
Longniddry Community Centre, Longniddry	Railway Station (58232438)	Feb-15	6
Longniddry Community Centre, Longniddry	Longniddry Inn (58232437)	Feb-15	5
Longniddry Community Centre, Longniddry	Longniddry Inn (58232436)	Feb-15	20
Longniddry Community Centre, Longniddry	Railway Station (58232439)	Feb-15	8
MUSSELBURGH EAST COMMUNITY LEARNING CENTRE	Moir Crescent (58232487)	Feb-15	5
MUSSELBURGH EAST COMMUNITY LEARNING CENTRE	Moir Crescent (58232489)	Feb-15	13
MUSSELBURGH EAST COMMUNITY LEARNING CENTRE	Levenhall Roundabout (58232453)	est'd	24
MUSSELBURGH EAST COMMUNITY LEARNING CENTRE	Delta Drive (58232456)	est'd	24
MUSSELBURGH EAST COMMUNITY LEARNING CENTRE	Delta Drive (58232457)	est'd	24
NORTH BERWICK COMMUNITY CENTRE	Bowling Green (58234527)	Feb-15	8
NORTH BERWICK COMMUNITY CENTRE	Dundas Avenue (58234535)	est'd	6
NORTH BERWICK COMMUNITY CENTRE	Dundas Avenue (58234523)	Feb-15	5
PENNYPIT CENTRE, Prestonpans	excluded - Lothian only		
PORT SETON COMMUNITY CENTRE, Port Seton	excluded - Lothian only		
prestonpans Community Centre, Prestonpans	Health Centre (58232497)	Feb-15	10
prestonpans Community Centre, Prestonpans	Health Centre (58232496)	Feb-15	22
prestonpans Community Centre, Prestonpans	Polworth Terrace (58232498)	est'd	16
prestonpans Community Centre, Prestonpans	Polworth Terrace (58232523)	est'd	16
RED SCHOOL YOUTH CENTRE, Prestonpans	excluded - Lothian only		
THE GATE HOUSE, Musselburgh	Rothesay Place (58232683)	Feb-15	2
THE GATE HOUSE, Musselburgh	Musselburgh Grammar School (58232685)	Feb-15	2
THE GATE HOUSE, Musselburgh	Rothesay Place (58232684)	Feb-15	3
WALLYFORD COMMUNITY CENTRE	Albert Place (58232475)	Feb-15	13
WALLYFORD COMMUNITY CENTRE	Albert Place (58234867)	Feb-15	3
WHITECRAIG COMMUNITY CENTRE, Whitecraig	Whitecraig Crescent (58232483)	Feb-15	3
WHITECRAIG COMMUNITY CENTRE, Whitecraig	Whitecraig Crescent (58232484)	Feb-15	5
Total Number of Live Bus ELLP Queries (per month)			438
Estimated ELLP Annual Total			5256
Number of ELLP Centres Served by BusTrackerSEStran *1			10
Total Number of ELLP Centres			14

*1 - Centres which are only served by Lothian Buses have been excluded as live bus information was already available for those services.

3.2.3.2 Queensferry Primary School Community Centre

The table below summarises bustrackerSEStran usage adjacent over a 5 day period Mon-Fri .

Table 6: Live Bus Queries - Queensferry Primary School

Bus stop code	Total Request Count	Period
Community Centre (36238275)	9	9th - 13th Feb 2015 Mon - Fri
Community Centre (36238276)	51	9th - 13th Feb 2015 Mon - Fri
Viewforth Place (36236937)	19	9th - 13th Feb 2015 Mon - Fri
Viewforth Place (36236936)	2425	9th - 13th Feb 2015 Mon - Fri
Total Queries	2504	
Estimated Annual Total	130208	
Adjusted Estimated Annual Total *	6760	

* Excludes very high value for Viewforth Place (36236396) and assumes 51/week .

The high level of use for Viewforth Place (36236936) suggests that a local user has created a personalised sign to query this specific stop using the tools available within the bustrackerSEStran system. The adjusted annual total reflects a more typical usage level.

3.2.3.3 Community Centres (Various Locations)

The table below summarises bustrackerSEStran usage at 4 community centres around the region. The sites were selected from bustrackerSEStran's database of over 10,000 active bus stops because they have the word "community" in the registered bus stop name. The totals are likely to underestimate butackerSEStran usage at these locations as there will often be other relevant stops in the vicinity of the community centres. Note – any "community" stops included in previous sections (e.g. East Lothian Learning Partnership) have been excluded from the table below.

Table 7: Live Bus Queries - Community Centres (Various Locations)

Location	Bus stop code	Period	Total Request Count
St Andrews, Fife	Community Hospital (34346283)	Feb-15	6
St Andrews, Fife	Community Hospital (34346276)	Feb-15	8
Kirkliston, West Lothian	Community Centre (36238243)	Feb-15	9
Kirkliston, West Lothian	Community Centre (36246296)	Feb-15	5
Seafield, West Lothian	Community Centre (95625382)	Feb-15	17
Seafield, West Lothian	Community Centre (95625384)	Feb-15	9
Aberlady, East Lothian	Community Hall (58232584)	Feb-15	5
Aberlady, East Lothian	Community Hall (58232583)	Feb-15	10
	Total		**69**
	Estimated Annual Total		**828**

The number of community centres across the SEStran area are summarised below.

Table 8: Community Centres by Area

Locations*	No.
ERDF Locations	
East Lothian	14
Fife	125
Scottish Borders	15
West Lothian	35
ERDF Sub Total	**189**
Other SEStran Locations	
Clackmannanshire	10
Edinburgh	49
Falkirk	21
Midlothian	13
Othe SEStran Sub Total	**93**
TOTAL	**282**

* - from local authority web sites

3.2.3.4 Libraries

Libraries are relevant to ERDF Priority 3 and 4 targets because they support both educational and employment services and provide free access to computers, broadband and learning resources. The following summary of Fife's "Ez Access" service illustrates the point:

> "Through our network of more than 240 computers, you can access free Internet, email and online learning. As well as internet and email you can access Microsoft Office software for word processing, spreadsheets, databases and presentation software."

Figure 4:Fife Council "Ez Access" Library Service

The contribution of libraries is also recognised by the Scottish Government, as shown by the following extract from the Scottish Government website (http://www.gov.scot/Topics/Education/skills-strategy/progress/sg/supportingindividuals/LibinScot):

> ### How Scotland's libraries are helping implement the Skills Strategy
>
> *The services provided by public, academic, college and national libraries have a crucial role in learning and development in Scotland. Libraries are ideally placed to upskill those furthest from the labour market and play a major role in building vibrant communities. They also help sustain the entire lifelong learning sector by providing underpinning support and activities for both formal and informal learning, teachers, facilitators and learners alike.*
>
> *Far more people access learning through public libraries than any other part of the lifelong learning sector. There were 29 million visits to public libraries in Scotland in 2006/7 with a further 10.9 million visits online.*

Figure 5: Scottish Govt - Libraries Statement

There are 397 libraries across the SEStran area, 157 within the ERDF target areas. This includes community libraries, archive libraries and university libraries. (Source: Scotland's Info). The distribution is summarised below.

Table 9: Libraries by Area

Area	Libraries
	No.
East Lothian	24
Fife	77
West Lothian	27
Scottish Borders	29
ERDF Sub Total	157
Clackmannanshire	11
Falkirk	20
Midlothian	27
City of Edinburgh	182
Grand Total	397

3.2.3.5   Colleges

There are 13 FE colleges and 31 campus locations throughout the region. These are listed below. Note – the numerous primary / secondary schools and universities are not considered in this report but these will also benefit from the bustrackerSEStran system.

Table 10: List of FE Colleges

Name	Area
Borders College - Galashiels Campus	Scottish Borders
Borders College - Hawick Campus	Scottish Borders
Borders College - Newtown St Boswells Campus	Scottish Borders
Edinburgh College of Art	Edinburgh
Edinburgh University Architecture Dept.	Edinburgh
Fife College - Cupar Campus	Fife
Fife College -Halbeath Campus	Fife
Fife College -Leven Campus	Fife
Fife College -Priory Campus	Fife
Fife College -Robert Purvis House	Fife
Fife College -Rosyth Campus	Fife
Fife College -St Brycedale Campus	Fife
Fife College -Stenton Campus	Fife
Forth Valley College - Falkirk Campus	Falkirk
Forth Valley College - Alloa Campus	Clackmannanshire
Roslin Institute -Easter Bush EH25 9RG	Midlothian
St Andrew's College	Fife
St Leonards Sixth Form College, St Andrews	Fife
West Lothian College	West Lothian
Newbattle Abbey College Midlothian	Midlothian
Queen Margaret College	East Lothian
Scottish Agricultural College - Elmwood campus, Fife	Fife
Scottish Agricultural College - Edinburgh campus	Edinburgh
Scottish Agricultural College - Oatridge campus, West Lothian	West Lothian
Edinburgh College - Granton	Edinburgh
Edinburgh College - Milton Road	Edinburgh
Edinburgh College - Midlothian	Midlothian
Edinburgh College - Sighthill	Edinburgh
Total Number of Colleges	**13**
Total Number of Campus Locations	**28**

The number of sites in each local authority area is tabulated below.

Table 11: Campus Locations by Authority

Loca Authority	ERDF Funded	No. of Campus Locations
West Lothian	y	2
Fife	y	11
East Lothian	y	1
Scottish Borders	y	3
Edinburgh		7
Midlothian		3
Falkirk		1
Clackmannanshire		1
Total		29
ERDF Funded Total		17

The table below summarises bustrackerSEStran usage at 2 colleges in the region. Current usage levels are low but there is considerable potential to increase this over time. Borders College have already expressed an interest in the SEStran digital signage project which would permanently display live bus information on screens within the college buildings. If implemented, this will also increase awareness and use of the mobile and app services.

Table 12: Live Bus Queries - Colleges (Various)

Location	Bus stop code	Month	Total Request Count
Glenrothes College	Auchmuty Road (34329252)	Feb-15	4
Glenrothes College	Glenrothes Queensway (34329262)	Feb-15	5
Glenrothes College	Glenrothes Queensway (34329265)	Feb-15	13
Glenrothes College	GLENROTHES MORRISONS (34329273)	Feb-15	18
Glenrothes College	Sub Total		40
Borders College, Melrose	Borders General Hospital (72723736)	Feb-15	24
Borders College, Melrose	Borders College (72723945)	Feb-15	2
Borders College, Melrose	Heriot Watt Car Park (72723925)	Feb-15	1
Borders College, Melrose	Sub Total		27
	Total		67
	Estimated Annual Total		804

3.2.3.6 Job Centres – Various Locations

BustrackerSEStran also supports and enhances public transport access to job centres. The table below summarises bustrackerSEStran usage at a sample of 6 job centres across the region.

Table 13: Live Bus Queries - Job Centres (Various Locations)

Job Centre Location	Bus stop code	Month	Total Request Count
Penicuik	Town Centre (64329264)	Feb-15	24
Penicuik	Wilson Street (64324378)	Feb-15	6
Penicuik	Wilson Street (64324376)	Feb-15	10
Penicuik	Town Centre (64324374)	Feb-15	48
Penicuik	Lambs Pend (64324324)	Feb-15	11
Penicuik	Lambs Pend (64324325)	Feb-15	66
Penicuik	**Sub Total**		**165**
Hawick	Trinity Street (72723252)	Feb-15	2
Hawick	Trinity Street (72723253)	Feb-15	3
Hawick	Horse (72798985)	Feb-15	17
Hawick	**Sub Total**		**22**
Falkirk	Falkirk Asda (32524928)	Feb-15	49
Falkirk	Falkirk Asda (32524979)	Feb-15	27
Falkirk	Wellside Place (32525684)	Feb-15	13
Falkirk	Falkirk Asda (32525267)	Feb-15	43
Falkirk	**Sub Total**		**132**
Musselburgh	Tesco (58232784)	Feb-15	5
Musselburgh	Tesco (58234763)	Feb-15	4
Musselburgh	**Sub Total**		**9**
Wester Hailes	Westside Plaza (36247454)	Feb-15	14
Wester Hailes	Westside Plaza (36237479)	Feb-15	26
Wester Hailes	**Sub Total**		**40**
Cowdenbeath	Cowdenbeath Railway Bridge (34325868)	Feb-15	57
Cowdenbeath	Cowdenbeath Hill Street (34325927)	Feb-15	10
Cowdenbeath	Cowdenbeath Hill Street (34325923)	Feb-15	9
Cowdenbeath	Cowdenbeath Burgh Road (34325938)	Feb-15	49
Cowdenbeath	Cowdenbeath Burgh Road (34325964)	Feb-15	49
Cowdenbeath	Cowdenbeath Railway Bridge (34325895)	Feb-15	48
Cowdenbeath	**Sub Total**		**222**
	Total		**590**
	Estimated Annual Total		**7080**

There are a total of 28 JobCentre Plus locations across the SEStran area, 14 within the scope of ERDF.

Table 14: JobCentre Plus Locations by Area

Location	No.
ERDF Locations	
East Lothian	3
Fife	7
Scottish Borders	1
West Lothian	3
ERDF Sub-Total	**14**
Other SEStran Locations	
City of Edinburgh	10
Clackmannanshire	1
Falkirk	1
Midlothian	2
Other Locations Sub-Total	**14**
Total	**28**

3.2.3.7   Livingston Retail Centre, West Lothian

The table below summarises bustrackerSEStran usage in the vicinity of the Livingston Retail Centre which also includes a job centre. This illustrates the wider support offered by the bustrackerSEStran system. It benefits those already in employment travelling to and from work as well as customers wishing to access goods and services from local centres.

Table 15: Live Bus Queries - Livingston Retail Centre (incl job centre)

Bus stop	Month	Total Request Count
The Centre (95625258)	Feb-15	40
Bus Terminal (95624649)	Feb-15	196
Bus Terminal (95624648)	Feb-15	80
Bus Terminal (95624647)	Feb-15	43
Bus Terminal (95624646)	Feb-15	116
Bank of Scotland (95624645)	Feb-15	89
Bank of Scotland (95624643)	Feb-15	57
Bus Terminal (95624654)	Feb-15	251
Bus Terminal (95624653)	Feb-15	152
Travelodge (95623876)	Feb-15	4
Asda (95623476)	Feb-15	61
Campus Roundabout (95624686)	Feb-15	4
Campus Roundabout (95624683)	Feb-15	4
Lime Kiln (95624726)	Feb-15	8
The Centre (95623234)	Feb-15	37
Lime Kiln (95624727)	Feb-15	11
Alderstone Business Park (95625283)	Feb-15	3
Total		**1156**
Estimated Annual Total		**13872**

3.2.3.8 Council Offices

Council offices are also considered relevant to ERDF Priority 3 & 4 targets as they often include customer facing service centres offering providing advice and support across a wider range of issues including education, training, business enterprise, access to childcare and support services etc.

The table below summarises bustrackerSEStran usage at stops in the immediate vicinity of a specific council office.

Table 16: Live Bus Queries - Council Offices

Location	Bus stop code	Total Request Count
East Lothian Council, Haddington	Corn Exchange (58232975)	16
East Lothian Council, Haddington	Police Station (58232897)	128
	Total	**144**
	Estimated Annual Total	**1728**

There are many council offices and customer service centres in each local authority area. The table below provides a conservative estimate of numbers.

Table 17: Council offices by Area

Location*	No.
ERDF Locations	
East Lothian	6
Fife	23
Scottish Borders	11
West Lothian	11
ERDF Sub Total	51
Other SEStran Locations	
Clackmannanshire	10
Edinburgh	8
Falkirk	9
Midlothian	3
Other Sestran Sub Total	30
Total	81

* Conservative figures taken from Council web sites.

3.2.3.9 Business Enterprise Centres

Business enterprise is an important ERDF target area. Government funded business enterprise centre locations are tabulated below. There are 10 within the ERDF area.

Table 18: Businsess Enterprise Centres by Area

Location	No
ERDF Related Locations	
Scottish Enterprise Regional Offices	
Edinburgh	1
Glenrothes*	-
Selkirk*	-
Business Gateway Centres	
East Lothian	2
Fife	4
Scottish Borders	1
West Lothian	2
ERDF Sub Total	10
Other SEStran Locations	
Clackmannanshire	1
Edinburgh	1
Falkirk	1
Midlothian	1
Other Locations Sub Total	4
Total	14

* - centres shared with Business Gateway

3.2.3.10 Summary of Current BusTrackerSEStran Usage

The table below summarises the number of community facilities benefiting from bustrackerSEStran in each ERDF area. and usage levels across the various categories.

Table 19: E-Learning & Community Facilities Summary

E-Learning & Community Facilities Summary					
Facility	East Lothian	Scottish Borders	Fife	West Lothian	X-Border
Community Centres	14	15	125	35	14
Libraries	24	29	77	27	3
Job CentrePlus	2	1	7	3	1
Council Offices	6	11	23	11	3
Business Enterprise Centres	2	1	4	2	0
Totals	48	57	236	78	21

The table below summarises the number of bustrackerSEStran real-time bus queries by facility type.

Table 20: Live Bus Queries - Category Summary

Facility	Facilities Supported	Estimated No of Live Bus Queries
	No.	No/pa
East Lothian Learning Partnership	10	5256
Community Centres*	5	6760
Job Centres	6	7080
Retail Centres (incl employment services etc)	1	13872
Colleges	2	804
Council Offices	1	1728
Total	25	35500
Average		1420

* - assumes adjusted total for Queensferry Community Centre, excluding outlying value.

The figures above demonstrate that bustrackerSEStran is delivering valuable, live bus information in the specific areas targeted by ERDF Priority 3 and 4 initiatives.

The above figures are, of course, based on a relatively small sample of 25 facilities. The table below summarises total bustrackerSEStran usage across both the ERDF and wider SEStran areas.

Table 21: BustrackerSEStran Usage (ERDF / SEStran wide)

Facility	Est. Query Rate	ERDF Facilities Supported	Est. ERDF Live Bus Queries	SEStran Facilities Supported	Est. SEStran Live Bus Queries
	No / pa	No.	No/pa	No.	No/pa
Learning Partnerships*	1420	-	-	-	-
Job Centres**	1420	14	19880	28	39760
Community Centres	1420	189	268380	93	132060
FE Colleges	1420	17	24140	29	41180
Libraries	1420	157	222940	397	563740
Business Enterprise Centres	1420	10	14200	14	19880
Council Offices	1420	51	72420	81	115020
Total		**438**	**621960**	**642**	**911640**
* Excluded - generally share college / community facilities					
** Excludes private agencies.					

To conclude:

- bustrackerSEStran responds to 8.8 million real-time information requests per annum

- of those, over 620,000 queries/annum relate to community, education and enterprise activity in the ERDF areas

- this demonstrates that bustrackerSEStran is supporting ERDF Priority 3 and 4 targets

- The SEStran-wide figures demonstrate the system is supporting access to education, employment and enterprise initiatives across the whole SEStran area – adding value to ERDF investment

Finally, with overall usage levels exceeding 700,000 queries per month, bustrackerSEStran is clearly improving and promoting public transport for all users and all journeys. ERDF investment is therefore enhancing a key supporting service identified in both Priority 3 & 4 policies and strategies.

3.2.4 Transport Projects Supported

The targets were:

Table 22: Transport Projects Supported

Type	Indicator	EL 0475 Target	EL 0475 Result	SB 0014 Target	SB 0014 Result	FI 0216 Target	FI 0216 Result	WL 0144 Target	WL 0144 Result	XB 0143 Target	XB 0143 Result
Output	Output Number of local transport projects supported.	2	**1**	2	**3**	3	**2**	8	**1**	2	**2**

BustrackerSEStran has supported the following local transport projects within the scope of ERDF funding:

Specific to East Lothian: *(1 project)*

East Lothian already had numerous electronic at stop signs installed under the City of Edinburgh / Lothian Buses BusTracker project. BustrackerSEStran live bus information is now available on these screens via the system interface created by SEStran. This supports the City of Edinburgh Council's BusTracker project and adds value for public transport users in East Lothian.

Specific to Scottish Borders: (3 projects)

Signs erected at Galashiels interchange will support Borders Railway project when this opens. Further signs have been installed at hubs in Hawick and Selkirk to enhance the quality of public transport in both cases.

Specific to Fife: (2 projects)

There is agreement, in principle, to supply real time passenger information to two P&R sites at Halbeath and Ferrytoll.

Specific to West Lothian (1 project)

BusTrackerSEStran electronic signs will provide live bus information at the Livingstone bus interchange.

Cross Boundary (2 Projects)

Over 200 bus services/routes are supported within the system, in total covering all 5 areas. Cross boundary services are tracked and provide live bus information along the full length of their route. As a result, seamless information is available for passengers travelling to / from neighbouring areas and cities including Dumfriesshire, Cumbria, Glasgow, Perth, Dundee etc.

3.2.5 New Marketing Initiatives

The targets were:

Table 23: Marketing Initiatives

		EL 0475		SB 0014		FI 0216		WL 0144		XB 0143	
Type	**Indicator**	Target	**Result**	Target	**Result**	Target	**Result**	Target	**Result**	Target	**Result**
Result	Result Number of new marketing initiatives.	5	**7**	5	**7**	30	**7**		**7**	4	**7**

SEStran and operators engaged in the following marketing activities:

- A formal launch of the bustrackerSEStran system attended by the Transport Minister
- RTPI website
- RTPI mobile apps (two – iOS and Android)
- Radio campaign
- Twitter
- On-bus literature

- A targeted launch of the new BusTrackerSEStran digital signing service attended by 80 representatives of public sector bodies including libraries and museums, tourism, local authorities, education providers etc.

Further details and examples are included in Appendix A.

3.2.6 Enterprises Introducing New Supply & Production Processes

The targets were:

Table 24: New Supply & Production Processes

Type	Indicator	EL 0475		SB 0014		FI 0216		WL 0144		XB 0143	
		Target	Result	Target	Result	Target	Result	Target	Result	Target	Result
Result	Result Number of enterprises introducing new supply and production processes.	3	**1**	3	**1**	0	**4**	0	**1**	2	**1**

To maximise the benefits of the bustrackerSEStran system, First have introduced new, regional service management procedures across their operational areas in East Lothian, Scottish Borders and West Lothian. This also includes cross boundary services.

Stagecoach has made similar changes, introducing new bus service management procedures at a local level within 4 Fife bus depots.

3.2.7 Enterprises Benefitting from Supported Facilities

The targets were:

Table 25: Supported Facilities

Type	Indicator	EL 0475		SB 0014		FI 0216		WL 0144		XB 0143	
		Target	Result	Target	Result	Target	Result	Target	Result	Target	Result
Result	Result Number of enterprises benefiting from supported facilities.	50	**2600**	50	**4523**	50	**7184**	0	**3793**	20	**330**

BusTrackerSEStran supports the public transport network across the SEStran area. SME's which are accessible from the bus network can therefore benefit from the system. The table below summarises the

number of "accessible" SME's within the ERDF and SEStran areas. "Accessible" is defined as being within 400 metres of a bus stop.

Table 26: SME's & Employment by Area

SME's & Employment by Local Authority Area**						
	Total		0 - 49 employees		50 - 249 employees	
Local Authority	Number of enterprises	Total SEStran employment	Number of enterprises	Total SEStran employment	Number of enterprises	Total SEStran employment
Clackmannanshire	1,115	5,900	1,080	4,660	35	1,240
East Lothian	2,955	14,740	2,885	11,950	70	2,790
Edinburgh, City of	16,875	94,610	16,145	66,640	730	27,970
Falkirk	3,675	21,550	3,505	14,420	170	7,130
Fife	8,880	49,830	8,635	37,510	245	12,320
Midlothian	2,170	12,500	2,095	9,860	75	2,640
Scottish Borders, The	5,140	26,080	5,025	20,220	115	5,860
West Lothian	4,310	27,040	4,095	17,810	215	9,230
SEStran SME Totals	45,120	252,250	43,465	183,070	1,655	69,180
ERDF SME Totals	21,285	117,690	20,640	87,490	645	30,200
%age of SEStran SME's within 400m of bus network*	93%					
%age of ERDF area SME's within 400m of bus network*	88%					
SME's Benefitting from Service	41,962					
SME's Benefitting from Service	18,731					
* - %ages derived from GIS analysis of SEStran business data.						
** - data from Scottish Government "Business in Scotland" Table 5 SIC 2007 statistics						

The results show that **18,731** SME's in ERDF areas benefit from the bustrackerSEStran system which provides live bus information for both customers and employees and supports green travel planning initiatives. This is the reported ERDF SME "benefits" figure. Figures for each ERDF area are tabulated below.

Table 27: Accessible SME's & Employment within ERDF Areas

Accessible SME's & Employment within ERDF Area**						
	Total		0 - 49 employees		50 - 249 employees	
Local Authority	Number of enterprises	Total SEStran employment	Number of enterprises	Total SEStran employment	Number of enterprises	Total SEStran employment
East Lothian	2,600	12,971	2,539	10,516	62	2,455
Fife	7,814	43,850	7,599	33,009	216	10,842
Scottish Borders, The	4,523	22,950	4,422	17,794	101	5,157
West Lothian	3,793	23,795	3,604	15,673	189	8,122
ERDF Accessible SME Totals	18,731	103,567	18,163	76,991	568	26,576
* - %ages derived from GIS analysis of SEStran business data.						
** - data from Scottish Government "Business in Scotland" Table 5 SIC 2007 statistics						
- based on 88% bus network accessibility rate for SME's in ERDF areas						

For the cross boundary (XB) project, 330 SME's were identified within 400 metres of cross boundary service bus stops serving 4 key locations: Langhom, Canonbie, Moffat and Dumfries. Note SME's within the SEStran area were excluded from the XB numbers to avoid double counting.

An alternative approach when considering the SME benefits is to focus only on employees. Scottish Government figures indicate that 10% of employees travel to work by bus. On the basis of the above figures, approximately 5,000 existing employees, and up to 5,000 SME's, benefit from the bustrackerSEStran system across the 4 ERDF areas if only employee benefits are considered.

In addition to the above, SEStran has commenced a trial to install 30 digital screens in SME premises offering live bus times and bespoke, business specific information to customers and staff. The trial is supported by Scottish Enterprise. If successful, a major expansion is planned.

To conclude, irrespective of the appraisal method chosen, bustrackerSEStran has a significant, positive impact on SME's across both the ERDF Priority target areas and the wider SEStran region.

3.2.8 Number of Gross Jobs Created

The targets were:

Table 28: Jobs Created

Type	Indicator	EL 0475		SB 0014		FI 0216		WL 0144		XB 0143	
		Target	Result	Target	Result	Target	Result	Target	Result	Target	Result
Result	Result Number of gross jobs created. [11]	2	**2**	2	**2**	2	**2**	0		1	**1**

In addition to the creation of new jobs, jobs in the organisations involved have been supported by the project and will continue to be employed to maintain the service. Directly involved organisations include SEStran, Ineo Sytrans, White Young Green, First Scotland East, Stagecoach, Bridge Systems, AES, and Mobius Networks Ltd.

In total the project supports 7 full time equivalent (FTE) posts. The requirements are summarised below:

Bus operators (2 FTE) - each requires 1 full time equivalent (fte) to maintain and operate the system
SEStran (2 FTE) - to manage and run the system.

Main system provider / specialist sub contractors (2 FTE) – for regular input & support of the system

SEStran Digital Signs (1 FTE) – to support a new venture to display live bus information and advertising on screens in public and private premises. It is currently being trialled with Transport Scotland and Scottish Enterprise support. It has the potential to create significantly more jobs in the future to administer and market the system.

4 Project Amendments

BustrackerSEStran is a complex public transport ITS system involving numerous public and private sector partners. Project amendments have been triggered by 3 key issues:

- Changes in the requirements and/or aspirations of project partners
- Unforeseen technical issues
- Developments in the wider delivery of telecommunications and information services, specifically the uptake of mobile and app services

Throughout the project, the guiding principle has been to:

- maximise coverage of the bus network (i.e. the number of buses equipped), and
- maximise access to the live bus information

4.1 Technical Issues

The initial project plan included a large number of on-street electronic signs. This assumed that low-cost solar &/or wind powered sustainable signs would be available during the lifetime of the project. This proved not to be the case. The capital cost of sustainable signs remained prohibitively expensive. There was also increasing concern about installation and ongoing revenue costs which would be borne by local authority partners in a particularly difficult economic climate. In addition, as the project progressed it became clear that the general public were embracing mobile phone and app based information services in ever increasing numbers.

The information strategy therefore changed to focus on enhanced web and mobile based services which could maximise the availability and accessibility of live bus information. This also led to the development and testing of SEStran's digital signing strategy. This has since secured £0.5m support from Transport Scotland's Bus Investment Fund. (See section 5).

The original sustainable signs budget was used to enhance web and mobile information, develop and test the innovative digital signing service and maximise network coverage through the number of equipped buses.

5 ERDF Legacy

ERDF funding has contributed to the successful delivery of bustrackerSEStran - a complex, multi-stakeholder ITS project which has met its core Priority 3 and 4 objectives. The success and quality of the project has also been recognised at a national level, winning the prestigious **UK Bus "Local Authority Project of the Year Award"** in 2014.

BustrackerSEStran is now delivering high quality live bus information services across the ERDF target areas of East Lothian, Scottish Borders, Fife and East Lothian and will continue to do so for many years to come, adjusting seamlessly to reflect ongoing changes in the underlying bus network.

It is increasing the quality, safety and accessibility of the public transport network, identified as a key supporting service under both ERDF Priority 3 and 4. The system is already receiving over 600,000 live bus queries per annum for stops in the immediate vicinity of ERDF target locations including learning partnerships, FE colleges, community centres, libraries and job centres. Usage levels will continue to grow.

ERDF funding has therefore been a demonstrable success within the target areas.

However, ERDF support has delivered much more and leaves the following legacy.

Ongoing Service Delivery

BusTrackerSEStran does not cease with the end of the ERDF project. The funding has established a sustainable ITS platform which can run for a further 10 – 15 years. During the lifetime of the project, SEStran has established formal agreements with partners to support ongoing system maintenance and administration but ERDF's financial support was crucial during the delivery and early operation of the system, effectively pump-priming the project to secure a long-term future.

Regional Live Bus Information

ERDF funding has contributed to a major, sustainable transport information system which serves the entire SEStran area covering 3000 square miles and 28% of Scotland's population. In fact, the system is not limited by regional boundaries and will provide the travelling public with accurate live bus information along the entire length of any SEStran bus route whether it starts or ends in Carlisle, Dumfries, Glasgow or Dundee.

198
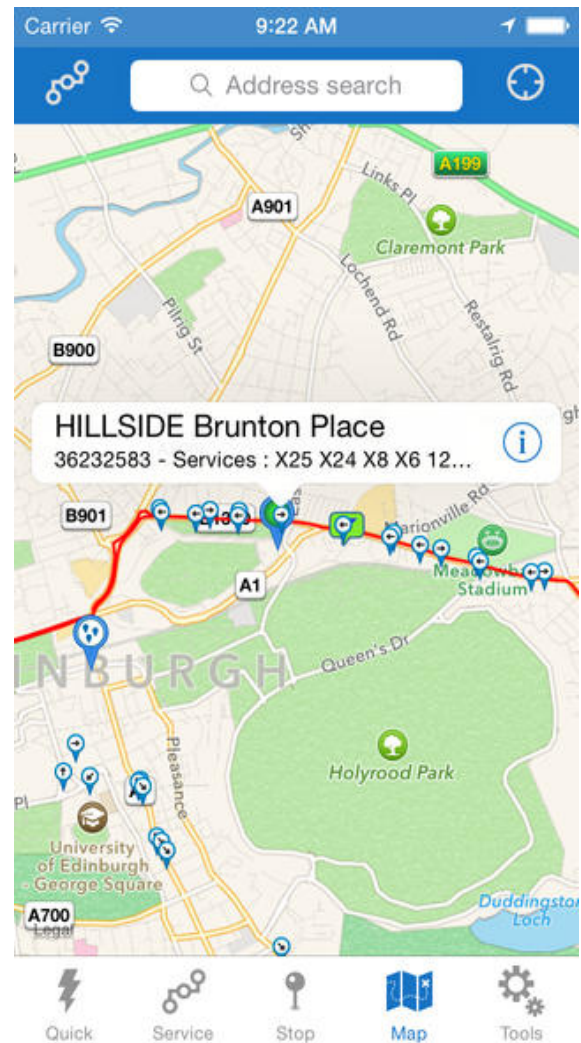
Adding Value to Other National & Local Projects

BustrackerSEStran provides live bus information to:

- TravelineScotland's national web and mobile public transport information services, and

- City of Edinburgh's electronic BusTracker signs at over 400 on-street stops throughout the city, East Lothian and Midlothian.

More Efficient Management of Bus Services

Bus operator partners are only just beginning to understand and realise the full potential of the voice communications, real-time fleet management functions and back office statistical analysis tools available within the bustrackerSEStran system. This will enhance the quality and reliability of bus services over time.

Increased Safety

BustrackerSEStran increases the safety of both drivers and passengers Live bus information means passengers can minimise their wait time at the bus stop, particularly beneficial for lone travellers at isolated locations. Once on board, drivers and passengers both benefit from the tracking, voice communications and security alarms embedded within the system.
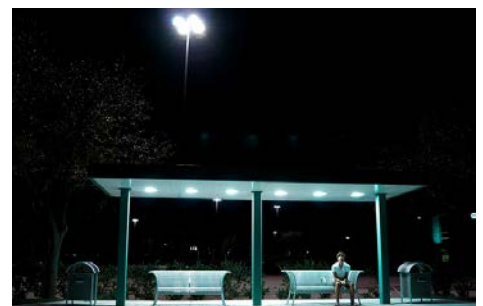
SEStran Digital Signage Initiative

This is an exciting development which builds on the foundations laid with ERDF investment. SEStran can now offer public and private sector partners digital screens in business premises and public buildings. The bespoke signs carry the client's branding and logos and show live bus times for nearby stops alongside information relevant to the client's customers. The screens can also provide rail information when appropriate. The digital screens initiative has secured Transport Scotland and Scottish Enterprise funding for initial roll-out in public and private sector premises respectively. The target is to have over 400 screens installed within 12

months. The screens will ultimately provide a revenue stream to support the ongoing operation and expansion of the bustrackerSEStran system.

5.1 Conclusion

BusTrackerSEStran has been an extremely successful ERDF Priority 3 and 4 project which has met its targets and will leave a valuable legacy which increases the quality and accessibility of the public transport network across an extensive operational area.

Appendix A
Marketing Information

Appendix 3: "BIF 3" Progress

Client - Locations	Area	Number of installations	Status
Edinburgh Theatres – Festival Theatre and Kings Theatre	Edinburgh	2	Installed
Galashiels Interchange	Scottish Borders	9	Kit Delivered
Borders College	Scottish Borders	2	In Preparation for Installation
Borders Railway – Stow and Tweedbank stations	Scottish Borders	2	In Preparation for Installation
Forth Valley Hospital	Falkirk	2	Kit Delivered
Edinburgh College	Edinburgh	4	Installed
East Lothian Council – Brunton Hall and Tranent Library	East Lothian	2	Installed
Central Library	Edinburgh	1	Installed
Edinburgh Council – City Chambers and Wester Hailes Healthy Living Centre	Edinburgh	2	In Preparation for Installation
Falkirk Wheel	Falkirk	1	In Preparation for Installation
Falkirk Community Trust – Falkirk Library	Falkirk	1	Kit Delivered
Scotrail Abellio – Variety of locations	Various	20+	In Preparation for Installation
Queen Margaret University	East Lothian	3	In Preparation for Installation
Forth Valley College	Falkirk	3	In Preparation for Installation
Fife Cultural Trust	Fife	unknown	In Discussions
National Library of Scotland	Edinburgh	1	Installed
West Lothian Council – 13 sites	West Lothian	15	In Discussions
Enjoy Leisure – 6 Leisure Centres	East Lothian	6	In Preparation for Installation
NHS – St John's Hospital, Western General, Midlothian Community Hospital, Liberton, Comely Bank Centre.	Various	5	In Discussions
Herriot Watt Borders Campus	Scottish Borders	1	In Preparation for Installation
Borders General Hospital	Scottish Borders	1	In Preparation for Installation
Scottish Seabird Centre	East Lothian	1	In Discussions
Mulraney – Sports Centre and Leisure Bowl Alloa	Clackmannanshire	3	In Discussions

Client - Locations	Area	Number of installations	Status
Howden Medical Centre	West Lothian	1	In Discussions
Transport Scotland – Victoria Quay	Edinburgh	1	In Discussions
Total Number of Current and Agreed Installations:		**89**	

SOUTH TAY BUS PARK & RIDE PROJECT

1. BACKGROUND

1.1 The last report on this project was presented to the Board on 26th September 2014 when the Board agreed that SEStran should procure the 'Landfall' site (outlined in the plan below) at a purchase cost of around £13,000 and proceed with detailed planning permission.

1.2 The Board was advised that the 'offer of sale' stipulated that the sale could only take place after planning permission had been obtained.
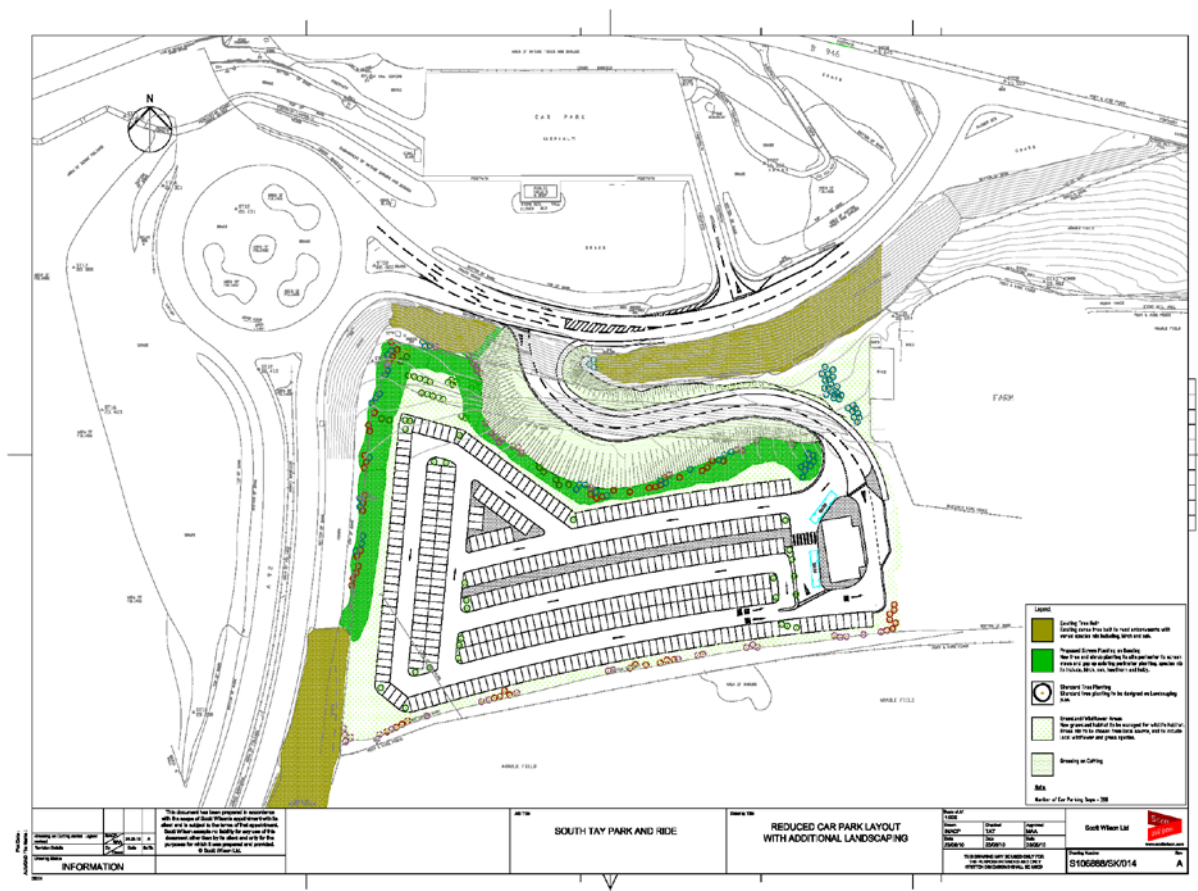
2 CURRENT POSITION

2.1 Several meetings of the Steering Group, consisting of Transport Scotland, SEStran, Tactran, Fife Council and Dundee City Council have taken place over the past year. It is now considered that the best way to deliver the project would be through a 'Design and Build' process where it would be the responsibility of the successful contractor to obtain planning permission.

2.2 This should ensure that the most cost-efficient design will be developed and there will be less risk of conflicts between the relevant parties involved. A design and build process would also mean that a lesser proportion of the total cost will be spent at an early stage of the development. As it is unlikely that

any significant funding can be found by the client group in this or the next financial year, the development should therefore be able to be progressed at an earlier stage under a design and build process. It should be noted that this process has been successfully used for many of the existing Park & Ride facilities around Edinburgh.

2.3 A design and build process would however require that the land is procured prior to planning permission, so consequently further discussions have taken place with the Tay Bridge joint Board. This has established that, according to the new Land Reform Act, the Bridge Board could not impose a legal requirement on SEStran that the land could only be used as a Park & Ride facility. The Board would therefore most likely be unwilling to consider an outright sale - unless dependent on planning permission having been obtained prior to the sale.

2.4 The Bridge Board would however most likely be willing to grant SEStran a 99 year lease on the site (at around the same cost as the original procurement cost) with a stipulation that it can only be used as a Park & Ride facility.

2.5 The purchase of the lease (excluding the token annual rent) will be covered by the 2015/16 SEStran budget.

3   RECOMMENDATION

3.1 The Board is asked to note the report and to agree that SEStran should negotiate with then Tay Road Bridge Joint Board in order to obtain a 99 year lease of the 'Landfall' site and proceed with a Design and Build process for developing the Park & Ride facility.

Trond Haugen
Advisor to SEStran
8 September 2015

Policy Implications	In line with SEStran's RTS
Financial Implications	£13,000 is allocated from the 2015/16 budget
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None

Report of the Scottish Government/Regional Transport Partnerships/CoSLA Working Group

1. Introduction

1.1 A Working Group consisting of RTP Lead Officers, Transport Scotland and CoSLA was tasked by the Minister for Transport and Veterans and the Chairs of the Regional Transport Partnerships (RTPs) to examine how RTPs can further assist the Scottish Government (SG) in delivering the National Transport Strategy and Government's wider Strategic Objectives, and to maximise the role of RTPs in delivering their Regional Transport Strategies.

1.2 The key recommendations[1] of the Group are noted below. Further detail on each of these is available within the body of the report attached as Appendix 1.

2. Recommendations of the Working Group

2.1 Building Effective Partnerships
Strengthen and ensure more consistent liaison arrangements between Scottish Government/Transport Scotland, CoSLA and the RTPs, building on the existing Lead Officers' and Chairs' meetings.

2.2 Improving Integration of Land Use and Transport Planning

RTPs to continue to engage proactively as 'key agencies' in the Development Planning process and in the Development Management process to support and maximise integration of strategic land-use and transport planning policy, developments and delivery.

2.3 Improving Access to Health and Social Care

RTPs to play an enhanced key role in this area, building on the outcomes and pilot schemes established as a result of the Short Life Working Group on Access to Health and Social Care and other regional Health & Transport initiatives.

2.4 Delivering a "Step Change" for Bus, Integrated Transport, Ticketing and Information

RTPs to support the development and implementation of proposals emerging from the national Bus Stakeholders Group (e.g. agreed elements of SPT 10 point plan and the Bus Investment Fund).

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[1] The implementation of recommendations will be dependent on local circumstances and applicability, and the approval of the Scottish Government, RTP Boards, partner Councils and other organisations, as appropriate to each RTP area.

RTPs to work with Councils and other partners to progress social / integrated transport, Demand Responsive Transport and Community Transport initiatives, including the procurement and co-ordination of public transport.

RTPs to continue to assist with, co-ordinate and, where applicable, lead on the development and delivery of smart and integrated ticketing in their regions.

RTPs to work with Traveline Scotland, Councils and operators to provide Real Time, on-line and conventional forms of public transport and multi-modal travel information, and assist in improving co-ordination and expansion of coverage regionally.

RTPs to play a key role in helping to make door to door journeys for older and disabled people more accessible, considering travel information, access to modes of transport and bus stops, stations, etc. and assistance.

2.5 Developing Rail/High Speed Rail

RTPs to contribute to implementation of ScotRail franchise, cross-border franchises and HSR issues through liaison with Transport Scotland, DfT and rail industry.

National rail policy issues to be addressed through proposed Scottish Government/Transport Scotland/RTP/CoSLA liaison arrangements and regional action as appropriate.

2.6 Improving Air Services

RTPs to contribute to development of air policy and provision through proposed Scottish Government/Transport Scotland/RTP/CoSLA liaison arrangements and liaison with Transport Scotland, DfT and regional action as appropriate.

2.7 Improving Ferry Services

RTPs to contribute to development of ferries and other maritime policy and provision through proposed Scottish Government/Transport Scotland/ RTP/CoSLA liaison arrangements and regional action as appropriate.

2.8 Improving Freight

RTPs to contribute to freight policy development and delivery through proposed Scottish Government/Transport Scotland/RTP/CoSLA liaison arrangements and regional action, including Regional Freight Quality Partnerships, as appropriate.

2.9   Promoting and Improving Active Travel and Travel Planning

RTPs to have key role in supporting the Scottish Government on delivery of national cycling / active travel targets and infrastructure, including co-ordination with Councils / Community Planning Partnerships, Sustrans, Cycling Scotland and other agencies, with appropriate funding and delivery responsibilities.

2.10   Delivery Mechanisms

Transport delivery mechanisms, prioritisation and funding to be addressed through proposed Scottish Government/Transport Scotland/RTP/COSLA liaison arrangements, liaison with private sector partners, Community Planning Partnerships and the travelling public, and regional action as appropriate.

3.   Recommendations

3.1   The Board is asked to note:-
The Minister for Transport and Islands, RTP Chairs and the CoSLA Development, Economy & Sustainability Executive Group have endorsed this paper and above recommendations as a framework and focus for progressing further development of effective partnership working between Scottish Government, Transport Scotland and the Regional Transport Partnerships.

3.2   <u>The Board is asked to endorse:-</u>
The content of the Report of the Scottish Government/Regional Transport Partnerships/C0Sla Working Group as a guide to how RTPs including SEStran can further assist the Scottish Government in delivering the National Transport Strategy and wider Strategic Objectives across various themes and also how the role, effectiveness and contribution of RTPs as key statutory bodies in the Scottish public sector landscape can be maximised.

Alex Macaulay
Partnership Director
11th September 2015

Appendix 1: Report of the Scottish Government/Regional Transport Partnerships/C0Sla Working Group

Policy Implications	As detailed in this report
Financial Implications	None
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None

REPORT OF SCOTTISH GOVERNMENT/REGIONAL TRANSPORT PARTNERSHIPS/CoSLA WORKING GROUP

Develop to Deliver –
Maximising the role of RTPs in furthering improvements to transport in Scotland

August 2015

Executive Summary

A Working Group consisting of RTP Lead Officers, Transport Scotland and CoSLA was tasked by the Minister for Transport and Veterans and the Chairs of the Regional Transport Partnerships (RTPs) to examine how RTPs can further assist the Scottish Government (SG) in delivering the National Transport Strategy and Government's wider Strategic Objectives, and to maximise the role of RTPs in delivering their Regional Transport Strategies.

The key recommendations[1] of the Group are noted below. Further detail on each of these is available within the body of the report:

Building Effective Partnerships

➢ Strengthen and ensure more consistent liaison arrangements between Scottish Government/Transport Scotland, CoSLA and the RTPs, building on the existing Lead Officers' and Chairs' meetings.

Improving Integration of Land-Use and Transport Planning

➢ RTPs to continue to engage proactively as 'key agencies' in the Development Planning process and in the Development Management process to support and maximise integration of strategic land-use and transport planning policy, developments and delivery.

Improving Access to Health and Social Care

➢ RTPs to play an enhanced key role in this area, building on the outcomes and pilot schemes established as a result of the Short Life Working Group on Access to Health and Social Care and other regional Health & Transport initiatives.

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[1] The implementation of recommendations will be dependent on local circumstances and applicability, and the approval of the Scottish Government, RTP Boards, partner Councils and other organisations, as appropriate to each RTP area.

Delivering a 'Step Change' for Bus, Integrated Transport, Ticketing and Information

➢ RTPs to support the development and implementation of proposals emerging from the national Bus Stakeholders Group (e.g. agreed elements of SPT 10 point plan and the Bus Investment Fund).

➢ RTPs to work with Councils and other partners to progress social / integrated transport, Demand Responsive Transport and Community Transport initiatives, including the procurement and co-ordination of public transport.

➢ RTPs to continue to assist with, co-ordinate and, where applicable, lead on the development and delivery of smart and integrated ticketing in their regions.

➢ RTPs to work with Traveline Scotland, Councils and operators to provide Real Time, on-line and conventional forms of public transport and multi-modal travel information, and assist in improving co-ordination and expansion of coverage regionally.

➢ RTPs to play a key role in helping to make door to door journeys for older and disabled people more accessible, considering travel information, access to modes of transport and bus stops, stations, etc. and assistance.

Developing Rail / High Speed Rail

➢ RTPs to contribute to implementation of ScotRail franchise, cross-border franchises and HSR issues through liaison with Transport Scotland, DfT and rail industry.

➢ National rail policy issues to be addressed through proposed Scottish Government/Transport Scotland/RTP/CoSLA liaison arrangements and regional action as appropriate.

Improving Air Services

➢ RTPs to contribute to development of air policy and provision through proposed Scottish Government/Transport Scotland/RTP/CoSLA liaison arrangements and liaison with Transport Scotland, DfT and regional action as appropriate.

Improving Ferry Services

➢ RTPs to contribute to development of ferries and other maritime policy and provision through proposed Scottish Government/Transport Scotland/ RTP/CoSLA liaison arrangements and regional action as appropriate.

Improving Freight

➢ RTPs to contribute to freight policy development and delivery through proposed Scottish Government/Transport Scotland/RTP/CoSLA liaison arrangements and regional action, including Regional Freight Quality Partnerships, as appropriate.

Promoting and Improving Active Travel and Travel Planning

➢ RTPs to have key role in supporting the Scottish Government on delivery of national cycling / active travel targets and infrastructure, including co-ordination with Councils / Community Planning Partnerships, Sustrans, Cycling Scotland and other agencies, with appropriate funding and delivery responsibilities.

Delivery Mechanisms

➢ Transport delivery mechanisms, prioritisation and funding to be addressed through proposed Scottish Government/Transport Scotland/RTP/CoSLA liaison arrangements, liaison with private sector partners, Community Planning Partnerships and the travelling public, and regional action as appropriate.

The Minister for Transport and Islands, RTP Chairs and Boards and the CoSLA Development, Economy & Sustainability Executive Group have endorsed this paper and above recommendations as a framework and focus for progressing further development of effective partnership working between Scottish Government, Transport Scotland and the Regional Transport Partnerships.

Introduction

1. This paper has been prepared by an officer Working Group working under the auspices of Ministers with responsibility for transport and the RTP Chairs and to a jointly agreed Terms of Reference.

2. In summary, the Group examined how RTPs can further assist the Scottish Government in delivering the National Transport Strategy and wider Strategic Objectives across various themes and also how the role, effectiveness and contribution of RTPs as key statutory bodies in the Scottish public sector landscape can be maximised.

Context: Regional Transport Partnerships - Models for Success

3. Regional Transport Partnerships were established by the Transport (Scotland) Act 2005 to deliver transport solutions across their regions. RTPs are partnerships focused on the delivery of integrated, multi-modal, transport solutions and are ideally placed to work with both public and private sector partners to deliver on their statutory Regional Transport Strategies.

4. Since their establishment in 2006, the RTPs have successfully delivered projects and initiatives which have made significant transport improvements across Scotland. These include major projects (such as Subway modernisation), bus improvements, access to healthcare improvements, park and rides, active travel and public transport/multi-modal travel information improvements.

5. Interventions like these have ensured that RTPs, in partnership with the Scottish Government, constituent Councils, and others have played a key role in delivering solutions that promote sustainable economic growth and development, social inclusion, address climate change, and contribute to achievement of wider Community Planning and national outcomes.

6. Building on their achievements to date and by continuing to seek opportunities to develop and maximise their role, RTPs can add further value to the transport system in Scotland – e.g. through delivering improvements which stimulate public transport passenger growth and modal shift for both passenger and freight movement – which can and will assist the Scottish Government to achieve national targets (e.g. in relation to Climate Change).

7. This report focuses on the main issues and areas where RTPs can add further value by building on previous successes, exploiting new opportunities, and focusing on what really matters: delivering transport solutions that make a genuine difference for people, communities and businesses across Scotland.

Building Effective Partnerships

8. Transport and connectivity is central to effective delivery across many policy areas e.g. economic development, health, regeneration, climate change. RTPs, individually and jointly, seek to influence, develop and support national, regional and local policy through their respective Regional Transport Strategies (RTSs) and on mode or subject-specific issues such as active travel, bus, rail, air, maritime and freight.

9. Strong functional relationships have existed between the RTPs and Transport Scotland and between the RTPs and CoSLA. Regular meetings and liaison between the RTP Chairs and Minister and the former Strategic Transport Liaison Group consisting of the RTP Chairs and members of the CoSLA Regeneration, Strategy & Development Executive provided a clear and strong political and governance framework and focus for underpinning these relationships.

10. Transport and accessibility is frequently raised within Community Planning forums as a significant issue – be it lack of a bus service, the need for shared services, community transport or more strategic issues such as rail or air connections. RTPs are ideally placed to be the 'voice' of transport in these forums and to offer solutions which assist local communities and support Community Planning.

11. The Community Empowerment (Scotland) Act 2015 gives Community Planning a new statutory purpose, built on public sector bodies working together and with the local community to improve local outcomes in the local authority area. The Act also places specific duties on RTPs and other statutory partner bodies, linked to this purpose. These include taking account of CPPs' agreed local outcomes in carrying out its own functions and contributing such resources as the CPP considers appropriate to improve local outcomes and to secure participation of community bodies in community planning. For RTPs this will develop the statutory role which has evolved for them as a matter of policy i.e. contributing proactively to Community Planning in their partner Council areas through supporting the work of CPPs, and reflecting agreed local priorities for these CPPs in their Regional Transport Strategy policies, delivery and resourcing decisions.

12. The Scottish Government and Transport Scotland welcome the role of RTPs in securing EU and other external funding and will work with RTPs to maximise opportunities, within budgetary and other constraints, through initiatives such as the new Bus Investment Fund.

13. In terms of securing delivery funding for national and regional transport priorities, the RTPs suggest that consideration is given to the creation of an "EU Challenge Fund", through which RTPs and other partners could bid for development funding and match funding to support submission of project bids for EU funding.

14. Transport Scotland views delivering efficient transport provision to underpin sustainable economic growth in Scotland as a shared responsibility between the Scottish Government, RTPs, local authorities, and businesses and individuals making decisions and choices around location and movement of goods and services. Further policy and regulatory issues which may be worthy of consideration in terms of the potential role of RTPs include parking demand management and low carbon strategy within transport. The RTPs will also play an important role in helping to deliver the actions in the Low Emission Strategy when it is published.

Recommendation:

- **Strengthen and ensure more consistent liaison arrangements between Scottish Government/Transport Scotland, CoSLA and the RTPs, building on the existing Lead Officers' and Chairs' meetings.**

Improving the Integration of Land-Use and Transport Planning

15. Through their Regional Transport Strategies RTPs seek to promote and further the integration of land-use and transport planning working with Councils and other partners on strategic planning applications, proposals and developments, through the delivery of strategic infrastructure and initiatives, the developer contribution process, and Transport Assessments and Green/Active Travel Plans.

16. The RTPs engage fully and proactively in their role as 'key agencies' supporting the Development Planning process and by embedding and aligning their RTSs and associated Delivery Plans with SDPs/LDPs and their associated Action Plans/Programmes.

17. The Scottish Government has simplified and streamlined development management procedures and expects RTPs to continue to work with planning authorities and engage on Development Management.

18. The RTPs contributed to the review of Scottish Planning Policy (SPP) and the Third National Planning Framework (NPF3). Scottish Government looks forward to and encourages RTPs' continued involvement in supporting SPP and delivery of NPF3 as these develop. The important role played by Regional Transport Partnerships in supporting sustainable development through implementation of their Regional Transport Strategies is recognised by the Scottish Government.

Recommendation:

- **RTPs to continue to engage proactively as 'key agencies' in the Development Planning process and in the Development Management process to support and maximise integration of strategic land-use and transport planning policy, developments and delivery.**

Improving Access to Health and Social Care

19. Health inequalities and access to health and social care are vitally important and growing issues of concern for many communities and socially excluded groups. Demographic trends coupled with changes to the delivery and location of health and social care services is placing increased demands and emphasis on the need for effective solutions and models for the delivery of health and social care transport. Current provision of and budget-holding for transport access to health and social care (emergency, non-emergency Patient Transport Services and public access) is undertaken by various public / private / healthcare / community / voluntary providers.

20. The 2011 Audit Scotland report on Access to Health and Social Care highlighted the opportunity RTPs present to lead on the co-ordination of transport in this field. This also reflects the Transport (Scotland) Act 2005, which gave RTPs a statutory responsibility to work with partners in improving transport access to healthcare, and RTPs are already playing a key role in their areas in improving access to healthcare and addressing other health and transport issues.

21. Arising from the work of the Short Life Working Group on Access to Health and Social Care (SLWG), the Scottish Government, working with RTPs and Health Boards, has established hub based pilots in the Hitrans and SPT areas as a means of taking forward improvements in accessing health and social care. The experiences from these, along with other health and transport initiatives which all RTPs are developing, will inform the development of new approaches to collaborative delivery by RTPs, the health sector and other agencies.

Recommendation:

- **RTPs to play an enhanced key role in this area building on the outcomes of pilot schemes established as a result of the Short Life Working Group on Access to Health and Social Care and other regional Health and Transport initiatives.**

Delivering a 'Step Change' for Bus, Integrated Transport, Ticketing and Information

22. Bus services fulfil a range of local, regional and national economic and social functions, in terms of accessibility to employment, education, health, leisure, shopping and other facilities. The role of the bus, as the dominant form of public transport, is recognised and forms a key element of each of the 7 RTSs, and the RTPs support and develop this by working with Councils, operators and other stakeholders. Three of the seven RTPs are the public transport authorities for Councils in their areas. All of the RTPs contribute to promoting and enhancing bus service availability, quality, information and infrastructure. Collaborative partnership between the public, private and, where appropriate, voluntary sectors will continue to play an important part in ensuring the effective delivery of bus services. There are a number of ways in which transport authorities, including RTPs, can contribute, including through Quality Partnerships and Contracts and subsidising services to meet social needs that the market is not serving. Where RTPs are not currently local public transport authorities, they still play a valuable role in promoting and facilitating partnership working and also contributing to, and often leading on, development and funding of service and infrastructure improvements as resources permit.

23. Shared services are a potentially important opportunity in the context of maximising the economic and social role and contribution of buses (and other forms of public transport). With their focus on ensuring a regionally integrated, co-ordinated and multi-modal approach RTPs can significantly add value through efficiency. SPT has delivered savings through taking a regional, cross-council approach to the procurement and delivery of supported bus services, DRT, school transport etc., delivering a better deal for passengers and for the public purse. RTPs provide a ready-made statutory vehicle which, through exercise of existing powers in the Transport (Scotland) Act 2005, can be used straightforwardly to support collaboration between councils in the planning and management of supported bus services and other transport delivery functions.

24. The Scottish Government and Transport Scotland encourage RTPs to engage with their constituent Councils on issues such as shared services and making best use of the Bus Investment Fund and other relevant funds to encourage partnership working, including through statutory Quality Partnerships.

25. Paper-based and single operator/mode ticketing is a barrier to a truly integrated transport network which could offer the passenger real modal choice and efficient, attractive pricing mechanisms. Integrated paper-based ticket options do exist (e.g. Zonecard, OneTicket in central Scotland and Grasshopper in the Nestrans area) and these provide an ideal platform for further development of smart and integrated ticketing solutions. RTPs very much welcome the Competition Commission's recommendation that participation in 'integrated' ticketing schemes should be made

compulsory.

26. Smartcard infrastructure is in place on buses and some rail infrastructure. The most successful commercially available transport smartcard in Scotland is now the 'Bramble' which has been issued to 77,000 Subway and Zonecard customers in the SPT area. SPT is in the process of rolling out the Subway smartcard across other modes in the west of Scotland and the opportunity to join this project has been offered to the other RTPs by SPT In the SEStran area One Ticket is developing an e-ticket system for purchasing integrated bus and rail tickets. These are examples of RTPs playing a lead role in both development and delivery of smart and integrated ticketing initiatives.

27. Transport Scotland welcomes RTP involvement in the development and delivery of integrated ticketing. Transport Scotland will retain a national overview to ensure consistency of approach across Scotland. This approach may apply to smart ticketing infrastructure, marketing and engaging with national transport providers. RTPs are important partners in this and will remain key stakeholders.

28. Good, up-to-date information on transport services is vital in encouraging modal shift to more sustainable modes. There are various models / infrastructure in place for providing public transport (PT) information (including real-time passenger information (RTPI) and multi-modal travel information. Through their Travel Information Strategies and contributing to and working with Traveline Scotland to develop regional travel information systems, RTPs have been proactive in ensuring a co-ordinated approach is taken to the delivery of high quality and effective information, enabling the public to make more informed travel choices, supporting wider sustainability objectives.

29. Traveline Scotland is the key national provider of public transport information across Scotland. Transport authorities are essential to data collection and maintaining the quality of the national journey planner. Transport Scotland considers that RTPs have an important role in encouraging transport authority support in maintaining and improving data supply and the resilience of the resources authorities devote to supplying that data. RTPs are encouraged to continue working with Traveline Scotland to provide and develop public transport information and other travel information on a regionalised basis to encourage modal shift and demand management. RTPs are also able to support specific service developments which will enhance the national provision e.g. creating better data for demand led transport provision or services to users with special needs.

30. Accessible public transport is one of the key enablers to allow older and disabled people to travel freely to pursue work, health, leisure and social activities. In line with the vision for Independent Living in Scotland, older and disabled people should have the same choices, freedom and control as other citizens to travel in Scotland from door to door. RTPs should involve older and disabled people in helping to identify and resolve issues in these areas.

31. RTPs have a role to play in upholding the Equality Act 2010 and in supporting the United Nations Convention on the rights of persons with disabilities (UNCRPD) to help ensure that disable people are included in shaping transport services to provide them with door to door accessible, safe and comfortable journeys, including access to different modes of travel, access to and between stations, bus stops and ferry terminals.   This also includes accessible travel information, assistance and consideration of the part which demand responsive transport, including taxis, plays.

32. RTPs also play a strong role in providing real time information for those parts of Scotland not already covered. Currently Traveline Scotland's journey planner contains real time data for Edinburgh, Aberdeen, Glasgow, Dundee, Angus, Inverness, Argyll and Bute and Orkney. RTPs' support in expanding coverage to other areas would be welcome. In the SEStran area, RTPI will soon be available throughout the Stagecoach Fife and First Bus networks in the region which, when combined with the current Edinburgh system, will mean that the three main operators' services in the SEStran region are fully covered.

33. The national Bus Stakeholder Group is discussing a number of aspects of how bus services are regulated and funded. Transport Scotland welcomes RTPs' contribution to the work of the Group and expects that the Group will wish to consider the roles of RTPs and local authorities in relation to any specific recommendations which it develops. Most recently, TS has undertaken a consultation on improvements to the bus registration process taking account of improvements put forward by SPT and supported by the other RTPs.

Recommendations:

- RTPs to support the development and implementation of proposals emerging from the national Bus Stakeholders Group (e.g. agreed elements of SPT 10 point plan and the Bus Investment Fund).
- RTPs to work with Councils and other partners to progress social / integrated transport, Demand Responsive Transport and Community Transport initiatives, including the procurement and co-ordination of public transport.
- RTPs to continue to assist with, co-ordinate and, where applicable, lead on the development and delivery of smart and integrated ticketing in their regions.
- RTPs to work with Traveline Scotland, Councils and operators to provide Real Time, on-line and conventional forms of public transport and multi-modal travel information and assist in improving co-ordination and expansion of coverage regionally.
- RTPs to play a key role in helping make door to door journeys for older and disabled people more accessible, considering travel information, access to modes of transport and bus stops, stations, etc. and assistance.

Developing Rail /High Speed Rail

34. RTPs have a key role to play with Transport Scotland and others in helping to ensure a co-ordinated, integrated, multi-modal approach is taken e.g. buses serving rail stations, information for the travelling public, integrated ticketing and supporting the development of an integrated and accessible public transport network which enables all users, including older and disabled people, to travel freely to access and pursue work, health, leisure and social activities.

35. RTPs have also developed, or are developing, a number of regional and local rail enhancement initiatives which supplement and/or complement the core ScotRail franchise network and also proposals for rail enhancements identified in the Strategic Transport Projects Review (STPR) and Infrastructure Investment Plan (IIP).

36. Transport Scotland considers that RTPs should have responsibility to engage with and offer advice to Transport Scotland, the ScotRail franchisee and Network Rail on local and regional transport priorities and proposals, e.g. in relation to capital co-ordination, multi-modal integration (e.g. with bus), policy, project development (e.g. park and ride), community rail, leading on regional rail forums. RTPs should also be the first point of contact for promoters of local and regional rail investment proposals, co-ordinate third party funding and advise on regional transport priorities, e.g. for the Station Investment Fund.

37. In addition Transport Scotland considers that RTPs should have responsibility to engage with and offer advice to Transport Scotland on cross-border rail issues and to provide regional representation to DfT in the specification of cross border franchises. Similarly, RTPs are engaging with Transport Scotland in the promotion of High Speed Rail to Scotland and in the development of new high speed lines.

Recommendations:

- **RTPs to contribute to implementation of ScotRail franchise, cross-border franchises and HSR issues through liaison with Transport Scotland, DfT and rail industry.**
- **National rail policy issues to be addressed through proposed Scottish Government/Transport Scotland/RTP/CoSLA liaison arrangements and regional action as appropriate.**

Improving Air Services

38. Air services provide fast access to markets and provide vital business, social and leisure links. In peripheral areas they provide essential access to health services and employment and play a key role in allowing peripheral areas to remain competitive. The RTPs can provide a useful role to help ensure the air service needs of their areas are identified and can help ensure any Air Route Development funding available is appropriately prioritised, through closer engagement and influence with the Scottish and UK Governments, Councils, operators and others.

39. Transport Scotland acknowledges RTP experience in terms of service development and will continue to engage with RTPs on aviation issues which are relevant to their regions, whilst retaining overall strategic responsibility for aviation policy, consulting RTPs as appropriate.

Recommendation:

- **RTPs to contribute to development of air policy and provision through proposed Scottish Government/Transport Scotland/RTP/CoSLA liaison arrangements and liaison with Transport Scotland, DfT and regional action as appropriate.**

Improving Ferry Services

40. Ferry services play a crucial role in enabling island and peninsular communities to contribute to Scotland's sustainable economic growth. RTPs have established effective consultation arrangements that enable communities to contribute their views on lifeline ferry services provided under contract to the Scottish Government. These consultation arrangements should be strengthened in line with the "Empowering Scotland's Island Communities" prospectus to include commercial and Council operated ferry services and their role should be formalised in future ferry contracts.

41. Transport Scotland is reviewing the role and functioning of consultation arrangements and partnership working around ferry services and is working closely with RTPs on this. This process will result in a strong platform with clear governance arrangements and roles and responsibilities being established.

Recommendation:

- **RTPs to contribute to development of ferries and other maritime policy and provision through proposed Scottish Government/Transport Scotland/ RTP/CoSLA liaison arrangements and regional action as appropriate.**

Improving Freight

42. An effective and efficient freight industry is vital to the economic development of Scotland. However, connections for freight in many areas continue to be poor, and also freight vehicles (such as HGVs/LGVs) continue to be heavy emitters of carbon. RTPs have established regional Freight Quality Partnerships with the industry and Councils to provide regional fora for addressing these issues. This role could be further strengthened, for example through responsibility for the promotion of Freight Facilities Grant and other freight initiatives.

43. Transport Scotland considers that RTPs have an important role in fostering active freight partnerships with all those involved with the movement of goods in their region and those who will be impacted by it. The Freight Quality Partnership (FQP) model provides a sound basis for those involved in the movement of freight for engaging with the industry and considering how freight issues should be addressed within Regional Transport Strategies.

Recommendation:

• **RTPs to contribute to freight policy development and delivery through proposed Scottish Government/Transport Scotland/RTP/CoSLA liaison arrangements and regional action, including Regional Freight Quality Partnerships, as appropriate.**

Promoting and Improving Active Travel (Walking and Cycling) and Travel Planning

44. RTPs provide a strong regional lead and focus on the promotion, development and delivery of Active Travel support and Travel Planning through Liftshare schemes etc., in partnership with Sustrans, Cycling Scotland and other organisations. There is growing political and public desire for increased investment in Active Travel in general in order to meet Scottish Government targets and objectives in relation to the Cycling Action Plan for Scotland, National Walking Strategy, National Walking & Cycling Network and contributing to wider Climate Change Act targets. The RTPs have a strong track record and can deliver added value in this area through increased partnership working, co-ordination, securing match-funding and project delivery, including through their role as statutory Community Planning partners with responsibility to deliver on health and wellbeing, social and economic outcomes, as well as their own core RTS objectives.

45. Transport Scotland welcomes RTP support in promoting and developing Active Travel, particularly in relation to delivering on the Cycling Action Plan for Scotland, including supporting or encouraging local authorities to do likewise. RTPs also have an important role to play in promoting the development of "smarter choices" measures and supporting low carbon transport options, including car clubs and cycle hire schemes.

Recommendation:

- **RTPs to have a key role in supporting the Scottish Government on delivery of national cycling / active travel targets and infrastructure, including co-ordination with Councils / Community Planning Partnerships, Sustrans, Cycling Scotland and other agencies, with appropriate funding and delivery responsibilities.**

Delivery Mechanisms	**20 |** P a g e

46. RTPs already take a lead role in delivering projects, including those from the Strategic Transport Projects Review (STPR) and the Infrastructure Investment Plan (IIP), such as smartcard ticketing and park and ride. RTPs utilise their position to ensure local involvement and engagement in the development of these projects, smooth their path, and are particularly effective and efficient at raising additional funding or in delivering project savings. RTPs have been particularly effective at securing European funding for projects / initiatives and other funding e.g. from other stakeholders, the private sector and developers.

47. There is significant opportunity and scope for RTPs' role in project delivery to be developed to further assist the Scottish Government, particularly for STPR / IIP projects. The ability to exploit the opportunities highlighted in this report – in policy, project delivery, integration of strategic transport and land use planning, access to healthcare, bus, air / ferry services, freight, active travel, smart ticketing and travel information – to advance delivery and play a more proactive role is strongly dependent on securing the necessary ongoing revenue and capital funding.

48. Scottish Government investment priorities are set out in the STPR and the Infrastructure Investment Plan. Transport Scotland would welcome further discussion to consider fully the role that RTPs currently and could in future play in delivering these priorities.

Recommendation:

- **Transport delivery mechanisms, prioritisation and funding to be addressed through proposed Scottish Government/Transport Scotland/RTP/CoSLA liaison arrangements, liaison with private sector partners, Community Planning Partnerships and the travelling public, and regional action as appropriate.**

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1. **Transport for Regional Growth Conference, 5th November 2015**

   1.1 During the September 2014 Board meeting, the board considered the Annual Report 2013/14 and there was discussion on the lack of funding for regional transport projects.

   The Board noted the report, and agreed that a future report would address the issue of regional transport funding; including the option of a one-day symposium involving MSPs and other key stakeholders. This event has been arranged in response to the boards decision.

   1.2 **Date and location**
   The event will be held on the 5th November 2015 at the King Khalid Building, Royal College of Surgeons, Hill Square, EH8 8DW. It is envisaged that approximately 150 participants will attend.

2. **Contributors**

   2.1 The event will be chaired by SEStran Chair Cllr Russell Imrie. A keynote speech will be given by Derek Mackay MSP, the Minister for Transport & Islands.

   2.2 A range of contributors will participate, from all aspects of transport and industry including rail, bus, air, sustainable transportation groups, local and national government, academia and the commercial sector.

   2.3 Presentations will include:
   - Transport policy & major infrastructure
   - Industry perspectives from public transport, rail, road, air and shipping
   - Sustainable transport development
   - Funding of regional transport development

   *A full agenda is in appendix 1 of this report.

3. **Marketing**

   3.1 The event is being marketed in the specialist transport press and through direct email to potential participants.

   The event is also being prominently highlighted on the home page of the SEStran website. Bookings can be made electronically through accessing the events page on the SEStran website and completion of an electronic booking form, or by downloading a printed PDF which may be submitted by email or mail.

   A dedicated email address has also been created for event enquiries.

   3.2 **Costs**
   Attendees will be charged £120 inclusive of VAT.

4. Continuing Professional Development (CPD)

4.1 The event attracts 4 hours of CPD for CILT members.

5. Recommendations
5.1 That the board notes the contents of this report.

5.2 That the board notes that Board members are invited to attend at no cost.

Andrew Dougal
Communications Officer
11/09/15

Appendix 1: Agenda

Policy Implications	None
Financial Implications	As detailed in this report
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None

![SEStran - South East of Scotland Transport Partnership]

Transport for Regional Growth

5th November 2015
King Khalid Building, Royal College of Surgeons, Hill Square, Edinburgh EH8 8DW

PLACES LIMITED – BOOK EARLY TO AVOID DISAPPOINTMENT! DELEGATE RATE £120 inc. VAT

Efficient, sustainable transportation lies at the heart of any successful regional economy.

Transport for Regional Growth aims to bring together stakeholders involved in all aspects of regional transportation including; public transport, freight, road, rail, sea and air to discuss the future of regional transport planning.

The event will include perspectives from industry, national, regional and local government, sustainable transportation initiatives, transport planning and major transportation infrastructure projects.

Presentations will include:

- **Keynote speech by Derek Mackay MSP: Minister for Transport & Islands**
- **Transport policy and major infrastructure**
- **Industry perspectives from public transport, rail, road, air and shipping**
- **Sustainable transport development**
- **Funding of regional transport development**

TRANSPORT FOR REGIONAL GROWTH: AGENDA

Time	Item	Speaker
09:30am	**Registration & Coffee**	
10:00am	**Welcome**	Cllr Russell Imrie – Chair SEStran
10:10am	**Keynote Speech**	Derek Mackay MSP – The Minister for Transport and Islands
10:30am	**Policy/Major Infrastructure:**	
	Regional Transport and Economy	Iain Docherty – Professor of Public Policy and Governance, University of Glasgow
	Regional Transport Strategy	John Saunders – Strategy Adviser, SEStran
	Strategic Development Plan	Ian Angus – Strategic Development Plan Manager, SESplan
	Forth Replacement Crossing	Lawrence Shackman – Project Manager, Forth Replacement Crossing, Transport Scotland
11:30am	**Q & A Session**	
11:40am	**Coffee**	
12:00pm	**Industry Perspective:**	
	Rail	Rob Shorthouse – Client and Communications Director, ScotRail Alliance
		David Spaven – Scottish Representative, Rail Freight Group
	Air	Gordon Dewar – Chief Executive, Edinburgh Airport
	Shipping	Stuart Wallace – Divisional Director Scottish Operation, Forth Ports Ltd
	Q & A Session	
1:00pm	**Lunch**	
1:45pm	**Industry Perspective:**	
	Road	Sandy Burgess – Chief Executive, Scottish Motor Trade Association
		Martin Reid – Director, Scotland and Northern Ireland, Road Haulage Association
2:15pm	**Industry Perspective:**	
	Bus	Paul White – Communications Manager, Scotland, Confederation of Passenger Transport
	Sustainable Transport	Keith Irving – Chief Executive, Cycling Scotland
	Walking	Stuart Hay – Head of Living Streets Scotland
	Q & A Session	
3:15pm	**Coffee**	
3:30pm	**Funding:**	
	Business View	Gareth Williams – Director of Policy, Scottish Council for Development and Industry
	City Deal	Edinburgh City Region Deal spokesperson
	Alternative Sources	Tony Rose – Infrastructure Director, Scottish Futures Trust
	Q & A Session	
4:30pm	**Closing Keynote Speech**	George Hazel – Director, George Hazel Consultancy
4:50pm	**Closing Remarks**	Cllr Russell Imrie – Chair of SEStran

Further details may be obtained from: **Andrew Dougal, 0131 524 5161** or **conference@sestran.gov.uk** or visit the SEStran website at **www.sestran.gov.uk**

this event attracts 4 hours CPD for CILT members

HR POLICY REVIEW

1.   Introduction
A review of SEStran's Human Resources policies and procedures has been carried out in conjunction with Human Resources, Falkirk Council and Legal Services, Fife Council. Four policies were identified as requiring revision; these have now been amended to ensure that SEStran meets employment legislation requirements and continues to apply best practice.

2.   Changes to Policies and Procedures
The following is a summary of the changes made to policies.

2.1   Data Protection Policy
2.1.1   Updated to include Subject Access Requests, the insertion of Responsibilities section and minor wording amendments.

2.2   Family Leave
2.2.1   New legislation is in place, effective from April 2015, which introduces the option for employees to take Shared Parental Leave. The Family Leave Policy has been updated to reflect this new legislation.

2.2.2   The Shared Parental Leave provisions noted in the policy outline the relevant eligibility, pay and leave entitlements for employees.

2.2.3   In addition, the policy has been updated to provide employees with the relevant procedures for notification of their entitlement and intention to take Shared Parental Leave as well as the process for booking shared leave.

2.3   Fire & Emergency Action Plan
2.3.1   Minor addition highlighting responsibilities in the event of evacuation during a meeting of the Equalities Forum .

2.4   Accident and Incident Reporting Policy
2.4.1   Minor amendment to update RIDDOR reporting requirement from over 3 days to over 7.

2.4.2   Addition of new Accident/Incident Form.

3.   Recommendation
It is recommended that the Board approves the updated policies as outlined in section 2 for immediate implementation.

Angela Chambers
Office Manager
September 2015

Appendices:

Appendix 1   Data Protection Policy
Appendix 2   Family Leave Policy
Appendix 3   Fire & Emergency Action Plan
Appendix 4   Accident and Incident Reporting Policy

Policy Implications	Outlined in report
Financial Implications	None
Race Equalities Implications	Outlined in Report
Gender Equalities Implications	Outlined in Report
Disability Equalities Implications	Outlined in Report

DATA PROTECTION **POLICY**

August 2015 October 2006

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A. INTRODUCTION

1. This is a statement of the Data protection Policy adopted by SEStran, the Regional Transport Partnership (RTP) for the South East of Scotland. This policy is applicable to all personal data held by the RTP. It applies to all employees and elected members of the RTP and to any contractors or agents performing work for or on behalf of the RTP and any other individuals with access to SEStran's information.

2. SEStran is a partnership of 8 councils; Edinburgh, Fife, Clackmannanshire, Scottish Borders, Falkirk, West Lothian, East Lothian, and Mid Lothian and provides a wide range of services not only within these boundaries but as part of a group of RTPs across Scotland.

3. SEStran needs to process certain types of data about people with whom it deals in order to operate ("personal data"). This includes current, past and prospective employees, suppliers, clients and customers, and others with whom it communicates.

4. In order to comply with the Data Protection Act 1998 SEStran must ensure that, all personal data isare securely stored and dealt with properlyprocessed lawfully however it is collected, recorded and used. Safeguards are in place to observe the legislation of the Act, these are detailed below.

5. SEStran regards the safekeeping of all personal data as paramount to maintaining confidence between it and those with whom it deals. SEStran endeavours to fulfil all the requirements of the Act while remaining open and accessible by the public.

B. SCOPE

This policy is applicable to all personal data held by SEStran whether the information is held or accessed on SEStran premises or accessed remotely via mobile or home working or by using network access from partner organisations. Personal information held on removable devices and other portable media is also covered by this policy.

C. THE DATA PROTECTION PRINCIPLES

6. To that end, SEStran fully endorses and adheres to the eight Data Protection Principles set out in the Data Protection Act 1998 (the "Act").
7. These Principles can be summarised as follows:

- Personal Ddata must be fairly and lawfully processed

- Personal Ddata shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that or those purposes. must be processed for limited purposes

- Personal Ddata must be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.

- DPersonal data must be accurate and up to date

- Personal Ddata must be not kept longer than necessary

- Personal Ddata must be processed in accordance with the individual's rights under the Act

- Personal Ddata must be secure and appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data.

- Personal Ddata must not be transferred to countries outside the European Economic area unless that country has adequate protection for the individual

WHAT SESTRAN WILL DO

8. To ensure compliance with the above data protection principles SEStran shall, through appropriate management and strict application of criteria and controls;

- observe, fully, conditions regarding the fair collection and use of data;

- meet its legal obligations to specify the purposes for which data is used;

- collect and process appropriate data, and only to the extent that it is required to fulfill operational needs or to comply with any legal requirements;

- ensure the quality of the data used;

- apply strict checks to determine the length of time the data is held;

- ensure that rights of people about whom data is held can be fully exercised under the Act. These include:

    - (i) the right to be informed that processing is being undertaken;

    - (ii) the right of access to one's personal data;

    - (iii) the right to prevent processing in certain circumstances; and

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(iv) the right to correct, rectify, block or erase data which is regarded as wrong data;

Subject Access Requests

The Data Protection Act also allows people to find out what personal information is held by organisations about them by making a Subject Access Request. A SAR can include electronic information and paper records. The organisation must provide the information within 40 calendar days (there are some exceptions to this).

Data Subjects who wish to make a SAR to SEStran will need to provide evidence of their identity. There is no charge for the first SAR made by a data subject to SEStran. However repeat requests, particularly detailed requests or multiple requests made over a short period of time, may incur a small charge (£10). Fees will be applied on a case by case basis.

-

- take appropriate technical and organisation security measures to safeguard personal data;

- ensure that personal data is not transferred outside the European Economic area without suitable safeguards.

9. In addition SEStran will ensure that:

- there is someone with specific responsibility for data protection in the organisation;

- everyone managing and handling personal data understands that they are contractually responsible for following good data protection practice;

- everyone managing and handling personal data is appropriately trained do to so;

- everyone managing and handling personal data is appropriately supervised;

- anyone wishing to make enquiries about handling personal data knows what to do;

- queries about handling personal data are competently and courteously dealt with;

- methods of handling personal data are clearly described;

- a regular review and audit is made of the way personal data is managed;

- methods of handling personal data are regularly accessed and evaluated; and

- performance with handling personal data is regularly accessed and evaluated.

RESPONSIBILITIES

The [~~Executive~~ Partnership Director], has specific responsibility for data protection within SEStran.

The ~~Executive~~Partnership Director has responsibility for ensuring that the information under their control is collected, processed and held in accordance with this policy and the Data Protection Act 1998.

All employees and elected members of the RTP and any contractors or agents performing work for or on behalf of the RTP and any other individuals with access to SEStran's information have a responsibility to ensure that personal information is properly protected at all times. This requires continued compliance with the SEStran's information policies, procedures and other guidance.

All users have a responsibility to report any observed or suspected breach of this Data Protection Policy or related information procedures and guidance. This includes relevant legislation: Data Protection Act 1998, Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004.

All incidents must be reported to [the Office Manager~~who deals with information security?~~]

GENERAL

10. This document states SEStran's primary, general policy with regard to Data Protection. SEStran also has policies, codes of practice, protocols and guidance, as appropriate, for specific types of data maintenance and data type. Additional data specific policies, codes, protocols and guidance will be adopted as and when necessary.

~~**DRAFT**~~

FAMILY LEAVE POLICY

September 20154

CONTENTS

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INTRODUCTION

SESTRAN aims to recruit and retain high calibre employees and ensure a commitment to equal opportunities.

The following provisions are available for employees in order to assist in the balance of work and family/parental commitments.

1. MATERNITY LEAVE

This section of the policy sets out the rights and responsibilities of employees who are pregnant or have recently given birth and gives details of the arrangements for antenatal care, pregnancy-related illness, and maternity leave and pay.

SESTRAN recognises that, from time to time, employees may have questions or concerns relating to their maternity rights. It is SESTRAN's policy to encourage open discussion with employees to ensure that questions and problems can be resolved as quickly as possible. As the maternity provisions are complex, if an employee becomes pregnant she should clarify the relevant procedures with the Office Manager or the SESTRAN Human Resources Adviser to ensure that they are followed correctly.

The following definitions are used in this policy:

'Expected week of childbirth' means the week, starting on a Sunday, during which the employee's doctor or midwife expects her to give birth.

'Qualifying week' means the 15th week before the expected week of childbirth.

Notification of pregnancy

On becoming pregnant, an employee should notify her line manager as soon as possible. This is important as there are health and safety considerations for SESTRAN.

By the end of the qualifying week, or as soon as reasonably practicable afterwards, the employee is required to inform SESTRAN in writing of:

- the fact that she is pregnant;
- her expected week of childbirth; and
- the date on which she intends to start her maternity leave.

The employee must also provide a MAT B1 form, which is a certificate from a doctor or midwife confirming the expected week of childbirth. The form must have either the doctor's name and address or the midwife's name and registration number on it.

The employee is permitted to bring forward her maternity leave start date, provided that she advises SESTRAN in writing at least 28 days before the new start date or, if that is not possible, as soon as reasonably practicable. The employee may also postpone her maternity leave start date, provided that she advises SESTRAN in writing at least 28 days before the original proposed start date or, if that is not possible, as soon as reasonably practicable.

SESTRAN will formally respond in writing to the employee's notification of her leave plans within 28 days, confirming the date on which she is expected to return to work if she takes her full 52-week entitlement to maternity leave.

Time off for antenatal care

Once an employee has advised SESTRAN that she is pregnant, she will be entitled to take reasonable paid time off work to attend antenatal appointments as advised by her doctor, registered midwife or registered health visitor.

In order to be entitled to take time off for antenatal care, the employee is required to produce a certificate from her doctor, registered midwife or registered health visitor, stating that she is pregnant. Except in the case of the first appointment, the employee should also produce evidence of the appointment, such as a medical certificate or appointment card, if requested to do so.

Antenatal care may include relaxation and parent craft classes that the employee's doctor, midwife or health visitor has advised her to attend, in addition to medical examinations.

The employee should endeavour to give her line manager as much notice as possible of antenatal appointments and, wherever possible, try to arrange them as near to the start or end of the working day as possible.

Fathers and partners of pregnant women are entitled to unpaid time off to attend two ante-natal appointments, on production of appropriate evidence of appointments.

Health and safety

SESTRAN has a duty to take care of the health and safety of all employees. We are also required to carry out a risk assessment to assess the workplace risks to women who are pregnant, have recently given birth or are breastfeeding.

SESTRAN will provide the employee with information as to any risks identified in the risk assessment. If the risk assessment reveals that the employee would be exposed to health hazards in carrying out her normal job duties, SESTRAN will take such steps as are reasonably necessary to avoid those risks, such as altering the employee's working conditions. In some cases, this may mean offering the employee suitable alternative work (if available) on terms and conditions that are not substantially less favourable.

If it is not possible for the employee's working conditions to be amended to remove the risks to her health and there is no suitable alternative work available

to offer her on a temporary basis, the employee may be suspended her from work on maternity grounds until such time as there are no longer any risks to her health. This may be for the remainder of her pregnancy until the commencement of her maternity leave. If an employee is suspended in these circumstances, her employment will continue during the period of the suspension and it does not in any way affect her statutory or contractual employment and maternity rights. The employee will be entitled to her normal salary and contractual benefits during the period of her suspension, unless she has unreasonably refused an offer of suitable alternative employment.

Sickness absence

If an employee is absent from work during pregnancy owing to sickness, she will receive normal statutory or contractual sick pay in the same manner as she would during any other sickness absence provided that she has not yet begun ordinary maternity leave. If, however, the employee is absent from work due to a pregnancy-related illness after the beginning of the fourth week before her expected week of childbirth, her maternity leave will start automatically.

If the employee is absent from work wholly or partly because of pregnancy during the four weeks before the expected week of childbirth, she must notify SESTRAN in writing of this as soon as reasonably practicable.

Maternity leave

All pregnant employees are entitled to take up to 26 weeks' ordinary maternity leave and up to 26 weeks' additional maternity leave, making a total of 52 weeks. This is regardless of the number of hours they work or their length of service. Additional maternity leave begins on the day after ordinary maternity leave ends.

Ordinary maternity leave can start at any time after the beginning of the 11th week before the employee's expected week of childbirth (unless her child is born prematurely before that date in which case it will start earlier).

Maternity leave will start on whichever date is the earlier of:

- the employee's chosen start date;
- the day after the employee gives birth; or
- the day after any day on which the employee is absent for a pregnancy-related reason in the four weeks before the expected week of childbirth.

If the employee gives birth before her maternity leave was due to start, she must notify SESTRAN in writing of the date of the birth as soon as reasonably practicable.

The law obliges all employees to take a minimum of two weeks of maternity leave immediately after the birth of the child.

Ordinary maternity leave

During the period of ordinary maternity leave, the employee's contract of employment continues in force and she is entitled to receive all her contractual benefits, except for salary. In particular, any benefits in kind will continue; contractual annual leave entitlement will continue to accrue; and pension contributions will continue to be made provided that the employee is receiving maternity pay (Employee contributions will be based on actual pay, while employer contributions will be based on the salary that the employee would have received had she not gone on maternity leave).

Salary will be replaced by maternity pay if the employee is eligible to receive it, as noted below.

Employees are encouraged to take any outstanding annual leave due to them before the commencement of ordinary maternity leave. Employees are reminded that holiday must be taken in the year that it is earned and therefore if the holiday year is due to end during maternity leave, the employee should take the full year's entitlement before starting her maternity leave.

Additional maternity leave

During the period of additional maternity leave, the employee's contract of employment remains and she is entitled to receive all her contractual benefits, except for salary. Any benefits in kind will continue and contractual annual leave entitlement will continue to accrue.

Payment during additional maternity leave, if the employee is eligible to receive it, will be as noted below.

Pension contributions will continue to be made during the period when the employee is receiving pay but not during any period of unpaid additional maternity leave.

Maternity pay

Maternity pay is payable for up to 39 weeks during maternity leave. An employee is entitled to maternity pay if:

- she has been continuously employed by SESTRAN for at least 26 weeks at the end of the qualifying week and she is still employed during that week (previous local authority continuous service is recognised for the purposes of determining maternity leave entitlement);
- her average weekly earnings in the eight weeks up to and including the qualifying week are not less than the lower earnings limit for national insurance contributions, (in which case the employee may be entitled to claim Maternity Allowance from the Benefits Agency). For the purposes of calculating average weekly earnings, any allowances or overtime payments made during the eight week period will be included;
- she is still pregnant 11 weeks before the start of the expected week of childbirth (or has already given birth);
- she provides a MAT B1 form stating her expected week of childbirth; and

- she gives SESTRAN proper notification of her pregnancy in accordance with the rules set out above.

If the employee returns to work following maternity leave maternity pay will be:

- 6 weeks at 90% of the employee's average weekly earnings calculated over the period of eight weeks up to and including the qualifying week
- followed by 12 weeks at half pay, plus SMP at the standard rate, followed by,
- 21 weeks at SMP only.

If the employee becomes eligible for a pay rise between the start of the original calculation period and the end of her maternity leave (whether ordinary maternity leave or additional maternity leave), the maternity pay to which the employee is eligible will be recalculated to take account of the pay rise and appropriate payment made.

Statutory maternity pay is treated as earnings and is therefore subject to PAYE and national insurance deductions.

Payment of SMP cannot start prior to the 11th week before the employee's expected week of childbirth. Statutory maternity pay can start from any day of the week in accordance with the date the employee starts her maternity leave.

Statutory maternity pay is payable whether or not the employee intends to return to work after her maternity leave. If the employee does not intend to return to work she is not entitled to occupational maternity pay, ie 12 weeks at half pay. If an employee intends to return to work and is accordingly paid occupational maternity pay but subsequently does not return for 3 months at the end of her maternity leave she will be required to repay the occupational element of her maternity pay but not the statutory maternity pay.

Employees who are not entitled to SMP may be entitled to receive maternity allowance payable by the Government.

Contact during maternity leave

Shortly before an employee's maternity leave starts, the employee's manager will discuss the arrangements for her to keep in touch during her leave, should she wish to do so. SESTRAN reserves the right in any event to maintain reasonable contact with the employee from time to time during her maternity leave. This may be to discuss the employee's plans for return to work, to discuss any special arrangements to be made or training to be given to ease her return to work or simply to update her on developments at work during her absence.

Keeping-in-touch days

Except during the first two weeks after childbirth an employee can agree to work for SESTRAN (or to attend training) for up to 10 days during either ordinary maternity leave or additional maternity leave without that work bringing the period of her maternity leave to an end and without loss of a week's SMP. These

are known as 'keeping-in-touch' days. Any work carried out on a day shall constitute a day's work for these purposes.

SESTRAN has no right to require the employee to carry out any work, and the employee has no right to undertake any work, during her maternity leave. Any work undertaken, including the amount of salary paid for any work done on keeping-in-touch days, is entirely a matter for agreement between SESTRAN and the employee. Any keeping-in-touch days worked do not extend the period of maternity leave. Once the keeping-in-touch days have been used up, the employee will lose a week's SMP for any week in which she agrees to work for SESTRAN.

Pension contributions will be made in respect of any 'keeping in touch days' worked.

Returning to work

Upon notification that they are pregnant the employee will have been formally advised in writing by SESTRAN of the date on which she is expected to return to work if she takes her full 52-week entitlement to maternity leave. The employee is expected to return on this date, unless she notifies SESTRAN otherwise. If she is unable to attend work at the end of her maternity leave due to sickness or injury, SESTRAN's normal arrangements for sickness absence will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence.

While the employee is under no obligation to do so, it would assist SESTRAN if she confirms as soon as convenient during her maternity leave that she will be returning to work as expected.

If the employee wishes to return to work earlier than the expected return date, she must give SESTRAN at least eight weeks' notice of her date of early return, preferably in writing. If she fails to do so, SESTRAN may postpone her return to such a date as will give SESTRAN eight weeks' notice, provided that this is not later than the expected return date.

If the employee decides not to return to work after maternity leave, she must give notice of resignation as soon as possible and in accordance with the terms of her contract of employment. If the notice period would expire after maternity leave has ended, SESTRAN may require the employee to return to work for the remainder of the notice period.

Rights on and after return to work

On resuming work after ordinary maternity leave, the employee is entitled to return to the same job as she occupied before commencing maternity leave on the same terms and conditions of employment as if she had not been absent.

On resuming work after additional maternity leave, again she is entitled to return to the same job as she occupied before commencing maternity leave on the same terms and conditions of employment as if she had not been absent. However, if it is not reasonably practicable for SESTRAN to allow the employee to return to

the same job, the employee may be offered suitable alternative work, on terms and conditions that are no less favourable than would have applied if she had not been absent.

An employee who worked full-time prior to her maternity leave has no automatic right to return to work on a part-time basis or to make other changes to her working patterns. However, all requests for part-time work or other flexible working arrangements will be considered in line with the operational requirements of SESTRAN's business. If an employee would like this option to be considered, she should write to her line manager setting out her proposals as soon as possible in advance of her return date, so that there is adequate time for full consideration of the request. The procedure for dealing with such requests is set out in SESTRAN's flexible working procedure.

2. ADOPTION LEAVE

This section of the policy sets out the rights of employees to adoption leave and pay.

An employee who adopts a child through an approved adoption agency is entitled to up to 52 weeks' adoption leave provided that he/she has at least 26 weeks' continuous service calculated as at the week in which notification of matching is given by the adoption agency. Local authority continuous service is recognised for this purpose.

The employee's entitlement is to take up to 26 weeks' ordinary adoption leave followed immediately by up to 26 weeks' additional adoption leave. The employee's maximum entitlement is thus to take up to 52 weeks' adoption leave.

All employees who take adoption leave have the right to return to work at any time during either ordinary adoption leave or additional adoption leave subject to their following the correct notification procedures as set out below.

Where a couple jointly adopt a child, the couple must choose one person to take leave under this scheme.

Where more than one child is placed as part of the same adoption arrangements only one period of leave will be granted.

Adoption Pay

Employees who qualify for adoption leave will also qualify for statutory adoption pay provided that their average weekly earnings are not less than the lower earnings limit for national insurance contributions. If the employee returns to work following adoption leave, adoption pay will be as follows:

- 6 weeks at 90% of earnings (off set against payments by way of SAP);followed by;
- 12 weeks at half pay plus SAP, and
- 21 weeks at SAP only

Adoption pay is treated as earnings and is therefore subject to PAYE and national insurance deductions.

Statutory adoption pay is payable whether or not the employee intends to return to work adoption leave. If the employee does not intend to return to work they are not entitled to occupational adoption pay, ie 12 weeks at half pay. If an employee intends to return to work and is accordingly paid occupational adoption pay but subsequently does not return for 3 months at the end of their adoption leave they will be required to repay the occupational element of their adoption pay but not the statutory adoption pay.

Timing of adoption leave

Adoption leave can start on the day the child is placed for adoption, or on an agreed date up to 14 days earlier.

In order to make administration as easy as possible, the employee should discuss the timing of his/her adoption leave with his/her immediate manager as early as possible.

Notice requirements

In order to be entitled to take adoption leave and receive statutory adoption pay, the employee is required to give SESTRAN written notification of his/her intention to take adoption leave no later than seven days after the date on which notification of the match with the child was provided by the adoption agency. This notification must specify the date the child is expected to be placed with the employee for adoption and the date the employee intends his/her adoption leave to start.

The employee is permitted to bring forward his/her adoption leave start date, provided that he/she advises SESTRAN in writing at least 28 days before the new start date or, if that is not possible, as soon as reasonably practicable. The employee may also postpone his/her adoption leave start date, provided that he/she advises SESTRAN in writing at least 28 days before the original proposed start date or, if that is not possible, as soon as reasonably practicable. The employee must also provide evidence of entitlement to adoption leave and pay by producing a 'matching certificate' from the adoption agency.

Within 28 days of receiving the employee's notice of intention to take adoption leave, SESTRAN will write to the employee confirming the latest date on which the employee must return to work after adoption leave.

Pre-Adoption Meetings/Training Courses

Where an employee is required to attend the pre-adoption meetings/training courses associated with progressing through the adoption processes, they will be granted half (50%) of this time as special leave and the rest of the time will be made up by the employee through either annual leave or flexi time.

Rights during ordinary adoption leave and additional adoption leave

Ordinary adoption leave

During ordinary adoption leave the employee's contract of employment continues in force and they are entitled to receive all contractual benefits except for salary. In particular, any benefits in kind will continue; contractual annual leave entitlement will continue to accrue; and pension contributions will continue to be made provided that the employee is receiving adoption pay . Employee contributions will be based on actual pay, while employer contributions will be based on the salary that the employee would have received had they not taken adoption leave

Salary will be replaced by adoption pay as noted above if the employee is eligible to receive it.

Employees are encouraged to take any outstanding holiday due to them before the commencement of adoption leave. Employees are reminded that holiday must be taken in the year that it is earned.

Additional adoption leave

Additional adoption leave begins on the day after ordinary adoption leave ends and lasts for a further 26 weeks. During additional adoption leave the employee's contract of employment remains and they are entitled to receive all contractual benefits, except for salary. Any benefits in kind will continue and contractual annual leave entitlement will continue to accrue.

Payment during additional adoption pay will be as noted previously.Pension contributions will continue to be made during the period when the employee is receiving adoption pay but not during any period of unpaid additional adoption leave.

Contact during adoption leave

SESTRAN reserves the right to maintain reasonable contact with employees during adoption leave. This may be to discuss employees' plans for return to work, to discuss any special arrangements to be made or training to be given to ease their return to work or to update them on developments at work during their absence.

Keeping-in-touch days

Employees can agree to work for SESTRAN (or to attend training) for up to 10 days during their adoption leave without that work bringing their adoption leave to an end and without loss of a week's statutory adoption pay. These are known as 'keeping-in-touch' days. Any work carried out on a day shall constitute a day's work for these purposes

Pension contributions will be made in respect of any 'keeping in touch days' worked.

SESTRAN has no right to require employees to carry out any work and employees have no right to undertake any work during their adoption leave. Any work undertaken, and the amount of salary paid for any work done on keeping-in-touch days, is entirely a matter for agreement between employees and SESTRAN.

Termination of Placement

Where the child or children's placement ends during the adoption period, the adopter will be entitled to remain absent on adoption leave for up to 8 weeks after the end of the placement. In this respect employees are required to advise their manager of this at the earliest opportunity. In the case of an earlier return, notification should be given as noted below.

Returning to work after adoption leave

The employee may return to work at any time during ordinary adoption leave or additional adoption leave, provided that he/she gives the appropriate notification. Alternatively, the employee may take his/her full period of adoption leave entitlement and return to work at the end of this period. If the employee wishes to return before the full period of adoption leave has elapsed, he/she must give at least eight weeks' notice in writing to SESTRAN of the date on which he/she intends to return.

Failure to return to work by the end of adoption leave will be treated as an unauthorised absence unless the employee is sick and produces a current medical certificate before the end of the adoption leave period.

If the employee decides during adoption leave that he/she does not wish to return to work, he/she should give written notice of resignation to SESTRAN as soon as possible and in accordance with the terms of his/her contract of employment

3. MATERNITY & ADOPTION SUPPORT LEAVE/ PATERNITY LEAVE

Maternity or Adoption Support Leave is available to all employees, who have a minimum of 26 weeks continuous service at the start of the 15th week before the EWC, or date of placement of a child, and who is a nominated carer.

The nominated carer is the person nominated by the mother or the person taking adoption leave to assist in the care of the child and to provide support to her/him.

Leave consists of up to a maximum of 5 days paid leave (pro-rated for part time/week workers) The leave may be taken as half working days, full working days or block periods as appropriate and must be taken within 56 days of the baby's birth.

Application for maternity or adoption support leave should be made to SESTRAN in the same way as that for annual leave and the employee will require to produce for

inspection form MATB1, confirming the expected date of childbirth. If the employee is not the father, they will be required to produce a statement from the expectant mother declaring the applicant as the nominated carer. This will also be the case if the mother does not work and is unable to produce a MATB1 certificate.

In the event of a stillbirth, the five days maternity support leave will still be available.

Employees will be entitled to return to the same job after maternity or adoption support leave.

NB: Fathers or partners of an expectant mother or partners of adopters are also entitled to an additional week's ordinary paternity leave (see below).

Ordinary paternity leave

In addition to maternity/ adoption support leave, an employee whose wife, civil partner or partner gives birth to a child, or who is the biological father of the child, is entitled to a further one week's ordinary paternity leave, provided that he or she has 26 weeks' continuous service by the end of the 15th week before the week in which the child is expected.

Ordinary paternity leave is also available to an employee whose spouse, civil partner or partner adopts a child, or where the employee is one of a couple jointly adopting a child, provided that he or she has 26 weeks' continuous service by the end of the week in which notification of the match occurs.

To qualify for ordinary paternity leave, the employee must also have, or expect to have, responsibility for the upbringing of the child and be making the request to help care for the child or to support the child's mother.

Ordinary paternity leave must be taken in a single block of one week within eight weeks of the birth or adoption of the child. If the employee is eligible to receive it, pay during ordinary paternity leave will be at the weekly rate of statutory paternity pay, or at a rate equivalent to 90% of the average weekly earnings, if this figure is less than the weekly rate of statutory paternity pay.

The employee must give SESTRAN 15 weeks' written notice of the date on which the baby is due and the date on which they wish their leave to commence. In an adoption situation, no later than seven days after the adopter is informed of the match, they must inform SESTRAN in writing of the date notification of the adoption occurred, the date on which the child is expected to be placed for adoption, and the date on which they wish their leave to commence. If they subsequently wish to change the timing of their ordinary paternity leave, they must give 28 days' written notice of the new dates. They must also, if so requested, complete and sign a self-certificate declaring that they are entitled to ordinary paternity leave.

Additional paternity leave

Eligible employees may take up to 26 weeks' additional paternity leave within the first year of their child's life provided that the mother has returned to work. Additional paternity leave is also available to adoptive parents within the first year after the child's

placement for adoption provided that the child's adopter who elected to take adoption leave (the "primary adopter") has returned to work.

The earliest that additional paternity leave may commence is 20 weeks after the date on which the child is born, or 20 weeks after the date of placement of the child for adoption, and it must end no later than 12 months after that date. Additional paternity leave must be taken as a single block in multiples of complete weeks. The minimum period is two consecutive weeks and the maximum period is 26 weeks.

To be eligible for additional paternity leave, the employee must satisfy each of the following criteria:

The employee must be the father of the child or married to, the civil partner of, or the partner of, the child's mother; married to, the civil partner of, or the partner of, the primary adopter; and, in the case of a birth child, expect to have the main responsibility for the upbringing of the child (apart from the mother's responsibility); or, in the case of adoption, have been matched with the child for adoption, and in either case be taking the leave to care for the child.

The employee must have a minimum of 26 weeks' continuous service by the end of the 15th week before the week in which the child is expected or by the end of the week in which notification of the match occurs.

The employee must remain in continuous employment until the week before the first week of additional paternity leave.

The mother of the child must be entitled to one or more of maternity leave, statutory maternity pay or maternity allowance or, in the case of adoption, the primary adopter must be entitled to one or both of adoption leave or statutory adoption pay, and the mother or primary adopter must have returned to work.

Where the employee wishes to request additional paternity leave and pay, they must give SESTRAN eight weeks' written notice of the date on which they wish the leave and, if applicable, additional statutory paternity pay to commence. The request must be in writing and must specify, in the case of the birth of a child, the date the child was expected to be born and the actual date of birth or, in the case of an adopted child, the date on which they were notified of having been matched with the child and the date of placement for adoption and, in either case, their name and intended start date and end date of additional paternity leave and statutory paternity pay.

In addition, not less than eight weeks before the proposed start date of additional paternity leave and pay, the employee must submit a written and signed self-certification form and the mother or primary adopter must submit a written and signed declaration form. These forms can be obtained from the Office Manager.

The employee must also, if so requested, produce the name and business address of the mother's or primary adopter's employer and a copy of the child's birth certificate or, in the case of an adopted child, evidence of the name and address of the adoption agency, the date on which the employee was notified of having been matched with the child and the date on which the agency expects to place the child for adoption.

SESTRAN will formally respond in writing to the notification of the employee's additional paternity leave plans within 28 days, confirming the relevant start and end dates of additional paternity leave and pay. If the employee subsequently wishes to change the timing of their additional paternity leave, they must give six weeks' written notice of the new dates.

4. PARENTAL LEAVE

An employee is entitled to up to 18 weeks' unpaid parental leave per child if he/she meets one of the following conditions:

- He/she is the parent of a child who is under five years of age.
- He/she has adopted a child under the age of 18 (the right to parental leave lasts for a period of five years from the date of adoption or until the child's 18th birthday, whichever is the sooner).
- He/she has acquired formal parental responsibility for a child who is under five years of age.

An employee who is the parent or adoptive parent of a child who has been awarded Disability Living Allowance is entitled to up to 18 weeks' unpaid parental leave, which can be taken up to the child's 18th birthday.

To qualify for parental leave, employees must have completed at least one year's continuous service with SESTRAN.

Rights during parental leave

Qualifying employees will be entitled to a maximum of 13 weeks' parental leave to be taken up until the child's fifth birthday (unless the child is adopted or disabled - see above). During parental leave the employee will remain employed, although pay and most contractual benefits will be suspended. The right to accrue statutory holiday entitlement will, however, remain in place. Certain other terms of employment will remain in force, as follows. During parental leave employees will be entitled to the implied obligation of trust and confidence, and any terms and conditions of employment relating to:

- notice of termination;
- redundancy compensation; and
- disciplinary or grievance procedures.

Employees taking parental leave will be bound by the implied obligation of good faith, and any terms and conditions of employment relating to:

- notice of termination;
- disclosure of confidential information;
- the acceptance of gifts or other benefits; and
- participation in any other business.

Conditions of leave

An employee must, if required comply with any request made by SESTRAN to produce evidence as to his/her entitlement (eg parental responsibility or expected responsibility for the child in question; the child's date of birth or date on which placement for adoption began; where the employee is exercising a right in relation to a disabled child, details of the child's entitlement to Disability Living Allowance).

Notice of Intention to Take Parental Leave

The employee must give proper notice of the period of leave that he/she proposes to take. This notice must be given to SESTRAN at least 21 days before the date on which leave is to start and must specify the dates on which the period of leave is to begin and end.

Where the employee is the father of the child in respect of whom the leave is to be taken and he requests parental leave to begin when his child is born, his notice must specify the expected week of childbirth and the duration of the period of leave. The employee must give this notice at least 21 days before the expected week of childbirth.

Where the parental leave is in respect of an adopted child and is to begin on the date of the placement, the employee's notice must be given to SESTRAN at least 21 days before the beginning of the week in which the child is to be placed for adoption, or as soon as is reasonably practicable thereafter. It must specify the week in which the placement is expected to occur and the duration of the period of parental leave requested.

SESTRAN may postpone a period of parental leave (other than where parental leave has been requested immediately after childbirth or immediately after placement for adoption) where it is considered business would be unduly disrupted if the employee were to take leave during the period requested. In such a case, the employee will be allowed to take an equivalent period of parental leave beginning no later than six months after the commencement of the period originally requested. SESTRAN will give notice in writing of the postponement stating the reason for it and specifying suggested dates for the employee to take parental leave. Such notice will be given no more than seven days after the employee's notice of their intention to take parental leave.

Employees may not take parental leave in blocks of less than one week (except in relation to a child who is disabled).

Employees may not take more than four weeks' leave in respect of any individual child in any year. For these purposes a year is the period of 12 months beginning when the employee first becomes entitled to parental leave in respect of the child in question, and each successive period of 12 months beginning on the anniversary of that date.

Return from leave

At the end of parental leave, the employee will be entitled to return to the same job provided that the leave was for a period of four weeks or less (and did not

follow on immediately from a period of additional maternity or adoption leave). If the period of parental leave was longer than four weeks (or followed on immediately from a period of additional maternity or adoption leave), then the employee will be entitled to return to the same job or, if that is not practicable, to a similar job that has the same or better status, terms and conditions as the previous job.

5. SHARED PARENTAL LEAVE (ShPL)

What is Shared Parental Leave?

Shared Parental Leave (ShPL) is designed to give parents/adopters more flexibility in how to share the care of their child in the first year following birth or adoption. If you are eligible you can share up to 50 weeks leave, and can decide to be off work at the same time and/or take turns to have periods of leave to look after your child.

This option applies to employees, whether they are the mother or the partner. For an employee to be eligible for shared parental leave, both parents need to meet certain qualifying criteria (as noted below).

If it is the mother who is employed by SEStran, her partner must submit any notifications to take ShPL to their own employer. Similarly, if it is the partner who is employed by SEStran, the mother must submit any notifications to take ShPL to her own employer.

The mother and the partner should ensure that they are each liaising with their own employer to ensure that requests for ShPL are handled as smoothly as possible.

Eligibility for Shared Parental Leave

Who is eligible?

ShPL can only be used by 2 people:

- The mother/adopter, andz
- One of the following:
- The father of the child (in the case of birth) or,
- The spouse, civil partner or partner of the child's mother/adopter.

Working parents who share the main responsibility for caring for their child are able to opt into the shared parental leave system.

Both parents must share the responsibility for the care of the child at the time of the birth/placement for adoption.

If an employee has 2 or more posts with SEStran they are required to take shared leave in respect of all posts. In the case of the mother, they are required to curtail their maternity leave for all posts.

Eligibility Criteria

For employees to be able to take ShPL, **both** parents must meet certain eligibility requirements.

Maternity Entitlements

The mother of the child must be entitled to maternity leave or (if she is not entitled to maternity leave) to statutory maternity pay or maternity allowance. In addition, she must have curtailed her entitlement to maternity leave (or her maternity pay or maternity allowance period) before she has taken her full entitlement. See Section 1 to determine eligibility to maternity leave.

Care of the child – the mother must be sharing the main responsibility for the care of the child with the child's father or partner.

Continuity of employment – an employee must meet a continuity of employment test. This means that the employee must have been employed by the same employer for 26 weeks at the end of the 15th week before the expected week of childbirth and remain employed by that employer at the start of the week in which shared parental leave is to be taken.

The continuity of employment test is similar to that for statutory maternity pay and paternity pay. So an employee who is entitled to SMP or SPP is likely to meet the continuity test for shared parental leave (See Section1).

Eligibility for the other parent – "employment and earning test" – the other parent, who must be the partner of the employee (i.e. the mother's/adopter's partner or the child's father – even if the father is not in a relationship with the mother) must satisfy an employment and earnings test and must make a declaration that they meet this test.

The employment and earnings test requires that in the 66 weeks leading up to the week in which the child is due (or in the case of adoption, the date when the adopter is notified of a match), they have worked in the UK for at least 26 weeks and in 13 weeks during the 66 week period they have earned the nationally agreed minimum level and would have paid class 1 national insurance contributions.

Shared Parental Leave Entitlement

Employees are entitled to take up to 50 weeks ShPL during the child's first year. The amount of ShPL which an individual is entitled to will depend on when the mother brings her maternity leave period to an end (i.e. curtails her leave) and the amount of leave that the other parent takes in respect of the child.

The first two weeks following birth are the compulsory maternity leave period and are reserved for the mother. This means that the mother cannot curtail her maternity leave to take ShPL until two weeks after the birth and the maximum period that the parents could take as ShPL is 50 weeks between them (although it will normally be less than this if the mother/adopter has taken leave before the birth or adoption placement).

The mother's partner can begin a period of ShPL at any time from the date of the child's birth if the correct booking notification has been given. ~~Note: the partner must ensure that they use up any paternity leave or maternity/adoption support leave prior to taking shared parental leave. If paternity leave it not taken before Shared Parental Leave it will be lost.~~

Shared Parental Leave Options

It is up to the parents how they share the parental leave – they can take it in turns or take time off together, provided no more than 50 weeks of shared leave is taken in total.

An employee wishing to take ShPL is encouraged to contact their line manager to arrange an informal discussion as early as possible regarding their leave request. A line manager upon receiving a formal request should arrange a meeting with the employee to talk about their intentions and how they currently expect to use their ShPL entitlement. The purpose of any meeting is to discuss the leave proposed and what will happen when the employee is away from work.

Employees have the option to take leave in one continuous block (see Continuous Leave) or as separate blocks of leave (see Discontinuous Leave). Particularly in cases of requests for separate blocks of leave, the employee should discuss this in detail with their line manager to determine if the request can be granted and if necessary discuss other options that would be agreeable to both the employee and SEStran.

A maximum of three requests for leave per pregnancy can normally be made by each parent.

Notice requirements for shared parental leave

The notices that the parents must give to the relevant employer to be able to take ShPL are made up of the following elements. They are

- Curtailment notice (mother only)

- Notice of entitlement and intention

- Booking Notice

- Variation or cancellation Notice

This is explained in more detail below and the relevant forms are available (Appendices 1-4).

Curtailment Notice

Before the mother/adopter or partner can take ShPL, the mother/adopter must return to work before the end of their maternity/adoption leave. This will be done by giving the required eight weeks' notice of her planned return and providing SEStran with a curtailment notice.

A 'maternity/adoption leave curtailment notice' from the **mother/adopter** sets out when they propose to end their maternity/adoption leave **(see Appendix 1).**

The mother/adopter must provide the curtailment notice at the same time as the notice of entitlement and intention (Appendix 2) to take ShPL or a declaration of consent and entitlement signed by the mother confirming that her partner has given his/her employer a notice of entitlement and intention.

Revocation of maternity leave curtailment notice

The curtailment notice can be withdrawn in limited circumstances. The withdrawal of a curtailment notice must be in writing and can be given only if the mother/adopter has not returned to work. The curtailment notice can be withdrawn if:

- it is discovered that neither the mother/adopter nor the partner are entitled to ShPL or statutory shared parental pay and the mother withdraws her curtailment notice within eight weeks of the date on which the notice was given;

- the curtailment notice was given before the birth of the child and the curtailment notice is withdrawn within six weeks of the child's birth; or

- the partner has died.

If a mother and her partner have already started a period of shared leave or agreed a period of shared leave which is due to start within 8 weeks following the revocation, they may be required to be absent from work on unpaid leave for some or all of this period. SEStran is under no obligation to accept an employee back to work with no notice.

Notice of entitlement and intention

This notice is from the employee (whether they are the mother/adopter or partner) giving an initial, non-binding indication of their entitlement to, and intention to take, shared parental leave. This is a one-off notification and is only to inform SEStran of their intention to take shared parental leave **(See Appendix 2).**

A separate notice to book leave is required once an employee wishes to request specific dates of leave).

Adoption or Surrogacy Notice of Entitlement

In addition to the notice of entitlement and intention, adoptive parents must also confirm:

- the date the parents were notified as having been matched with the child;

- the date the child is expected to be placed with the parents; and

- a declaration from the parents and consent to the amount of time the other parent intends to take.

Evidence of eligibility in this case will be copies of documents issued by the adoption agency confirming the date the parents were matched with the child.

For surrogacy arrangements, if the intended parents have applied, or intend to apply, for a 'parental order' then, subject to meeting qualifying conditions, the nominated 'primary' adopter will be entitled to take adoption leave and pay and to end their adoption leave early and move onto ShPL .

Booking Notice

The employee's notice to book shared parental leave, must be in writing and be provided at least eight weeks before the start date of the first period of ShPL to be taken by the employee **(see Appendix 3).** However, the earlier an employee informs SEStran of their intentions, the more likely it is that SEStran will be able to accommodate the employee's wishes, particularly if they want to take periods of discontinuous leave.

Within 14 days of receiving a booking notice from the employee, whether the mother or partner, SEStran can request from the employee:

- a copy of the child's birth certificate (or, if the child has not been born, a copy of the birth certificate within 14 days of the birth - if the birth certificate has yet to be issued after this period, a signed declaration stating the date and location of the child's birth will suffice or a copy of the MATB1); and

- the name and address of the other parent's employer (or a declaration that the other parent has no employer).

The employee has 14 days from the date of the request to send SEStran the required information.

Variation or cancellation of notice of entitlement and intention

The employee can vary or cancel their proposed ShPL dates following the submission of a Booking Notice. They must provide SEStran with a written notice not less than eight weeks before any period of leave varied or cancelled by the notice is due to commence **(see Appendix 4).** The written notice can:

- vary the start date or the end date of any period of ShPL or cancel a request for leave;

- request that a continuous period of leave become discontinuous periods of leave; or

- request that discontinuous periods of leave become a continuous period of leave.

Any indication of leave intended to be taken that the employee provides in a Variation Notice is non-binding, until they provide a Booking Notice in relation to the new period of leave being requested.

Limit on number of requests for leave

The employee can provide a total of up to three Booking Notices per pregnancy (including the original request).

Continuous period of shared parental leave

If the employee submits a Booking Notice requesting one continuous period of leave, they will be entitled to take that period of leave provided they have followed the correct notification process. Discussions should however take place with the employee's line manager prior to any leave requests.

Discontinuous periods of shared parental leave

The employee may submit a Booking Notice requesting discontinuous periods of leave. For example, the mother and partner could request a pattern of leave from their respective employers that allows them to alternate childcare responsibilities.

If the employee submits notice requesting discontinuous periods of leave, SEStran, in the two weeks beginning with the date the notice was submitted, can:

- consent to the pattern of leave requested;

- propose an alternative pattern of leave; or

- refuse the pattern of leave requested. If the decision is taken to refuse the leave, the employer must provide clear reasons for this to the employee.

Any response to the employee should be in writing. If agreement is reached within those two weeks, the employee is entitled to take the leave on the dates agreed.

If no agreement has been reached within that two-week discussion period, the employee is entitled to take the leave as one continuous period of leave. In that event, the employee must choose a start date for the leave that is at least eight weeks from the date on which the leave notice was originally submitted. The employee must notify SEStran of that date within five days of the end of the two-week discussion period. If the employee does not choose a start date within five days of the end of the two-week discussion period, the period of continuous leave will start on the date of the first period of leave originally requested.

Alternatively, if SEStran has refused the request or no agreement has been reached during the two-week discussion period, the employee may withdraw their Booking Notice requesting discontinuous periods of leave. The employee can withdraw this at any time on or before the 15th day after the notice was submitted. A notice for discontinuous leave that has been withdrawn before it is agreed does not count towards the total number of requests for leave that an employee can make (maximum 3 requests).

Shared Parental Pay

Only statutory pay is payable to either party for the duration of the ShPL period.

Statutory shared parental pay is available for eligible parents to share between them while on ShPL. The number of weeks' statutory shared parental pay available to the parents will depend on when the mother has ended her maternity leave and how much statutory maternity pay or maternity allowance the mother/adopter has been paid when her maternity leave or pay period ends.

A total of 39 weeks' statutory pay is available to the mother/adopter. As there is a compulsory maternity leave period of two weeks, this means that a mother who ends her maternity leave at the earliest opportunity could share up to 37 weeks' statutory shared parental pay with her partner (although it will normally be less than this because of the maternity leave that mothers usually take before the birth).

It is up to the parents to identify the period(s) of leave they are taking as shared parental leave in order that the appropriate rate of statutory shared parental pay is paid.

Statutory ShPL is paid for 37 weeks at the **lower** of the statutory prescribed rate or 90% of the relevant parent's normal weekly earnings (subject to the lower earnings limit). The remaining 13 weeks of ShPL are unpaid.

This means that statutory shared parental pay is paid at the statutory level throughout the leave period. Unlike occupational maternity/adoption pay, there is no provision for the first six weeks to be paid at 90% of the parent's actual weekly earnings. This is the case even if the mother returns from maternity leave after only two weeks, during the period where the higher (occupational) level of maternity would be have been available to her.

Eligibility for statutory shared parental pay

For employees to be eligible for statutory shared parental pay, both parents must meet certain eligibility requirements.

- have at least 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth and remains in continuous employment with her employer until the week before any period of shared parental pay that they get;

  Or in the case of the partner, have been employed or a self-employed earner during at least 26 of the 66 weeks immediately before the expected week of childbirth.

- have normal weekly earnings for a period of eight weeks ending with the 15th week before the expected week of childbirth/adoption placement of at least the lower earnings limit for national insurance contribution purposes;

- have, at the date of the child's birth, the main responsibility, apart from the partner, for the care of the child;

- is absent from work and intends to care for the child during each week in which they receive statutory shared parental pay; and

The mother must also be entitled to statutory maternity pay in respect of the child, but the maternity/adoption pay period has been curtailed.

Terms and Conditions during shared parental leave

During ShPL, all terms and conditions of the employee's contract except normal pay will continue. Salary will be replaced by statutory shared parental pay if the employee is eligible for it.

This means that, while sums payable by way of salary will cease, all other benefits will remain in place.

Shared Parental Leave in Touch days (SPLIT)

An employee can agree to work for SEStran (or to attend training) for up to 20 days during ShPL without that work bringing the period of his/her ShPL and pay to an end. These are known as "shared-parental-leave-in-touch" (SPLIT) days. These will be in addition to the 10 keeping in touch (KIT) days already available for women on statutory maternity leave (as per paragraph 3.7.1).

SEStran has no right to require employees to carry out any work and employees have no right to undertake any work during their ShPL. Any work undertaken on SPLIT days, is entirely a matter for agreement between employees and SEStran. An employee will be paid the equivalent of their normal pay for time worked on a SPLIT day which will be inclusive of Statutory Shared Parental Pay.

56. CARER'S LEAVE

Carer's leave is available to all employees of SESTRAN irrespective of length of service, and whether they are part time or full time. It is available to deal with family/dependent emergency obligations or where normal care arrangements fall down. Examples when carer's leave may be applicable are:

- to provide assistance when a dependant falls ill, gives birth or is injured or assaulted;
- to make arrangements for the provision of care for an ill or injured dependant;
- because of the unexpected disruption or termination of arrangements for the care of a dependant;
- to deal with an incident that involves their child and occurs unexpectedly whilst the child is at school/other educational establishment.

Carer's leave is intended to cover unforeseen matters and should not be used for pre-planned occurrences such as hospital and dental appointments. In these circumstances other options are available such as annual leave or parental leave.

Carer's leave consists of up to a maximum of 5 days paid leave (pro-rated for part-time/week workers) in any one leave year to deal with emergency obligations. Notwithstanding, when normal care arrangements break down, employees will be expected to make alternative arrangements as soon as possible.

Leave may be taken as half days, single days or block periods.

A dependent is defined as an employee's partner, child (or partner's child), parent (or legal guardian) or someone who lives in the same household as the employee (other than by reason of being his employee, tenant, boarder or lodger).

Where the leave is in respect of bereavement the provisions for bereavement leave as noted in section 5 will apply.
In the cases of serious illness, up to 3 months leave may be granted at the discretion of the Partnership Director. This leave may be paid, unpaid, and in exceptional circumstances unpaid leave may be extended.

Authorisation for carer's leave should be obtained by following the normal procedures for absence notification.

76. SPECIAL LEAVE

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Bereavement Leave

SESTRAN has discretion to grant up to 5 working days paid leave where a family member or close friend of an employee dies. In exercising discretion, the following will be taken into account:

(a)   the circumstances which justify leave to attend the funeral;

(b)   the requirement of an employee to make funeral arrangements and/or deal with financial or legal issues which occur immediately around the time of the death; and/or

(c)   the requirement for an employee to travel over long distances (for travel outside the UK absence may be part paid and part unpaid).

REVIEW

This policy will be reviewed as required to take account of developments within SESTRAN and legislative requirements.

CURTAILMENT NOTICE

To be completed by the Mother only.

Please complete and return this form to your manager.

This form is to inform SEStran that you wish your maternity leave/pay to end in order that the person who shares the main responsibility to care for your child can take shared parental leave.

You must give at least 8 weeks' notice of your curtailment date. If you are entitled to maternity leave, the curtailment date must be at least two weeks after the birth of your child.

I wish my maternity/adoption leave to end on: ………………………………..(insert date)

Name	
Employee No	
Job Title(s)	
Signature	
Date	

Please note: This form is only notification that you wish to curtail your maternity leave. You are required to complete a Notice of Entitlement and Intention Form. This form can be completed and handed in at the same time as your curtailment notice.

(*)   **If you have 2 or more jobs either with SEStran (or with SEStran and another employer) you are required to curtail your maternity leave in all posts.**

Please ensure that all your job titles are noted in this Curtailment Notice

Appendix 2

Notice of Entitlement and Intention to Take Shared Parental Leave

If you wish to take shared parental leave, then you must submit this form to your manager at least **8 weeks** before the start of the first period of shared parental leave. If you are the mother, you must also complete a curtailment notice confirming you are bringing your maternity leave to an end.

In order to calculate the amount of shared parental leave you are eligible for please complete the following.

Employee Name:	
Employee No:	
Job Title(s):	
Date on which maternity / adoption leave commenced / will commence	

Declaration:

❒ I confirm that I am the mother/main adopter of the child;

Or

❒ I confirm that I am the partner of the mother/main adopter of the child:

And

❒ I confirm that I meet the eligibility criteria for shared parental leave (as per Section 3.5.2 of the Policy).

Signed: Date:

Note (Mother only): If you have 2 or more jobs either with SEStran (or with SEStran and another employer) you are required to curtail your maternity leave in all posts.

Note (Partner only): If you have 2 or more jobs with SEStran you are required to give notice for shared leave in both posts. If you have one post with SEStran and one with another employer you can decide if you wish to take shared leave from all posts.

(*) You are required to highlight details of all your posts in the Curtailment Notice.

SHARED PARENTAL LEAVE BOOKING NOTICE

This form should be completed should you wish to book shared parental leave. You must give at least 8 weeks' notice of any dates in which you wish to take as shared leave.

Name	
Employee No	

A. Date in which you (or the mother/adopter) has curtailed their maternity leave		
B. Number of weeks maternity or adoption leave taken by the mother/ adopter.	Start Date	End Date
C. Remaining number of weeks of **shared parental leave** available (52 weeks minus the number of weeks taken according to the above dates) *(e.g. 52 – B above)*		
D. Maximum number of weeks of **shared parental pay** available (39 weeks minus the number of weeks taken according to the above dates) *(e.g. 39 – B above)*		
E. Total number of shared parental leave/pay you intend to take	Shared Parental Pay	Shared Parental Leave
F. Total Number of weeks of Shared parental leave/pay the other parent intends to take.	Shared Parental Pay	Shared Parental Leave

Requested Shared Parental Leave / Pay Dates

Start date	End date	Number of weeks leave	Number of weeks pay (if applicable)

Declarations

By the Employee

Please confirm your eligibility by ticking the appropriate boxes below and signing the form

- ☐ I am the mother, father or main adopter of the child and will share the care of the child with my partner named below
- ☐ I meet the eligibility criteria for shared parental leave

If appropriate:

- ☐ I meet the eligibility criteria for shared parental pay
- ☐ I am the mother or main adopter and have completed the **notice of curtailment of maternity / adoption leave** section and understand that this is **binding** subject to certain conditions outlined in the policy
- ☐ I consent to you retaining and processing the information contained in this form

Signed:_____ Date:_____

For completion by the Employee's Partner

Name	
Address	
Name and Address of Employer	
National Insurance Number	

I confirm that I meet the following criteria for eligibility for shared parental leave:

- ❒ I have worked either directly, for an agency or self-employed, for 26 weeks in the 66 weeks leading up to the due date.
- ❒ I have earned above the maternity allowance threshold of £30 a week in 13 of the 66 weeks leading up to the due date.
- ❒ I consent to your employee taking shared parental leave and shared parental pay as detailed above.

If appropriate:

- ❒ I am the mother / main adopter and confirm I have curtailed my maternity / adoption leave and pay with my employer (or will have done so by the time your employee takes shared parental leave).
- ❒ I consent to you retaining and processing the information contained in this form.

Signed:_____ Date:_____

Notice to Vary a Period of Shared Parental Leave

You should complete this form if you wish to vary a previously approved period of shared parental leave.

You must have previously submitted a **Booking Notice for Shared Parental Leave** (Appendix 8) and have had your eligibility for shared parental leave confirmed.

Name	
Employee No: *(if employed by SEStran)*	
Name of Partner	

Request to Vary Previously Requested Parental Leave / Pay Dates

Previously Approved Start date	Previously Approved End date	Detail the change you would like to request (Including start and end dates)

We confirm that we agree to the request as per the variation outlined above.

Signed: (Employee)_____   Date:_____

Signed: (Employee's Partner)_____   Date:_____

A12. Appx 3

FIRE & EMERGENCY ACTION PLAN   July 2015

SEStran aims to provide and maintain safe & healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. SEStran also accepts responsibility for the Health & Safety of other people who may be affected by our activities.

1. FIRE & EMERGENCY ACTION PLAN

The purpose of this emergency action plan is to ensure that all SEStran employees and visitors to the SEStran Offices know what to do in an emergency / fire situation and to ensure that the SEStran Offices can be evacuated safely.

1.1. FIRE & EMERGENCY PROCEDURE

On discovering a fire or being informed of an emergency;

1. Raise the alarm by:
   - Shouting Fire
   - Pressing any emergency break glass units available

2. Call the Fire Brigade by:
   - Dialling 999 (There is direct access to an outside line from all phones)

3. If possible and without risk to yourself, ensure all doors and windows are closed and tackle the fire using an appropriate fire extinguisher

4. If possible carry out an effective sweep of every building to assist/ensure that each person has safely evacuated

5. Leave any building through the emergency exits.

6. Assemble at the assembly point.

7. Wait there until the person responsible has conducted a role call and stated that it safe to return to work. Only after the fire officer in charge of the incident has stated it is safe to do, will staff then be allowed to return and re-enter the building.

1.2. STAFF PROCEDURE

1. On report of a fire or emergency, the nominated responsible person will report to the fire assembly point along with the appropriate paperwork; the roll call of those in the buildings that day, including staff, visitors, tradesmen and any building plans; if safe to do so.

2. The responsible person, or a nominated person, will contact Local Authority Fire Service by dialling 999 and give their assessment of the situation.

3. If possible, and without placing themselves in danger, staff will then sweep the buildings to ensure, and assist, in the safe evacuation of the building.

4. The responsible person will then report to the fire assembly point, don the fluorescent jacket and assume the role of safety officer. They will then carry out the roll call for those within the premises.

5. On arrival of the local authority fire service, the responsible person will report to the officer in charge and pass on any relevant information.

6. Upon hearing of an emergency situation/ fire staff/visitors will report to the assembly point.

1.3. ASSEMBLY POINTS

There is 1 main Assembly point:

This is sited by the railings in front of Broughton Primary School.. PLEASE NOTE: As this is the assembly point for the entire building, SEStran staff/Visitors should endeavour to congregate together. This assembly point can be reached by turning right upon exiting Claremont House and walking approx 100yds.

1.4. FIRE DRILLS

SEStran will carry out a fire drill at least once a year and records will be kept to show this has been achieved. Any deficiencies found whilst the drill has been carried out will be noted and action taken to remove any dangers which are highlighted.

1.5. MAINTENANCE AND TESTING OF FIRE EQUIPMENT

SEStran acknowledges the importance of regular and effective maintenance and testing of all fire equipment. All fire fighting and detection equipment in the SEStran Offices will be serviced as per manufacturer's instructions. All fire fighting equipment will be serviced annually as per BS5306 part 3. This work will be carried out by the relevant, competent person and all records are kept.

1.6. FIRE SAFETY INSTRUCTIONS

The Fire Precautions (Workplace) Regulations 1997 amended 1999 requires that all employers must ensure that their staff are adequately trained in what action to be taken in the event of a fire situation.

Fire training provided by SEStran will:

- explain the SEStran Emergency Action Plan

- demonstrate means of escape
- take in to account the findings of all Fire Risk Assessments
- be carried out as part of the SEStran induction
- be carried out annually or after a new or greater hazard has been realised (i.e. after a fire risk assessment or introduction of new practices either in the premises or within the centre.)
- is recorded and kept

Fire training provided by SEStran includes:

- The action to be taken on discovering a fire.
- How to raise the alarm and what happens once this has been done.
- The action to be taken upon hearing a fire alarm.
- The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits.
- How to call the Fire Brigade.
- The evacuation procedures for everyone within your workplace to reach an assembly point.
- The location and, where appropriate, the use of portable fire fighting equipment.
- The location of escape routes, especially for those ones not in regular use.
- How to open all escape doors, including the use of any escape fastenings.
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke.
- Where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire.
- The reason for not using lifts, except those specially commissioned or adapted for the evacuation of disabled people.
- The importance of general fire safety and the need for good housekeeping.

1.7. FIRE WARDENS

SEStran has two appointed fire wardens who carry out specific duties on a regular basis and in the event of a fire situation.

The role of the fire wardens is to:
- Take appropriate and effective action if a fire occurs
- Ensure that escape routes are available for use
- Identify hazards in the work place
- Record and report their observations

If a fire is discovered the warden should:

- Ensure the alarm has been raised
- Ensure that if possible without danger to themselves ensure that the manufacturing processes have been made safe

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- Evacuate staff from the building or area involved
- Check that any staff or visitors with disabilities are assisted as planned. If a meeting of the SEStran Equalities Forum is taking place, the Chair will be responsible for organising assistance for members who require it.
- Call the reporting centre and give details of the location, severity and cause of the fire if known
- Fight the fire if safe to do so

1.7.1. On alarm activation the fire wardens should ensure the safe evacuation of their area/ the building, ensuring that security measures such as closing fire resistant safes are undertaken, providing it is safe to do so. Electrical equipment should be isolated and windows shut if possible.

1.7.2. When the area for which the warden is responsible has been evacuated, a rapid, methodical search should be undertaken to ensure that no one remains in storerooms, toilets and similar areas.

1.7.3. The warden should then report to the assembly point and take part in the roll call procedure.

1.7.4. The procedures listed within the company document should be carried out by the fire wardens at the beginning and end of each day. These should be logged to show that they have been carried out.

1.8. BUILDING PLANS

A basic line drawing, showing the layout of the SEStran area of the building, including the fire points and escape routes is shown at appendix 1 and is also kept in the SEStran Offices and will be made available to Local Authority Fire Service on request. It will be the duty of the fire wardens to ensure that in a fire situation these documents are made available.

1.9. FIRE RISK ASSESSMENT

In accordance with the Fire Precautions (Workplace) Regulations 1997 amended 1999, SEStran has regular Fire Risk Assessments carried out in order to highlight all reasonably foreseeable risks, and to implement procedures that will reduce or remove the hazard that they possess.

A Fire Risk Assessment will be carried out on an annual basis, or when a procedure changes, or is introduced, that increases the risk that all ready is in place.

The results of the Fire Risk Assessment are made available to everybody including staff, their representatives, owners of the building and other businesses which share occupancy of the building.

1.10 FIRE HAZARD EVALUATION

The following will be checked and recorded on a weekly basis and as part of the annual fire risk assessment:

- All fire exits are opened fully
- All fire exit doors are checked to ensure that they close fully into their door frames and are not binding on the floor
- Emergency fastenings on doors operate satisfactory
- Fire safety signage is correct
- Fire action notices are in place and correct
- Fire exit signage is in place and satisfactory

1.11. COSHH

It is prudent to keep such records available as many chemicals are reactive to fire, and may encourage the rapid, or explosive spread of fire, in a fire situation.

Staff should be made aware of the dangers of handling and storing these chemicals, and training should be given and records kept showing that your staff have been trained.

1.12. ELECTRICAL SAFETY

All electrical equipment should be serviced on an annual basis, or in line with the manufacturers' recommendations. This work must be carried out by a competent person/company.

PAT testing should be carried out on all portable electrical equipment to show that it is a good state of repair. The company policy states a recommended period between inspections, though liaison with a competent person/company would confirm the timescale between tests.

1.13. CONTRACTORS

Whilst on your premises you have a legal obligation to protect and ensure that contractors, sub contractors and self employed individuals have a safe place of work. They must be made aware of your companies' health & safety policy, fire evacuation plans and first aid arrangements.

1.14. FIRE SAFETY

This section highlights everything that you require under your own company Fire Safety Policy.

It highlights some of the areas covered in your Fire Risk Assessment, and introduces control procedures designed to help customers and employees evacuate safely in a fire situation.

- All members of staff must receive fire safety and evacuation training at induction and prior to commencing work. Records of this training must be kept, and refresher training should be carried out on an

annual basis. This training would also include how to recognise the types of fire fighting equipment available to your staff, and how to use it.

- All escape routes should be suitably illuminated, and any defective lighting should be reported to the centre management at the earliest possible convenience. The practice of good housekeeping should be encouraged and waste products and rubbish should not be allowed to accumulate within the escape routes.

- Your staff, as part of its daily checks should ensure that any fire doors operate correctly, and that they remain closed and are not obstructed, or propped open.

- Your fire fighting equipment must be maintained and serviced as per the relevant BS standards, by a competent person/company.

- A fire drill must be carried out at least annually so as to test the capabilities of the Emergency Action Plan. Records must be kept.

- Flammable materials must not be stored near or against hot equipment or electrical fittings. Flammable liquids must be stored in lockable containers. Records should be kept of hazardous chemicals or gases which may aid combustion. These chemicals/gases must be stored in accordance to manufacturers' recommendations.

- Log books must be maintained showing that you have carried out regular inspections of escape routes, emergency lighting tests, fire drills, alarm tests, fire doors, fire training* and fire equipment servicing *.

ESCAPE ROUTES
We will endeavour to keep all escape routes clear at all times to ensure that there is a safe and easily accessed escape from every building.

All members of staff will be trained/instructed in the identification and use of the fire fighting equipment available to them.

DISABLED
The responsible or nominated person will identify and assist anybody who may require help to evacuate.

This emergency plan should be kept in the workplace, be available to your employees and the employees' representatives (where appointed) and form the basis of the training and instruction you provide. Any written plans should be made available for inspection by the local fire authority if required.

A12. Appx 4

ACCIDENT AND INCIDENT REPORTING POLICY

1. POLICY STATEMENT

SEStran aims to provide a safe and healthy working environment for all employees. SEStran is committed to the safety of employees by ensuring that best practices are employed to minimise risks from all accidents and incidents at work.

SEStran accepts that employees should not be subjected to accidents/incidents whilst at work. SEStran will take all reasonably practicable steps to reduce accidents/incidents at work and is committed to accident/incident reporting and investigation to assist in this process.

This Accident/Incident Reporting Policy incorporates recommendations from current legislation. The requirements of HSE as defined in the Reporting of Injuries, Disease and Dangerous Occurrence Regulations 1995 (RIDDOR) are also taken into account.

1.1. DEFINITION

For the purpose of this policy an accident or incident is:

"Any event(s) or activity(s), arising from work which has resulted in, or had a potential to cause, personal injury or damage to property, plant or equipment."

This will include any acts of violence to employees as described within the Violence at Work Policy. It is a requirement that all accidents are reported by employees to their manager.

2. INTRODUCTION

SEStran is committed to the health and safety of employees and will take all reasonable steps to ensure that the work environment is safe.

SEStran will ensure that working practises are designed to ensure that any risks are minimised. Any potential risks will be subject to Risk Assessments and these will be regularly reviewed. It is accepted, however, that accidents/incidents may occur as a result of a wide range of potential human errors.

3. SCOPE

This policy encompasses all employees of SEStran and complements the Violence at Work Policy. This policy will cover all activities arising out of company business.

4. REPORTING OF ACCIDENTS

SEStran aims to ensure that all accidents/incidents involving employees, consultants and clients that arise from our activities are reported. These accidents/incidents will be investigated to establish what lessons can be learned to prevent such accidents/incidents re-occurring in the future.

SEStran will support the effective implementation of the policy by providing managers and employees with appropriate training, reporting procedures, forms and professional advice to allow them to:

- Identify the root cause of accidents/ incidents
- Identify if accidents/incidents are reportable to the HSE
- Investigate ways in which to reduce accidents/incidents
- Review the relevant Risk Assessments with a view to making them more robust
- Identify the costs of accidents/incidents

5. RESPONSIBILITIES

5.1. PARTNERSHIP DIRECTOR

The Partnership Director is responsible for the effective operation of the policy across SEStran as a whole and for ensuring that relevant procedures are implemented. They are also responsible for ensuring that adequate resources are made available to implement appropriate protective measures, where these have been identified as a result of risk assessment or accident/incident investigation.

5.2. MANAGERS

Managers are responsible for implementation of the SEStran Accident/Incident reporting procedures ensuring that all employees report all accidents/incidents at work at the earliest opportunity. They are also responsible for ensuring that an Accident/Incident Reporting form (within Incident/Accident Book) is completed fully on each occasion. In the event of injury, they are responsible for ensuring that prompt medical support is provided where required.

In all cases Managers are responsible for conducting an investigation to identify how the accident/incident occurred and for identifying and implementing any appropriate measures to prevent re-occurrence.

The Manager will report the accident/incident to the Partnership Director and, if required under RIDDOR, to HSE.

5.3. EMPLOYEES

Employees are responsible for reporting all accidents/incidents to their manager as soon as possible following the accident/incident. They will give a full and accurate account of details leading to the accident/incident and of the accident/incident itself.

The employee will cooperate with the Manager's investigation into the accident/incident.

6. MONITORING AND REVIEWING

The Partnership Director, in conjunction with the Performance and Audit Committee will monitor and review this policy.

Appendix 1: HSE Reporting Accidents and Incidents at Work

Appendix 2: Accident/Incident Report Form

Reviewed April 2015

Reporting accidents and incidents at work

A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

This is a web-friendly version of leaflet INDG453

What is RIDDOR?

RIDDOR is the law that requires employers, and other people who are in control of work premises, to report and keep records of:

- work-related deaths;
- serious injuries;
- cases of diagnosed industrial disease; and
- certain 'dangerous occurrences' (near miss incidents).

There are also special requirements for gas incidents (see section below).

This leaflet aims to help employers, and others in control of work premises, to comply with RIDDOR and to understand recent changes to reporting.

2012 change

From 6 April 2012, the over-three-day reporting requirement for people injured at work will change to more than seven days. From then, you only have to report injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

Incapacitation means that the worker is absent, or is unable to do work that they would reasonably be expected to do as part of their normal work.

You must still keep a record of the accident if the worker has been incapacitated **for more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

These are the main changes to the reporting requirements for deaths, major injuries, occupational diseases and dangerous occurences that employers need to be aware of.

Why report and record?

Reporting and recording is a legal requirement. The **report** informs the enforcing authorities (HSE, local authorities and ORR) about deaths, injuries, occupational diseases and dangerous occurrences so they can identify where and how risks arise, and whether they need to be investigated. This allows HSE, local authorities and ORR to target their work and provide advice about how to avoid work-related deaths, injuries, ill health and accidental loss.

Records of incidents covered by RIDDOR are important. They ensure that you collect the minimum amount of information to allow you to check that you are doing enough to ensure safety and prevent occupational diseases. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

You must keep a record of:

- any r**eportable death**, **injury**, **occupational disease** or **dangerous occurrence**; and
- all occupational accidents and injuries that result in a worker being away from work or **incapacitated for more than three consecutive days** (not counting the day of the accident but including any weekends or other rest days).

You must produce RIDDOR records when asked by HSE, local authority or ORR inspectors.

What must be reported?

Deaths and injuries

Deaths and injuries do not have to be automatically reported, but must be reported if they occur as the result of an accident arising out of or in connection with work.

An accident is a separate event to a death or injury, and is simply more than an event, it is something harmful that happens unexpectedly.

When deciding if the accident that led to the death or injury has arisen out of or in connection to work, the key issues to consider are whether the accident was related to:

- the way in which the work was carried out;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

If any of the above factors were related to the cause of the accident, then it is likely that the injury will need to be reported to the enforcing authority. If none of the above factors are satisfied, it is likely that you will not be required to send a report.

Examples of incidents that do and do not have to be reported are available at www.hse.gov.uk/riddor/do-i-need-to-report.htm.

Deaths

A death must be reported if:

- it results from a work accident;
- a worker sustains an occupational injury;
- it results from a suicide on a relevant transport system (this is considered to be an accident for the purpose of RIDDOR); or
- it results from an act of physical violence to a worker.

Injuries to people at work

RIDDOR gives two types of injuries that must be reported if the person was at work – 'major injuries' and from 6 April 2012 'over-seven-day injuries'.

Major injuries

These include:

- a fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness, unconsciousness, resuscitation or admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- an acute illness requiring medical treatment;
- loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin; and/or
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent, its toxins or infected material.

Over-seven-day injuries

From 6 April 2012, the law will introduce the over-seven-day injury category. This is where **an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days** (not counting the day of the accident).

Over-three-day injuries

From 6 April 2012, **you do not have report over-three-day injuries but you must keep a record of them** (see 2012 change). If you are an employer, who has to keep an accident book, the record you make in this will be enough.

Injuries to people not at work

You must report injuries to members of the public or people who are not at work if they are injured following an accident that arises out of, or in connection with, work and are taken from the scene of an accident to hospital for treatment.

If the injured person was already at a hospital, the report only needs to be made if the injury is a 'major injury' (see above).

Occupational diseases

Employers and self-employed people must report occupational diseases. This must be done when they receive a written diagnosis from a doctor that they, or an employee, is suffering from one of these conditions and the sufferer has been doing the work activities listed for that illness.

Dangerous occurrences

Dangerous occurrences are certain, listed near-miss events. Not every near-miss event must be reported. There are 21 categories of dangerous occurrences that are relevant to all workplaces, for example:

■ the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
■ plant or equipment coming into contact with overhead power lines;
■ electrical short circuits or overloads causing a fire or explosion, which results in the stoppage of the plant for more than 24 hours or has the potential to cause death;
■ the accidental release of a biological agent likely to cause severe human illness; and
■ the accidental release of any substance that may damage health (not applicable offshore).

For a full list of dangerous occurrences applicable to all workplaces, and additional categories of dangerous occurrences applicable to mines, quarries, relevant transport systems (railways etc) and offshore workplaces, see *A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*.[1]

Gas incidents

If you are a distributor, filler, importer or supplier of flammable gas and you learn, either directly or indirectly, that someone has died or suffered a major injury in connection with the gas you distributed, filled, imported or supplied, this can be reported online.

If you are a gas engineer, registered with the Gas Safe Register, you must provide details of any gas appliances or fittings that you consider to be dangerous to the extent that people could die or suffer a major injury. This may be due to the design, construction, installation, modification or servicing, and could result in:

■ an accidental leakage of gas;
■ inadequate combustion of gas; or
■ inadequate removal of products of the combustion of gas.

You can report online.

Exemptions

In general, regulation 10 of RIDDOR exempts dutyholders from reporting deaths and injuries that result from:

- medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist;
- the movement of a vehicle on a road (unless the person was loading or unloading the vehicle or working alongside the road, eg constructing or maintaining the road or adjacent buildings, the accident involved a train, or the accident involved the escape of a substance from a vehicle) and/or
- the duties carried out by a member of the armed forces while on duty.

How to report

Online

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone

All incidents can be reported online but a telephone service remains for reporting **fatal and major injuries only**. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting out of hours

HSE has an out-of-hours duty officer. Circumstances where HSE may need to respond out of hours include:

■ a work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work;
■ a serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time; and
■ following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or government ministers.

If you want to report less serious incidents out of normal working hours, you should complete an online form at www.hse.gov.uk/riddor/report.htm#online.

More information about contacting HSE out of hours can be found at www.hse.gov.uk/contact/outofhours.htm.

Useful resources

1   *A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* L73 (Fourth edition) HSE Books 2012
    ISBN 978 0 7176 6459 7
    www.hse.gov.uk/pubns/books/l73.htm

2   www.hse.gov.uk/riddor

Industry-specific guidance

Accident Book B1510 HSE Books 2012 ISBN 978 0 7176 6458 0
www.hse.gov.uk/accidentbook.htm

Incident reporting in schools (accidents, diseases and dangerous occurrences) EDIS1(rev2) HSE 2012 www.hse.gov.uk/pubns/edis1.htm

Reporting incidents of exposure to pesticides and veterinary medicines: What to do if you think people, animals or the environment have been harmed by exposure to pesticides or veterinary medicines Leaflet INDG141(rev1) HSE Books 1999
www.hse.gov.uk/pubns/indg141.pdf

Fatal traction: Practical advice on avoiding agricultural transport accidents Leaflet INDG279(rev1) HSE Books 2001 www.hse.gov.uk/pubns/indg279.pdf

Reporting injuries, diseases and dangerous occurrences in health and social care: Guidance for employers Health Services Information Sheet HSIS1(rev1) HSE 2011
www.hse.gov.uk/healthservices/information.htm

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

This leaflet is available in priced packs from HSE Books, ISBN 978 0 7176 6460 3.
A web version can be found at: www.hse.gov.uk/pubns/indg453.htm.

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SEStran
ACCIDENT / INCIDENT REPORT FORM

SECTION 1 SERVICE:	DEPARTMENT/SECTION:	PREMISES/LOCATION OF ACCIDENT/INCIDENT

SECTION 2
EMPLOYEE ☐ - (go to Section 2a)
OTHER - (tick relevant box & go to section 2b)
SERVICE USER ☐ MEMBER OF PUBLIC ☐ CONTRACTOR ☐

SECTION 2a NAME: D.O.B	SECTION 2b NAME: D.O.B
Employee No. Telephone No JOB TITLE PLACE OF WORK	HOME ADDRESS Telephone No.

SECTION 3- DATE & TIME OF ACCIDENT:

TYPE OF ACCIDENT:
Please tick below as appropriate
ACCIDENT ☐ **INCIDENT** ☐ **NEAR MISS** ☐ **DANGEROUS OCCURRENCE** ☐
VIOLENCE:- ☐
Physical ☐ i.e. throwing object ☐ use of weapon ☐
Verbal ☐ i.e. posturing ☐ harassment : sexual ☐ racial ☐ disability ☐ religion ☐
Both ☐ **Other** ☐ please specify ……………………………………………

SECTION 3a - DESCRIPTION OF ACCIDENT/INCIDENT

Were there any witnesses? Yes/No- if yes see Section 8

DESCRIPTION OF INJURY:
(If appropriate)

DETAILS OF NAME OF FIRST AIDER AND ANY FIRST AID TREATMENT OR ADVICE/SUPPORT GIVEN:
(If appropriate)

SECTION 3b – *to be completed by person involved in Accident/Incident.*
SEStran will process this data for recording and monitoring purposes in relation to the Health & Safety Policy and Procedures. In order to comply with Health & Safety Legislation, SEStran may have to disclose details of this accident/incident to the HSE.
I confirm that the details on this form are correct and that I am the person/guardian/parent of the person involved in the accident/incident as described. *Please circle as appropriate*

Printed Name: …………………….…….. Signed ……………………………..…….Line/Unit Manager Date …………..

This form should be completed by the Employee and relevant Line/Unit Manager and returned as quickly as possible to the Office Manager. Line/Unit Managers should monitor whether the absence lasts 7 days or more and notify the HSE accordingly. You should NOT WAIT until the individual has signed the form or returned to work before forwarding a copy of the form to the Health Safety & Care Team.

Section 4 - MANAGER'S INVESTIGATION DETAILS (Note: *Line Manager or Manager of Premises to complete this section-* **Please attach copies of sketches, photographs and/or relevant documents to support your investigation. Witness statement(s) should also be included if applicable – see Section 8 – separate copies to be completed for each witness.**

EXACT LOCATION OF ACCIDENT/ INCIDENT

CAUSE OF ACCIDENT/ INCIDENT

IMMEDIATE ACTION TAKEN TO PREVENT RECURRENCE OF ACCIDENT/INCIDENT (If appropropriate)

WAS DEBRIEFING RECEIVED? YES ☐ NO ☐ IF YES WAS IT: EMPLOYEE ☐ SERVICE USER ☐ BOTH ☐ GIVE DETAILS

PROPOSED FURTHER ACTION TO PREVENT RECURRENCE OF ACCIDENT/INCIDENT (If appropriate)

Printed Name: ………..………………….…... Signed ………………………………..…….Line/Unit Manager   Date ……………

SERIOUS ACCIDENT/INCIDENT – DIRECTOR COMMENTS

Signed   Director/Head of Service   (date)

This form should be completed by the Employee and relevant Line/Unit Manager and returned as quickly as possible to the Office Manager. Line/Unit Managers should monitor whether the absence lasts 7 days or more and notify the HSE accordingly. You should NOT WAIT until the individual has signed the form or returned to work before forwarding a copy of the form.

SECTION 5 – ABSENCE DETAILS AS A RESULT OF ACCIDENT/INCIDENT

WAS TIME TAKEN OFF WORK? YES ☐ NO ☐

WAS TIME OF MORE THAN 3 DAYS ☐ NO ☐ e.g. Reportable under old RIDDOR Requirements

WAS TIME OF MORE THAN 7 DAYS ☐ NO ☐

N.B. * If absence lasts for more than 7 days, the Line Manager MUST notify the HSE as these absences are reportable as per RIDDOR legislation. (See details below on how to report to HSE)

SECTION 6 - REPORT TO HSE

N.B. The Line Manager must notify the HSE if an employee/client/service user:
is fatally injured/has a major injury/is absent for more than 7 days as a result of an accident/incident at work or violence /is taken to hospital and stays in for more than 24 hours/or is involved in a dangerous occurrence, or a member of public who is injured through SEStran's negligence is taken directly to hospital from our premises. Must be reported within 15 days of accident.

DATE REPORTED TO H.S.E.:
REPORTED VIA: INTERNET: **http://www.hse.gov.uk/riddor/report.htm** ☐ Printed form to be attached to accident/Incident form HR 14)
TELEPHONE: (08453009923) ☐ Only for fatal or Major Injury September 2011

SECTION 7
COSTS ASSOCIATED WITH ACCIDENT/INCIDENT

DIRECT COSTS				GRADE
INJURED PERSON	Lost Time =		(hours)	
	Days Lost =		(days)	
ANCILLARY PERSONS				
FIRST AIDER	Lost Time =		(hours)	
WITNESSS	Lost Time =		(hours)	
SUPERVISOR	Lost Time =		(hours)	
MANAGER	Lost Time =		(hours)	
OTHERS (please specify)	Lost Time =		(hours)	

DAMAGED EQUIPMENT (Repair costs or replacement costs) £

e.g. damaged clothes, replacement staff etc. £

£

INDIRECT COSTS

TOTAL COSTS

This form should be completed by the Employee and relevant Line/Unit Manager and returned as quickly as possible to the Office Manager. Line/Unit Managers should monitor whether the absence lasts 7 days or more and notify the HSE accordingly. You should NOT WAIT until the individual has signed the form or returned to work before forwarding a copy of the form.

Section 8 - WITNESS STATEMENT(S) – WITNESS REPORT OF ACCIDENT/INCIDENT
N.B. If more than one witness statement, please photocopy this page and attach it to the form.

DID YOU WITNESS THE ACTUAL ACCIDENT/INCIDENT TAKING PLACE?   YES ☐   NO ☐
DID YOU ATTEND THE SCENE AFTER THE ACCIDENT/INCIDENT TOOK PLACE?   YES ☐   NO ☐
ARE YOU AN EMPLOYEE?   YES ☐   NO ☐
NAME OF WITNESSS   Address/ or place of work

Telephone number:

WITNESS STATEMENT:

Witness:
Printed Name: ………..……….…………...   Signed …………………….…..……..……….   Date ……………

SEStran will process this data for recording and monitoring purposes in relation to our Health & Safety Policy and Procedures. In order to comply with Health & Safety Legislation, SEStran may have to disclose details of this accident/incident to the HSE

This form should be completed by the Employee and relevant Line/Unit Manager and returned as quickly as possible to the Office Manager. Line/Unit Managers should monitor whether the absence lasts 7 days or more and notify the HSE accordingly. You should NOT WAIT until the individual has signed the form or returned to work before forwarding a copy of the form.

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Section 9 – Ethnicity of person/s involved in accident/incident
Please note: This section should be fully completed by the individual involved in the accident/incident in order to satisfy the requirements of SEStran to report on statistics in connection with the Race Relations (Amendment) Act 2000 and all information will be treated as strictly confidential

A. WHITE

☐ Scottish

☐ English

☐ Welsh

☐ Irish

☐ Northern Irish

☐ Any other

   White background, please write in ……………

B. MIXED

☐ Any Mixed background, please write in …………………………………………

C. ASIAN, ASIAN SCOTTISH, ASIAN ENGLISH,   ASIAN WELSH OR OTHER ASIAN BRITISH

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Chinese

☐ **Any other Asian background, please write in ……………………………………………………**

D. BLACK, BLACK SCOTTISH, BLACK ENGLISH, BLACK WELSH OR OTHER BLACK BRITISH

☐ Caribbean

☐ African

☐ Any other Black background, please write in ………………………………….

E   OTHER ETHNIC BACKGROUND

Any other background, please write in …………………………………………

This form should be completed by the Employee and relevant Line/Unit Manager and returned as quickly as possible to the Office Manager. Line/Unit Managers should monitor whether the absence lasts 7 days or more and notify the HSE accordingly. You should NOT WAIT until the individual has signed the form or returned to work before forwarding a copy of the form.

SEStran Office Lease

1. INTRODUCTION

1.1 This report updates the Board on the position with regard to the SEStran Lease of the 130 East Claremont Street office and on discussions that have taken place with Scottish Government officials regarding a possible lease of part of the Scottish Governments offices at Victoria Quay.

2. DETAIL

2.1 Members will be aware that SEStran entered into a lease for the current office accommodation for a period of 4 years and 10 months with entry on 29th April 2011 and that lease is due to expire on 15th February 2016. The landlords, a legal and property firm, have aspirations to grow their business with the requirement for additional office space. Since they are the major occupier of 130 East Claremont Street with the only tenant being SEStran, they intend to expand into the space SEStran currently occupies

2.2 Initial approaches were made to the Landlord with a view to an extension of the SEStran lease but these have proven to be unsuccessful and SEStran received a notice to quit on 16th June 2015 effective from 15th February 2016.

2.3 Since June discussions have taken place with officials of the Scottish Government with a view to SEStran re-locating to a property within the Scottish Government's estate. These discussions have proven to be very fruitful and SEStran has received an informal offer to occupy premises in their offices at Victoria Quay.

2.4 A move to Victoria Quay is seen to have significant advantages to SEStran including:-

- The opportunity for a closer working relationship with our major funder, Transport Scotland
- A stable location avoiding the disruption of future re-locations on termination of leases
- Excellent staff facilities and convenient location with access to meeting rooms
- Initial costings indicate that there would be an ongoing saving although this has yet to be finalised

2.5 At the present time, SEStran has received initial costings for ongoing tenancy, has had discussions on practical issues like IT facilities, furniture etc. and has viewed the likely accommodation that looks to be eminently suitable.

2.6 Should the Board be in agreement, further detailed negotiations will be required before a final decision on the relocation is made and it is proposed that the Partnership Director and the Legal Officer should lead on these discussions with a view to reaching a satisfactory conclusion.

3. RECOMMENDATIONS

3.1 The Board notes that the current lease on the SEStran office will terminate on 15th February;

3.2 The Board notes that discussions have commenced with Scottish Government officials on the possibility of SEStran re-locating to Transport Scotland's office at Victoria Quay;

3.3 The Board delegates to the Partnership Director and the Legal Officer to finalise discussions with Scottish Government on the terms of a re-location to Victoria Quay;

3.4 The Board delegates to the Partnership Director and the Legal Officer in consultation with the Chairman to agree terms for SEStran to re-locate to Victoria Quay and to report the financial implications to a future Board meeting.

Alex Macaulay
Partnership Director

Policy Implications	None
Financial Implications	Potential saving to be reported to a future Board
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None

Public Services Reform (Scotland) Act 2010

1. Background

    1.1 The Scottish Regional Transport Partnerships have been included in the schedule of the Public Services Reform (Scotland) Act 2010. The act requires annual publication of certain information and this report advises the Board of the information to be published.

2 Introduction

    2.1 Sections 31 and 32 of the Public Services Reform (Scotland) Act 2010 ("the Act") impose duties on the Scottish Government and listed public bodies to publish information on expenditure and certain other matters as soon as is reasonably practicable after the end of each financial year. These duties came into force on 1October 2010 by virtue of The Public Services Reform (Scotland) Act 2010 (Commencement No.2) Order 2010 (S8I 2010 No 321).

    2.2 Sections 31(7) and 32(2) of the Act provide that listed public bodies must have regard to any guidance issued by the Scottish Ministers about the duties imposed by these sections. Guidance designed to assist public bodies in giving effect to these statutory duties and to promote consistency between bodies in the way in which they give effect to these duties was laid before Parliament as required by the Act and this guidance has been followed in preparing the information for publication.

3 Data to be Published

    3.1 Section 31(1) and (2) require public bodies to publish as soon as is reasonably practicable after the end of each financial year a statement of any expenditure they have incurred during that financial year on or in connection with the following matters:

- Public relations;
- Overseas travel;
- Hospitality and entertainment;
- External consultancy;
- Payments with a value in excess of £25,000
- Members or employees who received remuneration in excess of £150,000

3.2 Sustainable economic growth

3.2.1 Section 32(1)(a) provides that as soon as is reasonably practicable after the end of each financial year each listed public body must publish a statement of the steps it has taken during that financial year to promote and increase sustainable growth through the exercise of its functions. Since this requires the publication of a statement it is not sufficient simply to refer to other published material such as the Annual Report.

3.3 Efficiency, Effectiveness and Economy

3.3.1 Section 32(1)(b) provides that as soon as is reasonably practicable after the end of each financial year each listed public body must publish a statement of the steps it has taken during that financial year to improve efficiency, effectiveness and economy in the exercise of its functions. Again this requires the publication of a free standing statement and it is not sufficient simply to refer to other published material such as the Annual Report.

3.3.2 The Scottish Government has published guidance on the definition of efficiencies and this has been followed.

3.4 The data as described in sections 3.1 to 3.3 of this report is included in Appendices 1, 2 and 3 of this report and will be published on the SEStran web site in accordance with the requirements of the Act.

4 Recommendation

4.1 The board is asked to note the content of the material for publication under the Public Services Reform (Scotland) Act 2010 and detailed in Appendices 1, 2 and 3 of this report and to note that it will be published on the SEStran web site.

Alex Macaulay
Partnership Director
16th September 2015

Appendix 1 – Public Services Reform (Scotland) Act 2010 Schedule of Expenditure
Appendix 2 - Public Services Reform (Scotland) Act 2010 Statement on Sustainable Economic Growth
Appendix 3 - Public Services Reform (Scotland) Act 2010 Statement of Efficiency, Effectiveness and Economy

Policy Implications	None
Financial Implications	None
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None

SESTRAN
Public Services Reform (Scotland) Act 2010 Information
Year ended 31st March 2015

1) **Public Relations**

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

2) Overseas Travel

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

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

| **Total** | | **£11,311** | **£1,508** | **£8,184** | **£21,003** | |

3) Hospitality & Entertainment

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

Total — £2,099.73 — £2,099.73

4) External Consultancy

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

Total — £754,756.89 — £754,756.89

5) Payments in Excess of £25,000

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

Total   **£691,839**

6) Members or employees who received remuneration in excess of £150,000
Nil return.

Public Services Reform (Scotland) Act 2010
Duties on Public Bodies to provide information

Sustainable Economic Growth – September 2015

1. Introduction

I. Section 32(1)(a) of the Public Services Reform (Scotland) Act 2010 provides that as soon as reasonably practicable after the end of each financial year each listed public body must publish a statement of the steps it has taken during the financial year to promote and increase sustainable growth through the exercise of its functions.

II. SEStran is a listed body within the Act. This statement is intended to fulfil the requirement of the Act in relation to Sustainable Economic Growth. This statement should be read in conjunction with the statement on Efficiency, Effectiveness and Economy and the financial information provided on the SEStran website that are also required by the Act.

2. Government purpose and performance framework

I. The Government Economic Strategy, November 2007, sets out the Government's central purpose as: "To focus the Government and public services on creating a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable economic growth. By sustainable economic growth we mean building a dynamic and growing economy that will provide prosperity and opportunities for all, while ensuring that future generations can enjoy a better quality of life too."

II. The National Performance Framework was developed to provide a clear focus and direction for the whole of the public sector in Scotland and all public bodies are expected to align their activity in support of the Purpose, Targets and the 15 National Outcomes set out in the Framework.

3. Aligning to the Purpose and National Objectives

I. The SEStran Regional Transport Strategy, approved by Scottish Ministers in 2008, includes a diagram outlining how the Regional Transport Strategy objectives align with the National Objectives. This is reproduced below.
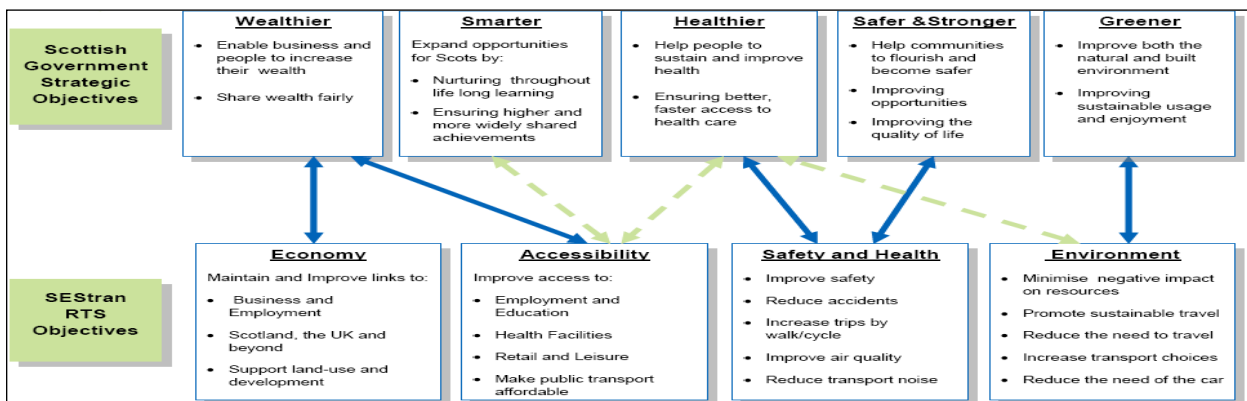
4. Sustainable Economic Growth

I. SEStran's primary function is to produce and implement a Regional Transport Strategy.

II. Transport has long been recognised as a significant contributor to sustainable economic growth. The SEStran Regional Transport Strategy was developed in partnership with the eight local authorities within the SEStran area and involved extensive consultation with various sectors of the community, not least the business sector. Unlike many regions in the country, the SEStran area is projected to be the subject of strong growth in population, households and employment. The vision for SEStran contained in the RTS is:-

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

III. The approved Strategic Development Plan for the SESplan area sets out the spatial strategy for achieving that growth. The Regional Transport Strategy has been a major input to the SDP and seeks to achieve the growth in a sustainable means minimising the impact of increasing congestion levels.

IV. The principal ethos in setting and determining the Regional Transport Strategy has therefore been to encourage and permit sustainable economic growth.

V. SEStran has made significant progress in the process of reviewing the Regional Transport Strategy to reflect the current economic climate and changes that have taken place since it was approved in 2008. The revised strategy has been subject to consultation and has been submitted to Scottish Government for Ministerial consideration. Approval of the revised strategy is awaited.

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

Service	Description	Delivery Model	Benefits achieved
Real Time Bus Passenger Information	Roll out of RTPI in East Lothian, Fife, Scottish Borders, West Lothian and Cross border services between SEStran and SWESTRANS. SEStran has attracted funding from EU and LA partners, procured the	External contract, partnership with bus companies, co-funding from Scottish Government, EU, LAs and adjacent RTP. Direct staff input.	Roll out of real time bus passenger information throughout the region will encourage mode shift from car to bus and provide better service for bus users.

	necessary technical support and the contractor and developed operating and maintenance agreements with the bus operators. £1m funding received from the Bus Investment Fund. Project was formally launched by the Minister for Transport and Veterans on 29th April 2014. Since then the overall project has attracted a further £0.5 for further installation of kit on buses and £0.5m for digital screen displays in public buildings both from the Bus Investment Fund and work is ongoing. Potential £5.3m project with £2m from Scottish Government and 40% funding from Europe for the remainder.		This will be a £5.3M investment in public transport infrastructure in the region. Investment during 2014/15 was £0.931m. The end result of all of the above is that Bustracker SEStran will, in the coming year, feature all of the First Scotland East fleet, all of the Stagecoach Fife fleet and the system will be enhanced to accommodate the smaller operators who elect to join the system using GPS enabled ticket machines. In addition, a substantial number of public premises throughout the Region will be displaying RTPI on TV screens also showing public information and news bulletins.
I –Transfer	EU 50% funded project examining the case for cross Forth passenger ferry services and co-funding improvements to North Berwick harbour. Cross border project potentially linking Fife and East Lothian. Project is now completed.	Partnership with private sector, East Lothian Council and other European partners. External contract and direct staff input.	This project will encourage tourist activity between Fife and Edinburgh. A new cross Forth tourist ferry service linking North Berwick and Anstruther commenced in July 2015. Investment during 2014/15 was £49,000
Lo-Pinod	EU 50% funded project to promote freight movements by short sea shipping. Project is now completed.	Partnership with European partners. External contract and direct staff input. Collaboration with Napier TRI.	The project will promote moving freight by short sea shipping. Investment during 2014/15 was £107,000
Connecting food ports	Examination of food product distribution throughout the region and linking to UK and Europe. 50% EU funding. Hitrans have joined this project and form a Scottish partnership with SEStran. Project is now completed.	Partnership with European partners, collaboration with Napier TRI, Hitrans and direct staff input	Potential to shift freight onto more sustainable modes with business development opportunities with our European partners in this project. £250k invested in the region. Investment during 2014/15 was £47,000
Weastflows	EU 50% funded project examining east to west flows of freight through Europe with	Partnership with other European partners. External contract and	Potential to shift freight onto more sustainable modes with business

Page **3** of **7**

	the objective of promoting more sustainable forms of transport. Project is now completed.	direct staff input.	development opportunities with our European partners in this project. Investment during 2014/15 was £68,000
NweRide	EU 50% funded project within the North West Europe Interreg IVB Programme. The project's aim is to improve individuals' connectivity using dynamic lift share systems which are linked to public transport networks giving a higher probability of finding a trip solution	Partnership with other European partners and direct staff input.	Reduction of single occupancy car use through car sharing facilitated by a web portal suitable for use across Europe. Investment during 2014/15 was £31,000
CHUMS	EU 70% funded project under Intelligent Energy Europe (IEE). The project will seek to address the energy challenge of low car occupancy and the approximately 50% of journeys in cities that cannot be accommodated by conventional public transport modes.	Partnership with other European partners and direct staff input.	A composite CHUMS behavioural change strategy, developed by the consortium and to transfer the proven methods to the rest of Europe. Investment during 2014/15 was £15,000
SocialCar	Approved in January 2015 and €188,450 has been awarded to SEStran over the next 3 years. This represents 100% funding for SEStran's contribution to the project.	Partnership with other European partners and direct staff input.	SocialCar aims to integrate public transport information, car pooling and crowd sourced data in order to provide a single source of information for the traveller to compare multiple options/services. Interaction between users and Social Car system will be managed through selected social media channels. Through joint working with our partners at Traveline Scotland and Liftshare UK, a demonstration of the platform will be trialled in Edinburgh.
Edinburgh outer orbital BRT	Bus rapid transit scheme around outer orbital corridor linking East, Mid and West Lothian and Edinburgh, scheme development	Framework contract and input from partner authorities	STAG and feasibility study completed and with Transport Scotland and SEStran awaits response.
South Tay park and choose	Scheme development for park and choose site at south end of Tay road bridge.	Framework contract. Partnership with and co-funding from TACTRAN, Transport Scotland, Fife and Dundee.	Transport Scotland has agreed the site and the principle of a shared funding package for delivery. Potential for an ERDF

			funding bid to be made on completion of planning process.Project now included in Local Development Plan. Land negotiations under way.
SESPLAN	Shared office and admin services and strategic transport input to development of the SDP.	Shared accommodation/service agreement terminated in December 2014	Input to SDP now absorbed in staff costs.
Key Agency and influencing role	Input to Community planning, single outcome agreements, SDP and LDPs, Rail utilisation strategies, rail timetabling reviews, rail franchise, high Speed rail, Scottish Government consultations, transport Scotland strategies and major projects, DfT consultations etc.	Direct staff input, framework contracts, seconded consultant. Provision of chair of Scottish High Speed Rail Group and member of East Coast Mainline Authorities group.	Met statutory requirement for community planning and SOAs and influenced other providers to the benefit of SEStran area. Publication of report on HSR and ECML. Investment during 2014/15 was £30,000
Liaison Groups and forums	SEStran hosts a rail forum that includes network rail and operators, a bus forum that includes operators, a sustainable transport forum, an access to Health Care forum, and air forum and an Equalities Forum	Direct staff input and seconded consultant	Provision of a mechanism for sharing information and influencing providers and policy makers. Costs are included in other codes.
Accession	All authorities have been trained in the use of Accession and have access to the model through our term consultants. SEStran has reached agreement with other RTP`s to share the costs of updating and operating the Accession model and also sharing the costs of annual licenses	Framework contract, shared service agreement with other RTPs.	Provided the basis for stage 1 input to SDP and to LDPs. Influenced land use allocations to minimise private transport Investment during 2014/15 was included in other cost codes.
Routewise	All authorities have access to the Routewise database which is maintained through SEStran and benefit from greatly reduced annual running costs through the economies of scale that have been achieved through the SEStran management of the system	External contract, shared service with partner authorities	Provision of data to TRAVELINE for SEStran area and for LA provision of transport data. The costs to partner authorities to provide this service individually would total £90K per annum. Investment during 2014/15 was £42,000
Travel Planning and sustainable travel including	SEStran provides a focal point and funding for the development of travel planning and sustainable transport awareness to both	Grant award with match funding from partner organisations. Promotional material, events.	Travel plans developed for a wide range of organisations throughout the region Fastest growing car

Tripshare	public and private sector organisations. Tripshare car sharing initiative for the partnership		sharing club in UK. Major employers are now members Investment during 2014/15 was £103,000
Freight distribution	Through our Freight Quality partnership SEStran has looked at freight signing, lorry parking and freight route mapping to improve the efficiency of freight movement in all authority areas and these initiatives have been delivered with match funding from the EU. SEStran has been successful in 4 bids for ERDF funding that are related to freight distribution and several initiatives are in the pipeline that will bring benefits throughout the region.	Framework contracts, EU match funding, Freight quality Partnership, direct staff involvement.	Delivery of freight projects in the RTS with active involvement of the freight industry Investment during 2014/15 was covered in other project costs.
Parking Standards	SEStran has produced advice applicable to all authorities on parking standards in new developments, to provide consistency in application.	Framework contract	Consistent parking standards throughout the region. Input to SDP and LDPs.
Park and ride strategy	SEStran developed a park and ride strategy looking at the sustainable development of park and ride facilities throughout the area and has developed a web site for users of these facilities	Framework contract	Policy input to SDP and Transport Scotland. Development of promotional web site
Cycling Development	SEStran has produced a Cycling –Best Practice Handbook and an analysis of commuter cycling routes to define requirements for future investment (SEStran also provided a grant for implementation).	Framework contract grant with match funding from partner authorities and Sustrans	Current programme of cycle network improvements in partnership with LAs and Sustran. Provides grants to local authorities. Investment during 2014/15 was £120,000
Bus Services	SEStran provided survey information on the quality, fare levels and services provided in all local authority areas to provide a basis for looking at service improvements.	External Contract	Provided basis for SEStran input to OFT and Competition Commission inquiry into bus competition.
Equalities and Access to Healthcare	SEStran provides a forum for discussing and promoting issues of mutual concern	Direct staff input	Developed the SEStran Thistle Card to assist public transport passengers with mobility problems. Co-funding of Traveline App. For the visually impaired.

Sustainable Urban Design	SEStran has developed a set of design standards	Framework contract	Used as input to SDP and LDPs
Regional transport model	Developed jointly with Transport Scotland the model has been used extensively by both SEStran for input to the SESPLAN SDP and by local authorities in analysing major developments	Framework contract in partnership with Transport Scotland	Input to SDP. Use by partner authorities for transport planning. Investment during 2014/15 was covered under other cost headings
Framework contracts	Procured for the provision of consultancy services and open for use by the partnership authorities. SEStran has framework contracts for the provision of the following consultancy services; • Strategic Transport Planning (MVA) • Transport Services (Scott Wilson) • Travel Planning (Buchanans)	External framework contracts shared use by partner authorities. Framework contracts have now expired and future work will be carried out using Scotland Excel or Transport Scotland frameworks.	Many projects have been delivered through these commissions by SEStran and also by partnership authorities delivering local schemes Framework contract commissioning ceased in July 2013
One Ticket	Integrated ticket for multi-operator public transport use in east central Scotland	SEStran manages One Ticket on behalf of the public transport operators company.	Total turnover for One Ticket in 2014/15 was £0.99m

2 RTS projects delivered by partner local authorities.

These will be reported in the individual returns from the authorities concerned.

Public Service Reform (Scotland) Act 2010

Statement of efficiency, effectiveness and economy

SEStran 2014/15

During 2014/15 SEStran has implemented a number of initiatives that have improved efficiency, effectiveness and economy and these are outlined below.

Shared Services

Shared accommodation, administration and supplies

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

In Autumn 2011 SEStran took on responsibility for the management of One Ticket, the integrated multi operator public transport ticket for East central Scotland. SEStran provides management services, administration support including office, supplies and IT, and communications services.

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

Office re-location

SEStran moved to different offices in April 2011. By a combination of a reduction in floor area and a lower rate per square metre an annual saving for rent, rates and services of £30,000 has been achieved when compared to the previous office accommodation.

Legal, Financial and HR Services

SEStran has three service level agreements covering legal, financial and HR services. The services provided are outlined below.

Legal Services

Legal services are provided by Fife Council. Services include legal advice, contractual advice and provision of clerking for the Board and the

Performance and Audit Committee. The quality of support is excellent and rates are considerably lower than comparative rates in the private sector. The cost of this service in 2014/15 was £20,657

Financial Services

Financial services are provided by the City of Edinburgh Council. Services covered include invoice and payment processing, financial ledger, regular reporting to the SEStran Board, internal audit, liaising with external audit, budget preparation and control, pension fund management, accountancy and support for EU projects and investment management. The quality of support is excellent and again rates are considerably lower than in the private sector. The cost of this service in 2014/15 was £22,450

HR Services

HR services are provided by Falkirk Council. This includes drafting and review of HR policies and procedures, monitoring any changes in legislation, support in dealing with staff matters and reporting to the SEStran Board. Day to day routine HR matters are managed directly by SEStran staff. The cost of this service in 2014/15 was £207

Routewise Data Base

SEStran provides a central data base (Routewise) of public transport bus registrations that links directly to the Scottish Travelline data base to provide travel planning information to the travelling public. The eight local authorities in the SEStran partnership and, in addition Stirling Council all have access to this data base. While this does not provide a direct saving to SEStran, the nine authorities who have access to the data base save £45,000 a year through shared licences and hosting.

Tripshare SEStran

SEStran provides a central data base for car sharing throughout the region under contract with Liftshare Ltd. Each of the eight partner authorities has access to the data base and have branded their own Tripshare with their own authority brands (e.g. Tripshare Edinburgh). SEStran provides the licence and hosting costs, regional marketing, monitoring reports and technical support to the authorities. By contracting on a regional basis there are significant savings compared to each of the authorities contracting individually (£8,136 a year i.e. 25%) in addition to the benefits to the customer of being able to access a larger data base for potential matching of trips. Through SEStran's initiative, Tripshare has now been extended to include Health Boards, Universities and private sector companies at no cost to SEStran. This initiative has built up and now saves ~**60,943** miles a week through **5,380** passenger

trips. This reduction in travel on the regional road network reduces CO2 emissions by **20.06** tonnes every week and has a current membership of **8,200**. Since the group's inception there have been **13,120** members who have joined Tripshare SEStran.

Accessibility Modelling

SEStran has been using Accession for over four years now, operating mainly through its former term consultants MVA (Systra). The SEStran Accession model gives a graphic presentation of the accessibility of specific locations to other locations, including areas of employment, healthcare, education, retail and leisure, by various modes.

One of the uses of Accession by SEStran, has been the assessment of various development locations identified in the formulation of the SESplan Strategic Development Plan, to test their relative accessibility to various facilities.
SEStran has its own model which has been upgraded to reflect, with greater accuracy, travel times in the area and can be operated in the SEStran offices or by MVA (Systra).

Two other RTPs accessed accession software through the SEStran contract with MVA (Systra) with the benefit of reduced fees as a result of the larger volume of work, single licence fee for all three RTPs and regular updates for all. In addition the other two RTPs have saved the cost of procurement by using the SEStran contract.

The Sestran term consultancies have now expired.

Scotland Europa

SEStran has been a member of Scotland Europa for the last three years and this has proven to be useful in identifying possible sources of EU funding to assist with implementation of the RTS. Two other RTPs have now joined Scotland Europa and SEStran has negotiated a reduced fee on behalf of all three organisations resulting in a saving of £1,000 for SEStran.

SEStran Regional Transport Model

During 2009/10 and 2010/11 SEStran developed a regional multi modal land use transport model for the SEStran area. This was developed jointly with Transport Scotland and provides the facility for detailed regional transport analysis for the region. The model is now jointly managed with Transport Scotland and a range of organisations from private sector developers to local authorities have made use of the model for their own purposes. SEStran has made extensive use of the model for analysis of the implications of land use allocations in the Strategic Development Plan for the SESPLAN area. During 2014/15 a partnership with Transport Scotland and

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

Parking Initiatives

SEStran has carried out a number of studies on parking in partnership with the eight authorities in the SEStran area and provided the results to the partner authorities. The central provision of these services has saved the partner authorities significant costs should they have carried out the work individually. The work has been carried out using the SEStran framework contracts thereby saving further on procurement costs. The parking related work is:-

- Parking standards for new development

- The viability of decriminalised parking outwith Edinburgh

- Development of a park and ride strategy for the region

During 2011/12 SEStran developed a web site which provides information on park and ride throughout the region and encourages mode shift to public transport.

Sustainable Development

SEStran has carried out a number of studies on sustainable development in partnership with the eight authorities in the SEStran area and provided the results to the partner authorities. The central provision of these services has saved the partner authorities significant costs should they have carried out the work individually. The work has been carried out using the SEStran framework contracts thereby saving further on procurement costs. The recent sustainable development related work is:-

- Urban cycle networks study with funding for implementation subject to match funding.

- Sustainable freight Distribution

- Grants for sustainable transport projects subject to match funding

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

Buses

SEStran has carried out a number of studies related to buses in partnership with the eight authorities in the SEStran area and provided the results to the partner authorities. The central provision of these services has saved the partner authorities significant costs should they have carried out the work individually. The work has been carried out using the SEStran framework contracts thereby saving further on procurement costs.

Procurement Activity

Framework Contracts

SEStran had three framework contracts with transport consultants as follows:-

1. Strategic Transport Planning - MVA

2. Transport Services – Scott Wilson

3. Sustainable Travel – Colin Buchannan

The use of these frameworks has significantly reduced the cost of procurement of services both to SEStran and to the private sector consultants. In addition, the frameworks have been made available to partner local authorities within the SEStran area and both Midlothian and East Lothian Councils have used the frameworks to progress their own projects. The framework contracts have now expired and future procurement will be carried out using Scotland Excel or Transport Scotland frameworks.

Real Time Passenger Information

SEStran is the delivery body for implementation of real time passenger information for bus passengers throughout the region. The project builds on the successful scheme implemented in Edinburgh and the two systems are compatible providing real time information for the three main operators within and beyond the city. In addition smaller operators and cross boundary services to the SWESTRANS area are included in the contract. The contractor was appointed through EU procurement procedures and the advisory consultant was appointed through the DTI framework thereby reducing procurement costs. The project provides real time information for Fife, East Lothian, West Lothian, Scottish Borders and services to SWESTRANS in addition to the information currently provided in Edinburgh and Midlothian. The project was formally launched by the Minister for Transport and veterans on 29th April 2014. The total project value is £5.3m of which £1.3m is funded from ERDF funding and £2m from the Scottish Government's Bus Investment Fund. The ERDF funding represents a major saving on the cost of the project to the Scottish public purse.

iTransfer

Project to examine the case for cross Forth passenger ferry services with 50% funding from the EU Interreg fund. The total SEStran (including sub-partners East Lothian Council and Maid of the Forth) budget for the project is €714,500 with €357,250 funding from the EU. It is a cross border project linking Fife and East Lothian and it is also a partnership with other European partners. The revised project now includes improving facilities at North Berwick harbour in partnership with East

Lothian Council resulting in savings in their costs. The funding to SEStran from the EU represents a saving over what would otherwise be the cost of the project and contributes to the SEStran core budget for staff and overhead costs. The project is now completed.

Lo-Pinod

Project to explore the possibility of sustainable freight transport using short sea shipping. The total SEStran budget for the project is €556,000 of which €278,000 is funded from the EU Interreg fund. It is a partnership with other European partners and a collaboration with Napier TRI. The funding to SEStran from the EU represents a saving over what would otherwise be the cost of the project and contributes to the SEStran core budget for staff and overhead costs. The project is now completed.

Connecting food ports

Examination of food product distribution throughout the region and linking to UK and Europe. The project is 50% EU funded through the Interreg fund and is a partnership with European partners and a collaboration with Napier TRI and Hitrans. The project will investigate the potential to shift food freight onto more sustainable modes with business development opportunities with our European partners in this project. The total SEStran budget is €368k with €184k funding from Europe. The 50% funding to SEStran from the EU represents a saving over what would otherwise be the cost of the project and contributes to the SEStran core budget for staff and overhead costs. The project is now completed.

Weastflows

Examination of East/West freight flows through north west Europe with a view to promotion of more sustainable freight transport. The project is 50% EU funded through the Interreg fund and is a partnership with other European partners. The total SEStran budget is €260k with €130k funding from Europe. The 50% funding to SEStran from the EU represents a saving over what would otherwise be the cost of the project and contributes to the SEStran core budget for staff and overhead costs. The project is now completed.

NweRide

EU 50% funded project within the North West Europe Interreg IVB Programme. The project's aim is to improve individuals' connectivity using dynamic lift share systems which are linked to public transport networks giving a higher probability of finding a trip solution. The 50% funding to SEStran from the EU represents a saving over what would otherwise be the cost of the project and contributes to the SEStran core budget for staff and overhead costs.

CHUMS

EU 70% funded project under Intelligent Energy Europe (IEE). The project will seek to address the energy challenge of low car occupancy and the approximately 50% of journeys in cities that cannot be accommodated by conventional public transport modes. The 70% funding to SEStran from the EU represents a saving over what would otherwise be the cost of the project and contributes to the SEStran core budget for staff and overhead costs.

SocialCar

Approved in January 2015 and €188,450 has been awarded to SEStran over the next 3 years. This represents 100% funding for SEStran's contribution to the project and contributes to the SEStran core budget for staff and overhead costs.

Collaborative use of local contracts

South Tay park and choose

Scheme development for park and choose site at south end of Tay road bridge. This project is a partnership with and co-funding from TACTRAN, Transport Scotland, Fife and Dundee councils. The partners have agreed the principle of a shared funding package for delivery and there is potential for an ERDF funding bid to be made on completion of the planning process. The work has been carried out so far using the SEStran framework contract saving the partners the cost of procurement. The project is now in the Local plan and land negotiations are under way. The SEStran framework contracts have now expired and future procurement willmake use of Scotland Excel or Transport Scotland frameworks.

A701 Cumulative transport impact

Midlothian council made use of the transport services framework contract to analyse the cumulative impact of developments in the area of the A701 to the south of Edinburgh.

Falkirk Rail Stations Study

Falkirk Council made use of the SEStran framework contract to examine the case for new and improved stations within the Falkirk Council area.

East Coast Rail Study

Borders and East Lothian Councils in partnership with SEStran have used the SEStran framework contract to examine the case for new rail services and stations on the East Coast main line between Edinburgh and Berwick on Tweed. The report is now finalised and has resulted in inclusion as a priced option in the Scotrail franchise procurement. The next stage of development of the project is to take it to GRIP stage 3 and SEStran has entered into a Development Services Agreement with Network Rail on behalf of the two local authorities for this work.

Risk Management

Risk management provides regular updates of the risks faced by the organisation. The analysis identifies risks by category, (e.g. Corporate, financial, project etc.), Risk description, risk owner and Risk detail. The risk is then analysed in terms of its impact on the organisation and its likelihood of occurring. These are given a numerical value and the combination of these provides a risk Rating. The risk is then analysed to examine what mitigation measures can be implemented to either mitigate the impact of the risk should it occur or the likelihood of occurrence. This leads to a modification of the risk likelihood and impact scores giving a revised rating after mitigation. The mitigation measures and their implementation are then assigned to a risk owner and monitored on a regular basis. In addition a series of controls are identified for each risk that are ongoing procedures inbuilt into the management system that will also mitigate the risk. Finally an assessment is made on the level of residual risk and a decision made as to whether the risk should be accepted, transferred or the activity should be discontinued.

Regular updates on the most significant risks to the authority are provided to the Performance and Audit Committee and to the SEStran Board.

Taxi Card Scheme and Rail Concession Review

1 Purpose of report

1.1 The purpose of this report is to provide a useful factsheet that will advise users looking into the possibility of using a Taxi Card or rail concession scheme in their local authority. This report was considered by the Equalities Forum on 14th August 2015.

2 Introduction

2.1 In 2007 SEStran commissioned the consultant JMP to review the Taxi Card scheme across the SEStran area and a report was published in May 2008. The report noted that Taxi Card schemes within the SEStran area have developed as a result of local issues and demands. The variations that exist between them can be explained by differences in available budgets of each of the authorities and the geographical nature of each of the areas as well as a range of other factors including demographics and availability of finance (revenue budgets).

2.2 At the Equalities Forum on the 13th February 2015, members asked SEStran to review the Taxi Card and concessionary rail schemes in light of the City of Edinburgh Council looking for sponsorship in this scheme.

2.3 Taxi Card Scheme Comparison: SEStran Local Authorities

Local Authority	Journeys per Annum	Discount Applied	Taxicard Charge	Limitations
Clackmannanshire	312 (6 / week)	-50% off up to £4 -£2 off fare over £4	£0	Start and End in Clackmannanshire
Edinburgh	104 (2 / week)	-£2 flat rate up to £5 -£2 +£ amount over £5	£0	None
Falkirk	312 (6 / week)	-£2 flat rate up to £4 -£2 off fare over £4	£0	Start and End in Falkirk
Fife	80	-50% off up to £4 -£2 off fare over £4	£0	Start and End in Fife
Midlothian	104 (2 / week)	-£2 flat rate up to £4.50 -£2 +£ amount over £5	£0	None
West Lothian	104 (2 / week)	-Up to £3 off	£0	No Information
East Lothian	Exists. No information on website.			
Scottish Borders	No current Taxi Card Scheme in place			

2.4 Clackmannanshire and Falkirk Councils offer the greatest number of journeys per annum under the Taxi Card Scheme.

2.5 The discount applied is similar across all of the SEStran local authorities.

3 Conclusions

3.2 The Appendix lists the rail concessions available in each local authority in the SEStran area.

3.3 It can be noted that the concessionary rail travel and Taxi Card schemes available are quite restrictive between different local authorities within the SEStran area and may benefit from a SEStran-wide scheme.

4 RECOMMENDATION

The Board notes the above to be included on our web site for information.

Alastair Short
Strategy Manager
1st September 2015

Appendix: Rail Concessions

Policy Implications	Potential policy influence
Financial Implications	None
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None

Appendix

4.2   Rail Concessions:

Edinburgh Council:

Edinburgh residents are offered free rail travel using the Taxicard between the following stations:

- Addiewell,
- Armadale,
- Blackridge,
- Bathgate,
- Breich,
- Brunstane,
- Curriehill,
- Dalmeny,
- Drem,
- Dunbar,
- Edinburgh Park,
- Fauldhouse,
- Haymarket,
- Kingsknowe,
- Kirknewton,
- Linlithgow,
- Livingston North,
- Livingston South,
- Longniddry,
- Musselburgh,
- Newcraighall,
- North Berwick,
- Prestonpans,
- Slateford,
- South Gyle,
- Uphall,
- Wallyford,
- Waverley,
- West Calder,
- Wester Hailes.

Taxi Card Holders **cannot** travel on a journey starting or ending at a station **not listed** above.

Fife Council:

Patrons can travel between any two Fife stations (showing their myfife card) for 50p for a single journey and £1 for a return journey. Patrons can travel any day of the week during off-peak hours (i.e. after 9.15am), and any time at the weekend.

If a journey continues out of Fife, a second ticket must be purchased at the full relevant fare (i.e. you require two tickets). However, you can only use a combination of tickets for your journey if the train calls at the station where you move from one ticket to another (e.g. this cannot be used on the direct train from Leuchars to Edinburgh as this service does not have another stop within Fife).

East Lothian Council:

Senior Citizens and disabled people can travel with 50% off single and return fares for the following tickets with the National Entitlement Card (NEC): Anytime Day, Off-Peak Sat single and Off-Peak Day Return.

Tickets must **not** be purchased at (i.e. origin): Addiewell, Bathgate, Breich, Fauldhouse, Kirknewton, Linlithgow, Livingston North and South, Uphall or West Calder.

The origin or destination on the ticket must always be an East Lothian station.

From May 18th (earliest) users will not be able to get a concession discount on peak fares (before 0915 and between 1643-1810) Mon-Fri.
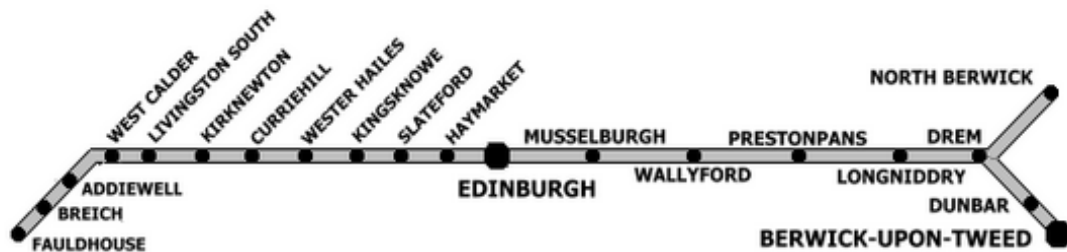
West Lothian Council (using National Entitlement Card):

Using a NEC Card, West Lothian residents can have a discounted flat fare travel of £2 single or £4 return on off-peak train services operating between any two listed West Lothian Stations:

- Addiewell;
- Breich;
- Livingston North;
- Armadale;
- Fauldhouse;
- Livingston South;
- Bathgate;
- Kirknewton;
- Uphall;
- Blackridge;
- Linlithgow and;
- West Calder.

Using a NEC Card, West Lothian residents travelling with a £2 or £4 fare on off-peak train services can also travel between any of the stations listed above and the following stations:

- Airdrie;
- Curriehill;
- Holytown;
- Bellshill;
- Dalmeny;
- Kingsknowe;
- Brunstane;
- Drumgelloch;
- Larbert;
- Caldercruix;
- Edinburgh Haymarket;
- Newcraighall;
- Camelon;
- Edinburgh Park;
- Polmont;
- Carfin;
- Edinburgh Waverley;
- Shotts;
- Cleland;
- Falkirk Grahamston;
- Slateford;
- Coatbridge Sunnyside;
- Falkirk High;
- South Gyle;
- Coatdyke;
- Hartwood;
- Wester Hails and;
- Croy.

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Holders of a West Lothian Taxicard can travel free between these stations.

Holders of a NEC and West Lothian Taxicard can travel with 50% off from a West Lothian station to one of the following:

- Bellgrove;
- Easterhouse;
- Musselburgh;
- Blairhill;
- Garowhill;
- North Berwick;
- Cambuslang;
- Glasgow Central;
- Prestonpans;
- Carntyre;
- Glasgow Queen Street;
- Uddingston;
- Drem High School;
- Shettleston;
- Wallyford;
- Dunbar and;
- Longniddry.

Falkirk Council:

As of April 2014, Falkirk Council withdrew from the Concessionary Rail Travel Scheme. This provided a £80,000 saving for the Council. The Scheme had previously provided 50% rail travel for pensioners and people with disabilities.

Midlothian Council:

There is currently no concessionary rail scheme at Midlothian Council.

Clackmannanshire Council:

There is currently no concessionary rail scheme at Clackmannanshire Council.

Scottish Borders Council:

There is currently no concessionary rail scheme at Scottish Borders Council.

SEStran Stations

1.   Background

1.1   The June 2015 Board meeting was updated on the progress of the various bids from SEStran and the SEStran Authorities as well as the progress on developing the schemes. It also covered progress on the provision of a new station at Winchburgh and work on potential stations at Newburgh and Levenmouth in Fife.

1.2   This report informs the Board of progress on the various bids and projects

2.   East Linton and Reston Station

2.1   An interim report that primarily will inform if any issues have come to light that may significantly affect adversely the development cost of the two stations or otherwise adversely put the project at risk, will be delivered by Network Rail by the end of November.

2.2   This should enable SEStran and the two Councils to resubmit their application for funding from the Scottish Station Fund.

3.   Access to Waverley and Haymarket Station

3.1   Only a relatively small proportion of the original bid (primarily a deck to improve the link between Dalry Road and the Station) was deemed relevant by the rail industry.

3.2   The considerable design cost of this work would have to be funded by the Council and little progress has been made to take this project any further.

4.   Leuchars Station Car Park Extension

4.1   The bid by Fife Council towards a 50% contribution from the SSF towards the extension of the car park has been approved with a grant of £255k. The Council has completed negotiations with the land-owner (although missives are still to be signed) and it is anticipated that construction will commence fairly soon.

5.   New Falkirk High Station Car Park Extension

5.1   Following negotiations with Abellio ScotRail, the rail operator will provide a grant of £375,200 towards the scheme, with a further £70,800 coming from the station fund. Falkirk Council have budgeted £565,000 towards the scheme. In the past, SEStran provided grants of £824,750 towards land procurement and ground stabilisation work.

5.2   It is therefore anticipated that the above should enable the Council to commence construction of the car park and related footpaths fairly soon.

6. Midlothian Stations

6.1 SEStran and Midlothian Council are considering an application for funding from the SSF towards access improvements to all the new Borders Railway stations in Midlothian. This is work that would be additional but complementary to the Borders rail project.

7. Newburgh Station

7.1 Following discussions with Transport Scotland and Network Rail, some additional work on the joint SEStran/Tactran/Fife/Perth & Kinross 'pre-STAG' study (regarding the potential of new station(s) at Newburgh and/or Oudenarde) is being undertaken by the Consultant. In due course it will be subject to a separate report to this Board.

8. Winchburgh Station

8.1 The development of this station will be funded by the developer, Winchburgh Developments Ltd. They have secured all necessary planning approvals to commence the design of the new rail station that will be situated in the centre of the expanded community. A new bridge carrying the town centre road over the Edinburgh – Glasgow line will form the pedestrian linkage between platforms. A park and ride facility will also be integrated into the layout. Grontmij are now working with Network Rail in advancing the proposed layout through the GRIP processes, ultimately leading to Edinburgh-Dunblane services stopping at the new facility from December 2018 when the line should have been electrified.

9. Levenmouth Rail

9.1 The contract, issued by Fife Council, to undertake a renewed STAG study for the project (to re-instate rail services to Levenmouth) was awarded to SYSTRA. The initial study period has been extended and anticipated completion is now end of October.

10. Recommendation

10.1 The Board is asked to note the report,

Trond Haugen
Advisor to SEStran
10 September 2015

Policy Implications	None
Financial Implications	None
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None

A1 Dualling

1. BACKGROUND

1.1 The last report on this project was presented to the Board on 10th October 2013. The Board was informed of the existence of the Scottish A1 Action Group which includes SEStran, East Lothian and Scottish Borders Councils and (subsequently) City of Edinburgh Council.

1.2 At the time, the DfT was at the beginning of undertaking a feasibility study for the dualling of the A1 in England north of Newcastle as far as the border. Transport Scotland assisted the DfT in the study although the Action Group did argue (through correspondence and meeting between the SEStran Chair and the then Minister for Transport and Veterans) for a joint study incorporating the potential of also dualling the A1 north of the border.

2 CURRENT POSITION

2.1 The outcome of the DfT feasibility study resulted in the Government approving the dualling of the A1 between Morpeth and Alnwick – which will mean a continuous dual carriageway as far north as Effingham, approximately 24 miles south of the Border.

2.2 Between Effingham and the border there will be other improvements such as 2.5 miles of climbing lanes, junction improvements and better facilities for pedestrians and cyclists.

2.3 The cost of this work will be around £290 million. A small leaflet outlining the work is attached to the report. The DfT document outlining the findings of the study and the Government's decision can be found on https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/408613/a1-north-of-newcastle-summary.pdf

2.4 In light of the improvements that will take place to the A1 south of the border, the Scottish A1 Action Group will continue to pursue improvements north of the border.

3 RECOMMENDATION

3.1 The Board is asked to note the report.

Trond Haugen
Advisor to SEStran
8 September 2015

Appendix   Leaflet; A1 North of Newcastle Study

Policy Implications	In line with SEStran's RTS
Financial Implications	None
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None

A1 North of Newcastle Study

Department for Transport

HIGHWAYS AGENCY

Combined with improvements further north it will mean that the remainder of the route will become safer and more reliable, with bottlenecks tackled and junctions improved.

Longer term, we will continue to examine the case for full dualling to the Scottish border and will consider further investments in future road investment strategies.

For further information:

This is one of a series of six feasibility studies carried out across England during 2014. The government has been working with local partners to identify solutions to some of the most notorious and longstanding road hotspots in the country.

https://www.gov.uk/government/collections/road-investment-strategy#feasibility-studies

GOV.UK

Why we need to take action

The A1 North of Newcastle is an important strategic route between England and Scotland through Northumberland, connecting two of the UK's capital cities. The Government has recognised the importance of the route, particularly for freight. It also caters for local commuters and agricultural traffic. It is 59 miles long and while some of the route is dual carriageway, there are still 36 miles of single carriageway.

Over the last decade surrounding sections of the A1 have been improved. There have been significant upgrades to the A1 south of Newcastle and there are further plans to improve the section of the A1 around Newcastle itself. In Scotland the A1 has now also been dualled between Edinburgh and Dunbar.

The route suffers from a number of problems; there is a mix of single and dual carriageway with a poor layout at some junctions. Slow moving traffic, including agricultural vehicles, combined with a lack of overtaking opportunities causes frustration for motorists.

This results in:

- delays for road users
- safety concerns caused by the mix of single and dual carriageway and the high number of junctions

What we plan to do

We recognise that this route needs substantial improvement to meet the needs of local communities and to play a bigger role in the national transport network. In order to make this happen, we are committing to developing an investment package comprising:

- an upgrade to provide 13 miles of dual carriageway between Morpeth and Ellingham, resulting in continuous dual carriageway from London to Ellingham

- measures to improve the A1 north of Ellingham to the Scottish border, including:
   - three stretches of climbing lanes totalling 2.5 miles
   - five junctions enhanced with right-turning refuges
   - better crossings for pedestrians and cyclists

This will triple the length of continuous Expressway standard dual carriageway north of Newcastle. Expressways provide high quality journeys for motorists with safety standards matching the highest on the network and mile a minute speeds throughout the day, particularly outside of urban areas.
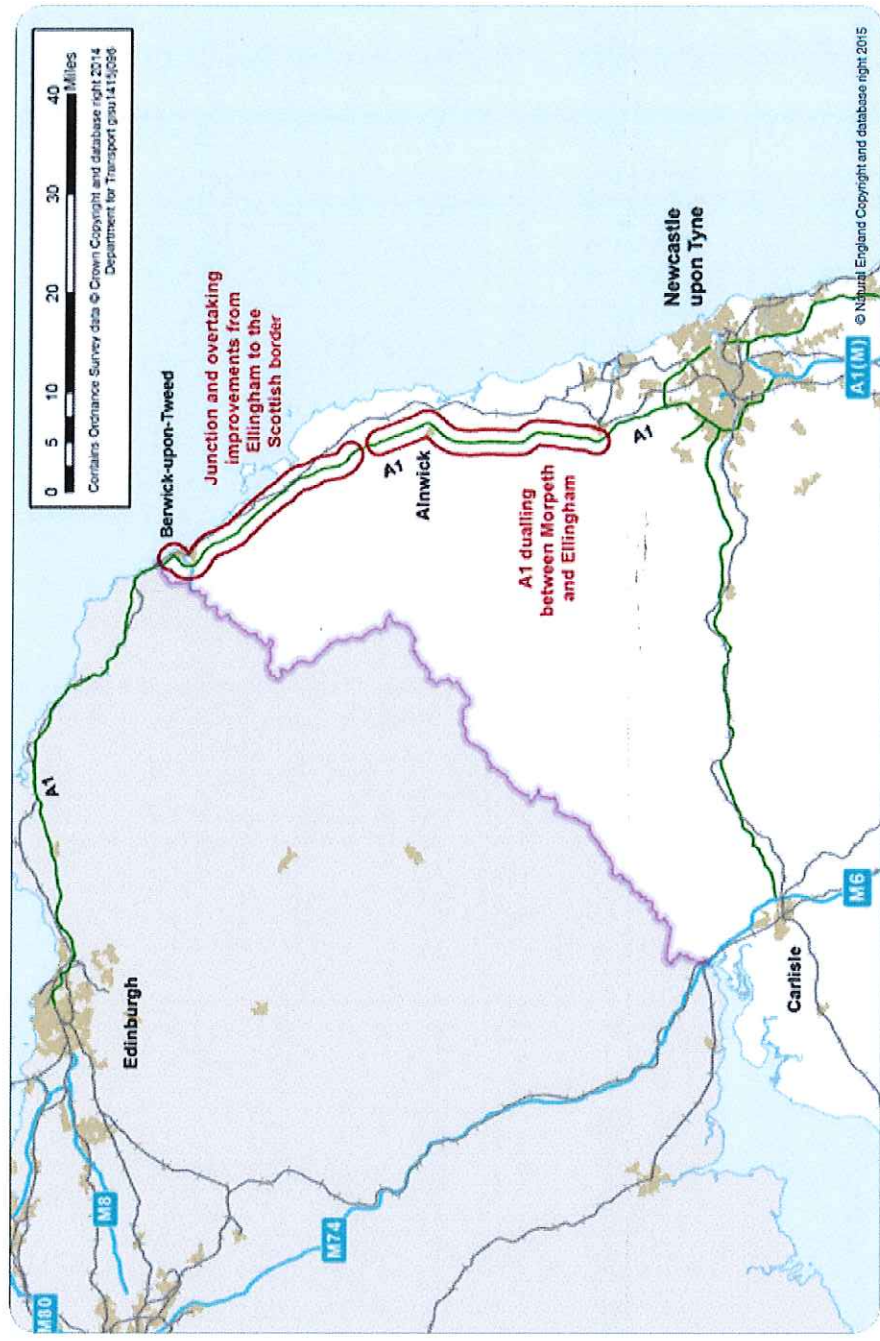
SESPlan Cross-Boundary Transport and Land Use Appraisal

Claremont House 130 East Claremont Street Edinburgh EH7 4LB

Transport Group Meeting 17 Tuesday 4 August 2015

Attendees

Transport Scotland	Adam Priestley (AP) (Chair)
SESplan	Graeme Marsden (GM)
SEStran	John Saunders (JS)
SEStran	Alistair Short (AS)
Fife Council	Mark Barrett (MB)
Fife Council	John Mitchell (JM)
West Lothian Council	Chris Nicol (CN)
CH2M HILL	Julia Gilles (JG)
CH2M HILL	Colm Smyth (CS)
SYSTRA	Claire Mackay (CM)
JMP Consultants	John Milligan (JM)
David Simmonds Consultancy	Andy Dobson
AECOM	Richard Cann (RC)

Apologies

Transport Scotland	Alison Irvine (AI)
Transport Scotland	Stephen Cragg (SC) / Paul Junik (PJ)
SEStran	Alex Macaulay (AMC)
City of Edinburgh Council	Ewan Kennedy (EK)
City of Edinburgh Council	Andrew McBride (AMB)
City of Edinburgh Council	Keith Miller (KM)
East Lothian Council	Grant Talac (GT)
Midlothian Council	Neil Wallace (NW)
Midlothian Council	Lindsay Haddow (LH)
Scottish Borders Council	Graeme Johnstone (GJ)
SYSTRA	Jeff Davidson (JD)

PRINCIPAL ISSUES

Ref.	On-going Issue	Update/Comment
3	Appraisal Lead Commission (CH2M Hill)	Supporting TELMoS and Modelling specification. Awaiting SRM12 results for hotspot appraisal and intervention investigations to proceed.
4	Transport Modelling	Base Model PT validation complete.

SESPlan Cross-Boundary Transport and Land Use Appraisal

Claremont House 130 East Claremont Street Edinburgh EH7 4LB

Transport Group Meeting 17 Tuesday 4 August 2015

	Commission (SYSTRA)	Bus Services data has been updated with final calibration of bus Occupancy and Journey times complete
5.	TELMoS (DSC and SYSTRA)	Presentation on results of revised reference case test using TELMoS (Run2b). In response to concerns about high build out rates at Edinburgh park this model makes Model makes two amendments to the data inputs: - Modelling EGIP as phase 1 only. It was considered that the previous model was capturing the benefits of EGIP2 too early. EGIP phase 2 is not expected to be completed until 2109/2020 with a further lag until substantial benefits are observed. - Constrained growth at Edinburgh Park. Floorspace/ employee has been kept constant at 21sqm (as base) throughout the model time period.

		Discussion around Run 2b being used as a basis for the Reference Case raised the following:
		 - GM was sceptical concerning the results of the model, especially those shown for East Lothian and Midlothian.
		     o There were challenges to use the Oxford Economics Study as a comparison for the results; but, there is no evidence to support which method of forecasting is more reliable – the Oxford Economics or those to which the model has been calibrated. The model is going through audit and it is acknowledged that previous predictions have not been validated against outturn due to the recession.
		     o Results do not reflect historic trend of pre-recession job growth in East Lothian.
		     o Midlothian shows a drop in jobs without corresponding decline in job sectors. Study team to investigate.
		 - Discussion followed that the results are a particular scenario based on committed development and, as such, set out an artificial scenario used for reference case testing only. Future Case modelling will present more "realistic" results (i.e. based on all available development data) although it is accepted that the models present a particular plan only. A revised Run 3 using additional parameters outlined above to be processed.

SESPlan Cross-Boundary Transport and Land Use Appraisal

Claremont House 130 East Claremont Street Edinburgh EH7 4LB

Transport Group Meeting 17 Tuesday 4 August 2015

		- GM made the point that NRS 2012 shows less severe predictions for decrease in household size than NRS2010. - Generally agreement that revised Run 2b showed more realistic employment scenario in Edinburgh Park, West Lothian and Fife. - Acceptance that study development timeframe to 2024 is nominal. - Further discussions are required with LAs not present at the meeting.
		In conclusion: - Fife and West Lothian were, on first reading, relatively content that the results appeared reasonable and intuitive. - GM did not accept the validity of the results. These challenges will be investigated. - Four of the six SESplan LAs (CEC, East Lothian, Midlothian and Scottish Borders) were not represented at the meeting and therefore further one to one meetings are required. - The results will be circulated together with a summary note. In parallel, study team would seek to develop an alternate employment approach similar to that currently included in Run 2.
6	Programme	Programme will be updated once TELMoS runs are finalised. Agreement on Reference Case is on critical path.
7	Risk Register	Risk Register will be updated and recirculated TELMoS runs are finalised.
8	Other Group Member Updates	**SESplan** – Public events for SDP2 consultation scheduled over the next few weeks. The housing target will overlap with SDP1 and could result in a lower required build out rate. **SEStran** – RTS approved by Ministers and will be published shortly. **Fife** – LDP going to examination. Cairneyhill north development

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		has planning approval. This is not in the adopted LDP, but is an allocated site in the proposed Fife Local Development Plan.
		City of Edinburgh – The Edinburgh Local Development Plan in June was submitted to Scottish Ministers. An examination of the issues raised in representations to the Second Proposed version of the Plan is now underway. It is expected to report by February 2016. Its findings and recommendations will be binding and will result in the version of the Plan which is adopted. That is due to be in April 2016, depending on when the examination concludes.
		West Lothian – Aim to take Proposed Plan to August Committee, but this may well slip to September. Two housing planning applications in Linlithgow refused on Reporters Recommendation.
		Midlothian – TBC
		Scottish Borders – TBC.
		East Lothian – TBC.
9	AOB	None.
10	Date of Next Meeting	Tuesday 1 September August 2015

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PRINCIPAL ACTION POINTS

Ref.	Date	Action	By Whom	Due Date
		SYSTRA to discuss real time bus data with SEStran/CEC	SYSTRA / SEStran / CEC	Ongoing
		Risk Register to be reissued	CH2M	Ongoing - after TELMoS completion
		Programme to be reviewed and key dates reissued.	CH2M	Ongoing - after TELMoS completion
		DSC presentation and Summary Note to be circulated to Working Group Members.	CH2M	Close of Play 10 August
		Study team to consider challenges to the results and issue note	CH2M/ DSC/ Systra	Close of play 17 August
		Steering Group Members to consult internally on recommendation of Run 2b as scenario for reference Case.	ALL	Close of play 17 August
		Ensure that CEC, ELC, Midlothian and Scottish Borders are briefed and able to respond.	CH2M/ DSC	Close of play 17 August
		Look to setting up meeting with City Deal team to determine whether similarities between economic elements of the respective Reference Cases.	SESplan	Ongoing
		DSC to proceed with revised future Case TELMoS Run3	DSC	Close of play 17 August

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Working Group Membership

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JMP	John Milligan		John.Milligan@jmp.co.uk

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Attendees

Transport Scotland	Adam Priestley (AP) (Chair)
SESplan	Graeme Marsden (GM)
SEStran	John Saunders (JS)
Fife Council	Mark Barrett (MB)
Fife Council	John Mitchell (JM)
East Lothian Council	Grant Talac (GT)
Midlothian Council	Neil Wallace (NW)
Midlothian Council	Lindsay Haddow (LH)
Scottish Borders Council	Graeme Johnstone (GJ)
West Lothian Council	Chris Nicol (CN)
CH2M HILL	Julia Gilles (JG)
CH2M HILL	Colm Smyth (CS)
SYSTRA	Jeff Davidson (JD)
JMP Consultants	John Milligan (JM)
David Simmonds Consultancy	Andy Dobson

Apologies

Transport Scotland	Alison Irvine (AI)
Transport Scotland	Stephen Cragg (SC) / Paul Junik (PJ)
AECOM	Richard Cann (RC)
SEStran	Alex Macaulay (AMC)
SEStran	Alistair Short (AS)
City of Edinburgh Council	Ewan Kennedy (EK)
City of Edinburgh Council	Andrew McBride (AMB)
City of Edinburgh Council	Keith Miller (KM)

PRINCIPAL ISSUES

Ref.	On-going Issue	Update/Comment
3	Appraisal Lead Commission (CH2M Hill)	Draft Regional Objectives Note has been updated and has now been circulated for final agreement.
		Concern raised on removal of "cross-boundary" from objectives and clarity requested in terms of focus of study. Confirmation that study will identify hotspots and will need to consider threshold/method to distinguish whether such problems are 'local' or 'cross-boundary'. Study will seek to develop interventions that address hotspots agreed to arise principally from cross-boundary trips. Mitigations themselves will seek to address the impact of future development to achieve 'nil detriment.'
		Discussion on whether proposals need to go beyond this to deliver 'betterment' for the network. It is recognised that such interventions could not be achieved under developer contributions and alternate funding would need to be sourced. It does not fall within this brief to provide detailed costs or to identify funding arrangements. Current scope focuses on 'nil detriment' and does

		not provide for a 'betterment' transport package. GM suggested that network improvement beyond nil detriment from future back to reference case impact can still be achieved as long as the development contribution element is proportionate and as long as it directly rises from the impact of development.
3.1		Supporting TELMoS and Modelling specification. Awaiting SRM12 results for hotspot appraisal and intervention investigations to proceed.
4	Transport Modelling Commission (SYSTRA)	Base Model PT validation ongoing. Ongoing work on validating bus occupancy – 2014 model appears to be higher in some corridors and these are being looked at. On-going discussions with SEStran over bus journey time data. Expecting to have census data by mode which will help validate commuter travel patterns. Base Model is not showing level of delay in network at Maybury that TomTom data suggests. New count data has shown that flows look reasonable so it is possibly a blocking back problem that SRM12 cannot model.
		Point raised that Borders and Midlothian bus timetables/routes are being reworked due to Borders Rail. Cognisance will need to be taken of this in future networks.
5.	TELMoS (DSC and SYSTRA)	Presentation on results of reference case tests using TELMoS
		Generally agreement that Run 1 Employment Scenario was unrealistic due to the imbalance between housing allocations and level of economic growth which caused significant in-commuting to take up jobs within SESplan area.
		Discussion around Run 2 being used as a basis for the Reference Case raised the following: - Acceptance that having a 'dampened' economic growth rate to align housing/employment was appropriate. - Agreement that prediction that committed housing allocations were fully taken up seemed appropriate. - Remarks from WLC and others indicated that housing demand was such that other infrastructure constraints might come in to play e.g. schools that would limit actual housing numbers. - Generally household and population growth associated with committed housing seemed plausible. - Main area of concern was over the distribution rather than absolute job creation. Although some debate over whether even predicted levels of job creation would emerge. o ELC drop in employment was challenged especially since full housing allocation was given.

		Some thought that past trends suggest ELC was attracting employment.
		o Employment projections were also contrary to Oxford Economics Forecast for some authorities.
		o WLC were surprised to see level of employment increase which is contrary to current experiences with development and large tracts of committed land that has remained undeveloped for several years.
		o Whilst generally accepting that Edinburgh would continue to dominate in terms of employment, some debate on whether the allocations at Edinburgh Park would come forward in full as currently predicted. This is questioned especially given that the modelling enables the site to benefit from increased accessibility due to EGIP being coded in some years earlier than is likely in reality.
		o Some debate over whether self-employment, home-commuting and rationalisation of work-places would limit amount of new space created whilst actually still generating employment.
		o Feelings that presenting negative employment to Elected Members would be difficult even though the modelling is predicting that full housing allocations achieved.
		In conclusion it was agreed that the approach would be for all Working Group Members to take the proposal of Run 2 as the basis of a Reference Case back to their colleagues for comment. In parallel, study team would seek to develop an alternate employment approach similar to that currently included in Run 2. Desire also for discussion with City Deal team to ensure there is alignment with between the economic elements of the respective reference cases, particularly regarding employment predictions. Agreement of Reference Case is critical to programme – as such a number of actions were agreed to take things forward over July with a view to sign off at the July Working Group meeting (see Action List).
		Discussions on Run 3 Future. GM identified that new housing needs assessment had identified that previous requirements were high in certain areas e.g. Fife and WLC. Generally accepting that future allocations for housing were not fully taken up. Interest in development sites such as Blindwells and Old Cockenzie in terms of employment – were these showing any employment take up – presumably not?

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6	Programme	Programme will be updated once TELMoS runs are finalised. Agreement on Reference Case is on critical path.
7	Risk Register	Risk Register will be updated and recirculated TELMoS runs are finalised.
8	Other Group Member Updates	**SESplan** – MIR now verified by LAs. Consultation to start 21-July and end 30 September. Looking to have workshops around themes – the one for Better Connected Place is likely to be September time and would like for Transport Scotland/study team to support.
		SESplan Joint Committee received update on progress of study on 29/6. Concern was raised by some members that delay would impact the potential for the study to inform the SESplan Proposed Plan. As the SESplan Proposed Plan will set regional policy and inform LDPs, timing could be critical. SESplan Proposed Plan currently programmed for a May 2016 approval by the SESplan Joint Committee.
		A elected member workshop with planning and transport conveners on the identified impacts from the reference and future cases was suggested for autumn. This would help with member engagement and highlight the need for interventions and cross boundary developer contributions.
		SEStran – Preparing RTS Delivery Plan for which they have sent out request to all LAs to understand context of projects identified within RTS. Refreshed RTS is with Ministers but approval may depend on timing for New National Transport Strategy.
		Fife – LDP approved previous week, now going to examination.
		City of Edinburgh – The Edinburgh Local Development Plan in June was submitted to Scottish Ministers. An examination of the issues raised in representations to the Second Proposed version of the Plan is now underway. It is expected to report by February 2016. Its findings and recommendations will be binding and will result in the version of the Plan which is adopted. That is due to be in April 2016, depending on when the examination concludes.
		West Lothian – Aim to take Proposed Plan to August Committee.
		Midlothian – Consultation now closed. Received over 800 representations from approx. 400 parties which they are currently working through. Hope to report August/September.
		Scottish Borders – TBC.
		East Lothian – Working through MIR representations for end of May. Proposed Plan scheduled to be completed by October.
9	AOB	None.

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10	Date of Next Meeting	Tuesday 4 August 2015

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PRINCIPAL ACTION POINTS

Ref.	Date	Action	By Whom	Due Date
		SYSTRA to discuss real time bus data with SEStran/CEC	SYSTRA / SEStran / CEC	Ongoing
		Risk Register to be reissued	CH2M	Ongoing - after TELMoS completion
		Programme to be reviewed and key dates reissued.	CH2M	Ongoing - after TELMoS completion
		To ensure cognisance in modelling of revised timetables for Borders and Midlothian bus timetables/routes which are being reworked due to Borders Rail.	SYSTRA	
		DSC to provide Steering Group Members with: - Copy of Presentation - Additional information on Run 3 in terms of residential allocation taken up - Detail of sqm occupied by zone	DSC	Close of Play 3 July
		Steering Group Members to consult internally on recommendation of Run 2 as scenario for reference Case. Specifically around: 1. Do you agree that Run 2 or a derivative of Run 2 should be used as the reference case and Run 1 is rightfully discarded? 2. Does take up of full housing allocation seem achievable within your area? 3. What are your considerations around employment land take-up? If you would have expected a different development distribution than TELMOS is predicting – what is it and why?	ALL	Close of play 17July
		Ensure that City of Edinburgh Council are briefed and able to respond.	CH2M/ DSC	
		Look to setting up meeting with City Deal team to determine whether similarities	SESplan	

		between economic elements of the respective Reference Cases.		
		Review comments and develop proposals for amended Run 2 to define reference case.	CH2M/ SYSTRA/ DSC	
		Prepare note for issue around Steering Group in advance of next meeting	CH2M/ SYSTRA/ DSC	
		Steering Group come prepared to sign-off if possible revised scenario.	Steering Group	

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Working Group Membership

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Appointed Consultants	Contact Details		
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SEStran
South East of Scotland
Transport Partnership

High Speed Rail Scotland Group Update   -   04/09/2015

1. HS2 Update

The IPPR published a paper [03/09/15], **Rhetoric to Reality**, assessing the Northern Powerhouse from the perspective of business. Among other benefits the IPPR found that HS2 could be worth £2.1 to £3.2 billion per annum in the north of England by 2037.

Keith Brown MSP, Cabinet Secretary for Infrastructure, told the **Greengauge 21** conference in Glasgow yesterday [03/09/15] that he expected to receive the findings of the new HS2 Ltd study early next year, and emphasised that it was vital that HSR extended north of the Border in order to achieve Scotland-London rail journey times of less than three hours.

Mr Brown said:

> "It's crucial not just for Scotland but for the north of England, and for a vibrant and inclusive economy for the whole of Britain. Failing to extend HS2 into the north of England and Scotland would arguably be more detrimental to Britain than not having high-speed rail at all because of the inequalities it would create."

HS2 Ltd staff told the conference that current proposals to extend Phase One beyond Birmingham to Crewe would mean Scottish passengers "wouldn't be far off" a 3 hour 38 minute travel time by around 2026. Duncan Sutherland, director at HS2 Ltd, said:

> "If we get to Crewe I don't think it'll be that much different because you can see how far up Crewe is on the West Coast Main Line."

2. Media Update

Politics Home reported [03/09/15], that the UK '**risks falling behind**' without change in transport investment. Specialists said new and different assessment models are needed for considering whether large UK transport infrastructure projects go ahead that recognise their impact on the regions, jobs and growth. Paul Hackett, director of the Smith Institute said:

> "Making the most of HS2 and other major transport schemes is part of the answer, but the view from transport professionals and other stakeholders is that more must be done to improve and connect local transport system."

3. High Speed Rail Scotland Group

Several members of the group attended the aforementioned Greengauge 21 conference; Gareth Williams, Tony Rose and Audrey Laidlaw delivered papers and participated in the panel discussions. The next group meeting is on 15/09/15.

4. Edinburgh- Glasgow High Speed Rail

No news of import to report.

High Speed Rail Scotland Group Update   -   25/08/2015

1. HS2 Update

The **Birmingham Mail** [05/08/15] reported that three out of four Labour leadership candidates did not back HS2.

Andy Burnham MP, Shadow Health Secretary, said he wanted a Labour government to conduct a review of investment in the rail network. He said in a newspaper interview: "In my view the top transport priority for our country is east-west links rather than north-south or necessarily more investment in the capital."

Jeremy Corbyn MP appeared to come out against the scheme after a newspaper reported that he believed HS2 risked "turning our great regional cities into dormitories for London businesses."

There was some confusion after his campaign team said the comments were not currently his official position and he would speak further about HS2 and rail investment later in the campaign.

Yvette Cooper MP, the Shadow Foreign Secretary, has not spoken about HS2 but her campaign team said she was expected to warn that there were "questions to be asked about value for money" before the end of the leadership election.

Shadow Care Minister Liz Kendall MP appeared to be the only candidate clearly in favour of the scheme. A spokesman for her campaign said: "Liz is pro HS2".

The Rt Hon Patrick McLoughlin MP, Secretary of State for Transport, made the following remarks about the attitudes of the candidates for the leadership of the Labour party towards HS2 in an article for the **Daily Telegraph** [10/08/15]:

> Before the election Labour seemed content to duck the challenge. But in the ongoing leadership contest most of the candidates don't recognise there is a problem. Burnham, Cooper and Corbyn would all throw HS2 into jeopardy: a transformational project which promises to do more to rebalance our economy than a thousand leadership campaign gimmicks.
>
> Their obsessive focus on the narrow constituency of Labour members has made them anti-North and, in the words of Yvette Cooper 'anti-worker'.

The **Herald** reported [12/08/15]that the new MP for Glasgow South, Stewart McDonald, wanted to start a new conversation about how, with growing competition accelerated by increased devolution to England's northern cities, the economic dynamo that was London could benefit Scotland to help make it a "Scottish Powerhouse". The member of the Commons Transport Committee said:

Of course, having this major financial centre less than 400 miles away is a challenge but we need to be asking ourselves what are the opportunities in terms of business and, say, attracting international students to Scotland, as well as professionals, who might want to live and establish families in Scotland.

2. Media Update

The **Derby Telegraph** reported [12/08/15] that an action group formed to fight the potential siting of the HS2 East Midlands station in Breaston has disbanded after the idea was scrapped. The Derbyshire village was one of two options, alongside eventual choice Toton, for the development. Breaston 'Scrub the Hub' Action Group was formed to stop the suggestion from becoming reality.

3. High Speed Rail Scotland Group

Greengauge 21's National High Speed Rail Network conference will take place on Thursday 3rd September in central Glasgow. Chaired by Professor Iain Docherty from the University of Glasgow, the conference will be opened by Keith Brown, MSP Minister for Infrastructure, Investment and the Cities.

Duncan Sutherland will offer a perspective from HS2 Ltd, and Greengauge 21 Director Jim Steer will outline the business case evidence and the key policy choices for Anglo-Scottish HSR.

The latest conference programme can be downloaded **here**.
Confirmed speakers include:
• Keith Brown, MSP Minister for Infrastructure, Investment and the Cities
• Duncan Sutherland, Director, HS2 Ltd
• Jim Steer, Director, Greengauge 21
• Gareth Williams, Director of Policy, Scottish Council for Development and Industry
• Sir Richard Leese, Chair of Transport for the North Partnership Board and Leader, Manchester City Council
• Tony Rose, Infrastructure Director, Scottish Futures Trust
• Graham Leech, Group Commercial Director, Virgin Rail Group
• Jonathan Pugh, Strategic Planning and Franchising, Rail Delivery Group

Conference places are being taken up quickly so if you know anyone who would like tickets please invite them to visit the Greengauge **website** or email Deb Carson [deborah.carson@greengauge21.net] without delay.

4. Edinburgh- Glasgow High Speed Rail

No news of import to report.

SESplan MIR consultation

Proposed response by SEStran

SEStran works closely with SESplan in developing a sustainable SDP in terms of transport requirements and impacts. The following response to SESplan relates mainly to transport issues and responds to the questions posed in the SESplan Main Issues report published in July 2015.

1. **The Vision**

   The proposed vision is fine and reflects the vision as set out in our revised RTS.

   SEStran supports the Preferred Option. The vision provides both an overview, and directions for key topic areas. The 'success story' for transport that 'walking, cycling and public transport account for an increasing proportion of all journeys' accords with the sustainable transport objectives of the RTS and is also supported.

2. **A Strategy For Edinburgh and South East Scotland**

   The preferred option 3 gives the best possibility of achieving sustainable communities in terms of travel, focussing in on trying to reduce the distance people have to travel to employment etc. but also accommodating development on main public transport corridors to reduce the reliance on the car for transport.

   In terms of accessibility only, the more concentrated growth scenario (Option 1) would be likely to provide the best outcomes, it is recognised that the constraints of the existing built-up area, and the environmental impacts could make this impractical. The 'growth corridor' option provides an alternative solution that avoids dispersal of development and the consequent problems that are described in the MIR.

   It is important, however, that these growth corridors are connected not only to the city centre, but to other centres of employment and other activity located at other key locations.

3. **The Principles for Development**

   Yes

   Development needs to be planned on a sustainable basis to ensure that accessibility to all facilities can be achieved without relying on the use of a car and walking and cycling are encouraged for short journeys.

4. **LDP Policies and Development Management**

Sustainable transport is dependent on detailed design as well as strategic policy frameworks, so these principles must be followed right through to the consistent and detailed implementation of development projects.

5. **Locations of significant Business Clusters**

The option for business clusters is supported as such clusters improve the viability of serving such areas by public transport and providing suitable walking and cycling facilities.

6. Visitor Economy

Location/access to such locations should consider non –car accessibility, but generally support the preferred option.

7. **Wind Energy -** No comment

8. **Resource Abstraction**

Support the preferred option especially with the recognition that access to these locations should have minimal impact on the local road network.

9. **Waste**

Support the preferred option but we need to retain the capability of transferring waste by rail on sustainability grounds.

10. **Housing Land across the SESplan area – No comment**

11. **Housing land in Edinburgh**

As a general concept Edinburgh should provide as many houses as possible to provide houses for those people who wish to work in Edinburgh and reduce the need for longer distance commuting. This may not be possible, so SEStran supports the Preferred Option 2. This also gives potential residents a greater choice of locations, when considering where to live.

In consulting Board members on the contents of this response, we received a detailed comment on this issue from our Board Member, Barry Turner which I am including in this response.

I write not only as a non-councillor member of SEStran but as a planning professional who for some years examined and reported on Structure and Regional Plans in England on behalf of the Secretary of State.

We cannot concentrate most of the development in Edinburgh as envisage in Option 1. The city is creaking under the strain of traffic right now and if we pour more in - which will be inevitable even with some modal transfer - the place will seize up and become an unattractive place to live and to do business, contrary to the SESplan vision. Option 2 will merely generate demand for more long distance movement by car and will not give rise to sustainable development. I support option 3 but with provisos as follows. I suppose that I'm really looking for a hybrid option.

As regards some concentration in Edinburgh as part of Option 3, firstly we should certainly maximise growth in the waterfront area which I understand has slowed down somewhat. We should do this by extending without delay the trams from the city centre to Leith and Newhaven, the connection which was the original reason for building the tramway since it was the only acceptable way of providing the necessary public transport capacity. Secondly I favour development in the Green Belt to the south and south east of the city where it can be linked with a tramway or fixed rail link. As in the case of the waterfront, we cannot realistically funnel even more buses from development areas into the city centre. A look at Princes Street and surrounding areas right now supports that view. Proposed tramline 3 would facilitate much of this development south of Greendykes, though I suspect that proposals have already been put forward in the Edinburgh Local Plan. Where there is further scope is south of Gilmerton related to bringing back into use the disused but safeguarded railway alignment through this area. This could link up with the Borders Railway at Millerhill though I suspect that heavy rail services would be too infrequent and that there will be capacity issues in the approaches to Waverley. My preference would be an extension of tramline 3 past Danderhall to link with this railway alignment, with services projected along it on the A701 corridor opening up even more land for sustainable development. I do not know whether a tunnel under the city by pass has been retained for this line. Perhaps this is something you could look into. By the way I would run tramline 3 into the city centre through the Meadows parallel to Melville Drive and then up the wide Lothian Road rather than squeezing it into the South Bridge and Nicholson street. I have no concerns about developing up to the city by pass in the circumstances I have described. It would form a very defensive Green Belt boundary.

I cannot support the growth corridor into East Lothian shown in Option 3. It makes no sense. I doubt very much that East Lothian will deliver the quantity of housing envisaged in the current SDP because of local constraints. The train service is much over capacity with little prospect of improved services. Longer trains, if delivered, will simple take up the latent demand in my view. There are few jobs in the area; hence the congestion on the By Pass and at the Sheriffhall junction. Musselburgh High Street is clogged up much of the time and pollution is at a critical level possibly triggering legal action soon. This alone brings into question the wisdom of proposing nearly 5000 new homes around Musselburgh as envisaged in the East Lothian Local plan MIR. An East Lothian development corridor is a non-runner in my view. As far as corridors are concerned, development should be concentrated where the jobs are, where the Motorway connections are and where there are rail lines with the potential to take more passengers. This translates to the west of Edinburgh. I am sceptical even with this approach that existing settlements can take a lot of new development without harm being caused. I would favour a new settlement approach instead of the traditional cramming into existing settlements which we see happening around Edinburgh and in East Lothian with dire consequences for the environment and for transport. An advantage of new settlements is that they can be planned as mixed use from the start.

I've referred to jobs here. We must get a better relationship between where people live and where they work. This should be a key theme of the new SDP. The lack of such a relationship is at the root of many of the region's transport problems. In this respect I would seek the addition of cross-

12.   **A Generous Supply -** No comment

13.   **Affordable housing -** No comment

14. **Housing Market Areas**

There is a need to consider the location of proposed housing areas in relation to sustainable access to employment, education and other facilities. By defining housing market areas, this gives a greater control for steering development the most sustainable locations.

15.   **Town Centres -** No comment

16. Strategic Green Networks

The concept is of Green Networks is welcomed but access to these areas for leisure/sport have to be considered.

17. **LDP Transport Policy Direction**

SEStran strongly supports the preferred option with its emphasis on sustainable accessibility especially by non car modes. Density of development is an important issue, with higher densities being prescribed in the locality of rail stations and transport interchanges.

18. **Regional Walking and Cycling**

It is difficult to say if a complete network has been represented in Fig 5.2, but as indicated in the text, SEStran has produced comprehensive maps of cycling facilities in the SEStran area as part of the recent study work. Figures 5.5 and 5.6 of the SEStran Strategic Cross Boundary Study Cycle development give an up to date version of cycle facilities in the area.

(Barry Turner response)We must get cycle ways linked up so that cycle journeys can be made for the majority of their length safely off road. There are for example some hugely inconvenient gaps in and around Musselburgh. Filling them here and elsewhere should be a priority.

19.   **Prioritising Strategic Transport Infrastructure**

Prioritisation is crucial. There is a need to ensure economy factors (e.g. agglomeration effects) not identified in modelling/CBA approach are considered in any appraisal. There is an issue about how this is to be done in practice within SDP2 timescales. The cross boundary study work will provide some of the answers but not enough background to consider more complex issues such as tram extensions etc.

 As identified in our RTS the A720 the City Bypass is a key issue and this should be linked to improvements such as orbital bus, park and ride provision and other cross-city public transport improvements. Cross-Forth travel was also identified as a priority.

(Barry Turner response) On infrastructure I support the preferred option but it has to be made to work. We must get serious about putting the necessary infrastructure in place before development is complete. It cannot be an afterthought that is likely not to be delivered. In particular public transport has to be attractive and usable from the outset if we are to get people using it when new development takes place. From my observations developers haven't a clue when it comes to what good public transport is and they continue to put forward proposals totally unacceptable in public transport terms. I'm not sure that the average council planner or highways officer has much of a clue either. One bus or train an hour off peak is not good public transport and neither is just two trains an hour at peak times which is what we have in East Lothian. Let's get some standards laid down in the SDP as clear guidance.

20. **Infrastructure Delivery**

The proposed Infrastructure fund is welcomed, but we need to recognise that only a limited proportion of the required infrastructure is likely to be sourced from developer contributions. Major projects are likely to need individually tailored funding packages. Issues about relative priorities are currently being discussed with Scottish Government and local authorities as part of the development of our RTS Delivery Plan.

21. Funding Transport Infrastructure – Developer Obligations

SEStran strongly supports the preferred option to ensure that developers pay for the infrastructure implications of their developments including improvements to the trunk road network.

22.   **Five year Effective Land Supply -** No comment

23. Climate Change Adaption

The SDP has already a strong emphasis on sustainability. This should be continued

24.   **Development Planning and Community Planning   -** No comment
25.   **Strategic Environmental Assessment**
The SEA is at a fairly early stage but the framework appears to be well thought out.

26.   **Other Issues**

One of the issues that is not addressed is the importance of external connectivity mainly in relation to developing the local economy. Ports on the Forth Estuary are referred to in the National Planning Framework 3 and it is the busiest port area in Scotland.

Edinburgh Airport is another important national link and is the busiest in Scotland for passengers and freight.
Edinburgh Waverley is Scotland's second busiest rail station with the greatest number of cross-border journeys from Scotland into England. The potential of High Speed Rail needs to be recognised to keep the SESplan area at the forefront of economic development in Scotland. The development of these assets is vitally important to the SESplan area

I trust that these responses are of assistance to you.

West Lothian Council

Draft Climate Change Strategy 2015 2020

Comments by SEStran

Thank you for the opportunity to comment on you Draft Climate Change Strategy.

In general the document presented an excellent overview of the Council's approach to climate change and the activities to address this issue. As you may appreciate our foremost interest is in reducing the impact of transport on Climate Change which is reflected in our Regional Transport Strategy. SEStran is working closely with SESplan to ensure that proposed development is located and built in the most sustainable locations in terms of transport and linkages to everyday destinations. The following comments therefore reflect this interest.

- I am pleased to see that CCS Outcome 3 covers sustainable transport and active travel, but not so encouraging is the fact that outcome 3 is only referred to in the Council's priorities in "Improving the quality of life for older people" and "Delivering outcomes on health"

- The activities associated with Output 3 are comprehensive and cover a large range of relevant issues, however it should be appreciated that designing for sustainable travel should not be confined to the LDP process, but should be promoted from the regional level all the way through to street level/house design. Also the monitoring seems to be relatively limited and does not appear to cover the range of activities adequately.

- It is noted that other outcomes notably Outcomes 1 and 5 refer to transport issues reflecting the important role transport has in the need to tackle climate change.

The proposed strategy provides a well thought out and practical approach to climate change for the Council and look forward to seeing progress in your progress reports.

Forth Valley Royal Hospital

Travel Plan 2015 – 2020

Comments by SEStran

Thank you for the opportunity to comment on the Travel Plan

In general I thought the plan was well thought out and accepted an element of realism on how people, especially patients were going to access the hospital.

There are a few comments I would like to make which i hope you will find useful

Targets

The proposed targets are probably a realistic basis to aim for , but I still think it is disappointing that the rail targets are so low and the car targets are so high, especially for visitors.

1. Travel information
   I think there is more that could be done to promote personalised travel plans for patients and visitors attending the hospital related to the timing of the appointment/visiting times.

2. Rail Targets

   It is noticeable there is a decline in usage of rail access to the hospital. It would be useful to identify why this is so, but I suspect it could be uncertainty about the bus linkage at the station. It would be useful if there was an indication on timetables and at relevant stations which trains were being met, so the journey could be planned with confidence.

3. Bus Targets
   I am pleased see SEStran's RTIS project as one of the main initiatives for encouraging bus use.

4. Car parking targets

   This is probably the area that provides the greatest challenge. It has to accepted that for many, especially those who are ill or recovering, a car is the only practical way to access the hospital. The main focus should be on managing the parking provision to ensure those that need it have convenient access to space. From personal

experience, one of the most difficult issues is the timing of arrivals for consultant's appointments. A combination of personalised travel plans and prioritised booked parking spaces could make this a much more organised process and reduce the level of "no shows" and late arrivals at clinics.

It is important that public transport access is maintained and encouraged to allow access to hospital without having access to a car. As indicated in the Travel Plan the aim is to try and make these services commercially viable and obviously some thought has already gone into this issue. In terms of services which are unviable, the possibility of providing linked DRT provision, linking into more viable services, instead of running a full time service, should be considered.

(Comments from Clackmannanshire Council added later)

SEStran Response to Integrated Ticketing Block Exemption

Please find below a draft SEStran response to the Competition and Markets Authority (CMA) consultation into the current 'Public Transport ticketing schemes block exemption'. Should the block exemption end, it could put numerous current joint / integrated ticketing schemes at risk.

Further information on the consultation exercise can be found on https://www.gov.uk/cma-cases/public-transport-ticketing-schemes-block-exemption-statutory-review

I would appreciate if I could receive your comments (if any) by Monday 14th September. (The deadline for responding to the CMA is Wed 16th)

Kind regards,

Trond Haugen
Advisor to SEStran
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Mobile: 07707 23 03 05
trond.haugen@sestran.gov.uk

Director: Lindean Partnership Ltd
Transportation Consultancy
Tel 07707 230305
     0131 539 2468
trond@haugen.scot

To:
Ticketing Block Exemption Team
Competition, Consumer and Markets Group
Competition and Markets Authority
7th Floor
Victoria House
37 Southampton Row
London WC1B 4AD

SEStran (South East Scotland Transport Partnership comprising the following eight Councils; City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders and West Lothian) is one of the seven Scottish statutory strategic transport planning authorities.

The three largest Scottish bus operators (First, Stagecoach and Lothian Buses) have a significant presence in the region – and we are also served by numerous smaller operators - and a number of significant corridors (in particular those leading into the City of Edinburgh) are served by two or more operators.

To enable the public to benefit from integrated ticketing, the operators in partnership with SEStran, have established a joint operator owned 'One ticket' company that offers a range of zonal / corridor tickets that are valid on all the operators' services (including rail) in the relevant area. The popularity of these tickets is growing but the scheme would be at risk should the ticketing schemes block exemption arrangement not be renewed.

SEStran would therefore strongly support the continuation of the exemption.

We would of course be happy to discuss the issue in more detail as relevant

Kind regards

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From: Bunna Kaur [mailto:Bunna.Kaur@cma.gsi.gov.uk]
Sent: 05 August 2015 12:31
To: Bunna Kaur
Subject: Consultation Block Exemption

Classification: **Official**

Dear Sir/ Madam

The CMA is today consulting on whether the block exemption from UK competition law for multi-operator ticketing arrangements should be renewed on the grounds that it benefits consumers.

The CMA is proposing to recommend to the government that the existing block exemption, which expires in February 2016, should be renewed until 2026 because the arrangements it covers produce improvements in the quality, flexibility and ease of use of public transport.

We are writing to encourage you to respond to the issues raised in the consultation and to let the CMA know your views. You can find more information about the consultation at https://www.gov.uk/cma-cases/public-transport-ticketing-schemes-block-exemption-statutory-review

The CMA has reviewed whether developments in smart ticketing technologies and products in recent years, and those which are anticipated in the near future, justify changes to the block exemption but its provisional view is the current exemption remains fit for purpose.

The CMA will consider responses to the consultation before it makes a final recommendation at the end of this year.

The consultation responses should be submitted by **5 pm on the 16 September 2015** to:

    Ticketing Block Exemption Team
    Competition, Consumer and Markets Group
    Competition and Markets Authority
    7th Floor
    Victoria House

37 Southampton Row
London WC1B 4AD
Email: ticketingblockexemption@cma.gsi.gov.uk

We look forward to your response.

Regards

Bunna Kaur | Project Officer |

Competition and Markets Authority | Victoria House | 37 Southampton Row | London | WC1B 4AD |
020 3738 6346

EQUALITIES FORUM

SESTRAN, CLAREMONT HOUSE, EDINBURGH

10AM FRIDAY 14th August 2015

Present

Alastair Short (Chair)	SEStran
Cllr Jim Bryant	Midlothian Council
John Ballantine	SATA
Caroline Barr	
Nikki Boath	SEStran
Lesley Crozier	East & Midlothian Council
Jane Findlay	Fife Council
Lisa Freeman	SEStran
Mike Harrison	Midlothian Access Panel
Alex Macaulay	SEStran
Catriona Macdonald	SEStran
Alan Rees	SATA
Dennis Wilson	Edinburgh Access Panel

Apologies

David Griffiths	ECAS
Trond Haugen	SEStran
Nina Munday	Fife Voluntary Action
Anne Munro	
Ken Reid	East Lothian Access Panel
Muriel Williams	EcL

Ref		Actions
1	**Introduction, Minutes of Last Meeting and Matters Arising**	
	Introduction Mr Short welcomed the group and conducted round table introductions. Apologies were noted as above. It was noted that the meeting of Friday 8th May was cancelled due to lack of business. The minutes of last meeting were outlined as follows: **Matters Arising** **31/10/14 Item 1 Traveline** It was confirmed that the comments have been passed on to Traveline	

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	and there is no further update. **31/10/14 Item 1 Trams Validation** Trams issues resolved. **31/10/14 Item 4.3 SEStran Bus forum – Displaying wheelchair spaces** No progress to report. Mr Short noted that this item needs to continue to be pursued. **Mobility Scooters**. A Paper has been drafted for circulation to the Bus Forum and is on the Agenda for discussion today. **SEStran Regional Transport Strategy**. The RTS has been approved by the Board and also by Scottish Government and it is now an official document. The Delivery Plan is currently being developed. **Emerengcy Access to Claremont House** Concerns about the fire alarm have been passed on to the Landlord of the property. Mrs Boath informed the Forum that she had spoken to Angela Chambers, SEStran Office Manager. Mrs Boath informed the group that the new landlords have carried out a Fire Risk Assessment on the building. No other matters were arising from the previous minutes.	
2	**Thistle Card Update and Proposals**	
	Mr Short gave an update on Thistle Card distribution. He noted that the figures have dropped considerably through the years. Ms Barr suggested republicisng the scheme. Mr Short commented that he wasn't entirely sure if this was the correct strategy. However, Mr Short wasn't adverse to readvertising within the hospitals. Mr Short shared with the Forum the idea of introducing a simple display app and explained how it would work. The Forum discussed the app proposal and raised concerns about the idea. Mr Macaulay suggested that a range of options should be made available as not one option suits everyone's circumstances. Mr Short also commented that as other transport partnerships have taken up the Thistle Card scheme, we should be working in unison with them to develop the app.	
3	**Mobility Scooters Update**	
	Mr Short reminded the Forum of the paper that had been presented at the last meeting and outlined the content which included scooter size and the acceptance of scooters by different bus and train companies. The paper has been well received by the Bus Forum and Mr Short introduced Catriona MacDonald to provide an update to the Forum.	

	Ms MacDonald informed the Forum that Transport for Edinburgh were holding a meeting in October when they will release further details including the date of a trial. The Forum had a number of concerns and questions relating to the trial and requested more details.	**Catriona Macdonald**
	Mr Macaulay brought to the Forum's attention that the reason there is a time gap between the meeting and the Scooter trials is that the bus companies have an overriding responsibility to ensure the safety of their passengers. Mr Macaulay noted that the bus companies will want to run a trial, which will be very well managed and also highlighted that a time gap was necessary to allow design and implementation of the scheme. He stated that disability groups should be involved in the design of the trial.	
	There are a number of unanswered questions with regard to the study which the Westminster Government are still working on. Mr Macaulay queried if an action had been taken following the last meeting to write to the Scooter suppliers within the SEStran region making them aware of the current constraints on access to public transport. Mr Short advised that he hadn't seen any evidence that this had been done. He commented that the issue had been raised at the Bus Forum but further action was required.	**Mr Short**
4	**Disability Audit Reston/East Linton Station Consultation**	
	Mr Short informed the Forum that the new railway stations at Reston/East Linton would like to conduct a Disability Audit and the proposal is to hold the next Equalities Forum meeting at the Council Chambers, Haddington on 13th November 2015 to allow the group to view the plans for the new stations as part of the main agenda at the Equalities Forum meeting.	
	Mr Macaulay explained that SEStran is the client for procurement acting on behalf East Lothian Council and Borders Council. SEStran are currently at a preliminary stage in the design process. Mr Macaulay informed the group that by November there will be indicative designs but perhaps not detailed design. Mr Macaulay highlighted that as part of the design process it is a statutory requirement to look at those with disability issues and therefore the input of the Equalities Forum is vital.	
	It was noted that Ken Reid should be made aware of this meeting.	
	Some Members of the Forum will require transport to Haddington and an option of SEStran organising Handicabs is to be explored.	**Nikki Boath**

5	Waverley/Haymarket/Edinburgh Gateway	
	There was a general discussion and the group had concerns regarding Waverley station. It was suggested contacting Jim Eadie, MSP to find out what progress has been made regarding disability access within Waverley Station.	**Alastair Short**
6.	Crag and Enable (stop the bus) Campaign	
	Awareness was raised for Captial Rail Action Group (CRAG) and Enable campaigns. It was suggested that information about the campaigns should be circulated to the group.	**Nikki Boath**
	Concerns were raised regarding progress with the Talking Buses scheme. Alastair Short will investigate this.	**Alastair Short**
7.	Taxi Card Report	
	The taxi card scheme was outlined. A general discussion took place and a number of concerns were raised including: • the expense of the taxi scheme within Edinburgh • what is the take up within the region • the impact on the elderly and disabled as a result of the withdrawal within the Falkirk area It was noted that there should be further investigations with regard to this scheme.	
	It was highlighted that similar bus service schemes are run in the Fife area. One of the bus services offer travel throughout the whole of Fife. Information relating to service, concessions and uptake run in the Fife area will distributed to the group.	**Jane Findlay**
	It was agreed this Item should be raised as a B Item on the Agenda for the Partnership Board.	**Alastair Short**
8.	AOCB	
	A concern was raised regarding the height of the doorbell at Claremont House. This will be passed on to the Landlord.	**Nikki Boath**
	It was highlighted that the SEStran website isn't written in a user friendly style. It was also highlighted that the general public don't know what SEStran does.	
9.	Date of Next Meeting	
	The next meeting of the Equalities Forum is scheduled at Council Chambers, Town House, Haddington on Friday 13th November at 10am	

SOUTH TAY P&R STEERING GROUP MEETING

10:00AM TUESDAY 18th AUGUST 2015

Present

Jane Findlay	Fife Council
Carron Flockhart (telephone)	Transport Scotland
Niall Gardiner	Tactran
Ewan Gourlay	Dundee City Council
Jim Grieve	SEStran
Eric Guthrie	Tactran
Alex Macaulay	SEStran
Adam Priestley	Transport Scotland
David Thomson (telephone)	Transport Scotland
Emily Whitters	SEStran

Apologies

Steven Feeney	Transport Scotland
Neil Gellatly	Dundee City Council
Ken Gourlay	Fife Council

Ref.		Actions
1.	**Welcome & Introduction; Apologies**	
	Mr Haugen welcomed the group and conducted round table introductions.	
2.	**Minutes of 18th May Meeting**	
	The minutes of the previous meeting were approved.	
3.	**List of P&R Schemes; Lessons to be learnt**	
	Ms Flockhart had circulated a list of STPR projects to the group which shows the status of each park and ride project. This document has been updated by Mr Thomson over the past six months and will continue to be updated as projects progress. Following group discussion Mr Thomson agreed that he could clarify the colour scheme on the table.	Mr Thomson
	Following a query from Mr Guthrie about the current status of AWPR, Ms Flockhart confirmed she would get an update from the projects team and send it round the group.	Ms Flockhart
	Mr Guthrie asked if there was any intention to produce a position report on Park&Ride in Scotland. Ms Flockhart reported that Transport Scotland are developing an internal business case for the Transport Scotland management team to demonstrate how Park&Ride can deliver on the national transport strategy objectives as well as wider Scottish economic strategy objectives. This report is currently with Transport Scotland directors for consideration. Ms Flockhart suggested that she could circulate the report to RTPs for information.	Ms Flockhart

4.	**Land Purchase; Discussions with TRBJB**	
	Mr Macaulay gave an overview of the current position as follows: • SEStran have had discussions with the Tay Road Bridge Joint Board (TRBJB) regarding purchase of the land. They had agreed purchase price and sale of the land but TRBJB put a condition on the sale requiring detailed planning consent and use of the site in perpetuity as a P&R site. • As detailed planning consent would incur costs in this financial year and ongoing, SEStran met with TRBJB legal advisor and agreed on a 99 year lease with similar terms to a condition of feu which SEStran legal advisors have agreed to. • This position will be reported back to the TRBJB for their agreement and the SEStran partnership board and Mr Macaulay stated he was hopeful that the purchase would be completed in the next financial year. There were no objections from the group about moving forward with this, subject to approval by the two boards.	
5.	**Further Preliminary Design**	
	Mr Macaulay noted that the group had previously been agreeable to a design and build as the best way forward. Responding to a query from Mr Gourlay as to why this was the best way forward Mr Macaulay stated the following: • A lack of available finance this year meant there was only enough to develop a contract • There is already planning consent in principal • It results in responsibility for the site being wrapped up with one team and detailed planning consent puts tight constraints on the contractor. Mr Gardiner queried who would do the procurement of the design and build. Mr Macaulay stated the most logical route would be through Fife Council who had previously estimated costings of £26,000 for detailed planning application. Ms Findlay to circulate this to the group. Ms Findlay confirmed that Fife Council would have the resources to create a design and build contract. Mr Haugen suggested arranging a meeting with the Fife council design team to discuss this further. The group agreed but noted that Dundee City Council would also have the resources for this and that joint working could be beneficial. Mr Macaulay highlighted a paper that Ms Findlay provided on how to build in community benefits to procurement. Ms Findlay to circulate this. At a previous meeting Ms Findlay had provided a spreadsheet on potential avenues for attractive European funding and Mr Macaulay noted that this should be on the agenda for the procurement meeting with Fife. Ms Flockhart suggested that she could invite the leads of ERDF funding to attend the next steering group to give a workshop on how to put forward an application and what the criteria would be.	Ms Findlay Ms Findlay Ms Flockhart
6.	**Procurement Route and Tendering**	

	This was covered in item 5.	
7.	**Funding including ERDF Funding Process and Timescales**	
	Mr Macaulay noted that there was a previously minuted agreement in 2010 of a funding arrangement that included 40% ERDF funding, 40% Transport Scotland and the rest split between the partner RTP's and local authorities. He reported that it is now unlikely that the project will receive this level of ERDF funding so this agreement will need to be revised. Mr Macaulay suggested that the group would be looking for a higher contribution from Transport Scotland and Ms Flockhart stated that she would speak to Andrew Davidson about this and report back to the group.	Ms Flockhart
	Mr Macaulay asked if it was possible for the development of contract by the Fife technical services team could be considered as a contribution in lieu of funding from Fife council this financial year. Ms Findlay to confirm if this is possible. Mr Macaulay recommended that each authority confirms available funding prior to the meeting with the Fife design team.	Ms Findlay Mr Gourlay/Mr Guthrie
8.	**Reports to Boards/Committees**	
	Mr Macaulay noted that any reports to boards will be purely on the land acquisition.	
9.	**AOCB**	
	There was no other current business.	
10.	**Date of next meeting**	
	The group agreed to hold the next meeting on the 10th November 2015 at 10:00am to be held at the SEStran offices.	

CHIEF OFFICER LIAISON GROUP MEETING
10.00 AM TUESDAY 8TH SEPTEMBER 2015

Present:

Angela Chambers	SEStran
Peter Forsyth	East Lothian Council
Ken Gourlay	Fife Council
Jim Grieve	SEStran (Chair)
Trond Haugen	Adviser to SEStran
Ewan Kennedy	City of Edinburgh Council
Graeme Malcolm	West Lothian Council
Iain Shaw	CEC – Treasurer Services to SEStran
Alastair Short	SEStran

Apologies:

Neil Dougall	Midlothian Council
Andrew Ferguson	Fife Council
Graeme Johnstone	Scottish Borders Council
Alex Macaulay	SEStran
Martin Wanless	Scottish Borders Council
Mac West	Clackmannanshire Council

Ref.		Actions
1.	**Welcome and Apologies**	
	Noted as above.	
2.	**Minutes and Matters Arising from Chief Officers – 2nd June 2015**	
2.1	<u>Minutes</u> Approved as a correct record.	
2.2	<u>Matters Arising</u> There were no matters arising.	
3.	**Shared Services**	
	Mr Grieve noted his attendance at the SCOTS/RTP meeting in Perth on Friday 11th September. His key objective is raising awareness that RTP's are a viable proposition as a basis for collaboration and for alternative service delivery options. Mr Malcolm provided an update on ELBF Group progress and the following key points were noted: • Meeting with ELBF, Improvement Service and politicians on collaborative working was positive and provided direction. Briefing papers are to be issued and a follow up meeting planned for 18th September.	

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/3.	**Shared Services**	
	• Options being considered include Joint Committee and LLP's. • RTP engagement with Chief Executives of Partner Authorities has raised awareness amongst senior officers and politicians. • There is a desire to conclude matters in the near future. • Audit Scotland review to include Transport Scotland as well as Local Authorities (LA's). Mr Grieve advised that a future meeting would be arranged by SEStran for Members and Officers to consider their views on the shared services agenda. A discussion followed on progress being made by a number of the LA's and COSLA.	**JG**
4.	**Draft Agenda for the Partnership Board – Wednesday 23rd September 2015**	
A1	**Minutes of the Partnership Board meeting – Friday 19th June 2015**	
	The minutes were noted and Officers' were reminded of the change of date and venue.	
A2	**Matters Arising**	
	N/A	
A3	**Minutes of the Performance and Audit Committee – Friday 11th September 2015**	
	Meeting scheduled as above.	
A4	**Matters Arising**	
	N/A	
A5	**Regional Transport Strategy (RTS) – Approval and Delivery Plan**	
A5.1	Mr Short presented the progress report and advised that the Minister had approved the update of the RTS on the 31st July. It was now in the process of being finalised for publication and would be issued, mainly electronically via the SEStran website. The Delivery Plan has been circulated for comment and will be discussed in detail at the December Board. Mr Kennedy queried if the Minister had made any changes to the RTS and it was confirmed that only minor wording changes had been made.	
A6	**Annual Report 2014/15**	
	Mr Short noted the Annual Report was in the process of being finalised and would follow the format of previous years reports. The report is to be circulated to Officers for comment in advance of the Board meeting.	**AS**
A7	**City Deal**	
	Mr Short presented the draft report and noted that further information on City Deal is required before the paper can be finalised. He asked Officers to provide any details that they may have. It was confirmed that	

/A7	**City Deal**	
	CEC are leading on the bid and Steve McGavin is the contact within Economic Development.	
A8	**Projects Report**	
	Mr Grieve provided an update to the group and the following points were for noting: • Projects spend to date £0.5m, which is on target. • Overdue ERDF income expected by the end of the month. • Under spend to be carried forward into RTPI budget, subject to Board approval. • <u>BIF3 – RTPI TV Screens (Public Sector)</u> £0.5m to be spent by the end of the financial year, which is a challenging timescale. Officers were asked to promote the project where possible and provide details of any potential leads within their organisations. Maintenance and warranty details were noted. • <u>Scottish Enterprise – RTPI TV Screens (Private Sector)</u> Funding available from Scottish Enterprise for private sector organisations. Screens available for a year's free trial, £500pa thereafter. Promotional event arranged for 24th September.	
A9	**Finance Reports**	
A9.1	<u>Audited Accounts 2014/15 and Report to those charged with governance</u> Mr Shaw provided a verbal update and recommended that the finance reports should be moved up the agenda, in order to obtain approval for the carry forward of the under spend to RTPI project, as outlined in the Projects Report. • Under spend of £29k. • Presentational changes required by Audit Scotland. • Assurances required that outstanding ERDF claim is collectible. • Report will be presented to the Performance & Audit Committee for scrutiny on Friday 11th September.	
A9.2	<u>Core Revenue Budget Monitoring Report 2015/16</u> Mr Shaw reported that the core revenue budget is on track and there are no issues to report.	
A10	**South Tay P+R**	
	Mr Haugen introduced the report and advised that a design and build option would now be put forward to the Board for approval. This option means that no advance funding is required and any funding is purely for the procurement of the land. The land would be subject to a 99 year lease and confirmation is to be obtained from the Legal Adviser that SEStran have the powers to secure this in advance of the Board.	**TH**
	Wording details about the CEC P+R sites to be amended.	**TH**

3

A11	**Borders Railway Extension**	
	To be deferred due to funding issues and expected to go to the December Board meeting.	**TH**
A12	**SG/RTP Working Group**	
	The report has received Ministerial approval and sets out how the RTP's can assist SG in delivery of transport projects. A copy of the report and covering paper will be issued to Officers' for comment in advance of the Board.	**AM**
A13	**SEStran Event - Transport for Regional Growth Conference**	
	Following on from a request by the Board, a symposium has been arranged for Thursday 5th November at Surgeon's Hall. Full details will be issued in the Board pack and will be widely advertised shortly.	
A14	**HR Policy Review**	
	Ms Chambers provided a verbal update and advised that following review by the SEStran HR and Legal Advisers, four policies had been identified as requiring changes to keep in line with legislation and best practice. The four policies are: • Data Protection • Family Leave • Fire & Emergency Action Plan • Accident and Incident Reporting Members will be asked to approve the policies for immediate implementation.	
A15	**Office Lease**	
	Mr Grieve noted that the lease on the current office premises expires February 2016 and the Landlord had served notice. The Partnership Director is exploring options.	
B1	**Public Services Reform (Scotland) Act**	
	The report is the annual publication of information required under the act. The information details issues relating to spend, growth and efficiency and members are being asked to note the contents. The information will be included as part of the Annual Report.	
B2	**Taxi Card Scheme and Rail Concession Review**	
	Mr Short advised that the Equalities Forum had requested a report outlining the different schemes operated by each LA in the SEStran region and the details are for information purposes only.	
B3	**SEStran Stations**	
	Mr Haugen noted that this report provides an update to Members on the various stations, including Newburgh and Oudenarde. An interim report will be issued in November in relation to Reston. A report on A1 Dualling will be added to the B Agenda.	**TH**

B4	**Minutes of the SESplan Cross Boundary Impacts Group**	
	Mr Short provided an update and reminded Officers' that the group was looking at the potential of securing developer contributions for cross border travel and agreement has almost been reached on land use.	
B5	**High Speed Rail Update**	
	Mr Haugen provided a verbal update to the group and noted the following points: • Conference held last week at which the study into HS2 extending to Scotland was examined, leading to further review of the report. • HS2 Scotland Group is meeting on 14th September in Dundee.	
B6	**Consultation Responses by SEStran**	
B6.1 **B6.2** **B6.3** **B6.4**	Strategic Development Plan(SDP) Main Issues Report (MIR) West Lothian Council – Climate Change Strategy Forth Valley Hospital Travel Plan Integrated Ticketing Block Exemption – to be circulated today.	 **TH**
B7	**Minutes of Sub-Groups – For Noting**	
B7.1 **B7.2** **B7.3**	**Equalities Forum** – 14th August 2015 **South Tay P+R** – 18th August 2015 **Chief Officer Laiaison Group** – 8th September 2015	
B8.	**Minutes of the Joint RTP Chairs –** 4th June 2015	
	For noting.	
5	**AOCB**	
	The Partnership Board meeting on the 4th December will take place at the Galashiels Interchange and will include return travel on Borders Railway.	
6	**Date of Next Meeting**	
	The date of the next meeting has been scheduled for **Tuesday 17th November 2015 at 10:00am in SEStran Offices, 130 East Claremont Street, Edinburgh.**	

Regional Transport Partnerships Joint Chairs Meeting
Held in the Macdonald Holyrood Hotel, Edinburgh on 4th June 2015 at 9.00am

Draft Minute of Meeting

Present:	Cllr Russell Imrie, SEStran
	Cllr James Stockan, HITRANS
	Cllr Ramsay Milne, Nestrans
	Cllr Tom McAughtrie, SWestrans
	Cllr John Kellas, Tactran
In attendance:	Ranald Robertson, HITRANS (RR)
	Derick Murray, Nestrans (DM)
	Alex Macaulay, SEStran (AM)
	Eric Guthrie, Tactran (EG)
	Neil MacRae, HITRANS (Minutes)
	Ewen Milligan, Transport Scotland (EM)
	Tom Davy, Transport Scotland (TD)
	George Eckton, CoSLA (GE)
	Harry Thompson, SWestran
Apologies:	Cllr Michael Stout, Chair, ZetTrans (Chair)
	Michael Craigie, ZetTrans (MC)
	Cllr Will Dawson, Tactran
	Cllr Tom McAughtrie, SWestrans
	Cllr James Coleman, SPT
	Bruce Kiloh, SPT

Item   **Action**

1. **Welcome and Apologies**

   Cllr Imrie welcomed everyone to Edinburgh and noted the apologies received above.

2. **Presentation by Abellio Scotrail and Network Rail**

   A presentation was provided by Phil Verster MD Abellio ScotRail / Network Rail Alliance. He was also joined by Rob Shorthouse and Nigel Wunsch of ScotRail / Network Rail Alliance. PV outlined the key principles and structures behind the Abellio franchise including key target of growing passenger figures from 91 million per annum to 129 million by the end of the 10 year franchise.

   Cllr Imrie welcomed Phil Verster's offer to engage closely with RTP's and discuss how suitable regional forums may be established to help tackle strategic issues.

   Action – RR to contact Rob Shorthouse to discuss structure of   **RR**
   Regional Forums and other levels of engagement

   RTP Chairs to invite Phil Verster to a RTP Chairs meeting on an annual basis

3. **Minutes of the meeting held on 3rd December 2014**
The minutes were approved subject to the following amendment.

Item 3 (1), Page 2 – The sentence beginning 'Tactran have underlying concern…....' be amended to read 'There was a general underlying concern……'

Matters Arising

(i) **TEN-T**
EG reported that he had made contact with Peter Balash of TEN-T who confirmed that he would be available to attend the RTP Chairs meeting scheduled for 16th Sept 2015. EG also confirmed that Brian Simpson of Motorways of the Sea would be available to meet with RTPs on 10th November 2015. Members agreed that both should be invited to attend future meetings on the dates proposed.

Action: EG to invite Peter Balash and Brian Simpson to the forthcoming RTP Chairs meetings as per above

EG

Items for Discussion/Decision

4. **Roads Collaboration Board / Improvement Service**
AM provided an introduction to the enclosed paper including a legal view on RTP's role in Roads collaboration and Other Shared Services. It was agreed that provided a shared RTP position on the legal view can be established then a joint letter on behalf of the RTP Chairs should be sent to the appropriate persons within each Local Authority.

Action: AM to provide the contact details for the legal representatives who had signed off the legal view tabled in the meeting papers.

AM

Action: RTP Secretariat to draft letter for circulation to each Local Authority on behalf of the Chairs.

RR

5. **Items for discussion with the Minister for Transport and Islands**

(i) **National Transport Strategy (GE)**
(ii) **RTP/SG/CoSLA Working Group Paper**
GE provided an introduction to the enclosed paper summarising the proposed refresh of the National Transport Strategy. GE stated that while his understanding was that the Ministers preference was for a high level refresh within a short timeframe, COSLA had highlighted the need for a complete review and would be recommending that a full review take place by 2018 notwithstanding the proposed refresh this year. GE highlighted the need for the NTS to address the Scottish Government's wider objectives of tackling inequality and

delivering economic growth as well as improving the links between transport and land use.

Discussion followed on how the recommendations of RTP/SG/CoSLA Working Group Paper would be impacted / feed into the NTS refresh and the impact of the NTS refresh on the approval process for those Regional Transport Strategies which were awaiting Ministerial sign off. EG questioned how it would be possible for NTS refresh to consider transport governance within proposed timescale.

DM highlighted importance of close relationship not only between NTS and Regional Transport Strategies but also Strategic Development Plans. The anticipated focus of the NTS refresh on improving transport delivery through Community Planning Partnerships and the RTP's key role within these partnerships both in the past and going forward was highlighted. EM confirmed that while there was no objection to the content of the joint Working Group paper it would be appropriate to delay finalising the document given announcement on NTS. A request for the close involvement of RTP's in the NTS refresh was highlighted.

Action: RR / EG to pull together short paper / slides with key themes from the RTP/SG Working Paper for circulation in advance of the meeting with the Minister on 11th June 2015.

RR/EG

6. **Active Travel / Behaviour Change Issues**

EG reported that he had met with Sustrans and Cycling Scotland and agreed the need to develop stronger relationships between the different organisations.

Action: EG to invite Cycling Scotland and Sustrans to a meeting in the autumn.

EG

7. **Rail Issues**

(i) **Smartcard Update (ES/BK)**
No report as SPT not present

(ii) **ECMA Report (AM)**
AM provided a verbal update following a recent ECMA meeting:

ECMA structure to be changed with more of a communications orientated focus in the future. Costs for a project manager to be shared.

(iii) **Winchburgh Tunnel Works**
No report as SPT not present

(iv) **Glasgow Queen Street Station Improvements**
No report as SPT not present

8. **Bus Issues**

(i) Bus Stakeholder Group / Bus Registration Process Update

TD provided an update on a number of issues including Bus Registration process consultation where consideration was being given to responses with the main issue of contention being around the merits of a 42 or 56 day period of notification.

Transport Scotland also currently reviewing role of SQP's. TD highlighted any change would require primary legislation but noted current developments in England following KPMG report and the proposed Bus Bill in the Queens Speech.

TD highlighted current key focus on pushing forward roll out of smart-ticketing within the bus sector. TD also highlighted need to promote existing bus policy guidance that was available on the Transport Scotland but that many were not aware of it.

Green Bus Fund – TD stated that future options for the fund were currently being considered and that this would take cognisance of Low Emission Strategy. Any solutions would need to consider how best to deliver targets within estimated fleet of 4000 vehicles and the turnover period of these vehicles. Role of BSOG also being considered as part of this review.

National Concessionary Travel Scheme – TD stated that cost implications of various modifications to the current scheme were being reviewed.

Bus Investment Fund – TD confirmed that the current allocation of funding had been committed. Consideration is being given to how criteria for the fund in future may be tightened or focussed on a particular area for future rounds.

9. Legal Advice on Council Board Members Input to Planning applications

Cllr Ramsay Milne and DM provided members with an overview of the enclosed Briefing note for the Nestrans Board. General discussion then followed on how each RTP had sought to avoid potential conflict of interest when considering planning applications or other quasi-judicial matters within their different organisations. EM said that he was keen to consider the implications given the preference for increasing RTP's role in the strategic Planning Process.

Action: EM to consider a response to the briefing note on behalf of Transport Scotland.   **EM**

10. AOB

Members agreed to accept the Transport Ministers invitation to reschedule a meeting with the RTP Chairs at the Scottish Parliament

on 11th June at 1400.

Action: Secretariat to co-ordinate a slide/s on key themes to help being focus to discussion with Minister.

RR

11. Dates of next Meetings
15th / 16th September TACTRAN, with EG to arrange for TEN-T presentation

EG

Items for Noting
The Chair moved and it was agreed that the papers submitted for the following items be noted.

12. EU Funding Update (GE)

14. Highland ITP Project (RR)