PARTNERSHIP BOARD MEETING
11:00AM FRIDAY 4TH DECEMBER 2015
GALASHIELS TRANSPORT INTERCHANGE BUILDING
STIRLING STREET, GALASHIELS, TD1 1BY

PLEASE NOTE CHANGE OF VENUE
BORDERS RAIL TRAIN WILL DEPART WAVERLEY STATION AT 09:24 HOURS

Tea and coffee will be served from 10:30am and a buffet lunch will be served following the meeting.

10:45am   Welcome and Introduction to Borders Rail Project by David Parker, Leader of Scottish Borders Council

10:50am   Presentation on Galashiels Interchange Project by Ewan Doyle, Scottish Borders Council

11:00am   Partnership Board Meeting

1. Partnership Board Chair - *Page 3*
2. Order Of Business
3. Apologies
4. Declarations of Interest

AGENDA A – POINTS FOR DECISION

A1.   Minutes of the Partnership Board meeting – Friday 23rd September 2015- *Page5*

A2.   Matters Arising

A3.   Minutes of the Performance & Audit Committee – Friday 20th November 2015- *Page 14*

A4.   Matters Arising

A5.   Draft Budget 2016/17
   A5.1   Budget Support Paper - *Page 17*
   A5.2   Financial Planning - *Page 19*

A6.   Projects Report – *Page 28*

A7.   Finance Officer's Report – *Page 37*

A8.   Regional Transport Strategy (RTS) Delivery Plan: Approval following consultation – *Page 41*

A9.   Newburgh/Oudenard Stations – *Page 60*

A10. Employer Discretions Policy – *Page 64*

A11. Dates of Future Meetings – *Page 74*

AGENDA B – POINTS FOR NOTING

B1. Mid-term Treasury Report – *Page 78*

B2. SEStran Stations – *Page 80*

B3. Minutes of the SESplan Cross Boundary Impacts Group – *Page 83*

B4. High Speed Rail Update – *Page 94*

B5. Consultation Responses by SEStran
    B5.1 Scottish Borders Council Local Transport Strategy Main Issues Report – *Page 99*
    B5.2 First Group: Release of Undertakings – *Page 102*
    B5.3 Rail Competition: ORR Consultation – *Page 107*
    B5.4 West Lothian Local Development Plan – *Page 111*
    B5.5 Scottish Government's Independent Review of the Planning System – *Page 113*

B6. Minutes of Sub-Groups
    B6.1 Rail Forum –2nd Oct 2015 – *Page 116*
    B6.2 Bus Forum – 6th Nov 2015 – *Page 122*
    B6.3 Equalities Forum – 13th Nov 2015 – *Page 128*
    B6.4 Freight Quality Partnership – 23rd November 2015 – *Page 132*

B7. DRAFT Minutes of the Joint RTP Chairs – 16th September 2015 – *Page 135*

5. AOCB

6. Date of Next Meeting
    Friday 18th March – Conference Room 1, Victoria Quay, Edinburgh, EH6 6QQ

Chairing of SEStran

1   **Introduction**

1.1   Members will recall that, at its meeting on 29th June, 2012, the Board re-appointed Councillor Russell Imrie as its Chair, until 30th November 2015 or the immediately preceding meeting. The purpose of this report is to advise Members of the options regarding chairing the Board from the current meeting onwards.

2   **Legislation**

2.1   The Regional Transport Partnerships (Establishment, Constitution and Membership (Scotland) Order 2005 (the 2005 Order) provides that the Partnership shall appoint a Chairperson and such number of Deputy Chairpersons as it considers appropriate; these are to hold office for a period to be determined by the Partnership not exceeding two full Council terms (Regulation 4 (1) and (2)).

2.2   Councillor Imrie was first appointed Chair in December 2005. Accordingly, he has been Chair for the full ten years of SEStran's existence as a statutory body. He was reappointed as Chair after the last two Council elections in 2007 and 2012, and has therefore served the maximum time that any Chair could under the legislation (taking five years as the current length of a Council term).

2.3   That being the case, it is not legally competent to reappoint Councillor Imrie as Chairperson for a further period.

3   **Options for the Board**

3.1   The most obvious option open to the Board would be to appoint another Chairperson from amongst their number. However, it is recognised that, with the next Council elections being due in May 2017, the Board may be reluctant to appoint a new Chair for such a limited period. At the same time, with the likelihood that the membership of the Board changing after the next Council elections, the Board may feel that it should not appoint a Chair past May 2017.

3.2   Another option may be simply to delay reappointment of a Chair until after the next Council elections. Although the 2005 Order states that "Each Partnership shall appoint from its membership a Chairperson…" there is no sanction if it delays to do so for a specific period.

3.3   In that circumstance, it would be for a Deputy Chairperson to preside at meetings. Again, it would be competent for the Board to decide that additional Deputy Chairpersons required to be appointed, and for one of them to be designated a Senior Chairperson who would normally preside. This could be Councillor Imrie.

4   Recommendations

4.1   The Partnership is accordingly asked to consider the position and make such appointments as considered appropriate.

Andrew Ferguson,
Secretary & Legal Adviser, SEStran,
Fife House,
North Street,
Glenrothes,
Fife.
KY7 5LT

Telephone: 08451 55 55 55 Ext. 442241
Email - andrew.ferguson@fife.gov.uk

Policy Implications	None
Financial Implications	As detailed in this report
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None.

PARTNERSHIP BOARD MEETING

**HELD IN THE CALTON SUITE, THE GLASSHOUSE HOTEL,
2 GREENSIDE PLACE, EDINBURGH, EH1 3AA
ON WEDNESDAY, 23RD SEPTEMBER, 2015
10.00 A.M. – 11.45 A.M.**

PRESENT:	Name	Organisational Title
	Councillor Russell Imrie	Midlothian Council (Chair)
	Charles Anderson	Non Councillor Member
	Councillor Donald Balsillie	Clackmannanshire Council
	Graham Bell	Non-Councillor Member
	Councillor Stephen Bird	Falkirk Council
	Councillor Jim Bryant	Midlothian Council
	Councillor Pat Callaghan	Fife Council (Vice-Chair)
	Councillor Ian Chisholm	Fife Council
	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 Irene Hamilton	Clackmannanshire Council
	Councillor Bill Henderson	City of Edinburgh Council
	Councillor Lesley Hinds	City of Edinburgh Council (Vice-Chair)
	John Jack	Non-Councillor Member
	Neil Renilson	Non-Councillor Member
	Sandy Scotland	Non-Councillor Member
	Barry Turner	Non-Councillor Member

IN ATTENDANCE:	Name	Organisation Title
	Angela Chambers	SEStran
	Julie Cole	Falkirk Council
	Mark Craske	NHS Forth Valley
	Andrew Ferguson	Fife Council (Legal)
	Carol Foster	Audit Scotland
	Lisa Freeman	SEStran
	Joanne Gray	Transport Scotland
	Jim Grieve	SEStran
	Ken Gourlay	Fife Council
	Hanne-mary Higgins	SEStran
	Graeme Johnstone	Scottish Borders Council
	Alex Macaulay	SEStran Partnership Director
	Catriona Macdonald	SEStran
	Graeme Malcolm	West Lothian Council
	Moira Nelson	SEStran
	John Saunders	SEStran
	Iain Shaw	City of Edinburgh Council (Treasury)

APOLOGIES FOR ABSENCE:	<u>Name</u>	<u>Organisational Title</u>
	Councillor Tony Boyle	West Lothian Council
	John Martin	Non-Councillor Member
	Councillor Cathy Muldoon	West Lothian Council
	Councillor Adam McVey	City of Edinburgh Council
	Councillor Joe Rosiejak	Fife Council
	Tom Steele	Non-Councillor Member
	Councillor Michael Veitch	East Lothian Council
	Neil Dougal	Midlothian Council
	Peter Forsyth	East Lothian Council
	Ewan Kennedy	City of Edinburgh Council
	Douglas Proudfoot	East Lothian Council
	Mac West	Clackmannanshire Council

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 19th June, 2015 were agreed as a correct record of proceedings.

A2   MATTERS ARISING

In relation to the item on Decriminalised Parking Enforcements, it was noted that Transport Scotland had been asked to look at the issue of 'break even' status for local authorities more sympathetically.

A3   MINUTES OF THE PERFORMANCE AND AUDIT COMMITTEE

The minutes of the Performance and Audit Committee of Friday, 11th September, 2015 were noted.

A4   MATTERS ARISING

None.

A5   SESTRAN REGIONAL TRANSPORT STRATEGY - UPDATE

The Committee considered a report by John Saunders, Strategy Adviser, updating the Board on the status of the RTS Refresh submitted to Ministers following its approval by the Board in March.

6

Decision

The Board:-

   (i) Noted the Scottish Ministers' approval of the refreshed RTS;   **JS**

   (ii) Noted the content of the RTS Delivery Plan;

   (iii) Agreed that the plan should take into account actions arising
          from the recent closure of Longannet Power Station;

   (iv) Agreed comments from Board Members and Consultees
          should be provided by 15th October, 2015; and

   (v) Noted that the outcome of the Consultation on the Delivery
          Plan be submitted to the December meeting of the Board.

A6.   SESTRAN DRAFT ANNUAL REPORT 2014/15

The Committee considered a report by Alex Macaulay, Partnership
Director informing 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.

Decision

The Board approved the content of the report, subject to minor textual
changes.

A7.1   AUDITED ANNUAL ACCOUNTS 2014/15 AND REPORT TO THOSE CHARGED WITH GOVERNANCE ON THE 2014/15 AUDIT

The Committee considered a report by Hugh Dunn, Treasurer
presenting the Board with the Audited Annual Accounts for the year
ended 31st March, 2015.

Decision

The Board:

   1. Noted the Audited Annual Accounts and the Auditors opinion in
       the Audit Certificate to the accounts;

   2. Authorised the annual accounts for signature; and

   3. Noted the Audit Scotland report to those charged with
       Governance on the 2014/15 Audit.

A7.2/

A7.2   FINANCE OFFICER'S REPORT

The Board was presented with 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 gave an analysis of financial performance to the end of August, 2015.

Decision

The Board noted:

1. That the core expenditure in 2015/16 will break even against the approved revenue budget of the Partnership;

2. All income and expenditure will continue to be monitored closely with updates reported to each Partnership meeting; and

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.

A8.   PROJECTS REPORT

The Board considered a report by Jim Grieve, Programme Manager detailing the current year's Projects Budget which shows expenditure to 3rd September, 2015

Decision

The Board:-

1.   noted the contents of the report; and

2.   approved carrying forward the 2014/15, £28,785 under spend   **JG/IS**
to the current year's expenditure on RTPI.

A9.   SOUTH TAY BUS PARK AND RIDE PROJECT

The Board considered a report by Trond Haugen, Advisor to SEStran giving an update on what has happened since the 26th September, 2014 meeting. The Board were advised that the 'offer of sale' stipulated that the sale could only take place after planning permission had been obtained.

Decision

The Partnership noted the report and agreed that SEStran negotiate   **TH/AF**
with the 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 and Ride facility.

A10. REPORT OF THE SCOTTISH GOVERNMENT/REGIONAL TRANSPORT PARTNERSHIP/COSLA WORKING GROUP

The Board considered a report by Alex Macaulay, Partnership Director on a Working Group consisting of RTP Lead Officers, Transport Scotland and CoSLA that 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.

Decision

The Board noted the Minister for Transport and Islands, RTP Chairs and the CoSLA Development, Economy & Sustainability Executive Group have endorsed the working group report and its recommendations as a framework and focus for progressing further development of effective partnership working between Scottish Government, Transport Scotland and the Regional Transport Partnerships.

The Board endorsed 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.

A11. TRANSPORT FOR REGIONAL GROWTH CONFERENCE 5TH NOVEMBER, 2015.

The Board considered a report by Andrew Dougal, Communications Officer regarding a one-day symposium involving MSPs and other key stakeholders to address the need for greater investment in regional transport.. This event has been arranged in response to the Board's decision at the September 2014 Board. The event will be held on 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. In discussion, it was noted with disappointment that not one single speaker at the Conference was a woman.

Decision/

Decision

The Board:-

1. Noted the contents of this report; and

2. Notes that Board members are invited to attend at no cost.   **ALL**

A12. HR POLICY REVIEW

The Board considered a report by Angela Chambers, Office Manager regarding the review of Human Resources policies and procedures 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.

Decision

The Board approved the updated policies as outlined in section 2 of   **AC**
the report for immediate implementation.

A13. SESTRAN OFFICE LEASE

The Board considered a report by Alex Macaulay, Partnership Director updating the members on the SEStran Lease of 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.

Decision

The Board:-

(i)   noted that the current lease on the SEStan office will terminate on 15th February;

(ii)   noted that discussions have commenced with Scottish Government officials on the possibility of SEStran re-locating to Transport Scotland's office at Victoria Quay;

(iii)   delegated to the Partnership Director and the Legal Officer to finalise discussions with Scottish Government on the terms of a re-location to Victoria Quay; and

(iv)   delegated to the Partnership Director and the Legal Officer in   **AM/AF**
consultation with the Chairman and the Chair of the
Performance and Audit Committee to agree terms for SEStran
to re-locate to Victoria Quay and to report the financial
implications to a future Board Meeting.

B1   PUBLIC SERVICES REFORM (SCOTLAND) ACT 2010

Decision

The Board noted the content of the report.

B2.   TAXI CARD SCHEME AND RAIL CONCESSION REVIEW

The Board considered a report by Alastair Short providing 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.

Decision

The Board noted the above and for it to be included on the web site for
information.

B3.   SESTRAN STATIONS

The Board considered an update report on various bids into the
stations fund from SEStran and the SEStran Authorities as well as
the progress on developing the schemes.   Progress was also noted
on the provision of a new station at Winchburgh and on potential
stations at Newburgh and Levenmouth in Fife.

Decision

The Board noted the report.

B4   A1 DUALLING

The Board considered an update and was informed of the existence
of the Scottish A1 Action Group which includes SEStran.   The
feasibility study for the dualling of the A1 in England north of
Newcastle towards the border. Transport Scotland assisted the DfT
in the study although the Action Group did argue for a joint study
incorporating the potential of also dualling the A1 north of the border.
In discussion it was noted that there were currently no plans to carry
out any work north of the Border.

Decision/

Decision

The Board noted the report, and noted that a report would be brought back to a future Board on progress in this matter.   **AM**

B5.   MINUTES SESPLAN CROSS BOUNDARY IMPACTS GROUP

The Board considered the minutes of the SESplan Cross Boundary Impacts Group.

Decision

The Board noted the Minutes.

B6.   HIGH SPEED RAIL UPDATE

The Board considered a report, updating it on the work of the High Speed Rail Scotland Group.

Decision

The Board noted the report.

B7.1   SESPLAN MIR CONSULTATION

The Board considered the report informing Members that the SESplan main issues report was published in July, 2015.   In discussion, it was noted that concerns remained on meeting housing land supply, particularly in the major development corridor into East Lothian.   **JS**

Decision

The Board noted the contents of this report, and agreed that the above comments be taken into account.

B7.2   DRAFT CLIMATE CHANGE STRATEGY 2015 - 2020

Decision

The Board noted the contents of this report.

B7.3   FORTH VALLEY ROYAL HOSPITAL – TRAVEL PLAN

Decision

The Board noted the contents of this report.

B7.4   SESTRAN RESPONSE TO INTEGRATED TICKETING BLOCK EXEMPTION

13

Decision

The Board noted the contents of this report.

B8   MINUTES OF SUB-GROUPS

The Board considered the minutes of the following meetings:-

B8.1   Equalities Forum – 14th August, 2015;
B8.2   South Tay P&R Steering Group – 18th August, 2015
B.8.3   Chief Officer Liaison Group – 8th September, 2015

Decision

The Board noted the minutes of the Sub-Groups.

B11.   MINUTES OF THE JOINT RTP CHAIRS

The Minute of meeting held on 4th June, 2015 was noted.

4   AOCB

None

5.   DATE OF NEXT MEETING

The Board noted the next meeting of the Partnership would take place on 4th December at Galashiels Interchange Building, Galashiels.

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PERFORMANCE & AUDIT COMMITTEE MEETING

**HELD IN SESTRAN OFFICES, 130 EAST CLAREMONT STREET, EDINBURGH
ON FRIDAY, 20TH NOVEMBER, 2015
10.00 A.M. – 10.50 A.M.**

PRESENT:	Name	Organisation Title
	Councillor Gordon Edgar (Chair)	Scottish Borders Council
	Councillor Tony Boyle	West Lothian Council
	Sandy Scotland	Non-Councillor Member
	John Jack	Non-Councillor Member

IN ATTENDANCE:	Name	Organisation Title
	Alex Macaulay	Partnership Director, SEStran
	Iain Shaw	Treasurer, SEStran
	Andrew Ferguson	Secretary and Legal Adviser, SEStran
	Craig Beattie	Treasurer, SEStran

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 Councillor Michael Veitch, East Lothian Council, and Councillor Donald Balsillie, Clackmannanshire Council.

3. **DECLARATIONS OF INTERESTS**

   No declarations of interest were made.

A1. **MINUTES**

   The minutes of the Performance & Audit meeting of Friday 11th September, 2015 were noted and approved as a correct record.

A2/.

Action by

A2   MATTERS ARISING

None.

A3   DRAFT BUDGET 2016/17 FINANCIAL PLANNING

The Committee considered a report by the Treasurer on financial planning being undertaken in presenting a revenue budget to the Partnership for approval in March, 2016. Members requested that, in order to demonstrate the added value that SEStran provides, the report to the Board include detail on the amount of spend leveraged into the budget from external sources to supplement the contributions to core budget by the member authorities. The Partnership Director advised that this aspect would be covered in a separate report.

Decision

The Committee noted -

(1)   the risk that Scottish Government funding allocations to RTP's may be reduced, given the uncertainty around the Scottish Government budget for 2016/17;

(2)   the financial planning assumptions currently being progressed for SEStran;

(3)   that this report would be presented to the Partnership Board meeting of 4th December, 2015; and   **IS**

(4)   the revenue budget for 2016/17 will be presented to Members for approval at the meeting of the Partnerhsip in March, 2016.   **IS**

A4   MID TERM TREASURY REPORT

The Committee considered a report reviewing the investment activitiy undertaken, on behalf of the Partnership during the first half of the 2015/16 Financial Year.

Decision

The Committee noted the investment activity undertaken on behalf of the Partnership.

A5/.

Action by

A5. RISK REPORT

The Committee considered a report by the Office Manager, which outlined that SEStran had been using its Risk Register to record, report and evaluate risks within the organisation since May, 2008. All risks had been reviewed regularly by the relevant staff and Appendix 1 to the report was an extract from the SEStran Risk Register, highlighting the key net rated risks.

Decision

The Committee noted the report.

4. **ANY OTHER BUSINESS**

Members asked for an update on progress regarding the move of premises to Victoria Quay. The Partnership Director advised that matters were in hand with a view to the move happening in February, 2016. The cost savings that had been identified in item A3 were on track to be delivered.   **AM/AF**

5. **DATE OF NEXT MEETING**

Decision (Subject to Approval)   **AC**

Friday 4th March 2016 at 10:00am in Room 2D-45 (bridge), Victoria Quay, Edinburgh, EH6 6QQ

A5.1 Supporting Paper to Draft Budget 2016/17 Financial Planning Report

1. **Introduction**

    1.1   Regularly, since 2009, SEStran has been successful in attracting additional funding from a variety of sources.

2. **Details**

    2.1   In 2009, an ERDF grant of approximately **£1.3m** was won for the initial spend on the RTPI contract. Contributing further to RTPI, an award of **£2m** covering years 2013 and 2014 was won from the Bus Investment Fund.

    2.2   SEStran's RTPI scheme was awarded Gold in the category of Local Authority Bus Project of the Year for 2014 at the UK Bus Awards in London, on 18th November 2014. This represents recognition, at a UK level, of SEStran's achievement in working in partnership with its Local Authorities and transport providers to provide a step change in quality of service for passengers across the region.

    2.3   SEStran was awarded an Achievement Award in September 2015 from the Scottish Accessible Transport Alliance in recognition of outstanding achievement in facilitating transport services for disabled people. This was for our work on the SEStran Thistle card which has now been rolled out in other RTP areas and is an excellent example of what can be achieved on a limited budget.

    2.4   SEStran has also received support from Scottish Enterprise for the RTPI scheme towards the promotion of display screens in commercial premises, showing RTPI along with potential advertising material for which SEStran would gain an income stream to contribute towards the long term maintenance of the system.

    2.5   Over a similar timescale, substantial further funding was attracted from the EU, through the North Sea Region and North West Europe Interreg programmes and this will continue during 2016/17 with projects under IEE (Intelligent Energy Europe) and Horizon 2020. Past projects include Dryport, ITransfer, Lopinod, Foodport, Weastflows and Nweride which collectively brought in **£891,000** from the European Union.

    2.6   SEStran continues to seek further opportunities to get involved in European projects which can contribute to the development of the Regional Transport Strategy and bring in funding to supplement that of the Government and the Councils and enhance its ability to achieve its stated aim of building a transportation system for South East Scotland

that is comprehensive, sustainable and inclusive, that meets the needs of business and helps guarantee the economic future of the region.

2.7 Against a back-cloth of reduced funding from both Scottish Government and the constituent Councils in recent years, SEStran in the past year, has had to absorb the loss of £48,000 of SESplan income following their decision to vacate the SEStran office. In the following year, when the current office lease expires, SEStran anticipates making a further saving in premises costs by taking up accommodation within the Scottish Government's building at Victoria Quay in Leith.

2.8 With reference to the Transport (Scotland) Act 2005, Section 3 (1) which states, "The net expenses of a Transport Partnership for each financial year shall be paid by – (a) its constituent councils;…..", it is pertinent to note that in the financial years 2013/14 and 2014/15 SEStran's outturns were under-spends of 1.4% and 1.3%, respectively which is evidence of diligent budget management.

2.9 In the current year, SEStran's project budget is **£2.6m** and this includes **£2.169m** of external income brought in by SEStran. Based on the Council requisition of £200,000, this represents an investment of **£10.85 for every £1** invested by constituent Councils.

3. Recommendations

3.1 That the board notes the contents of this report.

Jim Grieve

Programme Manager

December 2015

Policy Implications	None
Financial Implications	As detailed in this report
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None

Financial Planning 2016/17

4th December 2015

1   Purpose of report

1.1   The purpose of this report is to present an update on the financial planning being undertaken to present a revenue budget to the Partnership for approval in March 2016.

2   Main report

Scottish Government Budget 2016-17

2.1   The UK Government Spending Review will be announced later than in previous years, on 25 November 2015. The Scottish Government's Block funding allocation will therefore not be known until that date. The Scottish Government allocates the Block grant across the main sectors of health, local and central government. Detailed allocations, including the Local Government Finance Settlement are unlikely to be confirmed until just before Christmas.

2.2   For the UK Government Spending Review, HM Treasury asked UK Government departments to model two scenarios of 25% and 40% savings in real terms, by 2019-20. Devolved administration allocations will be calculated by the Treasury on the basis of the settlements reached with UK Government departments, with the Barnett formula applying in the normal way at the Spending Review. There is therefore a risk that the Scottish Government Block grant will be reduced as a consequence of the UK Spending Review.

2.3   Given the risk of Scottish Government Block grant reductions, until detailed grant allocations are confirmed by the Scottish Government to Regional Transport Partnerships (RTPs), there remains a risk that Scottish Government funding allocations to RTP's may be reduced.

SESTRAN – Financial Planning 2016/17

2.4   Revenue budget planning is being progressed for 2016/17. Planning assumptions are:

2.4.1   staff recharges funded by EU grant will increase from £20,000 in 2015/16 to £70,000 in 2016/17;

(1 EU funded project – NWE Ride ceased during 2015/16; CHUMS and Social Car continue).

2.4.2 Bus Investment Fund grant will not continue with a consequent loss of staff recharges of £100,000;

2.4.3 pay award provision of up to 1% - £4,783;

2.4.4 provision of £24,000 to extend the employment of the Marketing and Project Support Assistant to 2016/17.

This post is currently on a fixed contract until 31st March 2016 and is anticipated to generate a future revenue stream for the Partnership. The focus of this post is in marketing and distributing the RTPI on TV screens to commercial enterprises. For each commercial premises, the Partnership proposes to charge an installation fee in addition to an annual maintenance fee of £300, on the basis that the enterprise can use the same equipment for their own advertising and promotion;

2.4.5 incremental pay provision of £4,000;

2.4.6 no change to the current employer pension contribution rate for 2016/17, based on the results of the latest actuarial review as at 31st March 2014;

2.4.7 office accommodation savings of £24,000 as a consequence of the Partnership leasing new offices at Victoria Quay;

2.4.8 the Partnership has recently been successful in attracting further EU funding of €289,500 for the "SHARE- North" project which will be undertaken over 3 years from 2016/17. Shared mobility modes and their potential to address the challenges of sustainable transport 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.

2.5 An analysis of all proposed activity for 2016/17 is shown in Appendix 1, with an analysis of core activity in 2015/16 and 2016/17 shown in Appendix 2.

2.6 Scottish Government grant funding has remained fixed at £782,000 since 2011/12, with council requisitions remaining fixed at £200,000 since 2012/13. The table overleaf shows budgeted expenditure and income since 2011/12.

2.7 For 2016/17, external income of £750,000 is anticipated to fund 43% of proposed expenditure. Financial planning is currently based on SESTRAN receiving £782,000 grant from the Scottish Government and £200,000 from constituent council requisitions in 2016/17, i.e. no change from the level received in 2015/16. Based on these estimates, Scottish Government grant funding would meet 45% of proposed expenditure with council contributions funding 12% of expenditure.

SEStran Budget 2011/12 – 2015/16 and Indicative Budget 2016/17

	2011/12 £'000	2012/13 £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000
Core	467	461	463	465	550	545
Projects	791	709	504	1,076	2,384	785
RTPI	110	117	222	286	230	402
Total Budget	**1,368**	**1,287**	**1,189**	**1,827**	**3,164**	**1,732**
External Funding						
EU Grants	313	245	146	233	131	64
Other income/ recoveries	48	60	61	266	1,051	686
Bus Investment Fund (BIF)				346	1,000	0
Total External Funding	**361**	**305**	**207**	**845**	**2,182**	**750**
Scottish Government Grant	782	782	782	782	782	782
Council Requisition	225	200	200	200	200	200
Total Funding	**1,368**	**1,287**	**1,189**	**1,827**	**3,164**	**1,732**

2.8 Expenditure reduction measures will require to be implemented in the event that either Scottish Government grant funding or council contributions reduce.

2.9 When setting the revenue budget for 2014/15 and 2015/16, the Partnership previously considered measures to reduce council requisitions. These measures included

- remove funding for Routewise Hosting (£53,000)

- remove funding for Equalities Action Forum (£10,000).

The Partnership did not approve either of these cost reduction measures when setting the 2015/16 revenue budget.

2.10 Indicative council requisitions based on standstill funding and current population statistics would be as follows:

Clackmannanshire	£6,612
East Lothian	£13,183
Edinburgh	£63,646
Falkirk	£20,364
Fife	£47,443
Midlothian	£11,137
Scottish Borders	£14,731
West Lothian	£22,884
	£200,000

Risk Assessment

2.11 When approving the revenue budget in March 2016, the Board will be required to consider the risks inherent in the budget process and the arrangements in place to manage those risks. An initial risk assessment has been drafted and this is included at Appendix 3. An updated risk assessment will be reported to the Board in March 2016.

3   Conclusions

3.1   Financial planning is progressing to develop a revenue budget for 2016/17.

3.2   A final report on the revenue budget for 2016/17 will be considered by the Chief Officers Liaison Group at its meeting in February 2016, before the report is presented to the Partnership Board for approval.

4   Recommendations

The Board is asked to note:

4.1   the risk that Scottish Government funding allocations to RTP's may be reduced, given the uncertainty around the Scottish Government budget for 2016/17;

4.2   the financial planning assumptions currently being progressed for SEStran;

4.3   the revenue budget for 2016/17 will be presented to Members for approval at the meeting of the Partnership in March 2016.

Hugh Dunn
Treasurer

Appendix	Appendix 1 – Proposed Activity 2016/17
	Appendix 2 – Indicative Core Revenue Budget 2016/17 – Detail
	Appendix 3 – Risk Assessment
Contact/tel/Email	Iain Shaw Telephone 0131 469 3117 iain.shaw@edinburgh.gov.uk
Wards affected	All
Background Papers	Nil

Core Budget Proposed Activity 2016-17

Service Area	Expenditure	Recharges	Net	Activity
Professional Staff	£370,000	£137,000	£233,000	£253,000 (68%) allocated to statutory duties - Partnership Board, Regional Transport Strategy, Annual Report, Business Plan; £47,000 (13%) allocated to RTPI project; £70,000 (19%) allocated to committed projects – Social Car, CHUMS.
Administration	£170,000		£170,000	Administration staff, office costs (rent, rates, heat and light, telephones, repairs, cleaning, photocopying, printing, stationery), interest costs.
Transport	£12,000		£12,000	Members and officers travel and subsistence.
Marketing	£20,000		£20,000	£10,000 allocation for Car Share; £10,000 general marketing and sustainable transport allocation.
Hosted Services	£53,000		£53,000	£53,000 for Routewise - shared service hosted by SEStran available to all constituent councils. £30,000 saving per annum achieved by consolidating council agreements.
Governance Fees	£57,000		£57,000	Statutory functions - financial statements; Partnership governance and External Audit. £25,000 Accountancy and Finance; £22,000 Clerk, Legal and HR; £10,000 External Audit.
Total	**£682,000**	**£137,000**	**£545,000**	

Projects - Proposed Activity 2016-17

Service	Expenditure	Income	Net	Activity
Sustainable Travel	£130,000	-	£130,000	Fund to lever-in additional investment towards sustainable travel from organisations prepared to invest in initiatives promoting sustainable travel, consistent with the RTS.
Urban Cycle Network	£100,000	£100,000	-	Further development of cross boundary cycle networks in association with Sustrans. This will also be used to lever in contributions from partner organisations in addition to the Sustrans funding, to maximise the impact.
CHUMS	£23,000	£17,000	£6,000	Project 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.
Social Car	£47,000	£47,000	-	100% EU funded. Open social transport network for urban approach to carpooling
Rail Stations Development	£415,000	£400,000	£15,000	Mainly co-funded.
South Tay Park and Ride	£20,000	-	£20,000	Land acquisition and scheme development costs.
Rail/Bus Advice	£15,000	-	£15,000	Specialist advice necessary to be able to promote input to a wide range of consultations relating to proposals affecting the Region.
SDP/LDP	£20,000	-	£20,000	Transport input and advice on the preparation of Strategic and Local Development Plans.
Equalities Action Forum	£10,000	-	£10,000	Pursuing initiatives arising from the Equalities Action Forum.
RTS Monitoring	£5,000	-	£5,000	Routine monitoring of progress on development of the Regional Transport Strategy.
One Ticket		£13,000	(£13,000)	
Total	**£785,000**	**£577,000**	**£208,000**	

Projects - Proposed Activity 2016-17

RTPI				
RTPI Project	£402,000	£173,000	£229,000	Real Time Passenger Information system. Substantial proportion of both Stagecoach and First Group Edinburgh fleets equipped with the system, including all associated back-office and communication systems. Real time information now available on a mobile phone App and through the internet.
Total – All Projects	**£1,187,000**	**£750,000**	**£437,000**	

Indicative Core Revenue Budget 2016/17 - Detail

	Approved Budget 2015/16	Indicative Budget 2016/17
	£000	£000
Employee Costs		
Salaries	333	361
National Insurance	29	31
Pension Fund	56	62
Recharges – BIF & EU	(100)	(70)
Recharges – Sustainable Travel	(20)	(20)
Recharges - RTPI	0	(47)
Training & Conferences	10	10
Interviews & Advertising	2	2
	310	**329**
Premises Costs	**40**	**16**
Transport	**9**	**9**
Supplies and Services		
Marketing	20	20
Communications & Computing	84	84
Printing, Stationery & General Office Supplies	10	10
Insurance	4	4
Equipment, Furniture & Materials	1	1
Miscellaneous Expenses	11	11
	130	**130**
Support Services		
Finance	25	25
Legal Services / HR	7	7
	32	**32**
Corporate & Democratic		
Clerks Fees	15	15
External Audit Fees	10	10
Members Allowances and Expenses	3	3
	28	**28**
Interest	**1**	**1**
Total Gross Expenditure	**550**	**545**
Funding:		
Scottish Government Grant	(350)	(345)
Council Requisitions	(200)	(200)
Total Funding	**(550)**	**(545)**

Risk Assessment

Risk Description	Existing Controls
Pay awards. The proposed budget makes provision for a pay award of up to 1% in 2016/17. Every 1% uplift in pay award equates to an increase of £4,800.	Alignment with Scottish Local Government pay award.
Staff recharges – EU Projects. The proposed budget assumes that £70,000 of staff time can be recharged to 2 EU Projects - CHUMS and Social Car. There is a risk this may not be achievable.	Any shortfall in employee cost recharges will be offset by a corresponding reduction in Projects Budget expenditure.
Inflation. There is a risk that the proposed budget does not adequately cover price inflation and increasing demand for services.	Allowance made for specific price inflation. Budgets adjusted in line with current cost forecasts.
Delays in payment of grant by the EU results in additional short-term borrowing costs.	SEStran grant claims for EU funded projects are submitted in compliance with requirements of EU processes to ensure minimal delay in payment. Ongoing monitoring of cash flow will be undertaken to manage exposure to additional short-term borrowing costs.
There is a risk that current levels of staffing cannot be maintained due to funding constraints and that the Partnership will incur staff release costs.	Recruitment control and additional sources of external funding for activities aligned to the Partnership's objectives to supplement resources.
Funding Reductions. Reduction in funding from Scottish Government and/or council requisitions.	Review of core and project expenditure and recommendations to Partnership Board. Continue to source and develop external funding.

A6 PROJECTS REPORT

1 **2015/16 Expenditure**
 1.1 **Appendix 1** to this report details the current year's Projects Budget which shows expenditure, to 4 November 2015, of £1,168,903.

 1.2 Approximately £100k of the outstanding ERDF contribution to the RTPI project has been paid and we expect a further payment in excess of £300k in the next week.

 1.3 The Board's approval is sought to carry over any under-spend in the current year's budget to be spent on RTPI in the financial year 2016/17.

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, On-bus equipment is now being transferred from Stagecoach and installation within the First Scotland East fleet vehicles is under way.

 With regard to the development of the SIRI feed, to allow the transfer of Stagecoach data on actual bus positions to be transferred to the SEStran system, there was an issue with regard to the Stagecoach choice of a communications protocol which has now been resolved. However it has introduced a delay and it is now anticipated that the completion of the work associated with "BIF 2" will be complete by the end of the current financial year.

 2.1.5 The Real Time Passenger Information (RTPI) project under BIF 3 funding – £500,000 ending March 2016 – is continuing to progress. 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.

To date, SEStran has committed to approximately 135 digital screen installations in a variety of public buildings within the SEStran area. This is an increase of 44 screens from the previous update to the Partnership Board. The table in **Appendix 2** provides an overview of current and agreed installations. Further details of the project can be found on the SEStran website.

2.2   Scottish Enterprise Mobility Integration Challenge

2.2.1   The Scottish Enterprise project, installing digital displays showing live bus times alongside site specific advertising, etc. in commercial premises, has continued to prove difficult to encourage take-up. However, following SEStran's lunchtime workshop on Thursday 24 September 2015, SEStran has secured the following locations for a year-long trial of the system:

Client - Locations	Area	Number of installations
Gyle Shopping Centre	Edinburgh	6
Princes Mall	Edinburgh	3
RBS	Edinburgh	Initially 1/2 screens at Gogarburn
The Howgate Centre	Falkirk	18
The Place Hotel	Edinburgh	1
Wheelhouse Cafe	Midlothian	1

Scottish Enterprise 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.

3.1.3 **Edinburgh College - Electric Vehicle Project (£25,000 matched contribution from SEStran)** The grant from SEStran will be used for costs incurred by the extension of the College's successful EV Project. Funding in 2015-16 will see the use of an electric minibus as an inter-campus shuttle; electric delivery vans carrying out high frequency, multi-drop activities for facilities use, as well as staff pool cars from Transport Scotland, Local Authorities and Businesses within the SEStran region. Data logging devices will be fitted in to each new EV. Monitoring and evaluation of the project will also be covered by the SEStran grant.

3.1.4 **Police Service of Scotland – Cycle Safety and Marking (£7250.00 matched contribution from SEStran)** The grant offered by SEStran will be used for the Cycle Safety and Security Training of the Edinburgh North Police Scotland Youth Volunteers. This will also include the purchase of promotional materials and cycle marking kits to be used within the region.

3.1.5 **University of Edinburgh – Potterrow Cycle Parking Extension (£6,490.20 matched contribution from SEStran)** The grant offered by SEStran will be used to reallocate 5 parking spaces in the adjacent underground car park for cycle parking. The grant will be used for costs incurred by the extension of the cycle parking provision at Potterrow. This installation will create cycle parking for an additional 76 cycles.

4 European Projects Update

4.1 **"CHUMS"** is a project under the umbrella of Intelligent Energy Europe (IEE) and seeks to address the energy challenge of low car occupancy.

4.1.1 The last CHUMS meeting was held in Edinburgh on the 20th/21st of October. The session focused on the work conducted during the recent National Liftshare Week (5th-11th of October) and the next series of personalised Travel Planning activities to be undertaken in conjunction with Edinburgh Council's Smarter Choices, Smarter Places measures at Edinburgh Park. Included will be a round of travel advice road shows which will be held at different businesses throughout the park.

4.2 **"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.

4.2.1 The next partnership meeting is to be held in Aberdeen on the 24th and 25th of November. The consortium will be using this session to discuss the technical progress of the project to date.

5 Opportunities for New European Projects

5.1 Interreg, North West Europe

5.1.1 SEStran is currently in the early stages of putting together a project to look at carbon reduction in ports and in the transport of freight to and from ports and this will seek to introduce a branding for companies that sign up- to a pre-determined carbon reduction regime. It is envisaged that this will extend to all ports and transport facilities around the River Forth estuary and that SEStran will act as the broker and administrating body in working with both the private and public sectors in this ambitious project. It is intended to target submitting a bid to the May 2016 call. Progress will be reported to future meetings of the Partnership Board.

5.2 Interreg, North Sea Region

5.2.1 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 SEStran was advised on 10 November 2015 that the bid was successful.

5.2.2 Surflogh

This proposal is aiming at the improving the role of logistic hubs in the network of urban logistics in the North Sea Region. Many urban regions in Europe face huge challenges regarding the optimisation of urban freight distribution, both in terms of efficiency and sustainability. Connecting long-distance freight transport and last-mile distribution in strategically located urban freight centres is perceived as one of the possible solutions brought forward by scholars and experts in the field, as they contribute to reducing individual transport movements in urban areas by creating opportunities for bundling of goods flows. In addition, these logistics consolidation centres might also be stepping stone for creating new value-adding services in the region fostering regional economic growth.

Many cities in Northern and Western-Europe have already been experimenting with urban or city hubs on a stand-alone basis. The relative success of these hubs is based on a range of institutional factors, regional economic factors and the soundness of the underlying business plan. Hence, both from an economic and policy perspective it is important to determine the critical success factors in realising 'smart urban freight logistics hubs' being both efficient and sustainable.

With this project, additional knowledge will be acquired on:

- the integration of urban hubs in regional logistic networks;
- the role of the hubs in perishable networks;
- opportunities for (horizontal) collaboration in the logistics chain;
- big data as means to enhance the efficiency of logistic hubs;
- critical factors of success for developing a business plan as a sound foundation for new urban logistics hubs;
- the role of hubs in creating a boost in zero emission city logistics in terms of last-mile transport.

Based on additional knowledge, the proposal will enhance a change in urban logistics patterns through the use of 'smart urban freight logistics hubs' and the (large-scale) introduction of zero-emission vehicles for last-mile transport.

SEStran was invited to join the partnership for Surflogh, which is being led by the Dutch province of Drenthe. This project is now progressing through stage 2, having got through stage 1 on the 13th November 2015.

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 the carrying forward of any underspend in the current year to be spent on RTPI in 2016/17.

Jim Grieve
Programme Manager
December 2015

Appendix 1: Revenue Projects Expenditure
Appendix 2: 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

Description	CY Budget	Ledger @ 4/11/15	Staff Recharges to 31/10/15	Income Due	Actuals @ 4/11/15
ONE TICKET	0	26,082			26,082
R15 PARK & CHOOSE STH TAY BRIDGE	35,000	1,065			1,065
R17 SUSTAINABLE TRAVEL AWARENESS	130,000	6,264			6,264
URBAN CYCLE NETWORKS	0	1,881			1,881
URBAN CYCLE NETWORKS	120,000	0			0
RTPI - REVENUE CONTRIBUTION	230,000	230,664	3,454		234,118
R34 PROJECT MANAGEMENT COSTS	0	4,035			4,035
R37 RTS MONITORING	5,000	12,350			12,350
R41 SPECIALIST RAIL BUS ADVICE	35,000	18,580			18,580
R42 REGIONAL DEV PLAN INPUT	20,000	6,600			6,600
EU2 CONNECTING FOOD PORTS	0	-459			-459
EU SOCIAL CAR	47,000	523	5,508		6,031
EU4 LO PINOD	0	2,320			2,320
EQUALITIES FORUM ACTIONS	10,000	0			0
EU WEASTFLOWS	0	83	82		165
EU NWE RIDE	64,000	3,070	3,772		6,842
BIF 1	0	12,295	3,406		15,701
EU CHUMS	68,000	877	13,006		13,883
BIF 2	500,000	14,411	16,111		30,522
BIF 3	500,000	83,936	37,743		121,679
RAIL STATIONS DEVELOPMENT	850,000	514,028			514,028
RTPI CAPITAL COSTS	0	147,216			147,216
	2,614,000	**1,085,821**	**83,082**	**0**	**1,168,903**

Description	CY Budget	Ledger @ 4/11/15	Staff Recharges to 31/10/15	Income Due	Actuals @ 4/11/15
ONE TICKET	-13,000	-21,145		-4,919	-26,064
URBAN CYCLE NETWORKS	-100,000	0			0
RTPI - SCOTTISH GOVERNMENT	0	446,405		-446,405	0
RTPI - 14/15 CARRY FORWARD	0	-28,785			-28,785
RTPI - BUS OPERATORS	-138,000	-70,182			-70,182
REVENUE PROJECTS GRANT	-432,000	-432,000			-432,000
R41 SPECIALIST RAIL BUS ADVICE	0	-4,446			-4,446
EU2 CONNECTING FOOD PORTS	0	17,821		-16,806	1,015
EU SOCIAL CAR	-47,000	-61,368			-61,368
EU4 LO PINOD	0	10,364		-10,364	0
EU5 I TRANSFER	0	23,488		-23,488	0
EU WEASTFLOWS	0	16,524		-16,524	0
EU NWE RIDE	-34,000	203		-9,591	-9,388
EU CHUMS	-50,000	0			0
BIF 2	-500,000	0			0
BIF 3	-500,000	0			0
RAIL STATIONS DEVELOPMENT	-800,000	-268,444		-224,768	-493,212
	-2,614,000	**-371,565**	**0**	**-752,865**	**-1,124,429**
	0	**714,256**	**83,082**	**-752,865**	**44,474**

A6: Projects Report to the Partnership Board 4 December 2015

Appendix 2: Progress on BIF 3 – Digital Displays in Public Premises

Client - Locations	Area	Number of installations
Edinburgh Theatres – Festival Theatre and Kings Theatre	Edinburgh	2
Galashiels Interchange	Scottish Borders	9
Borders College	Scottish Borders	2
Borders Railway – Stow and Tweedbank stations	Scottish Borders	2
Forth Valley Hospital	Falkirk	2
Edinburgh College	Edinburgh	4
East Lothian Council – Brunton Hall and Tranent Library, Dunbar Library, Haddington Library, North Berwick Library, Prestonpans Library	East Lothian	6
Central Library	Edinburgh	1
Edinburgh Council – City Chambers and Wester Hailes Healthy Living Centre	Edinburgh	2
Falkirk Wheel	Falkirk	1
Falkirk Community Trust – Falkirk Library	Falkirk	1
Scotrail Abellio – Variety of locations	Various	18
Scottish Parliament	Edinburgh	2
Queen Margaret University	East Lothian	2
Forth Valley College	Falkirk	3
National Library of Scotland	Edinburgh	1
West Lothian Council – 13 sites (Civic Centre, Howden Park Centre, Armadale Partnership Centre, Blackburn Partnership Centre, Bathgate Partnership Centre, Blackridge Library, Carmondean Connected, East Calder Partnership Centre, Fauldhouse Partnership Centre, Linlithgow Partnership Centre, Strathbrock Partnership Centre, West Calder CIS Centre, Whitburn CIS).	West Lothian	15

Client - Locations	Area	Number of installations
Enjoy Leisure – 6 Leisure Centres	East Lothian	6
NHS Lothian– St John's Hospital, Western General, Waverley Gate, Musselburgh Primary Care Centre.	Various	5
Heriot Watt Borders Campus	Scottish Borders	1
Borders General Hospital	Scottish Borders	1
Scottish Seabird Centre	East Lothian	1
SQA	Edinburgh/ Glasgow	8
Transport Scotland – Victoria Quay	Edinburgh	2
Inverkeithing Civic Centre	Fife	1
Scottish Courts	Various	10
Rosslyn Chapel	Midlothian	1
Clovenstone Primary School	Edinburgh	1
The Helix	Falkirk	1
Bell Baxter High School	Fife	6
Fife College	Fife	5
Gylemuir Primary School	Edinburgh	1
Stirling Council	Stirling	7
Fife Cultural Trust – Kirkcaldy Galleries and St Andrews Museum, Dunfermline Museum	Fife	3
Total Number of Current and Agreed Installations: 133		

FINANCE OFFICER'S REPORT

1. INTRODUCTION

1.1 The purpose of this report is to present the second 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 October 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 October 2015 was £292,000. 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. The Partnership Board approved on 29th September 2015 that this underspend should 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	11,696
30 September 2015	(8,422)
31 October 2015	149,028

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 0.362% during the first half of the 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 five European grant claims (excluding RTPI) in the process of being settled as at 31 October 2015, with a total value of £0.078m. In addition, RTPI income of £0.412m 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
November 2015

Appendices   Appendix 1 – Core Budget Statement at 31st October 2015

Contact/tel   Craig Beattie, Tel: 0131 469 3222
(craig.beattie@edinburgh.gov.uk)

Core Budget 2015/16 – as at 31st October 2015 Appendix 1

	Annual Budget £'000	Period Budget £'000	Period Actual £'000	Annual Forecast £'000	Forecast Variance £'000
Employee Costs					
Salaries	333	194	195	350	17
National Insurance	29	17	17	30	1
Pension Fund	56	33	38	60	4
Recharges – EU & BIF Projects	(100)	(70)	(83)	(136)	(36)
Recharges – Urban Cycle Networks	(20)	0	0	(20)	0
Training & Conferences	10	6	8	13	3
Interviews & Advertising	2	1	0	0	(2)
	310	**181**	**175**	**297**	**(13)**
Premises Costs					
Rent & Rates	23	18	17	21	(2)
Energy, Repairs, Insurance	12	6	7	22	10
Cleaning	5	3	3	5	0
	40	**27**	**27**	**48**	**8**
Transport					
Staff Travel	**9**	**5**	**5**	**9**	**0**
Supplies and Services					
Marketing	20	12	13	25	5
Comms & Computing	84	69	56	87	3
Printing, Stationery & General Office Supplies	10	6	4	9	(1)
Insurance	4	4	4	4	0
Equipment, Furniture & Materials	1	0	0	1	0
Miscellaneous Expenses	11	6	8	14	3
	130	**97**	**85**	**140**	**10**
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	2	0	1	(2)
	28	**2**	**0**	**26**	**(2)**
Interest - Paid/ (Received)	**1**	**0**	**0**	**1**	**0**
Total Expenditure	**550**	**312**	**292**	**553**	**3**
Funding:					
Scottish Govt. Grant	(350)	(350)	(350)	(350)	0
Council Requisitions	(200)	(200)	(200)	(200)	0
Conference Income	0	0	(2)	(3)	(3)
Total Funding	**(550)**	**(550)**	**(552)**	**(553)**	**(3)**
Net Expenditure/ (Income)	**0**	**(238)**	**(260)**	**0**	**0**

<u>**SEStran RTS Delivery Plan**</u>

1. INTRODUCTION

1.1 This report presents an amended RTS Delivery Plan following consultation with partner authorities and key stakeholders, as reported to the September meeting of the Board.

2. DETAIL

2.1 The RTS Delivery Plan was issued for consultation to the SEStran strategy group, Transport Scotland and other key stakeholders in August, with a deadline for responses of 16th October.

2.2 Responses were received from Transport Scotland, the City of Edinburgh Council, West Lothian Council and Clackmannanshire Council. Transport Scotland indicated they had no comments to make on the Delivery Plan; the local authority comments together with the changes made in response are summarised in Appendix 1.

2.3 In addition, the Delivery Plan was discussed at the Board meeting on 23rd September, and a number of comments made. These are also summarised in Appendix 1 with consequent amendments.

2.4 The Board is now asked to approve the Delivery Plan as amended, attached to this report as Appendix 2.

3. RECOMMENDATIONS

3.1 That the Board approves the RTS Delivery Plan as amended following the consultation.

John Saunders
Strategy Adviser

Appendix 1: Responses to consultation
Appendix 2: SEStran RTS Delivery Plan – Post Consultation Draft

Policy Implications	The Delivery Plan sets priorities for Action in relation to the RTS; it does not represent a change in policy direction.
Financial Implications	None directly; the implementation of the Delivery Plan will be dependent on the availability of funding; this is considered on an annual basis in the SEStran Business Plan.
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None

From	Page.	Subject.	Comment/ Suggested Change.	Change made to Delivery Plan
SEStran Partnership Board **(23/9 mtg)**	3	*Section 2.3*	From Minute of 23/9 meeting: 'Agreed that the plan should take into account actions arising from the recent closure of Longannet Power Station'	Economy Initiatives' item added to Action Plan (Action 3.2) incorporating City Region Deal and Longannet issues.
	3	*Section 2.3 - Item 2*	Refer to cross-Forth ferry	Bullet point added. Also referred to in Action 3.4 (formerly 3.3)
	5/6	*Monitoring table*	Improve clarity	Arrows colour-coded
	6	*Objective 3.5*	Reinforce importance of this item	Wording amended
	3-7	*Priorities*	Explain relationship between the priorities identified in the various sections of Chapter 2. Also - add 'improving interchange' as a priority.	Wording of para 2.6 amended. Wording of Action 3.8 (formerly 3.7) amended
	8	*Action 3.2 - Edinburgh orbital*	Refer to Cross Edinburgh rail services	Action added to 3.3 (formerly 3.2)
	9	*Cycle routes*	Refer to routes crossing RTP boundaries - eg Clacks-Stirling	Reference added to Action 3.6 (formerly 3.5)
City of Edinburgh Council	3	*2. Tackling movement across the Forth and from the west into Edinburgh.* Third bullet point.	Suggest changing first sentence to: "Further bus priority on the motorway approaches to the west of Edinburgh and on completion of the new road bridge, and restrict use of the Forth Road Bridge to public and active travel modes;"	Wording clarified
	5	*RTS Objective 1 Economy. 1.1 Priority – Action required.*	Change text to: "PRIORITY Promote action at road congestion hotspots to improve conditions for buses, cycling and walking. Improve public transport connectivity."	Emphasis on buses, cycling and walking added
	5	*RTS Objective 1 Economy. 1.1 Priority – Action required.*	Change text to: "PRIORITY Promote action at road congestion hotspots to improve conditions for buses, cycling and walking. Increase the movement of freight by rail or sea and where these options are not possible; reduce the environmental impact along major road freight corridors."	Freight not part of the monitoring of this objective. Sustainable freight issues are addressed in para 2.4 and in item 3.13 of the Action Plan
	Appendix, Page 1 of 3.	*Ref 30 .* A1 improvements.	Expand to refer to improvements that assist public transport links. Otherwise there is the risk of generating more car trips along the A1, contributing to congestion in Edinburgh.	No change: As with all the items in this Appendix, this reflects a reference to the project in the approved RTS document. The A1 is discussed in para 5.6.3 of the RTS.
		Ref 39. Park and Ride linked to Orbital Bus: Lothianburn.	Midlothian Council is the Lead Authority for this project.	Noted and amended
	Appendix	*Rail stations*	In Appendix 1, a number of potential new stations on existing rail lines are proposed. In principle, we are supportive of improvements to the rail network serving the SEStran area. However, there is a risk that additional stops might increase overall rail journey times. We therefore anticipate that, in taking forward station openings, measures are taken to mitigate any negative impacts on rail journey times.	No change to text. This would form part of the detailed appraisal of any additional station proposal

From	Page.	Subject.	Comment/ Suggested Change.	Change made to Delivery Plan
West Lothian		*SDP process*	We assume the SEStran RTS Delivery Plan is consistent with the SESplan SDP process and outputs also, which the council has inputted to.	SEStran is working closely with SESplan on the SDP process and will continue to do so as indicated in Action 3.4.
		West Lothian LDP-Developer contributions	We would urge you to ensure that the RTS Delivery Plan is consistent with the West Lothian LDP. We note that Appendix 1 of the RTS Delivery Plan does not contain a reference to developers as partners in delivery for interventions 59-68. This omission is not consistent with both the SDP and Proposed LDP (Action Programme), which are clear on the need for developers/developer contributions to deliver necessary infrastructure.	Partners identified are not necessarily a comprehensive list. Funding packages for many of the interventions may well include a range of relevant partners, including developers. Table amended in respect of interventions 60-68.
		Active Travel corridors	We also assume the SESTran RTS Delivery Plan is cognisant of the 2014/15 SEStran study and SESplan SDP work on regional active travel corridors – West Lothian Council has prepared a Draft Active Travel Plan, which will be presented to committee on 26th October, followed by a period of public consultation.	Noted. SEStran's aim is to work in partnership and cooperation with partners in taking forward Delivery Plan actions.
Clackmannan-shire	4	*Bullet point 3 - Tackling Movement in the Region's Larger Towns*	Specific mention is made to working with SESplan, however a few local authorities including Clacks are not in SESplan, so it would be good if mention could be made to working with the relevant Local Development Plan team.	Wording amended
	9	*Action Plan point 3.5*	Could reference be made to cross regional boundary cycle links, we have specific issues that need to be dealt with by either Tactran or their relevant local authorities (both Stirling and Perth & Kinross)	Wording amended (Action point renumbered to 3.6)
	10	*Action Plan point 3.13*	It would be useful if reference could be made to parking management at healthcare facilities particularly the larger hospitals as the interaction between accessibility levels and parking provision is critical. Maybe some sharing of best practice or helping them in developing parking strategies (this could be an action).	Wording amended (Action point renumbered to 3.14)
		Appendix 1	When it comes to specific projects we have a couple we think should be included in the RTS (albeit a couple might not be delivered by SEStran or Clacks), these are:	The items in this Appendix reflect references only to projects included in the approved RTS document. No specific interventions have therefore been added to the Appendix. However, the issues underlying the suggested additions are supported in the Action Plan.
			1. Improved accessibility to Platform 9 at Stirling Railway station for those with mobility issues (wheelchair access)	Action 3.8
			2. Improvement to cycling facilities at Manor Powis (Stirling Council area) as this forms a key link between Alloa and Stirling and is part of the NCN76 Round the Forth Route.	Action 3.6 (as amended)
			3. Regional cycling connectivity - between Dollar (Clacks) and Crook of Devon (Perth & Kinross)	Action 3.6 (as amended)
			4. Access to Forth Valley Royal Hospital - this may be a more general healthcare issue, but we are finding it increasingly difficult to safeguard access to the hospital at Larbert by any mode other than car. The Section 75 agreement to provide direct public transport is increasingly under pressure to be removed and if this happens there will be very poor access from Clacks. This may form part of other iniatives such as DRT, but we cannot be the only LA with this issue, but a strong message in the RTP on the importance of access to hospitals would be welcomed.	Action 3.14 (as amended)

POST CONSULTATION DRAFT

45

REGIONAL TRANSPORT STRATEGY 2015 - 2025
REFRESH

DELIVERY PLAN
POST CONSULTATION DRAFT - NOVEMBER 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.

2.3 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 restricting use of the existing Forth Road Bridge to public and active travel modes on completion of the new Queensferry Crossing;

- 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.

- Investigating the potential of cross-Forth ferry services.

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 and, where appropriate, local development plan teams to identify the most accessible and sustainable sites for new development and to promote an appropriate design framework.

4. Achieving more Active Travel

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:

3

- 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;

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

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

POST CONSULTATION DRAFT

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.

Objective	Performance 2007-2012		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, focusing on improving conditions for buses, cycling and walking. Improve 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)
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 concessionary bus pass.		PRIORITY Promote equality of access to public transport

5

50

POST CONSULTATION DRAFT

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	Target not achieved, trend in wrong direction		PRIORITY Support walking, cycling, public transport and car sharing measures. Particular attention needed due to adverse trend
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			Low specific SEStran priority Should follow 4.3

2.6   Priority actions

Taking account of the policy priorities identified in paragraphs 2.2 to 2.4 above, and of the monitoring outcomes summarised in paragraph 2.5, 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.

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 Economy initiatives

Action	Work with partners to support economic development and regeneration initiatives with connectivity needs/ opportunities. Current action areas include: a) City Region Deal; and b) Longannet closure
Resource	Staff time
Funding	Core funding
Timescale	2015-16 onward, long term
RTS Objectives	1.2, 1.3, 2.1

3.3 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 c) Promote cross-Edinburgh rail services
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

3.4 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

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

3.6   Achieving more Active Travel

Action	Promote cross-boundary cycle routes (including cross-RTP boundaries) 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

3.7   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

3.8   Stations, interchanges and stops

Action	Work with partners to identify problem areas and promote improvements and new stations including for people with mobility impairments Promote ease of interchange for all users within and between modes 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

3.9 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

3.10 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

3.11 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

3.12 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

3.13 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

3.14 Access to healthcare and employment

Action	Support Community Planning Partnerships with best practice advice and information on accessibility issues. Liaise with NHS on healthcare facility access issues including ensuring effective public transport provision, provision of travel information for patients and parking management.
Resource	Staff time
Funding	Core budget
Potential funds	Partner funding
Timescale	On-going
RTS Objectives	1.1, 1.4, 2.1, 2.2, 2.3, 2.4

3.15 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

3.16 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

3.17 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

10

APPENDIX 1   Interventions identified in the RTS 2015

Ref	Intervention/ Initiative	RTS ref	Stage	Geog focus	Local authorities	Policy support (national/strategic)	Funding position (2015)	Lead	Other partners (notional - not necessarily complete)
1	Direct international air services	5.2.1	Ongoing	National	All	SCDI/Business	Private	Airlines	Edinburgh Airport
2	HS2 to Scotland	5.3.5	Preparation	National	All	UK Govt/NPF3	UK Govt	UK Govt	SG, HS2
3	HS2-HS1 linkage	5.2.3	Conceptual	National	All		No funding	UK Govt	HS2
4	Edinburgh-Glasgow HSR	5.3.5	Conceptual	National	All	NPF3	No funding	SG	
5	Edinburgh Gateway station	5.2.5/6, C8.8	Delivery	National	CEC	STPR	Funded	SG	Network Rail, Scotrail
6	Dalmeny rail chord	5.2.6	Feasibility	National	All	STPR	No funding	SG	Network Rail
7	TISWE projects	5.2.5	Feasibility	Gtr Edinburgh	CEC	CEC	Developer	CEC	SG, Edinburgh Airport, Private
8	EGIP Initial Phase	5.3.1	Delivery	National	All	STPR	Funded	Network Rail	SG, Scotrail
9	EGIP Further Phases	5.3.2	Preparation	National	All	STPR	No funding	Network Rail	SG, Scotrail
10	Further rail electrification (exc EGIP)	5.3.2	Delivery	National	All	STPR	Funded	Network Rail	SG, Scotrail
11	Alloa-Rosyth/Dunfermline/Edinburgh rail service	5.3.3	Feasibility	Cross-Forth	Clacks, Fife		No funding	SG	Clacks, Fife, Network Rail, Scotrail
12	Reduced rail journey times Edinburgh-Inverness/Aberdeen	5.3.4	Preparation	National	All	STPR	Prep funded	SG	Network Rail, Scotrail
13	Carstairs junction upgrade	5.3.4	Feasibility	National	All		No funding	Network Rail	Network Rail, Scotrail
14	Edinburgh-Newcastle semi-fast rail service	5.3.4, C8.10	Preparation	Eastern	EL, SB	SDP (Berwick) STPR (Dunbar)	Franchise	Scotrail	Network Rail
15	Edinburgh Cross-rail service & suburban rail capacity enhancement	5.3.9, C8.8	Feasibility	Gtr Edinburgh	All	STPR/SDP	No funding	Scotrail	Network Rail
16	Levenmouth rail line reopening	5.3.9, 5.8.4, C18.7	Feasibility	Fife	Fife	NPF2/SDP	No funding	Fife	SG, Network Rail, Scotrail
17	New station at Winchburgh	5.3.9, C18.6	Preparation	Western	WL	SDP	Private	WL	SG, Network Rail, Scotrail
18	New station at Bonnybridge	5.3.9	Preparation	Western	Fk		Private	Fk	SG, Network Rail, Scotrail
19	New station at Grangemouth	5.3.9	Preparation	Western	Fk		No funding	Fk	SG, Network Rail, Scotrail
20	New station at East Linton	5.3.9, C8.9	Preparation	Eastern	EL	SDP	Prep funded	EL	SG, Network Rail, Scotrail, East Coast
21	New station at Reston	5.3.9, C8.10	Preparation	Eastern	SB	SDP	Prep funded	SB	SG, Network Rail, Scotrail, East Coast
22	New station at Newburgh	5.3.9, C18.7	Feasibility	Fife	Fife		Private	Fife	SG, Network Rail, Scotrail
23	New station at Wormit	C18.7	Feasibility	Fife	Fife		Private	Fife	SG, Network Rail, Scotrail
24	Extension of Borders rail line from Tweedbank to Carlisle	5.3.10	Conceptual	Southern	SB		No funding	SB	SG, Network Rail, Scotrail
25	Extension of Edinburgh Tram to Dalkeith	5.5.2, C8.11	Conceptual	Southern	CEC, ML	SDP	No funding	ML/CEC	SG
26	Extension of Edinburgh Tram to Penicuik	5.5.2, C8.12	Conceptual	Southern	CEC, ML		No funding	ML/CEC	SG
27	Extension of Edinburgh Tram to Newbridge (W Edin)	5.5.2, C8.15	Feasibility	Gtr Edinburgh	CEC		No funding	CEC	SG
28	Extension of Edinburgh Tram - within Edinburgh/general	5.5.2	Feasibility (pt)	Gtr Edinburgh	CEC		No funding	CEC	SG
29	Edinburgh orbital bus rapid transit	5.5.3, C8.8	Feasibility	Gtr Edinburgh	CEC, ML, EL	SDP	No funding	SEStran	SG, CEC, ML, EL
30	A1 improvements	5.6.3, C8.10	Conceptual	Eastern	EL, SB	SDP	No funding	SG	EL, SB
31	A801 Avon Gorge upgrading	5.6.5, 5.8.6, C8.15	Feasibility	Freight	WL	STPR/SDP	No funding	Fk/WL	SG, CEC, ML, EL
32	Forth Crossing Public Transport strategy	5.7.3, C8.16, C8.18, C8.19	Delivery	Cross-Forth	All	NPF3	Part funded	SG	CEC, Fife, WL
33	Rail freight enhancements - gauge enhancement	5.8.3	Delivery	Freight	All	STPR	Part funded	Network Rail	
34	Further rail electrification inc Grangemouth branch & ESSR	5.8.4	Feasibility	National	All		No funding	Network Rail	SG, Fk, WL, CEC
35	Grangemouth freight gateway	5.8.6	Conceptual	Freight	Fk	NPF3	Private	Forth Ports	SG, Fk, WL
36	Dryports at Coatbridge, Livingston/Bathgate	5.8.7	Conceptual	Freight	WL		Private	Private sector	SG, Network Rail
37	Rosyth deep water container port	5.9.2	Feasibility	Freight	Fife	NPF3	Private	Private	SG, Forth Ports, Fife
38	Rosyth ferry development	5.9.2	Conceptual	National	All		Private	Private	SG
39	Park and Ride linked to Orbital Bus: Lothianburn	C8.8, C8.12	Feasibility	Gtr Edinburgh	CEC, ML, EL	SDP	No funding	ML	SG, Bus operators
40	Park and Ride linked to Orbital Bus: A68 jnc	C8.8, C8.11	Feasibility	Gtr Edinburgh	CEC, ML, EL	SDP	No funding	ML	SG, Bus operators
41	Park and Ride linked to Orbital Bus: Gilmerton	C8.8	Feasibility	Gtr Edinburgh	CEC, ML, EL	SDP	No funding	CEC	SG, Bus operators

APPENDIX 1   Interventions identified in the RTS 2015

Ref	Intervention/ Initiative	RTS ref	Stage	Geog focus	Local authorities	Policy support (national/strategic)	Funding position (2015)	Lead	Other partners (notional - not necessarily complete)
42	Park and Ride linked to Orbital Bus: Lasswade Rd	C8.8	Feasibility	Gtr Edinburgh	CEC, ML, EL	SDP	No funding	CEC	SG, Bus operators
43	Park and Ride linked to Orbital Bus: Old Craighall	C8.8	Feasibility	Gtr Edinburgh	CEC, ML, EL		No funding	EL	SG, Bus operators
44	Sherrifhall junction grade separation	C8.8, C8.11	Feasibility	Gtr Edinburgh	CEC, ML, EL	SDP, STPR	No funding	SG	CEC, ML
45	Sherrifhall bus priority	C8.11	Conceptual	Gtr Edinburgh	CEC, ML, EL	SDP	No funding	SG	CEC, ML
46	Old Craighall junction improvements	C8.8, C8.10	Conceptual	Gtr Edinburgh	CEC, ML, EL	SDP, STPR	No funding	SG	CEC, EL
47	M8/A720 Managed motorway measures	C8.8, C8.15	Conceptual	Gtr Edinburgh	All	SDP, STPR	No funding	SG	CEC, WL
48	Musselburgh Quality Bus Corridor	C8.9	Conceptual	Eastern	EL		No funding	EL	Bus operators
49	Bankton P&R	C8.9, C8.10	Conceptual	Eastern	EL		No funding	EL	SG, Bus operators
50	Additional station car parking, corridor 9	C8.9	Conceptual	Eastern	EL		No funding	EL	Scotrail
51	Expansion of existing P&R sites, corridors 9,10	C8.9, C8.10	Conceptual	Eastern	EL		No funding	EL	
52	Improved pedestrian and cycle access at Dunbar station	C8.9	Conceptual	Eastern	EL		No funding	EL	Scotrail
53	Bankton junction improvements	C8.10	Conceptual	Eastern	EL		No funding	SG	EL
54	Station at Redheugh, Borders rail line	C8.11	Conceptual	Southern	ML	SDP	Private	EL	Network Rail, Scotrail
55	A7/A68 Bus priority	C8.11	Conceptual	Southern	ML	SDP	No funding	EL	Bus operators
56	Improvements to key routes (A7, A68, A697, A698, A699, A6105)	C8.11	Conceptual	Southern	ML, SB	SDP	No funding	SG (trunk rds) ML/SB (others)	ML/SB
57	Improvements to key routes (A72, A701, A702, A703)	C8.12	Conceptual	Southern	ML, SB	SDP	No funding	SG (trunk rds) ML/SB (others)	ML/SB
58	Currie/Balerno Quality Bus Corridor	C8.13	Conceptual	Gtr Edinburgh	CEC		No funding	CEC	Bus operators
59	A71 Bus priority measures W of A720	C8.14	Conceptual	Western	CEC, WL		No funding	CEC/WL	Developers
60	Additional station car parking: W Calder, Kirknewton	C8.14	Conceptual	Western	WL	SDP	No funding	WL	Developers
61	Improved pedestrian access: W Calder, Addiewell	C8.14	Conceptual	Western	WL		No funding	WL	Developers
62	Cross-boundary active travel measures WLC-CEC	C8.14	Conceptual	Gtr Edinburgh	CEC, WL		No funding	WL/CEC	Developers
63	Livingston Hub and Spoke bus services	C8.15	Conceptual	Western	WL		No funding	WL	Developers
64	Bus improvements Livingston N station to employment sites	C8.15	Conceptual	Western	WL		No funding	WL	Developers
65	Livingston bus priority measures	C8.15	Conceptual	Western	WL		No funding	WL	Developers
66	Additional station car parking: Uphall, Bathgate	C8.15	Conceptual	Western	WL		No funding	WL	Scotrail, Developers
67	New Bus P+R: Heartlands, Winchburgh, Beugh Burn, East Broxburn,Linlithgow	C8.15	Conceptual	Western	WL	SDP	No funding	WL	
68	Bus priority A8 Newbridge to Gogar	C8.15	Conceptual	Western	CEC		No funding	CEC	
69	M8 hard shoulder bus lane	C8.15	Conceptual	Western	WL	SDP, STPR	No funding	SG	
70	Airport road links improvement	C8.15	Feasibility	Gtr Edinburgh	CEC	SDP	Developer	CEC	SG, Edinburgh Airport, Developers
71	Bus priority and service improvements A89 corridor	C8.15	Conceptual	Western	WL		No funding	WL	
72	West Edinburgh tram extension	C8.15	Conceptual	Gtr Edinburgh	CEC, WL	SDP	No funding	CEC	WL
73	Improved bus links to stations from Bo'ness, Grangemouth	C8.16	Conceptual	Western	Fk		No funding	Fk	
74	Additional car parking at Falkirk High station	C8.16	Conceptual	Western	Fk		No funding	Fk	
75	M9 bus lane Linlithgow-Newbridge	C8.16	Conceptual	Western	WL	SDP, STPR	No funding	SG	WL
76	Bus Park and Ride at Winchburgh	C8.16	Conceptual	Western	WL		No funding	WL	
77	M9 junction Winchburgh	C8.16	Conceptual	Western	WL	SDP	No funding	SG	WL
78	M9 J3 Linlithgow W west facing slips	C8.16	Conceptual	Western	WL	SDP	No funding	SG	WL
79	A92 express buses plus bus priority in Dunfermline, Kirkcaldy, Glenrothes including network of PT hubs	C8.17	Conceptual	Fife	Fife		No funding	Fife	Bus operators
80	New station at Kirkcaldy E	C8.17	Conceptual	Fife	Fife	SDP	No funding	SG	Fife, Network Rail, Scotrail
81	Increased car parking at Leuchars station	C8.17	Conceptual	Fife	Fife		No funding	Fife	Network Rail
82	A92 Redhouse Interchange impts	C8.17	Conceptual	Fife	Fife	SDP	No funding	SG	Fife
83	A92 junction improvements at Bankhead, Preston	C8.17	Conceptual	Fife	Fife	SDP	No funding	SG	Fife

APPENDIX 1   Interventions identified in the RTS 2015

Ref	Intervention/ Initiative	RTS ref	Stage	Geog focus	Local authorities	Policy support (national/strategic)	Funding position (2015)	Lead	Other partners (notional - not necessarily complete)
84	Dunfermline N Relief Road and BRT corridor	C8.17	Conceptual	Fife	Fife	SDP	Private	Fife	Developers
85	Dunfermline W Distributor Rd	C8.17	Conceptual	Fife	Fife		Private	Fife	Developers
86	Dunfermline Junction improvements	C8.17	Conceptual	Fife	Fife		No Funding	Fife	
87	St Andrews Transport link	C8.17	Conceptual	Fife	Fife		No Funding	Fife	
88	St Andrews Outer Relief Rd	C8.17	Conceptual	Fife	Fife		Private	Fife	Developers
89	Levenmouth Link road	C8.17	Conceptual	Fife	Fife		No Funding	Fife	
90	Halbeath Link road, Dunfermline	C8.17	Conceptual	Fife	Fife		No Funding	Fife	
91	Cupar Northern relief road	C8.17	Conceptual	Fife	Fife		Private	Fife	Developers
92	A92 improvements Glenrothes - Tay Bridge	C8.17	Conceptual	Fife	Fife		No Funding	SG	Fife
93	Tay Bridgehead Park and Ride	C8.17	Preparation	Fife	Fife		Prep funded	Fife	SG
94	Cross Forth ferry	C8.18	Feasibility	Cross-Forth	Fife, CEC	SDP	No funding	Private	SG, Fife, CEC
95	Expanded Park & Ride at Inverkeithing, Dalgety Bay stations, Rosyth	C8.18	Feasibility	Cross-Forth	Fife	SDP	No funding	Fife	SG
96	Dunfermline-Inverkeithing/Dunfermline - Halbeath Bus Priority measures	C8.18	Conceptual	Cross-Forth	Fife	SDP	No funding	Fife	SG
97	Signalisation Pitreavie roundabout	C8.18	Conceptual	Cross-Forth	Fife	SDP	No funding	Fife	SG
98	A90 Northbound bus priority	C8.18	Conceptual	Cross-Forth	Fife	NPF3	No funding	SG	
99	SITCoS bus priority network completion	C8.18	Conceptual	Cross-Forth	CEC, Fife	SDP	No funding	SG	CEC, Fife, WL
100	Rosyth port rail link (freight)	C8.18	Conceptual	Freight	Fife		No funding	Network Rail	SG, Fife
101	Inverkeithing to Halbeath rail link including rail halt at Halbeath Park & Ride	C8.19	Conceptual	Cross-Forth	Fife	SDP	No funding	Fife	SG, Network Rail, Scotrail
102	West Fife QBC	C8.20	Conceptual	Fife	Fife		No funding	Fife	
103	New station at Dunfermline West	C8.20	Conceptual	Fife	Fife	SDP	No funding	Fife	SG, Network Rail, Scotrail
104	New station at Cambus	C8.20	Conceptual	Fife	Clacks		No funding	Fife	SG, Network Rail, Scotrail
105	Charleston rail chord	C8.20	Conceptual	Fife	Fife		No funding	Fife	SG, Network Rail, Scotrail
106	Rosyth port rail chord	C8.20	Conceptual	Freight	Fife		No funding	Network Rail	SG, Fife
107	Rosyth Bypass	C8.20	Conceptual	Fife	Fife	SDP	Private	Fife	Developers
108	Minor adjustments to new road layouts (Clacks Bridge)	C8.21	Conceptual	Cross-Forth	Clacks, Falkirk		No funding	SG	Clacks, Fk

#		Priority	Action	TYPE	Topic*	Timing	Details of Action	Funding Requirements
1	Co-ordinate Travel Planning	HP	Co-ordinate with LAs and Health Boards,etc. to develop travel plans	3	1	Ongoing	Work with Local Authorities and large employers to develop travel plans	£130k Sustainable travel budget 2015 -2016
2	Continue Car Share scheme	High	Continuing developing car sharing through European schemes , etc.	3	3	Ongoing	Continue to promote and develop Tripsharesestran and links to European projects	European funding where appropriate
3	Promote integrated ticketing nationally	High	Promote wider integrated ticketing	3	6	Ongoing	Promote and develop OneTicket especially as part of a national scheme	One -ticket budget
4	Regional Freight partnership	High	Contnuing the devolpment of Freight Quality Partnerships	3	8	Ongoing	FQP meetings to be held on a regular basis	None
5	Promote sustainable freight movement	High	Region freight movement and routing	3	9	Ongoing	Use annual monitoring to identify accessibility changes	None
6	Access to Healthcare employment and healthcare	High	Analyse the accessibility of various areas to health and employment facilities	3	SA&G	Annual	Use Accessibility model to analyse changes	£5k annual monitoring budget
7	Land use Planning	High	Continue involvement in land use planning	2	36	Ongoing	Working with L As and SESplan to develop sustainable Development Plans and Transport Plans	None
8	Develop Urban Cycle network	High	Support the development of urban cycle networks and their regular use.	3	16	2015 - 16	Work with LAs to develop commuter cycling routes.	Co-fund with Sustrans, £20k urban cycle budget 2015 -16
9	Active Travel network	High	Work with Sustrans to develop cycle networks	3	17	2015 - 16	Work closely with Sustrans to implement findings of the Sustran's X boundary study	Co-fund with Sustrans, £20k urban cycle budget 2015 -16
10	Implementing Parking management Strategy	High	Promote SeEStran parking management strategy and assist with DPE	2	11	On request	Continue with LAs on implementing the findings of the SEStran Parking Management Strategy	None
11	Promote Park and Ride Strategy	High	Promote measures associated with the SEStran P&R strategy	3	12	Ongoing	Continue to promote the SEStran P&R strategy and safeguard potential sites	£35k South Tay park and ride budget 2015 - 2016
12	Encourage use of alternative fuels	High	Encourage use of electric vehicles and alternatve fuel	1	13	Ongoing	Promote the provision of charging points and alternative fuels	Central Government funding when available
13	Sustainable Development	High	Ensure sustainablity is a key consideration in future development	2	30	Ongoing	Continue working with SESplan and TAYplan to develop travel sustainable development	None
14	PT information	High	Build on the SEStran PTI strategy	3	26	Ongoing	Continue promoting and developing the SEStran PTI strategy	SG/UK/European Funding when available
15	RTPI	High	Promote and seek funding for the implementation of RTPI	3	27	Ongoing	Continue to look for European funding opportunities	SG/UK/European Funding when available
16	Improve access to stations interchanges and stops	High	Encourage the improvement of access to public transport	3	24	Ongoing	Work with the Equalities Forum and other bodies to improve access	£50k Rail Stations Development budget 2015 -16
17	Information for Mobility Impaired people	Med	Identify short comings in present information provision	3	29	Ongoing	Work wih the Equalities forum to identify short comings	£10k seed funding allocated on an annual basis
18	Cycle infrastructure best practice	Med	Review best practice, linked to work with Sustrans	2	18	2015 -2016	Look at existing good practice to see whether additional advice is required.	None
19	Promote maximum parking standards	Med	Promote the use of SEStran's parking standards	2	10	Ongoing	Promote maximum parking standards as laid out in our published advice	None
20	Support for non viable bus services	Med	Assist LAs in reviewing bus services	1	19	On Request	Offer assistance to LAs in reviewing their bus services	LA funded if required
21	Rail concession scheme	Med	Review current practice before promoting further development	1	7	2017-2018	Look at current practice for concessionary train travel	None
22	Alternative fuels for buses	Med	Encourage bus operators to consider alternaive fuels	1	20	Ongoing	Encourage operators to consider SEStran research	None
23	Develop sustainable travel by travel planning	Med	Promote Sustainable Development Guide	2		Ongoing	Work with Las and SESplan to promote sustainable travel guide	None
24	Minimum standard for buses	Med	Seek to achieve a minmum standard of bus	1	21	Ongoing	Encourage operators to consider SEStran research	None
25	Inequalities of fares	Med	Address inequalities in transport fares based on value for money	1	22	Ongoing	Encourage operators to consider SEStran research	None
26	Public Transport Integration	Med	identify barriers to integration	1	23	2018 -2019	Work with operators to maximise service integration	None
27	Workplace Travel Plans	Med	Promote travel planning especially in new developments	3	3	Ongoing	Promote workplace travel plans	Travel planning budget
28	Promotion of tele-working	Med	Establish best practice and promote	3	4	Ongoing	Promote tele working and hub working as part of sustainable travel	Travel planning budget
29	Sustainable travel awareness campaigns	Med	Establish best practice and promote	3	5	Ongoing	Establish bestpractice/events /promotions to publicise sustainable travel	Publicity budget
30	Promotion of One Ticket	Med	Promote and expand the use of One Ticket	4	6	Ongoing	Extend usuage of One ticket, especially as a basis for a national provision	One ticket budget
31	Improve infrastructure at bus stops	Med	Promote minimum standards for bus stops	3	25	Ongoing	Encourage LAs and operators to consider SEStran research	None
32	Development of DRT	Med	Review current operations and current best practice	3	SA&G	2016-2017	Review existing operations and its links to community transport	possible LA or NHS funding
33	Rural area transport	Med	Review rural transport provision	3	SA&G	2016 -2017	Review rural transport,especially community transport provision	Work with CTA
34	Car Clubs	Med	Review effectiveness and promote car clubs	1	35	Ongoing	Promote car clubs as part of travel planning remit	Travel planning budget
35	Bus Lane compliance	Med	Encourage extension of enforcement	2	31	2017 - 2018	Work with LAs and police to improve enforcement	None
36	Co-ordination of Community transport	Med	Develop co-ordination between authorities and health boards	1	33	Ongoing	Work with Health Boards and LAs through our Access to Health care Group	Possible NHS and LA funding
37	Taxi Card	Low	Investigate the potential for a region wide card	1	28	2018-2019	Review findings of previous report	None
38	Framework for ITS systems	Low	Compile an inventory of ITS systems	2	34	2019- 2020	Compile inventory of ITS systems to ensure consistency of approach	None
39	Road Safety	Low	Support Road Safety and link national and local actions	3	15	Ongoing	Identify where co-ordination would be of benefit	None
40	Safer Routes to School	Low	Share best practice	2	14	2017 - 2018	Identify best practice and circulate results	None
41	Facilities for Motor Bikes	Low	Liaise with stakeholders on requiremets	2	37	2020 -2020	Identify specific requirements PTW users	To be assessed
42	Tourist signing strategy	Low	Establish a consistent tourist signing strategy	2	32	2016 - 2017	Work with LAs to ensure consistency in implementing tourist signing	None

*SA&G: Specific Areas and Groups - Chapter 7 of RTS

Newburgh and Oudenarde Stations

1. Background

1.1 Over the years there have been several studies undertaken regarding the potential for new rail stations at Newburgh in Fife and Oudenarde (an eastward extension to Bridge of Earn) in Perth & Kinross.

1.2 Since the main study back in 2005 there have been significant improvements to rail services between Perth and Edinburgh so one of the key 'obstacles' to a new station at either Newburgh or Oudenarde had significantly altered.

1.3 In 2014, a client group consisting of SEStran, Tactran, Fife and Perth & Kinross Councils awarded a contract to SYSTRA to undertake a feasibility study into the potential rail demand and business case for these stations should there be a new station built at either of these locations.

1.4 It should be noted that this study is not part of a STAG study (as required by Transport Scotland for any scheme requiring funding from the Government) but would inform such a study should the decision be taken to go ahead to this stage.

2. Newburgh and Oudenarde

2.1 The two potential stations are located on the single track line between Perth and Ladybank on the Edinburgh – Perth – Inverness line and would primarily be served by Edinburgh – Perth local trains but also by some Edinburgh – Inverness long distance trains to form an hourly service through the day.

2.2 Newburgh is a relatively small town with a population of slightly more than 2,000 people and is located approximately half way between Perth and Ladybank. It is relatively isolated and served by the A913. Only modest growth is anticipated for the town over the next few decades.

2.3 Oudenarde/Bridge of Earn is located next to the A90 just South of Perth with a current population of around 2,700. The town is however expected to grow significantly by the addition of around 1,600 houses.

2.4 Particular constraints would be the capacity of the single track line as well as the increase in journey time for other passengers using these services. The Scottish Government's strategy is to significantly reduce the journey time between Edinburgh and Inverness.

2.5 It was therefore assumed that it would be unrealistic to consider that two new stations could be accommodated so the study primarily investigated the potential of a new station at one or the other of the two locations.

2.6 It should however be noted that either of the two stations would be beneficial for both towns; A station at Oudenarde/Bridge of Earn would be attractive for

Newburgh for travelling to/from Perth whereas a station at Newburgh would be attractive for Oudenarde/Bridge of Earn for travelling to/from Fife and Edinburgh by rail.

3.   Study Outcome

3.1   The final study report can be found on http://www.sestran.gov.uk/uploads/20151118_Oudenarde_and_Newburgh_Study_Final_Report_(Combined)_v5.pdf and a one page summary is attached to this report.

3.2   The patronage forecasts were based on relatively high level 2001 and 2011 travel census data and must therefore be regarded as initial forecasts. Should further work be undertaken, patronage forecasts based on the best available models would be required.

3.3   As expected, the patronage forecasts for Oudenarde turned out to be significantly higher for Oudenarde than for Newburgh as can be seen from the table below.

	2020	2030
Oudenarde	192,000	286,000
Newburgh	83,000	93,000

3.4   However, due to the isolation of Newburgh and much poorer current travel alternatives (by bus or car) relative to Oudenarde / Bridge of Earn, the economic benefits to each user of Newburgh station would be significantly higher than that for Oudenarde. The total estimated benefits (per annum) for the two stations (including change in public transport revenues) are as follows:-

	2020	2030
Oudenarde	£399,000	£612,000
Newburgh	£583,000	£717,000

3.5   Based on estimated construction costs (from previous studies) of each station of £3.486 millions (including 66% optimism bias) and taking account of estimated annual operating costs of £41,500 (including 41% optimism bias) as well as the disbenefit to other passengers (due to the increased journey time), the BCRs (Benefit Cost Ratios) for Oudenarde and Newburgh were estimated at 1.7 and 2.65 respectively.

3.6   Finally, a sensitivity test was undertaken, based on the scenario that construction and operating costs would be 50% higher than those estimated above. In this case the BCR for Oudenarde would be reduced to 0.9 and, for Newburgh, 1.3

4.   Conclusion

4.1   Arguably, the business case for providing a new station at Newburgh or, perhaps to a lesser extent, Oudenarde, looks quite encouraging – in particular when considering that other potential benefits not included in the study such as environmental benefits and improved access to employment was not part of this study.

4.2 On the other hand, the patronage forecasts were based on relatively simple data and there was no work done to upgrade 'old' estimates of construction costs.

4.3 There is also uncertainty over the capacity of the single track line to accommodate new stations, in particular in light of a proposed increase in line speeds on this stretch of track and the Government's strategy to reduce rail journey times between Inverness and Edinburgh.

4.4 It would therefore be necessary to allocate fairly significant resources towards this project should it be decided to go ahead with a STAG (including technical feasibility work and more detailed patronage analysis) for this project.

4.5 It would also be necessary to engage further with Transport Scotland and Network Rail to get their understanding in taking this project forward.

5.   Recommendation

5.1 The Board is asked to note the report and to agree that, subject to agreement amongst all the client group partners, further discussions take place with Transport Scotland and Network Rail regarding this project before consideration is given to enter into a full or partial STAG process.

Trond Haugen
Advisor to SEStran
24 November 2015

Appendix: Summary of SYSTRA report

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

SYSTrA

7.   SUMMARY

7.1.1   This feasibility study has provided an update to the various previous studies with a greater focus on the modelling and appraisal of options. Although the appraisal adopted here is consistent with the STAG principles, this study is a feasibility study and does not identify the existing problems and opportunities within Oudenarde and Newburgh, detailed costs or detailed timetabling. It will however serve to inform any subsequent STAG focusing on transport issues within this area.

7.1.2   This study has addressed one key question - is there a business case for stopping services at Oudenarde or Newburgh?

7.1.3   Although Oudenarde and Newburgh represent very different opportunities – Newburgh a small town with limited transport connections to Perth and Dundee and Oudenarde a large planned housing development adjacent to Bridge of Earn – they are bound by similar restrictions which have not been addressed as part of this study:

  O   Their position on a single track section of line restricting timetabling capabilities;
  O   Transport Scotland's commitment to reducing/maintaining long-distance journey times particularly in relation to the Highland Main Line Improvements;
  O   The operational impact of stopping services on this section of line; and
  O   The increase in line speed on the Ladybank to Hilton Junction.

7.1.4   These restrictions would need to be addressed before any decision is taken to provide an hourly service at a new station between Ladybank and Perth.

7.1.5   This study has looked at the introduction of an hourly stopping service on Edinburgh – Perth services with a three minute journey time increase for existing passengers. Although boarding and alighting levels are predicted to be considerably higher at Oudenarde, the much higher benefits per passenger for users of Newburgh station results in a greater total economic benefit for Newburgh station. Benefits per passenger for users of Newburgh station are greater due to the relative difference between existing and future generalised cost being greater for Newburgh users than Oudenarde. This is due to the less-attractive existing public transport and car journey times to/from Newburgh compared to Oudenarde.

7.1.6   The analysis suggests that the benefits would generally exceed the costs for each of the two stations, with cost benefit ratios ranging from 1.3 - 2.8 for Newburgh and 0.9 - 2 for Oudenarde.

7.1.7   The Business Case for both new rail stations outlined in this report would be further strengthened by the inclusion of a range of local economic and environmental benefits such as improved access to employment and other services and local air quality and climate change benefits from the reduced car traffic which have not been quantified here.

Employer Discretions Policy

1.   Introduction

    1.1   In line with the new Local Government Pension Scheme regulations, SEStran are required to publish a policy statement for employer's discretions.

    1.2   The policy has been drafted in consultation with Treasurer Services, City of Edinburgh Council and HR Services, Falkirk Council and is subject to regular review by the Partnership Director.

2.   Recommendation
It is recommended that the Board approves the policy for immediate implementation.

Alex Macaulay
Partnership Director
November 2015

Appendix 1   Pension Discretions Policy

Policy Implications	Outlined in report
Financial Implications	Outlined in report
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None

Employer's Policy Statement LGPS 2015

Employer: South East of Scotland Regional Transport Partnership

Lead officer (for any questions): Alex Macauley; Partnership Director

Contact details of lead officer: alex.macauley@sestran.gov.uk

Date of policy statement:

Date for review:

<u>**Notes on LGPS Policy adoption and review**</u>

This is a requirement of the Scheme Regulations – each employer must have a policy in place by 30 June 2015 on regulations 16(2)(e) and 16(4)(d) (Additional Pension Contributions), 29(6) (Flexible Retirement), 29(8) (waiving actuarial reductions), 30 (award of additional pension), and Schedule 2 Paragraphs 2 & 3 of Schedule 2 of the Transitional Regulations (switching on the rule of 85 for members who voluntarily draws benefits between age 55 and 60).

It is recommended that employers also formulate their policy in respect of the other regulations included below.

It must be published (made known to members) and a copy sent to Lothian Pension Fund.

It must be kept under review and revised following any change in policy.

Any revisions must be published and a copy sent to the fund within 1 month of the revision.

In formulating their policy, employers must have regard to the extent to which the exercise of its policy could lead to a serious loss of confidence in the public service.

The Local Government Pension Scheme (Scotland) Regulations 2014

Policy Statement (Draft only)

Under Regulation 58 of the Local Government Pension Scheme (Scotland) Regulations 2014, each employer participating in the scheme is required to formulate a policy concerning the exercise of certain discretions contained within the regulations.

The South East of Scotland Regional Transport Partnership after careful consideration and having regard to the extent to which the exercise of the functions could lead to a serious loss of confidence in the public service, has decided to exercise its discretions in the following way

The statement is applicable to all employees of South East of Scotland Regional Transport Partnership who are eligible to be members of the Local Government Pension Scheme.

1. Regulation 16(2)(e) & 16(4)(d) of the Local Government Pension Scheme (Scotland) Regulations 2014: Additional Pension Contributions

Policy

The South East of Scotland Regional Transport Partnership will not have a general policy of entering into an APC contract with a scheme member, but will consider individual cases on their merits.

Explanatory Notes

Employers may voluntarily enter into an APC contract with a Scheme member who is contributing to the MAIN section of the scheme in order to purchase additional pension of not more than the additional pension limit (£6,500 from 1st April 2015 subject to annual increase in line with the Pensions (Increase) Act 1971).

Employers may resolve to fund in whole or in part any arrangement entered into by an active scheme member to pay additional pension contributions by way of regular contributions in accordance with Regulation 16(2)(e), or by way of a lump sum in accordance with Regulation 16(4)(d).

The amount of additional contribution to be paid is determined by reference to actuarial guidance issued by the Government Actuaries Department.

Consideration needs to be given to the circumstances under which the scheme employer may wish to use their discretion to fund in whole or in part an employee's Additional Pension Contributions.

2. Regulation 29(5) of the Local Government Pension Scheme (Scotland) Regulations 2014: Retirement Benefits: Early payment of benefits on or after age 55 and before age 60

Policy

The South East of Scotland Regional Transport Partnership will not have a general policy of granting early payment of benefits on or after age 55 and before age 60 but will consider requests on a case by case basis. [Employing Authority may exercise this discretion where a sound business case can be made for doing so or where other exceptional circumstances arise that make payment of those benefits justifiable. An election made by a member aged less than 60 is ineffective without the consent of the member's employing authority or former employing authority.

Explanatory Notes

Members age 55 or over may elect to receive immediate payment of retirement benefits (provided they have left Local Government employment). Such benefits may be reduced for early payment.

So as to avoid the member suffering the full reduction to their benefits the Scheme employer can 'switch on' the 85 year rule protections thereby allowing the member to receive fully or partly unreduced benefits but subject to the Scheme employer paying a strain (capital) cost to the Pension Fund.

3. Regulation 29(6) of the Local Government Pension Scheme (Scotland) Regulations 2014: Flexible Retirement

Policy

The South East of Scotland Regional Transport Partnership will not have a general policy of agreeing to requests for early payment of retirement benefits from a member who has attained age 55 and who with his employer's consent, has also reduced his hours and/or grade. However, where the South East of Scotland Regional Transport Partnership consider it can be demonstrated as being to their advantage or in their operational interests, it will consider such requests.

Should the South East of Scotland Regional Transport Partnership agree to the early payment of benefits under this regulation in any case, they will not have a general policy of waiving any reduction which would normally be applied to the benefits.

Explanatory Notes

Where certain conditions are met, the Scheme Regulations allow members to draw some or all of their scheme benefits while still in employment. The conditions are:
- The member must apply for early payment in writing and be at least age 55
- The member, with the employer's consent, reduces the hours he works or his grade of employment and,
- The employer agrees to the early payment of his benefits

On flexible retirement, members must take all benefits in respect of membership before 1 April 2009. With regards to the following benefits, the member has the option to request payment of the as follows:
- All, part or none of the benefits in respect of membership between 1 April 2009 and 31 March 2015
- All, part or none of the benefits in respect of membership from 1 April 2015 onwards
- Any additional benefits such as added years contracts, additional pension contracts (APCs), additional voluntary contributions (AVCs) or additional pension or membership awarded by the employer.
Employers must confirm whether or not they will agree to the member's request.

The benefits would be subject to the same level of reduction which would apply had the member retired from employment, but the employer may, at their cost, waive the reduction.

Note that for members who have reached age 60, employer consent to early payment is not required.

4. Regulation 29(8) of the Local Government Pension Scheme (Scotland) Regulations 2014: Waiving Actuarial Reduction on Early retirement between 55 and 60.

Policy

Any scheme member aged 55 or over, providing they have left employment, can ask for the early payment of pension benefits, but these benefits may be reduced for early payment.

The South East of Scotland Regional Transport Partnership will not have a general policy of agreeing to requests for early payment of retirement benefits from a member who has attained age 55 or over and is under age 60. However, where the South East of Scotland Regional Transport Partnership considers it can be demonstrated as being to their advantage or in their operational interests, it will consider such requests.

Should the South East of Scotland Regional Transport Partnership agree to the early payment of benefits under this regulation in any case, they will not have a general policy of waiving any reduction which would normally be applied to the member's benefits.

Explanatory Notes

Should an employer permit early payment of retirement benefits for a member between age 55 and 60, or flexible retirement, the member will receive immediate payment of their retirement benefits. These benefits may be reduced for early payment.

An employer can agree to waive the reduction which would apply. To do so would mean the employer would be liable for strain on fund costs to cover the cost of early retirement.

5. Schedule 2 – paragraphs 2 & 3 of the Local Government Pension Scheme (Transitional Provisions and Savings) (Scotland) Regulations 2014

Policy

The South East of Scotland Regional Transport Partnership will not have a general policy of agreeing to requests for early payment of retirement benefits from a member who has attained age 55 and is under age 60 who with his employer's consent. However, where South East of Scotland Regional Transport Partnership considers it can be demonstrated as being to their advantage or in their operational interests, it will consider such requests.

Should the South East of Scotland Regional Transport Partnership agree to the early payment of benefits under this regulation in any case, they will not have a general policy of applying the Rule of 85, nor will they waive any reduction which would normally be applied to the benefits.

Explanatory Notes

Other than on flexible retirement, the rule of 85 does not automatically apply to members who would otherwise be subject to this and have (with their employer's consent) chosen to voluntarily draw their benefits on or after age 55 and before age 60. As a result, the member's benefits will be actuarially reduced.   To avoid the member suffering the full reduction to their benefits the Scheme employer can 'switch on' the 85 year rule protections thereby allowing the member to receive fully or partly unreduced benefits but subject to the Scheme employer paying a strain (capital) cost to the Pension Fund.

As the Rule of 85 no longer automatically applies, employers might be more likely to consider member requests for early payment of benefits between age 55 and 60. This is because, unless the employer chooses to apply the Rule of 85, no strain costs will be payable. Instead, the cost will be met by a reduction to the member's benefits.

A further option would be for the employer not to apply the Rule of 85 but to agree to waive part of the actuarial reduction which would apply. In these cases, the employer would meet part of the cost for early payment by paying a strain cost, and the member would meet the balance of the cost by a reduction to their benefits.

6. Regulation 30 of the Local Government Pension Scheme (Scotland) Regulations 2014: Award of Additional Pension

Policy

The South East of Scotland Regional Transport Partnership will not have a general policy of awarding additional pension in this way, but will consider individual cases on their merits. The South East of Scotland Regional Transport Partnership may exercise this discretion in an individual case by written resolution where financial or operational advantages can be demonstrated.

An employer may award a member additional pension which would become payable from the same date as the member's normal pension. The maximum extra pension which can be awarded is £5,000. Such awards can be made to active members, or within 6 months of leaving to members whose employment was terminated on the grounds of redundancy or the interest of efficiency. The employer must make an appropriate payment into the fund within one month of making a resolution.

The figure of £5,000 will be increased annually each April (from April 2016) under the Pension (Increase) Act 1971.

7. Regulation 29(5) of the Local Government Pension Scheme (Scotland) Regulations 2014: (Voluntary Early Retirement between the ages of 55 and 60)

Policy

A former scheme member aged 55 or over, providing they are not in Local Government Employment, can ask for the early payment of their deferred pension benefits. Where the member is under age 60, it is at the employer's discretion to agree to early payment.

The South East of Scotland Regional Transport Partnership will not have a general policy of allowing early payment of benefits for former employees, but will consider applications on their merits. The South East of Scotland Regional Transport Partnership may consent to voluntary early release where it can be demonstrated as being in the South East of Scotland Regional Transport Partnership's financial or operational interests. Where early payment is permitted, the employer will will not have a general policy of applying the Rule of 85, nor will they waive any reduction which would normally be applied to the benefits

Explanatory Notes

This is an option in the Scheme Regulations which allows former members to access their deferred benefits early, provided they are at least 55 years old and have their former employer's consent. As Rule of 85 does not automatically apply under such circumstances, the member's benefits would be reduced for early payment. Employers may wish to switch on the Rule of 85 (see item 5. above), however this would result in additional costs. Alternatively, an employer may not apply the Rule of 85 but may agree to waive all or part of the actuarial reduction which would apply.

Employers may wish to consent to early payment where it could be demonstrated that there were financial or operational benefits in doing so.

8. Regulation 30 of the Local Government Pension Scheme (Benefits, Membership and Contributions) (Scotland) Regulations 2008: (Voluntary Early Retirement between the ages of 55 and 60)

Policy

Any scheme member aged 55 or over, providing he has left his employment, can ask for the early payment of pension benefits. Where the member is under age 60, it is at the employer's discretion to agree to early payment. This discretion may also apply to former members with deferred pension rights when they attain age 55.

The South East of Scotland Regional Transport Partnership will not have a general early release policy, but will consider applications on their merits. The South East of Scotland Regional Transport Partnership may consent to voluntary early release under regulation 30 of the Benefits Regulations where it can be demonstrated as being in the South East of Scotland Regional Transport Partnership's financial or operational interests. In the event that the South East of Scotland Regional Transport Partnership does consent to a scheme member's early release it may

further determine on compassionate grounds under regulation 30(5) that a scheme member's benefits should not be reduced. The South East of Scotland Regional Transport Partnership will only exercise this further discretion in exceptional cases of hardship.

Explanatory Notes

This discretion applies to former employees with deferred benefits who left the Scheme before 1 April 2015. The Scheme Regulations which allows former members to obtain access to their deferred benefits early; provided they are at least 55 years old. Benefits would be reduced for early payment and pension. They amount of the reduction depends on the extent of the protection applicable to the member in respect of the 'Rule of 85'.

The reduction is calculated in accordance with guidance issued by the Government Actuary's department.

It should be borne in mind that decisions to award early payment of benefits under this regulation put a strain on the pension fund, a cost which is passed on to the employer. However, employers may wish to consent where it could be demonstrated that there were financial or operational benefits in doing so.

Employers may also resolve to waive any actuarial reduction applied to the member's benefits where there are compelling compassionate grounds for doing so.

9. Regulation 17(1) of the Local Government Pension Scheme (Scotland) Regulations 2014: Shared Cost AVC's

Policy

This regulation allows the South East of Scotland Regional Transport Partnership to set up an additional voluntary contributions (AVC) scheme requiring a contribution from the South East of Scotland Regional Transport Partnership. Scheme members already have access to AVC arrangements which accept member-only contributions. The policy of South East of Scotland Regional Transport Partnership is not to establish a shared cost AVC scheme.

Explanatory Notes

Very few employing authorities in the UK have established a shared cost AVC scheme. To do so would result in additional costs for the employer.

10. Regulation 89 of the Local Government Pension Scheme (Scotland) Regulations 2014: Forfeiture of pension rights after conviction for employment-related offences

Policy

Under this regulation, the South East of Scotland Regional Transport Partnership may apply to the Scottish Ministers to forfeit all or part of a scheme member's pension benefits. This would apply in a case of conviction for a serious offence which were either 'gravely injurious to the State or 'liable to lead to a serious loss of confidence in the public service'. In the interests of maintaining confidence in the public service, the South East of Scotland Regional Transport Partnership reserves the right to exercise this discretion should the need arise.

Explanatory Notes

This provision allows the employer the option to apply to the Scottish Ministers to forfeit all or part of a scheme member's pension benefits in specific circumstances (such as a conviction for a serious crime) and it is recommended that all employers adopt this provision.

11. Regulation 90 of the Local Government Pension Scheme ((Scotland) Regulations 2014: Recovery or retention where former member has misconduct obligation

Policy

Under this regulation, the South East of Scotland Regional Transport Partnership may recover from his pension benefits any loss arising from a criminal, negligent or fraudulent act by a former employee. Providing that all other efforts to recover monetary obligations have been exhausted, in the interest of maintaining confidence in the public service, the South East of Scotland Regional Transport Partnership reserves the right to exercise this discretion should the need arise.

Explanatory Notes

This provision allows employers to recover monies from pension benefits (for example, the theft of a substantial sum of money could be recovered from a scheme member's total benefits in respect of acts of theft or fraud carried out by an employee. This provision can also apply to former employees (for example, the theft of a substantial sum of money could be recovered by deducting this amount from a member's transfer value and only the reduced benefit deferred until retirement age). It is recommended that all employers adopt this provision.

12. Regulation 98 of the Local Government Pension Scheme (Scotland) Regulations 2014: Inward Transfer of Pension Rights

Policy

The South East of Scotland Regional Transport Partnership will not have a general policy of allowing a late transfer to proceed. Instead it will consider individual applications on their merits and may, in agreement with Lothian Pension Fund exercise discretion to allow a late transfer to proceed where there is no financial impact on the South East of Scotland Regional Transport Partnership and Lothian Pension Fund.

Explanatory Notes

The Scheme Regulations allow members to transfer previous pension rights into the Local Government Pension Scheme. The Regulations state that all transfers must be requested within 12 months of the member joining the scheme. However, employers and administering authorities have the discretion to allow transfers to proceed after this time-limit has expired.

Employers may wish to consider extenuating circumstances as to why the member did not request the transfer previously. The employer may have a policy not to allow late transfers to proceed as this will increase the member's pension liabilities. This would be a particular consideration if there is a possibility that early retirement may be considered in the future as such an increase in liabilities could give rise to increased strain on Fund costs.

13. Regulation 9(4) of the Local Government Pension Scheme (Scotland) Regulations 2014: Member Contributions

Policy

Under this regulation, the South East of Scotland Regional Transport Partnership may adjust a member's contribution rate should a change in pay move them into a different band during the financial year. Providing that a consistent approach is taken, in the interest of maintaining confidence in the public service, the South East of Scotland Regional Transport Partnership reserves the right to exercise this discretion should the need arise.

Explanatory Notes

Employers have to allocate members into the appropriate contributions band for 2015/16 and every financial year from then on. If a member's pay moves into a different band during a financial year, the employer has discretion to implement the new band immediately but may prefer to wait until the next annual review.

14.   Regulation 16(16) of the Local Government Pension Scheme (Scotland) Regulations 2014: Additional Pension Contributions

Policy

Under this regulation, where a member enters into an additional pension contract to which employer contributions may be made (Shared Cost Additional Pension Contract), an application to enter into the contract must be made within 30 days of returning to work. The South East of Scotland Regional Transport Partnership will not generally agree to extend this time limit, but will do so exceptionally, where an employee provides evidence of extenuating circumstances.

Explanatory notes

Following a period of approved unpaid absence, the member can elect to buy back the lost pension. If they make such an election within 30 days of their return to work, then the cost of buying back the lost pension can be shared with the employer. Elections made after 30 days

would require the member to bear the full costs of the additional pension contract. The Regulations allow the employer to extend the 30 day time limit at their discretion.

15. The Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998 and the Local Government (Discretionary Payments and Injury Benefits) (Scotland) Amendment Regulations 2008

SEStran operates the provisions of its Severance Policy (April 2011), last reviewed and approved by the SEStran Partnership Board, with no changes, in September 2015.

In particular, Section 3 of that policy covers Compensatory Payments on grounds of the following:-

  3.1   general provisions
  3.2   on the grounds of efficiency, severance and voluntary redundancy
  3.3   on the grounds of compulsory redundancy
  3.4   compensatory added years
  3.5   pension scheme members – mandatory pension scheme benefits
  3.6   payment in lieu of notice and outstanding annual leave

The above policy is available at:-

SEStran Severance Policy(April 2011)

Policy Review

In making this policy, the South East of Scotland Regional Transport Partnership has referred to the statutory provisions and to advice from the City of Edinburgh Council as the Pension Scheme administering authority.

This policy statement will be kept under review and will be revised as and when necessary to reflect any changes in regulation or policy. Any changes to this policy will be advised to the administering authority and scheme members in writing within one month of the change taking effect.

Authorised Signature:

Designation: Date:

Dates of Future Meetings

1. Summary

1.1 This report outlines the proposed calendar of SEStran Partnership Board meetings in 2016, with the full schedule of SEStran meetings contained in Appendix 1.

1.2 The schedule has been drafted in line with previous meeting cycles and complies with audit reporting requirements.

1.3 The proposed dates for the Partnership Board are:
- Friday 18th March 2016 – Conference Room 1, Victoria Quay
- Friday 17th June 2016 – Conference Room 1, Victoria Quay
- Friday 23rd September 2016 – Conference Room 1, Victoria Quay
- Friday 2nd December 2016 – Conference Room 1, Victoria Quay

1.4 Due to the impending office relocation, venues for the Forums and sub-groups beyond March will be confirmed at a later date and dates may be subject to change.

2. Recommendation

2.1 It is recommended that the Board approves the proposed programme of meetings for 2016 and:

2.2 Notes that venues still to be confirmed will be announced after the SEStran Office relocation.

Angela Chambers
Office Manager
23rd November 2015

Appendix 1:   Table of future meeting dates.

SEStran Calendar of Meetings 2016

	January	February	March	April	May	June	July	August	September	October	November	December
Partnership Board 10:00-13:00			**Fri 18th** Conf. Room 1 Victoria Quay			**Fri 17th** Conf. Room 1 Victoria Quay			**Fri 23rd** Conf. Room 1 Victoria Quay			**Fri 2nd** Conf. Room 1 Victoria Quay
Performance & Audit Committee 10:00-11:30			**Fri 4th** Meeting Room 2D-45(bridge) Vic.Quay			**Fri 3rd** Venue TBC			**Fri 9th** Venue TBC		**Fri 18th** Venue TBC	
Chief Officer Liaison Group 10:00-12:30			**Tues 1st** Meeting Room 1F-55 (bridge) Vic. Quay		**Tues 31st** Venue TBC				**Tues 6th** Venue TBC		**Tues 15th** Venue TBC	
Bus Forum 10:00-12:30					**Fri 13th** Venue TBC					**Fri 14th** Venue TBC		
Bus Liaison 10:00-12:30 **Dates TBC**												

	January	February	March	April	May	June	July	August	September	October	November	December
Rail Forum 10:00-12:30				**Fri 15th** Venue TBC							**Fri 4th** Venue TBC	
Airport Forum 10:00 – 12:30					**Fri 27th** Venue TBC							
Sustainable Transport Forum 10:00 – 12:00				**Fri 29th** Venue TBC								
Equalities Forum 10:00-12:00		**Fri 5th** SEStran Offices, 130 East Claremont Street			**Fri 6th** Venue TBC			**Fri 26th** Venue TBC			**Fri 25th** Venue TBC	
FQP 10:00 – 12:00						**Fri 10th** Venue TBC						**Fri 9th** Venue TBC
Strategy Liaison Group 10:00-12:30 **As Required**												

	January	February	March	April	May	June	July	August	September	October	November	December
Access to Healthcare 10:00 -12:00				**Thurs 7th** Venue TBC								
South Tay P+R 10:00-12:00 **Dates TBC**												

Mid Term Review
Treasury Management Activity

1.   Introduction

1.1   The purpose of this report is to review the investment activity undertaken on behalf of the Partnership during the first half of the 2015/16 Financial Year.

2.   Background

2.1   In accordance with Investment Regulations in Scotland the Partnership adopted the appropriate Codes of Practice and approved an Annual Investment Strategy at its meeting on the 20th March 2015.

3.   Mid Term Review - Annual Investment Strategy

3.1   As approved in the Partnership's Investment Strategy, the Partnership continues to maintain its bank account as part of the City of Edinburgh Council's group of bank accounts. Any cash balance is effectively lent to the Council, but is offset by expenditure undertaken by the City of Edinburgh Council on behalf of the Board. Interest is given (charged) on 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). In line with recent short term interest rates, the investment return/charge continues to be low, but the Board gains security from the counterparty exposure being to the City of Edinburgh Council. Net end of month balances for the first half of the year were:

Opening Balance	-£1,006,324.88
April	£290,497.49
May	£254,794.23
June	£73,203.01
July	-£37,070.07
August	£11,695.74
September	-£8,422.11

3.2   Although interest is not calculated until March, in line with the guidance note, the interest rate charged averaged 0.362% during the first half of the financial year.

4. Recommendation

4.1 It is recommended that the Board notes the investment activity undertaken on behalf of the Partnership.

<div align="right">

Hugh Dunn
Treasurer

</div>

Appendix   None

Contact/tel   Iain Shaw, Tel: 0131 469 3117
(iain.shaw@edinburgh.gov.uk)

SEStran Stations

1. Background

1.1 The September 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 some of the 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 have been delivered by Network Rail by the end of November. This should enable SEStran and the two Councils to consider a resubmission of their application for funding from the Scottish Station Fund.

2.2 SEStran and the two Councils have been advised by Transport Scotland that the maximum contribution for these two stations from the Scottish Station Funds would be £3 million for each station.

3. Leuchars Station Car Park Extension

3.1 The bid by Fife Council towards a 50% contribution from the Scottish Station Fund towards the extension of the car park has been approved with a grant of £255k. Site investigation is now complete and the Council is working with Scottish Power on their required diversionary works. Tender documentation is to be drawn up with the likely works starting on site April 2016 with opening likely early Autumn 2016

4. New Falkirk High Station Car Park Extension

4.1 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.

4.2 The detailed design is being carried out at present with a view to starting on site March / April and with a possible completion around mid to late summer 2016.

5.   Levenmouth Rail

The Levenmouth STAG study is now complete and the conclusions from the STAG Part 2 report is attached. The 18 page executive summary of the STAG Part 2 can be found on http://www.fifedirect.org.uk/publications/index.cfm?fuseaction=publication.pop&pubid=ED05D224-D478-4B55-9CED323A7F70A7C5

5.1   The STAG report recommends two options for progression:
Option A – bus-rail integration at Markinch
Option B – re-opening the rail line between Thornton north junction and Leven for passenger and freight services.

5.2   The next stage will be submitting the STAG report to Transport Scotland for assessment and approval. If approved by Transport Scotland, then this could lead to a more detailed analysis and business case development by Network Rail.

6.   Recommendation

6.1   The Board is asked to note the report,

Trond Haugen
Advisor to SEStran
24 November 2015

Appendix:-   Levenmouth STAG Part 2 Conclusions

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

SYSTRA

9.2 Conclusions

9.2.1 This report has presented the Detailed Appraisal findings of the Levenmouth Sustainable Transport Study undertaken in accordance with STAG. Enhancement of the public transport offering by investment in bus and rail would all deliver benefit.

9.2.2 **Option A** (bus-rail integration at Markinch) and **Option B** (re-opening of the rail line between Thornton North Junction and Leven for passenger and freight services) perform well across the different criteria. **Option A** has associated lower investment and operating costs, but would require an annual subsidy to offset the additional operating costs not covered by revenue generated. **Option B** involves higher investment costs and as a result would achieve a lower benefit-cost ratio, but would have greater impact in terms of achieving the study TPOs and performance in relation to parameters considered as part of the appraisal, notably safety and economy. In summary, either option could be progressed independently to the benefit of the Levenmouth area.

9.2.3 As one option does not preclude the other, **Option A** and **Option B** could also be progressed in parallel. Bus services play an important role in the transport network, particularly in areas of deprivation, and rail would expand the public transport offering and freight connections to markets and suppliers. This would provide additional bus services south of Levenmouth to access local destinations as well as strengthen the bus-rail integration at Markinch to bring forward a 'quick win' in the short-term followed by expansion of the public transport offering in Levenmouth through the re-opening of the rail line in the longer-term.

9.2.4 Further development of these proposals will be required in line with industry standards and statutory process. This includes the Governance for Railway Investment Projects (GRIP) process if the rail option were progressed either in isolation or together with the bus-based measure.

SESPlan Cross-Boundary Transport and Land Use Appraisal

Claremont House 130 East Claremont Street Edinburgh EH7 4LB

Transport Group Meeting 18 Tuesday 1 September 2015

Attendees

Transport Scotland	Adam Priestley (AP) (Chair)
SEStran	John Saunders (JS)
SEStran	Alistair Short (AS)
East Lothian Council	Grant Talac (GT)
City of Edinburgh Council	Keith Miller (KM)
Fife Council	Mark Barrett (MB)
Fife Council	John Mitchell (JM)
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)
SESplan	Graeme Marsden (GM)
SEStran	Alex Macaulay (AMC)
City of Edinburgh Council	Ewan Kennedy (EK)
City of Edinburgh Council	Andrew McBride (AMB)
AECOM	Richard Cann (RC)

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 Commission (SYSTRA)	Finalising SRM12 forecast procedures. Investigating how travel costs affects accessibility in TMfS. Comparison of Base Case model vs Tom Tom data suggest that model data could be overestimating travel times to/from east Lothian. TMfS has low level of detail in central Edinburgh and given the additional traffic increases could be over predicting congestion and travel costs. Model runs undertaken using current levels of accessibility and transport interventions applied to 2017 model. Accessibility will be

		tested in detail in SRM12.
5.	TELMoS (DSC and SYSTRA)	Previously concern expressed by Steering Group: - The forecast change in employment in East Lothian - The levels of demographic change in Edinburgh
		Employment location within TELMoS informed by: - Overall economic scenario - The mix of sectors within each area in the base year - Available commercial floorspace - Relative accessibility
		Available commercial floorspace - Local Planning Authorities provided information on committed and non-committed development. - In East Lothian: $20000m^2$ of committed commercial floorspace $113000m^2$ of non committed - This is out ofc5million m^2 within the SESPLAN area The following sensitivity test were carried out - Addition of an additional 10,000 m^2 of office space within each of zones 39 (Wallyford), 41(Tranent) and 46 (Haddington). This resulted in 620 additional jobs within East Lothian, and an increase rather than decrease in employment. This suggests that levels of employment are sensitive to the amount of commercial land made available to the model.
		It was noted that Run 2b showed a large increase in travel time to/from East Lothian (as noted in Systra update above) which could be affecting accessibility disproportionately. New Base year and 2017 costs applied to offset this effect.
		New TELMos test were undertaken with the new costs: - Run2d and 3d (using transport costs in 2012 only) - Run23 and 3e (using transport costs in 2012 and 2017 but non LUTI).
		Further model runs will be undertaken shortly using refined travel cost but this is not expected to change the results dramatically.
		Discussion around new Runs 2e and 3e raised the following: - GT thought that the East Lothian results were better than previous in terms of existing economic forecasts. - CN in general agreement with figures for West Lothian. - MLC considered the results in more line with forecasts than previous results. -
		The main area of concern were the results for Fife. The population vs household results in comparison to general trend requires further explanation.

SESPlan Cross-Boundary Transport and Land Use Appraisal

Claremont House 130 East Claremont Street Edinburgh EH7 4LB

Transport Group Meeting 18 Tuesday 1 September 2015

		It was recommended that: • Run 2e be used as the basis for the Reference Case scenario, and • Run3e be used as the basis for the Future Test Case scenario.
		There was discussion around the methodology around hotspot identification. JG explained that hotpsots could be identified by a number of parameters such as JTs, junction capacity, rail/ bus capacity. Thresholds for hotspot identification would be finalised when SRM12 results are available and the scale of the issues are known. Also, the effect that interventions have on hotspots requires consideration. Hotspots identification will not use road safety as a metric.
		There was a brief discussion around the format of the final report. The final report will be STAG based but will not consider all STAG criteria such as Environment and Safety. The scale of the study does not permit this level of detail. The development of the DCT is being led by SESplan.
		JS asked how the City Deal and Cross Boundary Studies are to interact. AP stated that City Deal is at an early stage and discussions yet to be held on this issue.
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** – TBC. **SEStran** – Draft delivery plan prepared for consultation. Deadline is Mid October. **Fife** – LDP is being considered for examination by the Reporter. **City of Edinburgh** – No change to previous. **West Lothian** –Proposed Plan to be put forward to Committee in September. **Midlothian –** Processing submissions. Report to be issued by end of the year. **Scottish Borders** – Reporter response expected soon. Undertaking consultation for new Transport Strategy. **East Lothian** – Draft Plan in consultation with key stakeholders.

SESPlan Cross-Boundary Transport and Land Use Appraisal

Claremont House 130 East Claremont Street Edinburgh EH7 4LB

Transport Group Meeting 18 Tuesday 1 September 2015

		Publication of Proposed Plan is delayed from October and is likely to be scheduled for January 2016.
9	AOB	None.
10	Date of Next Meeting	Tuesday 6 October 2015

SESPlan Cross-Boundary Transport and Land Use Appraisal

Claremont House 130 East Claremont Street Edinburgh EH7 4LB

Transport Group Meeting 18 Tuesday 1 September 2015

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
		Steering Group Members to consult internally on recommendation of Run 2E and 3 as basis for Reference Case and Future Case scenarios, respectively.	ALL	Close of play 4 Sept
		DSC to consider Fife demographics and report back to WG.	DSC	Close of play 4 Sept
		Look to setting up meeting with City Deal team to determine whether similarities between economic elements of the respective Reference Cases.	SESplan	Ongoing

SESPlan Cross-Boundary Transport and Land Use Appraisal

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Transport Group Meeting 18 Tuesday 1 September 2015

Working Group Membership

Transport Sub-Group Members	Contact Details		
Agency/Authority/Company	Name	Phone	email
Transport Scotland	Alison Irvine	0141 272 7590	alison.irvine@transportscotland.gsi.gov.uk
Transport Scotland	Adam Priestley	0141 272 7596	adam.priestley@transportscotland.gsi.gov.uk
Transport Scotland	*Paul Junik*	*0141 272 7252*	*Paul.Junik@transportscotland.gsi.gov.uk*
Transport Scotland	Stephen Cragg		Stephen.Cragg@transportscotland.gsi.gov.uk
SEStran	Alex Macaulay	0131 524 5152	Alex.Macaulay@sestran.gov.uk
SEStran	Alastair Short	0131 524 5150	alastair.short@sestran.gov.uk
SEStran	John Saunders	0131 524 5166	John.saunders@sestran.gov.uk
SESPlan	Graeme Marsden	0131 524 5162	Graeme.Marsden@sesplan.gov.uk Graeme.Marsden@sestran.gov.uk
West Lothian Council	Chris Nicol	01506 282326	Chris.Nicol@westlothian.gov.uk
City of Edinburgh Council	Andrew McBride	0131 529 3523	Andrew.McBride@edinburgh.gov.uk
City of Edinburgh Council	Ewan Kennedy	0131 469 3575	Ewan.kennedy@edinburgh.gov.uk
City of Edinburgh Council	Keith Miller		Keith.Miller@edinburgh.gov.uk
East Lothian Council	Grant Talac	01620 827 827	gtalac@eastlothian.gov.uk gtalac@eastlothian.gcsx.gov.uk
Midlothian Council	Lindsay Haddow		lindsay.haddow@midlothian.gov.uk Lindsay.Haddow@midlothian.gcsx.gov.uk
Midlothian Council	Neil Wallace	0131 271 3459	neil.wallace@midlothian.gov.uk
Fife Council	Mark Barrett		Mark.Barrett@fife.gcsx.gov.uk
Fife Council	John Mitchell		john.mitchell@fife.gcsx.gov.uk
Scottish Borders	Graeme Johnstone	01835 825138	gjohnstone@scotborders.gov.uk

Appointed Consultants	Contact Details		
Company	Name	Phone	email
CH2MHILL	Julia Gilles	0141 552 2000	Julia.Gilles@ch2m.com
CH2MHILL	Colm Smyth		Colm.Smyth@ch2m.com
CH2MHILL	Denise Angus		Denise.Angus@ch2m.com
CH2MHILL	Chris Buck		Christopher.Buck@ch2m.com
CH2MHILL	Andrew Kelly		Andrew.Kelly@ch2m.com
SYSTRA	Jeff Davidson	0131 240 8926	jdavidson@systra.com
SYSTRA	Claire Mackay		cmackay@systra.com
AECOM	Richard Cann	0131 301 8761	richard.cann@aecom.com
JMP	John Milligan		John.Milligan@jmp.co.uk

SESPlan Cross-Boundary Transport and Land Use Appraisal

Claremont House 130 East Claremont Street Edinburgh EH7 4LB

Transport Group Meeting 19 Tuesday 6 October 2015

Attendees

Transport Scotland	Adam Priestley (AP) (Chair)
SEStran	John Saunders (JS)
SESplan	Graeme Marsden (GM)
East Lothian Council	Grant Talac (GT)
City of Edinburgh Council	Keith Miller (KM)
City of Edinburgh Council	Andrew McBride (AMB)
Fife Council	Mark Barrett (MB)
Midlothian Council	Lindsay Haddow (LH)
West Lothian Council	Chris Nicol (CN)
CH2M HILL	Julia Gilles (JG)
CH2M HILL	Chris Buck (CB)
SYSTRA	Jeff Davidson (JD)
JMP Consultants	John Milligan (JM)
AECOM	Richard Cann (RC)
David Simmonds Consultancy	Amy Fotheringham (AF)

Apologies

Transport Scotland	Alison Irvine (AI)
Transport Scotland	Stephen Cragg (SC) / Paul Junik (PJ)
SEStran	Alex Macaulay (AMC)
SEStran	Alistair Short (AS)
City of Edinburgh Council	Ewan Kennedy (EK)
Fife Council	John Mitchell (JM)
Midlothian Council	Neil Wallace (NW)
Scottish Borders Council	Graeme Johnstone (GJ)
CH2M HILL	Colm Smyth (CS)
David Simmonds Consultancy	Andy Dobson (AD)

PRINCIPAL ISSUES

Ref.	On-going Issue	Update/Comment
2.1	Real time bus data	SYSTRA reviewed real time bus data for Edinburgh and this has proved of little added value due to tram disruption. Closed
2.2	Risk Register	To be reissued following programme update.
2.3	Programme	Revised programme is with Transport Scotland – key milestones presented to group. Will be issued following comments from meeting.
2.4	Model runs	Model runs to be used for Reference Case and Future Case scenarios confirmed and summarised in meeting. Closed
2.5	Fife demographics	Fife demographics addressed in meeting. Closed
2.6	City Deal	AP reported that City Deal at very early stage and will report

		further after meeting with lead consultants (Ernst & Young) later this week.
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 Commission (SYSTRA)	A Baseline Scenario has been established of transport interventions which have been completed since 2012. This includes M9 J1, Borders Rail, Edinburgh Tram, East Coast timetable changes and Sheriffhall Park & Ride. JD reported little variance in airport growth factors between the model scenarios. AMB asked for the 2024 passenger forecasts. Rail fare increases are assumed to continue as RPI + 1%. RC queried whether RPI is still a valid measure of inflation. JD and RC to discuss and agree a way forward. Assumptions need to be refined for ECML growth forecasts and for parking charges over next 10 years. AMB advised that there is a general assumption that these will increase by more than inflation over that period. SYSTRA have looked in more detail at 2011 Census journey to work data, disaggregating it into 20 sectors across the SESPlan region. Overall, sector-to-sector travel movements are within 10% of modelled journeys.
		JG asked the Authority members to advise asap if there are any significant new developments or new committed transport interventions that we need to be aware of since the model input data was agreed in January 2015. AMB advised that the 20mph network in Edinburgh is committed, but changes to bus lanes are only a trial. AMD to send committee report on bus lane changes to JD. No other schemes were identified.
5.	TELMoS (DSC and SYSTRA)	AF explained the adjustments to area environmental coefficients that had been made in model runs 2F and 3F. These dampened levels of out-migration to bring them into line with Fife's own forecasts. Impacts on the other areas were minimal. It was agreed that 2F be used as the basis for the Reference Case (committed development only, with a constrained economic scenario) and 3F as the basis for the Reference Case (both committed and non-committed development and unconstrained economic scenario).
		GM noted that in 2F, household growth was in line with the national average, but population growth only 50%. JG advised

		that 2F would have an element of constraint within the housing stock resulting in a higher level of multi-occupancy dwellings than perhaps people would desire.
6	Programme	Revised programme key milestones were shared at meeting.
		KM asked when it would be sensible to share emerging outputs with elected Members. View was this would be following analysis and identification of hotspots
		GM noted that the 2nd SESplan Strategic Development Plan (SDP2) is being finalised in May/June at which point they were hoping to have the Contribution Mechanism finalised. JG advised that any interventions would only be at the conceptual level in May. Accordingly, SESplan to consider how to progress SDP2 in a way that the contribution mechanism can be added later.
		GM advised that the next meeting of the SESplan Joint Committee will be held on 14 December. It was suggested that the Committee receive a presentation on the Reference Case, which will help them to appreciate the scale of development which this comprises. GM asked that results be sent out to the Working Group in advance of the Committee meeting. The following was agreed:
		8/12 – Information pack will be issued to Working Group
		14/12 – high level presentation of Ref Case to Joint Committee
		15/12 – Working Group meeting to present results
		12/1 – Working Group meeting to discuss results and for the consulting team to answer questions (provisional date)
7	Risk Register	Risk Register will be updated and recirculated shortly.
8	Other Group Member Updates	**Midlothian –** Processing submissions. Report to be issued by end of the year (no change).
		City of Edinburgh – The examination of the issues raised in representations to the Second Proposed version of the LDP is now still on track to report by February 2016 and the new plan is due in April. There may be a hearing on 18/19 November.
		SESplan – SDP consultation finished on 30 September; the plan is due to be published in May.
		SEStran – no change to previous (draft delivery plan prepared for consultation; deadline mid-October)
		Fife – LDP went out for examination by the Reporter at the end of September.
		West Lothian – Proposed Plan is about to go out to 6-week

		consultation	
		East Lothian – No update	
		Scottish Borders – No update	
9	AOB	None.	
10	Date of Next Meeting	Tuesday 15 December 2015	

PRINCIPAL ACTION POINTS

Ref.	Date	Action	By Whom	Due Date
2.2		Risk Register to be reissued	CH2M	Ongoing
2.3		Programme to be reviewed and key dates reissued.	CH2M	Ongoing
4.1	6/10	SYSTRA to send 2024 EDI passenger forecasts to AMD	SYSTRA	asap
4.2	6/10	JD and RC to discuss whether RPI is still a valid measure of inflation and agree a way forward.	SYSTRA / AECOM	asap
4.3	6/10	Authority members to advise CH2M asap if there are any significant new committed transport interventions that we need to be aware of since the model input data was agreed in January 2015.	SESplan authorities	9/11/15
6.1	6/10	AMD to send committee report on bus lane changes to SYSTRA	CEC	asap
6.2	6/10	Issue information pack to Working Group

high level presentation of Ref Case to Joint Committee

Working Group meeting to present results | CH2M

CH2M / DSC / SYSTRA | 8/12/15

14/12/15

15/12/15 |

SESPlan Cross-Boundary Transport and Land Use Appraisal

Claremont House 130 East Claremont Street Edinburgh EH7 4LB

Transport Group Meeting 19 Tuesday 6 October 2015

Working Group Membership

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Agency/Authority/Company	Name	Phone	email
Transport Scotland	Alison Irvine	0141 272 7590	alison.irvine@transportscotland.gsi.gov.uk
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Company	Name	Phone	email
CH2MHILL	Julia Gilles	0141 552 2000	Julia.Gilles@ch2m.com
CH2MHILL	Colm Smyth		Colm.Smyth@ch2m.com
CH2MHILL	Denise Angus		Denise.Angus@ch2m.com
CH2MHILL	Chris Buck		Christopher.Buck@ch2m.com
CH2MHILL	Andrew Kelly		Andrew.Kelly@ch2m.com
SYSTRA	Jeff Davidson	0131 240 8926	jdavidson@systra.com
SYSTRA	Claire Mackay		cmackay@systra.com
AECOM	Richard Cann	0131 301 8761	richard.cann@aecom.com
JMP	John Milligan		John.Milligan@jmp.co.uk

High Speed Rail Scotland

15 September 2015 (1st Floor conference room, Endeavour House, Dundee)

Alex Macaulay - Chair	SEStran
Frazer Henderson	Transport Scotland
Andrew Cotton	West Lothian Council
Trond Haugen	SEStran
John Mackenzie	Glasgow City Council
John McCormick	SAPT
Ranald Robertson	Hitrans
Gareth Williams	SCDI
Chris Day	Edinburgh City Council
Bruce Kiloh	SPT
Professor Peter Woodward – Guest Speaker	Heriot Watt University/Atkins chair of High Speed Rail
Poppy Wilson - Secretariat	Transport Scotland

Apologies from: Adrian Brown (Scotcen), Alastair Young (Transport Scotland), Audrey Laidlaw (Network Rail), David Hanna (Edinburgh City Council), Eric Guthrie (Tactran), Mic Ralph (Glasgow City Council), Nigel Wunsch (Network Rail), Paul Tetlaw (Transform Scotland), Stuart Tait (Clydeplan SCDA), Tony Rose (Scottish Futures Trust), Derik Murray (Nestrans).

1. Introduction

AM welcomed delegates to the meeting and individuals introduced themselves. Apologies were received from those listed in italics above.

2. Update on High Speed Rail and group discussion

Frazer Henderson provided an update on high speed rail. This reiterated the Cabinet Secretary's recent announcement at the Greengauge 21 conference that HS2 Ltd were undertaking further work on the broad options study, with the report due by the end of the year. Subsequent announcement on next steps to be made in Feb/early March 2016, before the Scottish Parliament purdah period begins.

BK asked what the group can do in the meantime. It was agreed that keeping the mood positive with regard HSR in the north of England and Scotland should be the group's focus. FH informed the group that a conference with a focus on identifying transport connectivity needs in order to strengthen and support economic growth across Scotland and the north of England is to be held in Newcastle on 17 February 2016. The event, organised by the Scottish Government, is by invitation only and will in the main be restricted to city leaders, CEOs, business leaders and academics. GW enquired whether the event could be used as a platform for Keith Brown to deliver an announcement on the Broad Options study.

Action: AM to forward to FH meeting requests for the East Coast Authority (ECA) executive meetings. FH agreed that he is content for AM to contact him regarding his contacts in the North East of England.

1

3. Feedback from Greengauge 21 High Speed Rail conference

GW raised the issue of future rolling stock for high speed rail and specifically whether there was an opportunity for tilting trains from London to continue to Scotland on the west coast mainline pending implementation of a dedicated high speed line in order to ensure there would be no deterioration in journey times for destinations that remained on the classic network (e.g. Preston to Scotland). PW will seek clarification from HS2 Ltd. AM confirmed that the group was not adopting a public position on the relative merits of roling stock but merely requesting details so as to be better informed. Prof. PW stated that he was a member of HSRIL group and would be feeding back to the group points raised during discussion of the group.

Action: PW to seek clarification from HS2 Ltd on the opportunity for tilting trains.

4. Guest Presentation: 'Scotland a global centre for high speed rail innovation and technology' *(Professor Peter Woodward, Atkins Chair of High Speed Railways, Heriot Watt University)*

Professor Woodward, of Heriot Watt High Speed Rail Centre of Excellence, delivered a presentation on his vision of how to ensure Scotland becomes a global centre for high speed rail industry/businesses.

The presentation focused on the way that innovative product development and high-end technology can, potentially, be a way to cut the costs of delivering high speed rail in the UK and perhaps be used to fund the extension of the route to Scotland. In order to develop these products, there needs to be a testing facility in the UK, and he has well developed plans for a testing centre at Heriot Watt. If the testing centre is realised, other rail-related businesses will be encouraged to locate in Scotland as a consequence of an accessible testing centre resource, which is not available anywhere else in the UK, with associated economic and employment benefits.

Currently, he has a funding bid under consideration by Scottish Enterprise and is awaiting the outcome. He invited support from the group which was readily given.

Action: To write a letter of support to Scottish Enterprise on behalf of the group. GW to provide support on behalf of SCDI. Prof. PW will provide PW with a list of current supporters and those businesses which have shown an interest in using the facility (or subsequent spin-offs).

5. AOB

AM - HS2 Supply chain conference, being held on November 5th, a good way to keep the momentum around bringing HS2 to Scotland, and put across the group's message (i.e. to remind people of the case made in 'Fast Track Scotland'.)

Action: AM requested a volunteer to accompany him to a meeting with representatives from HS2 Ltd., who have asked to meet with AM at the time of the SNP party conference in October (14-15th) in Aberdeen. AM stressed that any such meeting, in order to ensure political impartiality for public servants, would not be held at the conference venue.

BK requested more co-ordinated public engagement and promotion. The group agreed. FH advised that he would be speaking at West Coast 250 meeting on 17 September.

2

Action: GW to compile and subsequently circulate a spreadsheet of upcoming events together with key lines suitable for promoting the group's message and work.

Action: All group participants to provide, within the next week, details of forthcoming events and opportunities that could be included on spreadsheet and to confirm on receipt of the spreadsheet their availability to participte at the events/opportunities.

Action: AM and GW to determine.

High Speed Rail Scotland Group Update   -   13/11/2015

1. HS2 Update

HS2 Ltd hosted a **supply chain conference** in Edinburgh on 5 November. The conference set out to demonstrate to firms in Scotland that they can bid for more than £10 billion of contracts generated by HS2. Almost 100 companies from around Scotland were represented.

Keith Brown MSP, Cabinet Secretary for Infrastructure, Investment and Cities, said: "Scotland has a reputation for excelling in the delivery of major infrastructure projects and I want to see our businesses and workforce realise the full benefits that HS2 can bring to Scotland. We have the ambition and opportunity to see Scotland benefit from HS2."

"Scotland has the skill set and the experience to deliver high-speed rail and I am committed to seeing our industry and engineers at the heart of a high speed rail network built in Scotland to serve Scotland."

It was reported **[12/11/15]** that George Osborne is expected to confirm that construction of the HS2 line between Lichfield and Crewe will be completed six years earlier than previously planned, as part of **the Autumn statement**, with a new Bill to be launched in the House of Commons to allow the work between Lichfield and Crewe to be sped up.

2. Media Update

[12/11/15] A 46-strong team has been appointed as the independent design panel that will support the HS2 project. The panel is made up of people with a variety of expertise, including urban design, architecture and town planning. Sadie Morgan, co-founder and director of dRMM Architects, will the chair the design panel. Morgan said: "Our aim is to mentor and inspire HS2 to design a transformational railway system which will exceed all of our expectations".

It was reported **[02/11/15]** that civil engineers have called for high-speed rail to be extended to Scotland amid warnings that a failure to broaden existing plans will leave Scotland's transport network at a disadvantage.

The Institution of Civil Engineers Scotland said that a meaningful shift from air to rail between London and Scotland's central belt is only achievable if the high speed rail project (HS2) is brought north of the Border.

3. High Speed Rail Scotland Group

A series of 'save the date' meeting requests were sent out this week to members of the HSRS group in anticipation of the Broad Options Study publication next year.

Since the publication date is likely to be a moving date, it has been deemed sensible to put a series of dates in diaries then cancel the ones that do not apply, so as to avoid having to arrange a meeting at short notice.

Updates will follow as further information becomes available.

4. Edinburgh- Glasgow High Speed Rail

No news of import to report.

Scottish Borders Local Access and Transport Strategy: Main Issues Report
SEStran response to consultation

Introduction

SEStran welcomes the preparation of a new Local Access and Transport Strategy for the Scottish Borders to update the Council's 2008 LTS, and is grateful for the opportunity to comment. The recognition of the links to the Regional Transport Strategy and SDP are also welcomed.

Many of the specific questions posed in the MIR are matters for the Council to determine, taking account of public and other stakeholder responses to the MIR and wider regional and national policy frameworks. This response therefore considers a few wider issues emerging from the MIR, looking at each chapter in turn.

1. Introduction

The document is innovative in proposing the preparation of a 'Local Transport and Access Strategy', rather than the more usual Local Transport Strategy. However, the definition of 'Access' in this context is unclear: it could refer either to the ability for travellers in general to reach desired origins/destinations, or to issues relating specifically to people with mobility difficulties. The content of the MIR suggests that the former definition is meant – there is in practice little or no reference to the needs of people with mobility difficulties in the document.

It would therefore be helpful to clarify in the emerging LATS document what is meant by 'Access', and also to include consideration of mobility impairment in the policy framework.

2. Context

This chapter describes various characteristics of the Scottish Borders. However, it does not describe transport (or access) patterns and trends except in the most general terms. The issues for transport that the LATS needs to address should be based on problems arising from these trends. For example, it seems likely that there is increasing dependence on private car use in the area – what are the implications for people unable to use cars due to physical or economic circumstances? Are there issues about access to healthcare, training or employment?

In short, more analysis of current transport and accessibility trends and their relationship to the demographic, economic, environmental and social contexts in the Scottish Borders would be helpful in order to understand better the problems that need to be addressed in the LATS.

3. Vision and Aims

The vision statement appears generally clear and concise. However, the meaning of 'access' in the first and penultimate lines of the statement is again unclear. What is the difference between a transport network and an access network in these sentences? Is this intended to differentiate between modes of transport? A clear definition as suggested in **para 1** above should resolve this.

4. Route to markets

The importance of this issue to Scottish Borders is understood. Strategic links nationally and internationally are indeed crucial to the Borders economy. This section might benefit from some differentiation between the needs and identified problems of freight movement (mainly road-based), and those of personal travel focused on major business centres and strategic development areas in and around Edinburgh as well as further afield.

Clear linkages between 'Route to Markets' policies and the Council's Economic Development strategy in the final LATS would help support proposals and interventions in this area. Also, a significant number of road improvements are mentioned in the MIR; more detailed justification for these (development, road safety, suitability for HGVs etc) will be required in the emerging LATS.

An omission from the document is any consideration of Park and Ride, particularly in relation to maximising the opportunities provided by the investment in the Borders rail link and any Edinburgh-Berwick local rail service but also potentially linked to bus connections. Park and Ride can reduce the car element of journeys from dispersed origins by linking into public transport hubs.

5. Public/integrated transport

It is agreed that information provision is a key element (para 5.5.1). Reference in the LATS to the RTPI initiatives led by SEStran would be welcomed.

In relation to bus services, the issues around funding availability for subsidy will need to be addressed. The LATS needs to identify how the funds for bus support will be prioritised.

6. Walking, cycling and horse riding

The comments on active travel in the MIR are welcomed. SEStran hopes that the LATS will set out clear policies for the development and promotion of all forms of active travel for everyday purposes such as journeys to work, school, shops and leisure activities. This should focus on existing built-up areas and areas of new development, and be differentiated from recreational use. In the more rural areas and small towns which characterise the Scottish Borders the vast majority of cycling trips are still short (under 5km) and so cycle networks in small towns are important in increasing cycle usage. Such networks may largely be on existing quiet roads but some infrastructure may be necessary.

7. Roads maintenance

The highlighting of the scope of the 'road' network to include all assets (cycleways and paths could also be added) is welcomed (para 7.1.2). The relationship between maintenance and objectives to achieve more cycling and walking could be developed in the LATS.

8 Forestry / 9 Road Safety

No comments

10 Parking

It is agreed that parking availability and enforcement is a key issue, and is likely to become more so in future in the Borders town centres as more development takes place. A clear parking strategy for these areas will be required in the LATS, which will need to address the options for management and enforcement.

11 Travel/carbon reduction

This topic could usefully additionally cover areas such as car sharing and travel planning. TripshareBorders provides the facility to match users and providers not only for work trips but also to access schools, hospitals and other services. Similarly, travel planning support to employers can reduce the need for car use and also help extend the effective catchment area of employment locations. The LATS should address ways in which these services could be encouraged and promoted more effectively.

Digital connectivity and flexible working issues need to be related to the Council's economic development and IT strategies.

Conclusion

The MIR provides a good starting point for the development of the LATS. The comments above are intended to support the production of a meaningful and deliverable strategy - it is hoped that they are of help. SEStran would be very happy to discuss these issues further at any time.

SEStran
Claremont House
130 East Claremont Street
Edinburgh EH7 4LB   October 2015

Claremont House, 130 East Claremont Street, Edinburgh, EH7 4LB, Tel: 0131 524 5150

Chairman: Cllr Russell Imrie   Partnership Director: Alex Macaulay

Item B5.2

Mark Hogan   9 Oct 2015
Project Manager
Competition and Markets Authority
Victoria House
Southampton Row
London
WC1B 4AD

Dear Mark,

FIRST GROUP; Application for Release of Merger Undertakings imposed on First Scotland East

First of all, thank you for extending the response date for SEStran on this issue. We understand the undertakings impose restrictions on First Scotland East in respect of fares (cannot increase by more than the 'Hybrid CPT fares index') and operations (mileage cannot be reduced to less than 75% of the 'original' level). We also understand that First Scotland East is not allowed to take 'retaliatory measures' against competing services in the form of changes to timetables or reduction in fares.

As you may be aware, SEStran (South East Scotland Transport Partnership) is the Statutory Strategic Transport Planning Authority for the following eight Councils:- City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders and West Lothian.

First Scotland East is the major bus operator in all the SEStran authorities – with the exception of City of Edinburgh, Midlothian and Fife.

In Edinburgh, where Lothian buses is by a fair margin the major operator, First Group is nevertheless the main operator of services extending beyond the city and the nearest hinterland. In Midlothian, First used to be the main operator but they have largely withdrawn all their services - with Lothian buses coming in to fill the gap. In Fife – where Stagecoach is the major operator - First have only a very minor presence.

Any change in circumstance in respect of First operations since the last review/change of the undertakings back in 2008 will vary across the SEStran area so our response should not be seen as a reflection of the whole of the SEStran area.

We note that this consultation also covers the undertakings that apply to

First Glasgow operations. The SEStran response must therefore be read as only applying to First Scotland East and the (relevant parts of the) SEStran area.

We also note that this consultation is to address the question of whether or not there should be a review - so our response must not be seen as a SEStran view on whether or not the Undertakings should be lifted or amended.

In their application, First Group have argued that there has been significant change in circumstances since 2008 so I will touch on a number of issues in this respect.

First Group has faced increase in competition. It is the case that both of the other major operators in the SEStran area – Lothian buses and Stagecoach - have increased their head on competition against First Scotland East.

Lothian Buses have expanded their operational territory much further into East Lothian and Midlothian – partly as a result of First deciding to abandon a number of routes in these areas as well as closing the Dalkeith depot (their only depot in Midlothian) – but also due to Lothian Buses starting new services or extending existing services into Midlothian and East Lothian in competition with First. First have therefore all but stopped operating in Midlothian (there is a through service to the Borders) and they have significantly reduced their operations in East Lothian.

Stagecoach started a competing service on the only First service wholly within Edinburgh (to South Queensferry) - with the result that First stopped their service.

In many areas there has also been an increase in the level of competition from smaller operators. This has in part been reflected in First losing out to smaller operators for subsidised services tendered by the relevant Councils.

It can therefore be concluded that since 2008, First Edinburgh East has faced / is facing increased competition from other operators.

There are constraints from new modes of transport

There have been several significant rail openings and improvements in the SEStran area since 2008 that will have significantly made an impact on First operations.

The opening of the Alloa railway line (extending the Glasgow – Stirling service to Alloa, with good interconnectivity at Stirling for travelling to Falkirk and Edinburgh) will have had a significant impact on a key First Scotland East market.

The Airdrie – Bathgate line (extending the Edinburgh – Bathgate service to Glasgow) opened around 2010 – introducing two additional stations in the SEStran area and increased the frequency from 2 to 4 trains per hour. This

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103

will have had a significant impact on the travel opportunities in the key West Lothian corridor Armadale-Bathgate-Livingston-Edinburgh corridor

The frequency on the Shotts line, between Edinburgh and Glasgow through the southern part of West Lothian, was increased from 1 to 2 trains per hour and with a significantly reduced journey time.

The recent opening of the Borders railway (including 7 new stations in Midlothian and Scottish Borders) will compete directly with First Group services in the Galashiels – Dalkeith - Edinburgh corridor.

The opening of the Edinburgh Tram will have had less impact on the First Scotland East market. We are not in a position to verify if the presence of on-street trams in the centre of Edinburgh will have significantly impacted on the journey-time of First Scotland East services. If it has, this would be the same for competing operators and costs would also have increased.

It can however be concluded that new modes of transport will have had a significant impact on much of the market served by First Scotland East.

There have been regulatory changes to Scottish Bus Services

We cannot agree that the introduction of Quality Partnerships in the SEStran area will have had any measurable impact on operating costs of the bus operators They should however have enhanced the attractiveness of travelling by bus, thereby stimulating bus travel.

We would therefore argue that actions and involvement by local authorities in the SEStran area regarding bus services will have had no measurable impact on the operators' costs.

The 'Hybrid CPT Cost Index' does not accurately reflect rising bus operating costs in Scotland

First group claim that labour costs have increased faster in Scotland than in the rest of the UK, that there has been larger investment in new vehicles in Scotland than in the rest of the UK and that there has been larger relevant increase in non-bus costs in Scotland than in the rest of the UK.

We are not in a position to verify these claims but should they be 'correct', there would be an argument that First Scotland East would have been at a disadvantage relative to other operators in not being able to recoup these costs through higher fares.

It would however also be reasonable to argue that greater investment in rolling stock should be reflected in higher level of patronage and an increase in income.

It could perhaps also be questioned if First Edinburgh East has over the last decade made the same relative level of investment in rolling stock when compared with the other major operators in the area – but part of the reason for this could of course be due to the fares restriction.

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104

First Scotland East have cost increases outside the scope of the price mechanism and that cannot be recovered.

SEStran is not in a position to verify the accuracy of this claim.

The operator cite the closure of the old Galashiels Bus Station (owned by First) and being replaced by a new (multi-modal) Interchange where the operators will have to pay a departure charge.

It can be argued however that a new interchange with very modern facilities will stimulate bus travel and should increase patronage and fares income.

Cost pressures have been exacerbated by declining revenues resulting from reduced demand for bus travel.

This may well be the case but will also have been the case for competing operators.

Where the situation will be different for First Scotland East is that they could not recover this situation through higher fares (beyond the hybrid CPT index) and would therefore instead look at a reduction in their network.

We understand that the network is now reduced to the 'minimum 75% level' and it could perhaps been argued that the fare cap has in part been instrumental in the significant decline in the First Scotland East network in large parts of the SEStran area.

The inability of First Scotland East to recover its costs may deter competitors from entering or expanding

We would not readily agree with this since, as mentioned earlier, First Group has faced competition from other operators in a large part of the SEStran area. However, this situation will not be uniform across SEStran and there may well be a picture of a lack of competition due to 'low' First Scotland East fares.

Conclusion

In answer to the specific questions asked in this consultation, SEStran consider – based on the above – that "there has been a change in circumstances in this (*The First Scotland East*) market, which obliges the CMA to consider a review of these undertakings"

We also consider that, due to the significant reduction in the First Scotland East network and operations over the recent years that the CMA should consider prioritising this case for review and that the review should be carried out now – although this issue is mainly for the CMA to judge

We would however argue that any review should not only consider either continuing or removing the current undertakings but it should also consider a

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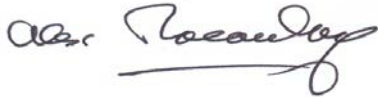Midlothian, Scottish Borders and West Lothian

105

change in the undertakings to include, for example, a minimum number of buses and depots in the SEStran area.

Should First Scotland East be free from all undertakings, we could see a repeat of the whole scale withdrawal of services in the Midlothian area being replicated elsewhere in the SEStran region but these areas may not have a large operator next door (like Lothian Buses in the case of Midlothian) to step in to fill the void and could consequently be left without much of a bus network.

I trust this response will be of assistance and we would of course be happy to discuss the issue in more detail as relevant. In this respect, contact either myself alex.macaulay@sestran.gov.uk Tel 0131 524 5152 or trond.haugen@sestran.gov.uk Tel 0131 524 5155

Kind regards,

Alex Macaulay

Partnership Director

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106

Item B5.3

Competition & Markets Authority   15 Oct 2015
Rail@cma.gsi.gov.uk

COMPETITION IN PASSENGER RAIL SERVICES IN GREAT BRITAIN

Response by SEStran; South East Scotland Transport Partnership

First of all, I would like to thank James Lambert and Sheila Scope for taking the time to come and speak to the SEStran Rail Forum on this issue. Their presence was very much appreciated.

As you may be aware, SEStran is the Statutory Strategic Transport Planning Authority for the following eight Councils:- City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders and West Lothian. A total of 6 rail franchises serve the SEStran area, of which 5 are long distance Anglo-Scottish services. Both the East and West Coast franchises (which are both being proposed in your consultation document for being part in 'trials' for increased rail competition) are major operators serving Edinburgh and the SEStran area - so we are clearly a significant stakeholder in this matter.

It is difficult at this stage to comment individually on the four proposed options being put forward.
1.   Retaining the existing market structure, but with significant increased open access operations
2.   Two franchises for each franchise area/route
3.   More overlapping franchises
4.   Licensing multiple operators (i.e. replacing the franchise operator(s)), subject to conditions – including public service obligations

It could perhaps be argued that, to a lesser or greater extent, the three first options do not differ radically from the current regime (there are several overlaps between franchises operating in the SEStran area) whereas the 4th option would be quite a departure from current practices.

There are however several areas of concern. A large proportion of services in the SEStran area are loss-making but socially necessary rail services - and these would require to be protected. This can fairly readily be done in a franchise scenario; the franchise could in fact be structured to stimulate growth in the 'subsidised market' but it may be considerably more problematic to encourage improvements to loss-making services in an 'open access' scenario.

We note that the 'trials' would mainly be considered for the high prestigious and highly profitable East and West Coast services (and the Great Western service). There are already several local services in the SEStran area that share the network with these long distance services (e.g. the Edinburgh-Glasgow service via Shotts to the west of Edinburgh and the Edinburgh to North Berwick/Dunbar and the Borders railway to the east of Edinburgh) and this will further be the case with the introduction of the new Edinburgh – Berwick upon Tweed local service in 2018 with new stations at East Linton and Reston on the East Coast Main Line.

All these services would have to be built into any operational scenario proposed for the East and West Coast and we feel these services would be best safeguarded in a franchise rather than an open access environment.

Ticketing has been a contentious issue in the current franchising world. Whilst the availability of 'advanced purchased' tickets may have helped in keeping the cost of rail travel at a lower level than what would otherwise be the case, the complexity of rail ticketing and the frequent lack of inter-availability of tickets between operators do often create a negative picture of rail travel.

With your proposals increasing competition between operators even further, it is difficult to see how these issues could be improved; indeed, we fear there may be a backward step in respect of ticketing and integration – so these issues will require serious consideration.

Another issue is the amount of spare capacity available on the UK rail network, in particular on the East and West Coast Main Lines and on the approaches into the main cities. Greater investment can of course resolve many of these issues but until this has been implemented, we would argue that a franchise regime - rather than an open access regime - would be better suited to these lines.

It should be noted that particularly on the East Coast Main Line, investment has been relatively low over the past few decades, especially when compared with the West Coast Main Line, and although phase one of HS2 investment will be significant, it will not provide any capacity relief on the East Coast, nor on the West Coast north of Birmingham. So there would need to be considerable additional investment on both lines to be able to contemplate a scenario of significant open access operations on these lines.

Rail freight operations are of course dependable on spare freight slots being made available on an already congested network and may therefore be more likely to flourish under the current franchise network rather than an open access scenario.

There is already a complex system in place when it comes to compensation payments when things go wrong. It could be argued that with even more plyers involved on the same network, these 'blame and compensation' issues could only lead to a significant increase in expensive 'bureaucracy'.

Your discussion paper suggests there is a lack of competition in the market – but this does only take account of the relatively limited rail market. In the overall passenger travel market (and the freight market) there is already a significant level of in-market competition. Over shorter distances, bus, rail and the car are in strong competition. Over medium distances, competition will be between rail, coach and the car - whereas

for longer distances, e.g. the London-Scottish market, rail and air will be the main competitors. This ought to have been much more prominently featured in your paper.

It is noted that the starting point of your discussion paper is that the privatisation of the rail industry has been a great success – with passenger growth and increase in passenger revenues being higher than in most other countries and with the UK also having the safest railway system in Europe.

It could however be argued that the discussion paper lacks balance – in that it takes it for granted that competition is the root cause of increase in patronage and improved safety. It may indeed be difficult to argue against this assumption since the post 1995 statistics are unarguably very impressive – but the paper would be enhanced with a wider discussion in this respect.

It could be argued that up to privatisation in 1995, there was a serious shortfall in investment in rail in the UK. As a local example, it was the case that serious overcrowding on local services from Fife to Edinburgh was deliberately 'resolved' by significantly rising the fares in order to suppress demand and at the same time, maintenance on the Forth Bridge was frequently deferred.

It may therefore be the case that, regardless of privatisation or not, the much higher level of investment that has taken place after 1995 would in any case have increased patronage and safety.

It is also the case that the 'intensity of usage' of rail in the UK (in terms of rail trips per head of population) was at a very low level in 1995 relative to comparable countries in Europe – so arguably, an increase in investment could only lead to a stronger level of patronage increase relative to other countries.

You will of course be aware that there is an increasing political interest in 're-nationalisation' of rail operations in the UK, presumably with the system being operated by one or more publicly owned operators, following Network Rail being taken into full public ownership. For this reason alone, it would be helpful if the discussion document was widened to include one or more scenarios of greater public ownership and control of the running of the railways in the UK.

It can be argued that this would go against the ethos of the several EU rail policies (the latest being the '4th rail package') – but it would appear that many other major European Countries are continuing with strong state-controlled and state-owned railways so why could this also not be valid for the UK?

Finally, a scenario that also ought to be considered as an option is the status quo, i.e. current level of franchising.

I trust this response will be of assistance and we would of course be happy to discuss the issue in more detail as relevant. In this respect, contact either myself alex.macaulay@sestran.gov.uk Tel 0131 524 5152 or trond.haugen@sestran.gov.uk Tel 0131 524 5155

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109

Kind regards,

Alex Macaulay
Partnership Director

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

110

West Lothian Local Development Plan – Consultation Response

1. **Introduction**

   1.1 West Lothian Council are in the process of developing their Local Development Plan. Officers from SEStran have attended several consultation events on the proposed plan and put forward views on what should be considered within the plan.

   1.2 Recently the Council produced an online questionnaire which was completed and submitted. The following is a summary of the content of this response. The response very much follows the position SEStran has developed in terms of encouraging sustainable development and also should be considered in the context of a detailed development of the SESplan Strategic Development Plan.

2. **Response**

   2.1 As a basis for the response, several questions were asked. The following gives the response submitted.

   - **Comment on the aims and objectives relating to sustainable development –** Appreciate the emphasis on defining sustainable locations, especially in relation to transport.

   - **New housing sites and design –** It is important that sustainability is "build in" from location of developments down to property design.

   - **Strategic allocations –** The document recognises the importance of sustainable travel to the development of core areas. As far as possible, transport infrastructure should be phased in to cater for the growing demand.

   - **Travel in and around West Lothian –** Agree with the measures and general approach as set out in the Active Travel Plan.

   - **Roads –** Most of these projects are included in our Regional Transport Strategy

   - **A801 Corridor –** The RTS recognises the importance of the A801 as a key link between Grangemouth and the movement of national/international freight.

   - **A89/A8 –** As indicated in the text a review of study work is being carried out on this corridor, emphasising the potential for sustainable travel. The current work being carried out on the funding of cross

boundary infrastructure provision will have an impact on the potential funding of projects.

- **Rail –** It is encouraging that these proposals for improving rail services to West Lothian will improve the sustainability of travel.

- **Walking and cycling –** With Sustrans we have been looking at the cross boundary routes to improve the attractiveness of the routes for cycling and commuting.

2.2   In general we do not consider it is appropriate to comment on the detail of each development as it is mainly based on local issues.

3.   Recommendation

The Board notes the above response.

Alastair Short

Strategy Manager

20th November 2015

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

Submission to the Independent Review of the Scottish Planning system by SEStran

Introduction

SEStran is the statutory Regional Transport Partnership (RTP) covering the south east of Scotland. It comprises eight constituent local authorities: Clackmannanshire, the City of Edinburgh, East Lothian, Falkirk, Fife, Midlothian, the Scottish Borders and West Lothian.

SEStran welcomes the opportunity to contribute to the deliberations of the Independent panel. The Partnership has always recognised the crucial interaction between transport policy and land use planning in achieving economic, social and environmental goals for the area, and the Regional Transport Strategy (refreshed in July 2015) highlights this. This is of particular importance in the Edinburgh city region, where substantial increases in population and households are forecast over the next 20 years with consequent impacts on travel patterns.

In practical terms, SEStran has worked closely with SESplan, the Strategic Development Planning Authority, on the preparation and review of the Strategic Development Plan (SDP). It should be noted however that the SESplan boundary is not coterminous with that of SEStran, excluding Clackmannanshire, Falkirk and NE Fife.

Q1 Development Planning

SEStran is generally supportive of the principles of the development planning system, and of the two-tier approach for the major city-regions. The need for a regional perspective is essential to ensure effective transport provision as well as the appropriate allocation of development land. City-regions function as single economic units; effective planning at this level is necessary to ensure that economic development potential of these areas is maximised.

The system as it stands has a number of weaknesses in relation to the linkages with transport issues:

a) Regional transport governance

While RTPs are charged with the preparation of a Regional Transport Strategy, funding for transport investment since 2010 is directed to local authorities and Transport Scotland. RTPs (other than Strathclyde) have to rely primarily on a lobbying/co-ordinating role rather than directly determining investment priorities.

This can result in potential cross-boundary interventions not being adequately considered. The consequence is that strategic transport has become primarily the role of national government, in the form of Transport Scotland. There is then a further conflict between the priorities given to national transport priorities - the trunk road network in particular - and the needs for transport investment linked to the development of the city-region.

b) Linkage between RTS and SDP

The previous comments are exacerbated by weak linkages between the RTS and the SDP, particularly in relation to timescale and the co-ordination of investment priorities. Since the RTS can no longer include an investment plan (other than setting out what other agencies may propose), its content

cannot be directly related to the SDP. There is also no legislation or guidance relating to the frequency of update of RTSs. In the case of SEStran, an RTS refresh (rather than review from first principles) has been completed in 2015, 7 years after the original publication.

Significant transport appraisal work is currently being undertaken jointly by Transport Scotland, SESplan and SEStran to review the strategic cross-boundary transport implications of the first SESplan SDP (approved June 2013). This is taking place in parallel to the preparation by SESplan of SDP2 but is not directly linked to it. As a result, considerable difficulties are arising in ensuring that an acceptable (to government) appraisal of SDP2 is completed within the statutory timescale for the plan.

The key issue is that the transport forecasting work required to identify and appraise future transport requirements for both new development and other underlying transport and socio-demographic trends in a major city-region is complex, requires substantial resources and takes several years. This does not fit easily with the 5 year refresh cycle required for an SDP.

c)   Transport consideration in the SDP system currently

Currently, guidance suggests that SDPs should:

- Have regard to regional/local transport strategies (Circular 6/2013)
- Include appraisal of the cumulative impact of the proposed land uses (TS Transport Appraisal Guidance)

However, in congested urban areas, the location of new development can have a major impact on peoples transport mode choices and hence on growth of traffic and potential intensification of already serious congestion problems. Consideration of transport impacts should therefore start at the earliest stages of plan preparation.

In the case of the SESplan SDP, this was done by developing an overall locational strategy based on maximising opportunities for public transport use, and carrying out accessibility analysis of potential development areas. It would be beneficial for such an approach to be a core element of SDP preparation. The aim should be to ensure that development takes place in such a way as to minimise the impact on the transport system and consequent investment that may be required to accommodate it.

The focus of transport appraisal has however been on the impact of the final plan, rather than on whether this is the most efficient plan in transport terms. This raises a number of issues:

- It may be difficult to carry out in parallel with the plan development process because of the timescales required to carry out the necessary transport model forecasting work;
- There is a mismatch between the non-specific nature of land allocations in an SDP and the need for geographically specific data to feed into a transport modelling exercise;
- If appraisal work post plan development shows the need for major interventions, the deliverability of the plan may come into question at a late stage in its development.

In summary – a more integrated approach between SDP preparation and transport forecasting and appraisal is required. This may require a change to the planning cycle, resource inputs and geographical boundaries.

d) Designing places

SDPs have been confined to setting out general areas for future development. However, travel patterns and choices will be significantly affected by the form of development: issues such as density, street patterns, linkages to public transport hubs and other services will all affect how people choose to travel. SDPs should be able to set masterplanning principles that ensure new development is built in a form that supports the wider aims of SDPs and RTSs.

This is particularly crucial in the 'peri-urban' areas around major cities where car use is already high and trends towards car dependency are increasing further.

e) Freight and logistics

Freight and logistics issues are often not given sufficient consideration in both transport and land use planning processes at local and regional level. The National Planning Framework does include freight issues, however. There is a need to improve understanding of the relationship between development and freight movement, ways of achieving more sustainable logistics and the land use requirements of freight terminals and hubs.

A lead could be given through government providing a revised strategic overview of freight/logistics policy for Scotland – the last one was published in 2006 (Freight Action Plan for Scotland). The 2015 report into Freight Transport produced by the Infrastructure and Capital Investment Committee of the Scottish Parliament recommends and provides the basis for such a review.

Q3 Planning for infrastructure

A more integrated link between strategic spatial planning and transport planning as suggested in response to Q1 would assist a more coherent approach to developing priorities for transport interventions at the regional level.

This can only be done in partnership with government (Transport Scotland). There is a need to improve the alignment between national investment priorities (as set out in NPF3, the Strategic Transport Projects Review 2009 (STPR) and Infrastructure Investment Plan) and strategic regional and local needs.

Developer contributions are a mechanism to obtain some contribution towards the funding of strategic infrastructure where this is linked to additional demand generated by development. Greater clarity in the legislation surrounding developer contributions towards strategic infrastructure would assist (review of Circular 3/2012).

Developer contributions can only be seen as a contributory element to an overall funding package: a more integrated approach to development and funding of a city-region transport investment programme is also necessary. Ideally, a programme setting out all the strategic interventions proposed and the scale of inputs from various sources (Developer contributions, City Deal, Scottish Futures Trust, direct Scottish Government funding) would be linked to the SDP.

South East Scotland Transport Partnership, 130 East Claremont Street, Edinburgh EH7 4LB
November 2015

3

SESTRAN RAIL FORUM
10:00AM FRIDAY 2nd OCTOBER 2015
CITY CHAMBERS

Present

Graham Bell (Chair)	Non Councillor Member
Charlie Anderson	Non Councillor Member
Cllr Donald Balsillie	Clackmannanshire Council
Cllr Jim Bryant	Midlothian Council
Sandy Scotland	Non Councillor Member
Barry Turner	Non Councillor Member
Kevin Collins	Falkirk Council
Chris Day	City of Edinburgh Council
Peter Forsyth	East Lothian Council
Catherine Hall	Network Rail
Cllr Irene Hamilton	Clackmannanshire Council
Trond Haugen	SEStran
Damien Henderson	Virgin Trains
Graeme Johnstone	Scottish Borders Council
James Lambert	CMA
Phillip Lawson	Virgin Trains
Catriona Macdonald	SEStran
Gordon Macleod	Transport Scotland
John Mitchell	Fife Council
William Murchison	Transpennine Express
Moira Nelson	SEStran
Robert Samson	Passenger Focus
Sheila Scobie	CMA
Rose Tweedale	Transport Scotland
Martin Wanless	Scottish Borders Council
Emily Whitters	SEStran
Iain Wilson	ScotRail
Ian Yeowart	Alliance/GNER

Apologies

Cllr Stephen Bird	Falkirk Council
Cllr Tony Boyle	West Lothian Council
Cllr Gordon Edgar	Scottish Borders Council
Cllr James Fullarton	Scottish Borders Council
Cllr Bill Henderson	City of Edinburgh Council
Cllr Lesley Hinds	City of Edinburgh Council
Cllr Russell Imrie	Midlothian Council
John Martin	Non Councillor Member
Neil Renilson	Non Councillor Member
Cllr Adam McVey	City of Edinburgh Council
Tom Steele	Non Councillor Member
Cllr Michael Veitch	East Lothian Council
Michael Connolly	Abellio
Sarah Cunningham	First Group
Louise Ebbs	First Group
Jane Findlay	Fife Council
Joanne Gray	Transport Scotland

1

	Alex Macaulay	SEStran
	Louise McRae	Fife Council
	Chris Nutton	First Group
	David Spaven	Rail Freight Group
	John Yellowlees	ScotRail

Ref.		Actions
1.	**Minutes and Actions/Matters Arising**	
	The minutes were approved and there were no matters arising.	
2.	**Competition in Passenger Rail Services in Great Britain; A Competition and Marketing Authority (CMA) Consultation. Presentation by James Lambert CMA**	
	Mr Haugen requested that the group disregard paragraph 1.2 and 1.3 of the report circulated. Mr Lambert gave a presentation on the Competition in Passenger Rail Services in Great Britain consultation. Presentation attached with minutes. Main points as follows: • CMA is a new body formed last April by the Office of Fair Trading and competition commission • The consultation project was launched in January 2015. It is a policy project rather than a formal market investigation. • The discussion document was published in July for a consultation period that ends in October 2015. • Following consultation CMA will create some final recommendations but do not view this as the end of the project – rather as the start of engagement with policy makers taking in to account views from the consultation. • Project goals include: whether it is desirable and feasible to have greater competition. Looking to secure passenger benefits, very mindful of avoiding disruption to the franchise process, protecting investment and having no adverse operational impact on the routes • CMA have examined evidence from the market as it currently stands, looked at overlapping and parallel franchises, spoken to regulators in European countries such as Italy and Sweden and looked at other transport markets. • The level of on-rail competition can most usefully be looked at on long distance and main city routes. Franchises which are connecting sparse communities and those that receive subsidies would not be so suitable for this process. • It would be possible to use one route as a pilot e.g. East Coast could be used and if successful this could be expanded to the West Coast franchise. 4 Options: • Option 1: Increased role for open access operators alongside the franchisee. Would shift the balance to more revenue neutral. • Options 2: 2 successful bidders for certain franchises • Option 3: Looking at overlapping franchises, • Option 4: multiple operators on the route with licenses to ensure a	

	minimum level of service was provided and certain key routes and stations were served. • At this stage CMA have not reached any firm view of which option they will recommend or how they will recommend this. Looking to have a final report to put to policy makers at the beginning of next year. Mr Haugen questioned if this paper took in to account competition with other modes of transport. Mr Lambert stated they are aware of the impact of competition from other modes of travel but see it as operating in different ways. CMA is in discussions with rail delivery groups about competition from private cars. The group noted their cautions over increased competition resulting in potential difficulties for passengers in regards to ticketing and accessibility.	
3.	**Operational Issues and Future Development/Timetable Changes**	
3.1	ScotRail Mr Wilson provided an update on matters raised at the previous meeting: • ScotRail met with East Lothian Council and SEStran regarding the issues with parking at Drem station. These discussions are ongoing. • Club 50 has been successful – more than 100,000 people have signed up with 28% taking up the travel anywhere offer. • Loss of cross Edinburgh services between Newcraighall and Fife circle – these still operate at peaks and ScotRail increased the number of cross Edinburgh services following consultation with SEStran and local authorities. Considering enhancements for Edinburgh suburban network with Network Rail. Further points raised by Mr Wilson: • Borders Railway has been very successful but popularity has resulted in some capacity issues. ScotRail are monitoring passenger numbers and have strengthened services on weekends and mid-week peaks. • 5 trains from Fife have had carriages reduced on the weekends to help cope with demand on the Borders Railway. Mr Wilson is to inform the group which services are being affected. The group expressed concern over the capacity issues and Ms Tweedale noted that it is built in to the franchise agreement that ScotRail will have a crowding manager and introduce passenger count equipment so that these issues are being addressed. Mr Haugen suggested that Abellio, Network Rail, Transport Scotland, SEStran and City of Edinburgh Council could work on a joint study regarding the cross Edinburgh services. Ms Hall responded that Network rail are currently looking at this in a route study. Mr Scotland enquired about figures for punctuality of the Borders rail thus far. Mr Wilson to circulate these figures. Mr Turner asked about the timescale for having longer trains for the Dunbar to North Berwick service. Mr Wilson will bring this information back to the group.	Mr Wilson Mr Wilson Mr Wilson
3.2	Virgin East Coast Mr Henderson provided a short update as follows: • 10% reduction of anytime fares has been positive East Coast	

3

	• West Coast - Conversion to First Class Standard 9 car P``endelino has been successful, provides 5500 more seats in standard across the network. • Looking at delayed compensation payments – announcement to be made shortly.	
3.3	Virgin West Coast This was covered in item 3.2	
3.4	Arriva Cross Country No update given.	
3.5	First Transpennine Express Mr Murchison provided an update as follows: • The incumbent franchise ends on 3rd April 2016. Three bidders have submitted their proposals for the next franchise and an announcement is expected before the year end. Mr Scotland noted that the Transpennine Express train from Manchester to Edinburgh was recently named the most overcrowded. Mr Murchison acknowledged that this was an issue and that it would be dealt with by the new franchise holder	
3.6	Serco Sleeper Service No update given.	
4.	**Accessible Rail Travel**	
	Mr Haugen had circulated a letter regarding accessible rail travel. Mr Macleod stated that he could raise this issue with colleagues who attend the Scottish Rail Accessibility Forum (SRAF). Mr Bell suggested that if there was feedback from this forum regarding the issue that it would be helpful to get a presentation from SRAF in the future. Mr Johnstone noted that that East Lothian Council are hosting the SEStran equalities forum in Haddington on the 13th November 2015 where this item could be discussed as well.	Mr Macleod
5.	**Update on £30 million Station Fund Projects and other projects/studies in the SEStran area**	
	Mr Haugen circulated a report with a list of the schemes that SEStran and constituent local authorities are involved in delivering within the station fund. Cllr Balsillie questioned the process for bidding in to this fund. Mr Haugen stated that the initial bid should be made to Network Rail for station improvements but noted that you have to take the project through the development process.	
6.	**EGIP and other relevant Network Rail Investments; including**	
	Ms Hall gave an update as follows: EGIP • Network rail are progressing the redevelopment of Queen Street station. The extension at Buchanan Galleries has been put on hold and Network Rail	

4

are discussing the implications of this with Transport Scotland.
- Winchburgh Tunnel closure was completed in July.
- Works at Millerhill depot are on plan.
- The new station at Edinburgh Gateway is on plan.

Enhancement Projects in Control Period 5
- Remainder of main project of electrification includes Shotts which is due to be completed in March 2019.
- W12 Gage enhancement, which is predominantly the Edinburgh suburban line, is on plan for March 2016.
- The delivery of the electrification of Grangemouth branch will be completed by the end of control period.
- Development work is ongoing for Dunbar platform extension. The initial design report is expected by the end of the year.
- Portobello junction enhancement – development work is underway. This will be discussed in the route study if not delivered in CP5.
- The remodel of Carstairs junction will be featured in the route study for CP6. Development work is underway, due to report in the middle of next year.
- Waverley Platform Extension – Ms Hall proposed that the project team could do a presentation at the next Rail Forum.

7.	**Planning for CP6 2019-24**	
	Ms Hall stated that Network Rail are undertaking a work strategy for Scotland's Railways for the next 30 years. The consultation for this will begin in December to be published in July 2016. Following this, industry advice will be issued to ministers in September 2016. Mr Macleod stated that Transport Scotland will continue to build on the work that has been done and will follow on from the recommendations from Network Rail. Councillor Balsillie raised the issue of enhancement of the rail link from Alloa to Rosyth, following the closure of Longannet. A taskforce has been set up for this and Transport Scotland have committed to some funding and are looking for partner funding. Mr Haugen stated that SEStran, Fife Council and Clackmannanshire Council had undertaken a Scottish Transport Appraisal Guidance (STAG) refresh in 2010 but would need to get resources together to refresh this.	
8.	**Passenger Focus issues**	
	Mr Samson gave the following update: - Passenger Focus have recently published a report on passengers views on rail services during extreme weather with the clearest message being a desire for further resilience to weather conditions. - Passengers are looking for a commitment to run the full timetable unless safety is impaired - Mr Samson suggested that an effective tool in moderating passengers concerns is to show pictures of issues on social media to give passengers an understanding of the problem Mr Yeowhart noted that the safety of railway staff should be considered also and the group agreed that passengers can have unrealistic expectations of the rail industry during extreme weather.	

9.	**Rail Freight**	
	No update given. Mr Bell suggested such a report would be welcome in future.	
10.	**AOCB**	
	Councillor Balsillie raised a local issue at Stirling train station where disabled passengers are getting trapped on platform 9 due to accessibility issues. Mr Macleod noted that there have been some changes at platform 9 and that the vast majority of services do not arrive at platform 9 anymore. Councillor Balsillie raised the issue of bicycles on trains. Mr Bell suggested that this could be an agenda item at the next meeting.	Mr Haugen
11.	**Date of next Rail Forum**	
	The date of the next rail forum will be circulated to the group in due course.	

SESTRAN BUS FORUM

DIAMOND JUBILEE ROOM, CITY CHAMBERS, EDINBURGH

10AM FRIDAY 6th NOVEMBER 2015

Present

Charlie Anderson (Chair)	Non Councillor Member
Cllr Stephen Bird	Falkirk Council
Cllr Jim Fullarton	Scottish Borders
Cllr Russell Imrie	SEStran Chair
John Martin	Non Councillor Member
Neil Renilson	Non Councillor Member
Barry Turner	Non Councillor Member
Neil Bailey	Edinburgh Coach Lines
Derek Beveridge	Fife Council
Chris Cox	Falkirk Council
Mark Craske	NHS Forth Valley
Tom Davy	Transport Scotland
Chris Day	City of Edinburgh Council
John Dellow	Scottish Borders Council
Ian Forbes	West Lothian Council
Nicola Gill	West Lothian Council
Jim Grieve	SEStran
Trond Haugen	SEStran
Stuart Lockhart	One Ticket Limited
Alex Macaulay	SEStran
Catriona Macdonald	SEStran
Moira Nelson	SEStran
Brian Peat	First Scotland East
Karl Vanters	Midlothian Council
John White	Lothian Buses
Paul White	CPT Scotland
Mark Whitelocks	Stagecoach East Scotland
Emily Whitters	SEStran

Apologies

Cllr Jim Bryant	Midlothian Council
Cllr Pat Callaghan	Fife Council
Cllr Gordon Edgar	Scottish Borders Council
Cllr Lesley Hinds	City of Edinburgh Council
Cllr Adam McVey	City of Edinburgh Council
Cllr Cathy Muldoon	West Lothian Council
Cllr Derek Rosie	Midlothian Council

Tom Steele	Non Councillor Member
Cllr Michael Veitch	East Lothian Council
David Brown	Stirling & Clackmannanshire Councils
Ian Dalgleish	East Lothian Council
Joanne Gray	Transport Scotland
John Macdonald	CTA UK
George Mair	CPT
Stuart MacNeill	Traveline Scotland
Ewan Milligan	Transport Scotland
Tony McRae	Fife Council
Derek Parry	Stirling & Clackmannanshire Councils
Rob Plewes	Stirling & Clackmannanshire Councils
Ross Prentice	Prentice Coaches

Ref		Actions
1.	**Welcome & Apologies**	
	Mr Anderson welcomed the group and conducted round table introductions.	
2.	**Minutes & Matters Arising**	
	Item 4 20/02/15 Mr Haugen noted that the Bus Regulation (Scotland) Bill did not get to Parliament as it ran out of time.	
3.	**Transport Scotland; Update on Bus issues**	
	Mr Davy provided an update as follows: • Transport Scotland are focusing on changes to Bus Service Registration Regulations. This will involve a longer period of notification to transport authorities, moving to 28 days. 14 days will be removed from the registration period to keep the timescale the same. • The guidance for this has encountered resistance from local authorities so a new draft will be coming out shortly for further comment. The new process is to come in to force at the beginning of January. • There have been constructive discussions between the Transport Minister and operators regarding smart and integrated ticketing. • Bus services are a significant element of the National Transport Strategy Refresh. The strategy will clarify the roles and responsibilities of the various organisations providing and influencing bus services. • Transport Scotland are likely to revisit guidance on regional and local transport strategies.	

	• There has been a 5-6% overspend in the BSOG budget due to increased numbers of low carbon vehicles which receive double rates. • There has been £3 million for 3 years for the Bus Investment Fund. Mr Davy is hoping to have money for future rounds but noted that criteria may be more explicit going forward. • Transport Scotland are hoping to redesign the Green Bus Fund in future years to fund infrastructure as well as vehicles. Mr Haugen noted that SEStran had responded to the changes to the guidance on bus service registration regulations through ATCO and were pleased that a further draft will be circulated addressing concerns with the reduction in the registration period and the confidentiality restrictions on the 4 week consultation period.	
4.	**Proposed new Bus Service Registration Regulations**	
	Covered in item 3.	
5.	**First Group; Application to the Competition and Markets Authority (CMA) to be released from Undertakings**	
	Mr Anderson declared an interest in this item by reason of a professional relationship with First Group and did not participate in discussions. Mr Haugen gave a summary as follows: First Group have had restrictions on their operations since 2000 which include; the size of the network, fare increases and reactions to competition. First Group have now approached CMA to be released from these restrictions as they believe that circumstances have now changed. CMA approached 12 public sector bodies with the statement "Do you agree there has been a change in circumstances, does it warrant a review and should it be a priority." SEStran responded that there has been a significant change and that a review should take place soon.	
6.	**One Ticket; presentation by Stuart Lockhart followed by Q&A session**	
	Mr Lockhart gave a presentation on the One-Ticket scheme. Presentation attached with minutes. Main points as follows: • One-Ticket has been in operation since 2001 and is partnership between participating operators and SEStran local authorities. There are 8 local authority shareholders, 12 operator shareholders and 22 operators that accept the product. • It is an Edinburgh centric product as the majority of customers are those commuting to and from the city. • Aims to continue to develop modal shift by targeting car	

3

	users.	
	• Looking to advertise with a new marketing campaign. Currently developing a new logo and strapline.	
	• Moving away from a paper based product with hopes of reducing fraud and attracting new customers	
	• Developing smartphone app for iOS and Android, to be extended to Windows at a later date and the Bus only product will be launched on the app on 25th January	
	• There is currently no estimated time for the Rail+Bus product to be available on the app. Abellio have franchise commitments for smart ticketing and the One-Ticket app must follow on from this.	
	• Looking for increased support from partner local authorities such as increased visibility on websites and appointing a champion for the product.	
7.	**Update on projects**	
7.1	**A89/A8 Corridor Public Transport Study**	
	Mr Haugen gave a summary as follows:	
	• The study stems from the Forth Replacement crossing public transport strategy that was produced in 2010.	
	• Focus is on alleviating congestion issues on the Newbridge roundabout and the A8/A89 corridor on either side of this.	
	• The first draft of the report concludes that converting existing lanes to bus lanes would not be productive but adding a third lane as a bus lane would be helpful.	
	• A further draft will be produced and this item will be kept on the agenda going forward.	
7.2	**Ferrytoll P&R**	
	Mr Beveridge stated that works are ongoing and there are some delays at peak hours. Some congestion issues will be eased with temporary bus parking within the car park area.	
7.3	**South Tay P&R update**	
	Mr Haugen stated that the SEStran board have now agreed to lease the site rather than purchase it. This change of circumstance will be considered by the Tay Road Bridge Joint Board in January. Following this SEStran will be in a position to take on the lease and make progress on the site.	
7.4	**Real Time Bus Passenger Information; update**	
	Mr Grieve gave an update as follows:	
	• Issues with system reliability have been resolved following the implementation of a 24hour manned service centre.	
	• There has been a delay with integration with the Edinburgh street signs but work is progressing on having all services	

4

	displayed. - BIF 2 - Stagecoach interface and fit out is progressing well and work to move Stagecoach kit to First vehicles has now started. - BIF 3 – around 130 sites are now committed to having the RTPI screens with another potential 30 lined up. - Hoping to move forward with small operators using RTPI system through ticket machines in the near future. Mr Martin noted two key technical issues with RTPI across Edinburgh: - There is a small lag in RTPI times which can cause passengers to miss a service. - Some key interchanges in Edinburgh, such as Lothian Road, are not equipped with RTPI screens. Mr Macaulay stated that SEStran can raise these issues with City of Edinburgh council.	Mr Grieve
8.	**Edinburgh Bus Lanes; change to Regulations**	
	Mr Anderson raised the issue of City of Edinburgh Council making a change to the regulations of Edinburgh bus lanes. Mr Scotland noted that this change took place on the 5th October on a temporary experimental order. The group expressed some concerns over the implications of this and discussed the potential consequences of the change.	
9.	**Recent concerns over 'clean' diesel engines**	
	Following the recent emissions scandal, Mr Anderson suggested that the industry could be more visible in publicising how clean the Euro 6 engines are in order to avoid damage to the public transport industry.	
10.	**Buses in new residential development**	
	Mr Turner circulated a paper with guidelines on access to public transport for new housing developments. He noted that this has become a problem in recent years where housing is being approved with little to no access to public transport. Mr Macaulay commented that SEStran had developed a sustainable development guideline document and suggested that SEStran compare this with Mr Turner's paper to see if a refresh is required.	Mr Haugen
11.	**Barriers to Bus Travel; Cultural & Societal Attitudes**	
	Mr Anderson stated that public attitude to bus travel is a common problem throughout the UK, creating a barrier to greater use of bus travel. Mr White stated that the Scottish Government had carried out some research on this in 2010, link below. http://www.gov.scot/Publications/2010/04/23115458/0 The group agreed that there were several issues that affect	

5

EQUALITIES FORUM

COUNCIL CHAMBERS, TOWN HOUSE, HADDINGTON

10AM FRIDAY 13TH NOVEMBER 2015

Present

Alastair Short (Chair)	**SEStran**
Cllr Jim Bryant	**Midlothian Council**
John Ballantine	**SATA**
Claire Bhugowaanden	**Network Rail**
Nikki Boath	**SEStran**
Dave Boyce	**Network Rail**
Neil Clark	**ELC**
Lesley Crozier	**East & Midlothian Council**
Peter Forsyth	**ELC**
Mike Harrison	**Midlothian Access Panel**
Trond Haugen	**SEStran**
Alex Macaulay	**SEStran**
Graeme Johnstone	**SBC**
Nina Munday	**Fife Centre for Equalities**
Iain Reid	**ELC**
Ken Reid	**EL Access Panel**
Dennis Wilson	**Edinburgh Access Panel**

Apologies

Terry Barlow	
Caroline Barr	
Jenny Gillies	**Citizens Panel**
David Griffiths	**ECAS**
Margaret Hickish	**Network Rail**
Jane Horsburgh	**Guide Dogs**
John Moore	**LCTS**
Jean Proudfoot	**Borders Deaf & Hard of Hearing Network**
Alan Rees	**SATA**
Jane Steven	

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. The minutes of last meeting were outlined as follows:	

1

	Matters Arising	
	2. 08/15 – Thistle Card Update and Proposals Mr Short advised that this was an Item on today's Agenda.	
	3. 08/15 - Mobility Scooters . Alastair Short informed the Forum that that there had been a requirement to look into the proposed trial with Edinburgh Trams. He informed the group that he had received a copy of the proposed trial report. He outlined the scheme to the Forum and highlighted that the main focus was on the Class 2 scooters. He advised that Edinburgh Trams were proposing a trial but a date has not yet been released. This paper will be circulated to the group.	**Alastair Short**
	5. 08/15 - Waverley/Haymarket Stations A consultation meeting will take place on 17 December 2015 at Jurys Inn, Edinburgh. This meeting is aimed primarily at the disability groups. Alex Macaulay suggested contacting Network Rail to request that the Equalities Forum be added to the distribution list for this meeting.	**Trond Haugen/ Alastair Short**
	7. 08/15 - Taxi Card Report Alastair Short informed the Forum that this item had been presented at last SEStran Board Meeting.	
	8. 08/15 AOCB – Doorbell Alastair Short informed the Forum that the height of the doorbell had been passed on to the Landlord. Alex Macaulay informed the Forum that SEStran are leaving Claremont House in early 2016.	
	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 significantly. Mr Short highlighted that Elderly Care and Libraries are the most prominent take up groups. Mr Short reminded the Forum that at the last meeting a proposal had been put forward to introduce a phone app displaying the Thistle Card. Mr Short reported that enquiries have now begun and highlighted that that the cost would be in the region of £3,500 per platform. He explained that there are 3 platforms and they are Apple, Windows and Andriod. The total cost could be in the region of £10,000. He suggested that this cost could be shared with the other RTPs who have Thistle Card Scheme and would therefore reduce the costs. He reported to the Forum that he had received a call from SPT who are also taking up the Thistle Assistance Card Scheme. Potentially SPT could share the costs of the app also.	`

	Mr Short highlighted that the app specification would replicate the existing card and have the ability to vary the type of disability and also the destination on the screen. At this stage this has not been formally decided. Mr Short highlighted that this is a basic app but it could be developed further.

Alex Macaulay commented on the distribution level of the Thistle Cards and suggested that the Forum discuss this topic with their own groups to potentially identify any groups who have been overseen and feedback to SEStran.

Ken Reid communicated to the Forum that there should be detailed specifications included in the app the main example he highlighted was Voice Over. He also mentioned that he was meeting a student from Napier University to discuss developing a travel app. Alex Macaulay requested that Ken Reid feedback the outcome of that meeting to Alastair Short.

Mr Short reported to the Forum that SEStran had received an Achievement Award from SATA for the Thistle Card. | **Ken Reid** |
3	**Traveline**	
	Mr Short explained that at present there was no further update to share with the Forum. Mr Short explained that Traveline are currently working on a hospital app. Mr Short explained what the app entailed and informed the group that it is up and running and working well for travel to/from the hospitals.	
4	**Presentation/discussion on proposed new stations at East Linton & Reston**	
	Mr Short introduced Claire Bhugowaanden and David Boyce from Network Rail.

Claire then gave a detailed presentation - which is attached along with the Code of Practice - of Network Rail's proposed new stations at East Linton and Reston. Claire highlighted that Network Rail are still at the preliminary design process stage and this will not be completed until middle of 2016.

The following points were highlighted by the Forum:

Blue Badge Spaces
Ken Reid enquired how many Blue Badge spaces will be available at each station. Claire confirmed to the Forum that 5% of the spaces will be given to those with mobility issues. | |

	Ramp Gradient
	The ramp length was discussed and it was decided that the gradient should be 1 in 20.
	
	Signage
	The Forum stated that clear signage is vital.
	
	Colour Scheme
	Ken Reid pointed out the importance of contrast colours for visually impaired customers in particular handrails, seating in waiting areas and on platforms.
	
	Other points that were discussed by the Forum were:
	
	   - Underpasses
	   - Access Roads
	   - Additional Parking
	
	Claire Bhugowaanden and David Boyce will take all this information back to Network Rail to help in their design process for the proposed new stations.
	
	John Ballantine enquired when the final decision would be made regarding the building of the stations. Alex Macaulay outlined the detailed process which needs to be undertaken and as yet there is no definite date.
		131

5	**AOCB**	
	Mr Short enquired if there was any further business to discuss. There was none and the meeting was closed.	
6.	**Date of Next Meeting**	
	The date and location of next meeting are to be confirmed. As soon as these become available the Forum will be informed.	**Nikki Boath**

SESTRAN FREIGHT QUALITY PARTNERSHIP

10:00AM MONDAY 23RD NOVEMBER 2015

SESTRAN OFFICES, CLAREMONT HOUSE, EDINBURGH, EH7 4LB

Present

Phil Flanders (Chair)	Non Cllr Member
Nikki Boath	SEStran
Adrian Brown	Scottish Enterprise
Clive Brown	City of Edinburgh Council
Marianne Bull	Fife Council
Chris Campbell	RHA
Kevin Collins	Falkirk Council
Ann Connolly	City of Edinburgh Council
Jim Grieve	SEStran
Russell Imrie	Midlothian Council
Alex Macaulay	SEStran
Alastair Short	SEStran
Pam Stott	Transport Scotland
Neil Sturrock	SPT

Apologies

Ian Dalgleish	East Lothian Council
Fiona Doherty	Forth Ports
Trond Haugen	SEStran
Graeme Johnstone	Scottish Borders Council
Douglas Norris	CILT
Martin Reid	RHA
Mags Simpson	Freight Transport Association
Roland Stiven	Confor
John Watt	Denholm-Wilhelmsen

Ref		Actions
1.	**Introduction by Phil Flanders**	
	Mr Flanders welcomed the group and conducted round table introductions.	
2.	**Minutes of last meeting**	
	There were no matters arising from the minutes of the last meeting.	
3.	**Issues raised by members**	
	There were no issues raised by members.	

4.	**Ecostars – Update and Discussion**	
	Ann Connolly outlined the Edinburgh Ecostars scheme to the group. She informed the group that since the launch of Edinburgh Ecostars in January 2012 the scheme has gained 100 members and these members are from the bus, coach and freight industry. There are currently 8 Ecostars fleet recognition schemes and 3 Ecostars Taxi schemes operating in Scotland. Within SEStran schemes are operated in Edinburgh, Falkirk and Fife Council areas. Ann Connolly noted that a proposal may be drawn up for a regional or national Ecostars scheme. This is due to the fact that more schemes have been proposed and funding may not be available to run them separately. It could be more beneficial to run the schemes under a regional or national scheme. A discussion followed and the main points for noting are: - Funding - Insurance - Benefits to the operators - Potential operators - Costs to public bodies to operate the scheme - Barriers to operating a national scheme - Operators – do they have to be members of each scheme - Independent hauliers - RTPs support for a regional or national scheme Alex Macaulay advised Ann Connolly that he would send her the list of contacts within the freight industry as she had requested via email. Phil Flanders thanked Ann Connolly for her update.	**Alex Macaulay**
5.	**Multi modal long distance haulage update and prospective EU projects**	
	Jim Grieve reported that SEStran are currently involved in 2 EU projects. These are: 1. SURFLOG (Sustainable Freight Logistics) Jim outlined the project and informed the group that this project focuses on last mile movement and the project is entering its second stage. 2. Potential Sustainable Freight Gateway Project. This project is a Forth Estuary based project. Jim Grieve outlined the project and informed the group that discussions with potential partners have begun. He also reported that SEStran are keen to operate an accreditation scheme which is not dissimilar to the Ecostars scheme. A discussion took place with regard to Ecostars scheme and match funding for the Estuary based project. Alex Macaulay added that a bid would be put forward in May 2016 with the project not beginning until Spring 2017.	
6.	**Short haul freight movements update**	
	Phil Flanders outlined the points raised at the last meeting. There has been no further development with regard to premises for setting up local distribution centres. A discussion followed and Pam Stott reported that there had been joint workshop with Tactran/Heriot Watt University aimed at local authorities and the approach had been about Urban Logistics. She summarised the aim of the workshop and will circulate the papers from the workshop. Pam Stott also stated she will circulate a further paper from Freight Transport	**Pam Stott** **Pam Stott**

	Association about Urban Freight. She also informed the group that a subgroup is to be set up to look at night time deliveries.	
	Russell Imrie commented that people's methodology of shopping has changed over the last 5 years as a result of Internet shopping.	
7.	**Small measures for assisting the freight industry (quick wins)**	

	Phil Flanders outlined to the group the small measures that could be taken to assist the freight industry and mentioned the example of Aberdeen where measures such as changing road junctions and phasing traffic lights were carried out.
	
	Chris Campbell highlighted that there are increasing negative pressures for the freight sector doing urban deliveries. The main examples he pointed out were:
	   - 20mph limits being introduced in Edinburgh and Glasgow
	   - Parking action plan in Edinburgh
	   - Cycle lanes
	   - Low emission zones
	   - Footway parking regulations
	   - Banning of vehicles within school vicinities
	
	A lengthy discussion followed on the issues outlined above.	

8.	**Issues to be addressed**	
	Alastair Short introduced the current consultation on Rail Freight and tabled a paper to the group (copy attached). Mr Short asked for the viewpoints of the FQP in relation to this issue. Pam Stott reported that the National Transport Strategy (NTS) is currently being refreshed. She also highlighted that an opportunity has arisen to look at the Freight Action Plan due to the NTS refresh, as well as the Parliamentary inquiry last year into Freight. A discussion took place regarding the issues set out in Alastair Short's paper.	
9.	**AOCB**	
	Neil Sturrock reported that a review of the Office and Functions of the Scottish Roadworks Commissioner is taking place. Marianne Bull advised that Fife Council have finished their STAG 2 for Levenmouth Rail Link and noted it is still to be submitted to Transport Scotland. Mr Flanders congratulated SEStran on their successful Transport for Regional Growth Conference held on 5 November 2015 and also suggested holding a Freight Conference in 2016. As there was no other business to discuss the meeting was closed.	
10.	Date of Next Meeting	
	The date of the next meeting will be Friday 10 June 2016 (subject to approval by Partnership Board). The venue is to be confirmed.	

Regional Transport Partnerships Joint Chairs Meeting

Held in the Malmaison Hotel, Dundee on 16th September 2015 at 0930

Minute of Meeting

Present:	Cllr Russell Imrie, SEStran
	Cllr James Stockan, HITRANS
	Cllr Ramsay Milne, Nestrans
	Cllr Tom McAughtrie, SWestrans
	Cllr Will Dawson, Tactran (Chair)
	Cllr Michael Stout, Chair, ZetTrans
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)
	Joanne Grey, Transport Scotland (JG)
	Tom Davy, Transport Scotland (TD)
	George Eckton, CoSLA (GE)
	Bruce Kiloh, SPT (BK)
	Michael Craigie, ZetTrans (MC)
	Douglas Kirkpatrick, SWestrans (DK
Apologies:	Cllr James Coleman, SPT
	Harry Thompson, SWestrans

Item	**Action**

1. **Welcome and Apologies**

   Cllr Dawson welcomed everyone to Dundee and noted the apologies received above.

2. **Presentation on Dundee Waterfront – Allan Watt, Dundee City Council**

   A presentation was provided by Allan Watt of Dundee City Council on the various aspects of ambitious Dundee Waterfront project which has resulted in over £500million of new investment into the project area. The project which seeks to reconnect the City with its riverside involves several large scale initiatives including a revamp of the Railway Station, a new V&A museum, a new public square and the rejuvenation of the port and quayside areas.

   As well as the upgraded railway station the project is seeking to attract new links to Dundee airport including Amsterdam Schipol and has seen improved walking and cycling connectivity in the area including a new active travel bridge over the railway.

3. **Presentation and discussion with Professor by Peter Balazs and Andreas Faergmann of TEN-T Programme (Gavin Roser in attendance)**

   Gavin Roser a non Council Board Member of Tactran introduced and welcomed Prof Peter Balazs and Andreas Faergmann of TEN-T

1

Programme who provided an overview of the objectives of the programme and that of the Motorway of the Seas and Rail Interoperability initiatives outlining the 2030 and 2050 for the 9 multi modal core network corridors of which the UK is part of the North Sea Mediterranean Corridor.

Peter Balazs confirmed that the extent of the corridor could be reviewed but that its current extent had been determined at a national level. Peter Balazs welcomed the opportunity to discuss the programme with RTP Chairs and encouraged further dialogue on the opportunities presented and how it may be developed in future. Application for the second call would go out in 2016. **All**

Action: Officers to discuss at RTP Leads and propose how further engagement be developed.

4. **Minutes of the meeting held on 3rd December 2014**
The minutes were approved subject to the following amendment;
Cllr Tom McAughtrie's name was removed from list of Apologies
Matters Arising
(i)   Abellio/Network Rail Liaison
RR provided an overview of an update provided by Abellio Scotrail on their proposed engagement proposals which included quarterly meetings with RTP's and annual attendance at an RTP Chairs meeting. RR to distribute the Abellio Scotrail proposal.
(ii)   RTPs/SG/CoSLA WG paper
EG reported that a final version of the joint paper had been agreed with both COSLA and the Minister. This included a number of minor but positive additions in areas such as community empowerment and bus & integrated ticketing. Cllr Milne asked if this had been circulated to Local Authorities who were members of the Scottish Local Government Partnership and it was agreed that now the document had been finalised that it should be distributed as appropriate.
(iii)   RCPB Correspondence and Audit Scotland meeting
RR confirmed that a letter had been sent to 21 (excluding the 11 SPT Local Authorities due to SPT not having attended the previous Chairs meeting when the decision to write was taken) local authority Leaders and Chief Execs outlining the legal view on RTP's role in Roads collaboration and Other Shared Services. RR reported that he had subsequently received a couple enquiries from HITRANS member local authorities but little from other Councils.
GE reported that he had attended a general meeting of SCOTS where the need to make progress was acknowledged and a SCOTS / COSLA / SOLACE working group set up with a remit to take a paper to COSLA on 28th November. Members of SCOTS were invited to volunteer to join this working group. **EM / DM**
EG reported that RTP Leads had invited representatives of Audit Scotland to their last meeting and this provided a useful opportunity for Officers to explain the RTP position and the merits of the structure which Regional Transport Partnerships offered.
(iv)   Legal Advice to Board Members
EM confirmed that following internal consideration of the issue that Transport Scotland should be in a position to write back to NESTRANS outlining a number of possible options and that a full update could be provided at the next Chairs meeting
Action: EM to correspond with NESTRANS and an update be provided at the nest RTP Chairs meeting

2

136

Items for Discussion/Decision

5. **National Transport Strategy Refresh**

(i) **Report of Stakeholder Group meeting on 7th September**
BK provided an update on initial NTS Stakeholder Working Group meeting which had been held on 7th September. BK welcomed the decision to include two RTP representatives onto the group with RR also attending the workshop. The meeting focussed on two areas

(ii) including the strategic framework and roles and responsibilities for which a sub group had been set up and will meet next week.

Meeting with Minister for Transport & Islands on 2nd December
RR informed Chairs that the Minister had accepted an invitation to the next RTP Chairs meeting in Glasgow on 2nd December following the recent RTP Lead Officers meeting. The Minister will be available between 0930 and 1100 providing an opportunity to follow up the recent positive discussion around the NTS refresh and other issues.   **All**

Action: RTP Leads to discuss items for discussion with the Minister at RTP Chairs on 2nd December

6. **Active Travel / Behaviour Change Issues**

(i) **RTP/Cycling Scotland/Sustrans Liaison – verbal update**
EG reported that he was currently looking to arrange a meeting with Sustrans and Cycling Scotland.

Action: EG to invite Cycling Scotland and Sustrans to a meeting in the autumn.   **EG**

7. **Ferry Issues**

(i) **CHFS / NIFS Procurement Update**
RR provided an update of the current status of the procurement of the next CHFS contract. MC updated members on recent collaborative work between Transport Scotland, the RTP's and Local Authorities with STAG studies to look at both the upcoming Northern Isles Ferry Services Contract (NIFS) and the internal inter-island transport network of both the Orkney and Shetland Isles were about to commence. Cllr Milne highlighted the need to consider the impact   **RR / MC / DM**
of any review of the NIFS contract on Aberdeen harbour operations.

Action: NESTRANS to be included in work to review NIFS contract

8. **Rail Issues**

(i) **HSR Update**
AM provided a verbal update of High Speed Rail Scotland meeting. Concern was raised at misinformed comments circulating on business case of extension to Scotland when work had not been

(ii) completed. It was agreed that Gareth Williams of SCDI organise a communication plan over the coming months:

ECMA Update
AM provided a verbal update on recent activity which includes a piece on the East Coast line with Cllr Imrie in Holyrood magazine

(iii) and an upcoming meeting in York with Virgin Customer Experience Team which should offer a good opportunity to input early in the franchise.

CRP Update
EG updated members on the new Community Rail Partnership Charter which would require RTP response. BK stated   **All**
disappointment that Abellio Scotrail had developed without consultation.

Action: It was agreed that RTP Lead Officers develop a joint response

9.   Bus Issues

(i)   Bus Stakeholder Group / Bus Registration Process Update

ES provided a verbal update and advised Chairs of the forthcoming changes to the Bus Registration Process which would extend the period which operators have to consult on service changes from 14 to 28 days.

Other areas which are being reviewed include procurement where dynamic purchasing is being considered and also Quality Partnerships / Quality Contracts where the pre-emptive model being deployed by NEXUS in England was being reviewed.

10.   CoSLA Liaison

GE provided a verbal update on current activity including an upcoming report for the Minister on Road Safety and joint work between COSLA and Scottish Government Ministers on a Scottish Economic Strategy.

Cllr Stout highlighted the issues relating to parking enforcement for local authorities since the withdrawal of resource by Police Scotland and asked for RTP support in highlighting the funding challenged faced by many local authorities. The impact of any changes resulting from the proposed Responsible Parking (Scotland) Bill should also be considered

Action: EG to share information on Dundee's successful Decriminalised Parking scheme.

11.   AOB

The two Items for Noting were discussed and it was agreed that in future these items be included within the main agenda.

(i)

Items for Noting

Highland Integrated Transport Project

RR provided an update on the Highland Integrated Transport Project which was one of two pilot projects to receive Scottish government funding last year.

RR noted that there were projected real savings for the NHS in year 2 of an extended pilot. However, it was noted that both the Highland and SPT pilots had failed to receive full backing from some of the project partners. It was agreed to reconvene a sub group to review the pilots and discuss the transferability of the pilots to other areas. It was also agreed that RTP Lead Officers write to both the Health and Transport Ministers highlighting the various issues relating to the pilots.   **All**
RR / BK

Action : RTP Leads to prepare a joint RTP letter to Transport and Health Ministers
HITRANS and SPT to share information on costs and benefits of pilots with other RTP's

11.   Dates of next Meetings

1st / 2nd December SPT, with Transport Minister in attendance 0930-1100

4