

**CHIEF OFFICER LIAISON GROUP MEETING**

**TUESDAY 1<sup>st</sup> MARCH 2015 AT 10:00AM**

Tea and coffee will be available from 9.40am

1. Welcome to the meeting and apologies for absence
2. Minutes and Matters Arising from the meeting of the Chief Officers held on 8<sup>th</sup> September 2015
3. Shared Services
4. Draft Agenda for Partnership Board Friday 18<sup>th</sup> March 2016

**AGENDA A – POINTS FOR DECISION**

- A1.** Minutes of the Partnership Board Meeting – Friday 4<sup>th</sup> December 2015
- A2.** Matters Arising
- A3.** Minutes of the Performance & Audit Committee – Friday 4<sup>th</sup> March 2016
- A4.** Matters Arising
- A5.** Projects Report
- A6.** Budget 2016/17
  - A6.1** Budget Support Paper
  - A6.2** Revenue Budget 2016/17
- A7.** Finance Reports
  - A7.1** Finance Officer's Report
  - A7.2** Annual Treasury Strategy 2016/17
- A8.** Business Plan 2016/17
- A9.** Community Planning Update (to follow)
- A10.** Stations Fund Update (to follow)
- A11.** Partnership Director Recruitment

**AGENDA B – POINTS FOR NOTING**

- B1.** NTS Refresh
- B2.** Audit Scotland – Audit Plan 2016/17 (to follow)

- B3.** Rail Franchise Update (to follow)
- B4.** ORR Rail Station User Statistics (to follow)
- B5.** Minutes of the SESplan Cross Boundary Impacts Group
- B6.** SEStran Thistle Card
- B7.** High Speed Rail Update
- B8.** Consultation Responses by SEStran
  - B8.1** Rail Freight Consultation
  - B8.2** Scotland Route Strategy (to follow)
  - B8.3** Scottish Parliament's Rural Affairs, Climate Change and Environment (RACCE) Committee
  - B8.4** Scottish Parliament Public Petitions
- B9.** Minutes of Sub-Groups
  - B9.1** Chief Officer Liaison Group – 1<sup>st</sup> March 2016
- B10.** DRAFT Minutes of the Joint RTP Chairs – 1<sup>st</sup> December 2015
- 5.** AOCB
- 6.** Date of Next Meeting  
31<sup>st</sup> May 2016, Meeting Room 3D-34, Victoria Quay, Edinburgh, EH6 6QQ



CHIEF OFFICER LIAISON GROUP MEETING  
10.00 AM TUESDAY 8<sup>TH</sup> SEPTEMBER 2015

**Present:**

Angela Chambers	SEStran
Peter Forsyth	East Lothian Council
Ken Gourlay	Fife Council
Jim Grieve	SEStran (Chair)
Trond Haugen	Adviser to SEStran
Ewan Kennedy	City of Edinburgh Council
Graeme Malcolm	West Lothian Council
Iain Shaw	CEC – Treasurer Services to SEStran
Alastair Short	SEStran

**Apologies:**

Neil Dougall	Midlothian Council
Andrew Ferguson	Fife Council
Graeme Johnstone	Scottish Borders Council
Alex Macaulay	SEStran
Martin Wanless	Scottish Borders Council
Mac West	Clackmannanshire Council

Ref.		Actions
<b>1.</b>	<b>Welcome and Apologies</b>	
	Noted as above.	
<b>2.</b>	<b>Minutes and Matters Arising from Chief Officers – 2<sup>nd</sup> June 2015</b>	
<b>2.1</b>	<u>Minutes</u> Approved as a correct record.	
<b>2.2</b>	<u>Matters Arising</u> There were no matters arising.	
<b>3.</b>	<b>Shared Services</b>	
	<p>Mr Grieve noted his attendance at the SCOTS/RTP meeting in Perth on Friday 11<sup>th</sup> September. His key objective is raising awareness that RTP's are a viable proposition as a basis for collaboration and for alternative service delivery options.</p> <p>Mr Malcolm provided an update on ELBF Group progress and the following key points were noted:</p> <ul style="list-style-type: none"> <li>Meeting with ELBF, Improvement Service and politicians on collaborative working was positive and provided direction. Briefing papers are to be issued and a follow up meeting planned for 18<sup>th</sup> September.</li> </ul>	

<b>/3.</b>	<b>Shared Services</b>	
	<ul style="list-style-type: none"> <li>Options being considered include Joint Committee and LLP's.</li> <li>RTP engagement with Chief Executives of Partner Authorities has raised awareness amongst senior officers and politicians.</li> <li>There is a desire to conclude matters in the near future.</li> <li>Audit Scotland review to include Transport Scotland as well as Local Authorities (LA's).</li> </ul> <p>Mr Grieve advised that a future meeting would be arranged by SEStran for Members and Officers to consider their views on the shared services agenda. A discussion followed on progress being made by a number of the LA's and COSLA.</p>	<b>JG</b>
<b>4.</b>	<b>Draft Agenda for the Partnership Board – Wednesday 23<sup>rd</sup> September 2015</b>	
<b>A1</b>	<b>Minutes of the Partnership Board meeting – Friday 19<sup>th</sup> June 2015</b>	
	The minutes were noted and Officers' were reminded of the change of date and venue.	
<b>A2</b>	<b>Matters Arising</b>	
	N/A	
<b>A3</b>	<b>Minutes of the Performance and Audit Committee – Friday 11<sup>th</sup> September 2015</b>	
	Meeting scheduled as above.	
<b>A4</b>	<b>Matters Arising</b>	
	N/A	
<b>A5</b>	<b>Regional Transport Strategy (RTS) – Approval and Delivery Plan</b>	
<b>A5.1</b>	<p>Mr Short presented the progress report and advised that the Minister had approved the update of the RTS on the 31<sup>st</sup> July. It was now in the process of being finalised for publication and would be issued, mainly electronically via the SEStran website. The Delivery Plan has been circulated for comment and will be discussed in detail at the December Board.</p> <p>Mr Kennedy queried if the Minister had made any changes to the RTS and it was confirmed that only minor wording changes had been made.</p>	
<b>A6</b>	<b>Annual Report 2014/15</b>	
	Mr Short noted the Annual Report was in the process of being finalised and would follow the format of previous years reports. The report is to be circulated to Officers for comment in advance of the Board meeting.	<b>AS</b>
<b>A7</b>	<b>City Deal</b>	
	Mr Short presented the draft report and noted that further information on City Deal is required before the paper can be finalised. He asked Officers to provide any details that they may have. It was confirmed that	

<b>/A7</b>	<b>City Deal</b>	
	CEC are leading on the bid and Steve McGavin is the contact within Economic Development.	
<b>A8</b>	<b>Projects Report</b>	
	<p>Mr Grieve provided an update to the group and the following points were for noting:</p> <ul style="list-style-type: none"> <li>• Projects spend to date £0.5m, which is on target.</li> <li>• Overdue ERDF income expected by the end of the month.</li> <li>• Under spend to be carried forward into RTPPI budget, subject to Board approval.</li> <li>• <u>BIF3 – RTPPI TV Screens (Public Sector)</u> £0.5m to be spent by the end of the financial year, which is a challenging timescale. Officers were asked to promote the project where possible and provide details of any potential leads within their organisations. Maintenance and warranty details were noted.</li> <li>• <u>Scottish Enterprise – RTPPI TV Screens (Private Sector)</u> Funding available from Scottish Enterprise for private sector organisations. Screens available for a year's free trial, £500pa thereafter. Promotional event arranged for 24<sup>th</sup> September.</li> </ul>	
<b>A9</b>	<b>Finance Reports</b>	
<b>A9.1</b>	<p><u>Audited Accounts 2014/15 and Report to those charged with governance</u></p> <p>Mr Shaw provided a verbal update and recommended that the finance reports should be moved up the agenda, in order to obtain approval for the carry forward of the under spend to RTPPI project, as outlined in the Projects Report.</p> <ul style="list-style-type: none"> <li>• Under spend of £29k.</li> <li>• Presentational changes required by Audit Scotland.</li> <li>• Assurances required that outstanding ERDF claim is collectible.</li> <li>• Report will be presented to the Performance &amp; Audit Committee for scrutiny on Friday 11<sup>th</sup> September.</li> </ul>	
<b>A9.2</b>	<p><u>Core Revenue Budget Monitoring Report 2015/16</u></p> <p>Mr Shaw reported that the core revenue budget is on track and there are no issues to report.</p>	
<b>A10</b>	<b>South Tay P+R</b>	
	<p>Mr Haugen introduced the report and advised that a design and build option would now be put forward to the Board for approval. This option means that no advance funding is required and any funding is purely for the procurement of the land. The land would be subject to a 99 year lease and confirmation is to be obtained from the Legal Adviser that SEStran have the powers to secure this in advance of the Board.</p> <p>Wording details about the CEC P+R sites to be amended.</p>	<p><b>TH</b></p> <p><b>TH</b></p>

<b>A11</b>	<b>Borders Railway Extension</b>	
	To be deferred due to funding issues and expected to go to the December Board meeting.	<b>TH</b>
<b>A12</b>	<b>SG/RTP Working Group</b>	
	The report has received Ministerial approval and sets out how the RTP's can assist SG in delivery of transport projects. A copy of the report and covering paper will be issued to Officers' for comment in advance of the Board.	<b>AM</b>
<b>A13</b>	<b>SEStran Event - Transport for Regional Growth Conference</b>	
	Following on from a request by the Board, a symposium has been arranged for Thursday 5 <sup>th</sup> November at Surgeon's Hall. Full details will be issued in the Board pack and will be widely advertised shortly.	
<b>A14</b>	<b>HR Policy Review</b>	
	Ms Chambers provided a verbal update and advised that following review by the SEStran HR and Legal Advisers, four policies had been identified as requiring changes to keep in line with legislation and best practice. The four policies are: <ul style="list-style-type: none"> <li>• Data Protection</li> <li>• Family Leave</li> <li>• Fire &amp; Emergency Action Plan</li> <li>• Accident and Incident Reporting</li> </ul> Members will be asked to approve the policies for immediate implementation.	
<b>A15</b>	<b>Office Lease</b>	
	Mr Grieve noted that the lease on the current office premises expires February 2016 and the Landlord had served notice. The Partnership Director is exploring options.	
<b>B1</b>	<b>Public Services Reform (Scotland) Act</b>	
	The report is the annual publication of information required under the act. The information details issues relating to spend, growth and efficiency and members are being asked to note the contents. The information will be included as part of the Annual Report.	
<b>B2</b>	<b>Taxi Card Scheme and Rail Concession Review</b>	
	Mr Short advised that the Equalities Forum had requested a report outlining the different schemes operated by each LA in the SEStran region and the details are for information purposes only.	
<b>B3</b>	<b>SEStran Stations</b>	
	Mr Haugen noted that this report provides an update to Members on the various stations, including Newburgh and Oudenarde. An interim report will be issued in November in relation to Reston.  A report on A1 Dualling will be added to the B Agenda.	<b>TH</b>

<b>B4</b>	<b>Minutes of the SESplan Cross Boundary Impacts Group</b>	
	Mr Short provided an update and reminded Officers' that the group was looking at the potential of securing developer contributions for cross border travel and agreement has almost been reached on land use.	
<b>B5</b>	<b>High Speed Rail Update</b>	
	Mr Haugen provided a verbal update to the group and noted the following points: <ul style="list-style-type: none"> <li>• Conference held last week at which the study into HS2 extending to Scotland was examined, leading to further review of the report.</li> <li>• HS2 Scotland Group is meeting on 14<sup>th</sup> September in Dundee.</li> </ul>	
<b>B6</b>	<b>Consultation Responses by SEStran</b>	
<b>B6.1</b>	Strategic Development Plan(SDP) Main Issues Report (MIR)	
<b>B6.2</b>	West Lothian Council – Climate Change Strategy	
<b>B6.3</b>	Forth Valley Hospital Travel Plan	
<b>B6.4</b>	Integrated Ticketing Block Exemption – to be circulated today.	<b>TH</b>
<b>B7</b>	<b>Minutes of Sub-Groups – For Noting</b>	
<b>B7.1</b>	<u>Equalities Forum</u> – 14 <sup>th</sup> August 2015	
<b>B7.2</b>	<u>South Tay P+R</u> – 18 <sup>th</sup> Augustl 2015	
<b>B7.3</b>	<u>Chief Officer Liaison Group</u> – 8 <sup>th</sup> September 2015	
<b>B8.</b>	<b>Minutes of the Joint RTP Chairs – 4th June 2015</b>	
	For noting.	
<b>5</b>	<b>AOCB</b>	
	The Partnership Board meeting on the 4 <sup>th</sup> December will take place at the Galashiels Interchange and will include return travel on Borders Railway.	
<b>6</b>	<b>Date of Next Meeting</b>	
	The date of the next meeting has been scheduled for <b>Tuesday 17<sup>th</sup> November 2015 at 10:00am in SEStran Offices, 130 East Claremont Street, Edinburgh.</b>	

## PARTNERSHIP BOARD MEETING

HELD IN THE GALASHIELS TRANSPORT INTERCHANGE BUILDING  
STIRLING STREET, GALASHIELS, TD1 1BY  
ON FRIDAY 4<sup>TH</sup> DECEMBER, 2015  
11.00 A.M. – 12.10 P.M.

<b>PRESENT:</b>	<u>Name</u>	<u>Organisational Title</u>
	Councillor Russell Imrie	Midlothian Council (Chair)
	Charles Anderson	Non Councillor Member
	Councillor Donald Balsillie	Clackmannanshire Council
	Graham Bell	Non-Councillor Member
	Councillor Tony Boyle	West Lothian Council
	Councillor Jim Bryant	Midlothian Council
	Councillor Gordon Edgar	Scottish Borders Council (Vice-Chair)
	Phil Flanders	Non-Councillor Member
	Councillor Irene Hamilton	Clackmannanshire Council
	Councillor Bill Henderson	City of Edinburgh Council
	John Martin	Non-Councillor Member
	Neil Renilson	Non-Councillor Member
	Sandy Scotland	Non-Councillor Member
	Barry Turner	Non-Councillor Member
	Councillor Michael Veitch	East Lothian Council

<b>IN ATTENDANCE:</b>	<u>Name</u>	<u>Organisation Title</u>
	Craig Beattie	City of Edinburgh Council
	Angela Chambers	SEStran
	Julie Cole	Falkirk Council
	Mark Craske	NHS Forth Valley
	Neil Dougall	Midlothian Council
	Andrew Ferguson	Fife Council/SEStran Secretary and Legal Adviser
	Jim Grieve	SEStran
	Trond Haugen	SEStran
	Graeme Johnstone	Scottish Borders Council
	Marta Kuzma	Audit Scotland
	Alex Macaulay	SEStran Partnership Director
	Daniel Melly	Audit Scotland
	Brian Sharkie	City of Edinburgh Council
	Iain Shaw	City of Edinburgh Council/SEStran Treasury
	Alastair Short	SEStran
	Emily Whitters	SEStran

<b>APOLOGIES FOR ABSENCE:</b>	<u>Name</u>	<u>Organisational Title</u>
	Councillor Stephen Bird	Falkirk Council
	Councillor Pat Callaghan	Fife Council
	Councillor Iain Chisholm	Fife Council
	Councillor Tom Coleman	Falkirk Council
	Councillor Jim Fullarton	Scottish Borders Council
	Councillor Lesley Hinds	City of Edinburgh Council
	John Jack	Non-Councillor Members
	Councillor Adam McVey	City of Edinburgh Council



Councillor Joe Rosiejak  
Tom Steele  
Peter Forsyth  
Ken Gourlay  
Ewan Kennedy  
Graeme Malcolm

Fife Council  
Non-Councillor Member  
East Lothian Council  
Fife Council  
City of Edinburgh Council  
West Lothian Council

**Action by**

*Prior to commencement of formal business, the Board was welcomed to the Borders by Councillor Edgar and received a presentation on the Galashiels Interchange Project by Ewan Doyle, Scottish Borders Council.*

The Board considered a report by the Secretary and Legal Adviser, advising of the need to consider options for chairing meetings given that Councillor Imrie's term of office had ended on 30<sup>th</sup> November, 2015 and that he had now served the maximum term of office as Chair in terms of the legislation.

**Decision**

The Board agreed to appoint Councillor Imrie as an additional Vice-Chair, and that, as Senior Vice-Chair, he should normally preside when present at meetings.

*Councillor Imrie took the Chair for the remainder of the meeting.*

**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 23<sup>rd</sup> September, 2015 were agreed as a correct record of proceedings.

**A2 MATTERS ARISING**

None.

**A3 MINUTES OF THE PERFORMANCE AND AUDIT COMMITTEE**

The minutes of the Performance and Audit Committee of Friday, 20<sup>th</sup> November, 2015 were noted.

A4/

-3-

Action by

**A4 MATTERS ARISING**

The discussion on the office move to Victoria Quay at Committee was noted. The Partnership Director confirmed that matters were progressing well, and that the risk of loss of premises had been added to the risk register following the Committee.

**AM/AF/AC****A5 DRAFT BUDGET 2016/17****5.1 – Supporting Paper to Draft Budget 2016/17 Financial Planning Report**

The Board considered a report by Jim Grieve, Programme Manager, outlining how SEStran had been successful in attracting additional funding from a variety of sources.

**Decision**

The Board noted the report.

**5.2 – Financial Planning 2016/17**

The Board considered a report on the update of the financial planning being undertaken to present a revenue budget to the Partnership for approval in March, 2016.

**Decision**

The Board noted:-

- (i) The risk that Scottish Government funding allocations to RTP's might be reduced given the uncertainty around the Scottish Government budget for 2016/17;
- (ii) The financial planning assumptions currently being progressed for SEStran; and
- (iii) The revenue budget for 2016/17 would be presented to members for approval at the meeting of the Partnership in March, 2016.

**IS****A6 PROJECTS REPORT**

The Board considered a report by the Programme Manager updating Members on current projects.

**Decision/**

**Decision**

The Board:-

- (i) noted the contents of the report; and
- (ii) approved the carry forward of any underspend in the current year to be spent on RTPI in 2016/17.

**A7 FINANCE OFFICER'S REPORT**

The Board considered a second update by the Treasurer on financial performance of the core revenue budget of the Partnership. The report presented an analysis of financial performance to the end of October, 2015.

The report included details of the cash flow position of the Partnership in respect of its net lending to and borrowing from the City of Edinburgh Council.

**Decision**

The Partnership Board noted:-

- (i) the projected core expenditure in 2015/16 would break even against the approved revenue budget of the Partnership;
- (ii) the income and expenditure would continue to be monitored closely with updates reported to each Partnership meeting; and
- (iii) 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. SESTAN RTS DELIVERY PLAN**

The Board considered a report by John Saunders, Strategy Adviser, on the amended RTS Delivery Plan following consultation with partner authorities and key stakeholders, as reported to the September meeting of the Board.

**Decision**

The Board approved the amended RTS Delivery Plan.

**JS**

**A9. NEWBURGH AND OUDENARDE STATION**

The Board considered a report by Trond Haugen, Advisor to SEStran on a feasibility study into new rail stations at Newburgh, Fife and Oudendarde, Perthshire. The study had been joint funded by SEStran, Tactran and Fife and Perth and Kinross Councils.

**Decision**

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

**A10 EMPLOYER DISCRETIONS POLICY**

The Board considered a report by Alex Macaulay, Partnership Director. In line with the new Local Government Pension Scheme Regulations, SEStran were required to publish a policy statement for employer's discretions.

**Decision**

The Board approved the policy for immediate implementation.

**AC****A11 DATES OF FUTURE MEETINGS**

The report outlined the proposed calendar of SEStran Partnership Board meetings in 2016, with the full schedule of SEStran meetings contained in Appendix 1.

The proposed dates for the Partnership Board are:-

Friday 18<sup>th</sup> March, 2016 – Conference Room 1, Victoria Quay  
 Friday 17<sup>th</sup> June, 2016 – Conference Room 1, Victoria Quay  
 Friday 23<sup>rd</sup> September, 2016 – Conference Room 1, Victoria Quay  
 Friday 2<sup>nd</sup> December, 2016 – Conference Room 1, Victoria Quay

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

**Decision**

The Board approved the proposed programme of meetings for 2016 and noted that venues still to be confirmed would be announced after

**AC**

the SEStran office relocation.

**B1/**

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**Action by**

**B1 MID TERM REVIEW T4REASURY MANAGEMENT ACTIVITY**

The Board considered a report from Hugh Dunn, Treasurer reviewing the investment activity undertaken on behalf of the Partnership during the first half of the 2015/16 Financial Year.

**Decision**

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

**B2 SESTRAN STATIONS**

The Board considered a report from Trond Haugen, Advisor to SEStran, 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 Fife.

**Decision**

The Board noted the report.

**B3 MINUTES SESPLAN CROSS BOUNDARY TRANSPORT AND LAND USE APPRAISAL**

The Board considered the minutes of the SESplan Cross Boundary Transport and Land Use Appraisal Group, of 1<sup>st</sup> September and 6<sup>th</sup> October, 2015.

**Decision**

The Board noted the Minutes.

**B4. HIGH SPEED RAIL SCOTLAND**

The Board considered the minutes of the High Speed Rail Scotland Group, of 15<sup>th</sup> September, 2015.

**Decision**

The Board noted the report.

**B5.1 SCOTTISH BORDERS LOCAL ACCESS AND TRANSPORT**

**STRATEGY – MAIN ISSUES REPORT**

The Board considered the response to consultation on the Scottish Borders Local Access and Transport Strategy Main Issues Report.

**Decision/**

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**Action by****Decision**

The report was noted.

**B5.2 FIRST GROUP – RELEASE OF UNDERTAKINGS****Decision**

The Board noted the contents of a response to that consultation by the Competition and Markets Authority on a request by First Group to release from merger undertakings.

**B5.3 RAIL COMPETITION – ORR CONSULTATION****Decision**

The Board noted the contents of a response to the Competitions and Markets Authority on competition in Passenger Rail Services in Great Britain.

**B5.4 WEST LOTHIAN LOCAL DEVELOPMENT PLAN**

The Board considered a report by the Strategy Manager, outlining SEStran's response to the West Lothian Local Development Plan.

**Decision**

The Board noted the contents of the report.

**B5.5 SUBMISSION TO THE INDEPENDENT REVIEW OF THE SCOTTISH PLANNING SYSTEM BY SESTRAN****Decision**

The Board noted the contents of the response to the Independent Review of the Scottish Planning System.

**B6 MINUTES OF SUB-GROUPS**

The Board considered the minutes of the following meetings:-

- B6.1 Rail Forum – 2<sup>nd</sup> October, 2015
- B6.2 Bus Forum – 6<sup>th</sup> November, 2015
- B6.3 Equalities Forum – 13<sup>th</sup> November, 2015
- B6.4 Freight Quality Partnership – 23<sup>rd</sup> November, 2015

**Decision/**

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**Action by**

**Decision**

The Board noted the minutes of the Sub-Groups.

**B7 MINUTES OF THE JOINT RTP CHAIRS**

The Minute of meeting of the Joint RTP Chairs held on 16<sup>th</sup> September, 2015 was noted.

**4. AOCB**

The Board were informed that the Forth Road Bridge would be closed until at least the end of December. Alex Macaulay, Partnership Director, advised the Board that he intended to retire at the end of April, 2016. The Chair led the Board in thanking Alex for his service and indicated that more formal thanks would be expressed at the next Board meeting in March.

**5. DATE OF NEXT MEETING**

The Board noted the next meeting of the Partnership would take place on Friday 18<sup>th</sup> March, 2016 – Conference Room 1, Victoria Quay, Edinburgh, EH6 6QQ.

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## **A5 PROJECTS REPORT**

### **1. 2015/16 Expenditure**

**1.1 Appendix 1** to this report details the current year's Projects Budget which shows expenditure, to 1 February 2016, of £1,949,586.

### **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** Work funded by the 2014 BIF award, to expand the RTPI project will be complete by the end of March, 2016.

When complete, Bustracker SEStran will provide live bus times for all of the services operated by both First Scotland East and Stagecoach Fife, within the SEStran region.

**2.1.4** In addition, also funded by BIF, a substantial number of public premises throughout the Region are displaying, or have committed to displaying live bus times on digital screens alongside public information and news bulletins. To date, SEStran has committed to approximately 135 digital screen installations in a variety of public buildings within the SEStran area. The table in **Appendix 2** provides an overview of current and agreed installations.

**2.1.5** After acquiring the necessary equipment for the digital signage in public premises and spending the full £500,000 awarded through the last BIF, SEStran will invest in continuing to distribute and market the SEStran digital signage kit past the end of the 2015/16 financial year. Throughout the next 2016/17 financial year, SEStran will distribute the remaining 125 screens, aiming for a total 260 screens installed across the SEStran region.

**2.1.6** SEStran is continuing to identify suitable locations to install and promote the real-time system in commercial premises (such as shopping centres, offices and cafes). Princes Mall and RBS Headquarters at Gogarburn are significant high profile trials currently on-going. SEStran are actively pursuing other businesses, including



The Gyle Shopping Centre and Tune Hotels, regarding the trial, in order to increase the exposure of RTPI and generate income to help support the RTPI scheme in the long term.

- 2.1.7** Furthermore, thanks to BIF 2014 funding, the system is now equipped to handle real time data provided by on-board ticket machines which, it is anticipated, will be attractive to the many smaller bus companies operating within the region. Essentially, this option is less elaborate in not including a fleet management component within the system which is not required to manage a small number of vehicles.
- 2.1.8** Transport Scotland have now advised that there will not be a BIF for the coming year and, at this point in time, there is no other source of available funding for further expansion of the RTPI project. However, SEStran will continue to explore any emerging funding opportunities that may arise in the future.
- 2.1.9** Consistent with SEStran’s overall aim, which is to have all bus services operating in the region on RTPI, should further funding become available, it is likely that SEStran will direct it towards bringing these smaller operators into the system.
- 2.1.10** A final payment of £85282 was received from the ERDF governing body, in February 2016 and this has been accommodated within the current year’s outturn predictions.

**3. Sustainable Travel Awareness**

**3.1** The following grant awards were reported to the Partnership Board in December 2015:

East Lothian Council – Smarter Choices Smarter Place	£25,000
Scottish Borders Council/NHS “Walk it”	£3000
Edinburgh College – Electric Vehicle Project	£25,000
Police Scotland – Cycle Safety and Marking	£7250
University of Edinburgh – Potterow Cycle Parking Extension	£6490

One further award has since been made to:

- 3.1.1 Changeworks – Cycle Parking Extension** (£3162.00 matched contribution from SEStran.) The grant offered by SEStran will be used to extend Changeworks cycle provision to 20 spaces which will be used in future cycle promotion initiatives.

**4. European Projects Update**

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

The latest CHUMS event was held in London on the 2<sup>nd</sup> and 3<sup>rd</sup> of December 2015. This “take-up” seminar was used to show case the measures used within the CHUMS project and focused on the three techniques used at each of the demonstration sites: Carpool week (Liftshare week in Edinburgh), Mobility Jackpot (Tripshare Rewards in Edinburgh) and Personalised Travel Planning (My PTP in Edinburgh). The seminar successfully attracted representatives from 20 cities outside the CHUMS consortium.

- 4.1.1 CHUMS travel planning activities have been conducted in conjunction with Edinburgh Council’s Smarter Choices, Smarter Places measures at Edinburgh Park. A series of travel advice road shows are currently being held at different businesses throughout the park. To date, the following businesses have taken part: Millar Homes, RSPB, WSP, Business Stream, BT, Sainsbury’s Bank and Tesco Bank.
- 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 last meeting of SocialCar was held in Turin on the 15<sup>th</sup> and 16<sup>th</sup> of February. The ‘Innovation Management’ meeting was the first session to discuss the technical competencies and policy implications of the project.
  - 4.2.2 In January, SEStran officers conducted a scoping survey of potential users. This included stakeholders from the SEStran Sustainable Transport Forum; and survey work at park and ride sites. The data from these surveys will be used to tailor the SocialCar app to the needs of the region.
- 4.3 “**SHARE-North**” was approved on the 10<sup>th</sup> November 2016. This project addresses the concept of ‘Shared Mobility’ and looks at the development, implementation and promotion of Car Clubs, Bike Sharing and Car Sharing. 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.
  - 4.3.1 The SHARE-North kick-off meeting was held on the 9th-11th of February and was hosted by the City of Bremen. Other SHARE-North partners include: West Yorkshire, Norway, Belgium, Lund University in Sweden and private sector partners in Belgium, Switzerland and the Netherlands

## 5. Opportunities for New European Projects

### 5.1 Interreg, North West Europe

### **5.1.1 SCRIPT (Sustainable Carbon Reduction in Port Transport)**

It is well understood that transport, in general, is a major contributor to carbon emissions totals and freight transport's contribution is significant; with a particular concentration around ports and their hinterland as a result of the necessary traffic required to transfer goods to and from the ports.

SEStran and partners' objective is to engage with ports and freight transport operators and their supply chains in selected estuarine and inland waterway locations within the NWE area to effect large-scale behavioural change with respect to the use of low carbon logistics and transportation and the implementation of different low carbon solutions.

## **5.2 Interreg, North Sea Region**

### **5.2.1 Surflogh**

As reported in December 2015 to the Board, this proposal is aiming at 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.

SEStran is a partner, along with Napier TRI, for Surflogh, which is being led by the Dutch province of Drenthe. The stage 2 bid was submitted on March 7 2016.

## **5.3 Interreg Europe**

### **5.3.1 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. The project will attract 85% funding from Europe.

SEStran was advised on 11 February 2016 that the bid was successful and details of the kick-off meeting and work programme are awaited.

**6. Recommendations**

**6.1** That the board notes the contents of this report.

**Jim Grieve**

Programme Manager

**March 2016**

**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

A5 projects Report - Appendix 1

**Revenue projects Expenditure**

Description	Budget	Actuals @ 1/2/16	Forecast
ONE TICKET	0	40,525	40,525
R15 PARK & CHOOSE STH TAY BRIDGE	35,000	1,065	16,065
R17 SUSTAINABLE TRAVEL AWARENESS	130,000	38,466	130,000
URBAN CYCLE NETWORKS	120,000	1,900	120,000
RTPI - REVENUE CONTRIBUTION	230,000	238,042	238,042
RTPI - REVENUE CONTRIBUTION		40,600	40,600
R34 PROJECT MANAGEMENT COSTS	0	13,550	15,000
R35 PARK AND RIDE STRATEGY	0	224	224
R37 RTS MONITORING	5,000	13,135	13,135
R41 SPECIALIST RAIL BUS ADVICE	35,000	32,130	40,000
R42 REGIONAL DEV PLAN INPUT	20,000	12,300	15,000
EU2 CONNECTING FOOD PORTS	0	-459	-459
EU SOCIAL CAR	47,000	9,417	12,000
EU4 LO PINOD	0	2,320	2,320
EU5 I TRANSFER	0	23,210	23,210
EQUALITIES FORUM ACTIONS	10,000	0	0
EU WEASTFLOWS	0	168	168
EU NWE RIDE	64,000	6,969	6,969
BIF 1	0	2,158	2,158
EU CHUMS	68,000	30,566	35,000
BIF 2	370,000	336,550	370,000
BIF 3	400,000	352,552	400,000
RAIL STATIONS DEVELOPMENT	850,000	754,201	808,000
<b>Total</b>	<b>2,384,000</b>	<b>1,949,586</b>	<b>2,327,957</b>
<b>Income</b>			
ONE TICKET	-13,000	-40,471	-52,971
URBAN CYCLE NETWORKS	-100,000	0	-100,000
RTPI - SCOTTISH GOVT. ERDF	0	63,962	63,962
RTPI - BUDGET UNDERSPEND C/FWD	0	-28,785	-28,785
RTPI - BUS OPERATORS	-138,000	-162,359	-162,359
RTPI - WLC	0	-14,200	-14,200
REVENUE PROJECTS GRANT	-432,000	-432,000	-432,000
R41 SPECIALIST RAIL BUS ADVICE	0	-4,446	-4,446
EU2 CONNECTING FOOD PORTS	0	-2,584	-2,584
EU SOCIAL CAR	-47,000	-61,368	-15,000
EU4 LO PINOD	0	257	257
EU5 I TRANSFER	0	-22,039	-22,039
EU WEASTFLOWS	0	888	888
EU NWE RIDE	-34,000	-4,620	-4,620
EU CHUMS	-50,000	-26,509	-26,509
BIF 2	-370,000	0	-370,000
BIF 3	-400,000	0	-400,000
RAIL STATIONS DEVELOPMENT	-800,000	-752,268	-800,000
<b>Total</b>	<b>-2,384,000</b>	<b>-1,486,542</b>	<b>-2,370,406</b>

## A5 Projects Report

### Appendix 2

<b>Client - Locations</b>	<b>Area</b>	<b>Number of installations</b>
<b>Edinburgh Theatres</b> – Festival Theatre and Kings Theatre	Edinburgh	2
<b>Galashiels Transport Interchange</b>	Scottish Borders	7
<b>Borders College</b>	Scottish Borders	2
<b>Borders Railway</b> – Stow and Tweedbank stations	Scottish Borders	2
<b>Forth Valley Hospital</b>	Falkirk	2
<b>Edinburgh College</b>	Edinburgh, Midlothian	4
<b>East Lothian Council</b> – Brunton Hall and Tranent Library, Dunbar Library, Haddington Library, North Berwick Library, Prestonpans Library	East Lothian	6
<b>Scotrail Abellio</b> – Variety of locations	Various	18
<b>Scottish Parliament</b>	Edinburgh	2
<b>Queen Margaret University</b>	East Lothian	1
<b>Forth Valley College</b>	Falkirk, Clackmannanshire, Stirling	3
<b>National Library of Scotland</b>	Edinburgh	1
<b>West Lothian Council</b> – Livingston Civic Centre	West Lothian	2
<b>Enjoy Leisure</b> – 6 Leisure Centres	East Lothian	6
<b>NHS Lothian</b> – St John’s Hospital, Western General, Waverley Gate, Musselburgh Primary Care Centre, Pentland House	Various	7
<b>Heriot Watt Borders Campus</b>	Scottish Borders	1
<b>Borders General Hospital</b>	Scottish Borders	1
<b>SQA</b>	Edinburgh/ Glasgow	8

<b>Client - Locations</b>	<b>Area</b>	<b>Number of installations</b>
<b>Victoria Quay</b>	Edinburgh	3
<b>Inverkeithing Civic Centre</b>	Fife	1
<b>Rosslyn Chapel</b>	Midlothian	1
<b>Clovenstone Primary School</b>	Edinburgh	1
<b>Fife College</b>	Fife	5
<b>Gylemuir Primary School</b>	Edinburgh	1
<b>Stirling Council</b>	Stirling	8
<b>Fife Cultural Trust</b> – Kirkcaldy Galleries, St Andrews Museum, Dunfermline Museum	Fife	3
<b>Currie Primary School</b>	Edinburgh	1
<b>Edinburgh Airport</b>	Edinburgh	3
<b>Edinburgh University</b>	Edinburgh	21
<b>Alloa Wasp Centre</b>	Clackmannanshire	1
<b>Midlothian Council</b> - Penicuik, Dalkeith Library and Buccleuch House in Dalkeith	Midlothian	3
<b>St Andrews University</b>	Fife	Unknown
<b>National Mining Museum</b>	Midlothian	1
<b>NHS Fife</b> - Victoria Hospital, Queen Margaret Hospital, St Andrews Community Hospital	Fife	4
<b>Eric Liddell Centre</b>	Edinburgh	1
<b>Scottish Borders Libraries</b>	Scottish Borders	Unknown
<b>Glenrothes Bus Station</b>	Fife	1
<b>SRUC</b>	Edinburgh, West Lothian, Fife	Unknown
<b>Total agreed and installed screens: 135</b>		

## **A6.1 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 18<sup>th</sup> 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

**March 2016**

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

## **REVENUE BUDGET 2016/17**

### **1. Introduction**

- 1.1 This report presents to the Partnership, for approval, a revenue budget for 2016/17, together with the share of net expenses to be paid by each constituent council.

### **2. Proposed Revenue Budget 2016/17**

- 2.1 Section 3 of the Transport (Scotland) Act requires the constituent councils of each Regional Transport Partnership to fund the Partnership's net expenses.
- 2.2 A financial planning report was considered by the Partnership Board on 4th December 2015. The Board noted there was uncertainty around the level of Scottish Government funding for 2016/17 and the consequent financial planning process and assumptions being progressed by the Partnership.
- 2.3 The proposed revenue budget has been prepared on the basis of a range of estimates and assumptions and in consultation with the Partnership Director. Revenue budget lines have been updated to take account of known cost commitments and savings.
- 2.4 On 17th December 2015, the Scottish Government confirmed that SEStran will receive a grant of £782,000 in 2016/17. This represents no change from 2015/16.
- 2.5 A council requisition of £200,000 in 2016/17 is proposed.
- 2.6 Within the proposed revenue budget, provision is made to absorb the following costs:
- Employee cost net increases of £25,000, including increments and pay award provision (1%);
  - RTPI costs of £114,000 – project officer and marketing officer (2 fte fixed-term), maintenance and development costs.
- 2.7 These cost increases are offset by:
- Reduction in premises costs following office move to Victoria Quay of £24,000;
  - Reduction in consultancy expenditure (i.e. Lindean Partnership & JPFS Consultancy) £35,000;
  - Reduction in Rail Stations Development expenditure £35,000;
  - Increase in income from EU Projects £10,000;
  - Increase in income from Bus Operators £35,000.
- 2.8 If approved, the Partnership will have operated at the same level of Scottish Government grant funding of £782,000 since 2011/12, with council requisitions fixed at £200,000 since 2012/13. Since 2009/10, council requisitions have reduced by 37%. For 2016/17, the level of budgeted

external funding is forecast to be £625,000 - an increase by a factor of 6 from the level of external income in 2011/12.

- 2.9 A detailed analysis of the proposed core revenue budget for 2016/17 is shown in Appendix 1, with the proposed projects budget detailed in Appendix 2.
- 2.10 Risk and contingency planning have been considered as part of the budget development process. A risk assessment is included at Appendix 3.

### **3. Revenue Budget - 2017/18 and Later Years**

- 3.1 The proposed revenue budget is for the financial year 2016/17 only. Based on recent forecasts on long-term budget projections, real-term reductions for 2017/18 are anticipated in Scottish Government spending limits, in line with the UK 2015 Spending Review.
- 3.2 A revenue budget proposal for 2017/18 will be developed for consideration by the Partnership Board in the autumn of 2016.

### **4. Recommendations**

It is recommended that the Partnership Board:-

- (i) approve the proposed core revenue and revenue projects budget for 2016/17, as detailed in Appendices 1 and 2, and agree that I be authorised to requisition the individual constituent authorities for amounts 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	<u>£22,884</u>
	<u>£200,000</u>

- (ii) note that financial planning for 2017/18 will be developed for consideration by the Partnership Board in autumn 2016;
- (iii) note that the proposed budget is subject to a number of risks and that all income and expenditure of the Partnership will continue to be monitored closely with updates reported to each Partnership meeting.

**HUGH DUNN**  
Treasurer

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**Appendices**

Appendix 1 – Proposed Core Revenue Budget 2016/17  
Appendix 2 – Proposed Revenue Projects Budget 2016/17  
Appendix 3 – Risk Assessment

**Contact/tel**

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**Proposed Core Revenue Budget 2016/17**

**Appendix 1**

	<b>Approved 2015/16</b>	<b>Proposed 2016/17</b>	<b>Proposed Cost Commitments</b>
	<b>£000</b>	<b>£000</b>	
<b>Employee Costs</b>			
Salaries, National Insurance and Pension Fund	418	460	11 employees (3 fixed-term/1 part-time contract).
Premises Costs	40	16	Lease for office in Victoria Quay and related costs.
Staff Travel	9	9	
<b>Supplies and Services</b>			
Marketing	20	20	£10,000 Car Share/£10,000 general marketing and sustainable travel
Communications & Computing	31	31	
Hosted Service – Routewise	53	53	£50,000 saving per annum in total to participating constituent councils
Printing/Stationery/Supplies	10	10	
Insurance	4	4	Employer/employee liability insurance
Equipment/Furniture/Materials	1	1	
Training/Conferences	10	10	
Interview Expenses/Advertising	2	2	
Miscellaneous Expenses	11	11	

**Proposed Core Revenue Budget 2016/17 (continued)**

**Appendix 1**

	<b>Approved 2015/16</b>	<b>Proposed 2016/17</b>	<b>Proposed Cost Commitments</b>
	<b>£'000</b>	<b>£'000</b>	
<b>Support Services</b>			
Finance	25	25	Per Service Level Agreement with City of Edinburgh Council. Statutory financial statements, payroll, invoice payments, debt recovery, banking and cash management, budgeting, internal audit.
Legal Services / HR	7	7	Per Service Level Agreements with Fife Council and Falkirk Council
<b>Corporate and Democratic</b>			
Clerks Fees	15	15	Per Service Level Agreement with Fife Council
External Audit Fees	10	10	Per Audit Scotland Annual Audit Plan
Members Expenses	3	3	Non-Council Members expenses – Partnership meetings
Interest	4	1	Net cost of borrowing per Partnership's Treasury Management Strategy
<b>Funding</b>			
Recharges:			
• EU Projects	0	(70)	Recovery of employee costs – Chums, Social Car, Share-north, Regio-mob projects
• Bus Investment Fund	(100)	0	Bus Investment Fund ceased
• RTPI	0	(47)	2 FTE fixed term contract staff recharged to RTPI Project
• Sustainable Transport	(20)	(20)	Recovery of employee costs - SUStrans
Scottish Government Grant	(350)	(351)	
<b>Net Core Expenditure</b>	<b>200</b>	<b>200</b>	<b>To be met by constituent councils</b>

Proposed Project Budget 2016/17

Appendix 2

	Approved 2015/16	Proposed 2016/17	EU /Other Grant	Net Expenditure	Proposed Cost Commitments
	£'000	£'000	£'000	£'000	
<b>EU Projects</b>					
RTPI	230	344	(173)	171	Maintenance contractually committed (£0.243m), partially offset by bus operators income
NWE Ride	64	0	0	0	Project ceased
Chums	68	23	(17)	6	Contractually committed
Social Car	47	47	(47)	0	EU grant funded project
Share-north	0	40	(20)	20	EU grant funded project
Regio-mob	0	80	(68)	12	EU grant funded project
<b>Total</b>	<b>409</b>	<b>534</b>	<b>(325)</b>	<b>209</b>	
Bus Investment Fund	1,000	0		0	Bus Investment Fund ceased
Sustainable Travel	130	130		130	Provision of match funding to constituent councils, universities and colleges, Police Scotland
Rail Stations Development	850	215	(200)	15	Proposals for stations at Reston and East Linton/ studies for Newburgh and Winchburgh stations
South Tay Park and Ride	35	20		20	Agreement now in place to purchase the land. Agreement with TACtran, Dundee and Fife Councils.
Rail/Bus Advice	35	15		15	Responses to consultation documents
SDP/LDP	20	20		20	RTP input to LDP's and SDP's
RTS Monitoring	5	5		5	Ensures the RTS is up to date with transport changes
Urban Cycle Networks	120	120	(100)	20	Contractually committed on a year to year basis
Equalities Action Forum	10	10		10	Funding for the Equalities Action Forum is included to fund a minimal level of actions identified by the Forum.
One Ticket	(13)	(13)		(13)	
<b>Total</b>	<b>2,601</b>	<b>1,056</b>	<b>(625)</b>	<b>431</b>	

## Risk Assessment

Risk Description	Existing Controls
Pay awards. The proposed budget assumes provision for a pay award of up to 1% in 2016/17. A 1% increase in pay award uplift equates to an increase in cost of approximately £4,000.	Alignment with Scottish Government Public Sector Pay Policy.
There is a risk that the proposed budget does not adequately cover price inflation and increasing demand for services.	Allowance has been made for specific price inflation and other budgets have been adjusted in line with current demand / forecasts. The proposed budget includes a small contingency.
There is a risk that the deficit on the staff pension fund could lead to increases in the employer's pension contribution.	Lothian Pension Fund has developed a contribution stability mechanism as part of the strategy to manage potential volatility in employer contribution rates arising from the 2014 actuarial review. For 2016/17, there will be no change to the current employer contribution rate, based on Lothian Pension Fund's stability of pension fund contributions mechanism.
Delays in payment of grant by the EU results in additional short-term borrowing costs.	SESTran grant claims for EU funded projects were submitted in compliance with requirements of EU control processes to ensure minimal delay in payment of grants. 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.	The Partnership Director continues to seek additional sources of funding for activities aligned to the Partnership's objectives to supplement resources.





## FINANCE OFFICER'S REPORT

### 1. INTRODUCTION

- 1.1 The purpose of this report is to present the third 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 January 2016.
- 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 ten months to 31st January 2016 was £403,000. 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 underspend the approved budget by £16,000.

#### BALANCES

- 2.4 The Partnership holds a balance of £29,000 as a result of the underspend on the 2014/15 budget. The Partnership Board approved on 29<sup>th</sup> 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:

<b>Date</b>	<b>Net Balance due to SESTran (+ve) /due by SESTran (-ve)</b>
	<b>£</b>
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
30 November 2015	-228,744
31 December 2015	+279,278
31 January 2016	-40,247

- 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. All European grant claims have now been settled..

### **3. RECOMMENDATIONS**

It is recommended that the Partnership Board notes:-

- 3.1.1** it is projected that core expenditure in 2015/16 will under spend against the approved revenue budget of the Partnership by £16k;
- 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  
February 2016

**Appendices** Appendix 1 – Core Budget Statement at 31st January 2016

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## Core Budget 2015/16 – as at 31st January 2016

## Appendix 1

	Annual Budget £'000	Period Budget £'000	Period Actual £'000	Annual Forecast £'000	Forecast Variance £'000
<b>Employee Costs</b>					
Salaries	333	277	289	349	16
National Insurance	29	24	27	33	4
Pension Fund	56	47	50	58	2
Recharges – EU & BIF Projects	(100)	(100)	(125)	(150)	(50)
Recharges – Urban Cycle Networks	(20)	0	0	(20)	0
Training & Conferences	10	8	14	15	5
Interviews & Advertising	2	2	0	1	(1)
	<b>310</b>	<b>258</b>	<b>255</b>	<b>286</b>	<b>(24)</b>
<b>Premises Costs</b>					
Rent & Rates	23	20	20	22	(1)
Energy, Repairs, Insurance	12	9	9	28	16
Cleaning	5	4	4	5	0
	<b>40</b>	<b>33</b>	<b>33</b>	<b>55</b>	<b>15</b>
<b>Transport</b>					
Staff Travel	9	8	8	12	3
<b>Supplies and Services</b>					
Marketing	20	17	20	25	5
Comms & Computing	84	78	63	78	(6)
Printing, Stationery & General Office Supplies	10	8	5	6	(4)
Insurance	4	4	4	4	0
Equipment, Furniture & Materials	1	1	0	1	0
Miscellaneous Expenses	11	9	11	13	2
	<b>130</b>	<b>117</b>	<b>103</b>	<b>127</b>	<b>(3)</b>
<b>Support Services</b>					
Finance	25	0	0	25	0
Legal Services / HR	7	0	0	7	0
	<b>32</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>0</b>
<b>Corporate &amp; Democratic</b>					
Clerks Fees	15	0	0	15	0
External Audit Fees	10	3	3	10	0
Members Allowances and Expenses	3	2	1	1	(2)
	<b>28</b>	<b>5</b>	<b>4</b>	<b>26</b>	<b>(2)</b>
<b>Interest - Paid/ (Received)</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Total Expenditure</b>	<b>550</b>	<b>421</b>	<b>403</b>	<b>539</b>	<b>(11)</b>
<b>Funding:</b>					
Scottish Govt. Grant	(350)	(350)	(350)	(350)	0
Council Requisitions	(200)	(200)	(200)	(200)	0
Conference Income	0	0	(5)	(5)	(5)
<b>Total Funding</b>	<b>(550)</b>	<b>(550)</b>	<b>(555)</b>	<b>(555)</b>	<b>(5)</b>
<b>Net Expenditure/ (Income)</b>	<b>0</b>	<b>(129)</b>	<b>(152)</b>	<b>(16)</b>	<b>(16)</b>

## **Performance and Audit Committee**

### **ANNUAL TREASURY STRATEGY**

#### **1 Purpose of report**

- 1.1 The purpose of this report is to propose an Investment Strategy for 2016/17.

#### **2 Annual Treasury Strategy**

- 2.1 The Partnership currently maintains 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 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). These arrangements were put in place given administration arrangements with the City of Edinburgh Council and the relatively small investment balances which the Board has. Although the investment return will be small, the Board will gain security from its counterparty exposure being to the City of Edinburgh Council.

#### **3 Recommendations**

- 3.1 It is recommended that the Committee refers the Strategy to the Board to approve the continuation of the current arrangement outlined in Appendix 1.

**Hugh Dunn**  
Treasurer

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**Appendix**      Appendix 1 - Annual Treasury Strategy

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

## APPENDIX 1

### Annual Treasury Strategy

#### (a) Treasury Management Policy Statement

1. The Partnership defines its Treasury Management activities as:

*The management of the Partnership's investments, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.*

2. The Partnership regards the successful identification monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation.
3. The Partnership acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive measurement techniques, within the context of effective risk management.

Treasury Management is carried out on behalf of the Partnership by the City of Edinburgh Council. The Board therefore adopts the Treasury Management Practices of the City of Edinburgh Council. The Board's approach to investment is a low risk one, and its investment arrangements reflect this.

#### (b) Permitted Investments

The Partnership will maintain its banking arrangement with the City of Edinburgh Council's group of bank accounts. The Partnership has no Investment Properties and makes no loans to third parties. As such the Partnership's only investment / counterparty exposure is to the City of Edinburgh Council.

#### (c) Prudential Indicators

Whilst the Partnership has a Capital Programme this is funded by grant income therefore no long term borrowing is required. The indicators relating to debt are therefore not relevant for the Partnership. By virtue of the investment arrangements permitted in (b) above, all of the Partnership's investments are variable rate, and subject to movement in interest rates during the period of the investment.

## **SEStran Business Plan 2016/17**

### **1. Background**

1.1. This report presents for Board approval the draft Business Plan for the South East of Scotland Transport Partnership which sets out our proposals for transport investment and activity for 2016/17. The Transport (Scotland) Act 2005 requires the RTP to produce an annual business plan for submission to Scottish Government.

### **2. Report**

2.1. This report presents for Board approval the draft Business Plan for the South East of Scotland Transport Partnership which sets out our proposals for transport investment and activity for 2016/17. The Transport (Scotland) Act 2005 requires the RTP to produce an annual business plan for submission to Scottish Government. The draft business plan is attached as **Appendix 1** to this report.

2.2. Subject to the approval of the Board, this business plan sets out for 2016/17 the levels of expenditure and the alternative sources of funding that have been attracted. The business plan will be revised on an annual basis to reflect changing circumstances and annual budgets will continue to be approved by the Board in line with the annual budget processes of the partner local authorities.

### **3. Recommendation**

3.1 The Board approves the Business plan subject to the approval of the related budget papers also presented to the Board.

**Alex Macaulay**  
Partnership Director  
10<sup>th</sup> March 2016

**Appendix 1 – Draft Business Plan 2016/17**



Policy Implications	Content of the business plan complies with approved SEStran transport policies
Financial Implications	2015/16 budget to be approved in the related budget papers presented to the Board.
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None



<b>SEStran Business Plan 2016/17</b>
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## **1. Foreword by Chairman and Partnership Director**

This is the Business Plan for the South East of Scotland Transport Partnership and it sets out our proposals for transport investment and activity for 2016/17.

The first SEStran Regional Transport Strategy was approved by the SEStran Board on 18<sup>th</sup> April 2008 and by the Scottish Government on 24<sup>th</sup> June 2008. In the light of major changes that have taken place in the economy since the approval of the RTS in 2008, SEStran revised the RTS which was agreed by the SEStran Board on 20 March 2015 and by Scottish Ministers on 31<sup>st</sup> July 2015. It is a requirement of the RTS that SEStran publish an annual Business Plan identifying how it proposes to implement the RTS and an annual monitoring report identifying progress against the RTS.

The Government's funding for SEStran in 2016/17 has been confirmed at the same cash level as last year although Scottish Government grant funding has reduced from £920,000 to £782,000 (15%) since 2009/10, with council requisitions reduced from £315,000 to £200,000 (36.5%) during the same period. Council requisitions have remained fixed since 2012/13 with Scottish Government grant remaining fixed since 2011/12.

SEStran has continued to be successful in attracting major extra funding from external sources, which has offset these cuts to a large degree.

This business plan sets out for 2016/17 the levels of capital and revenue expenditure approved by the Board, the projects and activities that will be taken forward and the alternative sources of funding that have been attracted.

*Russell Imrie, SEStran Chair*



*Alex Macaulay, SEStran Director*



## **2. Guidance**

The Scottish Executive published guidance on Regional Transport Strategies in March 2006. Paragraph 112 of the Guidance requires the preparation of an annual delivery or business plan to be submitted to Scottish Ministers. The plan should cover the first three years of implementation of the Regional Transport Strategy, be updated annually to reflect local and central government planning and funding cycles and include plans for capital and revenue spending and borrowing.

This Business Plan provides the annual update for 2016/17 and will be submitted to Scottish Ministers for approval. The business plan defines the delivery programmes of SEStran and those areas where it seeks to influence the actions of others. It also provides an update on those areas of governance that are due for review and defines the current level of staff and other resources deployed.

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**3. Period covered by the Business Plan**

This SEStran Business Plan covers the financial year of 2016/17. The plan will be updated annually.

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#### **4. The SEStran Board**

SEStran was established by the Transport (Scotland) Act 2005 (“the Act”) and subordinate legislation, namely the Regional Transport Partnership (Establishment, Constitution and Membership) (Scotland) Order 2005 (“the Order”). The Order came into effect - and SEStran came into existence - on 1st December, 2005. The Partnership operates in terms of the Act and the Order.

Although “the Board” is not a statutory term for Regional Transport Partnerships, it is a useful term for distinguishing between SEStran’s main decision making body, i.e. the members meeting together, from the Partnership as a corporate entity comprised of members, officials and so on.

#### **Membership**

In terms of the Order which set SEStran up, members consist of a total of 20 councillor members from the constituent councils; 5 City of Edinburgh Council members; 3 from Fife Council; and 2 from each remaining constituent authority. In addition, SEStran is entitled to have between 7 and 9 non-councillor members (paragraph 1(2) of Schedule 2 of the Order). SEStran currently has a full complement of Board members and meets every 3 months.

At the SEStran Board meeting on 29<sup>th</sup> June 2012, Councillor Russell Imrie was re-elected as chair until December 2015, the last date when he can perform as chair under the legislation. Three vice chairs were elected to serve till the next Local Authority elections. These are Councillors Lesley Hinds, Pat Callaghan and Gordon Edgar.

At the Board meeting of 4<sup>th</sup> December 2015, the Board considered a report by the Legal Adviser presenting options for appointing a new Chair now or deferring such an appointment until after the next Local Authority elections. The board resolved to appoint Councillor Imrie as an additional Vice-Chair, and that, as Senior Vice-Chair, he should normally preside when present at meetings.

#### **Performance/Audit Committee**

Good governance of any corporate body involves three elements of a constant cycle: planning, performance and scrutiny. Proper scrutiny, which reviews performance and informs the next phase of planning of an organisation’s activities, is often most difficult to achieve. However, for organisations such as SEStran, it is essential that there are appropriate mechanisms for review of all the Partnership’s activities. Whilst the burden of auditing SEStran’s performance falls in the first instance on its officials, and internal/external auditors, it was considered by the Partnership good practice to have a Performance and Audit Committee which can scrutinise the running of the Partnership and suggest improvements.

Accordingly, at its meeting of 16th February, 2007, the Board agreed to set up a Performance and Audit Committee to meet at least twice yearly composed of one member from each Authority and two non-councillor members to ensure appropriate representation of

geographical and other interests. The Committee meets two weeks before each Board meeting unless there is no business to transact in that cycle.

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## **5. Governance**

Good governance is essential to any public body and SEStran is no exception. The essential building blocks for governance are set out below. These require to be kept under regular review, and a review exercise on the key governance documents has been carried out in the last year.

### **Framework Agreements**

Framework agreements are in place with Fife Council for provision of clerking and legal services, The City of Edinburgh Council for financial services and Falkirk Council for Human Resources services.

### **Standing Orders**

The Standing Orders have used best practice from those of other organisations and are designed to meet the needs of the Partnership. They comprise not only procedural rules regarding meetings but also financial rules which dovetail with the financial regulations as well as the tendering and contractual rules which require to be followed for all contracts entered into by SEStran. As with the Scheme of Delegation, these may require to adapt to any new functional change, as well as the normal requirement for periodic review. Standing Orders were reviewed during spring 2014 and reported to the June Board. At the September 2014 Board, the Standing Orders were amended to enable attendance at Committee or Board by remote means.

### **Scheme of Delegation**

In any corporate body, day to day operational decisions need to be taken by officials rather than awaiting a formal decision making process. A clear distinction can be drawn between policy making and operational decisions and this is the purpose of a scheme of delegation which allows officers to keep the Partnership's activities running whilst leaving the main policy decisions to the Board itself.

The amended Scheme of Delegation was put in place on 18<sup>th</sup> October 2008 and represents a robust set of powers tailored specifically for the workings of SEStran as they currently stand. Clearly, should the staff complement significantly change, then the Scheme of Delegation is one of the building blocks of governance that will require to be reviewed. It is in any event subject to regular review. The Scheme of Delegation was reviewed during 2015 at officer level with no changes being found necessary.

### **Financial Regulations**

As part of the Partnership's commitment to the development of its corporate governance arrangements, a Financial Rules Manual has been developed. The manual reflects the

Partnership's approved financial regulations and arrangements with the City of Edinburgh Council. The rules were adopted by the Partnership at their meeting on 10th May 2006 and provide a useful reference tool for all staff that have financial responsibilities and interests. The Financial Rules were reviewed during spring 2014 and reported to the June Board.

### **Fraud Policy / Action Plan**

The Partnership has arrangements in place to prevent and detect fraud, inappropriate conduct and corruption. These arrangements include standing orders and financial regulations, a whistle blowing policy and codes of conduct for elected members and an Anti-Fraud and Corruption Policy and Fraud Response Plan. The Anti-Fraud and Corruption Policy and Fraud Response Plan were reviewed during spring 2014 and reported to the June Board.

### **Human Resources Policies / Procedures**

Falkirk Council and SEStran in house staff have developed a range of HR policies and procedures to comply with the relevant legislation and provide clarity on HR management.

All policies are revised in line with legislation changes and are subject to regular review. The following policies were updated and approved by the Board in September 2015:

- Data Protection
- Family Leave
- Fire and Emergency Action Plan
- Accident and Incident Reporting Policy

### **Equalities**

SEStran, as a Regional Transport Partnership, has a statutory requirement to comply with requirements associated with Equality legislation and also tackle discrimination on age, religious and sexuality grounds.

The SEStran Equalities Outcome Report and Mainstreaming the Equality Duty Report have been published on the website. The reports have been updated to reflect the implications of the revised RTS and Delivery Plan. These reports along with our previous Equality Schemes provide a clear cross referencing to other approved and published SEStran documents so that anyone wishing to establish our position on equalities issues can find it. A key element of the recommendations was the establishment of an Equalities Forum which meets on a three monthly basis, involving local equalities groups, to discuss the work that SEStran is doing and how it operates, to get feedback and suggestions on how we can usefully improve on equalities issues. However the Equalities Forum is not just for discussion, it also focuses on solving practical issues e.g. introducing the SEStran Thistle card and station access issues.

The implementation of equalities policies is an ongoing process rather than simply the requirement to publish a specific report. Equal Opportunities are at the heart of the SEStran ethos and we intend to meet our statutory duties in this regard.



## **Liaison Groups**

SEStran has established a series of liaison groups with stakeholders. The Liaison Groups serve as forums for officers of the Partnership's constituent Councils to discuss issues relating to policy, strategy and operations, and to form a consensus view (or otherwise) to inform the Partnership Board's deliberations. The Groups have no delegated powers and are not Sub-Committees of the Partnership. As such their meetings are not regulated by SEStran's Standing Orders. These groups have proven to be invaluable in ensuring close working relationships with our partners. The groups with their respective remits are described below.

### **Liaison Group Names, Remits and Composition**

The following Liaison Groups are in operation:

- Chief Officer Liaison Group
- Strategy Liaison Group
- Bus Liaison Group
- Access to Healthcare Liaison Group

Chief Officer Liaison Group Remit:

- To provide a forum for discussion of transport matters between officers of the constituent Councils and officers of SEStran;
- To consider transport matters relating to the functions, strategy and operations of SEStran and provide advice to the Partnership Board;
- To consider transport matters arising through reports and meeting notes from the other Liaison Groups and provide advice to the Partnership Board;
- To consider and provide advice on any transport matters referred to the Group by the Partnership Board or by the Partnership Director;
- To inform and advise the Partnership Director on transport matters as affecting the SEStran constituent Councils.

Chief Officer Liaison Group Membership:

- The Head of Transportation (or equivalent post or nominee) from each SEStran constituent Council (8)
- Chairs of other Liaison Groups. (Maximum 5).
- SEStran Partnership Director (1)

Other Liaison Groups Remits are identical:

- To provide a forum for discussion of matters relating to the Liaison Group topic between officers of the constituent Councils and officers of SEStran
- To consider matters relating to the Liaison Group topic as they may affect the functions, strategy and operations of SEStran and provide advice to the Partnership Board and/or the Chief Officer Liaison Group
- To consider and provide advice on any matters relating to the Liaison Group topic referred to the Group by the Partnership Board or by the Partnership Director
- To inform and advise the Partnership Director on matters relating to the Liaison

Group topic as they affect the SEStran constituent Councils.

Other Liaison Groups Membership:

- One appropriate nominated officer from each SEStran constituent Council (8)
- SEStran Partnership Director or Officer (1)

### **SEStran Forums; Liaison including other bodies**

SEStran Forums act as forums between SEStran, the partner authorities and outside stakeholders, including, as relevant, special interest groups and organisations, relevant industries and Transport Scotland. The forums involve all SEStran board members as well as officers from the partnership constituent Councils and are usually chaired by non elected members.

The five Forums currently in place are;

- Rail Forum; membership of this includes Transport Scotland, all the six rail franchise operators in the SEStran area, Network Rail, the Rail Freight Group and Passenger Focus.
- Bus Forum; membership of this includes Transport Scotland, all the three main and many of the smaller bus operators in the SEStran area, Confederation of Passenger Transport (CPT), Community Transport Association (CTA), Traveline and Bus Users Scotland.
- Air Forum; this forum has just been established and the first meeting will take place during 2015/16. A key participant is of course Edinburgh Airport and other relevant bodies / organisations are invited.
- Sustainable Transport Forum: membership of this includes Health Boards, relevant universities and colleges, Cycling Scotland, Sustrans, Energy Saving Trust, Living Streets Scotland, City Car Club and a number of Community Groups.
- Equality Forum; involves representatives from various equality and disability groups and assists us in meeting our statutory duties with regard to equalities. The focus of the forum is to address practical issues to remove barriers to the use of transport.

In addition to the above, a further area of external liaison is the Freight Quality Partnership designed to assist us in facilitating freight movement to, from and through the SEStran area.

The above forums and external liaison groups have proved to be very effective and invaluable in ensuring close working relationships between outside bodies and organisations, SEStran and the constituent councils and in promoting and resolving issues relevant to the SEStran area.

## Review Period for Key Governance Documentation

To ensure the good governance of SEStran, it is essential not just that the relevant documentation containing the key policies is in place, but also that the documentation is subject to regular review. SEStran, like all public bodies, operates in a changing environment and will evolve partly from its own internal policy decisions but also in response to the evolving landscape of transportation in South East Scotland, changes to legislation, government policy, etc. Accordingly, its governance building blocks cannot be set in tablets of stone and need to be kept under appropriate review timescales. The following governance documentation is subject to review as shown:

<u>Governance Document</u>	<u>Timetable for Review</u>
Standing Orders	Every Second Year (Due spring 2016.)
Financial Regulations	Every Second Year (Due spring 2016.)
Scheme of Delegation	Yearly (Due spring 2016.)
Committee Structure	Eighteen Monthly (Due spring 2016 as part of Standing Orders review.)
HR Policies/Procedures	Yearly (Due summer 2016.)
Liaison Group Structures	Eighteen Monthly (Due spring 2016.)
Anti-Fraud and Corruption Policy	Every Second Year (Due spring 2016.)

## Powers and Functions

A distinction can be drawn between the **powers, functions and duties** of SEStran.

Dealing briefly with its **duties**, these are, principally, in two categories. The first category relates to regional transport strategies; SEStran, like the other transport partnerships, is under an obligation to produce a regional transport strategy and to monitor and, wherever possible, ensure its implementation (sections 5, 9 and 12 of the 2005 Act). The second category is in relation to a more general raft of duties to comply with various regulatory matters both under the 2005 Act and other pieces of legislation including auditing requirements; Ethical Standards in Public Life, etc. (Scotland) Act 2000; Freedom of Information (Scotland) Act 2002; Scottish Public Services Ombudsman Act 2002.

## SEStran's Powers

In common with all transport partnerships, SEStran's powers are set out by the 2005 Act. In summary, these powers are to (references being to sections of the 2005 Act):

- require funding from its constituent councils (section 3);
- give grants and loans in implementation of the RTS (section 3);
- borrow money for specific capital expenditure (section 3);
- employ staff (para. 1 of Schedule 1);
- acquire land by agreement or compulsorily and dispose of it (paras. 6 and 9 of Schedule 1);
- develop land for its own purposes - or if surplus for other persons' use (paras. 6 and 7);
- promote or oppose private legislation (para. 10);
- participate in community planning (para. 11);
- form or promote companies (para. 12); and
- erect buildings, provide offices, entering into building contracts etc. (para. 16).

### **SEStran's Functions**

The legislative framework setting up SEStran recognises that transport functions are currently carried out by other bodies and makes provision for transfer of some or all of these functions in certain circumstances. Section 10 of the 2005 Act provides that transport partnerships such as SEStran can carry out transport functions either instead of the previous function provider (usually the constituent council); or concurrently with that party.

To exercise further transportation functions, SEStran has two options. The first would be for SEStran to reach agreement with all or any of the constituent councils and/or the Scottish Ministers that it delivers certain of the transport functions which the councils are currently providing on their behalf. This route is provided by section 14 of the 2005 Act. The second, as outlined above, is to apply to the Scottish Government under section 10 for additional functions.

### **Section 10 Application for Additional Functions - Process**

Section 10 of the Act sets out the procedure which will require to be followed, should SEStran resolve to seek additional functional capability. The precise functions would require being the subject of Board approval. Thereafter SEStran would require to consult with its constituent authorities for additional functions (s.10(6)). It would be prudent to report to the Board on the results of that consultation before finalising the request, to the Scottish Ministers.

In terms of s.10 (8), the Scottish Ministers would again consult the local authorities on any request for additional functions. In considering the request, the Scottish Ministers have to have regard to SEStran's RTS.

## **6. The Regional Transport Strategy (RTS)**

The SEStran Regional Transport Strategy was initially approved by the Scottish Government in June 2008 and a revised RTS was approved by the Scottish Government in July 2015. This provides the statutory basis for SEStran activities moving forward and partner authorities are required to take account of the content of the RTS when developing their own Local Transport Strategies and Regional and Local Land Use Development Plans.

The last few years have seen a level of progress on delivery of the RTS that is less than was anticipated as a direct result of limited resources and funding within local authorities being focused on other higher priority services. A refreshed RTS Delivery Plan was approved by the SEStran Board on 4<sup>th</sup> December 2015 which reflects current limited resources available to SEStran and Local Authorities. However the basic principles and objectives within the RTS remain largely unchanged.

### **Vision**

The RTS created a vision as a basis for developing the strategy:

*“South East Scotland is a dynamic and growing area which aspires to become one of northern Europe’s leading economic regions. Essential to this is the development of a transport system which enables businesses to function effectively, allows all groups in society to share in the region’s success through high quality access to services and opportunities, respects the environment, and contributes to better health”*

To achieve this vision, four comprehensive objectives were developed.

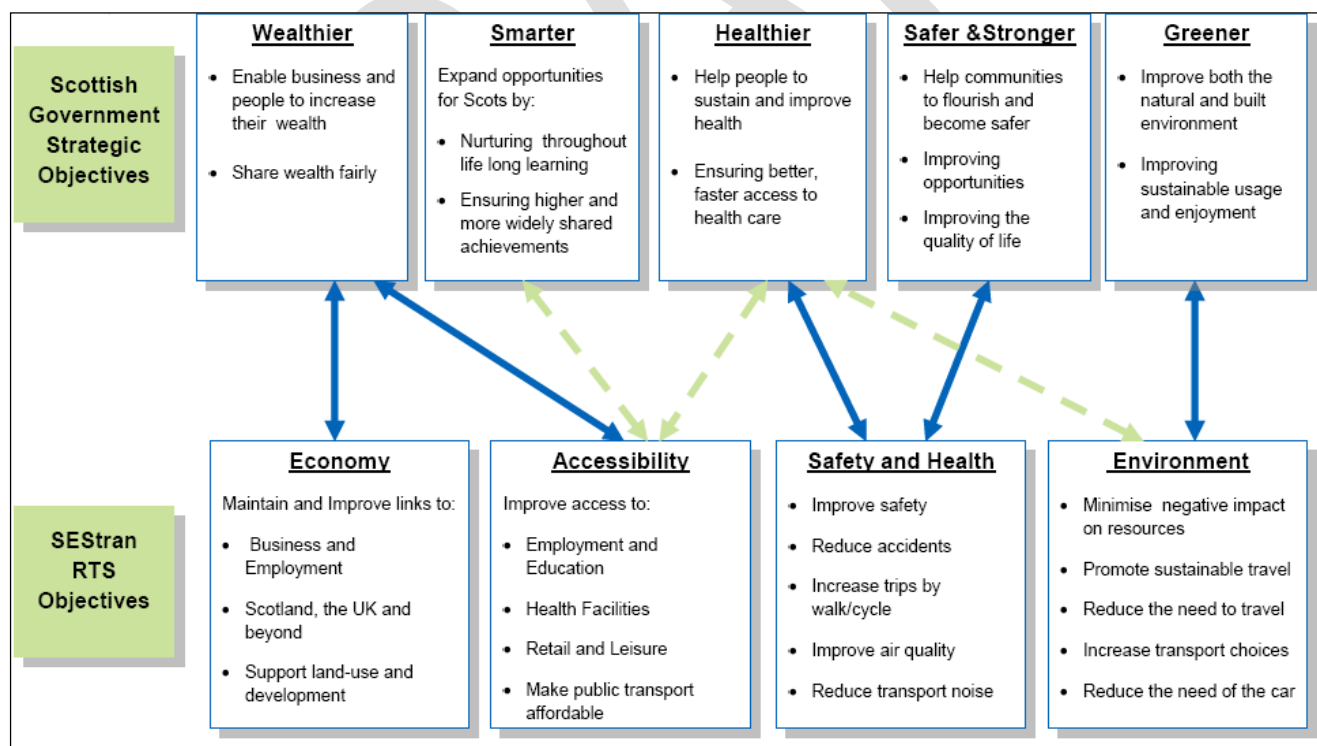
### **Objectives**

The objectives of the RTS are as follows:

- **Economy – to ensure transport facilitates economic growth, regional prosperity and vitality in a sustainable manner;**
  - To maintain and improve labour market accessibility to key business/ employment locations, from all localities and communities.
  - To maintain and improve connectivity to the rest of Scotland, the UK and beyond for businesses and tourists.
  - To support other strategies, particularly land-use planning, and economic development.
  - To reduce the negative impacts of congestion, in particular to improve journey time reliability for passengers and freight.
- **Accessibility – to improve accessibility for those with limited transport choice (including disabled people) or no access to a car, particularly those living in rural areas;**
  - To improve access to employment.

- To improve access to health facilities.
  - To improve access to other services, such as retailing, leisure / social and education.
  - To influence decisions on the provision of public transport to make it more affordable and socially inclusive.
- **Environment – to ensure that development is achieved in an environmentally sustainable manner:**
    - To contribute to the achievement of the UK’s national targets and obligations on greenhouse gas emissions.
    - To minimise the negative impacts of transport on natural and cultural resources.
    - To promote more sustainable travel.
    - To reduce the need to travel.
    - To increase transport choices, reducing dependency on the private car.
- **Safety and Health – to promote a healthier and more active SEStran area population;**
    - To improve safety (accidents) and personal security.
    - To increase the proportion of trips by walk/cycle.
    - To meet or better all statutory air quality requirements.
    - To reduce the impacts of transport noise.

The above objectives were mapped to the high level objectives of the Scottish Government. That mapping is shown below and confirms the continuing relevance of the RTS objectives.



## **RTS Approach**

The implementation strategy comprises three themes based on a comprehensive set of policies and objectives.

- **Connectivity** – to reflect the SEStran area as a key driver in the Scottish Economy
- **Region wide measures** – those interventions affecting the whole of the SEStran area.
- **Regional Transport Corridors** – mainly targeting public transport projects in the main commuting corridors.

## **Delivery plan Interventions**

### **Connectivity: Key priorities**

- **Edinburgh Airport Gateway**
- **Rail links for passengers**
- **Freight logistics and gateways**

### **Regional Movement Corridors: Key priorities**

- **Edinburgh orbital movements**
- **Cross Forth and movements to and from the west**
- **Movement in the region's larger towns**
- **Achieving more active travel**

**Region wide measure** – a range of measures to support the overall objectives of the strategy

The Delivery Plan is aimed at addressing these priorities recognising the resources and opportunities that are available to SEStran.

## **Monitoring**

It is important that SEStran can demonstrate that it is achieving its aims and objectives. The RTS provides a basis for monitoring but this needs to be detailed and implemented on a regular basis. The results of the annual monitoring are reported in the Annual Report. This requires an annual data gathering exercise, the cost of which is included in the revenue budget.

The monitoring has identified areas where we are not achieving our targets and highlights where our priorities for further action should be focussed:-

- Improving access to employment, health care facilities and leisure facilities
- Reducing the dependence on the car for travel
- Meeting air quality targets

It has to be recognised that the reasons for not achieving our targets in these areas may not be totally under the control of SEStran.

**Input to Single Outcome Agreements**

SEStran continues to participate in Community Planning with our partner authorities and provide input to Single Outcome Agreements as required. A recent staffing review has allowed greater involvement in Community Planning Partnerships, promoting sustainable accessibility to jobs, health, education and leisure facilities as an input into achieving Councils' Single Outcome Agreements.

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## **7. Projects**

### **Real Time Passenger Information (RTPI)**

Work funded by the 2014 Bus Investment Fund (BIF) award to expand the RTPI project will be complete by the end of March, 2016.

When complete, Bustracker SEStran will provide live bus times for all of the services operated by both First Scotland East and Stagecoach Fife, within the SEStran region.

In addition, also funded by BIF, a substantial number of public premises throughout the Region are displaying, or have committed to displaying live bus times on digital screens alongside public information and news bulletins.

After acquiring the relevant equipment for the digital signage in public premises and spending the full £500,000 awarded through the last BIF, SEStran will invest in continuing to distribute and market the SEStran digital signage kit past the end of the financial year. SEStran has currently committed circa.140 screens in public buildings within the SEStran area. Throughout the following financial year, SEStran will distribute the remaining circa.140 screens, aiming for a total 260 screens. One year after installation, SEStran will receive £250 per screen per annum, thereby providing a significant funding stream in the following years. Furthermore, SEStran are continuing to identify suitable locations for a trial of the real-time system in commercial premises (such as shopping centres, offices and cafes). Princes Mall and RBS Headquarters at Gogarburn are significant high profile trials currently on-going. SEStran are actively pursuing other businesses, including The Gyle Shopping Centre and Tune Hotel, regarding the trial, in order to increase the exposure of RTPI and generate income to help support the RTPI scheme in the long term.

Again, thanks to BIF 2014 funding, the system is now equipped to handle real time data provided by on-board ticket machines which, it is anticipated, will be attractive to the many smaller bus companies operating within the region. Essentially, this option is less elaborate in not including a fleet management component within the system which is not required to manage a small number of vehicles.

Transport Scotland have now advised that there will not be a BIF for the coming year and, at this point in time, there is no other source of available funding for further expansion of the RTPI project. However, SEStran will continue to explore any emerging funding opportunities that may arise in the future.

Consistent with SEStran's overall aim, which is to have all bus services operating in the region on RTPI, should further funding become available, it is likely that SEStran will direct it towards bringing these smaller operators into the system.

### **Sustainable Transport**

Sustainable transport is central to the Regional Transport Strategy. As well as the specific objectives of promoting more sustainable travel and increasing the proportion of trips by walk/cycle, sustainable transport will have a central role in meeting our Environmental objectives.

There are five main strands of SEStran work in sustainable transport:

- travel plans,
- car sharing,
- walking,
- cycling, and
- sustainable transport policy.

Two grant schemes will be offered in 2016/17, the Sustainable and Active Travel Grant Scheme (SATGS) and the Regional Cycle Network Grant Scheme (RCNGS). For both schemes, matched grants of up to £25,000 will be made available on a pound for pound basis to Public, Private and Third Sector organisations in the South East of Scotland. The SATGS grants will be for the promotion of Sustainable and Active Travel to employees and visitors. The RCNGS grants will be for capital works targeted at improving cycling connectivity throughout the region. Guidance for applicants and application forms are available on the SEStran website. Links to the grant schemes will also be made available through the SEStran Forums, and distributed through the EAUC (Environmental Association for Universities and Colleges) and SCVO (Scottish Council for Voluntary Organisations) networks.

### **Cross Boundary Cycle Development**

Following approval at the December 2013 Partnership Board an embedded Sustrans Graduate Active Travel Officer was employed in August 2014. The post holder is employed by SEStran and supported by a grant of £100,000 pa from Sustrans to improve active travel provision in the region. This grant now forms the RCNGS offering.

In 2015 the Partnership Board approved the SEStran Strategic Cross boundary Cycle Development Strategy. The study report highlights the key barriers and missing links within the cycling network in proximity to Local Authority boundaries, and provides a strategic context for the development of interventions to improve cross boundary linkages. An action plan with indicative levels of investment is broken down by RTS Corridors. It is intended that the recommendations be taken forward to direct investment for the RCNGS and development of strategic cross boundary cycling infrastructure throughout the region.

### **Smarter Choice Smarter Places**

Between 2008 and 2012, Transport Scotland together with COSLA delivered the Smarter Choices Smarter Places (SCSP) Pilot Programme. This programme aimed to encourage travel behaviour change through various soft measures (including personalised travel plans) and infrastructure investment in seven selected Local Authority areas. Within the SEStran region this included the 'Take Another Route' pilot project in Falkirk.

The findings from these pilots have led to the availability of matched funding in 2016/17 to each Local Authority. Transport Scotland in partnership with Paths for All invited each Local Authority to bid for an individually allocated amount, based on each Local Authorities size and population (with a floor of £50,000). It was encouraged that Local Authorities, as part of their

bid, work in partnership with Regional Transport Partnerships, NHS Boards and other public bodies or voluntary organisations.

During the 2016/17 SCSP budget, funding is available for strategy development, soft measures and integration with public transport. However, this does not include infrastructure, land negotiation or repairs.

Local Authorities will be required match funding from the SCSP award by at least 50%. In-kind contributions of up to 25% of total project costs are acceptable. SEStran will offer letters of support to partner authorities who express interest in using the SEStran Sustainable and Active Travel Grants (SATG) in 2016/17. Guidance for SATG applicants will be made available in late March 2016.

### **Integrated Ticketing**

Integrated ticketing can act as an incentive for current car users to switch to public transport. The ability to buy a ticket that can be used on a number of different operators increases the relative accessibility and attractiveness of public transport by simplifying the transaction. In addition, when such a ticket is used for a journey involving more than one operator it can and in most cases does provide a more cost effective solution when compared to buying a ticket from each operator in the journey separately.

One Ticket Limited provides an integrated ticket for both bus+bus and rail+bus in East Central Scotland that involves 35+ bus and rail providers in the area. The company is jointly owned by participating operators and the local authorities and income generated by the company from ticket sales is distributed to the participating operators after deducting costs. Turnover is currently £1m pa with all products being paper based. Bus tickets are purchased in the main via PayPoint outlets and from the company's website; rail products from rail stations. The company is looking to launch a SMARTphone App during the first quarter of 2016, in both iOS and Android formats, which would allow customers to move away from paper-based products and use a visually recognised product on their handset. This "product launch" and the marketing in support of this are underway. Paper based products will also continue to be offered.

Since October 2011, SEStran has assumed the role of administrator for One Ticket at the request of the One Ticket Board and approval by the SEStran board. To assist with this, the One Ticket board insisted that we continue to use the same consultant that has been providing services to One Ticket for a number of years and this has been done. The impact of this is neutral on the SEStran budget with the exception of an administration charge to One Ticket to cover for SEStran staff support. This shows up as income in the SEStran core budget.

### **Bus and Rail Public Transport**

SEStran is representing and also providing direct support to the eight constituent member councils in respect of Bus and Rail public transport services

Most rail issues affecting the SEStran area and involving Transport Scotland, Network Rail and the individual rail operators are dealt with through various meetings and working groups involving the above parties although on a number of issues these external bodies deal directly with individual councils.

Some of the current rail issues that are subject to discussions between SEStran and the rail industry would include Rail Franchising (in particular the early part of Abellio's ScotRail franchise and Virgin's East Coast franchise, the commencement of a new TransPennine franchise (First Group) and the consultation on the next West Coast franchise), Rail timetabling, Investment in stations, Station car parking strategy, High Speed Rail (covering both proposed Anglo-Scottish and internal Scottish services), the provision of new services and the establishing of and providing advice to Community Rail Partnerships.

SEStran has combined with member Authorities and has applied for, and will consider further applications for, funds from the £30m station fund and will pursue these applications. We have acted as a client on behalf of East Lothian and the Scottish Borders taking proposals for new stations at East Linton and Reston to National Rail's 'Grip 3' Stage, which includes detailed design, and will act in partnership with the two Councils to seek the implementation of the two stations. Other key rail issues that will most likely be pursued would include the potential construction of a station in Winchburgh in West Lothian, working in partnership with relevant Councils to explore expansion of the Borders railway beyond Tweedbank, the provision of a rail service in West Fife, and a service to Levenmouth.

SEStran will be involved in the work leading up to the Network Rail investment programme for CP6 (2019-24) with input to the NR Scotland Route Strategy and the discussions with Transport Scotland regarding future projects.

On the Bus side, the local authorities act directly with the bus industry, in particular on issues of tendering for services and the provision of relevant infrastructure, and the main involvement of SEStran is primarily directed towards national strategic issues.

However, SEStran provides a direct service to the Councils in respect of bus service and bus infrastructure data management. Until 2007, each council managed this service on their own through separate contracts with relevant specialist companies that provided necessary software. This was then rationalised into one SEStran contract for software provision and maintenance (managed and paid for by SEStran) at an estimated total annual saving to the Councils of more than £100,000 but at an annual cost to SEStran of around £50,000. All data input and the manipulation of data are still a matter for the Councils and it is the case that this merging of the individual council contracts and the creation of a joint database has enabled a degree of shared services between SEStran Councils, reduced service duplication and has simplified contract management.

SEStran will explore the opportunities to further rationalise this service through joint agreements with other RTPs and external local authorities as relevant and Stirling Council is already part of the SEStran scheme. The current software will also be upgraded during 2016/17.

## **A8. Appendix 1**

SEStran will also pursue the provision of a new bus Park & Ride on the landfall site on the south side of the Tay Road Bridge. Agreement to lease the land has been reached and financing and tendering for the project will be taken forward through the Steering Group, which along with SEStran, also includes Transport Scotland, Fife Council, Tactran and Dundee City Council. SEStran will also liaise closely with the bus operators and other relevant bodies through the implementation process for this new facility.

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**Other European Funded Projects**

<b>Project</b>	<b>Description</b>	<b>Delivery Model</b>	<b>Benefits achieved</b>
<b>SocialCar</b>	Project was approved in January 2015 and €188,450 has been awarded to SEStran over 3 years. SocialCar aims to integrate public transport information, car pooling and crowd sourced data in order to provide a single source of information for the traveller to compare multiple options/services. Interaction between users and Social Car system will be managed through selected social media channels.	Partnership with other European partners and direct staff input. 125% EU funding	Seeks to encourage more sustainable travel through car sharing and public transport patronage. Through joint working with our partners at Traveline Scotland and Liftshare UK, a demonstration of the platform will be trialled in Edinburgh.
<b>Chums</b>	A project under the umbrella of Intelligent Energy Europe (IEE) which includes SEStran as a partner. The enormous potential of carpooling strategies has been frustrated by the traditional behavioural, social and cultural barriers people have to sharing cars – this is the challenge of CHUMS'. The aim of the project is to apply a composite CHUMS behavioural change strategy, developed by the consortium and to transfer the proven methods to the rest of Europe (IEE project attracts 75% EU funding).	Partnership with other European partners and direct staff input. Collaboration with Liftshare. 75% EU funding	Seeks to address the energy challenge of low car occupancy and the 50% of journeys in cities that cannot be accommodated by conventional public transport modes.
<b>SHARE-North</b>	In SHARE-North, the focus will be on shared mobility strategies which are complementary to public transport, cycling and walking, instead of means that compete with such modes. Examples of the high impact shared mobility modes include station-based car clubs, (last-mile) bike-sharing and corporate ride-sharing.	Partnership with other European partners and direct staff input. Collaboration with Liftshare. City Car Club and HE/FE organisations 50% EU funding	The project will allow SEStran to promote existing schemes such as Tripshare, the Edinburgh College EV Project, The HE/FE E-Bike project and Edinburgh City Car Club.
<b>Regio-mob</b>	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.”	Partnership with other European partners and direct staff input. The project will attract 85% funding from Europe.	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

**8. Budget****Core Budget**

The approved core revenue budget for 2015/16 is contained in the table below along with the proposed budget for 2016/17.

**Proposed Core Revenue Budget 2016/17**

	<b>Approved 2015/16</b>	<b>Proposed 2016/17</b>
	<b>£000</b>	<b>£000</b>
<b>Employee Costs</b>		
Salaries, National Insurance and Pension Fund	418	460
Premises Costs	40	16
Staff Travel	9	9
<b>Supplies and Services</b>		
Marketing	20	20
Communications & Computing	31	31
Hosted Service – Routewise	53	53
Printing/Stationery/Supplies	10	10
Insurance	4	4
Equipment/Furniture/Materials	1	1
Training/Conferences	10	10
Interview Expenses/Advertising	2	2
Miscellaneous Expenses	11	11
<b>Support Services</b>		
Finance	25	25
Legal Services / HR	7	7
<b>Corporate and Democratic</b>		
Clerks Fees	15	15
External Audit Fees	10	10
Members Expenses	3	3
Interest	4	1
<b>Funding</b>		
Recharges:		
• EU Projects/RTPI/Sustainable Transport	(20)	(137)
• Bus Investment Fund	(100)	0
Scottish Government Grant	(350)	(351)
<b>Net Core Expenditure</b>	<b>200</b>	<b>200</b>

**Approved Projects Budget 2015/16**

Description	Budget	Actuals @ 1/2/16	Forecast
ONE TICKET	0	40,525	40,525
R15 PARK & CHOOSE STH TAY BRIDGE	35,000	1,065	16,065
R17 SUSTAINABLE TRAVEL AWARENESS	130,000	38,466	130,000
URBAN CYCLE NETWORKS	120,000	1,900	120,000
RTPI - REVENUE CONTRIBUTION	230,000	238,042	238,042
RTPI - REVENUE CONTRIBUTION		40,600	40,600
R34 PROJECT MANAGEMENT COSTS	0	13,550	15,000
R35 PARK AND RIDE STRATEGY	0	224	224
R37 RTS MONITORING	5,000	13,135	13,135
R41 SPECIALIST RAIL BUS ADVICE	35,000	32,130	40,000
R42 REGIONAL DEV PLAN INPUT	20,000	12,300	15,000
EU2 CONNECTING FOOD PORTS	0	-459	-459
EU SOCIAL CAR	47,000	9,417	12,000
EU4 LO PINOD	0	2,320	2,320
EU5 I TRANSFER	0	23,210	23,210
EQUALITIES FORUM ACTIONS	10,000	0	0
EU WEASTFLOWS	0	168	168
EU NWE RIDE	64,000	6,969	6,969
BIF 1	0	2,158	2,158
EU CHUMS	68,000	30,566	35,000
BIF 2	370,000	336,550	370,000
BIF 3	400,000	352,552	400,000
RAIL STATIONS DEVELOPMENT	850,000	754,201	808,000
<b>Total</b>	<b>2,384,000</b>	<b>1,949,586</b>	<b>2,327,957</b>
<b>Income</b>			
ONE TICKET	-13,000	-40,471	-52,971
URBAN CYCLE NETWORKS	-100,000	0	-100,000
RTPI - SCOTTISH GOVT. ERDF	0	63,962	63,962
RTPI - BUDGET UNDERSPEND C/FWD	0	-28,785	-28,785
RTPI - BUS OPERATORS	-138,000	-162,359	-162,359
RTPI - WLC	0	-14,200	-14,200
REVENUE PROJECTS GRANT	-432,000	-432,000	-432,000
R41 SPECIALIST RAIL BUS ADVICE	0	-4,446	-4,446
EU2 CONNECTING FOOD PORTS	0	-2,584	-2,584
EU SOCIAL CAR	-47,000	-61,368	-15,000
EU4 LO PINOD	0	257	257
EU5 I TRANSFER	0	-22,039	-22,039
EU WEASTFLOWS	0	888	888
EU NWE RIDE	-34,000	-4,620	-4,620
EU CHUMS	-50,000	-26,509	-26,509
BIF 2	-370,000	0	-370,000
BIF 3	-400,000	0	-400,000
RAIL STATIONS DEVELOPMENT	-800,000	-752,268	-800,000
<b>Total</b>	<b>-2,384,000</b>	<b>-1,486,542</b>	<b>-2,370,406</b>



**Proposed Project Budget 2016/17**

	<b>Approved 2015/16</b>	<b>Proposed 2016/17</b>	<b>EU /Other Grant</b>	<b>Net Expenditure</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Projects</b>				
RTPI-Maintenance	230	243	-173	70
RTPI-Expansion		54		54
RTPI-Resource		47		47
<b>EU</b>				
Nweride	64			
Chums	68	23	-17	6
Social Car	47	47	-47	0
Share-North		40	-20	20
Regio-mob		80	-68	12
<b>Total</b>	<b>409</b>	<b>534</b>	<b>-325</b>	<b>209</b>
Bus Investment Fund	1000	0		0
Sustainable Travel	130	130		130
Rail Stations Development	850	215	-200	15
South Tay Park and Ride	35	20		20
Rail/Bus Advice	35	15		15
SDP/LDP	20	20		20
RTS Monitoring	5	5		5
Urban Cycle Networks	120	120	-100	20
Equalities Action Forum	10	10		10
One Ticket	-13	-13		-13
<b>Total</b>	<b>2,601</b>	<b>1,056</b>	<b>-625</b>	<b>431</b>

**Approved requisitions from partner authorities 2016/17**

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	<u>£22,884</u>
	<u>£200,000</u>

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**Marketing and Communications Budget 2015/16 to 2016/17**

<b>Purpose</b>	<b>2015/16 Commitment</b>	<b>2016/17 Commitment</b>
Materials	£2,000	£2,000
Website	£1,700	£1,700
Photography	Nil	Nil
Media Training	Nil	Nil
Events	£3,000	£3,000
Advertising	£300	£300
Publications	£3,000	£3,000
<b>Total Core Budget</b>	<b>£10,000</b>	<b>£10,000</b>
<b>Project related budgets covered elsewhere</b>		
Tripshare	£10,000	£10,000

## **9. Resources**

### **Establishment**

As of 19<sup>th</sup> February 2016, the SEStran offices are currently home to 11 paid employees.

Alex Macaulay	-	Partnership Director
Alastair Short	-	Strategy Manager (Part time)
Jim Grieve	-	Programme Manager
Angela Chambers	-	Office Manager / PA to Director
Lisa Freeman	-	Strategy Liaison Officer
Andrew Dougal	-	Communications Officer
Emily Whitters	-	Administrator
Nicky Boath	-	Clerical Assistant (Part Time)
Catriona Macdonald	-	Graduate Technical Officer (Fixed Term Contract)
Moira Nelson	-	Marketing and Project Support Assistant (Fixed Term Contract)
Hanne-Mary Higgins	-	Graduate Active Travel Officer (Fixed Term Contract)

### **Accommodation**

We have recently re-located to the Scottish Government Offices at Victoria Quay which, as well as facilitating close working relationships with our major funder and providing excellent staff facilities, has allowed us to deliver a saving to the core revenue budget. We are grateful to Transport Scotland staff for facilitating this new arrangement.

### **Equipment**

Using a budgeted allowance, the telephony equipment was upgraded in 2016. No major changes are programmed for 2016/17.

## **Partnership Director Recruitment**

### **1. Background**

1.1. The Partnership Director intimated to the Partnership Board of December 2015 that he intends to retire as of 30<sup>th</sup> April 2016. This report advises the Board on progress with recruitment of a new Partnership Director.

### **2. Report**

2.1. The Partnership Director intimated to the Partnership Board of December 2015 that he intends to retire as of 30<sup>th</sup> April 2016. This report advises the Board on progress with recruitment of a new Partnership Director.

2.2. Since the Board meeting in December the following progress has been made in the recruitment of a new Partnership Director under Standing Order 40, Items of Urgency and in consultation with Cllr. Imrie.

2.2.1. A recruitment sub committee has been established comprising Cllr. Imrie, Cllr. Edgar and John Martin.

2.2.2. The job description, person specification and recruitment pack have been revised.

2.2.3. The post has been advertised in Local Transport Today, Transport Times, Myjobscotland and on the internet via Twitter, Facebook and Linked In. In addition, the post has been circulated to SCOTS, RTPs and SEStran authority chief officers for onward circulation.

2.3. The proposed timetable for appointment is as follows:-

Friday 18 <sup>th</sup> March 2016	Closing date for applications
End March 2016	Recruitment sub committee agrees short list
April 2016	Interviews
17 <sup>th</sup> June 2016	SEStran Board considers nomination and makes appointment.



2.4. Bearing in mind the timescale between interviews and the Board meeting of 17<sup>th</sup> June, the Board may wish to consider whether it wishes to delegate to the sub committee to make the appointment in advance of the full Board meeting in June.

### 3. Recommendation

- 3.1 The Board approves the arrangements for recruitment of a Partnership Director.
- 3.2 The Board considers whether it wishes to delegate authority to the sub committee to make the appointment in advance of the June Board meeting.

**Alex Macaulay**  
Partnership Director  
11<sup>th</sup> March 2016

Policy Implications	None
Financial Implications	Potential saving in salary.
Race Equalities Implications	Covered by recruitment policy
Gender Equalities Implications	Covered by recruitment policy
Disability Equalities Implications	Covered by recruitment policy



## **National Transport Strategy Refresh Information Report**

### **INTRODUCTION**

- 1.1** In late April 2015 Derek McKay MSP, Minister for Transport and the Islands, announced a refresh of Scotland's National Transport Strategy (NTS), in partnership with CoSLA. The original strategy was published in 2006, so a refresh was well overdue. .
- 1.2** In January 2016 Transport Scotland launched its new National Transport Strategy - Refresh. This publication represents the result of the refresh exercise and supersedes the previous NTS. It recommends a fuller review of the NTS in the next Scottish Parliamentary term
- 1.3** Transport Scotland were supported in the development of the NTS refresh by a Stakeholder Group with representation from CoSLA, SCOTS, Regional Transport Partnerships, STUC, Transform Scotland, and Scottish Cities Alliance. Two RTP Lead Officer representatives contributed to this group.
- 1.4** It should be noted that the document is very much a quick review of the existing transport policy to reflect current transport trends and associated policies.
- 1.5** The document can be viewed on the Transport Scotland web site [www.transport.gov.scot](http://www.transport.gov.scot). The Executive Summary is attached to this report as an Appendix.

## **2 Discussion**

- 2.1** The National Transport Strategy provides the framework for enhancing Scotland's transport system, in response to the main transport challenges that Scotland faces, which in turn contributes to improvement in our economic, environmental and social performance. In particular, the three Key Strategic Outcomes continue to be used as the guiding principles at national, regional and local level when developing strategy and prioritising resources.
- 2.2** On 29<sup>th</sup> October SEStran officers took part in a workshop where Transport Scotland discussed the content of the new strategy. From an early stage it was obvious that over the limited period available for drafting the new document, the potential for new policy development was very limited. The new document goes into some detail on the travel

changes since 2006 and the challenges that still need to be addressed.

- 2.3 It is recognised that to address these challenges, it is beneficial that the various bodies involved in the transport sector in Scotland work in partnership, whenever possible, in order to maximise the benefits of any initiative or proposal.
- 2.4 To clarify this, the roles and responsibilities of the key players are examined along with interdependencies, in Annex 2 of the strategy.
- 2.5 Also published on the web site is a table of Delivery against 2006 Commitments which tabulates progress made on major projects since 2006.

### 3 Conclusion

3.1 The refreshed National Transport Strategy updates the original version reflecting current travel patterns and financial constraints.

3.2 Probably the most interesting element of the strategy for SEStran was the discussion on the roles and responsibilities of key players in Scottish transport sector.

### 3. RECOMMENDATION

3.1 The Board notes the publication of the National Transport Strategy-refresh

**Alastair Short**  
Strategy Manager  
February 2016

Appendix – National Transport Strategy – Executive Summary

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



## Executive Summary

The original *National Transport Strategy*<sup>1</sup> (NTS) was published in December 2006 to act as an enabler of economic growth – to support businesses in achieving their local, national and international objectives and to improve the lives of individuals and communities by connecting them with their economic future.

In April 2015, the Minister for Transport and Islands announced a refresh of the NTS. The aim was not to rewrite the NTS or investigate its many underpinning policies and strategies. The aim was to see whether it was still fit for purpose and to test it against the changes since 2006, whether constitutional, political, economic, social or sectoral in the specific realm of transport.

The process was therefore described as a ‘refresh’ rather than a full-scale review.

### The 2006 NTS

The 2006 NTS set a framework for transport in Scotland up to around 2026 – one transport vision, five high level objectives and three key strategic outcomes.

The vision was for:

“An accessible Scotland with safe, integrated and reliable transport that supports economic growth, provides opportunities for all and is easy to use; a transport system that meets everyone’s needs, respects our environment and contributes to health; services recognised internationally for quality, technology and innovation, and for effective and well-maintained networks; a culture where transport providers and planners respond to the changing needs of businesses, communities and users, and where one ticket will get you anywhere”.

The five High Level Objectives were to:

- promote economic growth by building, enhancing managing and maintaining transport services, infrastructure and networks to maximise their efficiency;
- promote social inclusion by connecting remote and disadvantaged communities and increasing the accessibility of the transport network;
- protect our environment and improve health by building and investing in public transport and other types of efficient and sustainable transport which minimise emissions and consumption of resources and energy;
- improve safety of journeys by reducing accidents and enhancing the personal safety of pedestrians, drivers, passengers and staff; and
- improve integration by making journey planning and ticketing easier and working to ensure smooth connection between different forms of transport.

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<sup>1</sup> <http://www.gov.scot/Publications/2006/12/04104414/0>

The three Key Strategic Outcomes were:

- improved journey times and connections, to tackle congestion and lack of integration and connections in transport;
- reduced emissions, to tackle climate change, air quality, health improvement; and
- improved quality, accessibility and affordability, to give choice of public transport, better quality services and value for money, or alternative to car.

### **Changed circumstances**

The national landscape has changed significantly since 2006.

Constitutionally and politically, further powers are being devolved to the Scottish Parliament and the Scottish Government has set out a new way of working in the current Programme for Government, based around democratic renewal, enhanced public engagement, and the principles of prosperity, participation and fairness.

There is a reinvigorated relationship between central and local government evidenced by the production of this refresh in partnership with COSLA and the further evolution of outcome agreements, and played out in many practical ways, such as shared services generally and transport-specific collaboration, as in road maintenance, where we are exploring opportunities to share services, capacity and ensure resilience.

There are significant global challenges on which new approaches have been developed at the national and local level. The climate change challenge has been set out in ambitious legislation – the Climate Change (Scotland) Act 2009 – and has been translated into equally ambitious approaches to ‘mitigation’ and ‘adaptation’, both of which require committed responses from society at large, not just government.

Some of the Government’s key strategic approaches and regulatory regimes have also changed, incentivising significantly different outcomes in the real world. Scotland’s Economic Strategy has been refreshed, bringing forward two new pillars of increasing competitiveness and reducing inequality; the town and country planning system has been overhauled (as currently reflected in National Planning Framework 3); and the Community Empowerment (Scotland) Act is now in force, setting a new context for Community Planning Partnerships. Some of these will have a direct bearing on transport (for example communities have the opportunity to buy disused train station buildings); others may simply pose the legitimate question of whether the Government should be adopting similar approaches in the field of transport.

In the meantime, transport itself has undergone and facilitated change.

### **Changes in transport**

The Scottish Government has invested £15bn in transport since 2007. It is a massive socio-economic enabler and this investment has undoubtedly mitigated some of the

impact of recession in Scotland, with the Scottish construction sector seeing very strong growth through 2014 of just over 21%<sup>2</sup>, reflecting the large programme of infrastructure investment taking place, including the Forth Replacement Crossing. Using the latest (2012 based) Scottish Government Input-Output model of the economy<sup>3</sup>, it is estimated that each £100m of demand for Scottish construction industry output in 2015-16 generates an additional £45m spending in the wider economy.

The investment has manifested itself broadly – in major new construction projects such as the Queensferry Crossing and Borders Rail; new road projects; new ferries, trains and planes; and continuing support for public transport, whether through specifics such as the new rail franchise or the more general continuation of subsidised travel for older and disabled people through the National Concessionary Bus Travel Scheme.

Transport statistics also suggest that the use of transport and its impacts have changed, although perhaps not quite as may have been envisaged in 2006. Some long term trends have been remarkable, such as the reduction in road casualties (on which the mid-term review of Scotland's Road Safety Framework will continue to build), the growth in rail patronage, and the emerging uptake of electric vehicles in the market place. Statistics highlight the continuing reliance upon cars, with majority of all journeys being by car or van although growth has been limited. Such figures mask a significant growth in the number of rail journeys overall. Also notable is the reduction in bus journeys, despite it still being by far the most common mode of public transport.

### **A future review?**

The outcomes set out in the NTS remain valid. The changes that have occurred in the interim bring some of them into sharper relief.

For example, is the continuing decline in bus patronage a trend that will continue, or a trend that is amenable to change, if the right policy levers are pulled? Is the growth in the market for low carbon and electric vehicles self-sustaining or dependent on continuing financial support? Will current levels of congestion (and associated emissions) remain static or reduce; or will a strong economic rebound at some point impose new demands on the transport system and the environment, such as through increased car use?

These questions have emerged from this refresh process, but to be fully understood, they need to be analysed in transport modelling and further work and discussed more broadly with interested parties.

Addressing such issues will always require the involvement of a number of important players, including national government, local government, Regional Transport Partnerships (RTPs), Community Planning Partnerships (CPPs), third and voluntary sector, business and individual consumers.

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<sup>2</sup> Source: Scottish Government, State of the Economy, August 2015, page 16, <http://www.gov.scot/Resource/0048/00483959.pdf>

<sup>3</sup> Source: <http://www.gov.scot/Topics/Statistics/Browse/Economy/Input-Output/Downloads>

For the future, it is therefore particularly important that there is clarity on respective roles and responsibilities, as they evolve in a changing world. This NTS refresh sets out with greater clarity than the original the current roles, responsibilities and key interrelationships that are essential to make transport delivery as effective as possible, both in its own right and in how it supports broader local and national policy ambitions.

The evidence that follows in the rest of this NTS refresh document does not suggest that the NTS framework formulated in 2006 is no longer relevant or, worse, that it may be misleading for partners to align themselves with. However, it does suggest that the challenges ahead and the Government's changed ways of working warrant a deeper look.

The NTS refresh is thus designed to be a useful tool for all working in transport; and also a baseline for a fuller review of the NTS.

Claremont House 130 East Claremont Street Edinburgh EH7 4LB

Transport Group Meeting 20 Tuesday 15 December 2015

**Attendees**

Transport Scotland	Adam Priestley (AP) (Chair)
SEStran	Alex Macaulay (AMC)
SEStran	Alistair Short (AS)
SESplan	Graeme Marsden (GM)
East Lothian Council	Grant Talac (GT)
East Lothian Council	Peter Forsyth (PF)
City of Edinburgh Council	Keith Miller (KM)
City of Edinburgh Council	Andrew McBride (AMB)
Midlothian Council	Lindsay Haddow (LH)
Midlothian Council	Neil Wallace (NW)
CH2M HILL	Colm Smyth (CS)
SYSTRA	Jeff Davidson (JD)
JMP Consultants	John Milligan (JM)

**Apologies**

Transport Scotland	Alison Irvine (AI)
Transport Scotland	Stephen Cragg (SC) / Paul Junik (PJ)
SEStran	John Saunders (JS)
City of Edinburgh Council	Ewan Kennedy (EK)
Fife Council	John Mitchell (JM)
Fife Council	Mark Barrett (MB)
West Lothian Council	Chris Nicol (CN)
Scottish Borders Council	Graeme Johnstone (GJ)
CH2M HILL	Julia Gilles (JG)
AECOM	Richard Cann (RC)
David Simmonds Consultancy	Andy Dobson (AD)

**PREVIOUS MINUTES**

Ref.	Item	Update/Comment
5	TELMoS (DSC and SYSTRA)	Should read “ <i>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 <b>Test Case</b> (both committed and non-committed development and unconstrained economic scenario).</i> ”

**PRINCIPAL ISSUES**

Ref.	On-going Issue	Update/Comment
2.1	Risk Register	To be reissued with minutes of meeting.
2.2	Programme	To be reissued with minutes of meeting.
2.3	City Deal	Ongoing.

# SESPlan Cross-Boundary Transport and Land Use Appraisal

Claremont House 130 East Claremont Street Edinburgh EH7 4LB

Transport Group Meeting 20 Tuesday 15 December 2015

3	Appraisal Lead Commission (CH2M Hill)	Supporting TELMoS and Modelling specification. Awaiting SRM12 (ref and test) results for hotspot appraisal and intervention investigations to proceed.
4	Transport Modelling Commission (SYSTRA)	<p>SYSTRA presented draft Ref case model results.</p> <p>The headline results are:</p> <p>Reference Case 2012 to 2024 - At the regional level:</p> <ul style="list-style-type: none"><li>• Road travel movements up 10%</li><li>• Public Transport Travel Demand up 8%</li><li>• Strong growth in rail passengers.</li><li>• Total road Vehicle kms up 15%-20%</li><li>• Total road vehicle travel times up 20%-25%</li><li>• Increased pressure on the network, greater congestion impacts and reduced journey time reliability.</li></ul> <p>AMC asked how jobs are modelled with regard to land use category. Would the model pick up movement of people from one area to another being attracted by the land use category, say? JD stated that the sector growth assumptions are applied in TELMoS and that this would determine the attractiveness of each land use sector.</p> <p>The growth of HGV volumes in the model is to be reviewed as the model may be overestimating.</p> <p>There was some discussion regarding the reporting of demand and actual demand. JD stated that these are standard SATURN outputs and are useful for assessing the network and mitigations to hotspots. The model will not reassign the actual demand that is not able to access the network to another time period (e.g. peak spreading).</p> <p>There is no constraint on bus growth in the model. Train usage would be affected as capacity is reached.</p> <p>LH questioned the Penicuik to Edinburgh City Centre journey times presented. JD stated that these are validated against Tom Tom journey time data.</p> <p>AMB questioned that some junctions on the "inner" Edinburgh bypass were not showing up as congested. It was considered that these junctions may show up as hotspots once non-committed traffic is applied in the test case.</p> <p>GM asked if the model is in alignment with recent NR report on expected rail use growth. JD stated that both NR and the model are showing strong growth but the underlying assumptions to each methodology differ and are not comparable directly.</p> <p>The next stages are:</p> <ul style="list-style-type: none"><li>• Finalise Reference case</li></ul>

## SESPlan Cross-Boundary Transport and Land Use Appraisal

Claremont House 130 East Claremont Street Edinburgh EH7 4LB

Transport Group Meeting 20 Tuesday 15 December 2015

		<ul style="list-style-type: none"> <li>• Build Test Case Model</li> </ul> <p>There was some discussion on the how the network is overcapacity and how developers may argue that this should be addressed prior to development contributions being sought. AP stated whilst recognising challenges to the development and application of a Development Contribution Tool (DCT), these considerations are outwith the study brief. The study provides a mechanism to feed into the development of a DCT.</p>
6	Programme	Revised programme will be circulated shortly.
7	Risk Register	Risk Register is updated and will be circulated shortly.
8	Other Group Member Updates	<p><b>Midlothian</b> – Report issued to Planning Committee, Workshop to be held end of Jan. with submission to members as soon as possible.</p> <p><b>City of Edinburgh</b> – The examination of the issues raised in representations to the Second Proposed version of the LDP is still progressing and is on track to report in February.</p> <p><b>SESplan</b> – SDP2 is due to be published in May with representations made over the summer.</p> <p><b>SEStran</b> – RTS Delivery plan approved.</p> <p><b>Fife</b> – LDP currently under examination by the Reporter. Decision due in Summer 2016. Separately, the Spencerfield Inverkeithing site (295 houses) which was not allocated for development within the proposed LDP and was refused planning permission, has been approved, following a successful appeal by the developer.</p> <p><b>West Lothian</b> – TBC</p> <p><b>East Lothian</b> – Draft LDP agreed. Require use of SRM model to appraise. Public consultation due March/April.</p> <p><b>Scottish Borders</b> – TBC</p>
9	AOB	None.
10	Date of Next Meeting	<p>Tuesday 26 January 2016.</p> <p>Subsequent meetings:</p> <p>Tuesday 8 March 2016 (SYSTRA's office)</p> <p>Tuesday 5 April 2016 (SYSTRA's office or VQ)</p>

**SESPlan Cross-Boundary Transport and Land Use Appraisal**

**Claremont House 130 East Claremont Street Edinburgh EH7 4LB**

**Transport Group Meeting 20 Tuesday 15 December 2015**

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**SESPlan Cross-Boundary Transport and Land Use Appraisal**

**Claremont House 130 East Claremont Street Edinburgh EH7 4LB**

**Transport Group Meeting 20 Tuesday 15 December 2015**

**PRINCIPAL ACTION POINTS**

<b>Ref.</b>	<b>Date</b>	<b>Action</b>	<b>By Whom</b>	<b>Due Date</b>
2.2		Risk Register to be reissued	CH2M	18/12/15
2.3		Revised Programme to be issued	CH2M	18/12/15

# SESPlan Cross-Boundary Transport and Land Use Appraisal

Claremont House 130 East Claremont Street Edinburgh EH7 4LB

Transport Group Meeting 20 Tuesday 15 December 2015

## Working Group Membership

Transport Sub-Group Members	Contact Details		
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## **SEStran Thistle Card** **Progress Report**

### **INTRODUCTION**

- 1.1 In 2011 SEStran launched its Thistle Card to make it easier for older and disabled people to use public transport. Since its launch SEStran has distributed 45,000 cards and the design has been taken up by other Regional Transport Partnerships, making it a nationally recognized card.
- 1.2 In 2015 SEStran was awarded an “Achievement Award” from SATA in recognition of the work SEStran has done in developing the card and its distribution for the benefit of disabled public transport users.

## **2 Background**

- 2.1 The initial idea was raised at SEStran’s Equality Forum following the demise of the nationally funded card in 2007. Members of the group thought the card was essential for helping people with all types of disability to access and use public transport, especially buses.
- 2.2 The card was redesigned with the help of the local bus companies and Equality group members to provide a useful informative card that was one sided, with symbols indicating the type of disability and a short message indicating the help required that could be read at a glance by bus drivers.
- 2.3 Along with the card is an information leaflet showing customers how to use the card and emphasising that it has no monetary significance – it is purely an information card.
- 2.4 The bus companies were provided with posters and leaflets showing how the card was to be used and Lothian Buses now include it in their training programme and have used the feedback on the use of the card as a basis for their “Driver of the Year” awards.
- 2.5 The card is available to all people who require it through bus companies, libraries, health centres and on request, with no eligibility criteria required. This keeps administration to a minimum. Initially most cards were distributed through the bus companies but in the latter years distribution is now mainly through healthcare centres and elderly care facilities.

**2.6** Other Regional Transport Partnerships have been following our progress and have taken up the design to introduce similar cards in their areas making it a de-facto national card.

**2.7** Not satisfied with our initial success we are now developing an App version of the card to provide greater flexibility of use. We have employed a specialist web design company to develop the App which should be publically available in May this year. Again this development has been progressed through our Equalities Forum

**2.8** TACtran and potentially other RTPs have indicated interest in becoming involved and sharing the development cost; (£7k for the provision of the two main platforms).

### **3 Conclusion**

**3.1** The development of an App version of the Thistle Card is seen as providing potential users with a more flexible and readily available version of the Thistle Card.

**3.2** It will also provide a platform for adding other utilities in the future which will be useful to potential users (e.g. linking to Traveline, etc.)

### **3. RECOMMENDATION**

**3.1** The Board notes progress with developing the Thistle Card

**Alastair Short**  
Strategy Manager  
February 2016

Policy Implications	Policy Development
Financial Implications	The cost will be accommodated within approved Equalities budget heading. Potential cost sharing with other RTPs
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	Considerable benefit in improving access to public transport

High Speed Rail Scotland Group Update - 22/01/2016

### 1. HS2 Update

There is still on-going debate over where a [Sheffield HS2 station](#) should be located; in the City Centre, or at Meadowhall?

The Public Accounts Committee, a select committee ensuring government expenditures are effective and honest, published a report into the sell-off of HS1, on Wednesday [\[January 20\]](#). The report states that it was ‘unacceptable’ that DfT buried a report that would have undermined the case for HS2, which shows that the costs of HS1 significantly outweighed the economic benefits, as the information came two years later than expected.

In relation to HS2, anti HS2 campaigners [\[Joe Rukin\]](#) have stated that “It is simply unacceptable that MPs will be asked again to vote on HS2 whilst two years of reports from the Major Projects Authority which have rated the project as being in significant danger of failing are kept from them.” In response, DfT say the case for HS2 is “absolutely clear”.

### 2. Media Update

There has been extensive media coverage around the proposed Edinburgh to Glasgow High Speed Rail link, outlined in more detail in section 4.

Most recently Alastair Dalton writing in the Scotsman, [High-speed rail will arrive but when?](#) , and starting initially with an article in the [Scottish Herald](#) reporting that plans for an Edinburgh-Glasgow high speed bullet train had been ditched.

### 3. High Speed Rail Scotland Group

No news of import to report.

### 4. Edinburgh- Glasgow High Speed Rail

Following a Parliamentary question [\[14 January 2016\]](#) by Tavish Scott MSP [Liberal Democrats], asking when and why the decision was taken not to include reference to an Edinburgh to Glasgow High Speed Rail link in the 2015 Infrastructure Investment Plan, there has been extensive media coverage on the proposed project. See hyperlinks for official transcript.

The subject was raised again [\[Tuesday in Parliament\]](#) as a Topical Question by Willie Rennie, with follow up supplementary questions from both himself and Alex Johnstone. The official response remained the same.

Both Parliamentary questions were answered by the Transport Minister, Derek Mackay, and not the Cabinet Secretary for Infrastructure, Investment and Cities, Keith Brown [who has High Speed Rail in his portfolio].

As you are already aware, any east/west high speed route in Scotland would be dependent on the preferred cross-border north/south route, which is yet to be agreed, therefore there is still no news

## Item B7

of import to report on an Edinburgh to Glasgow High Speed Rail link. It remains the case that the Cabinet Secretary expects to make a joint announcement with the Secretary of State for Transport on the next steps to be taken with regards to high speed rail.

## **Delivering the Goods**

### **Consultation towards Scotland's Rail Freight Strategy**

#### **SEStran response**

SEStran is pleased to be given this opportunity to comment on the on the proposed Rail Freight Strategy for Scotland

We previously responded to the "Developing Rail Freight policy in Scotland" consultation

#### **Capture the Benefits of Rail Freight movement**

- Reduce container handling at ports with more focus on customer's door to door requirements. (Consolidation centres, Dryports, road access, etc.)
- Reduce the movement of freight by road from England (coastal shipping, rail)

#### **Obstacles to expansion**

- The current method of rail path allocation and use
- The length of passing loops on the network
- Restrictive speed limits (20mph quoted)
- Good rail links to freight destinations (Rosyth) also linking directly to docks (Grangemouth)

#### **Administration and Logistics**

- Grant procedures too constrained
- Too difficult to move smaller amounts of rail freight – requires a one stop "Aggregator"
- Operators more interested in competing rather than providing a customer service.

I am pleased to note that within the proposed new document many of these issues are recognised but not necessarily resolved.

## **Delivering the Goods**

This strategy was discussed at our Freight Quality Partnership on 23<sup>rd</sup> November 2015 and the following response reflects some of the issues discussed.

#### **Consultation Questions**

##### **1. What are your views on the vision for rail freight in Scotland?**

I would agree in general with the vision but would question whether inclusion of the word "competitive" is restricting the form of the vision and the retention of the word sustainable would be suffice.

##### **2. What are your views on the market opportunities identified in this document?**

The obvious area for concern is the future of coal based rail freight with the government commitments to reduce coal based power stations. In a way this reduction reinforces the need for change and gives an opportunity to develop more customer focussed services serving a wider market.

**3. What are the three biggest opportunities for growth in the rail sector?**

Some of the biggest opportunities are in the bulk movements of food, etc. to and from supermarket distribution centres.

The movement of liquids, bottled water, whisky, etc. has significant potential all of which are heavy and bulky to move by road.

More generally there is significant potential to increase the level of rail freight from distribution centres in England either by direct services or through direct shipping to Scottish ports and subsequent transfer by rail. This is needed to reduce the over reliance on road freight using the M74 and the A1.

**4. What are the three biggest challenges to growth in the sector?**

One of the biggest challenges is developing the infrastructure to cope with modern freight demands, not only the rail network infrastructure, but the terminus infrastructure with associated road links to allow the efficient handling and distribution of freight.

The next challenge is the efficient management of the services with a dynamic system of path allocation, amalgamation of operator facilities and path allocations to make the most efficient use of the facilities available.

Thirdly is the challenge of providing services that the customer needs with an open/centralised approach to allow customers to specify and be allocated services. This should not only involve the rail element but also a “Door to door” approach including storage and just in time distribution, if required.

**5. What your views on the role of the Scottish Government, as outlined?**

The four main activities identified were:

- Partnership and Collaboration
- Promoting Rail Freight (benefits)
- Strategic Planning (infrastructure [Inverness?], Scottish Strategic Rail Freight Investment Fund), Strategies
- Freight Grants

These are all activities that the Scottish Government should be taking a lead role. There is also a case that SG should be taking a more proactive role especially in areas associated with Gateways in the National Frameworks, rather than just waiting for the market to respond (if it can).

**6. Creating a Stable environment for Growth**

- Planning Regulatory Outputs (More required to give a clearer picture of rail freight in Scotland)



- Lack of incentives for Network Rail to grow rail freight.
- Stability in track access charges (compare with road freight)
- Set realistic targets

We would agree with the importance of all the issues raised in this chapter but feel that Scottish Government should play a more proactive role in ensuring the rail industry and operators respond to the issues raised.

#### **7. Should targets be set?**

Certainly one of the main aims of the strategy is to increase the % of freight moved by rail and this should be an overall target through infrastructure and service provision. The danger of introducing more detailed targets is potential for unintended consequences of skewing the operator's response in order to achieve these targets and the development of a blame culture between operators.

#### **8. Actions**

The movement of freight is a crucial national issue and it is important that the government is seen to play a lead role in ensuring Scotland can grow its economy in a sustainable manner. This cannot be left solely to independent commercial interests and the Scottish Government needs to play a leading role in developing rail freight. The focus for this should initially be associated with developing the growth areas defined in NPF3 (NPF4?) but obviously by its nature encompass rail freight movements to all parts of Scotland and the rest of Europe.

Regional Transport Partnerships (RTPs) already have active Freight Quality Partnerships but lack the resources to actively promote and develop rail freight facilities and services. The role of partnership working needs further development to ensure the national interest in developing rail freight is paramount.

I trust these comments are useful and look forward to seeing the final strategy



**Partnership Board Meeting  
Friday 18<sup>th</sup> March 2016  
B8.3 Response to RACCE Committee**

**Response to Scottish Parliament's Rural Affairs, Climate Change and Environment (RACCE) Committee regarding Climate Change (Duties of Public Bodies: Reporting Requirement) (Scotland) Order 2015 SSI 2015/347**

Thank you for the opportunity to comment on the climate change reporting duties order.

The South East of Scotland Transport Partnership (SEStran) are the Regional Transport Partnership comprised of eight local councils in South East Scotland; Borders, East Lothian, West Lothian and Midlothian, Edinburgh, Fife, Falkirk and Clackmannanshire. The statutory requirement of SEStran is to produce a Regional Transport Strategy. Central to the strategy is encouraging sustainable transport but not direct delivery of transport. There are 15 members of staff within the organisation.

The process of compiling the data required for the report was time consuming for staff members and often relevant data was not available requiring some emissions to be filled in as estimates. As SEStran is an office based organisation the only carbon emissions that we generate were of scope 3, as defined by the report, which we have a limited influence on. We do not have any direct emissions from estate/vehicles or grid electricity generation. Therefore we found that the report created a lot of work for minimal returns.

As the order becomes mandatory in 2015 SEStran appreciate the opportunity to participate in a trial year. The trial has provided the tools to be able to collate the information in a more time-efficient and less labour intensive manner. Going forward we would suggest that the reporting system could be simplified, particularly for use by smaller organisations such as ourselves where many items were not applicable.



## Item B8.4

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

Chairman: Cllr Russell Imrie Partnership Director: Alex Macaulay

Reference: SES-Rail

The Scottish Parliament  
c/o Public Petitions Clerks  
Room T3.40  
The Scottish Parliament  
Edinburgh  
EH99 1SP

21 December 2015

### **Petition PE1578; Forth Circle Rail Link**

Thank you for giving me the opportunity to respond to this petition about a rail link between Alloa and Dunfermline/Rosyth

I can confirm that back in 2009, SEStran, in partnership with Fife and Clackmannanshire Councils, commissioned a STAG-based study into improving Clackmannanshire-Fife-Edinburgh transport links and the improvement to freight transport, in particular into Rosyth. STAG stands for Scottish Transport Advisory Guidance and is the standard evaluation procedure employed by Transport Scotland

The report was presented to the SEStran Board in February 2010 and the outcome of the study was that the most cost-beneficial (although also the most costly at around £65 million) solution would be to extend the existing Glasgow – Alloa service to Edinburgh via West Fife and via a new Charlestown Chord, to provide a direct Alloa – Edinburgh service with several new stations in West Fife as well as providing a more direct rail freight route into Rosyth. The outcome was 'moderately positive' in economic terms with a benefit/cost ratio of 1.5.

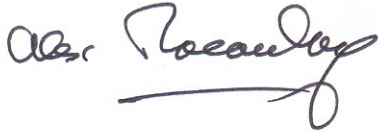
It is also the case that the study did not include all elements that would be required for a scheme of this magnitude and it is not included in the Government's Strategic Transport Project Review (STPR) that is the main document outlining the Government's current transport investment priorities. Furthermore, with the study now being nearly 6 years old, it would need to be refreshed should the project be taken a further step forward.

You will also be aware that under the 'CoSLA concordat', transport funding for the Regional Transport Partnerships was largely transferred to the Local Authorities (and without any 'ring-fencing') so we are now very much depending on the Local Authorities to provide the major part of the funding for transport studies such as the one for West Fife - but it would of course also be of significant advantage if Transport Scotland could be a funding partner as well as a stakeholder in such a study.

In conjunction with the planned closure of Longannet Power Station, a Fife Council led Task Force has been set up involving the Government, several Local Authorities and agencies. As part of this, a strategic transport working group (also involving SEStran) has been established and the work of this group should no doubt include the potential utilisation of the Alloa – Dunfermline railway.

Please contact myself ([alex.macaulay@sestran.gov.uk](mailto:alex.macaulay@sestran.gov.uk) Tel 0131 524 5152) or Trond Haugen ([trond.haugen@sestran.gov.uk](mailto:trond.haugen@sestran.gov.uk) Tel 0131 524 5155) should you wish to discuss this issue in more detail.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Alex Macaulay', with a long horizontal flourish underneath.

Alex Macaulay  
Partnership Director

## Regional Transport Partnerships Joint Chairs Meeting

Held in the SPT Subway Depot, Govan, Glasgow on 1<sup>st</sup> December 2015 at 0930

### Minute of Meeting

Present: Cllr Kaye Harmon, SPT (Chair)  
Cllr Russell Imrie, SEStran  
Cllr James Stockan, HITRANS  
Cllr Ramsay Milne, Nestrans  
Cllr Tom McAughtrie, SWestrans  
Cllr Will Dawson, Tactran  
Cllr Michael Stout, Chair, ZetTrans

In attendance: Ranald Robertson, HITRANS (RR)  
Derick Murray, Nestrans (DM)  
Alex Macaulay, SEStran (AM)  
Eric Guthrie, Tactran (EG)  
Fiona McNally, HITRANS (Minutes)  
Ewen Milligan, Transport Scotland (EM)  
Tom Davy, Transport Scotland (TD)  
George Eckton, CoSLA (GE)  
Eric Stewart, SPT (ES)  
Douglas Kirkpatrick, SWestrans (DK)  
Michael Craigie, ZetTrans (MC)  
Steven Herriot, SWestrans (SH)  
Stephen Hagan, CoSLA  
Graham Dunn, SPT (GD)

Apologies: Bruce Kiloh, SPT (BK)  
Joanne Gray, Transport Scotland (JG)

Item	Action
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1. **Subway Tour/ Depot visit hosted by SPT.**
2. **Welcome and Apologies**  
Cllr Harmon welcomed everyone to Glasgow and SPT subway depot and noted the apologies received above.
3. **Minute of 16<sup>th</sup> September 2015 and Matters Arising (enclosed)**

Minutes of the previous meeting were approved with the following amendments.

- Attendees. TD did not attend
- Item 4. Minute of the meeting held on 3<sup>rd</sup> December should read 3<sup>rd</sup> June.

**(i) Legal advice to Board Members**

DM provided a verbal update to the RTP Chairs regarding advice Nestrans have received in terms of the circumstances when Councillor members of RTPs should declare they have an interest when it came to voting on a planning application or indeed remove themselves from the decision making process. This largely focuses on decisions where there were strategic transport implications. The current recommendation with regards to strategic planning decisions is that Members should raise comment through RTP rather than council.

Nestrans sought advice from the Standards Commission to clarify the situation and have been liaising with Transport Scotland. The Standards Commission have indicated that they see a conflict of interests and that membership of a particular body not provided for within the Councillors Code, including RTPs, is likely to constitute an interest and therefore, affects how Councillors should take part in any discussion or vote on any matter which is of a quasi-judicial or regulatory nature.

EM highlighted that the Standards Commission advice has wider implications for any Councillors making decisions at committee who also represent the council within external organisations. This has wider implications across all departments. SG staff will have to take this issue to Ministers going forward, and have already engaged in discussions with the Commissioner for Ethical standards to try and gain clarity on Chairs/RTP Members legal position.

Cllr Milne asked about retrospective decisions that have been made, innocently.

Cllr McAughtrie highlighted that he is appointed by the Council to his role on Swestrans. The implication of this could be that no Councilors would be able to vote on planning or other matters in full council meetings if they are representing the Council on other organisations including at a local community level.

**Action: EM to continue discussions at SG and provide EM feedback.**

**(ii) Audit Scotland Roads Maintenance Review**

EG provided a verbal update related to 4(iii) of previous meeting 'RCPB Correspondence and Audit Scotland Meeting'. Following on from Audit Scotland meeting, RTPs are still involved in process and EG and will be able to provide an update at next Chairs meeting.

EG

**Action: EG to provide feedback to next chairs meeting**

**4 NTS Refresh**

RR presented the report on the NTS Refresh highlighting that BK/RR represent RTPs at the NTS stakeholder group.

GE highlighted that council leaders were consulted the previous Friday on the draft NTS refresh in line with the Minister's commitment that this would be a joint effort between Scottish Government and CoSLA.

Following this update a discussion took place regarding the timescale for the NTS refresh. TD highlighted that the last refresh took 2 years. EG highlighted that within the enclosed report there is reference to the NTS being aligned with the development of NPF4 (NPF3 previously took 18-24 months).

GE noted that the NTS stakeholder group carried out a lot of work to achieve the refresh document, in particular SCOTS and RTPs contacts. The very tight timescales for the delivery of the refresh limited opportunities for wider consultation on the draft. Going forward with the full refresh of the NTS there is a desire to join up land use and transport planning, and land use/ community planning.

GE added the NTS refresh is likely to be published within the next 4-6 weeks.

**5. Active Travel/ Behaviour Change Issues****(i) RTP/Cycling Scotland/Sustrans Liaison**

EG provided a verbal update on the RTP relationships with the active travel organisations. There is an outstanding action for Cycling Scotland and Sustrans to meet with RTP Lead Officers, which should have taken place early in 2016.

**Action: EG to invite Sustrans and Cycling Scotland to meet with RTP Lead Officers.**

**(ii) Community Links Plus**

RR presented a report which highlighted the Transport Minister Derick MacKay's announcement on 12<sup>th</sup> November at the Cycling Scotland conference for 'Community Links Plus' an innovative competitive process for design of exemplar,

segregated cycle routes. The deadline for applications from Local Authorities and Statutory Bodies has been extended to 3<sup>rd</sup> December.

RR/EG

## 6. Rail Issues

### (i) HSR Update

AM presented the enclosed report on HSR and provided a brief update following the Chancellor's finance statement which will bring forward the HSR development in phase 2 by 6 years. Additionally, work is continuing on development of phase 3 between Leeds to Crewe.

### (ii) ECMA

AM presented a report highlighting that design consultants have been appointed for the next 12 months. Additionally AM and Cllr Imrie attended the cross party rail group and are looking forward to CP6 for development of rail opportunities with regard to ECMA.

Cllr Milne highlighted that in the Aberdeen City Deal bid Nestrans and the Councils are looking at opportunities to improve the line south, in particular the proposed 20 minute reduction in travel time by end of CP6.

### (iii) CRP and Stakeholder Liaison

RR provided a verbal update, highlighting that RTP Lead Officers met with Rob Shorthouse from Abellio at their recent meeting. Mr Shorthouse was due to provide an update for Chairs before this meeting but this has not been received yet.

### (iv) Transport Scotland Rail Freight Users Group

EG provided a brief verbal update, highlighting that there is a live consultation which was circulated to the Lead Officers last week. EG asked if Chairs are content for a joint RTP response, with Tactran officers offering to collate responses on behalf of the Joint Chairs.

**Action: Lead Officers to liaise with EG to provide joint RTP response.**

**Lead Officers**

## 7. Bus Issues

### (i) Bus Stakeholder Group/ Bus registration process update

ES provided a verbal update on the changes in the bus registration process. Important discussions have taken place with the Traffic Commissioner as the change in process from 'inform' to 'consult' with stakeholders during the pre-registration process. ES noted that it will be interesting to see how operators react to this change in process.



ES added that there are still ongoing issues with procurement of bus services that we need to have a focus on moving forward. Likewise SQP implementation warrants further work and it is important that Chairs remain aware of the wider picture on bus service operation elsewhere in the UK. SPT offered to help other LAs/RTPs with SQP process going forward, due to their background in establishing SQPs.

TD highlighted that the Minister has ideas going forward for bus development, in particular developing partnerships and smart ticketing.

RR highlighted that similar to SPT, HITRANS are working with partners to develop a Inverness SQPs. To date this work has been supported by an external consultant but SPT's offer to provide advice would be very welcome and it would also be useful if Transport Scotland could be represented at a future meeting of the SQP steering committee to ensure we align well with any forward planning on developing these partnerships.

**Action: TD or a colleague to attend a future meeting of HITRANS SQP steering group.**

ES finished his verbal update by noting that buses and air quality are intrinsically linked within the SQP process. SPT have noted this through both their Fast Link and Parkhead Cross SQPs

## **8. Ferry Issues**

### **(i) Inter-Island Connectivity STAG Studies- Orkney and Shetland (RR/MC)**

RR presented the report on Orkney's Internal Connectivity STAG which has moved forward from stage to a full STAG appraisal. Similar work is underway in Shetland. Both commissions are being delivered by Peter Brett Associates. In each case the work is funded through a partnership of local authority, RTP, HIE and Transport Scotland.

MC highlighted that the annual running costs of the services are over £20M, and given the lifeline importance of the services it has become apparent that these cannot be funded internally by the Local Authorities in the long term.

Cllr Stout highlighted that this is a good example of joint working of the 5 partners with the 2 RTPs, the 2 Councils and Transport Scotland.

(ii) **NIFS STAG study update**

MC provided a verbal update, highlighting that Transport Scotland have appointed Peter Brett Associates to take forward this STAG appraisal. It will inform the tendering and specification for the next contract. MC highlighted that NESTRANS should also be included as a key stakeholder in the work as it progresses.

DM indicated that NESTRANS are happy to feed into discussions as appropriate.

(iii) **CHFS Procurement Reference Panel**

RR presented the report on the CHFS Procurement Reference Panel highlighting in particular the role of the reference panel in acting as a sounding board to ensure that the procurement process is fair, open and transparent.

**9. CoSLA Liaison**

No update was provided as the main CoSLA update was covered under the discussion on the NTS Refresh.

**10. Transport for Regional Growth Event/Joint RTP Opportunity**

AM provided a verbal update on their TfRG event which was held on 5<sup>th</sup> November in Edinburgh. The event went very well. Following previous discussion at Lead Officers meeting, AM asked chairs whether it would be useful for a Joint RTP Scotland wide event focusing on the importance of transport on a regional basis?

Chairs noted the request and asked to be kept up to date on progress.

**Action: RTP lead officers to discuss at next meeting.**

**11. National Low Emissions Framework /Clean Air for Scotland**

AM presented the enclosed report and cop of his presentation which was developed for the STEP conference. This was designed to represent all RTPs. There is an expectation that RTPs will play an important role in the national low emissions framework going forward. This will lead to a more proactive discussion between RTPs and TS/SG for CAFS as this develops.

Chair noted both report and presentation.

**Action: AM will continue to update lead officers and chairs.**

**AM**

- 12. Smart Ticketing Development/ Nevis Technology Opportunities**  
ES provided a verbal update on Smart Ticketing. Work is required in particular for the bus industry to ensure it is not a bus only solution. There is a risk of different operating systems for different modes which will not benefit users going forward. Nevis technology and SPT's bramble scheme is a commercial enterprise rather than a purely RTP driven solution. Over 100,000 currently using smart cards on subway. Abellio currently working on smart card technology for Club 50, utilising Nevis / ITSO technology.

ES asked other RTPs to consider the Nevis/ITSO approach going forward, utilising the work SPT have already undertaken for smart technology, which could lead to a Scottish wide smart card that actually works well across modes.

DM asked about how this would work in NESTRANS and provided example of their grasshopper ticket, which allows travel through two operators for a set price. ES gave example back of the Zonecard in SPT which allows transport on bus, train and subway, where money is split through agreement with the different operators.

MC highlighted pilot for smartcard on ferries, using NEC cards, which may not be the best approach and the RTP discussion very useful for sharing information.

**Action: Invite the TS team leading on smart ticketing to be invited to next lead officers meeting.**

RR

- 13. 2016 Meeting Dates**  
RR presented the report on the proposed dates for both the RTP joint chairs and RTP lead officers dates for meetings in 2016.

- Proposal to change 1<sup>st</sup> June 15<sup>th</sup> June is a suggestion.
- Proposal to change Nestrans, and Zetrans dates around, due to Tactran clash with board meeting

**Action: RR to circulate new proposed dates**

RR

- 14. SPT Integrated Transport Hub Update**  
GD presented the report on the West of Scotland Integrated Transport Hub Progress Report, September to November 2015.

SPT is leading on the hub development in partnership with key stakeholders including SAS. Focus on integration of technology between trapeze, cleric and real time data for journeys. Currently working well with GCC. Likewise a good pilot taking place with acute hospital transport in Lanarkshire.

- 15. Accessible Travel Plan for Scotland**  
AM presented the report on the accessible travel plan for Scotland. This is a steering group led by TS, and progress is outlined in the report. This has support from Ministers, CoSLA, and RTPs.

Cllr Stockan asked if ferries are being considered within the group, as accessibility is a major issue, both in terms of internal ferries for OIC/SIC and the main ferry operators.

EM confirmed that ferry representation has been invited and that he would check this extends to internal ferry service providers.

**Action: EM to check contacts for ferries within the steering group.** EM

**16. AOB**

Cllr Stockan asked about progress with EU projects, and how Chairs and Lead Officers find out who is progressing projects, and how knowledge is shared, to avoid duplication of work.

AM highlighted that Scotland Europa have a list of EU projects which are taking place throughout Scotland. The real issue with live bids is that people will not want to share too much information in advance in case competition emerges from elsewhere in Scotland for the same pot/similar project.

RR highlighted that there was an email circulated last week from BK regarding a workshop on the ERDF programme.

**Action: TS to flag and ensure all of RTPs are provided information on ERDF going forward.** EM/TD

Cllr Imrie, raised issue of Minister not attending today. RR asked whether provisional date in HITRANS may be a suitable option?

Cllr Stockan suggested that RTP chairs and Lead Officers meet at ministers convenience outwith set RTP dates, if this is more suitable.

**Action: Secretariat to discuss with TS officials.**

**17. Dates of next Meetings**  
1/2<sup>nd</sup> March, HITRANS (provisionally)

DRAFT