

**CHIEF OFFICER LIAISON GROUP MEETING
TUESDAY 31ST MAY 2016 AT 2:00PM**

Tea and coffee will be available from 9.30am

1. Welcome to the meeting and apologies for absence
2. Minutes and Matters Arising from the meeting of the Chief Officers held on 1st March 2016
3. Shared Services
4. Draft Agenda for Partnership Board Friday 17th June 2016

AGENDA A – POINTS FOR DECISION

- A1.** Minutes of the Partnership Board meeting – Friday 18th March 2016
- A2.** Matters Arising
- A3.** Minutes of the Performance & Audit Committee – Friday 3rd June 2016
- A4.** Matters Arising
- A5.** Finance Reports
 - A5.1** Finance Officer's Report
 - A5.2** Unaudited Financial Statement of Accounts 2015/16
- A6.** Projects Report
- A7.** Legal Officer's Report – Governance Review
- A8.** Programme for Government
- A9.** High Speed Rail
- A10.** ORR Consultation Launch on 2018 Periodic Review (PR18)
- A11.** Stations Fund
- A12.** Dunfermline to Alloa
- A13.** High Speed Rail
- A14.** Community Empowerment (Scotland) Act 2015 – Community Planning
- A15.** Royal Society of Arts – Inclusive Growth Commission
- A16.** Thistle Card App

AGENDA B – POINTS FOR NOTING

- B1.** SESplan Strategic Development Plan (SDP)
- B2.** Minutes of the SESplan Cross Boundary Impacts Group
- B3.** Consultation Responses by SEStran
 - B3.1** Falkirk Council Community Partnership Delivery Plan
 - B3.2** Hitrans Regional Transport Strategy – Main Issues Report
- B4.** Minutes of Sub-Groups
 - B4.1** Access to Healthcare – 8th April 2016
 - B4.2** Rail Forum – 22nd April 2016
 - B4.3** Equalities Forum – 26th April 2016
 - B4.4** Sustainable Transport Forum – 3rd May 2016
 - B4.5** Bus Forum – 13th May 2016
 - B4.6** Chief Officer Liaison Group – 31st May 2016
- B5.** Minutes of the Joint RTP Chairs – 2nd March 2016

AGENDA C – CONFIDENTIAL ITEM

C1. Partnership Director Appointment

5. AOCB

6. Dates of Next Meetings

Chief Officer Liaison Group

Tuesday 6th September 2016 – Room 3D-34, Victoria Quay, Edinburgh, EH6 6QQ

Partnership Board Meeting

Friday 23rd September 2016 – Conference Room 1, Victoria Quay, Edinburgh, EH6 6QQ

CHIEF OFFICER LIAISON GROUP MEETING
10.00 AM TUESDAY 1ST MARCH 2016

Present:

Angela Chambers	SEStran
Neil Dougall	Midlothian Council
Ken Gourlay	Fife Council
Jim Grieve	SEStran (Chair)
Trond Haugen	Adviser to SEStran
Graeme Johnstone	Scottish Borders Council
Brian Sharkie	City of Edinburgh Council
Iain Shaw	CEC – Treasurer Services to SEStran
Alastair Short	SEStran

Apologies:

John Bury	City of Edinburgh Council
Julie Cole	Falkirk Council
Andrew Ferguson	Fife Council
Peter Forsyth	East Lothian Council
Alex Macaulay	SEStran
Graeme Malcolm	West Lothian Council
Martin Wanless	Scottish Borders Council
Mac West	Clackmannanshire Council

Ref.		Actions
1.	Welcome and Apologies	
	Mr Grieve welcomed the group to the new SEStran offices and Ms Chambers noted that in order to comply with Scottish Government (SG) security protocols, attendees' names must be provided to reception in advance of meetings. Apologies as above.	INFO
2.	Minutes and Matters Arising from Chief Officers – 18th September 2015	
2.1	<i>17th November meeting cancelled due to number of apologies received.</i> <u>Minutes</u> Approved as a correct record.	
2.2	<u>Matters Arising</u> <u>(3) Shared Services</u> <i>Mr Grieve advised that this would be a topic for future agendas and meetings would be convened as and when necessary.</i>	

/2.	Minutes and Matters Arising from Chief Officers – 18th September 2015	
	<p>Mr Grieve noted that as events have progressed since the last meeting, this action has not been taken forward and invited Mr Dougall to provide an update to the group.</p> <p>Mr Dougall reported that the ELBF councils' had submitted reports to their committees in December 2015, recommending that they form a shadow Joint Committee. This was approved and the first meeting is scheduled for 30th March at which Councillors will discuss the remit and consider work streams. There is evidence that councils in other areas/regions have set up cluster groups to look at shared services. SCOTS have submitted comments to SG and SEStran hope that this may lead to regional collaboration.</p> <p><u>(A10) South Tay P +R</u></p> <p>Mr Haugen reported the project has come to a standstill and that the lack of progress is being investigated by various parties. He added that a meeting with the Fife Design Team will be kept on hold until further progress is made. Mr Grieve asked that we push the land lease process to try to conclude the issue this financial year.</p> <p>Mr Grieve reported that the Dundee Courier had contacted him regarding an article they were running on P+R sites. He inadvertently forgot to mention Tactran's specific involvement and formally apologised for the omission.</p> <p><u>(A11) Borders Railway Extension</u></p> <p>Mr Johnstone advised that SBC and SG have drafted a consultancy brief for some scoping work. A bid has been submitted to the blue print group and should be ready to go out to the market shortly. A Working Group consisting of members from SBC, Carlisle, Dumfries & Galloway has also been organised. A route study is currently out to consultation and Mr Haugen requested to be copied into any comments.</p>	GJ
3.	Shared Services	
	Discussed at Item 2.2	
4.	Draft Agenda for the Partnership Board – Friday 18th March 2016	
	Ms Chambers noted that Stuart Lockhart will provide a demonstration of the One-Ticket app at the next Board meeting. This was followed by a brief discussion on the launch of the Scottish Oyster Card in March/April. Mr Haugen will ask Transport Scotland to provide an update on the card at the next meeting of the Bus Forum.	TH
A1	Minutes of the Partnership Board meeting – Friday 4th December 2015	
	For noting.	
A2	Matters Arising	
	N/A	

A3	Minutes of the Performance and Audit Committee – Friday 4th March 2016	
	Meeting scheduled as above.	
A4	Matters Arising	
	N/A	
A5	Projects Report	
	<p>Mr Grieve summarised the report and the following points are for noting:</p> <ul style="list-style-type: none"> • Expenditure to date £2m • BIF – no funding available in the next financial year • £500k for RTPi Vehicle fit out on course to be spent by end of financial year • RTPi TV screen project making progress in both public and commercial sectors • New EU projects include Share North (Car Sharing), RegioMob (RTS), SURFLOGH (freight hubs). <p>Mr Shaw asked what the position would be regarding the EU projects, if the UK votes for BREXIT. Mr Grieve advised that ongoing projects will continue until conclusion without any financial penalties.</p>	
A6	Budget 206/17	
A6.1	<p><u>Budget Support Paper</u></p> <p>Mr Grieve presented the report, noting that based on the Council requisition of £200,000, this represents an investment of £10.85 for every £1 invested by constituent Councils.</p>	
A6.2	<p><u>Revenue Budget 2016/17</u></p> <p>Mr Shaw introduced the paper advising that it follows on from the report presented to the December Board. Since then SG has confirmed there will be a standstill grant of £782k for 2016/17 and this report proposes a similar standstill position for council requisitions.</p> <p>Mr Sharkie asked for clarification regarding staff costs and Mr Grieve confirmed that the fixed term posts were all rechargeable to projects. Comments were made regarding the standstill position whilst councils' were facing budget cuts. Mr Shaw noted that budget savings options were offered to Members at the last Board. There was no desire expressed for reductions, therefore, the budget was progressed on a standstill basis.</p>	
A7	Finance Reports	
A7.1	<p><u>Finance Officer's Report</u></p> <p>Mr Shaw presented the report and advised that the current year's budget was on track as forecast. He noted that any under spend would be carried over to the projects budget for 2016/17, as approved by the Board in December.</p>	

A7/	Finance Reports	
A7.2	<u>Annual Treasury Strategy 2016/17</u> Mr Shaw noted that report is asking if SEStran wish to continue with the arrangement of CEC managing its cash/bank accounts and is a requirement of CIPFA regulations.	
A8	Business Plan 2016/17	
	SEStran are required to prepare an annual business plan and this plan has been prepared in the standard format. The group were asked to provide any comment/feedback. Mr Short noted that changes to the RTS/Delivery Plan.	
A9	Community Planning Update	
	Mr Short provided a verbal update to the group and referred to the Community Empowering Scotland Bill. This changes the role of SEStran within the Community Partnerships, although they will remain partners. Due to manpower issues, the Non-Elected Members have agreed to become more involved in the Community Planning Partnership meetings.	
A10	Partnership Director Recruitment	
	Mr Grieve summarised the report which provides a summary of the recruitment exercise and timescales involved.	
B1	NTS Refresh	
	Mr Short noted that the RTS Refresh was published in January.	
B2	Audit Scotland – Audit Plan 2016/17	
	Mr Shaw noted that this is the standard audit plan for the financial accounts, as required by current regulations.	
B3	Rail Franchise Update	
	Mr Haugen advised there will be significant changes to Edinburgh services from the Manchester area, including new stock and journey reduction times, resulting from First Group winning the franchise.	
B4	ORR Rail Station User Statistics	
	Mr Haugen reported that ORR statistics indicate that the SEStran area is growing faster than other regions. Statistics could be used as part of investment plans and Mr Haugen is happy to share these with the group. He would also welcome any comments on the Route Strategy Study.	
B5	Stations Fund Update	
	Mr Haugen noted that costs relating to Reston/East Linton stations have significantly increased and there are major concerns over the future of these projects.	

B6	Minutes of the SESplan Cross Boundary Impacts Group	
	For noting.	
B7	SEStran Thistle Card	
	Mr Short advised that an App version of the card is being developed in consultation with the Equalities Forum and will be launched in May.	
B8	High Speed Rail Update	
	Mr Haugen noted that a Ministerial announcement is expected soon about the extension of HS2.	
B9	Consultation Responses by SEStran – For Noting	
B9.1	Rail Freight Consultation	
B9.2	Scotland Route Strategy	
B9.3	Scottish Parliament’s Rural Affairs, Climate Change and Environment (RACCE) Committee	
B9.4	Scottish Parliament Public Petitions	
B10	Minutes of Sub-Groups	
B10.1	<u>Chief Officer Liaison Group</u> – 1 st March 2016	
B11.	<u>Minutes of the Joint RTP Chairs</u> – 1 st December 2015	
	For noting.	
5	AOCB	
	Mr Haugen advised that following a 2 year delay, the Routewise system will be upgraded to Novus FX. SEStran currently pay the annual maintenance fees and the cost of the upgrade is expected to be £20k. There was a previous agreement that the upgrade cost would be shared equally amongst the partner authorities. Mr Haugen will circulate record of agreement and thereafter arrange to invoice each authority for their contribution. SESplan Cross Boundary Impacts Group – issues with timing analysis and developer contributions noted.	TH
6	Date of Next Meeting	
	The date of the next meeting has been scheduled for Tuesday 31st May 2016 at 10:00am in SEStran Offices, Room 3D-34, Victoria Quay, Edinburgh EH6 6QQ.	

PARTNERSHIP BOARD MEETING

**HELD IN CONFERENCE ROOM 1, VICTORIA QUAY, EDINBURGH, EH6 6QQ
ON FRIDAY, 18th MARCH 2016
10.00 A.M. – 12.10 P.M.**

PRESENT:

<u>Name</u>	<u>Organisation Title</u>
Councillor Russell Imrie (Chair)	Midlothian Council
Charles Anderson	Non Councillor Member
Councillor Tony Boyle	West Lothian
Councillor Pat Callaghan (Vice Chair)	Fife Council
Councillor Ian Chisholm	Fife Council
Councillor Tom Coleman	Falkirk Council
Councillor Gordon Edgar	Scottish Borders Council
Phil Flanders	Non Councillor Member
Councillor Jim Fullarton	Scottish Borders
John Jack	Non Councillor Member
John Martin	Non Councillor Member
Councillor Derek Rosie	Midlothian Council
Sandy Scotland	Non Councillor Member
Barry Turner	Non Councillor Member

IN ATTENDANCE:

<u>Name</u>	<u>Organisation Title</u>
Craig Beattie	City of Edinburgh Council
Angela Chambers	SEStran
Andrew Ferguson	Fife Council, Sestran Secretary and Legal Adviser
Ken Gourlay	Fife Council
Joanne Gray	Scottish Government
Jim Grieve	SEStran
Trond Haugen	Advisor to SEStran
Graeme Johnstone	Scottish Borders Council
Alex Macaulay	SEStran Partnership Director
Daniel Melly (12.00)	Audit Scotland
Brian Sharkie (12.20)	City of Edinburgh Council
Iain Shaw	City of Edinburgh Council (for SEStran Treasurer)
Alastair Short	SEStran
Emily Whitters	SEStran

APOLOGIES FOR ABSENCE:

Councillor Donald Balsillie	Clackmannanshire Council
Graham Bell	Non Councillor Member
Cllr Stephen Bird	Falkirk Council
Councillor Irene Hamilton	Clackmannanshire Council
Councillor Bill Henderson	City of Edinburgh Council
Councillor Lesley Hinds (Vice Chair)	City of Edinburgh Council
Councillor Adam McVey	City of Edinburgh Council
Neil Renilson	Non Councillor Member
Tom Steele	Non Councillor Member
Councillor Michael Veitch	East Lothian Council
Julie Cole	Falkirk Council
Neil Dougall	Midlothian Council
Graeme Malcolm	West Lothian Council

Prior to the commencement of formal business, the Board heard a presentation from Stuart Lockhart, on progress with One Ticket's activities.

ORDER OF BUSINESS

The Chair confirmed that the Order of Business was as per the agenda but confirmed that a replacement paper A11 had been tabled.

DECLARATIONS OF INTERESTS

None.

A1 MINUTES

The minutes of the Partnership Board meeting of 4th December, 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, 4th March, 2016 were noted subject to the addition of the words "for the Transport Interchange Building" after "Scottish Property Awards 2016" on the first page.

A4 MATTERS ARISING

None.

A5.1 SUPPORTING PAPER TO DRAFT BUDGET 2016/17 FINANCIAL PLANNING REPORT

The Committee considered a report by Jim Grieve, Programme Manager, advising that SEStran have been successful in attracting additional funding from a variety of sources.

Decision

The Board noted the contents of the report.

A5.2 REVENUE BUDGET 2016/17

The Committee considered a report by Hugh Dunn, the Treasurer, presenting a revenue budget for 2016/17 for approval by the Board.

Decision

The Partnership Board:-

- (i) Approved the proposed core revenue and revenue projects budget for 2016/17, as detailed in appendices 1 and 2, and agreed that Hugh Dunn be authorised to requisition the individual constituent authorities for amounts as follows:

Clackmannanshire	£ 6,612
East Lothian	£13,183
Edinburgh	£63,649
Falkirk	£20,364
Fife	£47,443
Midlothian	£11,137
Scottish Borders	£14,731
West Lothian	<u>£22,884</u>
	<u>£200,000</u>

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

A6.1 FINANCE OFFICER'S REPORT

The Committee considered a report by Hugh Dunn, Treasurer presenting 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.

Decision

The Partnership Board noted:-

- (i) that core expenditure in 2015/16 would underspend against the approved revenue budget of the Partnership by £16,000;
- (ii) all income and expenditure would continue to be monitored closely with updates reported at each Partnership meeting; and
- (iii) That the month end balance of indebtedness between the Partnership and City of Edinburgh Council and the reason for these balances was as identified at paragraph 2.7.

A6.2 ANNUAL TREASURY STRATEGY

The Partnership Board considered a report by Hugh Dunn, Treasurer proposing an Investment Strategy for 2016/17.

Decision

The Board approved the continuation of the current arrangement outlined in Appendix 1.

A7. SESTRAN BUSINESS PLAN

The Committee considered a report by Alex Macaulay, Partnership Director presenting for the Board's approval on the draft Business Plan for the South East of Scotland Transportation Partnership setting out proposals for transport investment and activity for 2016/17. The Transport (Scotland) Act 2005 required the RTP to produce an annual business plan for submission to Scottish Government.

Decision

The Board:-

- (a) approved the Business Plan subject to the approval of the related budget papers also presented to the Board; and
- (b) agreed to a follow up visit to Fife to discuss the specific strategic transport projects for that area.

A8. COMMUNITY PLANNING PARTNERSHIP

The Board considered a report by Alastair Short, Strategy Manager outlining the current position on Community Planning Partnerships and SEStran's involvement with them.

Decision.

The Board noted the contents of the report and agreed that any members willing to represent SEStran on any of the Community Planning Partnerships should contact the Strategy Manager as soon as possible.

A9. CMA RAIL COMPETITION

The Board considered a report by Trond Haugen, Adviser to SEStran outlining the competition between rail operators, essentially extending the current competition for the market to more on-rail competition between operators in the market.

Decision

The Board:-

- (i) noted the report;
- (ii) agreed that the matter be referred to the Rail Forum for detailed consideration; and
- (iii) that the previous study which highlighted the disparity in rail fares between the SEStran area and other areas should be circulated to members for information.

A10. SESTRAN THISTLE CARD PROGRESS REPORT

The Committee considered a report by Alastair Short, Strategy Manager outlining the progress of the SEStran Thistle Card.

Decision

The Board noted the progress with the development of the Thistle Card.

A11. RAIL FRANCHISES

The Board considered a report by Trond Haugen, Adviser to SEStran regarding the update on the Rail Franchises.

Decision

The Board noted this report and instructed the director to continue liaising with Transport Scotland and the rail industry about the potential of greater synergy between the various operators in order to best meet the service requirements for existing and new stations.

A12. PARTNERSHIP DIRECTOR RECRUITMENT

The Partnership Director indicated to the Partnership Board in December 2015 that he intends to retire on 30th April, 2016. This report advised the Board on the process of the recruitment for a new Partnership Director, including the creation under delegated powers of a recruitment sub-committee.

Decision

The Board:-

- (i) approved the arrangements for recruitment of a Partnership Director; and
- (ii) agreed to delegate authority to the recruitment sub-committee to make the appointment in advance of the June Board Meeting.

B1 PROJECTS REPORT

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

Decision

The Board noted the contents of the report.

B2. NATIONAL TRANSPORT STRATEGY REFRESH INFORMATION REPORT

The Board considered a report by the Strategy Manager providing updated information on the National Transport Strategy.

Decision

The Board noted the publication of the National Transport Strategy-refresh.

B3. AUDIT SCOTLAND – AUDIT PLAN 2016/17

Decision

The Audit Plan was noted.

B4. SESTRAN STATIONS

The Board considered an update report on various bids from SEStran and the SEStran Authorities as well as the progress on developing the schemes. It also covered the progress on work to reopen the line to Levenmouth, Fife

Decision

The Board noted the report and agreed to SEStran's involvement in progressing the schemes.

B5. ORR RAIL STATION USAGE STATISTICS

The Board considered a report from Trond Haugen, Advisor to SEStran updating the Partnership Board on the statistics for usage of each station.

Decision/

Decision

The Board noted the contents of the report.

B6. MINUTES OF SESPLAN CROSS BOUNDARY TRANSPORT AND LAND USE APPRAISAL

The Board considered the minutes of the Transport and Land Use Appraisal Group.

Decision

The minutes were noted.

B7. HIGH SPEED RAIL UPDATE

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

Decision

The Board noted the report.

B8.1 DELIVERING THE GOODS – CONSULTATION TOWARDS RAIL FREIGHT STRATEGY

Decision

The Board noted the comments on SEStran's response

B8.2 SCOTLAND ROUTE STUDY CONSULTATION; RESPONSE BY SOUTH EAST SCOTLAND TRANSPORTATION PARTNERSHIP

Decision

The Board noted the response.

B8.3 RESPONSE BY SESTRAN TO THE SCOTTISH PARLIAMENTS' RURAL AFFAIRS, CLIMATE CHANGE.

Decision

The Boarded noted the response.

B8.4 RESPONSE BY SESTRAN TO FORTH CIRCLE RAIL LINK

Decision

The Board noted the response.

B9 MINUTES OF SUB-GROUPS

The Board considered the minutes of the following meetings:-

B9.1 Chief Officer Liaison Group – 1st March, 2016

Decision

The Board noted the minute of the Sub-Group.

B11. MINUTES OF THE JOINT RTP CHAIRS

The Minute of meeting held on 1st December, 2015 was noted.

4 AOCB

The Chair, on behalf of the Board, expressed his thanks and appreciation for Alex Macaulay, the retiring Partnership Director. The Chair mentioned in particular Alex's ability to make a positive change to the transportation sector in South East Scotland, despite the change to capital funding made in 2007; the implementation of the RTPI project and Alex's work as an ambassador and champion for the organisation through his networking and contacts.

In reply, Alex expressed his thanks for the support he had received over the years from the Board, and in particular the Chair; and his appreciation of the hard work and dedication of all of the staff, both senior and junior, had put into SEStran over the years.

5. DATE OF NEXT MEETING

The Board noted the next meeting of the Partnership would take place on **Friday 17th June 2016, Conference Room 1, Victoria Quay, Edinburgh, EH6 6QQ.**

Legal Officer's Report – Review of Governance Documentation

1 Introduction

1.1 The following governance documents are due for review in Spring 2016:

- standing orders (including contract standing orders);
- financial regulations;
- scheme of delegation;
- committee structure;
- Liaison Group Structures
- Anti-Fraud and Corruption policy

1.2 [Financial regulations, Liaison Group Structures and Anti-Fraud and Corruption policy are the subject of separate reports elsewhere on this agenda.]

1.3 The purpose of this report is to give members of the Performance and Audit Committee an opportunity to scrutinise the current governance documents, and discuss any changes which they think appropriate to bring to the next Board meeting.

2 Issues

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

2.2 The contract standing orders were separated out into a separate document in 2012, to reflect the increasing complexity of procurement rules. These have been reviewed by legal colleagues with a procurement expertise. This has identified that the Orders should be revised in the light of the provisions of the Public Contracts(Scotland) Regulations 2015 and the Procurement (Scotland) Regulations 2016. Many of these revisions are likely to be of a fairly technical nature, but the legal advisors have recommended the opportunity be taken to consult with the staff conducting procurements as well before finalising these revisions. Any proposed changes will be brought to this Committee and then the Board in September.

2.3 It is some time since the scheme of delegation was changed. It is relatively simple in its construction and appears to have served its purpose well. There are no changes to legislation which would necessitate a change. However, I will be discussing its terms with the new Partnership Director and any changes deemed necessary by officers will be brought forward for approval to the Partnership Board.

- 2.4** The current committee structure consists of this committee, which reports to the Partnership Board, itself a creation of statute. Again, it has not been seen as necessary to change the structure since this committee was created shortly after the Partnership came into existence. However, I will again be discussing the current structure with the new Partnership Director. The current Liaison Group structures will be reviewed in 2017. Any further changes in this area, particularly to the formal committee structure, may necessitate consequential changes to standing orders.
- 2.5** The new Partnership Director has also indicated that he intends to review the other 'background' policies such as those relating to HR matters over the summer with the Office Manager. This will give the organisation an opportunity to see if such policies require to be brought into line with those of the constituent councils and other regional transport partnerships. Accordingly, Members with any views on such matters are invited to feed back comments to the Partnership Director in the first instance.

3 Conclusions

- 3.1** The current governance documents have served the Partnership reasonably well. However, that is not to say that they are not capable of improvement, and the advent of the new Partnership Director is a good opportunity for a review to be carried out.
- 3.2** The documents referred to above can be accessed at the following link: [insert link]

4 Recommendations

- 4.1** It is recommended that the Committee:

4.1.1 Comment, as appropriate, on the current governance documents;

4.1.2 Suggest any changes deemed necessary, for onward transmission to the Partnership Board.

4.1.3 Note the ongoing review work which will be taking place over the next few months.

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

Policy Implications	None
Financial Implications	None
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None.
Climate Change Implications	None

Scottish Government Pre-Election Manifesto “Transport” Commitments

1. Purpose

1.1 To present the Chief Officers with the opportunity to comment on potential emerging work priorities for the Scottish Government’s Programme for Government 2016-17.

2. SNP Manifesto

2.1 The paper was drafted and issued before the newly elected SNP Government had issued their Programme for Government 2016-17. However, based upon the manifesto¹ commitments outlined pre-election there will be a number of legislative and strategic actions in the short-term which will have clear impacts for the policy areas covered by Regional Transport Partnerships, notably:

- Commitment to embed the UN Sustainable Development Goals in the National Performance Framework which includes commitments on inequalities and climate change;
- Provide free bus travel to all young people under 21 undertaking an apprenticeship.
- Introduce a new Climate Change Act, with a new 50% by 2020 emissions reduction target;
- £20 billion investment in infrastructure and commitment to review continually the pipeline of projects;
- In first 100 days to bring forward a Labour Market Strategy informed by work of the Fair Work Convention;
- Establishment of Regional Economic Forums led by enterprise agencies to promote and oversee local business support;
- To commence the socio-economic duty of Equality Act 2010 to require all public bodies to evaluate their policies against the duty to reduce inequalities;
- Publish a Fairer Scotland Action Plan informed by recommendations of the Independent Poverty Advisor and re-appoint an independent advisor in addition to establishing an inequality and poverty commission to monitor progress;
- Bring forward proposals to modernise and improve powers for compulsory sale orders and establish a new land agency: Land Scotland to manage publicly owned land in the national interest;
- Develop a Rural Infrastructure Plan which addresses key economic and social needs;
- Commitment to develop an ambitious and long-term Scottish energy strategy including the requirement for a low carbon transition in transport;
- Deliver a Low Carbon Travel and Transport programme with £62.5million investment to create low carbon infrastructure;
- Bring forward by 2018 the first low emission zone in Scotland;
- Refresh the Switched On Scotland Electric Vehicle Roadmap;
- Continuing commitment to rail infrastructure investment;

¹https://d3n8a8pro7vhmx.cloudfront.net/thesnp/pages/5409/attachments/original/1461145824/SNP_Manifesto2016-web.pdf?1461145824

- Commitment to refresh the National Transport Strategy and review the national and local guidance to ensure greater community involvement;
- Commitment to a Transport bill that will improve bus services, enhance and improve the role of the Scottish Road Works Commissioner and to enable and enforce responsible parking;
- Review of the Cycling Action Plan for Scotland including on extending cycling training “bikeability” schemes for the young; a commitment to improve the integration between active and public transport.
- Consult on a Bill to decentralise local authority functions, budgets and democratic oversight to communities;
- Review and reform the role of Community Planning Partnerships so they are better placed to drive reform, including through use of citizens’ panels and town hall meetings;
- Establish a new Islands Strategic Group and develop a new National Islands Plan;
- Reduce Air Passenger Duty by 50 per cent during the course of the next Parliament.
- Commitment to continue to grow and develop City Deals, Town Centre Partnerships and Regional Economic Partnerships so that clusters of agencies and shared interests can work together for the benefit of their local economies and communities;
- In the next parliament, a commitment to bring forward a Planning Reform Bill based on the recommendations of the Review. This will aim to streamline development planning and management procedures and practices to remove unnecessary blockages and delays. Amend Planning Obligations so they work for the benefit of all and do not cause delays to the completion of projects.
- A commitment to reform local taxation by asking those living in the highest banded houses to pay more and reducing tax for low income families with children. Pledge to increase the financial accountability of local authorities. By assigning a share of Income Tax to councils, they will be less reliant on central government funding and incentivised to grow their local economies.

3. Specific Projects mentioned

3.1 Commitment to invest in electrifying the Stirling-Dunblane-Alloa line, the Glasgow-Edinburgh Shotts route, complete the redevelopment of Dundee station, support shorter and more frequent journeys between Aberdeen and Inverness, improve the Highland and Aberdeen mainlines and invest in redeveloped station hubs at Aberdeen, Inverness, Perth, Stirling and Motherwell.

3.2 From 2018, as a direct result of increased investment, rail passengers will be able to benefit from more seats, services and faster journey times. Commitment to maintain the rail route to Stranraer, maintaining lower fares on the route, conduct a feasibility study into extending the Waverley route via Hawick to Carlisle and make progress on improvements to the East Coast mainline, including examining the case for a station at Reston in Berwickshire.

3.3 Further commitments to examine the case for an extension of the Stirling-Alloa rail line to Dunfermline by upgrading the existing Longannet freight line. A pledge to back local bus services by continuing to provide financial support for services as well as incentives for the take up of greener vehicles.

3.4 In the first year of the new Parliament, a pledge to introduce a Bill which will require all public vehicles carrying children to and from school to be fitted with seatbelts. Also a commitment to support community transport initiatives to train and qualify more minibuss drivers.

3.5 A pledge that through the National Entitlement Card, Scotland's older people and disabled people will continue to be able to travel for free on local or Scottish long distance buses. A commitment that national smart card plans will be rolled out across ScotRail, with systems ensuring that the same cards can be used on ScotRail and the Glasgow Subway. An action to work with bus and ferry companies to ensure that the Saltire national concessionary travel cards are usable across the entire transport network.

3.6 Continue to put in place record investment in cycling and walking over the life of the next Parliament. As well as a commitment to implement the national walking strategy and achieve a vision of 10 per cent of everyday journeys being made by bike by 2020.

3.7 Making roads and communities less congested but well served is an important balance to achieve. Through the Freight Facilities Grant, there has been a commitment from the SNP to continue to invest in projects which get goods and services to communities more efficiently, working to improve urban deliveries in particular.

3.8 The manifesto also proposed specific investment plan programmes:-

- £5 billion in rail improvements – including upgrades to the Aberdeen/Inverness line and the Highland Main Line and modernisation of the Glasgow Subway
- £1.4 billion in improvements to the road network including work on dualling the A9 and A96, bypassing Maybole on the A77 and improving other sections south of Girvan, further improvements to the A75, and exploring how to better connect Dumfries and the M74;

3.9 As well as a commitment to prioritise improvements to the road network that connects the East of Scotland and Scottish Borders with England – the A7, A1 and A68.

4. Key Challenges

4.1 The first challenge would be how do RTPs utilise the new Scottish Government agenda(s) and the over-riding objective of “public Sector Reform” to its advantage. Can a RTP sell itself better as a vehicle for “intelligent centralisation” reforms as promoted by reports such as the Christie Commission or Commission on Strengthening Local Democracy. Seeking to fit better with the Community Planning and more specifically “Community Empowerment” agenda outlined across the SNP’s manifesto?

4.2 It would appear any statutory body in the next Parliament, RTPs included, needs to continue to demonstrate relevance of transport to the national “Inclusive Growth” agenda – growing economy equitably, increasing employment and regenerating places as part of not only the National Transport Strategy, but Scotland’s Economic Strategy and wider as part of the consultation on a new set of National Outcomes and National Performance Framework.

4.3 A further challenge is balancing the Top-Down vs Bottom up paradox. A key challenge for any Regional body in a 3 tier statutory environment (national, regional and local) will be retaining a clear role and relevance. It will also require careful consideration about how RTPs seek to engage local communities in a regional transport debate and utilise this participation in the context of the forthcoming full review (or further refresh) of

the NTS to lobby for greater resource and aggregation/devolution of responsibilities to RTPs from national and local partners.

4.4 In terms of increasing influence, it will be key that RTPs continue to prove their relevance to the delivery of the City and Regional Growth Deals, it also have an opportunity to increase influence through proactive engagement in Local Outcomes Improvement Plans through the Community Empowerment Act and in tandem with Health & Social Care Integrated Joint Boards.

5. New Cabinet and Ministerial Team

5.1 On 18 May, the First Minister announced her new Cabinet and wider Ministerial team². Fergus Ewing MSP is the Cabinet Secretary for Rural Economy & Connectivity with responsibility for transport within a wider portfolio, who will be supported by Humza Yousaf MSP as the new Minister for Transport and the Islands, who will also report to the Economy (Keith Brown MSP) and Climate Change (Roseanna Cunningham MSP) secretaries as appropriate.

6. An Influencing Strategy

6.1 The key themes of the Scottish Government's pre-election manifesto was that they had a plan for further reform and transformation of Scottish society, its economy and public services based on an ambitious programme of investment, innovation and integration.

6.2 In terms of Regional Transport Partnerships, there was no specific mention of RTPs. However, there certainly appeared to be a narrative with the manifesto that aggregation of service delivery whilst increasing local community participation and scrutiny of the outcomes and this may offer clear opportunities for RTPs given their regional/cross-boundary strategic statutory role. However, primary Transport legislation and early influencing of that legislation and potential amendments to the Transport (Scotland) Act 2005 will be a crucial part of any influencing/lobbying strategy agreement.

6.3 Clearly any initiation of a lobbying strategy would need to await the details of the Programme for Government 2016-17. The existing joint RTP/COSLA/SG "Develop to Deliver" document offers a clear nexus for any further influencing actions ahead of the actioning of the manifesto commitments.

6.4 However, with a new Scottish Government in place it might be an initial first action to seek a meeting with Cabinet Secretary Fergus Ewing MSP and/or Transport Minister Humza Yousaf MSP and SEStran office bearers., to enable a discursive but focussed agenda on how RTPs could deliver for the Scottish Government some of their ambitious manifesto commitments regarding transport and wider inclusive growth, given integrated transport importance to a number of other key policy areas.

6.5 Chief Officers may wish to discuss not only the strategy, the best tactics and the art of the possible in the initial few months of the new Scottish Government and the incremental opportunities to advance RTPs case over the first 2-3 years of Government whilst also protecting our current standing in the face of primary legislation but also within the first 100 days of the new Government the publication of the conclusions of the Independent Review on Planning and a new Labour Market Strategy.

² <http://www.gov.scot/About/People/Ministers>

7. Conclusion

7.1 The paper seeks to enable discussion on a series of matters relating to SNP Manifesto and seeks to inform any subsequent SEStran Lobbying and Influencing Strategy to be agreed at the June meeting for working with the new Scottish Government in delivering its strategic vision and policy/project priorities for the next Parliament.

8. Recommendations

8.1 The Chief Officers are invited to:

- i. Comment upon key lobbying points of Scottish Government's pre-election Manifesto which presumably will heavily influence the 2016-17 Programme for Government;
- ii. Note the changed location of transport within Cabinet Secretaries' portfolios and the new Ministerial team;
- iii. Outline the priority actions to address with RTP Partnership Board in June and seek to agree an initial lobbying and influencing strategy for SEStran with the new Scottish Government Ministerial team.

SEStran May 2016.

Policy Implications	None
Financial Implications	None
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None.
Climate Change Implications	None

Community Empowerment (Scotland) Act 2015 –Part 2 **Community Planning- Consultation on Draft Guidance and** **Regulation**

1 Introduction.

- 1.1 At our last Board meeting the implications to SEStran of the Community Empowerment (Scotland) act 2015 were discussed.
- 1.2 The Scottish Government has now instigated a consultation on the Draft Guidance and Regulation for the Community Empowerment (Scotland) Act 2015.
- 1.3 In general the guidance has implications for SEStran and how it operates within the community planning context and it is important that our views are submitted.
- 1.4 There are nine questions in the consultation and the proposed response limits its comments to issues which are of potential interest to SEStran.

2 Proposed Questionnaire response

2.1 Q1 The guidance identifies a series of principles for effective community planning. Do you agree with them? Should there be others?

A In general SEStran is very supportive of the principles of the Act and many of these principles have already been taken up on a collaborative basis. The guidance however introduces an element of enforcement by “holding partners to account” which some partners would view as counterproductive to cooperative working. The tone of the guidance is more of enforcement than collaboration and consensus built on shared priorities. There has to be recognition of the contribution all partners can make and some CPPs have already addressed this, to some extent, with RAG groups.

SEStran is in partnership with eight CPPs with three professional officers potentially available to attend meetings and provide input where required, as well as attending to their other duties. With 4/6 meetings per quarter per authority and the growing requirements for additional involvement in locality planning, places an unsustainable strain on our resources. The fact that we have no capital budget means that our contribution is purely through our involvement and technical expertise. Therefore there needs to be a flexibility of approach to recognise the potential contribution of each partner can make without the threat of recrimination.

SEStran is very aware of the importance of good transport links to address issues of inequality and poverty by access to jobs, education, health services, shops etc. Being involved in developing the SOA with all constituent CPPs, it is noticeable that transport is never considered a key priority. The concentration on a few key priorities has meant that transport never gets its true recognition of its impact on the lives of all residents.

- 2.2 Q2 The guidance sets out long term performance expectations for all CPPs and community partners. Each CPP will adopt its own approach towards meeting these expectations, reflecting local conditions and priorities. Even so, do you think short or medium term performance expectations which every CPP partner should be expected to meet? If so what are they?**

A Each CPP should develop its own approach to meeting expectations which will take account of local issues and the scale of the problem to be addressed.

- 2.3 Q3 The 2015 Act requires CPPs to keep under review the question of whether it is making progress in the achievement of each local outcome in their LOIP and locality plans. CPPs must from time to time review their LOIP and locality plans under review, and to revise them where appropriate. Even with this, do you think the statutory guidance should require CPPs to review and if necessary revise their plans after a specific period of time in every case? If so what should that specific period be?**

A No

There are already well defined reporting and review processes established across CPPs. CPPs should have the flexibility to set their own reporting periods to reflect the nature and complexity of their plans based on local knowledge and experience.

Statutory guidance on this will introduce an element of unnecessary bureaucracy.

- 2.4 Q4 What should the statutory guidance state as the latest date by which CPPs must publish progress reports on their local outcomes improvement plans and locality plans?**

A 4 months

It is assumed that this is the latest date by which progress reports should be published after the end of the reporting year. Most CPPs have good monitoring processes which should enable reporting annual progress within a four month period.

2.5 Q5 Do you have any other comments on the draft guidance?

A The draft guidance is very broad and can introduce an unrealistic expectation on the ability of partners to contribute as fully as expected. It is questionable that a Strategic Transport Partnership should be involved in the details of locality planning unless there is a good reason.

2.6 Q6 We propose the draft regulation for locality planning should set one criterion only, which is a maximum population permissible for a locality. Do you agree? What are your reasons?

A No comment

2.7 Q7 the draft regulation sets a maximum population size for localities subject to locality planning of 30,000 residents. It also proposes an exception which allows a CPP to designate a local authority electoral ward as a locality even where its population exceeds 30,000 residents. Are there circumstances in which these criteria would prevent a CPP from applying a reasonable approach to locality planning? What difference would it make to how localities are identified for the purpose of locality planning in the CPP areas in which you have interest, if the maximum population size was set at (a) 25,000 (c) 20,000 residents?

A There needs to be flexibility to allow CPPs to address local circumstances and priorities.

2.8 Q8 Do you have any other comments about the draft Regulation?

A The proposals are very resource intensive not only financially but additional manpower, with no clear indication how these additional resources will be funded especially by smaller partners.

The main interface with communities is still through local authorities who have a broader concept of community priorities than many of the other partners. This is particularly relevant to its LOIP.

There is great danger that the whole process is dominated by procedure rather than results. Each CPP must be able to identify where available resources should be channelled.

2.9 Q9 Are there any equality issues we should be aware of in respect of local outcomes improvement plans and locality plans?

A Many equality issues are being sidelined with the concentration on "community priorities" There needs to be greater recognition of the role

transport can play to removing inequalities and the importance the community places on good transport links.

A recent RTPI “Poverty, Place and Inequality”, identifies place-based approaches to tackling poverty and inequality and the need for sub-regional plans to have a greater focus on promoting economic opportunity and social justice, with transport and social mobility performing a key role. The report highlighted the need to not solely focus on housing provision or place regeneration in terms of anti-poverty programmes but also a clear need to encompass better transport links (local and regional), better accessibility to services and amenities which promote greater economic participation by expanding the sphere of opportunities and build more cohesive communities. The report identifies the labour market disadvantage for those who are less mobile more reliant on public transport. This is very much an issue which is reflected in our Regional Transport Strategy.

In the absence of Transport Scotland RTPs should be recognised in developing the overall role of transport within the equality agenda of CPPs.

3.0 Comments

3.1 This consultation is on the substantive details of managing community planning . We have already highlighted the need for transport to be more visible within the community planning process and the difficulties of achieving this. This consultation is a clear chance to build on the theme of “transport inequalities” . The Board is welcome to make comments for inclusion on the proposed response.

4.0 Future National Policy

4.1 The Scottish Government will consult on the next set of national outcomes for the National Performance Framework later this year. It will be important for SEStran to have a clear transport focus in the future landscape of public sector reform.

4.2 Scottish Government will also issue guidance on the use of Part 1 of the Equality Act which will have a key impact on strategic decisions of public bodies.

RECOMMENDATION

The Board notes the above and approves the outlines of the proposed response to Scottish Government and is welcome to provide further comment before the response is submitted.

Alastair Short
Strategy Manager
20th May 2016

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

ROYAL SOCIETY OF ARTS – INCLUSIVE GROWTH COMMISSION

1. Introduction

- 1.1 The RSA has recently launched an Inclusive Growth Commission designed to understand and identify practical ways to make local economies across the UK more economically inclusive and prosperous. The commission will be an authoritative, independent inquiry that will report in March 2017.
- 1.2 The inquiry will hear from a diverse range of individuals and organisations in cities and town across the UK. Through a combination of formal evidence hearings, seminars, research and citizen engagement, the Commission will seek to make practical recommendations as to how places can create more resilient, dynamic and inclusive local economies.
- 1.3 Individuals, organisations and other interested parties are invited to submit written evidence in response to these key themes and research questions. Written evidence will be accepted from 28th April 2016 until 31st December 2016.

2. Discussion

- 2.1 As part of our programme of evidence collection, we invite all interested parties to share with us relevant information, ideas and comments with regard to the Commission's three main research themes:
- 2.2 **Economy – *More inclusive, productive labour markets***
 - How can we enable as many people as possible to contribute to, and benefit from, local economic success?
 - How can we overcome social, gender, health and other barriers to accessing local labour markets?
 - How might more inclusive economies make places more productive and reduce demand for some public services over the long term?
 - How can we shape cities and neighbourhoods to encourage a more entrepreneurial culture?
- 2.3 **Place – *dynamic, resilient places***
 - What are the characteristics of success at different geographic levels – region, city, neighbourhood – and how do these vary across the UK?
 - How can all places create a viable model for sustainable, dynamic and inclusive place-based growth?
 - How might places within and at the periphery of major urban centres capitalise on the potential of existing devolution deals?
 - What additional powers and flexibilities might be needed to give places the ability to respond more effectively to the complexities of their economic geography?

Governance – *Creating system change*

- 2.4
- How might we re-structure central and local public financing and related systems, so services support each other more effectively and decisions are made with a longer term time horizon in mind?
 - What type of metrics for inclusive growth can be developed to support this?
 - How can financial and fiscal risks be mitigated in places beyond the major metropolitan areas?
 - How will Whitehall and the Devolved Administrations need to adapt?
 - What are the barriers to achieving system and culture change?
- 2.5 A recent report from the Organisation for Economic Co-Operation and Development (OECD) suggests that, if we had made different economic choices from the early 1980s on, then the UK economy could have been 20% larger, by focusing on the inequality gap at that time, thus delivering a stronger economy, rather than focusing on economic growth in the hope that greater equality might result.
- 2.6 Clearly this research is very timely given the focus of the incoming Scottish Government's manifesto and therefore presumably its programme for Government, with an increasing regional focus on delivery of key strategic services to tackle inequalities.
- 2.7 Now take for example the delivery of transportation infrastructure and delivery generally in the last 3 or 4 decades. We have seen the increasing disaggregation of strategic transport planning across Scotland, indeed only one passenger transport authority in Scotland exists at present, SPT. Given the expected growth of Edinburgh up to 2050 it could be argued that Edinburgh City-Region should also have an integrated authority for all forms of transport of a strategic scale to ensure prosperity and accessibility.
- 2.8 Not only is an efficient and well-designed transport system crucial for economic purposes, but also to the delivery of many Government social and environmental initiatives and the overall prosperity of all within UK City Region economies. The need to enhance mobility and accessibility to services and opportunities can be seen in a variety of recent Government policies and strategies, even those which do not necessarily have transport as their focus.
- 2.9 In this financial context, it is critical therefore that all partners in City Regions continue to focus on outcomes, using our local resources flexibly and collectively in a responsive rather than prescriptive manner, and seek to reduce demand on services by preventative measures and innovate in terms of service delivery.
- 2.10 Collaboration in the design and delivery of services moving forward will be critical to tackling these challenges successfully. Including an acceptance that in some forms of public services, intelligent centralisation of services through nationally joined up approaches are the only way forward if we are to continue to deliver best value public services in Scotland. Collaboration is not only important in a financial context, it's also important in a service resilience context and continuing to have human resource available.

As with the Commission on Strengthening Local Democracy, there is and continues amongst the public sector to be a working assumption, based on a wide body of evidence from across Europe, that local governance and service delivery is best for delivering equitable outcomes.

- 2.11 However, there is also an acceptance that some things can be done at a less local level. Therefore, in the near future I could see a situation where certain public services are delivered in a variety of different regional models to deliver the local outcomes in terms of quality and sense of place and making the most of available resources.
- 2.12 Recent national reviews such as the Community Planning Review and prior to that the Christie Commission on Public Sector Reform have provided a focus and the building blocks for a stronger, more joined up and extensive approach to prevention, early intervention and a focus on local place. This is in addition to the recent work of the Commission on Strengthening Local Democracy with its focus on equality, diversity and environmental justice as key outcomes for local communities.
- 2.13 Undoubtedly, there is a strong need to increase the use of sustainable transport modes meaning, above all, promoting intermodality, technical innovation & the use of cleaner and more efficient systems. Hence, European regions need to undertake the transition towards low carbon & resource efficient transport systems in order to increase mobility, remove major barriers and encourage growth & employment. SEStran intend to utilise the project to undertake a review of their RTS and also investigate the potential for greater integration of transport, land-use, community and economic regional planning across the wider Edinburgh/South-East Scotland city region.
- 2.14 A collaborative, well-informed and national approach to Scotland's City-Regions and beyond is essential to delivering prosperity for City-Regions and beyond but it is crucial that a national approach puts local needs and local variation at its heart in order to produce the outcomes for the communities of those regions.
- 2.15 There is a view that the UK needs to be bolder in our pursuit of decentralisation of power towards communities. We need to actively engage and foster more inclusive regional and local design and implementation as necessary building blocks for inclusive economic growth and to eliminate inequality making Scottish Cities socially mobile and prosperous places to live. Given the right powers - the ability to raise more funds locally and regionally, genuine flexibility, asymmetry and subsidiarity - in addition to existing roles and responsibilities, SEStran can deliver inclusive growth for the South East of Scotland, Scotland and the wider UK.

3. Conclusion

- 3.1 Our Regional Transport Strategy places great importance on connectivity recognising the SEStran area as a key driver of the Scottish Economy.

“Key business sectors include financial services, tourism, the knowledge economy, creative industries and retailing, all of which are crucially

dependent on the ability of people, goods and ideas to connect easily locally, regionally, nationally and internationally”.

- 3.2 It is also recognised in our RTS accessibility to work, education, health facilities , retail and leisure facilities is crucial in developing equality of opportunity.
- 3.3 Therefore SEStran with its emphasis on encouraging the development external links and increased accessibility, should respond to the RSA – Inclusive Growth Commission.

4. **Recommendation**

It is recommended that the Board agrees to SEStran responding to the Royal Society of Arts – Inclusive Growth Commission developing the points discussed above.

SEStran
20th May 2016

Policy Implications	Policy implementation
Financial Implications	None
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None
Climate Change Implications	None

SEStran Thistle Card Progress Report

1 INTRODUCTION

1.1 The Board considered a progress report on the Thistle card App at the last Board meeting. The development of the card has now been completed and is now being circulated for testing and approval.

2 DETAILS

2.1 The Thistle Card App is designed to replicate the original SEStran Thistle card with an initial page for the customer to input their disability using the same previously agreed symbols (with audio guidance). The second page displays the information to be shown to the bus driver.

2.2 The prototype App is now being circulated to user groups and bus companies for comment before launching it onto the market. The app is accessible through our web page, so any comments from Board members will be welcome.

2.3 As previously discussed, the main benefit of the App is the convenience of use for the customer. Also there is considerable benefit of possibly linking it into Traveline (especially the speaking version) to give a talking update on the journey. There is also potential to include usage statistics and where the App is being used. This will be discussed with the bus companies as part of the consultation. These additions can be added as feedback incrementally as use of the initial App increases.

2.4 When the prototype has been thoroughly tested it is intended to launch the App with significant publicity to ensure all potential customers are aware of the App. This will involve targeting user groups with relevant publicity and information, hopefully by the beginning of July. The best approach to reaching our target audience will be developed mainly through our Equalities Forum.

2.5 The card will still be available to all people who require it and following its award by SATA, it has been nominated for awards at the Scottish National Transport Awards and the European Bus Forum Awards in Manchester.

2.6 The Scottish Government is preparing an Accessibility Travel Framework this summer which will be the subject of a future report to the Board

3 CONCLUSION

- 3.1 The Thistle Card App is now out for testing and comments from user groups, bus companies and Board members. Following this, a publicity campaign will be instigated to tie in with its launch.

4 RECOMMENDATION

The Board welcomes the national recognition of the card at awards and within the Accessibility Travel Framework and that the Board notes the progress with developing the App. Any comments on the proposed App and the potential format of the publicity campaign are welcome.

Alastair Short
Strategy Manager
May 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
Climate Change Implications	None

SESplan- Strategic Development Plan

1 Introduction

- 1.1 SESplan published their Proposed Strategic Development Plan (SDP) which sets out an ambitious vision to guide growth in the south east of Scotland over the next twenty years.
- 1.2 SEStran has been working closely with SESplan in developing the SDP ensuring that areas identified for development are sustainable and potentially minimise the impact of development on congestion and provide the opportunity for sustainable travel, reflecting measures in our RTS.

2 Discussion

- 2.1 Although we have worked with SESplan on transport issues it has become obvious that the detailed analysis of transport issues as currently being examined in the Cross Boundary Impacts Study is out of sync time wise with the proposed timetable for publishing the SDP.
- 2.2 Recognising this SESplan instigated a high level study to look at the impact of the proposed additional transport generation comparing the generation as predicted from the implementation of SDP1 and SDP2.
- 2.3 With a greater concentration on development within the Edinburgh area, it is of no surprise that conditions on the congested areas of the network e.g. west Edinburgh, City bypass and approaches from the east, will continue to worsen.
- 2.4 It is appreciated that the detailed transport appraisals associated with the Cross Boundary study are required to appraise the impact of various measures identified in our RTS on these locations before more conclusions on infrastructure requirements can be made.
- 2.5 It is therefore recognised that there will be additions to strategy as further appraisal work is finalised which will be published in the form of supplementary guidance.
- 2.6 The consultation will take place in September/October this year and can be examined on their portal sesplan.objective.co.uk/portal

3 RECOMMENDATION

The Board notes the above progress with the SESplan Strategic development Plan

Alastair Short
Strategy Manager
23rd May 2016

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

SESPlan Cross-Boundary Transport and Land Use Appraisal**SYSTRA, Prospect House, 5 Thistle Street, Edinburgh, EH2 1DF****Transport Group Meeting 22 Tuesday 08 March 2016****Attendees**

Transport Scotland	Adam Priestley (AP) (Chair)
SEStran	Alex Macaulay (AMC)
SEStran	Alistair Short (AS)
East Lothian Council	Grant Talac (GT)
Fife Council	Mark Barrett (MB)
Fife Council	John Mitchell (JM)
City of Edinburgh Council	Keith Miller (KM)
City of Edinburgh Council	Andrew McBride (AMB)
Midlothian Council	Lindsay Haddow (LH)
Midlothian Council	Neil Wallace (NW)
West Lothian Council	Chris Nicol (CN)
AECOM	Richard Cann (RC)
CH2M HILL	Iain Arthur (IA)
CH2M HILL	Colm Smyth (CS)
SYSTRA	Jeff Davidson (JD)
SYSTRA	Laurence Bacon (LB)
David Simmonds Consultancy	Andy Dobson (AD)
JMP Consultants	John Milligan (JM)

Apologies

Transport Scotland	Alison Irvine (AI)
Transport Scotland	Stephen Cragg (SC) / Paul Junik (PJ)
SESplan	Graeme Marsden (GM)
City of Edinburgh Council	Ewan Kennedy (EK)
Scottish Borders Council	Graeme Johnstone (GJ)
CH2M HILL	Julia Gilles (JG)

PRINCIPAL ISSUES

Ref.	On-going Issue	Update/Comment
2.1	City Deal	Ongoing.
3	Appraisal Lead Commission (CH2M Hill)	Supporting TELMoS and Modelling specification. SRM12 (ref and test) results will be issued shortly for hotspot appraisal and intervention investigations to proceed. CH2M will be issuing documents as the appraisal progresses. If the study is to keep to programme, it is important that LAs respond quickly to these documents.

SESPlan Cross-Boundary Transport and Land Use Appraisal

SYSTRA, Prospect House, 5 Thistle Street, Edinburgh, EH2 1DF

Transport Group Meeting 22 Tuesday 08 March 2016

4	Transport Modelling Commission (SYSTRA)	<p>SYSTRA presented updated draft Test case model results.</p> <p>The presentation included the input data from the latest TELMOS run.</p> <p>The headline results are :</p> <ul style="list-style-type: none"> • Significant road travel growth, particularly at key points of the network. • Major capacity issues & congestion impacts. <p>Travel Demand: 2024 Ref. Case (Committed) to Test Case (Non-Committed)</p> <ul style="list-style-type: none"> • Road Travel Demand: +3% (commuting +4%). • Public Transport Travel Demand: +2% (commuting +4%). • PT Edinburgh boundary cordon: +3% increase in rail and bus passengers. <p>Road Travel Conditions: 2024 Reference Case to Test Case</p> <ul style="list-style-type: none"> • Road Travel Vehicle Kms: +3%. • Road Travel Vehicle time: +5%. • Road Travel Vehicle time lost due to congestion: +9%. <p>Growth in population is observed in West Edinburgh, West Lothian, East Edinburgh, East Lothian and Midlothian.</p> <p>The biggest growth in employment is in West Edinburgh, the SE wedge and Midlothian.</p> <p>The impact of additional households and jobs in the West Edinburgh and West Lothian area was highlighted.</p> <p>Large increase in delay time at Newbridge, disproportionate to flow increases.</p> <p>The presentation will be circulated to the WG.</p> <p>AMB expressed concerns that it is likely that majority of LA hotspots will fall within Edinburgh and that CEC will not have the resources to turn around mitigation proposals in quick time.</p> <p>CS reiterated that the study does not expect detailed designs and it is possible that many of the potential hotspots have existing proposed mitigations in place. Further, there may be instances where LAs may accept the modelling predictions for the purposes of this study.</p>
6	Programme	<p>CS set out the milestones for the completion of the study in September 2016. A revised milestones dates will be circulated shortly. At next two WG CH2M intend to present:</p>

SESPlan Cross-Boundary Transport and Land Use Appraisal

SYSTRA, Prospect House, 5 Thistle Street, Edinburgh, EH2 1DF

Transport Group Meeting 22 Tuesday 08 March 2016

		<p>WG 19th April:</p> <ul style="list-style-type: none"> • Hotspots (reference case and test case) • parameters for setting local objectives • draft improvement options long-list <p>WG 31st May:</p> <ul style="list-style-type: none"> • initial results of the 'major hotspot' improvement package to cross boundary hotspots testing <p>At present the number and location of hotspots is unknown. This information will be disseminated as soon as it is available. CS accepted that LAs may not be able to address some hotspots due to spatial constraints, say. Further, LAs may not wish to encourage vehicular traffic. Other considerations also apply when considering interventions such as deliverability and cost. It may not be possible to address some hotspots within the scope of the study (e.g. congestion at the FRC).</p> <p>AMB considered that there may be a number of hotspots within Edinburgh given the existing number of inbound trips.</p> <p>AMC asked what would be the status of measures in the RTS that weren't considered as part of the final options. AP stated that the Cross Boundary Study is part of wider considerations of the network and the scope is specific to considering the mitigations required to address the non-committed developments in SDP1 when compared to the committed developments. The report will set out the scope of the study clearly. The exclusion of a proposal from the study packages does not invalidate that proposal from the consideration of improvements to the transport network.</p> <p>It was accepted that the programme for the delivery of the study is not ideal given the ongoing progress of SDP2.</p>
7	Risk Register	Risk Register has been circulated.
8	Other Group Member Updates	<p>Midlothian – Aim is currently to report to Council in May in order to gain approval to submit to Ministers in June.</p> <p>City of Edinburgh – Reporters Unit may request further information which would delay examination but not known at present.</p> <p>SESplan – TBC.</p> <p>SEStran – Nothing to report.</p> <p>Fife – Enquiry on-going, final outcome anticipated in June.</p> <p>West Lothian – Written response to Reporter may be delayed</p>

SESPlan Cross-Boundary Transport and Land Use Appraisal

SYSTRA, Prospect House, 5 Thistle Street, Edinburgh, EH2 1DF

Transport Group Meeting 22 Tuesday 08 March 2016

		<p>until May.</p> <p>East Lothian – Draft LDP agreed. Require use of SRM model to appraise – noted on-going liaison with TS to facilitate this. This would lead to consultation on the Proposed Plan from June.</p> <p>Scottish Borders – TBC.</p>
9	AOB	N/A
10	Date of Next Meeting	<p>Tuesday 19 April 2016 (at SYSTRA's office)</p> <p>AP to arrange meetings for late May, June and July</p>

PRINCIPAL ACTION POINTS

Ref.	Date	Action	By Whom	Due Date
6		List of project milestones to be issued	CH2M	ASAP

SESPlan Cross-Boundary Transport and Land Use Appraisal

SYSTRA, Prospect House, 5 Thistle Street, Edinburgh, EH2 1DF

Transport Group Meeting 22 Tuesday 08 March 2016

Working Group Membership

Transport Sub-Group Members	Contact Details		
Agency/Authority/Company	Name	Phone	email
Transport Scotland	Alison Irvine	0141 272 7590	alison.irvine@transportscotland.gsi.gov.uk
Transport Scotland	Adam Priestley	0141 272 7596	adam.priestley@transportscotland.gsi.gov.uk
<i>Transport Scotland</i>	<i>Paul Junik</i>	<i>0141 272 7252</i>	<i>Paul.Junik@transportscotland.gsi.gov.uk</i>
Transport Scotland	Stephen Cragg		Stephen.Cragg@transportscotland.gsi.gov.uk
SEStran	Alex Macaulay	0131 524 5152	Alex.Macaulay@sestran.gov.uk
SEStran	Alastair Short	0131 524 5150	alastair.short@sestran.gov.uk
SEStran	John Saunders	0131 524 5166	John.saunders@sestran.gov.uk
SESPlan	Graeme Marsden	0131 524 5162	Graeme.Marsden@sesplan.gov.uk Graeme.Marsden@sestran.gov.uk
West Lothian Council	Chris Nicol	01506 282326	Chris.Nicol@westlothian.gov.uk
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City of Edinburgh Council	Keith Miller		Keith.Miller@edinburgh.gov.uk
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Scottish Borders	Graeme Johnstone	01835 825138	gjohnstone@scotborders.gov.uk

Appointed Consultants	Contact Details		
Company	Name	Phone	email
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CH2MHILL	Denise Angus		Denise.Angus@ch2m.com
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SYSTRA	Jeff Davidson	0131 240 8926	jdavidson@systra.com
SYSTRA	Claire Mackay		cmackay@systra.com
AECOM	Richard Cann	0131 301 8761	richard.cann@aecom.com
JMP	John Milligan		John.Milligan@jmp.co.uk

HITRANS Regional Transport Strategy – Main Issues Report

1. Introduction

- 1.1 HITRANS is now carrying out an exercise, similar to SEStran's RTS revision, to revise their regional transport strategy. They have published a Main Issues Report (MIR) for comment.
- 1.2 As part of the Main Issues Report there is a questionnaire with six main questions. The proposed response from SEStran is discussed below.

2. Main Issues

HITRANS have identified six main issues:

2.1 Economy

Due to the relative remoteness of some communities in the HITRANS area, there is a need to reduce travel times and improve connectivity to ensure businesses can efficiently transport goods to their markets and people can carry out business effectively.

Inverness Airport and rail stations are identified as key hubs for development.

2.2 Communities

Access deprivation has been identified as a key issue within the HITRANS area, with 18 – 24% of households not having access to a car. This can adversely affect the ability of residents to participate in everyday life especially in remote rural areas.

2.3 Lifeline transport

With the reduction of budgets for subsidising bus services there is an increase in the number of people without access to conventional bus services and the potential benefits of unlimited free travel.

2.4 Reliability and resilience

Recently there have been public transport reliability problems, mainly weather related. Cancellation of ferries and flights has been a particular problem as well as road and rail closures causing travel disruption.

2.5 Relationships and responsibilities

The responsibility for various transport facilities is split between Scottish Government, HITRANS and local authorities. Clarity in the roles that each partner undertakes will provide a more consistent approach.

2.6 Carbon Reduction

The role of HITRANS in reducing developing low carbon transport needs further development.

3. Discussion

- 3.1** The Main Issues Report identifies the relevant changes that have taken place since the last RTS and the emerging issues in the HITRANS area. A copy of the report can be found on the HITRANS web site:
www.hitrans.org.uk/Corporate/Corporate Documents/Strategy
- 3.2** In contrast to the SEStran RTS, the main issues for HITRANS seem to be trying to improve accessibility by public transport and car to jobs and facilities especially from remote communities. This implies that there is a significantly different approach to the perceived travel problems.
- 3.3** As part of a consultation process, HITRANS has defined six questions for stakeholders and partners. As can be seen from the questions below they are rightly aimed at a local audience and not specifically aimed at gaining comments from other RTPs.
- Does the draft MIR fairly reflect the changes in policy and trends since the publication of first RTS in 2008?
 - Does the MIR fairly reflect the changes in key issues since the publication of the first RTS?
 - Are the draft RTS objectives appropriate and fitting?
 - HITRANS is currently responsible for the production of the RTS for their area. In terms of the HITRANS' role and activities, from your perspective what works well and why?
 - In terms of roles and activities what could be changed for the future as part of the refresh?
 - What are the key policies and proposals that should be focused upon?
- 3.4** In general HITRANS have focussed on areas of transport that are of particular importance to them as identified above. Accessibility appears to be a key issue but I would like to have seen more discussion on transport sustainability especially in connection with new development and the development of hubs.
- 3.5** Therefore it is proposed to respond to the consultation supporting the approach to the refresh and its focus on local issues. Comments as discussed above should also be included.

4. RECOMMENDATION

The Board notes the development of the HITRANS RTS proposed comments on MIR as discussed above.

Alastair Short

Strategy Manager

24th May 2016

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

ACCESS TO HEALTH & SOCIAL CARE MEETING

10.00AM FRIDAY 8TH APRIL 2016

CONFERENCE ROOM 6, VICTORIA QUAY

Present

Name	Organisation
John Jack (Chair)	Non Councillor Member SEStran
Nikki Boath	SEStran
Karen Brown	NHS Lothian
Mark Craske	NHS Forth Valley
William Dove	NHS Fife
Lisa Freeman	SEStran
Frank Henderson	City of Edinburgh Council
Russell Imrie	SEStran
John MacDonald	CTA
Stuart McNeill	Traveline
Alastair Short	SEStran

Apologies

Name	Organisation
Sam Carlin	Scottish Ambulance Service
George Curley	NHS Lothian
Dr Jane Hopton	NHS Lothian
Philip Lunts	NHS Borders
Alex Macaulay	SEStran
Andrew McLellan	East Lothian Council
Tim Steiner	JMP

Ref		Actions
1	Welcome & Introductions	
	Mr Jack welcomed the group and conducted round table introductions.	
2	Round Table review on Health Board Progress	
2.1	Mr Jack invited members to update the Forum of Health Board Progress. Karen Brown - NHS Lothian. <ul style="list-style-type: none"> • The Transport Hub which has been operating for 4 years will amalgamate with another service, Bed Bureau (GP admission centre) to become NHSL Flow Centre from 1 June 2016. The Flow Centre will be responsible for receiving incoming calls from GP's, sending them to the appropriate speciality / site and arrange appropriate transport for these patients to hospital. The Flow Centre is based on an American 	

2.2	<p>model and will be the first in Scotland.</p> <ul style="list-style-type: none"> The Flow Centre's primary objective is to be a single point of contact for the admission of urgent GP patients and discharge / transfer of patients from 30 sites across Lothian. <p>Mark Craske - NHS Forth Valley.</p> <ul style="list-style-type: none"> Mr Craske reported their Transport Hub which is based on the NHS Lothian model is going from strength to strength. Their Hub is mostly transporting inpatients home from hospitals. Due to a lack of resources within the Ambulance Service, outpatient transport is being cancelled on the day of appointments. Karen Brown commented that NHS Lothian receive a cancellation portfolio from the Ambulance Service and Karen Brown offered to send this to Mark Craske. Mr Craske reported that NHS Forth Valley are running buses which carry very few passengers and this is due to Clackmannanshire Council having withdrawn some of its supportive services in the area where the bus operates. 	Karen Brown
2.3	<ul style="list-style-type: none"> Mr Craske reported that bus services set up with a Bus Route Development Grant is operating very well. Mr Craske highlighted this bus service has had positive feedback from Stagecoach and local communities. 	
2.4	<p>Stuart McNeill - Traveline Scotland</p> <ul style="list-style-type: none"> Traveline have been working with Greater Glasgow and Clyde in relation to the opening of the Queen Elizabeth University Hospital for past 1-2 years. Traveline Scotland enhanced their smartphone application and some website pages to highlight how outpatients/staff/visitors use the journey planner to get to and from the campus. This project proved successful and Traveline Scotland have relaunched their own website for general use. The next project - funded by all the RTPs - is to create a micro site of public transport journey planner which will be restricted to healthcare facilities. The categories are still to be determined but will include all hospitals in Health Board areas. 	
2.5	<p>A general discussion followed with regard to journey planning.</p>	
2.6	<p>William Dove – NHS Fife</p> <ul style="list-style-type: none"> NHS Fife have taken receipt of 4 screens provided by SEStran <p>Frank Henderson – City of Edinburgh Council</p> <ul style="list-style-type: none"> New public social partnership with City of Edinburgh Council's 5 CT providers to work together to co-ordinate journeys and bring in a new electronic booking system with SPT's Trapeze Pass. The Council provides transport for 1463 passenger per day (Children with Additional Support Needs, Adults with Disabilities, Older People and People with Dementia). The majority of these passengers will also be accessing Health Care via Patient Transport. CEC and NHS Lothian are not currently integrated. There is a need to make sure they pull resources and no duplication occurs. 	
	<p>John MacDonald – CTA.</p> <ul style="list-style-type: none"> Car schemes – volunteers are using their own transport to take 	

	patients in their neighbourhood to GP surgeries and hospitals for outpatient appointments. Mr MacDonald highlighted that there are 2 aspects which need to be in place at the outset of setting up a car scheme and these are costs to the volunteers and co-ordination of the car scheme.	
3	Review of Action Plan	
	Mr Short reminded the group of the Action Plan which was produced at the last meeting in 2015. Mr Short noted that many of the items on the Action Plan have been approached already.	
4	Actions that would benefit from a co-ordinated approach	
	<p>Mr Jack commented that there was a rich tapestry of information being shared and invited the group to share their ideas for a co-ordinated approach at operational and strategic levels. A general discussion took place with regard to how each Health Board currently communicate.</p> <p>Mr Henderson suggested that SEStran could help develop a strategic document with political buy-in for access to health taking into account performance issues and the integration agenda. Mr Jack agreed that integration is key.</p> <p>There was a general discussion with regard to how to develop communication between Local Authorities and Health Boards to co-ordinate transport in each area. Mr Jack commented that the view of transport has matured over the past few years and that a strategic paper should be produced.</p> <p>There was a general consensus that SEStran could move towards a SPT model. The Chair agreed with this suggestion. Mr Imrie reported that a new Partnership Director will be joining SEStran and Mr Imrie communicated that he will discuss this idea with the appointed person.</p>	<p>Alastair Short/John Jack</p> <p>Mr Imrie</p>
5.	Future Actions	
	<p>Mr Jack confirmed that the future actions will be for SEStran to develop documentation in collaboration with the Access to Health & Social Care Group.</p> <p>Karen Brown highlighted that a number of Health Boards have a Patient Focus Booking System which may be useful within the rural areas.</p>	
6.	Next Meeting	
	Mr Jack suggested the next meeting should be scheduled for 6 months time.	



**Partnership Board Meeting
Friday 17th June 2016
B4.2 Rail Forum Minutes**

SESTRAN RAIL FORUM
10:00AM FRIDAY 22nd April 2016
CONFERENCE ROOM 1, VICTORIA QUAY, EDINBURGH, EH6 6QQ

Present

Graham Bell (Chair)	Non Councillor Member
Cllr Donald Balsillie	Clackmannanshire Council
Cllr Irene Hamilton	Clackmannanshire Council
Cllr James Fullarton	Scottish Borders Council
Cllr Russell Imrie	Midlothian Council
Cllr Derek Rosie	Midlothian Council
Charlie Anderson	Non Cllr Board Member
Nikki Anderson	Abellio
Kevin Collins	Falkirk Council
Chris Day	City of Edinburgh Council
Jane Findlay	Fife Council
Peter Forsyth	East Lothian Council
Catherine Hall	Network Rail
Trond Haugen	Advisor to SEStran
Graeme Johnstone	Scottish Borders Council
Alex Macaulay	SEStran
John Martin	Non Cllr Board Member
Scott Prentice	Scotrail
Sandy Scotland	Non Cllr Board Member
Karl Vanters	Midlothian Council
Emily Whitters	SEStran
Alastair Young	Transport Scotland

Apologies

Cllr Stephen Bird	Falkirk Council
Cllr Tony Boyle	West Lothian Council
Cllr Gordon Edgar	Scottish Borders Council
Cllr Bill Henderson	City of Edinburgh Council
Cllr Lesley Hinds	City of Edinburgh Council
Cllr Michael Veitch	East Lothian Council
Michael Connolly	Abellio
Sarah Cunningham	First Group
Ian Forbes	West Lothian Council
Richard Gibson	Cross Country Trains
Frazer Henderson	Transport Scotland
Gordon Macleod	Transport Scotland
Iain Shaw	City of Edinburgh Council
Tom Steele	NHS Forth Valley
Barry Turner	Non Cllr Member
Rose Tweedale	Transport Scotland
Martin Wanless	Scottish Borders Council
John Yellowlees	Scotrail

Ref.		Actions
1.	Minutes & Actions/Matters Arising from Rail Forum on 02 Oct 2015	
	The minutes of the previous meeting were agreed with no changes.	
2.	Operational Issues and Future Development/Timetable Changes	
2.1	ScotRail; Future ScotRail Timetable Strategy; Presentation by Scott Prentice	
	<p>Mr Prentice gave a presentation detailing the upcoming Timetable strategy and timetabling and projected use of the new Edinburgh Gateway station. The presentation is attached to the minutes for information. Mr Prentice noted that the new timetable is a work in progress and will be in development over the next year.</p> <p>Cllr Imrie commented that trains departing from stations north of Dundee will not stop at Edinburgh Gateway. Mr Prentice responded that this is due to customers' preference on long distance trains for faster journeys with fewer stops but if there was customer demand it could be looked at again. Following a query from Mr Scotland, Mr Prentice noted that Scotrail are in discussions with Transport for Edinburgh regarding through train/tram tickets for use at Edinburgh Gateway.</p>	
2.2	Virgin East Coast	
	<p>There was not a representative of Virgin East Coast present, however an update was circulated as follows:</p> <ul style="list-style-type: none"> • 8 additional daily weekday services between Edinburgh and London will be launched on May 16th. This was press released recently and further details will be given in the stakeholder newsletter nearer the time. • The First Class Lounge in Edinburgh will be launched earlier this month. 	
2.3	Virgin West Coast	
	There was not a representative of Virgin West Coast present. Mr Haugen advised that the franchise was now moving forward and a presentation was given to stakeholders earlier this month.	
2.4	Arriva Cross Country	
	There was not a representative of Arriva Cross Country present.	
2.5	First Transpennine Express	
	There was not a representative of First Transpennine Express (TPE) present, however an update was tabled at the meeting and has been attached to the minutes for information. Mr Haugen reported that SEStran have written a letter of support to TPE for their application to Office of Road & Rail (ORR) for track access between Newcastle and Haymarket.	
2.6	Serco Sleeper Service	
	There was not a representative of Serco Sleeper Service present.	
3.	Competition and Market Authority; Rail Competition	
	Mr Haugen advised that the Competition and Market Authority (CMA) report was submitted to the Partnership Board on the 18 th March and it was recommended for more detailed consideration at the rail forum. Mr Haugen stated that CMA completed a consultation on competition in rail services. This focused on the larger routes such as East Coast, West Coast and Great Western. Options investigated	

	<p>included:</p> <ul style="list-style-type: none"> • Keeping the current franchise arrangements but with significantly more open access operators. • To split franchises in two to compete directly in same area. • Extend the area to overlap franchises. • To replace franchising with open access. <p>The consultation concluded that the best option would be to increase the number of open access operators. Concerns were raised regarding track capacity issues and level of service provided by open access operators. Mr Haugen noted that a scenario of more open access operations on the East Coast Mainline with applications from two open access operators. Mr Macaulay highlighted that these issues were complex and more appropriate for individuals within the rail industry to deal with and suggested that the SEStran comments should be focused on passenger issues.</p>	
4.	High Speed Rail to and within Scotland. Presentation by Alastair Young, Transport Scotland.	
	<p>Mr Young gave a presentation on High Speed Rail options to and from Scotland (attached with minutes). Main topics as follows:</p> <ul style="list-style-type: none"> • Published HS2 Network (Phases 1 & 2) • Impact for Scotland • HS2 Ltd Study Remit • HS2 Ltd Study – The challenge & possibilities • HS2 Ltd Study Findings <ul style="list-style-type: none"> - Upgrade - High Speed Bypasses - Continuous HS Routes - Lower cost route • Glasgow to Edinburgh HS Route • HS2 Ltd and TS Study Analysis • Future Work <p>Following a query from Mr Johnstone, Mr Young commented that it is likely there will be one, if not two, parkway stations built in Scotland and that it would likely have good connections to the motorway.</p> <p>Mr Haugen commented that an East Coast alignment would provide greater connectivity between Scotland and northern cities in England and expressed concerns over the lack of mention of what High Speed Rail provision the North East may expect from an extension of HS2 to Scotland.</p>	
5.	Shaw report on the future of Network Rail	
	<p>Mr Haugen noted that the recommendation from the report was that re-privatisation was unlikely to occur. The report is now to be considered by the Scottish Government.</p>	
6.	Update on £30million Station Fund Projects and other projects/studies	
	<p>Mr Haugen gave an update as follows:</p> <ul style="list-style-type: none"> • Costs for East Linton & Reston have increased substantially and SEStran are in discussions with Transport Scotland about how to take the project forward. • Winchburgh station improvements have also been subject to increased 	

	<p>costs. It is to be developer funded but costs may have gone beyond what could be expected for the developer. This is now for discussion between the developer and Transport Scotland.</p> <ul style="list-style-type: none"> • Leuchars and Falkirk station car park improvements are going ahead. • Levenmouth rail – While this is not part of the fund Mr Haugen notified the group that the STAG has been finalised. 	
7.	EGIP, CP5 projects and other relevant Network Rail Investments; including	
	Network Rail Update	
	<p>Ms Hall gave an update as follows:</p> <ul style="list-style-type: none"> • Edinburgh Gateway is on target for delivery in December 2016. • The transport order was submitted in September for the Glasgow Queen street redevelopment last year. The public enquiry starts on the 3rd May. • Millerhil depot for new electric rolling stock is on plan for delivery for August next year. • 20 week closure at Glasgow Queen street has commenced, works on site are progressing well and milestones are being met as planned. • There is a proposal for a new taxi rank at Edinburgh Waverley. Network Rail are outlining early design work and reviewing options. They will be meeting internal/external stakeholders over the next few months and hope to start construction towards the middle of autumn 2017. • Proposed cycle access at Edinburgh Waverley has been completed • Edinburgh Waverley cycling hub is not progressing as quickly as hoped, Network Rail are now working with a project manager from Scotrail to progress this. • W12 gage enhancements on Scotland portion of East Coast Main Line were completed on time by March 2016. • Electrification of Alloa, Shotts, Stirling and Dunblane line is still on plan for the end of the control period. • The Grangemouth electrification programme will be delivered by end of control period as part of the freight fund. • Carstairs Junction remodelling is in the route study, Network Rail are working to try and get this done in the current control period. • Planning to extend platforms at North Berwick to 6 car platforms. <p>Mr Scotland asked if there were any proposals for an overbridge across the East side of Waverley. Ms Hall stated that it wasn't part of CP5 but would take a note back.</p>	Ms Hall
8.	Planning for CP6 2019-24 – Update on Scotland Route Study	
	<p>Mr Haugen requested more information about the timetable and next steps of the route study. Ms Hall gave the following update:</p> <ul style="list-style-type: none"> • The route study consultation was published just before Christmas, 3 month consultation period has now ended. • Network Rail are looking to get dates for a regional working group with SEStran and constituent local authorities towards the end of May. • The study will be published in July 2016 and subsequent industry advice is September/October with final publication in summer next year. Network Rail have started to get dates in the diary for one on one meetings with some respondent's. <p>Cllr Hamilton queried what freight is moving through the Alloa Dunfermline Line. Ms Hall stated that she would find out and respond.</p>	Ms Hall

	<p>Cllr Balsillie raised the issue of Longannet Task Force. £50,000 has been allocated to investigate the impact of the closure of the power station. Cllr Balsillie stated that the opening up of East-West link would be beneficial to Scotland as a whole and that there was a growing movement to open up the route on to St Andrews. Mr Haugen commented that transport was a relatively small part of the task force but noted that the recent SNP manifesto stated that there will be a transport study along the Alloa-Dunfermline line. Mr Haugen is in contact with Fife and Clackmannanshire Councils regarding this. Mr Haugen noted Cllr Balsillie's comments regarding the St Andrews line but commented that this is not a current priority for the partnership.</p>	Ms Hall
9.	Passenger Focus Issues	
	There was not a representative from Passenger Focus present.	
10.	Rail Freight	
	There was not a representative from the Rail Freight Group present.	
11.	AOCB	
	<p>Cllr Balsillie requested clarification on Scotrail's policy of passengers taking bicycles on trains. Mr Prentice advised that following modifications to west coast trains, every train will have space for two bicycles. The decision to allow bikes on the trains is left to the conductor's discretion. Mr Prentice noted that reservable spaces have reduced from four to two on some trains, this is in order to comply with legislation that requires space for two wheelchairs. Further information can be found below: https://www.scotrail.co.uk/plan-your-journey/travel-connections/cycling</p>	
12.	Date of next Rail Forum	
	The date of the next forum will be circulated to the group in due course.	

**EQUALITIES FORUM
TUESDAY 26th APRIL 2016
ROOM 3H-55, VICTORIA QUAY**

Present

Alastair Short (Chair)	SEStran
John Ballantine	SATA
Nikki Boath	SEStran
Lesley Crozier	East & Midlothian Councils
Lisa Freeman	SEStran
Mike Harrison	Midlothian Access Panel
Hanne-Mary Higgins	SEStran
John Moore	LCTS
Kris Moore	XDesign
Gordon Mungall	West Lothian Access Committee
Catriona Scally	West Lothian Access Committee

Apologies

Terry Barlow	
Jane Findlay	Fife Council
David Griffiths	ECAS
Alex Macaulay	SEStran
Alan Rees	SATA
Ken Reid	East Lothian Access Panel
Jane Steven	
Dennis Wilson	Edinburgh Access Panel

Ref		Actions
1	Introduction	
	Mr Short welcomed the group and conducted round table introductions. Apologies were noted as above. There were no matters arising from the minutes of the last meeting.	
2	Thistle Card Update including App development	
	Mr Short gave an update on Thistle Card distribution. He noted that the figures have dropped significantly over the last financial year. Mr Short highlighted that the Healthcare sector is the most prominent take up group. Mr Short reported that 2 RTPs are also promoting the Thistle Card and they are Tactran and SWestrans. Mr Short reported that the Thistle Card app is currently being developed and he introduced Kris Moore of XDesign who is involved in developing	

	<p>the app. Mr Moore outlined how the app will be presented on smartphones. He explained that currently the app replicates the card however there is potential to continue to further develop the app. Mr Moore agreed to send details of the most up-to-date version and Lisa Freeman will circulate this information to the Forum.</p> <p>Lisa Freeman advised the Forum that their participation to assist with the development of the app would be useful. There was a general discussion with regard to ideas for the app.</p> <p>Catriona Scally suggested the addition of a symbol to support the primary disability sticker and offered to send over a list of symbols that could be useful on the app.</p> <p>Mr Short brought to the attention of the Forum that at the last meeting a suggestion of an audio facility for the app was put forward. Mr Short asked the Forum if they thought this would be a useful addition. The general consensus was that this could be valuable.</p> <p>Catriona Scally asked if there is any feedback from various disability groups who currently use the Thistle Card. She suggested contacting the Access Panel Networks to ask their members for feedback. She will forward a list of contacts to Lisa Freeman. The feedback from these groups could be useful for developing the app.</p> <p>It was also suggested that the app could be developed to have a share link to social media which would allow users to advocate the app. Also it was suggested that the app could contain a potential rating/feedback loop.</p> <p>There was an overall positive general consensus for the app. The icon for the app will be the Thistle as it widely recognised. The card scheme will continue to operate also.</p>	<p>Lisa Freeman</p> <p>Catriona Scally</p> <p>Catriona Scally/Lisa Freeman</p>
3	Mobility Scooters update including tram trial	
	<p>Mr Short advised the Forum that the tram trial has been running since 1 January 2016 and is ongoing. Mr Short passed around a leaflet with regard to the trial which states the acceptable type of scooter and that a permit must be obtained before a scooter can be taken onto the trams.</p> <p>Mr Short pointed out there is a list of scooter sizes that are accepted on different modes of transport on SEStran’s website. Concerns were raised regarding scooter sizes. The general consensus was that there is no consistency with regard to scooter sizes on various modes of transport.</p> <p>The question was raised about how many people were involved in this trial. Alastair Short informed the group that he will investigate how many people are participating in the trial.</p> <p>Catriona Scally suggested that the Thistle Card app could potentially</p>	<p>Alastair Short/Lisa Freeman</p>

	<p>contain scooter information and tram permit.</p> <p>A question was raised regarding a body at national level for transport methods complaints. Mr Short agreed to find out who is responsible at national level for the concerns raised regarding scooter sizes and health and safety.</p>	Mr Short
4	<p>Rail Issues – Disability Audit Reston/ East Linton Station</p> <ul style="list-style-type: none"> - Queen Street - Waverley/Haymarket/Edinburgh Gateway 	
	<p><u>Disability Audit Reston/East Linton Stations</u></p> <p>Mr Short invited the Forum to give their thoughts on the presentation at the last meeting regarding the disability audit for Reston/East Linton Stations. The general consensus was that the meeting was worthwhile and it was highlighted that it is important that Disability groups should be continuously involved as the project progresses.</p> <p><u>Queen Street</u></p> <p>A general discussion took place about the development at Queen Street. There was a general concern raised regarding passenger assistance. A suggestion was made that currently it would be advisable to book ahead for passenger assistance. It was also noted that clearly marked meeting points are important for assisted passengers.</p> <p><u>Waverley/Haymarket/Edinburgh Gateway</u></p> <p>A general discussion took place regarding Edinburgh Gateway and the issues highlighted are stated below:</p> <ul style="list-style-type: none"> • Different rail levels • Very large distances to travel for those with mobility issues • Need to publicise station opening hours • Information regarding the Gateway Station could be confusing for those not familiar with the routes <p>Mr Ballantine pointed out that Network Rail had done a presentation to City of Edinburgh Council regarding a possible plan to build a new taxi rank at the back of New Street car park. Mr Short advised the Forum that he will contact CEC to find out the progress of this consultation.</p>	Mr Short
5	AOCB	
	<p>The Thistle Card has been nominated for the Accessibility Project Award at the Scottish Transport Awards on 16 June 2016. The other nominees in the category are Edinburgh Airport, Network Rail and Scottish Borders Community Council.</p>	
6.	Date of Next Meeting	
	<p>The date of next meeting is Friday 26th August at 10am at Victoria Quay.</p>	



**Partnership Board Meeting
Friday 17th June 2016
B4.4 Sustainable Transport Forum Minutes**

SESTRAN SUSTAINABLE TRANSPORT FORUM

10:00AM TUESDAY 3RD MAY 2016

SUSTRANS OFFICES, ROSEBERY HOUSE, 9 HAYMARKET TERRACE, EDINBURGH

Present

Sandy Scotland (Chair)	Non Cllr Member
Gillian Bathgate	Midlothian Council
Nikki Boath	SEStran
Heather Cowan	Transport Scotland
Judith Cowie	City of Edinburgh Council
Mark Craske	NHS Forth Valley
Emma Crowther	University of Edinburgh
Graeme Curran	Scottish Government
Matt Davis	Sustrans
Kirsty Davison	WSP
William Dove	NHS Fife
Lisa Freeman	SEStran
Hanne-Mary Higgins	SEStran
Andy Keba	Sustrans
Dave Kinnaird	Liftshare
Stuart Lockhart	One-Ticket Ltd
Catriona Macdonald	SEStran
Chris McGhee	Scottish Government
Gordon Manson	Home Energy Scotland
Amber Moss	East Lothian Council
Deborah Paton	West Lothian Council
Lynn Slavin	Falkirk Council
Keith Stark	Enterprise Car Club
Rebecca Taylor	Scottish Government
Laura Watling	Liftshare
Paul Wright	Cycling Scotland

Apologies

Cllr Jim Fullarton	Scottish Borders Council
Cllr Bill Henderson	City of Edinburgh Council
Cllr Adam McVey	City of Edinburgh Council
Charlie Anderson	Non Cllr Member
Caroline Barr	
Gary Bell	SCSP
Stephen Bird	Falkirk Council
Lesley Deans	Clackmannanshire Council
Pauline Donaldson	Forth Valley College
John Geelan	Steer Davis Gleave
Christine McDougall	Edinburgh College

Cecilia Oram
 Jamie Pearson
 Iain Shaw
 Martin Wanlees

Sustrans
 Napier University
 City of Edinburgh Council
 Scottish Borders Council

Ref.		Actions
1.	Introduction/Apologies	
	Mr Scotland welcomed the group and conducted round table introductions. Mr Scotland reported that Alex Macaulay, SEStran Partnership Director has retired and announced that George Eckton will become the new Partnership Director on 1 June 2016.	
2.	Minutes of Last Meeting	
	The minutes of the last meeting were approved.	
3.	Matters Arising	
	There were no matters arising.	
4.	Sustrans – Community Links	
	Mr Keba gave an update on the Community Links project. Main points as follows: <ul style="list-style-type: none"> • 2015-16 has been very successful year in SEStran area. Grand total for completed projects was £13 million which was spread over 80 projects. • Number of applications for 2016-17 is very similar to 2015-16. Sustrans will wait until after new Government is formed before they announce the successful projects. <p>Mr Scotland queried if Sustrans were involved with Community Links Plus. Mr Keba reported that this a separate programme.</p>	
5.	Transport Scotland – ERDF Funding for Low Carbon and Active Travel	
	Ms Cowan gave a presentation on ERDF Funding. Ms Cowan agreed to forward the presentation slides to Lisa Freeman for distribution to the group. The presentation slides are attached. Ms Cowan also agreed to send a link with the presentation regarding private sector funding.	Heather Cowan/Lisa Freeman
6.	Tripshare Update	
	Mr Kinnaird gave an update on Tripshare. Main points as follows: <ul style="list-style-type: none"> • Tripshare membership is continuing to grow • Some of the Tripshare schemes now operating in SEStran area are Edinburgh University, NHS Borders, Heriot Watt University, NHS Forth Valley, Scottish Government. • A few NHS hospitals have set up car sharing spaces on their sites. • Tripshare have redesigned customers websites • Event management is available to promote Tripshare within companies • Promote Personalised Travel Plans to company employees <p>Mr Dove commented that Victoria Hospital in Dunfermline now operates a Tripshare Budi scheme. The Car Parking Policy has also been rewritten.</p>	
7.	Smarter Choices Smarter Places 2016/17	
	Lisa Freeman gave an update of Smarter Choices Smarter Places due to	Lisa

	Gary Bell's absence. Lisa Freeman advised that she will circulate the update to the Forum. Update attached.	Freeman
8.	Real-Time Passenger Information	
	<p>Miss Macdonald, SEStran, gave an update on Real-Time Passenger Information. Main points as follows:</p> <ul style="list-style-type: none"> • Bustracker SEStran now has live bus times for all Stagecoach and First services within SEStran area and timetabled information for smaller operators is due to be added to the system soon • An objective for this year is to upgrade smaller operators machines to GPS enabled machines in order to be added to the real time system • RTPi Digital Signage now has all live bus, train and tram times. 	
9.	One-Ticket Smart App Launch	
	Mr Lockhart summarised One-Ticket Ltd. Mr Lockhart brought to the attention of the Forum the launch of the One-Ticket Smart App. He highlighted that this is a bus only product. The product is due to be launched imminently.	
10.	SEStran Grant Schemes for 2016/17	
	<p>Ms Freeman summarised the grant scheme that is currently being run by SEStran:</p> <ul style="list-style-type: none"> • The sustainable and active travel grant is open for applications and is aimed at organisations looking to encourage sustainable travel. The grant is worth £25,000 and is 50% match funded. Applications are on a first come, first served basis. <p>Miss Higgins summarised the Sustrans grant scheme that is currently being run by SEStran and highlighted some of the projects that have benefited from this scheme:</p> <ul style="list-style-type: none"> • Feasibility Study on A71 • Cycle Super Highway • Young Scot project <p>This grant is worth £25,000.</p>	
11.	AOCB	
9.1	Gordon Manson – Home Energy Scotland. Mr Manson summarised his role within Energy Saving Trust.	
9.2	Gillian Bathgate – Midlothian Council. Ms Bathgate reported that Midlothian Council have installed new Active Travel consoles at new Borders railways station and these have now gone live.	
9.3	Lynn Slavin – Falkirk Council. Ms Slavin reported that Falkirk Council are focussing on Smarter Choices, Smarter Places projects.	
9.4	Amber Moss – East Lothian Council. Ms Moss reported that East Lothian Council have submitted their Smarter Choices, Smarter Places bid. Ms Moss also reported that the development of Active Travel improvement plan is underway.	
9.5	Judith Cowie – City of Edinburgh Council. Ms Cowie reported that Edinburgh Council have submitted their Smarter Choices Smarter Places bid.	

9.6	Emma Crowther – Edinburgh University. Ms Crowther reported that Cycling Scotland have assisted Edinburgh University through their Cycle Friendly Campus Award with the Student Bike Hire scheme which hires out bikes to students on a semester basis. Ms Crowther also commented that this scheme will be widened to offer staff the same opportunity over the summer. Edinburgh University have a partnership with the Wee Spoke Hub and as a result of this staff will be offered cycle training and lead cycle rides.	
9.7	Paul Wright – Cycling Scotland. Mr Wright reported that Cycling Scotland have also undertaken the Cycling Friendly Campus Award over the past year and have rolled this out to other universities and colleges and these have been very successful. The deadline for bids is 3 May 2016. Cycling Scotland are also hoping to launch an internship programme for a Cycling Officer this year.	
9.8	William Dove – NHS Fife. Mr Dove reported Fife Council have received 4 RTPI screens for Fife hospitals.	
9.9	Keith Stark - Enterprise Car Club. Mr Stark reported that Enterprise Car Club was formerly City Car Club.	
9.10	Mark Craske – NHS Forth Valley. Mr Craske reported that NHS Forth Valley have appointed Enterprise Car Club and now have 2 cars onsite.	
9.11	Andy Keba – Sustrans. Mr Keba highlighted that cycling parking is currently being dismantled from Abellio stations. This equipment is being offered free of charge to anyone who is interested. The racks will be reinstalled free of charge also.	
9.12	Lisa Freeman – SEStran. Ms Freeman reported that SEStran currently have 2 European Projects which are Social Car and SHARE-North.	
9.13	Deborah Paton – West Lothian Council. Ms Paton reported that West Lothian Council have adopted their Travel Plan. West Lothian Council are also involved in Smarter Choices Smarter Places projects.	
9.14	Scottish Government Team reported that their Cycle to Work scheme begins on 3 May and runs until the end of the month. Scottish Government have also been running Sustainable Transport events for their staff. In December 2015, Scottish Government launched their Sustainable Travel Strategy. Scottish Government have installed 3 Bustrackers at their Victoria Quay site. Also there is a Sustrans cycle counter based at Victoria Quay. Scottish Government team also highlighted that they are operating a Liftshare scheme of which there are approx 100 members.	
10.	Close	
	Mr Scotland thanked attendees for their time and stated that the next meeting of the forum would be held in October 2016.	

Regional Transport Partnerships Joint Chairs Meeting

Held at Castlebay Hotel, Isle of Barra on 2nd March 2016 at 0900

Minute of Meeting

Present: Cllr James Stockan, HITRANS (Chair)
Cllr Russell Imrie, SEStran
Cllr Tom McAughtrie, SWestrans
Cllr Will Dawson, Tactran
Cllr Michael Stout, Chair, ZetTrans
Cllr Peter Argyle, Nestrans
Cllr Jonathan Findlay, SPT

In attendance: Ranald Robertson, HITRANS (RR)
Derick Murray, Nestrans (DM)
Alex Macaulay, SEStran (AM)
Eric Guthrie, Tactran (EG)
Jayne Westbrook, HITRANS (Minutes)
Gordon Dickson, SPT (GD)
Douglas Kirkpatrick, SWestrans (DK)
Michael Craigie, ZetTrans (MC)

Apologies: Ewen Milligan, Transport Scotland
Tom Davy, Transport Scotland
Steven Herriot, Swestrans
Bruce Kiloh, SPT
Eric Stewart, SPT
George Eckton, CoSLA

Item	Action
<p>1. Welcome and Apologies</p> <p>Cllr Stockan welcomed all to the meeting and noted the apologies received above.</p>	
<p>2. Host Presentation by HITRANS</p> <p>RR presented an overview of Barra Airport to the Chairs.</p> <p>Barra Airport opened in 1936 and in 2015 was dubbed 'best flight experience in the world'. HITRANS has supported the Barra air service over the years, however flying hours are limited due to tidal restrictions. Future plans are to address infrastructure struggles and continue to make the case for investment. The new PSO contract contains marketing requirements to dispel current beliefs that flights are too expensive and promote the island as an affordable place to visit, with fares regulated to a maximum of £150 fee even if booked short notice.</p>	

3. Minute of RTP Chairs Meeting on 2nd December 2016 and Matters Arising

Minutes of the previous meeting were approved.

Matters Arising

Smart Ticketing: The group discussed an Action from the previous meeting (Item 12), regarding inviting Transport Scotland to the Lead Officers meeting to discuss smart & integrated ticketing, and how RTPs can support delivery. RR invited TS to the last RTP Lead Officers meeting where Bill Reeve from TS presented. The decision was made to re-action this.

Action: Lead Officers to take forward meetings with Transport Scotland regarding smart and integrated ticketing delivery & outcomes. RR

Cllr Stout suggested the need for Chairs to put pressure on driving forward the Transport Minister's ideas for smart ticketing. EG added that there is a short timeframe for ERDF funding so critical to follow up with TS on how RTPs can contribute. DM suggested a letter be composed to reinforce ambition.

Discussion followed regarding the integration of smart card travel – is it fully integrated for an entire journey wherever you live? Demand must be put on TS to ensure ticketing is smart *and* integrated and regulations are required.

Action: Write letter to the Minister detailing objectives/aspirations and support for the Minister's objectives for smart and integrated ticketing. RR to draft the letter and discuss detail with officers. RR

Audit Scotland Feedback: EG provided a verbal update relating to Item 3(ii) of previous meeting 'Audit Scotland Roads Maintenance Review'. A draft report is anticipated shortly and will be confidential, but can be shared between the steering group & Lead Officers.

EG

Action: EG will provide an update at the next Chairs meeting once report is released.

Item 11 Action (National Low Emissions Framework): Not much progress since last update but beneficial to bring forward to later item on agenda.

Item 16 Action on EU projects & ERDF: RR referred to the action where TS ensured that RTPs would be provided with information on ERDF going forward. TS are holding an event on 24th March to discuss ERDF and gives an opportunity to network & discover other EU projects.

Cllr Stout suggested that Chairs invite the Minister to the next meeting. RR did not follow-up an invite to this meeting due to the location and upcoming elections.

Action: RR to invite Minister to next meeting in June with early engagement. RR

4. Standards Commission Advice on RTP Board Member Involvement in Planning Decisions

DM provided an update emailed by Joanne Grey & Ewan Milligan to inform members of the current position. There have been some developments and Scottish Ministers have agreed to consult revision on code of conduct – expected in Summer 2016.

5. Transport for Regional Growth Seminar

AM reported on SEStran's successful Regional Growth Conference held on 5th November 2015, and suggested that the conference be repeated on a regular basis perhaps every two years as a wider RTP conference, including participation by CoSLA. Group are in support of this, with potential first RTP conference taking place in Autumn 2016. Cllr Findlay also suggested that individual regional seminars be held during the years in-between the conferences to discuss regional aspects – group are in agreement.

6. Active/Sustainable Travel Update

(i) Cycling Scotland / Sustrans Update

EG reported that a planned meeting with Active Travel organisations has not taken place yet. The Director of Sustrans could not attend the last lead officers meeting. It is intended to extend the invitation to Neil Langhorn of Transport Scotland again to build on active travel discussions.

(ii) Smarter Choices Smarter Places Update

AM updated on the Smarter Choices Smarter Places funding for 2016/17. The funding will be on the same basis as last year, with an allocation to 32 local authorities depending on size, with minimum allocation of 50,000 for smaller authorities, and will be administered by Paths for All. The funding by-passed RTPs but it's referred to in the documentation that local authorities should coordinate with RTPs.

DM stated that local authorities with tighter budgets and smaller staffing are struggling to match fund and provide resources to deliver. EG added that we are over-subscribed with match-funding. Cllr Stockan suggested it as an item to take forward to the Minister.

7. Bus Issues

(i) Bus Stakeholder Group/ Bus Service Registration

GD provided an update from recent discussions at the Bus Stakeholder Group.

(ii) Transport Focus Bus Survey 2016

EG discussed the bus passenger satisfaction survey with an estimated cost of c£70-80,000. EG requested that RTPs put appropriate contribution in (e.g. £10-15,000) collectively to build on previous work.

Cllr Findlay stated the importance of working together with the bus industry; not just commercial companies but also community transport. EG will continue with dialogue of collaborative contribution.

8. NTS Refresh

RR discussed the National Transport Strategy Refresh paper for noting. In April 2015 the Minister for Transport and the Islands announced a refresh of Scotland's NTS, in partnership with CoSLA. It recommends a deeper review of the NTS in the next Scottish Parliamentary term. Discussion followed regarding RTPs involvement with the refresh.

Action: The Secretariat to draft a letter to the Minister offering the role of RTPs as partner with CoSLA should the proposed revision of the NTS go forward in the new Parliament. This action should take place once a new Minister is in place as this will determine if a new NTS review is to go forward. BK

Discussion followed regarding the setup of a joint RTPs website due to some webpages on TS no longer functioning. Cllr Dawson suggested a link from RTPs and TS websites rather than creating a standalone website.

Action: Lead Officers will explore option of Joint Chairs website/webpage and take back as Item for the next Chairs meeting. Lead Officers

9. Air Service Update**(i) Air Service Scoping Paper**

RR provided an update of the Air Service Scoping Paper. Issues are being pulled together to present a paper at the next Island Transport Forum. Working closely with TS, RR hopes for a draft scoping paper by end of March 2016.

SCDI were commissioned to produce an online survey to help gather views on the existing services & discover the most important issues to passengers. Over 1400 responses were received with results currently being reviewed. Main themes emerging are the high fares to the Islands & unreliable services, resulting in increased land travel over air due to the possibility of missed meetings, etc. The scoping paper should inform necessary remedial action.

10. Ferries Update

(i) Northern Isles Ferry Service Contract STAG

MC discussed the need for more engagement with businesses, communities, etc. and to tackle the issues of fares. There is a limited time to conclude study (October 2016 deadline) so must move quickly. MC believes it is well-intended and set out but underestimates significant fares issue. Costs & reliability are key influences on decisions to move to Orkney, Shetland, etc. and are thus major influences on economic impacts on the Islands.

11. Rail Issues

(i) High Speed Rail

AM reported that they are awaiting with interest information from the Cabinet Secretary and Minister on progress with high speed rail, and are hoping for an announcement in the next couple of weeks before the onset of purdah. AM will advise once the meeting date has been announced, with provisional date being 9th March.

(ii) ECMA

AM reported on the upcoming board meeting which Cllr Dawson & Cllr Imrie will be attending. Virgin East Coast held a session in York as part of its proactive liaison with stakeholders, discussing set-up communications, staff & website. Meetings will be held in Scottish Parliament & Westminster after the Scottish elections & referendum.

EG questioned if there is a requirement for RTPs to make a financial contribution to ECMA next year? AM responded that the paper going to the joint board next week will cover the budget & these aspects.

Discussion followed regarding plans to develop the network, including north of Edinburgh developments, perceived risks of the current service & aspirations for Inverness-London routes.

Action: The RTPs serviced by the ECML would write to the ORR EG to express concern at the risk of open access operations undermining the opportunity for the franchisee to improve Scottish services.

(iii) Scotland Route Study

RR provided an update on the Scotland Route Study and highlighted the paper for noting. Consultation is currently ongoing with response due by 10th March.

12. National Concessionary Travel Scheme Entitlement

RR highlighted the report which covers the most recent meeting of the CoSLA Development Economy & Sustainability Committee considering issues regarding entitlements with the National Concessionary Travel Scheme. RR noted that RTPs have been asked to provide information on local and regional entitlements provided over and above National Concessionary Travel Schemes in their areas.

RR

Action: RR will send out a template.

13. RTP Secretariat / Lead Officer External Representation

The changeover of RTP Secretariat from HITRANS to SPT will come into effect from 3 March 2016. Discussion followed regarding the list of responsibilities reallocated due to the retirement of SEStran's Partnership Director.

Cllr Findlay agreed that SPT will provide a candidate but to take the place on BRT UK. BRT UK will invite that nominee to be the replacement.

14. AOB

Date of next meeting: 15th June (Swestrans)
Location: Gatehouse of Fleet (near Stranraer)