

**PERFORMANCE & AUDIT COMMITTEE MEETING  
FRIDAY 3<sup>RD</sup> JUNE 2016 AT 10:00AM**

**SESTRAN OFFICES, MEETING ROOM 3D-34, VICTORIA QUAY, EDINBURGH, EH6 6QQ**

Tea and coffee will be served from 9.30am.

1. Order of Business
2. Apologies
3. Declarations of Interest

**AGENDA A – POINTS FOR DECISION**

- A1.** Minutes of the Performance & Audit Committee – Friday 4<sup>th</sup> March 2016
- A2.** Matters Arising
- A3.** Unaudited Financial Statements
- A4.** Legal Officer's Report - Governance Review
- A5.** Internal Audit Plan
- A6.** Annual Treasury Report
- A7.** Risk Report

**ITEM FOR INFORMATION – E-MAILED TO MEMBERS 9 MARCH 2016**

Standards Commission Guidance – Relations Between Members and Employees of Devolved Public Bodies.

4. AOCB
5. Date of Next Meeting  
9<sup>th</sup> September 2016, 3D-34 Meeting Room, Victoria Quay, Edinburgh, EH6 6QQ

## PERFORMANCE & AUDIT COMMITTEE MEETING

**HELD IN SESTRAN OFFICES, MEETING ROOM 3D-34, VICTORIA QUAY,  
EDINBURGH, EH6 6QQ  
ON FRIDAY, 4<sup>th</sup> MARCH, 2016  
11.00 A.M. – 12.30 P.M.**

<b>PRESENT:</b>	<u>Name</u>	<u>Organisation Title</u>
	Councillor Gordon Edgar	Scottish Borders Council
	Councillor Tony Boyle	West Lothian Council
	Councillor Derek Rosie	Midlothian Council
	John Jack	SEStran Non-Councillor Member
	Sandy Scotland	SEStran Non-Councillor Member

<b>IN ATTENDANCE:</b>	<u>Name</u>	<u>Organisation Title</u>
	Alex Macaulay	SEStran Partnership Director
	Iain Shaw	City of Edinburgh Council (Treasurer)
	Andrew Ferguson	Fife Council
	Marta Kuzma	Audit Scotland
	Daniel Melly	Audit Scotland

*N.B. Prior to the commencement of formal business, the Chair reported that Scottish Borders Council had won the Town Centre Regeneration Project of the Year at the Scottish Property Awards 2016 for the Transport Interchange Building. The Committee congratulated the Council on its success.*

**Action by**

### 1. ORDER OF BUSINESS

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

### 2. APOLOGIES

Apologies were received from Councillors Balsillie and Veitch.

### 3. DECLARATIONS OF INTERESTS

No declarations of interest were made.

## A1 MINUTES

The minutes of the Performance & Audit meeting of Friday 20<sup>th</sup> November, 2015 were noted and approved as a correct record.

**A2 MATTERS ARISING**

None.

**A3 BUDGET 2016/17**

**A3.1 Budget Support Paper**

The Committee considered a report by Jim Grieve, outlining SEStran's success in attracting additional funding from a variety of sources and SEStran's success in attracting awards for projects delivered..

**Decision**

The Committee noted the contents of the report, and asked that its appreciation of the team's efforts in attracting such a substantial amount of additional funding be passed on.

**A3.2 Revenue Budget 2016/17**

The Committee considered a report by Hugh Dunn, Treasurer, presenting the revenue budget for 2016/17, together with the share of net expenses to be paid by each constituent council.

**Decision**

The Committee noted that the Partnership Board would be asked to approve the following recommendations at its meeting on 18<sup>th</sup> March, 2016:

- (1) approve the proposed core revenue and revenue projects budget for 2016/17, as detailed in appendices 1 & 2, and agreed that the Treasurer be authorised to requisition the individual constituent authorities for the following amounts:

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

(2)/

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

#### **A4 ANNUAL TREASURY STRATEGY**

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

##### **Decision**

The Committee referred the Strategy to the Board for approval of the continuation of the current arrangement outlined in Appendix 1, noting their appreciation of the efforts of City of Edinburgh Council staff in providing said arrangement.

#### **A5. AUDIT SCOTLAND – AUDIT PLAN 2016/16**

The Committee considered the Audit Plan for 2016/17

##### **Decision**

The Committee noted the contents of the report, and expressed the desire that when Audit Scotland appointed SEStran's external auditors for the next financial year, account was taken of the synergy to be achieved with the City of Edinburgh's external audit function. The committee also noted the level of funds received from ERDF associated with the RTP1 schemes, how this had been accommodated within the current year's expenditure and recommended that SEStran seek detailed information from the ERDF team.

#### **5. ANY OTHER BUSINESS**

The Committee received and noted a verbal update from the Partnership Director on the recruitment of his replacement.

#### **6. DATE OF NEXT MEETING**

##### **Decision**

The Committee noted that the next meeting would be held on Friday 3<sup>rd</sup> June, 2016 in 3D-34 Meeting Room, Victoria Quay, Edinburgh.

## **1 Introduction**

The purpose of this report is to present the unaudited Annual Accounts for the year ended 31st March, 2016.


## **2 Main Report**

- 2.1 The unaudited Annual Accounts are submitted to the Partnership in accordance with the Local Authority Accounts (Scotland) Regulations 2014. The accounts are subject to audit and the audited Annual Accounts, incorporating the Auditor's report, will be presented to the Performance and Audit Committee and Partnership Board in due course.
- 2.2 The Treasurer's opinion on the effectiveness of the Partnership's system of internal financial control is provided within the Annual Governance Statement on pages 6 to 8. The Treasurer's opinion is informed by the work of Internal Audit and managers in the Partnership.
- 2.3 The Management Commentary is on pages 2 to 4 of the Annual Accounts and this highlights key aspect of financial performance during the year.

## **3 Recommendations**

It is recommended that the Performance and Audit Committee:

- (i) note the unaudited Annual Accounts for 2015/16 and refer the Accounts to the Partnership Board for approval for submission to the Partnership's external auditors;
- (ii) notes that the audited Annual Accounts, incorporating the Auditor's report, will be presented to the Performance and Audit Committee and Partnership Board in due course.



Hugh Dunn  
Treasurer  
June 2016

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**Appendices**

Unaudited Annual Accounts 2015/16

**Contact/tel/e-mail**

Iain Shaw: 0131 469 3117 iain.shaw@edinburgh.gov.uk

Policy Implications	n/a
Financial Implications	n/a
Race Equalities Implications	n/a
Gender Equalities	n/a
Disability Equalities Implications	n/a
Climate Change Implications	n/a

**The South East of Scotland  
Transport Partnership  
(SESTRAN)**

**Unaudited  
Annual Accounts**

**2015/2016**

# The South East of Scotland Transport Partnership (SESTRAN)

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# **The South East of Scotland Transport Partnership (SESTRAN)**

## **Management Commentary**

### **1. Basis of Accounts**

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

### **2. Statutory Background**

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

### **3. Corporate Strategy**

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

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

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

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

SEStran's Vision Statement is as follows:

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

### **4. Risks and Uncertainties**

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

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

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

### **5. Results for the Year**

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

# The South East of Scotland Transport Partnership (SESTRAN)

## Management Commentary (Contd.)

### 5. Results for the Year (Contd.)

The approved Revenue budget of the Partnership in 2015/16 was £3.164m. A comparison of the outturn position with the revised budget is summarised below:

	Revised Budget	Outturn	Variance
	£'000	£'000	£'000
Core Service	549	544	(5)
Revenue Projects	1,384	1,380	(4)
Capital Project	1,230	1,129	(101)
Interest	1	0	(1)
<b>Total Expenditure 2015/16</b>	<b>3,164</b>	<b>3,053</b>	<b>(111)</b>
Government Grant	(782)	(782)	0
Constituent Council Requisitions	(200)	(200)	0
Other Income - Revenue Projects	(1,044)	(1,157)	(113)
Other Income - Capital Project	(1,138)	(910)	228
Other Income - Conference	0	(5)	(5)
<b>Total Income 2015/16</b>	<b>(3,164)</b>	<b>(3,053)</b>	<b>111</b>

The Partnership incurred core service expenditure of £0.544m which was £5,000 below the revised Core Service revenue budget. Interest paid by the Partnership was £1,000 below budget.

The Partnership incurred net expenditure of £0.223m on revenue projects which was £117,000 under budget. This underspend reflected reduced expenditure on EU Projects (£0.045m) and Other Projects (£0.072m).

The Partnership received unbudgeted income from a conference of £5,000.

The Partnership also incurred expenditure of £1.129m on the RTPi capital project, funded principally by income from bus operators, the Bus Investment Fund and by the Partnership's underspend on the 2014/15 Revenue budget (see below).

Overall the Partnership had an underspend against the revenue budget of £87,000 which the Board, at its meeting on 4th December 2015, agreed would be used to meet future commitments on the RTPi project.

The Partnership carried forward a balance of £29,000 from an underspend on the 2014/15 Revenue budget for the RTPi project. During 2015/16, the Partnership claimed £776,000 from the Scottish Government's Bus Investment Fund in respect of expenditure on the RTPi capital project. The Partnership used both these funding contributions towards the project during 2015/16.

The Partnership spent £633,000 on vehicles, plant and equipment in 2015/16 towards operational equipment for the regional real-time bus passenger travel information system.

### Non Financial Results

SEStran's Real Time Passenger Information (RTPI) programme was further expanded during 2015/16. During this year the system was modified to take RTPI from new ticket machines installed by Stagecoach. The on-bus equipment no longer required by Stagecoach was transferred to the First Scotland, East fleet; therefore all Stagecoach and First Buses operating within the SEStran area are now equipped with the RTPI facility. In addition, almost 150 TV screens, also showing RTPI, have been distributed throughout public buildings in the SEStran region.

SEStran has operated the Sustrans funded Regional Cycle Network Grant Scheme throughout financial year 2015/16 to encourage the development of the cycle network throughout the region. The funding has been used for various projects, including feasibility studies carried out in West Lothian, East Lothian, Fife and Edinburgh. An alternative region wide feasibility study was undertaken by Young Scot by engaging young people - the future users of the network. Infrastructure improvements include lighting projects in East Lothian and Edinburgh and signage improvements in Clackmannanshire and West Lothian. Finally, Falkirk Council installed cycle counters in order to monitor the number of cyclists.

Under the Sustainable Travel Awareness heading, grants of value between £3,000 to £25,000 have been awarded to Scottish Borders Council, Edinburgh University, Edinburgh College and "Changeworks".

Two European projects continued in 2015/16; the first entitled "Chums" and the second "Socialcar", both dealing with car pooling and linking to public transport. A third, mode sharing project entitled "Share-north", was won and initiated during 2015/16.

# The South East of Scotland Transport Partnership (SESTRAN)

## Management Commentary (Contd.)

### 6. Future Developments

On 18th March 2016, the Partnership's Board agreed a revenue budget for 2016/17, which made provision for £0.551m of core service costs and £1.069m of project expenditure in support of Regional Transport Strategy projects. The budget estimates £1.069m of external funding will be available for projects, of which £0.173m is for capital funded projects.

In recognition of the current financial constraints faced by public sector organisations, the 2016/17 budget makes provision for no increase in constituent council requisitions. Council and Scottish Government funding is confirmed for a period of one year. The Partnership is working towards identifying further cashable efficiency savings for 2017/18.

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

However, the Partnership has proved to be resourceful in 2015/16 and in previous years in attracting additional funding. The Partnership intends, in future, to continue that trend and will take every opportunity to pursue avenues of potentially available sources of funding.

It is considered appropriate to adopt a going concern basis for the preparation of the Annual Accounts.

Senior Vice-Chair of Partnership Board:      RUSSELL IMRIE      \_\_\_\_\_ Date signed: \_\_\_\_\_

Partnership Director:      GEORGE ECKTON      \_\_\_\_\_ Date signed: \_\_\_\_\_

Treasurer:      HUGH DUNN, CPFA      \_\_\_\_\_ Date signed: \_\_\_\_\_

# **The South East of Scotland Transport Partnership (SESTRAN)**

## **STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS**

### **The Partnership's Responsibilities**

The Partnership is required:

- to make arrangements for the proper administration of its financial affairs and to secure that the proper officer has the responsibility for the administration of those affairs. In this Partnership, that officer is the Treasurer;
- to manage its affairs to secure economic, efficient and effective use of its resources and safeguard its assets;
- to ensure the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014) and so far as is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003);
- to approve the Annual Accounts.

Senior Vice-Chair of  
Partnership Board:

RUSSELL IMRIE

Date signed:

### **The Treasurer's Responsibilities**

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

In preparing the Annual Accounts, the Treasurer has:

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

The Treasurer has also:

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

I certify that the Annual Accounts give a true and fair view of the financial position of the Partnership at the reporting date and the transactions of the Partnership for the year ended 31st March 2016.

Treasurer:

HUGH DUNN, CPFA

Date signed:

# The South East of Scotland Transport Partnership (SESTRAN)

## ANNUAL GOVERNANCE STATEMENT 2015/16

### 1. Scope of Responsibility

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

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

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

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

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

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

### 2. The Partnership's Governance Framework

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

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

- Focusing on the purpose of the Partnership and on outcomes for the community, and creating and implementing a vision for the local area;
- Members and officers working together to achieve a common purpose with clearly defined functions and roles;
- Promoting values for the Partnership and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
- Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
- Developing the capacity and capability of members and officers to be effective;
- Engaging with local people and other stakeholders to ensure robust public accountability.

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

# The South East of Scotland Transport Partnership (SESTRAN)

## ANNUAL GOVERNANCE STATEMENT 2015/16 (contd.)

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

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

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

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

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

### 4. Review of Effectiveness

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

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

- the work of the Internal Auditors and the Head of Internal Audit's Annual Statement on the adequacy and effectiveness of the Partnership's system of internal financial control;
- the Partnership Director's Certificate of Assurance on internal control;
- the operation and monitoring of controls by Partnership managers;
- the External Auditors in their Annual Audit Report and other reports; and
- other inspection agencies comments and reports.

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

- **The Partnership Board** provides strategic leadership, determines policy aims and objectives and takes executive decisions not delegated to officers. It provides political accountability for the Partnership's performance.
- **The Performance and Audit Committee** demonstrates the Partnership's commitment to the principles of good governance. It scrutinises the running of the Partnership and suggests improvements.

# The South East of Scotland Transport Partnership (SESTRAN)

## ANNUAL GOVERNANCE STATEMENT 2015/16 (contd.)

### 4. Review of Effectiveness (continued)

- **Internal Audit** provides an independent and objective assurance service to the Partnership by completing a programme of reviews throughout the year, to provide an opinion on the internal control, risk management and governance arrangements of South East of Scotland Transport Partnership.
- **Audit Scotland's Annual Audit Report** is considered by the Partnership Board and the Performance and Audit Committee along with the output from other external audits and inspections.
- **The Risk Management System** requires that risks are regularly reviewed by the Performance and Audit Committee and the Board. This ensures that actions are taken to effectively manage the Partnership's highest risks.
- **The Legal Officer** is responsible to the Partnership for ensuring that agreed procedures are followed and that all applicable statutes and regulations are complied with.

### 5. Certification

In compliance with accounting practice, the Treasurer has provided the Partnership Director with a statement on the adequacy and effectiveness of the Partnership's internal financial control system for the year ended 31<sup>st</sup> March 2016. It is the Treasurer's opinion that reasonable assurance can be placed upon the adequacy and effectiveness of the Partnership's internal control system.

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

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

Senior Vice-Chair of  
Partnership Board:

RUSSELL IMRIE

Date signed:

Partnership Director:

GEORGE ECKTON

Date signed:

# The South East of Scotland Transport Partnership (SESTRAN)

## REMUNERATION REPORT

### 1. Remuneration Policy for Senior Employees

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

### 2. Remuneration for Senior Councillors

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

### 3. Management of Remuneration Arrangements

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

### 4. Officers Remuneration

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

Remuneration Bands	2015/16	2014/15
£50,000 - £54,999	1	1
£85,000 - £89,999	0	1
£90,000 - £94,999	1	0

### 5. Senior Employees Remuneration

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

Name and Post Title	Salary, Fees and Allowances £'000	Total Remuneration 2015/16 £'000	Total Remuneration 2014/15 £'000
Alex Macaulay - Partnership Director	91	91	88
	91	91	88

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

### 6. Senior Employees Pension Entitlement

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

Name and Post Title	In-year pension contributions		Accrued pension benefits	
	2015/16 £'000	2014/15 £'000	As at 31 March 2016 £'000	Difference from 31 March 2015 £'000
Alex Macaulay - Partnership Director	19	20	Pension 14 Lump Sum 9	3 1
	19	20		

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



# The South East of Scotland Transport Partnership (SESTRAN)

## REMUNERATION REPORT (contd.)

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### 6. Senior Employees Pension Entitlement (contd.)

THE LGPS is a final salary pension scheme.

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

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

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

The tiers and members contributions rates for 2015-16 are as follows:

On earnings up to and including £20,500 (5.5%), on earnings above £20,500 and up to £25,000 (7.25%), on earnings above £25,000 and up to £34,400 (8.5%), on earnings above £34,400 and up to £45,800 (9.5%) and on earnings above £45,800 (12%).

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

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

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

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

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

Senior Vice-Chair of  
Partnership Board:

RUSSELL IMRIE

\_\_\_\_\_

Date signed:

\_\_\_\_\_

Partnership Director:

GEORGE ECKTON

\_\_\_\_\_

Date signed:

\_\_\_\_\_

# The South East of Scotland Transport Partnership (SESTRAN)

## MOVEMENT IN RESERVES STATEMENT

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

### 2014/15 - Previous Year Year Comparative

① Opening Balances at 1 April 2014

② Movement in reserves during 2014/15

Surplus or (Deficit) on Provision of Services  
Other Comprehensive Expenditure and Income

Total Comprehensive Expenditure and Income

③ Adjustments between accounting basis & funding basis under regulations (Note 6)

Net increase/decrease before transfers to Earmarked Reserves

④ Transfers to/from Earmarked Reserves

Increase/Decrease in 2014/15

Balance at 31 March 2015 carried forward

Usable Reserves		Unusable Reserves	Total Partnership Reserves
General Fund Balance	Total Usable Reserves		
£'000	£'000	£'000	£'000
0	0	3,687	3,687
(57)	(57)	0	(57)
0	0	(19)	(19)
(57)	(57)	(19)	(76)
57	57	(57)	0
0	0	(76)	(76)
0	0	0	0
0	0	(76)	(76)
0	0	3,611	3,611

### 2015/16 - Current Financial Year

① Opening Balances at 1 April 2015

② Movement in reserves during 2015/16

Surplus or (Deficit) on Provision of Services  
Other Comprehensive Expenditure and Income

Total Comprehensive Expenditure and Income

③ Adjustments between accounting basis & funding basis under regulations (Note 6)

Net increase/decrease before transfers to Earmarked Reserves

④ Transfers to/from Earmarked Reserves

Increase/Decrease in 2015/16

Balance at 31 March 2016 carried forward

Usable Reserves		Unusable Reserves	Total Partnership Reserves
General Fund Balance	Total Usable Reserves		
£'000	£'000	£'000	£'000
0	0	3,611	3,611
(297)	(297)	0	(297)
0	0	211	211
(297)	(297)	211	(86)
297	297	(297)	0
0	0	(86)	(86)
0	0	0	0
0	0	(86)	(86)
0	0	3,525	3,525

# The South East of Scotland Transport Partnership (SESTRAN)

## COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT 2015/16

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

2014/15

2015/16

Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000	Services	Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000
2,036	(1,066)	970	Highways and Transport Services	3,313	(2,071)	1,242
25	0	25	Corporate and Democratic Core	25	0	25
0	0	0	Non Distributed (Gains) / Costs	0	0	0
2,061	(1,066)	995	Cost Of Services	3,338	(2,071)	1,267
0	0	0	Other Operating Expenditure	0	0	0
73	(58)	15	Financing & Investment Income (Note 8)	59	(47)	12
0	(953)	(953)	Taxation and Non-Specific Grant Income (Note 9)	0	(982)	(982)
2,134	(2,077)	57	(Surplus) or Deficit on Provision of Services	3,397	(3,100)	297
			Other Comprehensive Income and Expenditure			
66	0	66	Change in Demographic Assumptions	0	0	0
185	0	185	Change in Financial Assumptions	0	(158)	(158)
0	(234)	(234)	Other Experience	0	(28)	(28)
2	0	2	Expected Return on Assets	0	(25)	(25)
253	(234)	19	Total Other Comprehensive Income and Expenditure	0	(211)	(211)
2,387	(2,311)	76	Total Comprehensive Income and Expenditure	3,397	(3,311)	86

# The South East of Scotland Transport Partnership (SESTRAN)

## BALANCE SHEET

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

31 March 2015 £'000		Notes	31 March 2016 £'000
3,990	Property, plant and equipment	10.1	3,716
<b>3,990</b>	<b>Long term assets</b>		<b>3,716</b>
1,294	Short-term debtors	12	1,146
84	Cash and cash equivalents	13	41
<b>1,378</b>	<b>Current assets</b>		<b>1,187</b>
(1,384)	Short-term creditors	14	(1,189)
<b>(1,384)</b>	<b>Current liabilities</b>		<b>(1,189)</b>
(373)	Other long-term liabilities (Pensions)	16.2	(189)
<b>(373)</b>	<b>Long-term liabilities</b>		<b>(189)</b>
<b>3,611</b>	<b>Net assets/ (liabilities)</b>		<b>3,525</b>
	<b>Financed by:</b>		
0	Usable reserves	15	0
3,611	Unusable reserves	16	3,525
<b>3,611</b>	<b>Total reserves</b>		<b>3,525</b>

The unaudited annual accounts were authorised for issue on the 17th June 2016 by the Treasurer to the Board, Hugh Dunn.

Treasurer: HUGH DUNN, CPFA

Date signed: \_\_\_\_\_

# The South East of Scotland Transport Partnership (SESTRAN)

## CASH FLOW STATEMENT

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

31 March 2015 £'000	31 March 2015 £'000		31 March 2016 £'000	31 March 2016 £'000
		<b>OPERATING ACTIVITIES</b>		
(307)		Government Grants	(488)	
(200)		Constituent Council Requisitions	(171)	
1		Interest paid/ (received)	1	
(1,003)		Other receipts from operating activities	(2,692)	
	(1,509)	<b>Cash inflows generated from operating activities</b>		(3,350)
410		Cash paid to and on behalf of employees	465	
387		Cash paid to suppliers of goods and services	2,295	
	797	<b>Cash outflows generated from operating activities</b>		2,760
	(712)	<b>Net cash flows from operating activities</b>		(590)
		<b>INVESTING ACTIVITIES</b>		
638		Purchase of property, plant and equipment	633	
	638	<b>Net cash flows from investing activities</b>		633
		<b>FINANCING ACTIVITIES</b>		
0		Other receipts from financing activities	0	
	0	<b>Net cash flows from financing activities</b>		0
	(74)	<b>Net( increase)/ decrease in cash and cash equivalents</b>		43
	10	<b>Cash and cash equivalents at the beginning of the reporting period</b>		84
	84	<b>Cash and cash equivalents at the end of the reporting period (Note 13)</b>		41

# The South East of Scotland Transport Partnership (SESTRAN)

## 1. STATEMENT OF ACCOUNTING POLICIES

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### 1.1 Accounting Policies

The Annual Accounts summarises the Partnership's transactions for the 2015/16 financial year and its position at the year-end of 31 March 2016. The Partnership is required to prepare Annual Accounts by the Local Authority Accounts (Scotland) Regulations 2014 in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 and CIPFA's Service Reporting Code of Practice 2015/16 (SERCOP), supported by International Financial Reporting Standards (IFRS).

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

### 1.2 Accruals of Expenditure and Income

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

### 1.3 Operating Leases

#### *a) Leased-in assets*

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

#### *b) Leased-out assets*

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

### 1.4 Overheads

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

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

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

# The South East of Scotland Transport Partnership (SESTRAN)

## 1. STATEMENT OF ACCOUNTING POLICIES (Contd.)

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### 1.6 Employee Benefits

#### Pensions

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

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

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

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

#### Accruals of Holiday Leave

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

### 1.7 Non Current Assets

#### a) *Intangible Assets*

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

#### b) *Property, Plant and Equipment*

Property, Plant and Equipment is categorised into the following classes:

- Vehicles, plant and equipment;
- Assets under construction;

#### Recognition:

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

# The South East of Scotland Transport Partnership (SESTRAN)

## 1. STATEMENT OF ACCOUNTING POLICIES (Contd.)

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### 1.7 Non Current Assets (contd)

#### *b) Property, Plant and Equipment*

##### **Depreciation:**

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

##### **Measurement:**

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

### 1.8 Government Grants and Other Contributions

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

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

### 1.9 Provisions

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

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

### 1.10 Reserves

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

The Partnership operates the following unusable reserves:

#### *a) Pension Reserve*

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



# The South East of Scotland Transport Partnership (SESTRAN)

## 1. STATEMENT OF ACCOUNTING POLICIES (Contd.)

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### 1.10 Reserves (contd)

#### b) *Capital Adjustment Account*

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

#### c) *Accumulated Absences Account*

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

### 1.11 Financial Instruments

#### *Financial Assets*

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

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

### 1.12 Cash and Cash Equivalents

Cash and cash equivalents include:

- Credit and debit funds held in banks

### 1.13 Contingent Liabilities

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

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

### 1.14 Value Added Tax

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

### 1.15 Events After the Reporting Period

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

Two types of events can be identified:

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

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

# The South East of Scotland Transport Partnership (SESTRAN)

## 1. STATEMENT OF ACCOUNTING POLICIES (Contd.)

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### 1.16 Short term Debtors and short term Creditors

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

### 1.17 Changes in Accounting Policies and Estimates and Errors

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

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

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

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

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

This applies to the adoption of the following new or amended standards within the 2016/17 Code:

- Amendments to IAS 19 Employee Benefits (Defined Benefit Plans: Employee Contributions).
- Annual Improvements to IFRSs 2010 – 2012 Cycle .
- Amendment to IFRS 11 Joint Arrangements (Accounting for Acquisitions of Interests in Joint Operations).
- Amendment to IAS 16 Property, Plant and Equipment and IAS 38 Intangible Assets (Clarification of Acceptable Methods of Depreciation and Amortisation).
- Annual Improvements to IFRSs 2012 – 2014 Cycle.
- Amendment to IAS 1 Presentation of Financial Statements (Disclosure Initiative).
- The changes to the format of the Comprehensive Income and Expenditure Statement, the Movement in Reserves Statement and the introduction of the new Expenditure and Funding Analysis.

Overall, the above amendments are not expected to have a material impact on the Annual Accounts.

However, in the 2016/17 year the comparator 2015/16 Comprehensive Income and Expenditure Statement and the Movement in Reserves Statement must reflect the new formats and reporting requirements as a result of the Telling the Story review of the presentation of local authority financial statements.

# The South East of Scotland Transport Partnership (SESTRAN)

## 3. CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

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

The critical judgements made in the Annual Accounts are:

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

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

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

The items in the Partnership's Balance Sheet at 31 March 2016 for which there is a significant risk of material adjustment in the forth coming financial year are:

### 4.1 Pension Liabilities

#### *Uncertainties*

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

#### *Effect if Actual Result Differs from Assumptions*

The effects on the net pensions liability of changes in individual assumptions can be measured.

For instance, a 0.5% decrease in the discount rate assumption would result in an increase in the pension liability of £164,000.

However, the assumptions interact in complex ways. During 2015/16, the Partnership's actuaries advised that the net pensions liability had decreased by £184,000. This is as a result of an increase in the net discount rate over this period, the positive impact of which has outweighed the likely lower than expected asset returns.

## 5. EVENTS AFTER THE BALANCE SHEET DATE

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

There were no events which took place after 31st March 2016 which would materially affect the 2015/16 Annual Accounts.

However it should be noted that the Partnership's Director, Alex Macaulay, retired on 30 April 2016. The new Partnership Director, George Eckton, was appointed in April and will take up his duties on 1 June 2016.

## The South East of Scotland Transport Partnership (SESTRAN)

### 6. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

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

2015/16	Usable Reserves	Unusable Reserves			
	General Fund Balance	Capital Adjustment Account	Accumulated Absence Account	Pension Reserve	Movement in Unusable Reserve
	£'000	£'000	£'000	£'000	£'000
<b>Adjustments primarily involving the Capital Adjustment Account</b>					
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Charges for depreciation and impairment of non-current assets	907	(907)			(907)
<b>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement (CIES)</b>					
Contributions credited to the CIES that have been applied to capital financing	(633)	633			633
<b>Adjustments primarily involving the Pensions Reserve</b>					
Reversal of items relating to retirement benefits debited or credited to the CIES	85			(85)	(85)
Employer's pension contributions and direct payments to pensioners payable in the year	(58)			58	58
<b>Adjustments primarily involving the Accumulated Absence Account</b>					
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(4)		4		4
<b>Total Adjustments</b>	<b>297</b>	<b>(274)</b>	<b>4</b>	<b>(27)</b>	<b>(297)</b>

## The South East of Scotland Transport Partnership (SESTRAN)

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

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

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

## The South East of Scotland Transport Partnership (SESTRAN)

### 7. TRANSFERS TO/FROM EARMARKED RESERVES

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

### 8. FINANCING AND INVESTMENT INCOME

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	2015/16 £'000	2014/15 £'000
Interest income on plan assets	(47)	(58)
Pensions interest cost	59	72
Other Interest	0	1
	<hr/> 12	<hr/> 15

### 9. TAXATION AND NON SPECIFIC GRANT INCOMES

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	2015/16 £'000	2014/15 £'000
Government Grant	(782)	(782)
Constituent Council Requisitions	(200)	(171)
	<hr/> (982)	<hr/> (953)

# The South East of Scotland Transport Partnership (SESTRAN)

## 10. PROPERTY, PLANT AND EQUIPMENT

### 10.1 Movements on balances:

#### Movements in 2015/16

Cost or Valuation	Vehicles Plant and Equipment £'000	Assets Under Construction £'000	Property Plant and Equipment £'000
At 1st April 2015	4,734	130	4,864
Additions	633	0	633
Revaluation increases/(decreases) recognised in Revaluation Reserve	0	0	0
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	0	0	0
Assets reclassified (to)/from Held for Sale	0	0	0
Other movements	130	(130)	0
At 31st March 2016	5,497	0	5,497

#### Accumulated Depreciation

At 1st April 2015	(874)	0	(874)
Depreciation charge	(907)	0	(907)
Depreciation written out to Revaluation Reserve	0	0	0
Depreciation written out to the Surplus/Deficit on the Provision of Services	0	0	0
Derecognition - disposals	0	0	0
Other movements in depreciation	0	0	0
At 31st March 2016	(1,781)	0	(1,781)

#### Net Book Value

· at 31st March 2016	3,716	0	3,716
· at 31st March 2015	3,860	130	3,990

# The South East of Scotland Transport Partnership (SESTRAN)

## 10. PROPERTY, PLANT AND EQUIPMENT (Contd.)

### 10.2 Movements on balances:

Comparative Movements in 2014/15			
Cost or Valuation	Vehicles Plant and Equipment £'000	Assets Under Construction £'000	Total Property Plant and Equipment £'000
At 1st April 2014	3,578	648	4,226
Additions	508	130	638
Revaluation increases/(decreases) recognised in Revaluation Reserve	0	0	0
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	0	0	0
Assets reclassified (to)/from Held for Sale	0	0	0
Other movements	648	(648)	0
At 31st March 2015	4,734	130	4,864
<b>Accumulated Depreciation</b>			
At 1st April 2014	(199)	0	(199)
Depreciation charge	(675)	0	(675)
Other movements in depreciation	0	0	0
At 31st March 2015	(874)	0	(874)

### 10.3 Depreciation

The following useful lives have been used in the calculation of depreciation:

- Vehicles, plant and equipment: 4 - 5 years

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

### 10.4 Capital Commitments

Having purchased and stored digital display equipment during 2015/16, work will continue during 2016/17 to roll-out the facility into more public buildings throughout the region, at a cost of £47,000.

It is also intended to bring a number of the smaller operators into the RTPI system, using SEStran funds of £150,000 to further the develop the system and to encourage investment in the necessary equipment by the operators themselves.

### 10.5 Heritage Assets

The Partnership does not have any heritage assets.



# The South East of Scotland Transport Partnership (SESTRAN)

## 11. FINANCIAL INSTRUMENTS

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

	Long-term		Current	
	31st March 2016 £'000	31st March 2015 £'000	31st March 2016 £'000	31st March 2015 £'000
<b>Investments</b>				
Loans and receivables	0	0	1,132	1,196
<b>Borrowings</b>				
Financial liabilities at amortised cost	0	0	984	1,223

11.2 The gains and losses recognised in the Comprehensive Income and Expenditure Account in 2015/16 in relation to financial instruments are made up as follows:

### Income, Expenses, Gains and Losses

	Financial Liabilities measured at amortised cost 31st March 2016 £'000	Financial Assets Loans and receivables 31st March 2016 £'000	Total 31st March 2016 £'000	Financial Liabilities measured at amortised cost 31st March 2015 £'000	Financial Assets Loans and receivables 31st March 2015 £'000	Total 31st March 2015 £'000
Interest expense	0	0	0	1	0	1
Interest income	0	0	0	0	0	0
<b>Net gain/(loss) for the year</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>

### 11.3 Fair Values of Assets and Liabilities

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

The fair values calculated are as follows:

Financial Liabilities	31 March 2016		31 March 2015	
	Carrying Amount £'000	Fair Value £'000	Carrying Amount £'000	Fair Value £'000
Trade creditors	984	984	1,223	1,223
Financial Assets	31 March 2016		31 March 2015	
	Carrying Amount £'000	Fair Value £'000	Carrying Amount £'000	Fair Value £'000
Loans and receivables	1,126	1,126	1,196	1,196
Trade debtors	6	6	0	0
	<b>1,132</b>	<b>1,132</b>	<b>1,196</b>	<b>1,196</b>

## The South East of Scotland Transport Partnership (SESTRAN)

### 12. DEBTORS

	31st March 2016 £'000	31st March 2015 £'000
Debtors:		
Central government bodies	769	475
Other local authorities	(3)	0
HM Customs and Excise - VAT	69	55
Other entities and individuals	311	764
	<b>1,146</b>	<b>1,294</b>

### 13. CASH AND CASH EQUIVALENTS

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

	31st March 2016 £'000	31st March 2015 £'000
Cash held by the Partnership	0	0
Bank accounts	41	84
	<b>41</b>	<b>84</b>

### 14. CREDITORS

	31st March 2016 £'000	31st March 2015 £'000
Central government bodies	(3)	0
Other local authorities	(203)	(164)
Other entities and individuals	(981)	(1,214)
Employee costs	(2)	(6)
	<b>(1,189)</b>	<b>(1,384)</b>

### 15. USABLE RESERVES

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

## The South East of Scotland Transport Partnership (SESTRAN)

### 16. UNUSABLE RESERVES

	31st March 2016 £'000	31st March 2015 £'000
16.1 Capital Adjustment Account	3,716	3,990
16.2 Pension Reserve	(189)	(373)
16.3 Accumulated Absence Account	(2)	(6)
	<u>3,525</u>	<u>3,611</u>

#### 16.1 Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions.

The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Partnership as finance for the costs of acquisition, construction and enhancement.

	2015/16 £'000	2014/15 £'000
Balance at 1st April	3,990	4,027
Reversal of items related to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
· Charges for depreciation and impairment of non-current assets	(907)	(675)
· Amortisation of intangible assets	0	0
Net written out amount of the cost of non-current assets consumed in year	<u>3,083</u>	<u>3,352</u>
Capital financing applied in the year:		
· Contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	633	638
Balance at 31st March	<u>3,716</u>	<u>3,990</u>

#### 16.2 Pension Reserve

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

## The South East of Scotland Transport Partnership (SESTRAN)

### 16. UNUSABLE RESERVES (Contd.)

#### 16.2 Pension Reserve (Contd.)

	2015/16 £'000	2014/15 £'000
Balance at 1st April	(373)	(332)
Actuarial losses or (gains) on pension assets and liabilities	0	0
Remeasurements of the net defined benefit liability / (asset)	211	(19)
Reversals of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.	(85)	(78)
Employer's pension contributions and direct payments to pensioners payable in the year.	58	56
Balance at 31st March	<u>(189)</u>	<u>(373)</u>

#### 16.3 Accumulated Absence Account

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

	2015/16 £'000	2014/15 £'000
Balance at 1st April	(6)	(8)
Settlement or cancellation of accrual made at the end of the preceding year	6	8
Amounts accrued at the end of the current year	(2)	(6)
Balance at 31st March	<u>(2)</u>	<u>(6)</u>

### 17. MEMBERS EXPENSES

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

	2015/16 £'000	2014/15 £'000
Expenses	<u>1</u>	<u>1</u>
	<u>1</u>	<u>1</u>

## The South East of Scotland Transport Partnership (SESTRAN)

### 18. AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

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

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

- no charges are made in relation to capital expenditure (whereas depreciation, revaluation and impairment losses in excess of the balance on the Revaluation Reserve and amortisations are charged to services in the Comprehensive Income and Expenditure Statement),
- the cost of retirement benefits is based on cash flows (payments of employer's pensions contributions) rather than current service cost of benefits accrued in the year,
- expenditure on some support services is budgeted for centrally and not charged to projects

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

<b>Segmental Income and Expenditure 2015/16</b>	<b>Core Service £'000</b>	<b>Projects £'000</b>	<b>Total £'000</b>
Fees, charges & other service income	0	(2,071)	(2,071)
Interest and investment income	0	0	0
Government grants	(350)	(432)	(782)
Constituent Council requisitions	(200)	0	(200)
<b>Total Income</b>	<b>(550)</b>	<b>(2,503)</b>	<b>(3,053)</b>
Employee expenses	269	0	269
Other service expenses	222	0	222
Support service recharges	53	0	53
Project costs	0	2,509	2,509
<b>Total Expenditure</b>	<b>544</b>	<b>2,509</b>	<b>3,053</b>
<b>Net Expenditure</b>	<b>(6)</b>	<b>6</b>	<b>0</b>
<b>Segmental Income and Expenditure 2014/15</b>	<b>Core Service £'000</b>	<b>Projects £'000</b>	<b>Total £'000</b>
Fees, charges & other service income	0	(1,066)	(1,066)
Interest and investment income	0	0	0
Government grants	(266)	(516)	(782)
Constituent Council requisitions	(200)	0	(200)
<b>Total Income</b>	<b>(466)</b>	<b>(1,582)</b>	<b>(2,048)</b>
Employee expenses	227	0	227
Other service expenses	173	0	173
Support service recharges	54	0	54
Project costs	0	1,594	1,594
<b>Total Expenditure</b>	<b>454</b>	<b>1,594</b>	<b>2,048</b>
<b>Net Expenditure</b>	<b>(12)</b>	<b>12</b>	<b>0</b>

## The South East of Scotland Transport Partnership (SESTRAN)

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

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

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

	2015/16 £'000	2014/15 £'000
Net expenditure in the Segmental Analysis	0	0
Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the Segmental Analysis	285	42
Amounts in the Segmental Analysis not included in the Comprehensive Income and Expenditure Statement *	982	982
<b>Cost of Services in Comprehensive Income and Expenditure Statement</b>	<b>1,267</b>	<b>1,024</b>

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

#### Reconciliation to Subjective Analysis

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

	Segmental Analysis £'000	IFRS Gross Up £'000	Not Reported to Mgmt £'000	Not Included in CIES £'000	Cost of Services £'000	Corporate Amounts £'000	Total £'000
<b>2015/16</b>							
<b>Reconciliation to Subjective Analysis</b>							
Fees, charges & other service income	(2,071)				(2,071)		(2,071)
Interest and investment income	0			0	0	0	0
Government grants	(782)			782	0	(782)	(782)
Constituent Council requisitions	(200)			200	0	(200)	(200)
Expected return on pensions assets					0	(47)	(47)
	<b>(3,053)</b>	<b>0</b>	<b>0</b>	<b>982</b>	<b>(2,071)</b>	<b>(1,029)</b>	<b>(3,100)</b>
Employee expenses	269	170	(4)		435		435
Other operating expenses	222				222		222
Support services	53				53		53
Project costs	2,509	(170)			2,339		2,339
Contributions credited to the CIES that have been applied to capital financing			(633)		(633)		(633)
Depreciation			907		907		907
Pensions/ Other interest cost			0		0	59	59
Reversal of employer pension contributions			(58)		(58)		(58)
Actuarial valuation of employer pension contributions			73		73		73
	<b>3,053</b>	<b>0</b>	<b>285</b>	<b>0</b>	<b>3,338</b>	<b>59</b>	<b>3,397</b>
<b>(Surplus) or Deficit on the provision of service</b>	<b>0</b>	<b>0</b>	<b>285</b>	<b>982</b>	<b>1,267</b>	<b>(970)</b>	<b>297</b>

# The South East of Scotland Transport Partnership (SESTRAN)

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

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

## The South East of Scotland Transport Partnership (SESTRAN)

### 19. EXTERNAL AUDIT COSTS

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

	2015/16 £'000	2014/15 £'000
Fees payable in respect of:		
· external audit services carried out by the appointed auditor for the year	9	9
	<u>9</u>	<u>9</u>

### 20. GRANT INCOME

The Partnership credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2015/16:

	2015/16 £'000	2014/15 £'000
<b>Credited to Taxation and Non Specific Grant Income</b>		
Scottish Government - Revenue Grant	(782)	(782)
Constituent Council Requisitions (Note 21.3)	(200)	(200)
	<u>(982)</u>	<u>(982)</u>
<b>Credited to Services</b>		
EU Grant - Lo Pinod	0	(55)
EU Grant - I Transfer	0	(21)
EU Grant - Foodport	0	(7)
EU Grant - Weastflows	0	(32)
EU Grant - CHUMS	(27)	(30)
EU Grant - NWE Ride	(5)	(16)
EU Grant - Social Car	(14)	0
Bus Investment Fund Grant - RTPI	(768)	(578)
Contribution - City of Edinburgh Council	(8)	(3)
Contribution - Midlothian Council	0	(1)
Contribution - Fife Council	(2)	(4)
Contribution - East Lothian Council	(468)	(1)
Contribution - Scottish Borders Council	(468)	(1)
Contribution - Perth & Kinross Council	(2)	(3)
Contribution - West Lothian Council	(14)	0
Contribution - SUSTRANS	(94)	(99)
Contribution - HITRANS	(1)	0
Contribution - NESTRANS	(3)	0
	<u>(1,874)</u>	<u>(851)</u>



# The South East of Scotland Transport Partnership (SESTRAN)

## 21. RELATED PARTIES

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

### 21.1 Scottish Government

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

### 21.2 Members

Members of the Partnership have direct control over the Partnership's financial and operating policies. The total of members' expenses paid by the Partnership in 2015-16 is shown in Note 17.

### 21.3 Other Parties

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

	2015/16 £'000	2014/15 £'000
· Revenue Expenditure - Support Services		
City of Edinburgh Council - Financial Services	23	31
Fife Council - Clerking/ Legal Services	20	21
	<hr/> 43	<hr/> 52
· Revenue Expenditure - Other		
City of Edinburgh Council	22	26
Clackmannanshire Council	10	2
East Lothian Council	111	74
Falkirk Council	5	0
Scottish Borders Council	3	0
Scottish Government	3	0
West Lothian Council	25	0
	<hr/> 179	<hr/> 102

# The South East of Scotland Transport Partnership (SESTRAN)

## 21. RELATED PARTIES (Contd.)

### 21.3 Other Parties (contd.)

	2015/16 £'000	2014/15 £'000
· Revenue Income - Requisitions		
Clackmannanshire Council	(7)	(7)
East Lothian Council	(13)	(13)
City of Edinburgh Council	(63)	(63)
Falkirk Council	(20)	(20)
Fife Council	(48)	(48)
Midlothian Council	(11)	(11)
Scottish Borders Council	(15)	(15)
West Lothian Council	(23)	(23)
	<u>(200)</u>	<u>(200)</u>
· Revenue Income - Interest on Revenue Balances		
City of Edinburgh Council	0	1
	<u>0</u>	<u>1</u>
· Revenue Income - Other		
Scottish Government	(769)	(578)
Constituent Councils	(29)	(14)
City of Edinburgh Council	(8)	(3)
East Lothian Council	(469)	(1)
Fife Council	(2)	(4)
Midlothian Council	0	(1)
Perth and Kinross Council	(2)	(3)
Scottish Borders Council	(469)	(1)
West Lothian Council	(14)	0
	<u>(1,762)</u>	<u>(605)</u>

# The South East of Scotland Transport Partnership (SESTRAN)

## 21. RELATED PARTIES (Contd.)

### 21.4 Other Parties

The following represents amounts due to/ (from) the Partnership at 31 March 2016, with its related parties.

<b>CREDITORS</b>	<b>2015/16 £'000</b>	<b>2014/15 £'000</b>
• Creditors - Related Parties (Revenue Grants)		
Clackmannanshire Council	(10)	(2)
City of Edinburgh Council	(10)	(15)
East Lothian Council	(25)	(74)
Scottish Borders Council	(3)	0
West Lothian Council	(25)	0
	<u>(73)</u>	<u>(91)</u>
• Creditors - Related Parties (Other)		
City of Edinburgh Council	(23)	(23)
Fife Council	(20)	(21)
Constituent Councils	(87)	(29)
Scottish Government	(3)	0
	<u>(133)</u>	<u>(73)</u>
• Creditors - Other Parties	<u>(983)</u>	<u>(1,220)</u>
<b>Total Creditors</b>	<u><b>(1,189)</b></u>	<u><b>(1,384)</b></u>
<b>DEBTORS</b>		
• Debtors - Related Parties (Other)		
East Lothian Council	94	0
Scottish Borders Council	94	0
Scottish Government	769	475
West Lothian Council	14	0
	<u>971</u>	<u>475</u>
• Debtors - Other Parties	<u>175</u>	<u>819</u>
<b>Total Debtors</b>	<u><b>1,146</b></u>	<u><b>1,294</b></u>

## The South East of Scotland Transport Partnership (SESTRAN)

### 22. LEASES

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#### Operating Leases

The Partnership leased an office at Claremont House, 130 East Claremont Street, Edinburgh until 16th February 2016, when the lease was terminated. This lease has been accounted for as an operating lease.

From 8th February 2016 the Partnership took occupancy of Area 3D (Bridge) in Victoria Quay, Edinburgh under the terms of a Memorandum of Terms of Occupation with Scottish Government, which forms part of the Civil Estates Occupancy Agreement (CEOA).

The Partnership is permitted to occupy the space from 8th February 2016 to 7th February 2019 (the Prescribed Term) and so on until ended by either party giving notice under the terms of the CEOA. Both parties will, upon provision of not less than 1 year's prior written notice, have the ability to break this agreement.

The Partnership also has the use of a photocopier under a hire agreement, which has been accounted for as an operating lease. The hire agreement renewal started on 29th August 2015 and is due to expire on 28th August 2016.

The Partnership's contract with MOBIUS Networks for the leasing of SIM cards for the RTPI project which enable the buses to be tracked live on the system, continues into 2016/17.

The Partnership has the option to terminate the lease under no penalty if at least six months notice is given.

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

	2015/16 £'000	2014/15 £'000
• Not later than 1 year	41	30
• Later than 1 year not later than 5 years	0	0
• Later than 5 years	0	0
	<hr/> 41	<hr/> 30

The Partnership has no other material operational leases.

### 23. DEFINED BENEFIT PENSION SCHEMES

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#### 23.1 Participation in Pension Schemes

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

The Partnership participates in:

- A funded defined benefit final salary scheme. This means that the Partnership and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.
- An arrangement for the award of discretionary post retirement benefits upon early retirement - this is an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet these pension liabilities, and cash has to be generated to meet actual pensions payments as they eventually fall due.

# The South East of Scotland Transport Partnership (SESTRAN)

## 23. DEFINED BENEFIT PENSION SCHEMES (Contd.)

### 23.2 Transactions Relating to Post-employment Benefits

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

	2015/16 £000	2015/16 £000	2014/15 £000	2014/15 £000
<b>Comprehensive Income and Expenditure Statement</b>				
<i>Cost of services:</i>				
Service cost, comprising:				
Current service costs	73		64	
Past service costs	<u>0</u>		<u>0</u>	
		73		64
<i>Financing and investment income:</i>				
Net interest expense		<u>12</u>		<u>14</u>
<b>Total post employee benefit charged to the surplus on the provision of services</b>		85		78
<i>Other post-employment benefits charges to the Comprehensive Income / Expenditure Statement</i>				
Remeasurement of the net defined liability, comprising:				
Return on plan assets, excluding the amount incl. in the net interest expense above.	(25)		2	
Actuarial gains and (losses) arising on changes in financial assumptions	(158)		185	
Actuarial gains and (losses) arising on changes in demographic assumptions	0		66	
Other experience	<u>(28)</u>		<u>(234)</u>	
		(211)		19
<b>Total post-employment benefits charged to the Comprehensive Income / Expenditure Statement</b>		<u>(126)</u>		<u>97</u>
<b>Movement in Reserves Statement</b>				
Reversal of net charges made to the surplus on the provision of services for post-employment benefits in accordance with the Code.		<u>184</u>		<u>(41)</u>
<b>Actual amount charged against the General Fund Balance for pensions in the year:</b>				
Employer's contributions payable to the scheme		58		56
		<u>58</u>		<u>56</u>

# The South East of Scotland Transport Partnership (SESTRAN)

## 23. DEFINED BENEFIT PENSION SCHEMES (Contd.)

### 23.3 Pension Assets and Liabilities Recognised in the Balance Sheet

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

	2015/16 £'000	2014/15 £'000
Fair value of employer assets	1,551	1,457
Present value of funded liabilities	(1,740)	(1,830)
Present value of unfunded liabilities	0	0
Net liability arising from defined benefit obligation	(189)	(373)

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

	2015/16 £'000	2014/15 £'000
Opening fair value of scheme assets	1,457	1,418
Interest income	47	58
Remeasurement gain / (loss):		
Return on plan assets, excluding the amount included in the net interest expense	25	(2)
Contributions from employer	58	56
Contributions from employees into the scheme	19	18
Benefits paid	(55)	(91)
Unfunded benefits paid		
Closing fair value of scheme assets	1,551	1,457

### Reconciliation of Present Value of the Scheme Liabilities

	2015/16 £'000	2014/15 £'000
Present value of funded liabilities	(1,830)	(1,750)
Present value of unfunded liabilities	0	0
Opening balance at 1st April	(1,830)	(1,750)
Current service cost	(73)	(64)
Interest cost	(59)	(72)
Contributions from employees into the scheme	(19)	(18)
Remeasurement gain / (loss):		
Change in demographic assumptions	0	(66)
Change in financial assumptions	158	(185)
Other experience	28	234
Past service cost	0	0
Benefits paid	55	91
Unfunded benefits paid	0	0
Closing balance at 31st March	(1,740)	(1,830)

## The South East of Scotland Transport Partnership (SESTRAN)

### 23. DEFINED BENEFIT PENSION SCHEMES (Contd.)

#### 23.5 Fair Value of Employer Assets

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

	2015/16		2014/15	
	£'000	%	£'000	%
Equity Securities:				
Consumer *	236	15	204	14
Manufacturing *	183	12	171	12
Energy and Utilities *	123	8	146	10
Financial Institutions *	131	8	120	8
Health and Care *	103	7	99	7
Information technology *	93	6	91	6
Other *	89	6	65	4
Sub-total Equity Securities	959		896	
Debt Securities:				
Corporate Bonds (investment grade) *	0	0	0	0
Corporate Bonds (non-investment grade) *	0	0	0	0
UK Government *	100	6	85	6
Other *	39	3	36	2
Sub-total Debt Securities	139		121	
Private Equity:				
All *	17	1	0	0
All	50	3	169	12
Sub-total Private Equity	68		169	
Real Estate:				
UK Property	133	9	95	7
Overseas Property	0	0	15	1
Sub-total Real Estate	133		110	
Investment Funds and Unit Trusts:				
Equities *	0	0	16	1
Equities	0	0	0	0
Bonds *	4	0	4	0
Bonds	8	1	0	0
Commodities *	4	0	5	0
Commodities	0	0	0	0
Infrastructure *	9	1	9	1
Infrastructure	95	6	0	0
Other *	0	0	5	1
Other	37	2	5	0
Sub-total Investment Funds and Unit Trusts	157		44	
Derivatives:				
Foreign Exchange *	0	0	2	0
Sub-total Derivatives	0		2	
Cash and Cash Equivalents				
All *	96	6	115	8
Sub-total Cash and Cash Equivalents	96		115	
Total Fair Value of Employer Assets	1,551		1,457	

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

# The South East of Scotland Transport Partnership (SESTRAN)

## 23. DEFINED BENEFIT PENSION SCHEMES (Contd.)

### 23.6 Basis for Estimating Assets and Liabilities

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

The principal assumptions used by the actuary have been:

	2015/16	2014/15
Long term expected rate of return on assets in the scheme:		
· Equity investments	4.9%	17.2%
· Bonds	4.9%	17.2%
· Property	4.9%	17.2%
· Cash	4.9%	17.2%
Mortality assumptions - longevity at 65 for current pensioners:		
· Men	22.1 years	22.1 years
· Women	23.7 years	23.7 years
Mortality assumptions - longevity at 65 for future pensioners:		
· Men	24.2 years	24.2 years
· Women	26.3 years	26.3 years
Pension increase rate	2.2%	2.4%
Salary increase rate (see below)	4.2%	4.3%
Discount rate	3.5%	3.2%

Note: The salary increases are assumed to be 1.25% p.a. until 31 March 2016, reverting to the long-term assumption shown thereafter.

Estimation of defined benefit obligations is sensitive to the actuarial assumptions set out above. In order to quantify the impact of a change in the financial assumptions used, the Actuary has calculated and compared the value of the scheme liabilities as at 31 March 2016 on varying bases. The approach taken by the Actuary is consistent with that adopted to derive the IAS19 figures.

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

Change in assumptions at 31 March 2016	Approximate % Increase to Employer	Approximate Monetary Amount £'000
0.5% decrease in Real Discount Rate	9.0%	164
1 year increase in member life expectancy	3.0%	52
0.5% increase in the Salary Increase Rate	2.0%	34
0.5% increase in the Pension Increase Rate	7.0%	128



## The South East of Scotland Transport Partnership (SESTRAN)

### 23. DEFINED BENEFIT PENSION SCHEMES (Contd.)

#### 23.7 Analysis of projected amount to be charged to profit or loss for the period to 31 March 2017

	Assets £000	Obligations £000	Net (liability) / asset £000	% of pay
Current service cost	0	(63)	(63)	(24.4%)
Past service cost including curtailments	0	0	0	0.0%
Effect of settlements	0	0	0	0.0%
Total Service Cost	0	(63)	(63)	(24.4%)
Interest income on plan assets	55	0	55	21.3%
Interest cost on defined benefit obligation	0	(61)	(61)	(23.6%)
Total Net Interest Cost	55	(61)	(6)	(2.3%)
Total included in Profit or Loss	55	(124)	(69)	(26.7%)

SESTRAN's estimated contribution to Lothian Pension Fund for 2016/17 is £58,000.

### 24. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

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

- Credit risk - the possibility that other parties might fail to pay amounts due to the Partnership.
- Liquidity risk - the possibility that the Partnership might not have funds available to meet its commitments to make payments.
- Re-financing risk - the possibility that the Partnership might be requiring to renew a financial instrument on maturity at disadvantageous interest rates or terms.
- Market risk - the possibility that financial loss might arise for the Partnership as a result of changes in such measures as interest rate movements.
- Price risk - the possibility that fluctuations in equity prices has a significant impact on the value of financial instruments held by the Authority. This is considered immaterial because the Authority does not generally invest in equity shares.
- Foreign exchange risk - the possibility that fluctuations in exchange rates could result in loss to the Partnership.

Treasury Management is carried out on the Partnership's behalf by the City of Edinburgh Council.

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

#### *Credit risk*

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

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

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

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

## The South East of Scotland Transport Partnership (SESTRAN)

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

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#### *Liquidity risk*

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

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

#### *Refinancing risk*

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

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

#### *Market risk*

##### *Interest rate risk*

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

For instance, a rise in variable and fixed interest rates would have the following effects:

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

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

The Partnership's surplus funds are held with the City of Edinburgh Council.

The Council's Treasury Management Team continue to monitor market and forecast interest rates during the year and adjust investment policies accordingly.

##### *Price risk*

The Partnership does not invest in equity shares.

##### *Foreign exchange risk*

As at 31 March 2016, the Partnership had no financial assets subject to foreign exchange risk.

### 25. SESTRAN Limited

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

## **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 and Anti-Fraud and Corruption policy will be the subject of separate reports to the September meeting, to allow more detailed scrutiny by the new Partnership Director.

**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 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 colleagues 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 <http://www.sestran.gov.uk/publications/22/governance/>

### **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

## Internal Audit Plan: Programme Management Review.

### **1 Introduction**

- 1.1** The review is being undertaken as part of the 2015/16 internal audit plan. The scope of the internal audit review is to assess the design and operating effectiveness of SEStran's controls relating to programme management. The sub-processes and related control objectives included in the review relate specifically to: project management, performance reporting, escalation procedures and follow-up work.

### **2 Issues**

- 2.1** The SEStran Legal Adviser and Partnership Board Director have met with internal audit at Edinburgh to discuss a few emerging issues around governance and some formalisation of minor accounting procedures. Our internal auditors have suggested that a final report will be available in late June.
- 2.2** Discussions are ongoing and will be subject of an initial report to the next Performance and Audit Committee for scrutiny in September 2016 after which a final report will be presented to the September Board meeting.

### **3 Conclusions**

- 3.1** The advent of the new Partnership Director is a good opportunity for a review to be carried out on internal procedures, in conjunction with internal audit. The matter of governance will be subject of a further paper to the Partnership Board in June. The current emerging issues are not critical to the operational effectiveness of SEStran. There are in addition minor issues which may generate procedural improvement, but not necessarily significant changes in the quality of outcomes delivered by SEStran.

### **4 Recommendations**

- 4.1** It is recommended that the Committee:

**4.1.1** Note the update provided.

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Email - [andrew.ferguson@fife.gov.uk](mailto:andrew.ferguson@fife.gov.uk)

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

## ANNUAL TREASURY REPORT 2015/16

### 1 Purpose of report

The purpose of this report is to provide an Annual Treasury Report for the financial year 2015/16.

### 2 Summary

The Partnership has adopted the CIPFA Code of Practice on Treasury Management in the Public Sector, and under the code, an Annual Report on Treasury Management has to be submitted to the Board after the end of each financial year.

### 3 Investment Out-turn 2015/16

- 3.1 During the financial year the Partnership maintained its bank account as part of the City of Edinburgh Council's group of bank accounts. Cash balances were effectively lent to the Council, but were offset by expenditure undertaken by the City of Edinburgh Council on behalf of the Partnership. Interest is calculated on the month end net indebtedness balances between the Council and the Board in accordance with the Local Authority (Scotland) Accounts Advisory Committee's (LASAAC) Guidance Note 2 on Interest on Revenue Balances (IoRB). The Board gains security from its counterparty exposure being to the City of Edinburgh Council. The monthly balances held within the Council's funds were:

	£
Opening Balance	-1,006,324.88
30 April 2015	290,497.49
31 May 2015	254,794.23
30 June 2015	73,203.01
31 July 2015	-37,070.07
31 August 2015	11,695.74
30 September 2015	-8,422.11
31 October 2015	149,028.09
30 November 2015	-228,744.30
31 December 2015	279,278.49
31 January 2016	-40,246.91
29 February 2016	-145,350.81
31 March 2016	-572,561.36

Negative figures above reflect balances the Partnership owes to the City of Edinburgh Council. Interest is calculated from the average monthly balance over the opening balance and 11 months. The interest rate applied was 0.362%. The amount of interest charged to the Partnership was £126.64.

- 3.2 The month end indebtedness between the Partnership and City of Edinburgh Council principally reflects the cash flow timing differences of funded projects. This arises from payment of costs for projects by SEStran, in advance of receipt of grant. There are two Bus Investment Fund grant claims in the process of being settled as at 31 March 2016, with a total value of £0.768m.



#### **4 Recommendations**

- 4.1 It is recommended that the Partnership's Performance and Audit Committee notes the Annual Report for 2015/16 and refers it to the Board.

**HUGH DUNN**  
Treasurer

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**Appendix**          None

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

Policy Implications	None
Financial Implications	As outlined in the report
Race Equalities Implications	None
Gender Equalities Implications	None
Disability Equalities Implications	None.
Climate Change Implications	None

## **Risk Report**

### **1. Current Position**

- 1.1 SEStran has been using its Risk Register to record, report and evaluate risks within the organisation since May 2008. All risks are reviewed regularly by the relevant staff and Appendix 1 to this report is an extract from the SEStran Risk Register, highlighting the key net rated risks.

### **2. Recommendation**

- 2.1 It is recommended that the Committee notes the content of this report.

Angela Chambers  
**Office Manager**  
26<sup>th</sup> May 2016

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- Appendices:**
1. Extract from the SEStran Risk Register
  2. Risk Rating, Impact and Likelihood Charts

Business Unit	Risk Category	Risk	Risk Owner	Business Objective	Risk Detail	Gross Impact	Gross Likeli	Gross Rating	Gross Score	Net Impact	Net Likeli	Net Rating	Net Score	Conclusion	Actions	Controls
200 - Strategy/Regional Transport Strategy	03 - Strategic Risk	0181 - Lack of local authority alignment.	Alastair Short	006 - Economy	Lack of local authority alignment to the regional transport strategy may lead to inconsistent actions within the local authority leading to non-delivery of the regional priorities.	Ma	Pr	H	16	Ma	Pr	H	16	Treat		01 - Regional Transport Strategy communicated to all local authorities.  02 - Strategy Liaison Group  03 - Chief Officers Liaison Group  04 - Sustainable Transport Liaison Group  05 - Bus Liaison Group  06 - Rail Liaison Group  07 - Programme Liaison Group  08 - Align SOAs with Regional Transport Strategy
130 - Office Management/Finance	05 - Financial Risk	0188 - Money may not be available to fund plans and activities.	Iain Shaw	004 - Support Office Finance	SEStran may not have sufficient cash to fund operational requirements, investment opportunities or to meet contingency requirements.	C	HP	H	25	Ma	Po	M	12	Treat	01067 - Identify other sources of funding	01 - Board policies set priorities for funding.  02 - Partner Authorities Funding  17 - EU Funding <input type="checkbox"/>  18 - Scottish Government Funding  19 - Partnership with Private Sector in EU projects <input type="checkbox"/>
400 - Programme Management/Programme	10 - Specific Operational risk	0215 - Scheme Specific Risk Registers	Jim Grieve	019 - Ensure delivery of projects within agreed programme timeframe	As new projects and initiatives are started their scheme specific risk registers fail to be added.	Ma	HP	H	20	Mo	Pr	M	12	Tolerate		01 - Conditions of Contract  02 - Projects Management  38 - reminder sent out to all risk managers
411 - Project Management/RTPI	05 - Financial Risk	0327 - Project not supported by all SEStran authorities	Jim Grieve	051 - Provide reliable real-time information to passengers		Ma	Pr	H	20	Mo	Pr	M	12	Treat	01070 - Apply for additional EU funding  01071 - Bus Improvement Fund Bids & Keep LAs informed	03 - Emphasise benefits to each partner authority  13 - EU funding for some areas <input type="checkbox"/>  14 - Formal, signed Operator Agreements
130 - Office Management/Finance	09 - External Risk	0216 - The organisation may be unprepared for changes in the economy.	Alex Macaulay	004 - Support Office Finance	Changes in the economy and currency fluctuations may affect project costs and delivery.	M	P	H	16	M	P	M	12	Tolerate	01082 - Attract EU funding for projects.  01083 - Charge core staff and overhead costs to EU funded projects.  01084 - Attract private sector funding for projects  01085 - Demonstrate added value to Board	01 - Regular review of project costs, delivery and viability 08 - Individual Project Risk Registers <input type="checkbox"/>  09 - Maximise use of fixed lump sum contracts  10 - Prudent Budget with contingency allowances  11 - Conditions of contract <input type="checkbox"/>
130 - Office Management/Finance	05 - Financial Risk	0193 - Inaccurate, incomplete or delayed financial information may lead to poor decisions.	Iain Shaw	004 - Support Office Finance	Information provided or presented by the finance function may not be of sufficient quality to support decisions.	Ma	Pr	H	16	Ma	Po	M	12	Treat	01068 - Contingency plannings	01 - Qualified and experienced staff are recruited and adequate training provided for accounting employees.  02 - Treasurer involved at an early stage in discussions of strategic and operational planning.  03 - Where reporting involves spreadsheets, tools used are documented, tested and protected from unauthorised changes.

Business Unit	Risk Category	Risk	Risk Owner	Business Objective	Risk Detail	Gross Impact	Gross Likeli	Gross Rating	Gross Score	Net Impact	Net Likeli	Net Rating	Net Score	Conclusion	Actions	Controls
400 - Programme Management/Programme	06 - Reputational Risk	0292 - Delayed delivery of projects	Jim Grieve	031 - Deliver revenue programme on budget	Delayed delivery of projects leading to undermining of credibility with partners, government, media and general public	Ma	Pr	H	16	Ma	Po	M	12	Treat	01069 - Ensure project managers clearly understand briefs	28 - project monitoring, management & control  29 - Project meetings  30 - Contractual requirement for programme  31 - Production of realistic programme with commitment by all parties 32 - ensure budget and spend profile is clear and communicated.
200 - Strategy/Regional Transport Strategy	03 - Strategic Risk	0261 - Issues adopting sustainable travel measures	Lisa Freeman	006 - Economy	Potential issues adopting sustainable travel measures: <input type="checkbox"/> Walking – Possible issues with security on footways (poor lighting, individuals may feel vulnerable and exposed to possible attacks), poorly maintained pathways <input type="checkbox"/> Cycling - Possible issues with potential for accidents on cycle routes, potential conflict with other oncoming traffic, cycling on the road without adequate training, potential lack of cycle parking so bikes are subject to vandalism/theft.	Ma	Pr	H	16	Mo	Pr	M	12	Tolerate		08 - Encourage maintenance of footways - cycle routes 09 - Provision of adequate cycle training and Parking
400 - Programme Management/Programme	05 - Financial Risk	0287 - Money may not be available to fund plans and activities.	Iain Shaw	031 - Deliver revenue programme on budget	SEStran may not have sufficient cash to fund operational requirements, investment opportunities or to meet contingency requirements.	C	Po	H	15	Mo	Pr	M	12	Tolerate		10 - Board policies set priorities for funding.  11 - Partner Authorities Funding  12 - Cash flow forecasts prepared and made available frequently.  13 - Annual Business plan  14 - Scottish Government Funding  36 - application for European funding
423 - Project Management/Response to External Consultations	03 - Strategic Risk	0374 - Inadequate project appraisal	Alastair Short		Proposed regional interventions have been inadequately analysed and appraised leading to a financial exposure of the RTP	M	P	M	12	M	P	M	12	Tolerate		01 - Comprehensive brief  02 - Risk analysis  03 - Competent advisor  04 - All significant contracts are referred for Board approval.
400 - Programme Management/Programme	06 - Reputational Risk	0293 - Quality of advice and research	Alex Macaulay	031 - Deliver revenue programme on budget	Poor quality products will result in lack of credibility for SEStran as a strong influencing body.	M	P	M	12	M	P	M	12	Tolerate		32 - Quality Assurance  33 - Internal peer review  34 - External Audit
300 - Communications/Media Response	06 - Reputational Risk	0227 - Negative or inaccurate media coverage	Alex Macaulay	022 - Make SEStran a household name in SE Scotland	Negative or inaccurate media coverage leading to misrepresentation of SEStran position	Ma	Po	M	12	Mo	Pr	M	12	Tolerate		08 - Good relationships with media  09 - quick response to negative or inaccurate coverage  10 - Proactive Placement of copy  11 - Availability of Spokesperson  12 - Agreed broad media positions <input type="checkbox"/>

Business Unit	Risk Category	Risk	Risk Owner	Business Objective	Risk Detail	Gross Impact	Gross Likeli	Gross Rating	Gross Score	Net Impact	Net Likeli	Net Rating	Net Score	Conclusion	Actions	Controls
400 - Programme Management/Programme	09 - External Risk	0384 - Poor communications with EU project partners	Jim Grieve		Breakdown in communication could lead to wrong expectation of progress and delivery	M	P	M	12	M	P	M	12	Treat	01100 - Progress Meetings	41 - Clear communications protocol with partners  42 - Regular progress reports  43 - Regular Board reports and Partnership Meetings
400 - Programme Management/Programme	10 - Specific Operational risk	0294 - Scheme Specific Risk Registers	Jim Grieve	031 - Deliver revenue programme on budget	As new projects and initiatives are started their scheme specific risk registers will be added.	M	P	M	12	M	P	M	12	Tolerate		

Risk Register Scoring and Rating Charts

Appx 2

Risk Rating Chart

Impact					
Catastrophic (C)	5	10	15	20	25
Major (Ma)	4	8	12	16	20
Moderate (Mo)	3	6	9	12	15
Minor (Mi)	2	4	6	8	10
Insignificant	1	2	3	4	5
Likelihood	Remote (R)	Unlikely (U)	Possible (Po)	Probable (Pr)	Highly Probable

Impact

Descriptor	Score	Health & Safety Impact	Impact on Service and Reputation	Financial Impact
Insignificant	1	No Injury or No Apparent Injury	No Impact on Service or Reputation, Complaint Unlikely, Litigation Risk Remote	Loss/costs up to £5000
Minor	2	Minor Injury (First Aid on Site)	Slight Impact on Service and/or Reputation. Complaint Possible. Litigation Possible.	Loss/costs between £5000 and £50,000
Moderate	3	Reportable Injury	Some Service Distruption. Potential for Adverse Publicity, avoidable with careful handling. Complaint Expected. Litigation Probable.	Loss/costs between £50,000 and £500,000
Major	4	Major Injury (reportable) or Permanent Incapacity	Service Distrupted. Adverse Publicity not avoidable (local media). Complaint Expected. Litigation Expected.	Loss/costs between £500,000 and £5,000,000
Catastrophic	5	Death	Service Interrupted for Significant Time. Adverse publicity not avoidable (national media interest). Major Litigation Expected. Resignation of Senior Mangement/Director's.	Theft/loss over £5,000,000

Likelihood

Descriptor	Score	Example
Remote	1	May only occur in exeptional circumstances
Unlikely	2	Expected to occur in a few circumstances
Possible	3	Expected to occur in a some circumstances
Probable	4	Expected to occur in many circumstances
Highly Probable	5	Expected to occur frequently and in most circumstances