



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

Present:

George Eckton	SEStran (Chair)
Angela Chambers	SEStran
Julie Cole	Falkirk Council
Neil Dougall	Midlothian Council
Andrew Easson	City of Edinburgh Council
Peter Forsyth	East Lothian Council
Ken Gourlay	Fife Council
Jim Grieve	SEStran
Trond Haugen	Adviser to SEStran
Graeme Johnstone	Scottish Borders Council
Iain Shaw	CEC – Treasurer Services to SEStran

Apologies:

Andrew Ferguson	Fife Council
Graeme Malcolm	West Lothian Council
Martin Wanless	Scottish Borders Council

Ref.		Actions
1.	Welcome and Apologies	
1.1	George Eckton welcomed the group to the meeting and introduced himself, advising that he would officially take up post of Partnership Director as of 1 st June 2016.	
1.2	Apologies as above.	
2.	Minutes and Matters Arising from Chief Officers – 1st March 2016	
2.1	<u>Minutes</u> Approved as a correct record.	
2.2 2.2.1	<u>Matters Arising</u> <u>(5 AOCB – Routewise)</u> Mr Haugen referred to the last meeting whereby he advised that partner authorities would be invoiced for their share of the Novus FX upgrade costs, however, investigations show that payment had already been received in 2013 and only payment from Scottish Borders Council was outstanding. He would now make arrangements to collect this.	TH

3.	Shared Services	
3.1	Mr Dougall reported that Cllr Lesley Hinds has been appointed Chair of the ELBF group. The first shadow Joint Committee meeting took place where discussions focussed on work streams and members were tasked with prioritising potential items into a planned timetable in advance of the next meeting, however it was noted that the remit is still in the very early stages of development.	
3.2	Mr Eckton highlighted that Audit Scotland have issued a near final report on shared services with the final report likely to be issued later in the summer. A short discussion followed on the draft findings of the report.	
4.	Draft Agenda for the Partnership Board – Friday 17th June 2016	
4.1	Mr Eckton presented the agenda and asked for any comments or if there were any additional items that should be included. The group approved the agenda.	
4.2	Mr Haugen noted that item A13 High Speed Rail was a duplicate item and should be removed.	AC
4.3	A11. Stations Fund	
4.3.1	Mr Haugen noted that as there was nothing new to report to the Board, this item would be removed from the agenda until a later date. Concerns were raised over the separation of the bids for Reston and East Linton stations and additional information is required before taking forward.	
4.3.2	Mr Johnstone highlighted that a very detailed article about the above stations had appeared in Local Transport Today. A copy of the article is to be sent to SEStran for further investigation by Officers.	GJ/TH
4.4	Mr Eckton queried with Mr Haugen what the usual running order of the meeting was and advised that all other items will be reported as per the agenda order below.	
A1	Minutes of the Partnership Board meeting – Friday 18th March 2016	
	For noting prior to Board approval.	
A2	Matters Arising	
	None.	
A3	Minutes of the Performance and Audit Committee – Friday 3rd June 2016	
	Meeting scheduled as above.	
A4	Matters Arising	
	N/A	

A5	Finance Reports	
A5.1	<p><u>Finance Officer's Report</u> As in previous years' reporting, there will not be a Finance Officer's report, as it is too early in the financial year to be reporting on performance to date.</p>	
A5.2	<p><u>Unaudited Financial Statement of Accounts 2015/16</u> Mr Shaw provided a verbal update, noting the £87k under spend on the budget. Board approval was granted at the December Board to carry this over into 2016/17 for use on the RTPI project.</p>	
A5.3	<p>Mr Eckton noted that following a meeting with SEStran Legal Adviser and Internal Audit, a report would be presented to P & A Committee on Governance, which would then be taken to the Board.</p>	
A6	Projects Report	
A6.1	<p>Mr Grieve presented the report and highlighted the following key points:</p> <ul style="list-style-type: none"> • Expenditure is £56k to date • <u>RTPI</u> • Stagecoach and First group – full fleets operational but implications due First group withdrawal of services • Event planned for 15 July to target small operators and ticket machine providers. • <u>Digital displays</u> – 145 committed, 134 available • Focus on retargeting councils. Perceived IT issues are a common barrier which need to be addressed. • Progress continuing on the commercial side • <u>Sustainable Travel</u> – grant scheme in operation £500-£25000 available in match funding. • <u>RCNGS</u> - Sustrans funded grant scheme with match funding available. • <u>EU Projects</u> • CHUMS, Social Car, Share-North ongoing • REGIO MOB – This project provides an opportunity to enhance the RTS and is 85% funded. Stakeholders meeting arranged for 3rd July, keen for wide participation from partner authorities. • SCRIPT - initiative on carbon reduction to and from ports; application to be submitted in the autumn. • SURFLOUGH – logistic hubs project, 2nd stage application submitted, result pending. 	
A6.1.1	<p>Mr Eckton commented that REGIO MOB has come along at an opportune moment to encompass key aspects of the SNP manifesto and progress the RTS.</p>	
A6.1.2	<p>RTPI event – list of invitees to be circulated to Officers'.</p>	JG

A7	Legal Officer's Report – Governance Review	
	Mr Eckton presented the report in Mr Ferguson's absence. This report sets out the documents that are to be reviewed under governance procedures and proposals for the opportunity to carry out a wider review due to the appointment of a new Partnership Director. He concluded that some of the refresh may benefit from being reviewed in line with the local government elections in 2017.	
A8	Programme for Government	
	Mr Eckton introduced the paper, noting that the programme has not yet been formally issued, however, the First Minister has made a speech hinting at what may be included. Cllr Imrie is keen to flag up to the Board what is in the Government's and other parties manifesto to encourage discussion around the policy areas and issues.	
A9	High Speed Rail	
	Mr Haugen provided an update to the group, highlighting the two studies covering the east/west coast options. He noted that there is still a lot of work to be done before any decision can be taken. Stakeholder period will commence in June with 2 events arranged, Motherwell on 21 st June and Dundee 28 th June. Invites will be sent to all Council Chief Execs. Comments are invited from the group.	
A10	ORR Consultation Launch on 2018 Periodic Review (PR18)	
	Mr Haugen provided a verbal update, reporting that the review centred on Control Period 6 (CP6). A government report outlining how Network Rail should be restructured is also part of the review. ORR will consult with regional bodies and the hope is that this will include RTPs and a request will be made to Transport Scotland to do this. A meeting has been set up with Network Rail at 11:00am on 13 th June in Glasgow to consider the Scotland Route Study to which all Members and Officers are invited.	
A11	Stations Fund	
	Discussed under item 4.3 above and will be moved to the B Agenda.	
A12	Dunfermline to Alloa	
	Mr Haugen advised that a meeting has been arranged for Thursday, including reps from Fife Council, who are leading, and Transport Scotland. Direction is required from Transport Scotland regarding options for either a STAG refresh or pre-feasibility study. This report may be deferred to a future meeting, dependent on the outcome of the meeting. The group then discussed examples of when STAG and pre-feasibility were required.	
A13	High Speed Rail	
	Duplicate – to be deleted.	AC

A14	Community Empowerment (Scotland) Act 2015 – Community Planning Guidance	
	Mr Eckton advised that an extension had been obtained to respond to the consultation on the guidance. It was seen as an opportunity to discuss what the impact of transport was in relation to the Act and influence the guidance. Comments are welcome.	
A15	Royal Society of Arts – Inclusive Growth Commission	
	Mr Eckton provided an overview of the commission and advised the report was seeking to generate broad discussion around the main themes of economy, place and governance and to gain approval to engage in the process. Comments are invited.	
A16	Thistle Card App	
	Mr Eckton presented the report, highlighting the number of awards the scheme had attracted. The app is currently out for testing and he asked for suggestions from the group on the launch publicity campaign. TS will be publishing an accessible travel framework and the Thistle Card has been used as an example of good practice. Comments/feedback are invited.	
B1	SESplan Strategic Development Plan (SDP)	
	Mr Eckton noted that supplementary guidance may be issued later in the year.	
B2	Minutes of the SESplan Cross Boundary Impacts Group	
	Mr Johnstone commented that there may be questions asked about the collection of contributions following the Aberdeenshire ruling and the group discussed the implications.	
B3	Consultation Responses by SEStran – For Noting	
B3.1 B3.2	Falkirk Council Community Partnership Delivery Plan Hitrans Regional Transport Strategy – Main Issues Report	
B4	Minutes of Sub-Groups – For Noting	
B4.1 B4.2 B4.3 B4.4 B4.5 B4.6	Access to Healthcare – 8 th April 2016 Rail Forum – 22 nd April 2016 Equalities Forum – 26 th April 2016 Sustainable Transport Forum – 3 rd May 2016 Bus Forum – 13 th May 2016 Chief Officer Liaison Group – 31 st May 2016	
B5.	Minutes of the Joint RTP Chairs – 2nd March 2016	
	For noting.	
C1.	Partnership Director Appointment	
	Minutes from the Appointments Sub-Committee will be presented to the Board.	

5	AOCB	
5.1	Mr Eckton noted that having looked at the gender balance of the current Board, and the Scottish Government legislative programme, he would like to bring a paper to a future meeting asking Members to consider a strategy for greater diversity at Board level.	
5.2	Mr Eckton offered to meet with Officers and Members individually in order to understand and discuss local issues and how they can be addressed. Invites will be sent out and it was suggested that following the summer recess would be a suitable timeframe.	AC
6	Date of Next Meeting	
	The date of the next meeting has been scheduled for Tuesday 6th September 2016 at 10:00am in SEStran Offices, Room 3D-34, Victoria Quay, Edinburgh EH6 6QQ.	