



CHIEF OFFICERS LIAISON GROUP MEETING

3E-91 Third Floor, Victoria Quay, Edinburgh, EH6 6QQ
Wednesday 10 August 2016 – 2:30p.m.

AGENDA

Page Nos.

1. **WELCOME AND APOLOGIES FOR ABSENCE.**
2. **MINUTES**
 - (a) Chief Officers Liaison Group of 31st May 2016.
 - (b) Partnership Board of 17 June 2016.
 - (c) Partnership Board – Additional Meeting of 1 July 2016.
3. **REVIEW OF STRUCTURES – GROUP DISCUSSION** – Report by Partnership Director.
4. **EUROPEAN UNION REFERENDUM** - Report by the Partnership Director .
5. **RTS MAIN ISSUES REPORT/REGIO-MOB - UPDATE-** Verbal update by the Partnership Director.
6. **CITY DEAL – UPDATE** - Verbal update by Partnership Director .
7. **SCOTTISH GOVERNMENT’S REVIEW** – Links to SG reports
<http://www.gov.scot/Resource/0050/00502867.pdf>
<http://www.gov.scot/Resource/0050/00500949.pdf>
8. **FORTHCOMING LEGISLATION, STRATEGY & PROJECTS** – Verbal update by Partnership Director
9. **CLIMATE CHANGE DUTIES** – Verbal update by Emily Whitters.
10. **FINANCE REPORTS** – Verbal update by Iain Shaw, Treasurer Services.
 - (a) Audited Financial Statement of Accounts 2015/16
 - (b) Core Revenue Budget Monitoring Report 2016/17

11. **DRAFT ANNUAL REPORT 2015/16** – Verbal update by Moira Nelson.
12. **RECORDS MANAGEMENT** – Verbal update by Angela Chambers.
13. **PERFORMANCE AND AUDIT COMMITTEE – UPDATE** – Verbal update on likely agenda for P & A Committee by the Partnership Director.
14. **SUGGESTIONS FOR THE PARTNERSHIP BOARD AGENDA**

ITEMS FOR NOTING

15. **PUBLIC SERVICES REFORM (SCOTLAND) ACT-** Verbal update.
16. **MINUTES**
(a) RTP Joint Chairs – 15 June 2016
17. **AOCB**
18. **DATE OF NEXT MEETING**
tbc

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3 August 2016.

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Agendas and papers for all SEStran meetings can be accessed on www.sestran.gov.uk



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. 	
A6.2	<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>	
A6.3	<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	
A11.1	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	
C1.1	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.	

PARTNERSHIP BOARD MEETING

**HELD IN CONFERENCE ROOM 1, VICTORIA QUAY, EDINBURGH EH6 6QQ
ON FRIDAY 17TH JUNE 2016
10.00 A.M. - 13.25 P.M**

PRESENT:	<u>Name</u>	<u>Organisational Title</u>
	Councillor Russell Imrie	Midlothian Council (Senior Vice-Chair)
	Charles Anderson	Non Councillor Member
	Graham Bell	Non Councillor Member
	Councillor Stephen Bird	Falkirk Council
	Councillor Tony Boyle	West Lothian
	Councillor Jim Bryant	Midlothian Council
	Councillor Pat Callaghan	Fife Council (Vice Chair)
	Councillor Ian Chisholm	Fife Council
	Councillor Tom Coleman	Falkirk Council
	Councillor Gordon Edgar	Scottish Borders Council (Vice Chair)
	Phil Flanders	Non Councillor Member
	Councillor Jim Fullarton	Scottish Borders
	Councillor Nick Gardner	City of Edinburgh Council
	Councillor Bill Henderson	City of Edinburgh Council
	John Jack	Non Councillor Member
	John Martin	Non Councillor Member
	Councillor Adam McVey	City of Edinburgh Council
	Sandy Scotland	Non Councillor Member
	Barry Turner	Non Councillor Member
	Councillor Michael Veitch	East Lothian Council

IN ATTENDANCE:	<u>Name</u>	<u>Organisation Title</u>
	George Eckton	Partnership Director SEStran
	Craig Beattie	City of Edinburgh Council
	Angela Chambers	SEStran
	Julie Cole	Falkirk Council
	John Connarty	City of Edinburgh Council (Treasury)
	Neil Dougall	Midlothian Council
	Andrew Ferguson	Fife Council (Legal)
	Ken Gourlay	Fife Council
	Jim Grieve	SEStran
	Trond Haugen	Adviser to SEStran
	Graeme Johnstone	Scottish Borders Council
	Ewan Kennedy	City of Edinburgh Council
	Graeme Malcolm	West Lothian Council
	Alastair Short	SEStran

APOLOGIES/

**APOLOGIES
FOR ABSENCE:**

Name

Organisational Title

Councillor Nick Cook
Councillor Cathy Muldoon
Councillor Lesley Hinds
Neil Renilson
Iain Shaw

City of Edinburgh Council
West Lothian Council
City of Edinburgh Council(Vice Chair)
Non-Councillor Member
City of Edinburgh Council

Action by

WELCOME TO THE NEW PARTNERSHIP DIRECTOR

The Board welcomed George Eckton as the new Partnership Director.

EXCLUSION OF PUBLIC AND PRESS

Decision

That under section 50 (A) (4) of the Local Government (Scotland) Act 1973 the public be excluded from items (i) and (ii) of the meeting on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 12 of Part I of Schedule 7A to the Act.

(i) **CHAIRING OF SESTRAN**

The Board considered a report by the Partnership Director, setting out options in relation to the currently vacant Chair of SEStran, in the light of a draft report and subsequent discussions with the Partnership's internal auditors. The internal auditors' final draft report was attached. The Partnership Director, Secretary and Legal Adviser and Mr Connarty for the Treasurer answered various queries from Members.

Motion

Councillor Veitch, seconded by Councillor Fullarton, moved that the Board elect a new Chair immediately, until the first meeting of the Partnership after the May 2017 Council elections.

Amendments

Councillor Chisholm, seconded by Councillor Bryant, moved that the Board delay said election of the Chair pending a further meeting being arranged for that purpose.

Decision/

Action by

Decision

AF

The Board agreed, in the light of the report and discussions arising from it, to hold an additional meeting to elect a Chair of the Partnership until the first Board meeting following the May 2017 Council elections, and instructed the Secretary to arrange a suitable date and time for such a meeting as soon as possible.

(ii) **DELEGATED POWERS REPORT**

The Board considered a report by George Eckton, Partnership Director relating to actions taken under delegated authority.

Decision

The Board: -

- (i) noted the contracts of significance issued under delegated powers since the last Board meeting;
- (ii) agreed that further detailed papers be brought to Performance and Audit Committee in September prior to further papers to the Board in September and December on the various contract and grant matters detailed in the report to identify any further items;
- (iii) agreed that a summary paper should be a standing item on future Board agendas where there are items of significance regarding delegated powers.
- (iv) Noted on the proposal for further staff appointments to cover the increasing projects workload and loss of contractor capacity.
- (v) Agreed to the potential engagement of the Partnership Director as a Trustee of White Ribbon Scotland if successful through the recruitment process.

ORDER OF BUSINESS

The Chair confirmed that the Order of Business was as per the agenda, subject to item B5.5, Bus Forum Minutes, being moved to be item A12 at the suggestion of Charlie Anderson.

DECLARATIONS/

DECLARATIONS OF INTEREST

None.

A1 MINUTES

The following minutes were approved: -

A1.1 – Partnership Board meeting – 18th March, 2016

A1.2 – Appointments Sub-Committee Short-Leet – 24th March, 2016

A1.3 – Appointments Sub-Committee Interview – 6th April, 2016

A1.4 – Performance and Audit Committee – 3rd June, 2016

A2 MATTERS ARISING

None.

A3 UNAUDITED FINANCIAL STATEMENT OF ACCOUNTS 2015/16

The Board considered a report by Hugh Dunn, Treasurer, presenting **IS** the unaudited Annual Accounts.

Decision

The Partnership Board:

- (i) approved the unaudited Annual Accounts for 2015/16 for submission to the Partnership's external auditors; and
- (ii) noted that the audited Annual Accounts, incorporating the Auditor's report, would be presented to the Performance and Audit Committee and Partnership Board in September, 2016.

A4 PROJECTS REPORT

The Board considered a report by Jim Grieve, Programme Manager, detailing the current year's Projects Budget which shows expenditure, to 26th May, 2016 of £56,503.

Decision

The Board:-

- (i) Noted the contents of the report; and
- (ii)/

Action by

- (i) Approved SEStran's participation in the proposed SCRIPT project partnership which intended to submit an application to the next Interreg North East Europe Call, in the autumn of 2016. **JG**

A5 LEGAL OFFICER'S REPORT – GOVERNANCE REVIEW

AF/GE

The Board considered a report by the Secretary and Legal Adviser, detailing that a number of governance documents were due for review in Spring 2016. The report also recommended the setting up of a working group in relation to diversity issues, as outlined below.

Decision

The Committee:-

- (i) Noted the ongoing review work which will take place over the next few months; and
- (ii) Agreed that the Partnership Director and Legal Adviser should be tasked with convening a working group to examine the potential options for enhancing the diversity of representation on the SEStran Board by 2020, with membership to include Councillors Edgar, Imrie, Chisholm and Fullarton.

A6. PROGRAMME FOR GOVERNMENT

The Board considered a report by George Eckton, Partnership Director, commenting on potential emerging work priorities for the Scottish Government's Programme for Government 2016-17.

Decision

The Board: -

- (i) Noted the terms of the report;
- (ii) Noted the changed location of transport within Cabinet Secretaries' portfolios and the new Ministerial team;
- (iii) Agreed SEStran office bearers should progress on initial lobbying and influencing strategy for SEStran with the new Scottish Government Ministerial team building upon any priorities agreed at the Board meeting; and **GE/Chair**
- (iv)/

- (iv) Commented on a number of key priorities emerging from the Scottish Parliamentary Party manifestos for SEStran and highlighted a number of omissions which should be the subject of further lobbying, including e.g. East Linton, Sheriffhall, and Levenmouth. **GE**

A7. REVIEW OF SCOTTISH PLANNING SYSTEM

The Board considered a report by George Eckton, Partnership Director, on the recently published review of the land-use planning system in Scotland, by an independent panel.

Decision

GE

The Board: -

- (i) Noted the proposals of the Independent Review of the Scottish planning system.
- (ii) Agreed that officers should offer SEStran's support in the further development of Government's proposals in response to the panel's recommendations.
- (iii) Agreed that SEStran officers should write to the Cabinet Secretaries for Planning and Economy to articulate SEStran views of the future role of Regional Transport Partnership.

A8. REGIONAL TRANSPORT STRATEGY

The Board considered a report by Alastair Short, Strategy Manager, relating to the proposed development of a new Regional Transport Strategy.

Decision

The Board agreed to postpone full consideration of the report until the meeting to be arranged in relation to the appointment of a new Chair.

A9. HIGH SPEED RAIL

The Board considered a report by Trond Haugen, Adviser to SEStran, relating to two studies, the outcomes of which had been recently released by Transport Scotland and HS2. The HS2 (Broad Options) report covered the possible extension of High Speed Rail beyond Leeds and Manchester to the north of England and Scotland; the Transport Scotland report dealt with possible High Speed Rail between Glasgow and Edinburgh.

Action by

Decision

GE

The Board: -

- (i) Noted the issues raised with the report.
- (ii) Agreed that in the “targeted stakeholder conversation” with Transport Scotland on High Speed Rail, SEStran would pursue lobbying based upon positions raised in this discussion paper and any additional points agreed by the board as well as any relevant information that otherwise comes to light from other sources.
- (iii) Agreed that SEStran office bearers would write to the Secretary of State for Transport and the Transport Minister to ensure the additional work is undertaken to enable a full comparison of benefits of all options.

A10. COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

The Board considered a report by Alastair Short, Strategy Manager, which summarised a consultation on the draft guidance and regulations for the Community Empowerment (Scotland) Act 2015 in relation to community planning.

Decision

AS

The Board: -

- (i) Noted the above and approved the outline of the proposed response to Scottish Government subject to further comments made at the meeting.

A11. ROYAL SOCIETY OF ARTS - INCLUSIVE GROWTH COMMISSION

The Board considered a report by George Eckton, Partnership Director, outlining the recent launch of an Inclusive Growth Commission designed to understand and identify practical ways to make local economies across the UK more economically inclusive and prosperous.

Decision

GE

The Board: -

- (ii) Agreed to SEStran responding to the Royal Society of Arts - Inclusive Growth Commission developing the points discussed.

A12 BUS FORUM MINUTES OF 13TH MAY 2016

AS/GE

The Board discussed the minutes of the Bus Forum. Concerns were expressed particularly in relation to the recent withdrawal of services by First Bus.

Decision

It was agreed to invite the Transport Minister to a meeting of the Partnership to discuss Bus and wider transport issues.

B1. ANNUAL TREASURY REPORT 2015/16

The Board considered a report by Hugh Dunn, Treasurer, on the management of SEStran's treasury activities in financial year 2015/16.

Decision

The Board noted the Annual Report for 2015/16.

B2. SESPLAN - STRATEGIC DEVELOPMENT PLAN

The Board considered a report by Alastair Short, Strategy Manager, on the SESPlan Strategic Development Plan, setting out SESPlan's vision to guide growth in the south east of Scotland over the next twenty years.

Decision

The Board noted the progress of the SESplan Strategic Development Plan.

B3. MINUTES OF THE SESPLAN CROSS BOUNDARY IMPACTS GROUP

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

Decision

The Board agreed to approve the minutes.

B4. CONSULTATION RESPONSES BY SESTRAN

B4.1 FALKIRK COUNCIL - DRAFT STRATEGIC OUTCOMES AND LOCAL DELIVERY PLAN

The Board considered a report by Alastair Short, Strategy Manager, in relation to the Falkirk Strategic Outcomes and Local Plan, which replaced the existing Strategic Community Plan and Single Outcome Agreement. The reports commented that more work was required on the Plan, which was still at an early stage.

Decision

The Board noted the development of the Falkirk Strategic Outcomes and Local Delivery Plan and the proposed comments.

B4.2 HITRANS REGIONAL TRANSPORT STRATEGY - MAIN ISSUES REPORT

The Board considered a report by Alastair Short, Strategy Manager outlining the main issues arising from an exercise similar to SEStran's RTS revision, to revise their regional transport strategy.

Decision

The Board noted the development of the HITRANS RTS proposed comments on MIR as discussed in the report.

B5. MINUTES OF SUB-GROUPS

The Board considered the minutes of the following meetings: -

- B5.1 Access to Healthcare - 8th April 2016
- B5.2 Rail Forum - 22nd April 2016
- B5.3 Equalities Forum - 26th April 2016
- B5.4 Sustainable Transport Forum - 3rd May 2016
- B5.6 Chief Officer Liaison Group - 31st May 2016
- B6. Minutes of the Joint Rep Chairs - 2nd March 2016

Decision

The Board noted the minutes of the Sub-Groups.

4. AOCB

None.

5. DATE OF NEXT MEETING

AF/AC

The Board noted the next scheduled meeting of the Partnership would take place on 23rd September, but that arrangements would be made for the additional meeting referred to above as soon as possible.

PARTNERSHIP BOARD MEETING

**HELD IN IN CALEDONIAN 1 CONFERENCE ROOM, COSLA, VERITY HOUSE,
19 HAYMARKET YARDS, EDINBURGH, EH12 5BH
ON FRIDAY 1ST JULY 2016
10.00 A.M. - 10.30 A.M.**

PRESENT:

<u>Name</u>	<u>Organisational Title</u>
Councillor Russell Imrie (Senior Vice-Chair)	Midlothian Council
Charles Anderson	Non Councillor Member
Graham Bell	Non Councillor Member (By Teleconferencing)
Councillor Tony Boyle	West Lothian
Councillor Jim Bryant	Midlothian Council
Councillor Ian Chisholm	Fife Council
Councillor Kenneth Earle	Clackmannanshire Council
Councillor Gordon Edgar (Vice Chair)	Scottish Borders Council
Phil Flanders	Non Councillor Member
Councillor Jim Fullarton	Scottish Borders
Councillor Nick Gardner	City of Edinburgh Council
Councillor Lesley Hinds (Vice Chair)	City of Edinburgh Council
John Jack	Non Councillor Member
Councillor Adam McVey	City of Edinburgh Council
Sandy Scotland	Non Councillor Member

IN ATTENDANCE:

<u>Name</u>	<u>Organisation Title</u>
Councillor Derek Rosie	Midlothian Council
Angela Chambers	SEStran
Julie Cole	Falkirk Council
Mark Craske	NHS Forth Valley
Hugh Dunn	City of Edinburgh Council (Treasurer)
Andrew Ferguson	Fife Council (Legal)
Jim Grieve	SEStran
Graeme Johnstone	Scottish Borders Council
Daniel Melly	Audit Scotland
Alastair Short	SEStran

APOLOGIES FOR ABSENCE:

<u>Name</u>	<u>Organisational Title</u>
Councillor Nick Cook	City of Edinburgh Council
Councillor Cathy Muldoon	West Lothian Council
Neil Renilson	Non Councillor Member
Councillor Norman Hampshire	East Lothian Council
Councillor Stephen Bird	Falkirk Council
Councillor/	
Councillor Pat Callaghan (Vice Chair)	Fife Council
Councillor Bill Henderson	City of Edinburgh Council

John Martin
Barry Turner
Councillor Michael Veitch
Councillor Derek Stewart
Councillor Tom Coleman
Councillor Ian Chisholm
Tom Steele
George Eckton
Ken Gourlay
Martin Wanless

Non Councillor Member
Non Councillor Member
East Lothian Council
Clackmannanshire Council
Falkirk Council
Fife Council
Non-Councillor Member
Partnership Director SEStran
Fife Council
Scottish Borders Council

Action by

EXCLUSION OF PUBLIC AND PRESS

Decision

That under section 50 (A) (4) of the Local Government (Scotland) Act 1973 the public be excluded from items (i) and (ii) of the meeting on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 12 of Part I of Schedule 7A to the Act.

(i) INTERNAL AUDIT - ANNUAL REPORT UPDATE

The Board considered a report by George Eckton, Partnership Director, providing an update on discussions with internal audit following the discussion of the draft final internal audit report for fact checking at the June Partnership Board meeting.

Decision

The Board; -

- (i) noted the contents of the report; and
- (ii) noted the outcome of the Director, Secretary and Treasurer's discussions with internal audit regarding the draft Annual Governance Statement and the recognition that appointing a new Chair will in all likelihood result in the potential qualification becoming a note on the final Annual Government Statement.

(ii)/

(ii) **APPOINTMENT OF CHAIR OF SESTRAN**

The Board considered a report by George Eckton Partnership Director, summarising guidance published by the Scottish Government on the specific aspects of membership and governance of Regional Transport Partnerships, along with guidance on the basic information on the role of the Board of a public body in Scotland, including specific guidance on the role of a Chairperson.

Motion

Councillor McVey, seconded by Councillor Gardner, moved Councillor Hinds for the Chair.

Amendment

Councillor Fullarton, seconded by Mr Anderson, moved Councillor Edgar for the Chair.

Vote

Motion - 8

Amendment - 7

Decision

The Board agreed to appoint Councillor Hinds as the Chair of SEStran until the first Board meeting after the May 2017 council elections, in line with the decision of 17th June.

Councillor Hinds then took the Chair for the remainder of the meeting. In doing so, she thanked Councillor Imrie for all his work in chairing both the voluntary and non-statutory Partnership. The Board joined Councillor Hinds in expressing their appreciation.

ORDER OF BUSINESS

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

DECLARATIONS OF INTEREST

None.

A1/

A1 MINUTES

The Board considered the minutes of the Partnership Board Meeting of Friday 17th June 2016.

Decision

The Board approved the minute as a correct record.

A2 MATTERS ARISING

Under Item A12 Councillor Imrie confirmed that contact had been made with the Transport Minister and it was proposed to meet with him initially and thereafter invite him to a Board meeting.

A3 REGIONAL TRANSPORT STRATEGY

The Committee considered a report by Alastair Short, Strategy Manager, relating to a proposed review of SEStran's Regional Transport Strategy (RTS).

Decision

The Partnership Board: -

- (i) Approved the development of a new Regional Transport Strategy for the SEStran area.
- (ii) Agreed that SEStran officers should start the process of scoping of the potential impacts of the new Regional Transport Strategy across a number of assessment regimes.
- (iii) Noted that the development of the REGIO-MOB project will provide clear synergies with the development of the new RTS.
- (iv) Agreed that a further report outlining a detailed programme plan for the renewal of the RTS be brought to the September Board meeting alongside any initial views of scoping of significant effects e.g. environmental, equality, socio-economic, from discussions with statutory and non-statutory partners.

A4 AOCB

The Board noted that a report on the impacts of the EU Referendum result on the organisation would be on the agenda for the next meeting.

A5./

A5. DATE OF NEXT MEETING

The Board noted the next scheduled meeting of the Partnership would take place on Friday 23rd September 2016, Conference Room 1, Victoria Quay, Edinburgh, EH6 6QQ.

SEStran Review of Governances Structures

1. INTRODUCTION

- 1.1 Further to the June 2016 Board Review of Governance Documentation report, the Partnership Director has undertaken an initial desk review of the current consultative structure of SEStran regarding its forum and officer groups.
- 1.2 As the June 2016 paper indicated, the current committee structure consists of the Performance and Audit Committee, which reports to the Partnership Board. There is no suggestion of change to this structure and it certainly is a clear mechanism for transparency and audit of the Partnership's policies.
- 1.3 However, SEStran has a number of consultative forums on Bus, Rail, Air and Sustainable Transport, alongside an Access to Healthcare Forum, a Freight Quality Partnership, a Chief Officers Liaison Group and an Equalities Forum.
- 1.4 The purpose of the paper is to seek an initial discussion with the Board on their views on the current SEStran forum structures and seek their agreement to engage with the wider stakeholder community over the next 2-3 months, if deemed necessary. This would be a starting point for a discussion of the current context for SEStran and the needs of the organisation moving forward.
- 1.5 The paper also seeks the Board's agreement on the principles and context of any review, the current capacity of the organisation, and its focus as an entity over the short, medium and long term and where the Board should be identifying areas for further development. Alongside, the agreement of a broad timetable for the process of initiating the review and subsequently implementing any of the agreed recommendations.
- 1.6 This would enable a final proposal to be tabled to the Board prior to the 2017 Local Government elections, outlining the structural landscape of forums for SEStran to service the delivery of emerging proposals for the SEStran area and the delivery of a new Regional Transport Strategy 2016-2018.

2. DISCUSSION

- 2.1 An initial high-level desk review of the forums work highlights that a number of meetings have few substantive items serviced by reports, have a difficulty in servicing a clear action programme of work and the majority of some forums work is focussed on verbal discussion at each meeting with limited actions proposed between meetings.
- 2.2 Clearly, it will be important to engage with the stakeholders currently members of the present forums in a different manner if any subsequent

change is agreed as part of the review. Any change may in itself enable a strategic discussion and input into RTS outcomes, by servicing a streamlined stakeholder group combining a number of different thematic interests together to discuss and debate the development of the new RTS for the SEStran area.

- 2.3 At a time of tightening of resource across the public sector as a whole, it is proposed to the Board that SEStran should seek to prioritise existing and potentially future diminished resources on the key outcomes of our statutory duties and a focussed programme of outcomes stakeholders wish delivered.
- 2.4 The present number of forums and groups require a significant amount of administration and sometimes report development work from the SEStran core team. It is questionable to the Partnership Director from an initial investigation and informal responses from stakeholders what outcomes they produce to deliver best value in terms of directly furthering the achievement of the objectives of the RTS or other statutory requirements of SEStran.
- 2.5 The notable expectations being the Equalities Forum which facilitates our achievement of our duties under the Equality Act 2010 and has delivered in recent years tangible outcomes for the SEStran and wider area. In addition, secondly, the Chief Officers forum, which enables professional input of council officers into the preparation of SEStran Board papers. However, both group's membership and ways of working could evolve further as part of any review process.
- 2.6 In terms of the Equalities Forum, SEStran and partners could reach out further to those people or groups who represent such individuals who have protected characteristics across the whole spectrum of the public sector equality duty. For example: age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation, as they are relevant to the statutory duties of SEStran and the achievement of the RTS objectives.
- 2.7 In terms of the Chief Officers forum, it seems a forum with a clear opportunity for developing a key stakeholder lead input to the work of the Board. However, it's scheduling just before papers are finalised for a subsequent Board meeting, gives the potentially wrong impression. That being that its a forum for SEStran officers to inform or tell council officers of the agenda, rather than as a forum of co-production of an agenda and work programme focussed and framed around the needs of key funders and primary stakeholders.
- 2.8 This would appear to be an area where the forum should be retained but with a change in timing, focus and governance of the group. On timing the forum could meet rather than 2/3 weeks before a Board meeting, it could meet 4/5/6 weeks, prior to a Board meeting and seek to proactively discuss and set the agenda through debate with the Partnership Director on key topics for the forthcoming Board. It could focus discussion more on the requirements of constituent councils rather than an agenda generated primarily by SEStran officers. Also, it could be chaired on a rotating basis by a Chief Officer from each council as an officer-based mechanism of scrutiny, and engagement with the SEStran core team alongside the

member based Board.

3. OPPORTUNITY FOR CHANGE

- 3.1 In discussion with a number of partners and stakeholders over the last few months, whilst it has been recognised that the forums provide an opportunity for important discussion, it is questionable if that alone is enough to continue with the present arrangement of structures given the lack of actions emerging from each group to drive forward a distinct agenda for each forum.
- 3.2 With the advent of a completely new RTS it would appear an opportune time for a revised structure. Also, as the Board will be aware from the June 2017 Board paper, SEStran are proposing a EU INTERREG project “Regio-Mob” with a number of European partners and this requires the creation of a Stakeholders Group to input to the development of a new Transport Strategy instrument. This has met and discussed the new RTS twice over the summer following an initial inception meeting and it is proposed that this group could be the focus of our stakeholder engagements on the RTS over the next 2 years. At the point of concluding and agreeing the new RTS, again the Board may wish to reflect on whether a different landscape of forums is required to drive forward the desired RTS.
- 3.3 In terms of the Partnership Director’s initial view to frame and start debate at present, a proposal could be to solely retain the Equalities Forum. Secondly, revise the role, remit and relationship of the Chief Officers Forum. Thirdly, building upon the “Regio-Mob” stakeholder group, form a wider RTS Forum looking at the integrated needs of the different transportation sectors of the SEStran area. There may be the need for discussions with ScotRail about them providing resource for the retention of a Rail forum, if that’s a requirement for them through their franchise agreement. This would then mean the rest of the forums integrating into a wider broad focus meetings.

4. LIAISON WORKING GROUP REVIEW

- 4.1 The outcomes of the initial desk review may be a starting point for discussion, however, a wider engagement with stakeholders is required to find out what has worked to date in their view and what improvements/changes could be made. This information would then be collated and distilled to identify key themes, perceived gaps and weakness in consultative forums at present and examine possible solutions. The final output could be informed by a small working group to examine the existing structure and the processes and procedures adopted by the forums and compare that to the models adopted by other relevant public bodies. This could then further refine the recommendations in conjunction with a small working group and provide a report to the Board in March, which would effectively take the form of a Legacy paper for the next SEStran board after the 2017 Local Government elections to implement.
- 4.2 However, given a number of years experience with the current structures, members may feel that with the advent of a new RTS, that there is enough qualitative experience to debate to give serious consideration to the Partnership Director’s initial view of the need for change in the structures of SEStran.

5. **PRINCIPLES**

5.1 If the Board wish to progress with a more structured quantitative approach to reviewing the current forms of stakeholder liaison and input to a statutory body, it would be appropriate for the Board to agree a set of principles to be adopted to frame the review such as:

- Universally understood
- Effective
- Proportionate
- Transparent
- Responsive; and
- Cost effective

5.2 This is just an initial list to start a debate on set principles if this is a route that the Board wishes to pursue in reviewing in detail SEStran current forums prior to the conclusion of a review and the implantation of any proposed change.

6. **CONCLUSION**

6.1 The paper seeks Board members comments on the need to review, enhance and potentially consolidate the current set of stakeholder liaison forums operated by SEStran within its wider governance and liaison framework. The paper asks for members initial views on the basis on which SEStran should progress its consultation with stakeholders in the future to meet its statutory responsibilities and to agree a set of principles to guide any review over the 6 months prior to the Local Government elections.

**Partnership Director
July 2016**

Policy Implications	
Financial Implications	
Race Equalities Implications	
Gender Equalities Implications	
Disability Equalities Implications	

European Union Referendum

1. INTRODUCTION

- 1.1 Following the UK's referendum on EU membership and the majority of votes resulting in an outcome for the UK to leave the European Union, Officers have been investigating the potential implications for SEStran in terms of legislation but primarily focussed, initially, on the impact on a number of existing and planned projects.
- 1.2 The decision to invoke Article 50 of the EU treaty, ending the UK's membership of the EU, is without clear legal precedence in terms of leaving the EU. Whilst, Norway held a referendum in 1994 on EU membership and it was a vote about joining the EU and not leaving the EU, they have since 1994 through the European Free Trade Agreement (EEA) been part of the Single Market.

2. FUNDING PROGRAMMES

- 2.1 As outlined at the June 2016 Board meeting, SEStran currently has the following current or planned projects via EU programmes.
- Regio-Mob INTERREG - Europe
 - CHUMS Intelligent Energy Europe
 - Socialcar Horizon 2020
 - Share North Interreg - North Sea Region

These have the potential to deliver over £0.5m recharge to the SEStran budget

- 2.2 In previous years, SEStran has been successful in bidding for the following projects:
- Lo Pinod
 - Itransfer
 - Foodport
 - Weastflows
 - Dryport
 - Nweride

Through these projects SEStran recharged £806,112

- 2.3 The scale of financial recharges from EU programmes are highlighted to the Board, ahead of the annual Budget planning paper tabled to the December Board meeting. The decision to leave the EU presents a clear risk to the budget of SEStran in future years and regular reports will be provided to the Performance and Audit Committee and SEStran Board.

3. ELIGIBILITY

- 3.1 However, In terms of Horizon 2020 and INTERREG programmes, the view

of the EU and UK currently is that the referendum result has no immediate effect on those organisations applying to or participating in programmes. UK participants can continue to apply to the relevant programmes in the usual way. The future of UK access to funding programmes will be a matter for future discussions. However, according to the Treaties which the UK has ratified, EU law continues to apply to the full to and in the UK until it is no longer a Member.

4. NEXT STEPS

- 4.1 The next steps are uncertain until the UK and the EU have negotiated a position for governing how the UK leaves the EU and what if any funding programmes or legislation continues to apply to the UK. Clearly the process could take a significant time period and at present the UK is still a full member of the EU with all the associated rights and obligations.
- 4.2 The clear advice from various funding bodies is that all current project contracts are still valid for UK beneficiaries and UK participants can continue to apply in the same way.
- 4.3 Following the conclusion of the Article 50 political negotiation process, it may be that the UK could adopt, from a range of possible scenarios, the ability such as Norway has currently, to participate in EU INTERREG projects but without the match funded element being financed by the EU and having to be borne solely from UK funds.
- 4.4 Also, dependent upon the negotiation on the UK's trading agreement with the EU, if it retains membership of the EEA depending upon which of the EU regulations the UK is required to still implement to secure access to the Internal Market.

5. CONCLUSION

- 5.1 The outcome of the Article 50 negotiations there could be an impact on the legislation we are required to transpose into UK law and also an impact on the number of current EU funding programmes accessible to bodies such as SEStran. However, at this stage it is difficult to say with any certainty what the range and scale of impacts will be. A political negotiation process between the UK and EU has started but it is likely to take a number of years to conclude with certainty over its wider impacts on law and funding.
- 5.2 The Advice SEStran has received via Scotland Europa is that until there is clear certainty on a number of matters, the current rights and obligations of EU membership continue to apply and the programmes of funding will continue within their current framework and agreed delivery outcomes.

Policy Implications	
Financial Implications	
Race Equalities Implications	
Gender Equalities Implications	
Disability Equalities Implications	

DRAFT

Regional Transport Partnerships Joint Chairs Meeting

Held in the Cally Palace Hotel, Gatehouse of Fleet, Dumfries and Galloway, 15 June 2016 at 0930hrs

Minute of Meeting

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

In attendance: Neil MacRae, HITRANS (NM)
Derick Murray, Nestrans (DM)
Trond Haugen, SEStran (TH)
Eric Guthrie, Tactran (EG)
Ewen Milligan, Transport Scotland (EM)
Joanne Gray, Transport Scotland (JG)
Eric Stewart, SPT (ECS)
Bruce Kiloh, SPT (BK)
Michael Craigie, ZetTrans (MC)
Douglas Kirkpatrick, SWestrans (DK)

Apologies: Cllr Jonathan Findlay, SPT
George Eckton, SEStran (GE)
Ranald Robertson, HITRANS
Tom Davy, Transport Scotland

Item	Action
1. Welcome and Apologies	
	Cllr McAughtrie welcomed everyone to Gatehouse of Fleet and noted the apologies received above.
2. Presentation on the Development of Gatehouse of Fleet – David Steel.	
	Mr Steel gave an interesting and informative presentation on the history and development of Gatehouse of Fleet, with a special focus on transport. The Chairs thanked Mr Steel for his presentation.

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

The minutes were approved as a true record. Matters arising to be dealt with in remainder of agenda.

Items for Discussion/Decision

**4. Active / Sustainable Travel Update
(i) Cycling Scotland / Sustrans Update**

EG gave update on the recent positive meeting between RTP Leads and John Lauder of Sustrans, and Keith Irving of Cycling Scotland, and the need to continue to build a positive relationship between our organisations, and the need to have an annual meeting. EG also updated on National Walking Strategy and working group, and a meeting of the Cycling Scotland Board, at which the "Give Everyone Cycle Space" campaign was discussed and the need to involve councils more, and that there was potentially a greater role for RTPs in this campaign. EG also noted that TS are reviewing their Active Travel policy which will feed into the NTS review.

Action: RTP Secretariat to arrange annual meeting for RTPs, CS and Sustrans. BK

**5. Bus Issues
(i) Bus Stakeholder Group Update / Bus Service Registration**

ECS gave update on last meeting of BSG which focused on SQPs and procurement. Discussed new Scottish Transport Bill and emerging Buses Bill in England, new bus registration process, significant drop in bus passenger numbers, and SPT approach to bus with the Strathclyde Bus Alliance (SBA).

Action: SPT to circulate SBA report and presentation. BK

EG updated that he had written to Transport Scotland regarding issues for 'model 1' RTPs in registration process. EM replied that TS colleagues were looking to find a better form of word for the guidance.

(ii) Transport Focus 2016 Bus Passenger Survey

EG circulated proposed survey questions and highlighted that if RTPs were to support this then we would have to look at funding split, possibly based on population.

Action: RTP lead officers to discuss funding split should support for survey be agreed. ALL

Discussion followed on need for survey to include views of current non-users of bus services. DM agreed to circulate Aberdeen Chamber of Commerce survey of non-bus users in Aberdeen.

Action: DM to circulate ACofC survey of non-bus users **DM**

(iii) Smart ticketing

ECS provided update. Discussion followed regarding RTPs having a lead role in smart ticketing and importance of moving it to 'the next stage'. EG noted that SPT are at the vanguard of smart ticketing in Scotland and highlighted that a meeting was to have been arranged between RTPs regarding smart ticketing but this had not been arranged yet. The Chair suggested that it may be worthwhile having a national conference on smart ticketing. Agreed that RTP lead officers would discuss this.

Actions: RTP Secretariat to arrange special RTP leads meeting on smart ticketing and RTP leads to discuss national smart ticketing conference. **BK**

ECS updated that he was now on the national smartcard ticketing group and would provide future feedback to RTP Chairs and Lead Officers. **ECS**

(iv) Bus Bill / Scottish Transport Bill

BK gave update based on report submitted.

Action: RTP lead officers to continue to monitor and form views on these, and how best to influence them. **ALL**

6. Ferries Update

(i) Northern Isles Ferry Contract

MC gave update that work on this was progressing well.

7. Rail Update

(i) High Speed Rail

EG gave update that main focus of the last meeting was to consider recent reports published on HSR. Regarding High Speed Rail for Scotland, TS are organising workshops on the future of this group in Motherwell and Dundee, and that it was likely that Gareth Williams of SCDI would become Chair of the group.

(ii) ECMA

EG provided update that the last meeting focused on NR's East Coast Route Study.

(iii) CRP Update

BK gave update on CRP process in Scotland, which had been slightly amended in new franchise to pass ownership of this to ScotRail with TS retaining a strategic overview.

8. Independent Review of Planning – Outcome

BK gave update on the above based on report submitted. Discussion followed during which DM mentioned that the Scottish Cities Alliance had released a report which appeared to contradict the outcomes of the Independent Review. Further discussion concluded with the following action:

Action: RTP lead officers to make representations to Scottish Government on the 48 recommendations from the Independent Review of Planning.

ALL

9. Roads Collaboration Programme

EG gave update on above. The Audit Scotland report on roads is now due to be published in August. GE to be RTP rep on the Roads Collaboration Board.

Action:

Community Empowerment Act – Guidance, Asset Transfers, Participation Requests – RTPs response

10.

BK gave update based on report submitted. Following discussion, the Chairs approved the response, expressing concern at the potential implications of the implementation of various aspects of the Act.

Funding Opportunities

11. TH gave update based on GE's report submitted. The Chairs welcomed the report and noted that there were various issues which the RTPs would need to be clear on in discussion with the Minister, and that the contents of the report should feed into RTPs views for the forthcoming Scottish Transport Bill.

12. Invitation to Minister

During discussions, the Chairs emphasised the importance of the RTPs having clear views on various issues discussed at today's meeting: the forthcoming Scottish Transport Bill, the Bus Bill in England, planning, funding, HSR, smartcard and other issues. After discussion, including reference to the need to base discussions with Ministers on the contents of SNP Manifesto, the following was agreed:

Action: Both the Transport Minister and the Planning Minister to be invited to meeting with RTP Chairs, if possible, a joint meeting.

BK

13. Dates of Next Meetings

14 September 2016, Zetrans.

14. AOB

(i) National Tourism Development Framework Update

EG provided update that he had been in discussion with the Chief Exec of Tourism Scotland regarding this as RTPs had various issues with previous iteration and would provide fuller update as information came through.

The Chair requested that Air Issues be put on the agenda for next meeting.

BK