



CHIEF OFFICER LIAISON GROUP MEETING
11:00AM THURSDAY 27TH OCTOBER 2016

Present:

George Eckton (GE)	SEStran (Chair)
Angela Chambers (AC)	SEStran
Julie Cole (JC)	Falkirk Council
Peter Forsyth (PF)	East Lothian Council
Ken Gourlay (KG)	Fife Council
Graeme Johnstone (GJ)	Scottish Borders Council
Catriona Macdonald (CM)	SEStran
Graeme Malcolm (GM)	West Lothian Council
Iain Shaw (IS)	CEC – Treasurer Services to SEStran
Tom Rye (TR)	Napier TRI
Emily Whitters (EW)	SEStran

Apologies:

Neil Dougall	Midlothian Council
Andrew Ferguson	Fife Council
Jim Grieve	SEStran
Ewan Kennedy	City of Edinburgh Council

Ref.		Actions
1.	Welcome and Apologies for Absence	
	GE welcomed the group to the meeting and apologies are noted as above.	
2.	Minutes	
(a)	<u>Chief Officer Liaison Group – 10th August 2016</u> Agreed as a correct record.	
(i)	<u>Matters Arising</u> (6) City Deal – Integration opportunities; there is continuing agreement that SEStran/SESplan should integrate with some form of interim management arrangement. Legalities need to be agreed. (11) Annual Report – Will be published soon, in a revised format. The new website is being developed (17.1) Regional Cycle Training and Development Officer - Appointment has been made and candidate will start end of November. Details to be circulated.	
(b)	<u>Partnership Board – 23rd September 2016 (DRAFT)</u> (A15) Procurement and Delegated Powers Report – Following discussions with One-Ticket around a statutory re-procurement exercise, as of 30 th November, SEStran will cease to provide	

/2.	Minutes	
	administrative services to One-Ticket Ltd. One-Ticket intend to re-engage with Local Authorities independently.	
3.	PTA/Combined Authority Research – Presentation by Tom Rye	
3.1	<p>Prof. Rye gave a presentation to the group on his research around SEStran moving from a model 1 to a model 3 RTP and the following key points are for noting:</p> <ul style="list-style-type: none"> • Model 1 main duty is to prepare a RTS • Model 3 can take on additional functions from local authorities (with their permission and Ministerial sign-off) to run solely or concurrently with LA's, including public transport co-ordination, TRO's to assist public transport and road pricing. • Looking at other models, including Combined Authorities and their functions extend beyond public transport • Combined Authorities can deliver the following functions: <ul style="list-style-type: none"> ➤ Integrated ticketing ➤ Investment in transport infrastructure schemes ➤ Special ticketing initiatives i.e. getting people in to work ➤ Concessionary fares ➤ Many more Statutory Quality Bus Partnerships in these areas and pursue quality contract model ➤ They have more capacity and more funding ➤ Deregulated bus services ➤ Starting to get involved in rail franchising ➤ Some have roads powers • Swedish Combined Authorities model defined 	
3.2	Prof. Rye noted that the next part of his research will focus on what the different models can achieve and opened for questions.	
3.3	The group discussed the various models and Prof. Rye agreed to look into those set up with roads functions. Prof. Rye noted that a clear distinction between what a Model 3 or Combined Authority can deliver compared to its European Model counterpart is required.	
3.4	The proposed consultation process should define what SEStran can do as a Model 3. The timescale will be challenging given the proximity of the elections. The group agreed that the consultation would encompass all functions listed in the report as outlined in the Transport (Scotland) Act 2005.	
3.5	PF requested that following GE's offer of 3 June, Officers at ELC would like to meet. Dates have been sent to Douglas Proudfoot.	
3.6	The consensus was that it was a good piece of work and the group agreed that it can be taken forward to the P&A Committee and Partnership Board.	

4.	City Deal Update	
(a)	<u>SEStran/SESplan</u> GE provided an update and advised that there is broad agreement that it is a good idea to integrate the organisations; this is under the context of City Deal and the alignment of transport and land use planning. Discussions are ongoing.	
(b)	<u>Transport Appraisal Group</u> GE advised that JG is taking a lead role in facilitating engagement with constituent councils and Transport Scotland. A series of meetings are scheduled to take place.	
(c)	<u>RTS Update</u> GE noted that due to the potential implications of the Transport Bill and Planning Review, although there was a business plan commitment to renew the RTS, it would be prudent to pause until further clarity is provided. The group agreed to this approach.	
5.	Audit Scotland – Potential Projects/Joint Working	
5.1	CM presented the paper advising that its purpose was to explore joint working opportunities. Roads maintenance is already being addressed under the ELBF group and Officers’ are now asked to consider other services they may wish to share and provide comment/feedback to CM by 18 th November.	
5.2	It was agreed that further “Transport” functions outlined in the report should also be considered as part of Model 3 consultation.	
6.	Review of Forums	
6.1	GE provided a verbal update to the group and advised that discussions with various stakeholders had identified that there was an appetite for a change to the current format. Members have been given the opportunity to comment and findings will be reviewed by the Chair/Vice-Chairs and will be presented to the next Board. Agreement has already been reached that the Equalities Form and Access to Healthcare group can be merged and the proposal is to form an integrated transport forum to bring all modes together. The group were in favour of the proposals.	
7.	Programme for Government	
7.1	For noting. GE to attend workshop on regional planning and will keep the group updated.	
8.	Projects Update	
8.1	CM provided an update to the group and the following points are for noting. <u>RTPI</u> <ul style="list-style-type: none"> • 155 Digital screens committed 	

/8.	Projects Update	
8.1	<ul style="list-style-type: none"> • Marketing consultant to be invited to tender to distribute remaining equipment by the end of the financial year. • More operators are being added to the system • Thistle card app is in store and a launch is planned for next year • Sustainable travel grants progressing • SG Design Programme – outcome of bid to be announced mid-November • EU Projects ongoing • Surflough project was unsuccessful. • 3 x potential new projects under H2020 	
9.	Equalities Outcomes 2017-2021	
9.1	EW presented the report, outlining SEStran’s duties under the Act. The first The first set of outcomes were published in 2013 and a review and progress report have been prepared. The new outcomes have been drafted for consultation and are proportionate to the size of the organisation, including participation statement sets out the timescales.	
10.	Finance Reports	
(a)	<u>Financial Planning 2017/18</u> IS introduced the report and noted that it was the standard financial planning paper which sets out the budget assumptions, including scenarios around the SG grant and a range of reduction options have been included. The appendices set out the core and projects budgets. SG grant will be confirmed in December and a further paper will be brought to the Board in March.	
(b)	<u>Core Revenue Monitoring Report 16/17</u> IS reported that monitoring projections indicate that budget is on track and there are no concerns.	
(c)	<u>Mid-Term Treasury Review</u> IS advised this is the standard report that highlights indebtedness between SEStran and CEC.	
11.	SEStran Business Priorities for 2017/18; Annual Update to 2015-2018 Delivery Plan	
11.1	GE advised that in previous years the Business and Delivery Plans had been published in a glossy brochure format. Following discussions with TS, it was established that this was not a statutory requirement and therefore, moving forward, reports will be presented to the Board outlining progress, any substantial changes and priorities. This will cut down on resources and allow Officers’ to focus on projects delivery.	
12	Records Management	
12.1	AC provided a verbal update on progress. A series of draft policies are being prepared for inclusion in the RMP and will be presented to the P&A and Board for approval.	

13.	Staffing Update	
13.1	GE provided an update on staffing and the following points were noted. <ul style="list-style-type: none"> • Cycling Scotland Officer has been appointed. • Active Travel Officer is currently spending 1 day per week at ELC 	
14.	Suggestions for Partnership Board Agenda	
14.1	Agenda items include: <ul style="list-style-type: none"> • Model 3/PTA presentation/report • X-Route study • Airport Masterplan • Budget • Audit Scotland • Review of Forums • Equalities Outcomes • Records Management • City Deal • EU Projects – Risk Report • RTS (Pause) 	
ITEMS FOR NOTING		
15.	Minutes	
(a)	<u>(DRAFT) RTP Joint Chairs – 14 September 2016</u> For noting.	
16.	AOCB	
16.1	<u>East Linton/Reston Station</u> Letter to the minister discussed.	
16.2	PF noted that the ELC LDP and Developer Contribution Supplementary Guidance are out for consultation.	
17.	Date of Next Meeting	
17.1	TBC	