

**PARTNERSHIP BOARD MEETING**

**HELD IN CONFERENCE ROOM 1, VICTORIA QUAY, EDINBURGH EH6 6QQ  
ON FRIDAY 2<sup>ND</sup> DECEMBER, 2016  
10.00 A.M. - 12.30 P.M.**

<b>PRESENT:</b>	<u>Name</u>	<u>Organisational Title</u>
	Cllr. Lesley Hinds (Chair)	City of Edinburgh Council
	Charles Anderson	Non-Councillor Member
	Councillor Tom Coleman	Falkirk Council
	Councillor Kenneth Earle	Clackmannanshire Council
	Councillor Gordon Edgar (Vice Chair)	Scottish Borders Council
	Phil Flanders	Non-Councillor Member
	Councillor Jim Fullarton	Scottish Borders Council
	Councillor Russell Imrie (Senior Vice-Chair)	Midlothian Council
	John Martin	Non-Councillor Member
	Neil Renilson	Non-Councillor Member
	Sandy Scotland	Non-Councillor Member
	Barry Turner	Non-Councillor Member
	Cllr. Michael Veitch	East Lothian Council
	Cllr. John Wincott	Fife Council
<b>IN ATTENDANCE:</b>	<u>Name</u>	<u>Organisation Title</u>
	Craig Beattie	City of Edinburgh Council
	Gary Brown	The Vennie
	Lizzie Brown	The Vennie
	Paul Brown	The Vennie
	Angela Chambers	SEStran
	Julie Cole	Falkirk Council
	Lesley Deans	Clackmannanshire Council
	Neil Dougal	Midlothian Council
	George Eckton	Partnership Director SEStran
	Andrew Ferguson	Fife Council (Legal)
	Scott Forbes	The Vennie
	Peter Forsyth	East Lothian Council
	Lisa Freeman	SEStran
	Ken Gourlay	Fife Council
	Jim Grieve	SEStran
	Tom Heron	The Vennie
	Peter Jackson	SEStran
	Fiona Johnstone	City of Edinburgh Council
	Graeme Johnstone	Scottish Borders Council
	Ewan Kennedy	City of Edinburgh Council
	George Lowder	Transport for Edinburgh
	Catriona Macdonald	SEStran
	Alison McCormack	Deans High School
	Laura McLean	The Vennie
	Lisa Murphy	Young Scot
	Moira Nelson	SEStran
	Shirley Orr	The Vennie
	Steven Russell	Young Scot
	Tom Rye	Napier TRI
	Iain Shaw	City of Edinburgh Council
	Emily Whitters	SEStran

**APOLOGIES  
FOR ABSENCE:**

<u>Name</u>	<u>Organisational Title</u>
Cllr. Derek Stewart	Clackmannanshire Council
Cllr. Nick Gardner	City of Edinburgh Council
Cllr. Nick Cook	City of Edinburgh Council
Cllr. Ian Chisholm	Fife Council
Cllr. Derek Rosie	Midlothian Council
Cllr. Tony Boyle	West Lothian Council
Cllr. Bill Henderson	City of Edinburgh
Graeme Malcolm	West Lothian
John Jack	Non-Councillor Member
Graham Bell	Non-Councillor Member

**ORDER OF BUSINESS**

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

**DECLARATIONS OF INTERESTS**

None.

**A4 PRESENTATION/REPORT ON YOUNG SCOT X-ROUTE**

The Board considered a report by Moira Nelson, Active Travel Strategic Development Officer providing members with background information on the SEStran X-Route Study, and welcomed members of the Vennie Club in Livingston, one of the four groups of young people who participated in the project.

**Decision**

The Board noted the presentation and the final report and thanked the Vennie Club members for their contribution to the presentation.

**A5. MODEL 3 SESTRAN PROGRESS REPORT**

The Board considered a report by George Eckton, Partnership Director and Andrew Ferguson, Secretary, updating members on the progress with "Model 3".

**Decision**

The Board:-

- noted the presentation from Professor Rye and the terms of his final report on Passenger Transport Authorities;
- noted that all 8 constituent councils would be formally consulted on the proposal of SESTRAN to change to a "Model 3" authority by means of an order under section 10 of the Transport (Scotland) Act 2005, ("the Act") and, specifically, in terms of section 10(6), what the order will do;
- agreed the functions outlined in paragraphs 3.3-3.4 should be the basis of the consultation order;
- agreed to consult the constituent authorities on possibilities for

collaboration or sharing of services under section 14 of the Act around wider network management as outlined within paragraph 3.5 of the report;

- agreed, following the consultation, to receive a paper for the 2<sup>nd</sup> March, 2017 Board meeting to enable consideration and a decision on the proposal for SESTRAN to move to a Model 3 authority and subsequent request for consent from Scottish Ministers to support an order under section 10;
- noted that a Stage 2 consultation process would be required to change SEStran from Model 1 to a Model 3 partnership in terms of the Act;
- agreed that Stage 1 of the consultation process should begin after the meeting and that if required a special Board meeting should be convened in early 2017.

## **A6. MINUTES**

The following minutes were approved:-

A6.a – Partnership Board Meeting – 23<sup>rd</sup> September, 2016; the Board agreed that no further Vice-Chair be appointed at this time;

A6.b – Performance & Audit Committee – 18<sup>th</sup> November, 2016

A6 c .- Regional Transport Partnerships Joint Chairs Meeting – 14<sup>th</sup> September. 2016

## **A7 FINANCIAL REPORTS**

### (a) Financial Planning 2017/18

The Board considered a report by Iain Shaw, presenting details of the financial planning being undertaken to present a revenue budget for 2017/18 to the Partnership for approval in March, 2017

#### **Decision**

The Board:-

- noted the financial planning assumptions currently being progressed for 2017/18 revenue budget;
- noted the risk that Scottish Government funding allocations to RTP's may be reduced, given the uncertainty around the Scottish Government Budget for 2017/18; and
- noted the revenue budget for 2017/18 will be presented to Members for approval at the meeting of the Partnership in March, 2017.

### (b) Finance Officer's Report 2016/17

The Board considered a report by the Treasurer presenting the second update on financial performance of the core revenue budget of the Partnership for 2016/17, in accordance with the Financial Regulations of the Partnership.

#### **Decision**

The Board noted:-

- the forecast that core expenditure in 2016/17 will under spend by £56,000 against the approved revenue budget of the Partnership and that this underspend will meet project costs in 2016/17;
- All income and expenditure will continue to be monitored closely with updates report to each partnership meeting; and
- The month end balance of indebtedness between the Partnership and City of Edinburgh Council and the reason for these balances identified at paragraph 2.7.

(c) Treasury Management – Mid Term Review

The Board considered the report by the Treasurer, Hugh Dunn presenting the investment activity undertaken on behalf of the Partnership during the first half of 2016/17 Financial Year.

**Decision**

The Board noted the investment activity undertaken on behalf of the Partnership.

*Neil Renilson left the meeting at this point*

**A8 REVIEW OF GOVERNANCE DOCUMENTS**

The Committee considered a report by Andrew Ferguson, Secretary and Legal Adviser, advising the Board of the conclusions of the recent review of governance documents as regards standing orders and scheme of delegation, and recommend a change to standing orders as regards the Performance and Audit Committee's remit and membership, as recommended by them at their meeting on 18<sup>th</sup> November.

**Decision**

The Board approved:-

- (i) that the committee's membership be expanded to include a further two non-councillor members;
- (ii) that the committee's quorum be four, with a minimum of two Councillor members;
- (iii) all policy matters should continue to be decided by the Board; and
- (iv) that Councillor members should be allowed one nominated substitute per authority for the Committee.

**A9 REVIEW OF FORUMS**

The Board considered a report by George Eckton, Partnership Director, regarding the proposals for change of structure of SEStran's consultative forums.

**Decision**

The Board agreed to defer a final decision on the structural changes to the forums until the March Board, with Members being asked to come forward with constructive suggestions as to how the Forums could be made as productive as possible.

#### **A10 REGIONAL TRANSPORT STRATEGY UPDATE**

The Board considered a report by George Eckton, Partnership Director and Lisa Freeman, Strategy Liaison Officer, providing the Board with an update on the renewal of the RTS and a proposal for a period of reflection on major issues and trends before committing to a Main Issues Report given the current legislative and policy developments scheduled to occur in the next few months.

##### **Decision**

The Board:-

- (a) noted the report: and
- (b) agreed to a period of reflection and continuing research on key issues on creating the new RTS, in light of the current legislation and policy position.

#### **A11. EDINBURGH AIRPORT MASTER PLAN**

The Board considered a report by Lisa Freeman, Strategy and Projects Officer regarding 'The future of Air Transport' requiring all UK airports to produce an airport master plan on how they propose to develop airport facilities.

##### **Decision**

The Board:-

- (i) approved a mandate for the Chair to respond to the consultation on behalf of SEStran; and
- (ii) invited members to provide additional comments to SEStran by 9<sup>th</sup> December, 2016.

#### **A12. SESTRAN EQUALITY OUTCOMES 2017 - 2021**

The Board considered a report by Emily Whitters and Angela Chambers, SEStran, regarding the requirement for SEStran as a listed public body under the Equality Act 2010 and the Equality Act 2012 (Scotland) Specific Duties Regulations to publish a set of Equality Outcomes covering the period April, 2017 – March 2021.

##### **Decision**

The Board:-

- (a) noted the review of the 2013 – 2017 Equality outcomes and on the development of the two new outcomes; and
- (b) Approved a 4-6 week consultation period on the Equality Outcomes.

### **A13. RECORDS MANAGEMENT**

The Board considered a report by Angela Chambers, Business Manager, SEStran presenting the Board with the SEStran's Records Management Framework, which is subject to assessment by The Keeper of the Records of Scotland.

#### **Decision**

The Board:-

- i. approved the Records Management Plan for submission to the Keeper of the Records and delegate authority to the Legal Adviser and Business Manager to implement any recommended changes if required;
- ii. approved the information Security policy, Records Management Policy and Guidance for immediate implementation;
- iii. noted that further work will be undertaken to develop a Business Classification scheme and Retention schedule in parallel with the IT upgrades and approved a mandate to allow the Business Manager to implement a range of supporting continuous improvement procedures;
- iv. noted the Records Management Plan will be submitted to the Keeper of the Records for approval by 31<sup>st</sup> January, 2017; and
- v. noted that The Keeper of the Records Assessment Report will be tabled to a future meeting of the Performance and Audit Committee.

### **A14. UPDATES ON RTS DELIVERY PLAN, CITY DEAL, PROJECTS AND EU EXIT**

The Board noted a brief report on the progress of each of the above topics.

#### **Decision**

The Board:-

- (i) noted the contents of the report; and
- (ii) approved the grant of value £25000 to Edinburgh College, for the continuation of the Electric Vehicle Project.

### **A15 DATES OF FUTURE MEETINGS**

The Board considered a report by Angela Chambers, Business Manager, SEStran, outlining the proposed calendar of SEStran Partnership Board, Performance and Audit Committee and Chief Officer Liaison Groups meetings for 2017.

#### **Decision**

The Board:-

1. approved the proposed programme of meetings for 2017;
2. noted that there may be a requirement to host an additional Board meeting prior to March; and
3. noted the dates of the Forum and sub-groups would be confirmed when discussions have been concluded.

**A16 AOCB**

None.

**A17 DATE OF NEXT MEETING**

The Board noted the next meeting of the Partnership would take place on Thursday 2<sup>nd</sup> March, 2017 at 2:00pm in Conference Room 3, Victoria Quay, Edinburgh, EH6 6QQ.

**A18 PARTNERSHIP STAFFING UPDATE**

The Board considered a report by the Partnership Director relating to various staffing matters.

**Decision**

The Board noted the report.

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