



CHIEF OFFICER LIAISON GROUP MEETING
10:00AM THURSDAY 2ND FEBRUARY 2017

Present:

George Eckton (GE)	SEStran (Chair)
Angela Chambers (AC)	SEStran
Julie Cole (JC)	Falkirk Council
Neil Dougall (ND)	Midlothian Council
Peter Forsyth (PF)	East Lothian Council
Ken Gourlay (KG)	Fife Council
Jim Grieve (JG)	SEStran
Ewan Kennedy (EK)	City of Edinburgh Council
Graeme Johnstone (GJ)	Scottish Borders Council
Graeme Malcolm (GM)	West Lothian Council
Iain Shaw (IS)	CEC – Treasurer Services to SEStran
Emily Whitters (EW)	SEStran

Apologies:

Lesley Deans	Clacks Council
Andrew Ferguson	Fife Council
Peter Jackson	SEStran

Ref.		Actions
1.	Welcome and Apologies for Absence	
1.1	GE welcomed the group to the meeting and apologies are noted as above.	
2.	Cycling Scotland Presentation	
2.1	Postponed to next meeting on 25 May 2017.	
3.	Minutes	
(a)	<u>Chief Officer Liaison Group – 27 October 2016</u> Agreed as a correct record.	
(b)	<u>Partnership Board – 2 December 2016 (DRAFT)</u> For Noting.	
4.	Model 3 - SEStran Progress Report	
4.1	<p>GE provided a verbal update to the group as follows:</p> <ul style="list-style-type: none"> • At first stage of consultation process, City Deal wider issues involved • Cllr Hinds has written to all partner authority Chief Executives, outlining the process and seeking council consideration as soon as is practicable. A request has also been included, asking to be made aware when reports are going to council/committees. <p>Officers' provided a round-table update on reporting timescales and GE noted that there is recognition from City Deal that timings are not now appropriate and will be decoupled from Model 3.</p>	

5.	Financial Reports	
(a)	<u>Budget 2017/18</u> IS gave a verbal update and the following key points are for noting: <ul style="list-style-type: none"> • The Board report is being prepared on the assumption of a 5% reduction in council requisitions, however, there is an indication that Scottish Government will continue with the same level of funding as in previous years. • Group discussed budget challenges and the value of partnership working. 	
(b)	<u>Finance Officers Report</u> IS reported that the forecast is for an underspend on the 2016/17 budget but is on track and a report will be circulated following budget meeting with SEStran management.	
6.	National Transport Strategy 2 – Pre-Consultation	
6.1	GE advised the group that the consultation will be taken to all forums to gather views, which will be used to work up a report for the Board.	
6.2	The group discussed various issues including the Transport Bill, changes to legislation, rail/bus powers and decriminalised parking. GE commented that there were linkages to the planning white paper and outlined the process for influencing a response.	
7.	Review of Forums	
7.1	GE provided a verbal update to the group and summarised discussions at the December Board. The Equalities and Access to Healthcare forums have merged and there is support for the Bus/Rail Forums to continue, although various stakeholders have indicated their preference for a strategic/integrated forum, however, it will be for the new Board to decide future requirements.	
8.	Rail Infrastructure Strategy	
8.1	GE presented the consultation paper, summarising the key points and asked Officers for their comments. The group discussed Newburgh Station and agreed, in general, that it was difficult to influence rail issues. This was followed by a discussion on ECMA representation and membership, which Officers' are now considering.	
9.	Planning White Paper	
9.1	GE introduced the paper, highlighting the proposals in relation to regional planning. There is a clear indication of future partnership working around land use and transport planning. GE asked Officers for their views on RTPs moving forward. A general discussion followed and all recognised the opportunities that could emerge from the review.	
10.	Equalities Outcomes 2017-2021	
10.1/	EW presented the report, advising that SEStran, in consultation with key stakeholders have developed 2 outcomes, which was agreed to be proportionate to the size of the organisation. A mainstreaming report is	

10.	Equalities Outcomes 2017-2021	
/10.1	being drafted and will be presented to a future Board, before publication in April. The group all agreed that EW had produced a good piece of work.	
11.	Climate Change Plan	
11.1	The report was presented by EW, summarising the main targets that the SG has set to reduce carbon emissions and SEStran's duties as a public body. Following on from a request for comments, the group discussed emission zones, electric vehicles and congestion. GE noted that an Energy Strategy would be brought back in May for further comment.	
12.	Business Plan 2017/18	
12.1	JG presented the draft plan, highlighting the new format, which provides a more focussed, streamlined document. The plan sets out key priorities for the next financial year and KPIs, which will be monitored and reported to Officers and the Board on a quarterly basis. Officers welcomed the improved format.	
13	Projects Update/City Deal/EU Update	
13.1	The report was presented by JG, providing an update on key issues. He noted that a marketing specialist has been appointed to lead on the roll-out of the RTPi digital screens.	
14.	AOCB	
14.1	GE noted that he had been asked to sit on the SCOTS Active Travel Task Group and will circulate remit when available. He advised that he is happy to progress on behalf of the partner authorities if required.	GE
14.2	Low Carbon Travel and Transport Challenge Fund. GE asked the group if there was any interest in bidding for funding. The group noted the difficulties in obtaining match funding. GE commented that he would be happy to discuss further and assist with applications.	
14.3	JC/GJ to discuss potential costs for pre-STAG business case.	
15.	Date of Next Meeting	
15.1	The date of the next meeting is 10:00am on Thursday 25 May 2017, in Room 3E-91, Victoria Quay, Edinburgh, EH6 6QQ.	