



1. Introduction

1.1 The purpose of this report is to inform Members that the Board normally receives the minutes of previous Board meeting, the Partnership formal committees for approval, alongside the currently quarterly meetings of all 7 RTP Chairs and a copy of SEStran Chief Officers meetings for noting.

2. Background

2.1 The Schedule 1, Section 6 (4) of the 2005 The Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005 states that the secretary of a Partnership shall send copies of the minutes of all its meetings to each of its constituent councils for their information and this item on each agenda seeks to fulfil this statutory instruction.

2.2 Members will also normally receive for approval in line with our standing orders the minutes of constituted committees. The Succession Planning committee is proposed to meet annually and going forward the Performance and Audit Committee seeks to meet in advance of each Partnership Board. The tabling of minutes of other meetings such RTP Chairs and SEStran Chief Officers quarterly meetings in seen as helpful to Board members in terms of scrutiny of actions of Officer bearers and Officers in other forums, but also as good practice in terms of transparency of public records and our duties under the Public Records (Scotland) Act 2011 and associated SEStran Records Management Plan.

3. CONCLUSION

3.1 The Board is asked to approve the minute of the last Board meeting and Succession Planning Committee meeting and note the copies of the RTP Chairs and SEStran Chief Officers meetings.

George Eckton
Partnership Director
16 June 2017

Andrew Ferguson
Secretary

Policy Implications	Collective responses agreed by RTP Chairs to a number of publications in line with SEStran responses.
Financial Implications	None
Equalities Implications	None
Climate Change Implications	None