

**PARTNERSHIP BOARD MEETING**

**HELD IN CONFERENCE ROOM 3, VICTORIA QUAY, EDINBURGH EH6 6QQ  
ON THURSDAY 2 MARCH 2017  
2.00 P.M. – 4.50 P.M.**

<b>PRESENT:</b>	<u>Name</u>	<u>Organisational Title</u>
	Cllr Lesley Hinds (Chair)	City of Edinburgh Council
	Humza Yousaf MSP	Minister for Transport and the Islands
	Charles Anderson	Non-Councillor Member
	Councillor Tony Boyle	West Lothian Council
	Councillor Gordon Edgar (Vice-Chair)	Scottish Borders Council
	Phil Flanders	Non-Councillor Member
	Councillor Jim Fullarton	Scottish Borders
	Councillor Russell Imrie (Senior Vice-Chair)	Midlothian Council
	John Martin	Non-Councillor Member
	Councillor Adam McVey	City of Edinburgh Council
	Neil Renilson	Non-Councillor Member
	Sandy Scotland	Non-Councillor Member
	Barry Turner	Non-Councillor Member
	Councillor 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
	Julie Cole	Falkirk Council
	George Eckton	Partnership Director SEStran
	Andrew Ferguson	Fife Council (Legal)
	Ken Gourlay	Fife Council
	Joanne Gray	Transport Scotland
	Jim Grieve	SEStran
	Peter Jackson	SEStran
	Graeme Johnstone	Scottish Borders
	George Lowder	Transport for Edinburgh
	Graeme Malcolm	West Lothian Council
	Martin McDonald	Scottish Parliament
	Iain Shaw	City of Edinburgh Council
	Emily Whitters	SEStran

<b>APOLOGIES FOR ABSENCE:</b>	<u>Name</u>	<u>Organisational Title</u>
	Cllr Nick Gardner	City of Edinburgh Council
	Cllr Bill Henderson	City of Edinburgh Council
	Cllr Tom Coleman	Falkirk Council
	Cllr Stephen Bird	Falkirk Council
	John Jack	Non-Councillor Member
	Peter Forsyth	East Lothian Council
	Neil Dougall	Midlothian Council

## **ORDER OF BUSINESS**

The Chair confirmed that the Order of Business was intended to be as per the agenda, but following a request from Neil Renilson, supported by John Martin and Charlie Anderson, it was agreed that item 19, Review of Forums would be accelerated if possible.

## **APOLOGIES**

Apologies were received as above.

## **A4 ADDRESS BY MINISTER FOR TRANSPORT AND THE ISLANDS**

The Board welcomed Mr Humza Yousaf MSP, Minister for Transport and the Islands, who outlined his vision for transport to contribute to growth of South East of Scotland and Scotland as a whole.

The Minister addressed the Board on a number of issues, including: National Transport Strategy consultation; the likelihood of a new Transport Bill in the first half of the current Parliamentary term, consisting of three elements: responsible parking, strengthening the powers of the Road Works Commissioner, and buses, focusing on local franchising; railway enhancement; active travel; and the Climate Change Plan.

The minister then answered questions from Members, on, amongst other topics, the East Linton/Reston station improvements; dualling of the A1; buses; performance management of transportation objectives; climate change/pollution; concessionary travel; the Strategic Transport Projects Review; electric car charging points; Air Passenger Duty; powers and functions of Regional Transport Partnerships, and their funding; City Deal; the Road Works Commissioner's powers; funding allocations; the Levenmouth Rail Project and the Selkirk bypass.

### **Decision**

The Board noted and welcomed the attendance and address by the Minister for Transport and the Islands.

## **A5. MODEL 3 SESTRAN PROGRESS REPORT**

The Board considered a report by George Eckton, Partnership Director and Andrew Ferguson, Secretary, providing an update on the progress with "Model 3" consultation initiated by the Board in December 2016.

### **Decision/**

### **Decision**

The Board noted the update, and the need to continue the consultative process until later this year, with an initial analysis of consultation responses to be tabled to the Board by December, 2017.

#### **A6. NATIONAL TRANSPORT STRATEGY - PRE-ENGAGEMENT SURVEY**

The Board considered a report by George Eckton, Partnership Director, advising of an early engagement survey seeking opinions on transport policy at all levels, in the context of the development of a National Transport Strategy 2 by Scottish Ministers as outlined in the Programme for Government 2016-17.

### **Decision**

The Board noted the pre-engagement survey, and delegated a response to the Partnership Director.

#### **A7. PLANNING WHITE PAPER**

The Board considered a report by George Eckton, Partnership Director, summarising the key issues emerging from the Scottish Government's "Places, People and Planning: A consultation on the future of the Scottish planning system" publication. There was a discussion on the terms of the consultation, and in particular the proposals relating to regional planning and the statutory conflict of Regional Transport Partnerships.

### **Decision**

The Board: -

- (i) Noted the summary of issues raised by the Scottish Government consultation on the future of the Scottish planning system;
- (ii) Delegated to the Chair to sign off the final response to the Scottish Government Planning consultation prior to the 4 April; with the final response being circulated to the Board;
- (iii) Partnership Director in consultation with the Chair to sign off the final response to the UK Industrial Strategy consultation prior to the 17 April.

#### **A8. MINUTES**

The following minutes were approved:-

A8.a – Partnership Board of 2nd December 2016; subject to change of location being amended;

A8.b – Performance & Audit Committee – 17 February 2017

A8.c - RTP Chairs - 7 December 2016 (noted)

## A9 FINANCIAL REPORTS

The Board considered financial reports by Iain Shaw presenting the third update on financial performance of the core revenue budget of the Partnership for 2016/17, in accordance with the Financial Regulations of the Partnership. This report presents an analysis of financial performance to the end of January 2017.

### (a) Revenue Budget 2017/18

The Board considered a report by Hugh Dunn, Treasurer, outlining a revenue budget for 2017/18, together with the share of net expenses to be paid by each constituent council.

#### Decision

The Board:-

- (i) approved the proposed core revenue and revenue projects budget for 2017/18, as detailed in Appendices 1 and 2, and agreed that the treasurer be authorised to requisition the individual constituent authorities for amounts as follows:

Clackmannanshire	£6,256
East Lothian	£12,553
Edinburgh	£60,763
Falkirk	£19,303
Fife	£44,838
Midlothian	£10,645
Scottish Borders	£13,891
West Lothian	<u>£21,751</u>
	<u>£190,000</u>

- (ii) noted that financial planning for 2018/19 would be developed for consideration by the Partnership Board in autumn 2017;

- (iii) noted that the proposed budget was subject to a number of risks and that all income and expenditure of the Partnership will continue to be monitored closely with updates reported to each Partnership meeting.

(b)/

(b) Finance Officer's Report/

The Board considered a report by the Treasurer presenting the third 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:-

- (i) it was currently forecast that core expenditure in 2016/17 would under spend by £16,000 against the approved revenue budget of the Partnership and that this underspend would meet project costs in 2016/17;
- (ii) all income and expenditure would continue to be monitored closely with updates reported to each Partnership meeting; and
- (ii) the month end balance of indebtedness between the Partnership and City of Edinburgh

(c) Treasury Management

The Board considered the report proposing an Investment Strategy for 2017/18.

**Decision**

The Board approved the continuation of the current arrangement outlined in Appendix 1 to the report.

(d) Internal Audit Report

The Board considered a report by Hugh Thomson setting out the internal audit work undertaken by Internal Audit for the Financial Year 2016/17.

**Decision**

The Board noted the contents of the report.

(e) External Audit Plan

The Board considered a report by Scott Moncrieff, the Partnership's External Auditors

**Decision/**

**Decision**

The Board noted the details in the report, also noting that there were ongoing discussions between the Partnership Director and Scott Moncrieff on fee levels.

**A19 REVIEW OF FORUMS**

The Board considered a report by George Eckton, Partnership Director seeking further comments from the Board members on the proposals. The Chair had proposed that the subject was effectively left to the next SEStran Board as a legacy issue pending the outcomes of the review of transport governance and planning review proposals.

**Decision**

The Board:-

- (i) noted the current position with regard to comments on the Review of Forums;
- (ii) agreed the transfer of the Air Forum responsibilities to the operator be delayed, pending further consideration by the Board at a future meeting;
- (iii) agreed with the recommendation of the Performance and Committee and Chair of the Board to post pone further debate meetings of SEStran Forums until the September, 2017 Board meeting, when there may be emerging legislative proposals on Regional Partnership working; and
- (iv) noted that all outstanding forum meetings have been held or scheduled.

**A10 LEGAL OFFICER'S REPORT – CONSULTATION ON PROPOSED CHANGES TO COUNCILLORS' CODE OF CONDUCT**

The Board considered a report by Andrew Ferguson, Secretary and Legal Adviser, relating to:

- (i) a consultation on the Councillor's Code of Conduct; and
- (ii) Changes to Standing Orders following the December Board

**Decision**

The Board:-

- (i) agreed a response to the consultation along the lines suggested at paragraph 2.4 of the report; and

- (ii) delegated authority to the Secretary and the Legal Adviser, to implement changes to Standing Orders to reflect the decision of the Board, in relation to membership, quorum and substitution provisions (including those relating to the Chair) as regards the Performance and Audit Committee.

#### **A11. RAIL INFRASTRUCTURE STRATEGY**

The Board considered a report by George Eckton, Partnership Director, providing the Board with a summary of Transport Scotland's consultation setting out their vision for Rail Infrastructure in Scotland to allow a position to be agreed by the Board and then submitted by Friday 3<sup>rd</sup> March.

##### **Decision**

The Board noted the consultation paper and mandated the Chair to sign off the consultation response by 3<sup>rd</sup> March, 2017.

#### **A12. SCOTTISH GOVERNMENT CLIMATE CHANGE PLAN**

The Board considered a report by Emily Whitters, Business Support Officer, and George Eckton, Partnership Director SEStran, outlining the reduction targets of the Climate Change Plan and the measures that Scottish Government would look to improve.

In discussion, the need to co-ordinate the responses to the Plan with those for the Planning Review and the National Transport Strategy was noted.

##### **Decision**

The Board:-

- (i) noted the evidence submitted to the Rural Economy and Connectivity committee;
- (ii) noted the suggested proposals of the Draft Plan/RPP3 and the suggested points of a SEStran response;
- (iii) agreed that SEStran should provide representations to Scottish Ministers on RPP3 prior to 20 March and delegated to the Partnership Director, consultation with the Chair, to sign off the final response;
- (iv) delegated to the Partnership Director, in consultation with the Chair, to provide a SEStran response to the draft Scottish Energy response by 30<sup>th</sup> May;

- (v) noted the proposal for a forthcoming public consultation on Parking in Scotland and, if issued between March-June, 2017 delegated the Partnership Director to submit a final response; and
- (vi) noted the proposal for a forthcoming public consultation on Low Emission Zones and, if issued between March-June 2017 and delegated the Partnership director to submit a final response.

### **A13. BUSINESS PLAN 2017-18**

The Board considered a report by Jim Grieve, Head of Programmes, outlining the changes to the format of the forthcoming year's Business Plan for SEStran.

#### **Decision**

The Board approved the contents of the Draft Business Plan 2017/18.

*Sandy Scotland declared an interest in the following item as a Director of Cycling Scotland.*

### **A14. PROJECTS UPDATE/EU UPDATE**

The Board considered a report by Jim Grieve, Head of Programmes providing the Board with an update on the key aspects of projects and appraisal undertaken in the last quarter, seeking their agreement on a number of project grant awards and the potential strategy of focusing grant schemes on delivering maximum EU match funds for the SEStran region.

#### **Decision**

The Board:-

- (i) noted the content of the report;
- (ii) as recommended by the Performance and Audit Committee, approved the grant awards for City of Edinburgh Council for 38,000, St. Andrews university for £3917.50 and Edinburgh and Lothians Greenspace Trust for £65,000;
- (iii) as recommended by the Committee, approved the contribution from SEStran of £40,000 to the Diaches Braes Project;
- (iv) agreed to focus SEStran's two grant schemes (STATGS & RCNGS) on achieving greater value for money by seeking to attract EU match funding for investment in potentially larger projects; and



- (v) agreed any underspend evident at the end of the current year be carried forward into the financial year 2017/18 and assigned to the Sustainable and Active Travel Grant Scheme.

#### **A15 ACTIVE TRAVEL TASK FORCE**

The Board considered a report by Lisa Freeman, Project & Strategy Officer and George Eckton, Partnership Director outlining the recommendations on ways to tackle the barriers to the delivery of ambitious walking and cycling projects in Scotland, to create more attractive places and to encourage more active travel.

##### **Decision**

The Board noted the report, and the deadline for responses on the Consultation of 7<sup>th</sup> March.

#### **A16 EQUALITY OUTCOMES 2017 - 2021 & EQUALITY MAINSTREAMING REPORT**

The Board considered a report by Emily Whitters, Business Support Officer and George Eckton, Partnership Director outlining a new set of Equality Outcomes covering the period April, 2017 – 2021 to enable SEStran to better perform the equality duty.

##### **Decision**

The Board approved the Equality Mainstreaming Report and the Equality Outcomes Report.

#### **A17. SCOTTISH GOVERNMENT CONSULTATION ON GENDER REPRESENTATION ON PUBLIC BOARDS (SCOTLAND) BILL**

The Board considered a report by Emily Whitters and George Eckton seeking views on the practical application of the Bill's provisions and offering consultees an opportunity to offer views on how to strengthen the Bill.

##### **Decision**

The Board:-

- (i) noted the consultation on the Draft Gender Representation on Public Boards (Scotland) Bill and delegated to the Partnership Director, in consultation with the Chair to sign off the final consultation response; and
- (ii) agreed to support SEStran in signing up to the 5050 by 2020 pledge as recommended by the Equalities & Healthcare Forum and Performance and Audit Committee.

**A18./**

**A18/ BOARD DIVERSITY SUCCESSION PLANNING**

The Board considered a report by George Eckton, Partnership Director, providing an update on progress with a final Board Diversity Succession Plan for SEStran, required under the 2016 Scotland Regulations of the Equality Act as part of SEStran's 2017-2021 Equality Outcomes, proposals for a Succession Planning Committee and the retrospective collection of SEStran Board Diversity data relating to gender.

**Decision**

The Board:-

- (i) agreed the Board Diversity Succession Plan, pending receipt of 2015-2017 Board Diversity data;
- (ii) agreed that SEStran should commit to the transparent, inclusive and outreaching process of appointment of new Non-Councillor Board members in 2018;
- (iii) agreed that SEStran transition from a Board Diversity Working Group to a formal Succession Planning Committee which should meet annually to oversee and monitor Board appointments;
- (iv) agreed the attached initial terms of reference for the Succession Planning Committee, delegating to the Secretary and Legal Adviser, in consultation with the Chair, to make the necessary changes to Standing Orders;
- (v) noted the delay in the Scottish Government proposal to survey members of Public Boards; and
- (vi) agreed that prior to the publication of the Board Diversity Succession plan, SEStran board members should be sent a voluntary survey to enable retrospective identification of board gender balance between 2015 – 2017.

**A20 PROCUREMENT UPDATE**

The Board considered a report by Jim Grieve, Director of Programmes, on a number of procurement issues.

**Decision**

The Board noted the report

**A21/**

**A21 UPDATE ON NON-COUNCILLOR MEMBER BOARD VACANCY**

The Board considered a report by George Eckton, Partnership Director, updating the Board on the progress with the appointment to the current Non-Councillor member vacancy on SEStran's Board and subsequent further vacancy generated by the resignation of a further Non-Councillor Member.

**Decision**

The Board:-

- (i) Recommended the appointments of: Doreen Steele and Brian Sharkie as a Non-Councillor Board Members for subsequent approval by Scottish Ministers; and
- (ii) Noted the decision by the Chair to utilise the current recruitment process, following advice from the Secretary and Partnership Director, to fill a Board vacancy which arose before conclusion of the process and the use by the Partnership Director of Item 40 of SEStran's Standing Orders to progress the issue as a matter of urgency.

**A22 AOCB**

None

**A23 DATE OF NEXT MEETING**

Noted as Friday 23<sup>rd</sup> June, 2017, Conference Room 1, Victoria Quay, Edinburgh, EH6 6QQ

**A24 VALEDICTORY**

As this meeting was the Chair's last in office before the local government elections, she wished all Members well for the future and thanked Officers for their support.

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