

CHIEF OFFICER LIAISON GROUP MEETING  
10:00AM THURSDAY 25 MAY 2017

**Present:**

George Eckton (GE)	SEStran (Chair)
Angela Chambers (AC)	SEStran
Kevin Collins (KC)	Falkirk Council
Lesley Deans (LD)	Clacks Council
Neil Dougall (ND)	Midlothian Council
Keith Fisken (KF)	SEStran
Peter Forsyth (PF)	East Lothian Council
Lisa Freeman (LF)	SEStran
Ken Gourlay (KG)	Fife Council
Jim Grieve (JG)	SEStran
Peter Jackson (PJ)	SEStran
Ewan Kennedy (EK)	City of Edinburgh Council
Graeme Malcolm (GM)	West Lothian Council

**Apologies:**

Andrew Ferguson	Fife Council
Graeme Johnstone	Scottish Borders Council
Iain Shaw	City of Edinburgh Council

Ref.		Actions
<b>1.</b>	<b>Welcome and Apologies for Absence</b>	
1.1	GE welcomed the group to the meeting and apologies are noted as above.	
<b>2.</b>	<b>Presentations</b>	
(a)	<u>Cycling Scotland</u> – by Peter Jackson The presentation covered topics including, Bikeability, Play on Pedals, Essential Cycling Skills, Practical Cycle Awareness Training, Cycle Friendly initiatives. PJ noted that he is available to Officers' to provide support/assistance.	
(b)	<u>Marketing Strategy</u> – by Keith Fisken KF introduced himself and provided an overview of his role, marketing strategy and brand identity. The group discussed the SEStran "brand" and the confusion over the organisation name with a similarly named body.	
<b>3.</b>	<b>Minutes</b>	
(a)	<u>Chief Officer Liaison Group – 2<sup>nd</sup> Feb 2017</u> Agreed as a correct record.	
(b)	<u>Partnership Board – 2<sup>nd</sup> March 2017 (DRAFT)</u> For Noting.	

<b>4.</b>	<b>Model 3 - SEStran Progress Report</b>	
4.1	GE provided a verbal update to the group, advising that following consultation, responses had been received from all councils. Falkirk and Scottish Borders had rejected proposals whilst discussions were ongoing with the other partner authorities, with SBC requesting to be kept informed of progress. A report will be presented to the September Board to seek the opinions of new Members. GE noted that Model 2 was of interest.	
<b>5.</b>	<b>Financial Reports – Briefing Note by Iain Shaw</b>	
(a)	<u>Unaudited Annual Accounts 2016/17</u> <ul style="list-style-type: none"> <li>• The accounts are still in the process of being prepared for presentation to the Board meeting of 23<sup>rd</sup> June;</li> <li>• The current position is an underspend of £49,000 after provision is made for all known liabilities, including any VAT not paid following issue of VAT-only invoices. The underspend is mainly on core staff costs and some additional income recoveries from capital;</li> <li>• The Board agreed at its meeting on 2<sup>nd</sup> March that any underspend from 2016/17 would be allocated to the Sustainable &amp; Active Travel Grant Scheme in 2017/18;</li> <li>• The main area of audit scrutiny is potentially the write-off of the asset value of 40 units of Bustracker equipment (former First Bus East of Scotland equipment) at total write-down of value of £160,000. This does not impact on the year-end outturn as the expenditure was funded by BIF2 grant in 2015/16, but does need to be recognised on SEStran’s balance sheet. If the equipment can be re-deployed in the future, it can be written back onto the balance sheet.</li> <li>• The unaudited accounts will be submitted to Audit Scotland by 30<sup>th</sup> June, following review by the Board on 23<sup>rd</sup> June.</li> </ul>	
(b)	<u>Treasury Management Annual Report</u> This report provides details of the net borrowing/lending between SEStran and the City of Edinburgh Council during 2016/17. The Partnership received £628 of interest from the Council in 2016/17 for balances held by the Council on behalf of the Partnership over the course of the year.	
<b>6.</b>	<b>National Transport Strategy 2/Planning Review</b>	
6.1	A verbal update was provided by GE. The main points for noting are: <ul style="list-style-type: none"> <li>• Pre-engagement strategy discussed.</li> <li>• GE noted that in his SCOTS role, he is Chair of the Strategic Framework Working Group.</li> <li>• Timeline: NTS completed mid-2019, public consultation to take place 2018, STPR spring 2018, primary legislation in parliament in next parliamentary year, with aim to be involved in shaping legislation that looks at transport governance.</li> </ul>	

<b>7.</b>	<b>Update on Council Administrations</b>		
7.1	Officers' provided an update on the latest appointments to their respective administrations and discussed the unique situation of the general election being in such close proximity to local council elections. GE noted that there may be a requirement to postpone the June Board meeting if there were a number of unstable administrations in place. A decision would be made mid-June.	<b>GE/AF</b>	
<b>8.</b>	<b>Consultation Reports</b>		
(a)	<u>Scottish Energy Strategy</u> Agreed to be submitted under delegated powers.	<b>GE</b>	
(b)	<u>Parking Consultation</u> Comments invited from Officers prior to end-June submission. Group discussed enforcement issues and possible regional response.		
(c)	<u>Low Emissions Zone</u> Update to be provided when publication becomes available in late summer.		
(d)	<u>Scottish Expert Advisory Panel on the Collaborative Economy</u> Consultation closes 26 May and response will highlight areas of good practice.		
(e)	<u>National Transport Strategy Review: Call for Evidence</u> Early engagement response issued but continuing with further engagement activities. SEStran response to be shared with group with offer of assistance provided.		<b>LF</b>
(f)	<u>20mph Private Members Bill</u> Consultation closes August and SEStran are seeking views from group to shape response and happy to take forward.		
<b>9.</b>	<b>Annual Report</b>		
9.1	GE provided a verbal update advising that the draft report will be tabled to the first Board meeting and will highlight key projects and activities.		
<b>10.</b>	<b>RTS – Update by Partner Authority</b>		
10.1	GE reported that previously monitoring had been undertaken annually, however, the proposal is to report quarterly, incorporating KPIs and delivery of outcomes. Group agreed to having RTS monitoring as a standing agenda item and a monitoring template/pro-forma will be drafted for reporting purposes.		
<b>11.</b>	<b>Projects Update</b>		
11.1	JG presented the report, which provided a summary of projects updates and asked for any comments from the group.		
<b>12.</b>	<b>Website</b>		
12.1	AC provided a verbal update to the group on the soft launch of the new website, asking for feedback from Officers. Consensus was that it was much improved and easier to navigate.		

<b>13</b>	<b>Service Level Agreements (SLA's)</b>	
13.1	GE provided an update on the options being explored for the new Legal SLA. The group discussed capacity within their councils' and agreed it would be of benefit for SEStran to write to Chief Execs to consider available resources.	<b>GE</b>
<b>14.</b>	<b>MaaS Scotland</b>	
14.1	GE reported that SEStran could join on behalf of the partner authorities, without precluding individual membership. The group agreed that this was worthwhile and SEStran will seek to progress.	<b>GE</b>
<b>15.</b>	<b>AOCB</b>	
15.1	<u>Freight Strategy</u> KG asked if SEStran could provide assistance and GE advised that SEStran are happy to engage.	
<b>16.</b>	<b>Date of Next Meeting</b>	
16.1	The date of the next meeting is 10:00am on <b>Thursday 24<sup>th</sup> August 2017, in Room 3E-91, Victoria Quay, Edinburgh, EH6 6QQ.</b>	