



## CHIEF OFFICERS LIAISON GROUP MEETING

Room 3E-95, Victoria Quay, Edinburgh, EH6 6QQ  
Thursday 9<sup>th</sup> November 2017 – 10:00a.m.

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### AGENDA

1. **WELCOME AND APOLOGIES FOR ABSENCE.**
2. **MINUTES**
  - (a) Chief Officers Liaison Group of 24<sup>th</sup> August 2017.
  - (b) Partnership Board of 22<sup>nd</sup> September 2017 - DRAFT
3. **BRAND IDENTITY UPDATE** – Verbal report by Keith Fiskien
4. **AGENDA FOR DECEMBER BOARD** – Group Discussion
5. **MODEL 3 UPDATE /NTS2/ PLANNING AND E+S REVIEWS** – Verbal report by George Eckton
6. **FINANCIAL REPORTS**
  - (a) Financial Planning 2018/19 – Report by Iain Shaw (To Follow)
  - (b) Core Revenue Budget Monitoring 2017/18 – Verbal by Iain Shaw
  - (c) Mid Term Review – Treasury Management Activity – Report by Hugh Dunn
7. **PROJECTS UPDATE/DELIVERY PLANS** – Report by Jim Grieve
8. **RTS MONITORING** – Report by George Eckton
9. **RISK REPORT** – Verbal update by Angela Chambers
10. **MaaS** – Report by Lisa Freeman
11. **REVIEW OF FORUMS** – Report by George Eckton
12. **CONSULTATIONS REPORTS**
  - a) Local Bus Services in Scotland – Verbal report by Catriona Macdonald  
<https://consult.gov.scot/transport-scotland/improving-bus-services/>
  - b) Low Emission Zones – Verbal report by Lisa Freeman  
[https://consult.gov.scot/transport-scotland/building-scotlands-low-emission-zones/user\\_uploads/low-emission-zones-consultation-2.pdf](https://consult.gov.scot/transport-scotland/building-scotlands-low-emission-zones/user_uploads/low-emission-zones-consultation-2.pdf)
  - c) The Future of Smart Ticketing in Scotland – Verbal report by Catriona Macdonald  
<https://consult.gov.scot/transport-scotland/smart-ticketing-in-scotland/>

- d) Concessionary Travel – Verbal report by Lisa Freeman  
[https://consult.gov.scot/partnerships-and-concessionary-travel/national-concessionary-travel-scheme/user\\_uploads/consultation-on-free-bus-travel-for-older-and-disabled-people-and-modern-apprentices.pdf](https://consult.gov.scot/partnerships-and-concessionary-travel/national-concessionary-travel-scheme/user_uploads/consultation-on-free-bus-travel-for-older-and-disabled-people-and-modern-apprentices.pdf)
- e) Health & Social Care – Healthier Future – Verbal report by GE  
<https://consult.gov.scot/health-and-social-care/a-healthier-future>
- f) Scottish National Investment Bank – Verbal report by George Eckton  
<http://www.gov.scot/Resource/0052/00526276.pdf>

**13. AOCB**

**14. DATE OF NEXT MEETING**  
TBC

Angela Chambers  
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2<sup>nd</sup> November 2017

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**CHIEF OFFICER LIAISON GROUP MEETING  
10:00AM THURSDAY 24 AUGUST 2017**

**Present:**

George Eckton (GE)	SEStran (Chair)
Nikki Boath (NB)	SEStran
Julie Cole (JC)	Falkirk Council
Lesley Deans (LD)	Clacks Council
Neil Dougall (ND)	Midlothian Council
Keith Fiskien (KF)	SEStran
Jim Grieve (JG)	SEStran
Graeme Johnston (GJ)	Scottish Borders Council
David Leslie (DL)	CEC
Chirsty MacFadyen (CMacF)	SEStran Visitor
John Mitchell (JM)	Fife Council
Sophie Pugh (SP)	SEStran

**Apologies:**

Peter Forsyth	East Lothian Council
Graeme Malcolm	West Lothian 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. Introduced CMacF as a work shadow student from the University of St.Andrews.	
<b>2.</b>	<b>Presentation – SEStran Brand</b>	
	KF gave a presentation.	
	GE informed the group that following a meeting with the new SEStran Chair and Deputy Chairs it had been decided to conduct a survey in relation to the SEStran brand. The results of the survey will be presented at the next Partnership Board. KF will email the survey to the group and Board members.	<b>KF</b>
	KF will forward the 2 presentations to the group for information.	<b>KF</b>
<b>3.</b>	<b>Minutes</b>	
(a)	<u>Chief Officers Liaison Group – 25 May 2017</u> <u>7.1 Update on Council Administration</u> – GE informed the group that PB board to be held in June was postponed.  <u>8(c) Low Emissions Zone</u> – GE provided a verbal update. <u>8 (e) National Transport Strategy Review: Call for Evidence</u> - GE	

	<p>reported this response is on SEStran's website. GE will check with Lisa Freeman this response was shared with the group.</p> <p>13.1 <u>Service Level Agreements</u> – GE reported that CEC have suggested they will provide Committee Services but are unable to provide the legal agreements. GE advised the group that SEStran are able to access legal advice through a Scottish Government framework contract.</p> <p>14.1 <u>MaaS Scotland</u> – GE reported that SEStran have joined Maas Scotland.</p>	<b>GE/LF</b>
(b)	<p><u>Partnership Board – 11<sup>th</sup> August 2017</u></p> <p>GE provided a verbal update of the main points of the PB meeting:</p> <ul style="list-style-type: none"> <li>- Appointment of new Chair – Cllr Gordon Edgar</li> <li>- Appointment of new Deputy Chairs – Cllr Lesley Macinnes &amp; Cllr Colin Davidson</li> <li>- New audit committee identified</li> <li>- Updates on board diversity, equality outcomes proposals</li> <li>- Induction training for board members</li> </ul>	
<b>4.</b>	<b>Model 3 - SEStran Progress Report</b>	
	<p>GE provided a verbal update to the group. GE advised that he has given a commitment to the Chair that the consultation will formally conclude in December 2017. GE pointed out that Model 2 is still of interest.</p>	
<b>5.</b>	<b>Financial Reports</b>	
(a)	<p><u>Audited Annual Accounts – 2016/17</u></p> <p>GE gave verbal update, the main points for noting are:</p> <ul style="list-style-type: none"> <li>- Asset register for RTPi scheme</li> <li>- Application of VAT</li> <li>- Governance Statement – SEStran operating from April 2016 – July 2016 under Senior Vice Chair until new Chair appointed.</li> </ul> <p><u>Public Service Reform Scotland Act 2010 (PRSA)</u></p> <p>GE reported that SEStran are currently working on the Public Service Reform Statement. GE highlighted that SEStran have upgraded IT system and closed the external store as continued examples of actions to further promote best value and efficiency.</p>	
<b>6.</b>	<b>National Transport Strategy 2/E&amp;S/Planning Review</b>	
	<p>GE provided a verbal update. A general discussion followed. GE highlighted that Cllr Gordon Edgar (SEStran Chair) is on the board of National Transport Review Board.</p>	
<b>7.</b>	<b>Consultations Reports</b>	
(a)	<p><u>Parking Consultation</u></p> <p>SP provided a verbal report and informed the group that the paper is</p>	

	<p>due for submission at the beginning of September. Any comments the group would like to submit must be done by the end of the week. The general consensus of the group was there is a need for more clarity with regard to parking.</p>	
(b)	<p><u>Low Emissions Zones</u></p> <p>GE presented the report. GE highlighted the costs of a Low Emissions Zone. KF reported that CEPA are doing the modelling for an LEZ area.</p>	<p><b>GE</b></p> <p><b>KF</b></p>
(c)	<p><u>Socio-Economic Duty</u></p> <p>GE provided a verbal update. GE pointed out that the consultation will close on 12 September and highlighted that the proposed date for implementation is December 2017. GE will share SEStran's consultation response with LD as requested.</p> <p>KF will forward to the group the press release to Equalities &amp; Health Group.</p>	
(d)	<p><u>Climate Change Bill</u></p> <p>GE presented the paper. Comments are invited from the officers prior to the next Partnership Board meeting.</p>	
(e)	<p><u>Aviation Strategy</u></p> <p>GE presented the report. There was strong support from the group for a surface access policy, given the difficulties of getting there and asking for it to be statutory. DL also raised the issue that the continuous increase in parking is due to the Airport's permitted development rights. GE stated that these comments will be included in the consultation paper.</p>	
<b>8.</b>	<b>Annual Report</b>	
	<p>SP provided a verbal update and KF highlighted that the draft will be sent to the graphic designer imminently.</p>	
<b>9.</b>	<b>RTS Monitoring Analysis &amp; Update by Partner Authority</b>	
	<p>SP presented the report. GE thanked SP for all her hard work during her summer placement at SEStran. The consensus of the group is to wait until after the new NTS is produced before updating the RTS.</p>	
<b>10.</b>	<b>Projects Update/EU Update</b>	
	<p>JG provided a verbal update to the group which provided a summary of project updates. The mains points for noting are:</p> <ul style="list-style-type: none"> <li>• RTPI – new ticket machines introduced to small operators. This has been funded via ERDF awards</li> <li>• FAST Grant has been awarded, grants approved and discussions are ongoing</li> <li>• SURLOGH – this is a freight hub project and commences in September 2017 in partnership with Napier TRI.</li> </ul>	

<b>11.</b>	<b>Risk Report</b>	
	GE provided a verbal update and highlighted that this updated report is being presented at the P&A meeting.	
<b>12.</b>	<b>Freight Quality Partnership – Freight Issues</b>	
	Group discussed the need and scope of a group covering freight issues. JM stated that Fife region would like to establish a rail freight forum which deals with key rail issues within the Fife region only. JM enquired how this Forum could be set up and who the key people are to attend. JG commented that he would like to be involved.	
<b>13</b>	<b>AOCB</b>	
	None	
<b>14.</b>	<b>Date of Next Meeting</b>	
	The date of the next meeting is 10.00 on <b>Thursday 9<sup>th</sup> November 2017 in Room 3E-95, Victoria Quay, Edinburgh, EH6 6QQ.</b>	

# PARTNERSHIP BOARD MEETING

HELD IN CONFERENCE ROOM 1, VICTORIA QUAY, EDINBURGH EH6 6QQ  
ON FRIDAY 22<sup>ND</sup> SEPTEMBER, 2017  
10.00 A.M. – 3:15 P.M.

## PRESENT:

### Name

### Organisational Title

Cllr Gordon Edgar (Chair)	Scottish Borders Council
Cllr Chas Booth	City of Edinburgh Council
Cllr Fiona Collie	Falkirk Council
Cllr Colin Davidson (Deputy Chair)	Fife Council
Cllr Dave Dempsey	Fife Council
Cllr Ian Ferguson	Fife Council
Cllr Jim Fullarton	Scottish Borders Council
Cllr Neil Gardiner	City of Edinburgh Council
Cllr Chris Horne	West Lothian Council
Cllr Lesley Macinnes (Deputy Chair)	City of Edinburgh Council
John Martin	Non-Councillor Member
Cllr Laura Murtagh	Falkirk Council
Neil Renilson	Non-Councillor Member
Sandy Scotland	Non-Councillor Member
Brian Sharkie	Non-Councillor Member
Cllr Peter Smaill	Midlothian Council
Dr Doreen Steele	Non-Councillor Member
Barry Turner	Non-Councillor Member

## IN

## ATTENDANCE:

### Name

### Organisation Title

Nikki Boath	SEStran
Angela Chambers	SEStran
Julie Cole	Falkirk Council
George Eckton	SEStran (Partnership Director)
Andrew Ferguson	Fife Council (Secretary/Legal)
Keith Fiskien	SEStran
Lisa Freeman	SEStran
Claire Gardiner	Scott-Moncrieff
Joanne Gray	Transport Scotland
Jim Grieve	SEStran
Ken Gourlay	Fife Council
Peter Jackson	SEStran
Karen Jones	Scott-Moncrieff
Paul Lawrence	City of Edinburgh Council
Catriona Macdonald	SEStran
Graeme Malcolm	West Lothian Council
Kerra McKinnie	Board Observer
Moiria Nelson	SEStran
Iain Shaw	City of Edinburgh Council (Treasury)

## APOLOGIES FOR ABSENCE:

### Name

### Organisational Title

Charles Anderson	Non-Councillor Member
Neil Dougal	Midlothian Council
Phil Flanders	Non-Councillor Member
Peter Forsyth	East Lothian Council
Cllr Russell Imrie	Midlothian Council
Cllr Darren Lee	Clackmannanshire Council

**FOR ABSENCE:**

Cllr Cathy Muldoon  
Gordon Mungal  
Cllr Brian Small

West Lothian Council  
Board Observer  
East Lothian Council

**ORDER OF BUSINESS**

The Chair confirmed that the order of business was as per the agenda.

**APOLOGIES**

Apologies were received as above.

**DECLARATIONS**

There were no declarations of interest made.

**A4 MINUTES**

(a) Partnership Board – 11<sup>th</sup> August, 2017

**Decision**

The Board approved the minute.

(b) P & A Committee – 8<sup>th</sup> September, 2017

**Decision**

The Board approved the minute.

(c) Chief Officers Liaison Group – 24<sup>th</sup> August, 2017

**Decision**

The Board noted the minute.

(d) RTP Chairs – 23<sup>rd</sup> August, 2017

**Decision**

The Board noted the minute.

**A5. CITY DEAL.**

The Board received a presentation by Paul Lawrence, Executive Director of Place, City of Edinburgh Council, circulated as an appendix to the minute.

**Decision/**



**Decision**

The Board noted the presentation and thanked Paul Lawrence for attending.

**A6. REVIEW OF FORUMS**

The Board considered a report by George Eckton, Partnership Director providing an update on the new office bearers' proposals of the introduction of a new forum structure.

**Decision**

The Board agreed the proposals from the Chair and Vice-Chairs, introducing a new consultative structure for a new session of the SEStran Board and meetings will be organised for autumn/winter 2017/18.

**A7. BOARD MEMBERS: APPOINTMENT OF PANEL, SKILLS AUDIT TRAINING.**

The Board considered a joint report by George Eckton, Partnership Director and Andrew Ferguson, Secretary and Legal Adviser providing an update on the Non-Councillor Member (NCM) recruitment process at the August Board meeting and request for consideration of SEStran representation at the CPT Conference 2017.

**Decision**

The Board:

1. agreed the composition of the selection panel, as a committee to be the Chair, Cllr Gordon Edgar, Cllr Colin Davidson and Cllr Lesley Macinnes;
2. agreed to delegate authority to the sub-committee to agree the appointments for subsequent consent of Scottish ministers in advance of the December Board meeting;
3. noted the update provided on the Board Skills Audit questionnaire; and
4. agreed the proposal on attendance by the Chair for this year's CPT conference.

**A8. AUDITED FINANCIAL STATEMENT OF ACCOUNTS 2016 - 17**

**(a) Audited Financial Statement of Accounts 2016/17**

The Board considered a report by Hugh Dunn presenting the Board with the audited annual accounts for the year ended 31<sup>st</sup> March, 2017 recommending the accounts be approved for

signature. In response to specific points relating to actuarial assumptions revised by Councillor Smaill, Iain Shaw confirmed that these would be addressed.

### **Decision**

The Board:-

- (1) noted the audited annual accounts and the Auditor's opinion in the audit certificate to the accounts; and
- (2) authorised the accounts for signature, subject to clarification of the points raised on the actuarial assumptions.

#### **(b) Finance Officer's Report**

The Board considered a report by Hugh Dunn, Treasurer presenting the Board with the first update on financial performance of the core revenue budget of the Partnership for 2017/18.

### **Decision**

The Board:-

- (1) Noted the current forecast that core expenditure in 2017/18 would break even against the revenue budget of the Partnership;
- (2) Noted all income and expenditure would continue to be monitored closely with updates reported to each Partnership meeting; and
- (3) Noted the month end balance of indebtedness between the Partnership and City of Edinburgh Council and the reasons for these balances identified at paragraph 2.7.

#### **(c) External Audit Report – 2016/17**

The Board considered the terms of the External Audit Report and noted with thanks the work in particular of Iain Shaw, Craig Beattie, Jim Grieve, Catriona MacDonald and Angela Chambers in finalising SEStran's response.

### **Decision**

The Committee noted the External Audit Report, and that an update report would be presented to the Performance and Audit Committee in November 2017.

(d) Public Services Reform Act 2017 – Statements

The Board considered a report by Angela Chambers, Business Manager, SEStran advising the Board of the information to be published.

**Decision**

The Boarded noted the content of the material for publication.

**A9 SESTRAN BRAND**

The Board considered a report by Keith Fiskien, Business Partner advising the Board of the current issues with the SEStran identity and name was presented for consultation.

**Decision**

The Board agreed to delegate the Partnership Director to develop a new brand and identity in consultation with the Chair and Vice-Chairs.

**A10. POLICY AND PROJECTS UPDATE**

The Board considered a report by Jim Grieve, Head of Programmes. Providing the Board with an update on the Scottish Government's programme and approach to the comprehensive review of the National Transport Strategy ("NTS2") and on SEStran's progress on awarding the "FAST" grant.

**Decision**

The Board:-

- (1) noted the contents of the report; and
- (2) authorised the Partnership Direct to award grant to Young Scot on the basis of the agreed proposal as set out in the report.

**A11. SERVICE LEVEL AGREEMENTS**

The Board considered a joint report by George Eckton, Partnership Director and Angela Chambers, Business Manager providing an update on the discussion on the legal/committee services service level agreement (SLA) detailed at the August Board meeting.

**Decision**

The Board was asked to note the forthcoming change of SLA provider to CEC for committee services, the ongoing procurement via framework agreement for legal services and formally recognise the long service provided by Fife Council and in particular, Andrew Ferguson, as Secretary to the Partnership in the minutes of this meeting.

## A12 CONSULTATION RESPONSES

### (a) Climate Change Bill

The Board considered a report by Catriona Macdonald, Projects Officer, on proposals to strengthen the ambition and strategic framework for action to reduce greenhouse gas emissions in Scotland. The new Climate Change Bill will amend only those parts of the 2009 Climate Change (Scotland) Act that relate to emission reduction targets and associated reporting duties.

#### **Decision**

The Board:-

- (1) noted on the proposed Climate Change Bill Consultation response ahead of the submission deadline of 22<sup>nd</sup> September, 2017;
- (2) agreed a further emphasis on Active Travel and Public Transport in the response; and
- (3) noted that SEStran would be submitting a report to Scottish Ministers relating to its Public Sector Climate Change Duties by 30<sup>th</sup> November, 2017.

### (b) Aviation Strategy Call for Evidence

The Board considered a report by Lisa Freeman, Strategy and Projects Officer, providing a submission to the call for evidence.

#### **Decision**

The Board welcomed the opportunity to respond to the phase one Call for Evidence, responses are requested by 13<sup>th</sup> October, 2017 and agreed to submit comments by 6<sup>th</sup> October, 2017, to be incorporated into a final response from SEStran and signed off by the Partnership Director in consultation with the Chair.

### (c) Low Emission Zones

The Board considered a report by Lisa Freeman, Strategy and Projects Officer

#### **Decision**

The Board:-

- (1) noted that members were to submit their comments to SEStran Officers by 24<sup>th</sup> November, 2017. Following this SEStran Officers would provide a paper at the next Partnership Board on 8<sup>th</sup> December.

(d) Concessionary Travel

The Board considered a report by Lisa Freeman, Projects & Strategy Officer on Free Bus Travel for Older and Disabled People and Modern Apprentices describing the issues that face the scheme and asks its respondents to consider these in the light of the consultations proposals.

Responses to the consultation is to be used to inform the development of future rules and guidance on the Nation Concessionary Travel Scheme in Scotland.

**Decision**

The Board:-

- (1) Noted that all comments are to be sent to SEStran Officers by 13<sup>th</sup> November.

(e) Local Bus Services & Smart Ticketing

The Board considered a report by Catriona Macdonald, Projects Officer, providing the Board with an update on the launch of two consultations “Local Bus Services in Scotland – Improving the Framework for Delivery” and one concerning smart ticketing: “The Future of Smart Ticketing in Scotland” on 13<sup>th</sup> September, 2017.

**Decision**

The Board noted that members are to submit their comments to SEStran Officers for collation by the 24<sup>th</sup> November, following which Officers would provide a paper and proposed SEStran response at the next Partnership Board on the 8<sup>th</sup> December.

**A13. PROGRAMME FOR GOVERNMENT**

The Board considered a report by George Eckton, Partnership Director providing a summary of the main legislative proposals, other policy actions, and initiatives, outlined in the Scottish Government’s Programme for Government.

**Decision**

The Board noted the summary provided by the Scottish Government’s Programme for Government 2017 – 18 and that further papers will be brought to the Partnership Board as appropriate on emerging legislation and initiatives.

**A14. AOCB**

None

- A15. DATE OF NEXT MEETING** – 10 am on Friday 8<sup>th</sup> December, 2017 in Conference Room 1, Victoria Quay, Edinburgh, EH6 6QQ.
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DRAFT

## Mid Term Review - Treasury Management Activity

### 1. Introduction

- 1.1 The purpose of this report is to review the investment activity undertaken on behalf of the Partnership during the first half of the 2017/18 Financial Year.

### 2. Background

- 2.1 In accordance with Investment Regulations in Scotland the Partnership adopted the appropriate Codes of Practice and approved an Annual Investment Strategy at its meeting on the 2nd March 2017.

### 3. Mid Term Review - Annual Investment Strategy

- 3.1 As approved in the Partnership's Investment Strategy, the Partnership continues to maintain its bank account as part of the City of Edinburgh Council's group of bank accounts. Any cash balance is effectively lent to the Council, but is offset by expenditure undertaken by the City of Edinburgh Council on behalf of the Board. Interest is given (charged) on month end net indebtedness balances between the Council and the Board in accordance with the recently withdrawn Local Authority (Scotland) Accounts Advisory Committee's (LASAAC) Guidance Note 2 on Interest on Revenue Balances (IoRB). The methodology will continue to be used until new guidance on the treatment of interest charges is made available. In line with recent short term interest rates, the investment return/charge continues to be low, but the Board gains security from the counterparty exposure being to the City of Edinburgh Council. Net end of month balances for the first half of the year were:

Opening Balance	£159,905.84
April	£177,001.86
May	£204,157.32
June	£328,878.40
July	£353,669.27
August	£454,246.87
September	£441,639.82

- 3.2 Although interest is not calculated until March, in line with the withdrawn guidance note, the interest rate averaged 0.103% during the first half of the financial year. This is a projected rate on current interest rates, if the Bank of England change UK Bank Rate then the figure may change marginally.

**4. Recommendation**

- 4.1 It is recommended that the Committee notes the investment activity undertaken on behalf of the Partnership.

**Hugh Dunn**  
Treasurer

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**Appendix**          None

**Contact/tel**          Iain Shaw, Tel: 0131 469 3117  
([iain.shaw@edinburgh.gov.uk](mailto:iain.shaw@edinburgh.gov.uk))



## **Projects, Delivery Plan & EU Exit Update**

### **1. INTRODUCTION**

- 1.1** The report provides the Board with an update on key aspects of projects and initiatives progressed in the last quarter and covers the latest position on the process for the UK leaving the EU.  
The report also includes an update on the RTS “Delivery Plan”.  
Projects expenditure to date is shown in **Appendix 1**.

### **2. REAL TIME PASSENGER INFORMATION**

- 2.1** 80% of the TV display equipment has now been distributed to both public and private premises throughout the region. Efforts are on-going to find locations for the remaining 57 screens.
- 2.2** RTPI enabled “Ticketer” ticket machines, funded jointly by SEStran and the Smart Ticketing Challenge Fund, are now installed in 5 more operators’ vehicles. SEStran’s system supplier, Ineo Systans, has now developed an interface with the “Ticketer” system and has successfully now brought in services operated by Prentice Coaches and Borders Buses into Bustracker SEStran. Work is now underway to bring in all of the other operators in the region, who are equipped with the Ticketer facility, into the system.

### **3. SESTRAN THISTLE ASSISTANCE CARD**

- 3.1** The Card and App have now been expanded into all of the areas covered by the Regional Transport Partnership (RTP) areas, following agreement of each of the partnerships to adopt, promote and contribute to the costs of the Thistle Assistance Card initiative.
- 3.2** To further promote both the Thistle Assistance Card and Tripshare SEStran, an advertising campaign, through the STV television channel started in mid-September. This has encouraged both an increase in number of enquiries for the card and an increased number of Tripshare journeys recorded on the system.

### **4. Sustainable and Active Travel Grant Scheme**

- 4.1** Work continues to progress the projects funded by the above. Because both EU projects ShareNorth and Regiomob are complimentary to the electric Bike project, a contribution from each; €40000 and €14500, respectively is supporting the fund and enabling deliverables within both the EU projects to be realised.
- 4.2** A requirement of the Regiomob project is to select and trial a Best Practice promoted by another partner country. A Best Practice from the Italian partner, based in Rome, entitled PASTA (Physical Activity Through

Sustainable Transport Approach) has been selected for implementation in the SEStran region. PASTA “aims to show how promoting active mobility (i.e. walking and cycling) can lead to a healthier, more physically active population....” and provides a match to the electric bike project and a clear opportunity to progress the projects jointly, making the best use of available resources and sharing knowledge, which is what underpins the Regiomob project.

## **5. Regional Cycle Network Grant Scheme (RCNGS)**

- 5.1** The £100,000 funding provided by Sustrans Scotland has been allocated for this financial year. With awards going to East Lothian Council, Edinburgh bioQuarter group, and Musselburgh Area Partnership.

## **6. European Projects Update**

- 6.1** ‘**SocialCar**’ aims to integrate public transport information, car-pooling and crowd sourced data in order to provide a single source of information for the traveller to compare multiple options/services.
- 6.2** The latest SocialCar meeting was held on 7<sup>th</sup>– 9<sup>th</sup> November. Sessions on innovation management, data governance and target groups were held. Members focused discussions around each of the app test phases. Test C to be conducted throughout November. Recruitment of Test users will be conducted in partnership with Queen Margaret University. Test users will be asked to test the app over a three-week period, and invited to return their feedback in December.
- 6.4** ‘**SHARE-North**’ addresses the concept of ‘Shared Mobility’ and looks at the development, implementation and promotion of Car Clubs, Bike Sharing and Car Sharing. The planned living labs will integrate modern technology with activities to support changes in mobility behaviour. The objectives are: resource efficiency, improving accessibility (incl. non-traditional target groups), increased efficiency in the use of transport infrastructure, reduction of space consumption for transport, improving quality of life and low carbon transport.
  - 6.4.1** An element of the SHARE-North budget was earmarked for shared electric vehicles and their monitoring, in partnership with Edinburgh College. It is intended, therefore, to award a grant of £18,000 to the College as part of the project.
- 6.5** **REGIO-MOB** aims to promote “learning, sharing of knowledge and transferring best practices between the participating regional and local authorities to design and implement regional mobility plans (or Regional Transport Strategies) bearing in mind the stakeholders with regional relevance and contributing to the sustainable growth of Europe.”. The project attracts 85% funding from Europe.

**6.5.1** SEStran Officers attended a REGIO MOB partnership meeting in Brussels, in October. This coincided with the European Week of Regions and Cities. The next stage of the project will be implementing the PASTA project in the SEStran region. SEStran will begin this process by tendering for Active Travel Audits at key sites to set a baseline for the project.

**6.6** **SURFLOGH** aims to improve the role of logistics hubs in the network of urban logistics in the North Sea Region.

**6.6.1** The Kick-Off Meeting was held in Amsterdam in September with all partners of the SURFLOGH project. The lead partner is currently working to complete all project formalities including completion of the necessary Partnership Agreement. SEStran will be leading on a work package with Napier TRI creating business models for urban freight hubs. SEStran will also be trialling a last mile delivery solution in the region.

## **7 Opportunities for New European Projects**

### **7.1 Interreg, North West Europe**

**7.1.1** **SCRIPT** (Sustainable Carbon Reduction in Port Transport)

**7.1.2** SEStran was advised in October that the partnership bid for the above was unsuccessful.

## **8 Further Initiatives**

### **8.1 Borders Corridor Study**

**8.1.1** In the Scottish Government's Programme for Government a commitment was given to examine the case for an extension of the Borders railway along with improvements to the A1, A7 and A68. Transport Scotland and its consultants are now considering a number of issues including accessibility in the Borders and links between its communities and the key markets of Edinburgh, Carlisle and Newcastle. The study will identify issues and opportunities on transport routes and identify where improvements can be made.

SEStran has been represented throughout the series of progress meetings, held to steer the strategy. At the last meeting, held on 12 October, a range of emerging options along with a project Risk Register and Programme was discussed. The consultants have employed a GIS tool called "Storymap" to assist with the compilation and presentation of the significant amount of data gathered and this will be fed back to the stakeholders consulted initially on the study.

## **8.2 East Coast Mainline Authorities Consortium (ECMA)**

- 8.2.1** SEStran, along with TACtran, Hitrans and NEStrans has re-joined the association for 2017/18 and will take part in ensuing discussions which will include views on the latest HS2 announcements and their implications for the east of Scotland.

SEStran's Chair, accompanied by the Head of Programmes attended the last meeting, held in York on 3 October and a summary of the issues discussed is provided in **Appendix 2**.

## **8.3 Can Do Innovation Challenge Fund**

- 8.3.1** SEStran submitted two Expressions of Interest (further development of the Thistle card and reporting defects whilst on the daily commute) to the above, which is sponsored by Scottish Enterprise, but both were unsuccessful.

## **8.4 Hate Crime**

- 8.4.1** West Lothian, Clackmannanshire and Fife Councils have agreed to pilot the regional hate crime transport charter. A questionnaire will soon be sent to operators to gauge their current levels of training in regards to hate crime on their network and their willingness to participate in the charter.

## **8.5 yTravel**

- 8.5.1** SEStran awarded a grant of £60,000 to Young Scot in October 2017. SEStran is working with Young Scot to formally launch the yTravel project in January 2018.

## **8.6 X-Route: Star Paths**

- 8.6.1** The trial of the 'star paths', as funded through the Scottish Road Research Board, was installed in Knightsridge, West Lothian in early October and will be officially launched in partnership with Young Scot in November.
- 8.6.2** The application to the Regeneration Capital Grant Fund, to create an 800m stretch of glowing path as an extension of the trial, was unfortunately unsuccessful.

## **9 EU Exit**

- 9.1** The negotiation process continues with press coverage that fails to provide any factual detail. There appears to be a degree of posturing going on by both sides.

## **10 RTS Delivery Plan**

- 10.1** As reported previously, the Delivery Plan was refreshed and approved by the Scottish Ministers in 2015 and now covers the period 2015 to 2025. Albeit that future funding streams for SEStran continue to be highly unpredictable, as explained in the refresh, there are clear strategic priorities for transport on which SEStran should focus that emerge from the RTS, based on national policy, the Strategic Development Planning process and from Local Authorities.

Based on these, the Delivery Plan seeks to provide a framework for SEStran's ongoing work programme, set out in the annual Business Plans.

- 10.2** In terms of project delivery, other than those discussed above, no additional funds have been made available to SEStran since the Delivery Plan was refreshed.
- 10.3** It is also now clear that, in respect of transport infrastructure investment, that the award of the Edinburgh & South East Scotland City region Deal will focus only on the grade separation of the Sheriffhall junction on the A720 city bypass and on west Edinburgh transport improvements.

## **11 Recommendations**

The Board is invited to:

- 11.1** Note the content of the report.
- 11.2** As referred to in Paragraph 6.4.1, approve the SHARE-North related grant offer of £18,000 for the Edinburgh College Electric Vehicle Project.

Jim Grieve  
**Head of Programmes**  
27th October 2017

Policy Implications	None
Financial Implications	As described in the report
Equalities Implications	None

Climate Change Implications	None
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### **Appendix 1: Projects Expenditure to Date**

### **Appendix 2: ECMA, Note of Meeting of 3 October 2017, in York**

It was agreed that Cllr Carr of York would continue as Chair. It was further agreed that Cllr Taylor would be one of the Vice-Chairs. It was then suggested that a Scottish region Vice-Chair be appointed with the "who" delegated to the Scottish member authorities to nominate. This was agreed.

The Secretariat noted that Network Rail (NR) had established an East Coast Advisory Board. It was confirmed by "Interel" (ECMA's appointed consultant) that this covers the whole route up to Inverness/Aberdeen. After discussion, it was agreed that ECMA would request a place on the EC Advisory Board. Interel advised that NR is setting up these Advisory Boards across the UK network, so this is something for the Scottish contingent to keep an eye on.

On the "approach" from HS2 East to work in partnership with the possibility of a shared Secretariat, it was agreed that a report on this and the benefits/implications, including focus, governance and funding, should be submitted to the next meeting in February for consideration.

There was considerable discussion on an Interel Report and particularly on the issues of political engagement and the possible establishment of an All Party Political Group (APPG). On political engagement, more work is to be done on sorting this out. The previous engagement with Drew Hendry was reaffirmed/acknowledged. Consideration needs to be given to whether there are other possible Scottish MP champions the Scottish contingent might want to suggest/approach without being too mob-handed politically or numerically. There was much discussion about the role, links with, governance and scope of an APPG focusing on an "East Coast Corridor" but it was agreed that Interel could continue to engage with Catherine McKinnel MP on this (they've already arranged a meeting with her on 17 October anyway) but with a strong steer that ECMA want a specific focus on ECML enhancement, within the remit of any APPG. Eric Guthrie (TACtran) reiterated the point that any APPG should enhance, not dilute, the ECMA case/voice and that there needs to be clarity on what an "East Coast Corridor focus" covers and, in turn, prioritises. It was also agreed that Interel should be reporting back on their meeting with Catherine McKinnel and her team on 17 October.

In respect of a future role and purpose for the group, it was generally agreed that ECMA is a worthwhile Forum but needs to push on. Funding and fairness/equity, in respect of representation within the group, was also

discussed, but not in detail, and it was agreed that further work/proposals on this would be undertaken. There was general support for seeking external contributions, including from VTEC and other TOCs (there are a further 17 TOCs).

As regards communications etc., Andy Carter apologised for having not having followed up on the remit from the February meeting (citing lack of awareness) and agreed he would bring a report on communications support and budget/funding to the next meeting. It was agreed that DTW's contract (another consultant employed by the association), which expires at end October, wouldn't be renewed as it was not considered good value. There was general agreement that continuing support from Interel meantime would be useful and that they be retained, probably at least until the next meeting, but this requires sorting out by York CC, as DTW had apparently sub-contracted the Parliamentary lobbying bit of their commission to Interel. York CC undertook to sort this out.

There then followed an interesting presentation about a proposal for an East Coast Parkway Station serving Doncaster/Sheffield Airport, which Doncaster Council were asking ECMA to support. Setting aside further questions which could have been raised, in connection with compatibility with HSR to the north of England, Cllr Edgar and Graeme North asked for more information on the regional benefits/impacts of the proposals, including journey time disbenefits of an additional halt on ECML. The Doncaster officers suggested that this would be outweighed by the GVA they have calculated based on the roughly 900k passengers/annum through the Airport. It was agreed that they would report back on progress, picking up the above points, with no approval of ECMA support at this stage.

Next Meeting is to be either 22 or 28 February, dependent on room availability and the date and location will be advised in due course.

## **RTS – Update by Partner Authorities**

### **1. INTRODUCTION**

- 1.1** This paper seeks an update from Chief Officers of each council on their work to deliver outcomes surrounding the four objectives of SEStran's Regional Transport Strategy (RTS) (economic growth, improving accessibility, and delivering environmentally sustainable outcomes whilst promoting healthier choices). There was also a further Corporate objective agreed as part of the 17/18 Business Plan. This follows on from the agreement at our May meeting for a standing item and also agreement at the August meeting that the current quantitative RTS monitoring framework was not fit for purpose. A further paper on the RTS monitoring framework will be tabled to P&A Committee and the Board over subsequent weeks.

### **2. RTS OBJECTIVES**

- 2.1** Economy – to ensure transport facilitates economic growth, regional prosperity and vitality in a sustainable manner.
- 2.1.1**
- To maintain and improve labour market accessibility to key business/employment locations, from all localities and communities.
  - To maintain and improve connectivity to the rest of Scotland, the UK and beyond.
  - To support other strategies, particularly land-use planning and economic development.
  - To reduce the negative impacts of congestion, to improve journey time reliability for passengers and freight.
- 2.2** Accessibility – to improve accessibility for those with limited transport choice (including those with mobility difficulties) or no access to a car, particularly those living in rural areas.
- 2.2.1**
- To improve access to employment;
  - To improve access to health facilities;
  - To improve access to other services, such as retailing, leisure/social and education;
  - To influence decisions on the provision of public transport to make it more affordable and socially inclusive.
- 2.3** Environment – to ensure that development is achieved in an environmentally sustainable manner.
- 2.3.1**
- To contribute to the achievement of the UK's national targets and obligations on greenhouse gas emissions;
  - To minimise the negative impacts of transport on natural and cultural resources
  - To promote more sustainable travel;



- To reduce the need to travel;
- To increase transport choices, reducing dependency on the private car.

**2.4** Safety and Health – to promote a healthier and more active SEStran area population.

- 2.4.1**
- To improve safety (accidents) and personal security;
  - To increase the proportion of trips by walk/cycle;
  - To meet or better all statutory air quality requirements;
  - To reduce the impacts of transport noise.

**2.5** Corporate – to continually improve performance to achieve greater efficiency and effectiveness in SEStran service delivery.

- 2.5.1**
- To deliver best value;
  - Seek to reduce our carbon emissions & positively influence other regional stakeholders;
  - To deliver robust data governance and practice;
  - To promote the delivery, monitoring and mainstreaming of our Equality Outcomes.

**2.6** In addition to the RTS and Corporate objectives, the refreshed 2015 RTS had a number of actions detailed in Appendix 1, which at our February 2018 meeting it would be useful to discuss in the context of identifying actions from the list within the statutory plan to prioritise as part of our 18/19 Business Plan.

### **3. CONCLUSION / RECOMMENDATIONS**

- 3.1** Chief Officers are invited to provide a verbal update to the meeting on any actions that are seeking to progress the four main objectives of the RTS and agree to initially discuss the outlined proposed RTS actions.

George Eckton  
**Partnership Director**  
 2<sup>nd</sup> November

Appendix 1 – List of RTS Actions

## Appendix 1 RTS Actions

Action: SEStran will co-ordinate and help local authorities with travel planning and help implement travel planning itself (including for schools, local authority employees, health boards and other public and private sector workplaces). This proposal is included as a high priority, due to its potential effectiveness against a wide range of RTS objectives. SEStran has provided a regional forum for the discussion of travel planning issues and knowledge sharing.

Action: SEStran has published guidance on Sustainable Development and on Parking Standards and Parking Management. This guidance has been adopted by the SEStran Partnership and SEStran Local Authorities are encouraged to implement this guidance in their development management processes as part of the statutory planning process. This should be a medium priority for SEStran authorities

Action: continue SEStran's car-share scheme and engagement with European car sharing projects; and offer links to local authorities' travel plan work. Establish likely value of personalised travel planning assistance in SEStran context and if shown to be good value, implement across the SEStran area. The car-share element is a high priority, as it already exists and should be sustained. Workplace travel plans and personalised travel assistance plans are a medium priority. Workplace travel plans and personalised travel plan assistance are, by definition, local. They should, in the first instance, be delivered as part of the developments likely to take place in the SEStran area over the appropriate development plan periods

Action: include establishing best practice on promoting and monitoring tele-working in the RTS. Consider role of travel plan officer and sustainable transport group in this context. This should be seen as a medium priority for SEStran, in the absence of national guidance. It would be practical to establish a region-wide approach, although pilot schemes may be established, possibly as part of travel plans for individual developments

Action: establish a good practice methodology, focussing on links between services/ infrastructure and awareness campaigns. This should be a medium priority for SEStran, as it supports wider travel initiatives, can be delivered regionally on a relatively short timescale and does not require any capital investment. This activity will include supporting sustainable travel events and promotion of sustainable travel at "green" events.

Action: it is recommended that the existing OneTicket as a multi operator ticket continues to be promoted as a medium priority. SEStran has recently taken over responsibility for the daily operation of OneTicket. In addition, as a medium priority, SEStran should work towards developing the coverage, attractiveness and sales of OneTicket across the whole region. SEStran will seek a change in the legislation referred to above to allow the full potential of integrated ticketing to be realised. As a high priority, SEStran will engage with Transport Scotland and bus operators in order to progress the wider integrated ticketing agenda and in particular investigate the feasibility of introduction of electronic ticketing to One Ticket and the potential of a Scotland-wide smart ticketing system. SEStran will also seek the establishment of

railtram integrated tickets through the proposed Edinburgh Gateway rail station serving the airport

Action: SEStran will objectively review past and present relevant [rail concession] schemes from across SEStran and elsewhere, before making further recommendations. This should be seen as a medium priority for SEStran

Action: SEStran will continue developing a Freight Quality Partnership<sup>9</sup> at the regional level, as part of the RTS. Such a partnership supports agreed objectives and policies, and meets the requirements of the RTS guidance. This action is a high priority for SEStran.

Action: the consideration of HGV facilities, routing issues and HGV signing will be undertaken through the FQP. Through various European projects SEStran has already identified the potential for a Dryport in the Coatbridge area and a Distribution centre near Livingston/Bathgate. A freight signing strategy has been developed along with freight route maps. In addition SEStran has published information on available rail freight routes linking the region to the rest of the UK. This is a high priority for SEStran, supplementing the measures outlined above.

Action: A framework of suggested bands for maximum parking standards has been developed, depending on location, public transport accessibility and land-use, for all sizes of development and adopted by the SEStran Partnership. Local Authorities should take account of this framework in developing their own standards. This measure is promoted as a medium priority

Action: SEStran local authorities should take account of the SEStran parking management strategy in developing their Local Transport Strategies and implement DPE where appropriate. Local authorities should also consider a combined DPE management regime including the option of using SEStran as a facilitating body. High priority

Action: SEStran has established a regional park and ride strategy that has been adopted by the SEStran Partnership and the promotion of measures associated with the strategy is viewed as a high priority. Proposed new sites have been identified/appraised as part of this strategy to ensure a consistent, regional approach to Park and Ride. SEStran will also work with partners to tackle local problems that may arise from high parking demand around stations

Action: SEStran will encourage the development and use of alternative fuels within the SEStran area as a high priority.

Action: carry forward general support for road safety, linking to local and national actions, and consider how best to bring added value to the delivery and monitoring of road safety in the SEStran area, This should be a low priority for SEStran, as local authorities are already working to this end.

Action: SEStran to share current practice amongst its members and identify gaps where these exist in localised [safer routes to school] networks. A high-level policy framework will be set to ensure consistency of provision across the area. This is a

low priority for SEStran in policy terms, in so far as significant work has already been undertaken.

Action: SEStran to support the development of urban cycle networks as identified in our study as a high priority.

Action: To work closely in partnership with Sustrans on the development of these [regional active travel] networks. This should be supported as a high priority.

Action: SEStran will review best practice on cycling infrastructure; local authorities should take this into account in developing their LTS. Medium priority

Action: As a medium priority, SEStran will help local authorities to review off-peak and supported services across the SEStran area and identify major 'gaps' in provision.

Action: As a medium priority, SEStran will encourage bus operators to consider the introduction of alternative fuel buses by seeking grant from Scottish Government or any other source (Lothian Buses have already introduced Hybrid buses to their fleet)

Action: SEStran will seek to achieve an applicable minimum standard of vehicle across the area. Minimum standards should be encouraged in terms of vehicle age, accessibility, and emissions. SEStran should examine the options available in this context as a medium priority, recognising the difficulties faced by small operators in this regard, and other local issues.

Action: SEStran has reviewed fares levels across the area in terms of value for money. In the longer term, SEStran will seek to address inequalities in public transport fares across the SEStran area as a medium priority.

Action: SEStran will seek to identify barriers to integration and work with appropriate stakeholders to overcome these as a high priority.

Action: it would be sensible to encourage upgrading access first to those interchanges which are most heavily used and to which access is currently poorest. These will be identified by SEStran as a high priority.

Action: SEStran has reviewed bus stop infrastructure on key regional public transport corridors. The promotion of minimum standards at bus stops is a medium priority for SEStran.

Action: As a high priority, SEStran to build on recent work to implement, where practical, the SEStran Bus Passenger Information Strategy.

Action: Continue to promote and seek funding for the implementation of RTPi using up to date technology. This is a high priority for SEStran, as RTPi offers considerable potential, is a proven technology and is already in place in some areas. A common regional approach covering bus and rail should be adopted, particularly in IT terms, to ensure that systems are inter-operable.

Action: SEStran has investigated the potential for a region-wide taxicard in terms of delivering the RTS objectives, and as part of the rural transport hierarchy described

in Chapter 7. This is a low priority for SEStran to review previous work and ascertain its current relevance.

Action: SEStran will identify the current levels of information service provision and its potential role to bring added value to the delivery of these services through our Equalities Group. This is a medium priority for SEStran, given the requirements of the DDA and benefits that could accrue from delivery. Mobility impaired information services are deliverable on a regional basis including bus RTPI.

Action: Best practice guidance has been produced, offering guidance on how best to consider transport provision in sustainable design. This guidance should be taken into account in the Strategic Development Plan for South East Scotland, and local authorities should also take account of it in developing their Local Transport Strategies and Local Development Plans.

Action: Initially this measure will be considered as a medium priority to encourage extending measures to all viable routes in Edinburgh, but may extend to specific routes in other council areas on a consistent basis as further bus lanes are introduced over time.

Action: SEStran to give further consideration to establishing a tourism signing strategy. This consideration should be a low priority for SEStran, as there is no statutory requirement for such a strategy.

Action: As a medium priority SEStran to promote the establishment of a regional coordination centre, and the development of demand responsive transport. This work will take cognisance of existing cross boundary co-ordination such as between Stirling, Clackmannanshire and Falkirk

Action: SEStran to compile an inventory of ITS systems in the area, assisting in information provision and the consistency of approach/inter-operability, although only as a low priority

Action: As a medium priority, SEStran to review the evidence on the effectiveness of car clubs in relation to the RTS Objectives, and consider supporting their extension into other areas

Action: As a high priority, SEStran to continue to build joint working practices with all relevant local authority structure, strategic development and local development planning teams

Action: As a low priority, SEStran will liaise with stakeholders from this sector of the travelling public. The regional aspects of PTW will be scoped and funds will be made available for investment in PTW-related infrastructure

The RTS has identified areas with relatively poor or no access to all the main hospitals relevant to SEStran residents, and highlighted those geographical areas with significant numbers of people and zero-car households with poor accessibility. In response, SEStran will, as a high priority [TYPE 3]:

■ work with bus operators to explore the potential to adjust existing bus routes to serve some of these areas<sup>1</sup>; work with hospitals to provide public transport journey plans along with all appointments;

■ consider the potential for new routes to link settlements to hospitals, based on consultation with health boards to establish key needs at the detailed level;

■ consider the potential for hospital to hospital bus services, serving locations identified as currently having a poor level of access;

■ identify methods of managing parking to ensure the most efficient use of parking space at hospitals and maximise the use of public transport;

■ review the provision of demand responsive transport in SEStran, with particular reference to rural areas where the provision of scheduled bus services would be highly uneconomical; and

■ liaise with community transport groups to advise on best practice, drawing on experience from operational schemes across SEStran and beyond.

The following actions have high priority [TYPE 3]:

■ SEStran will examine each area highlighted as: (i) deprived and (ii) suffering from relatively poor access to employment on a case-by-case basis. Detailed examination of the bus services available from these areas could suggest modifications to routes to improve access to employment for these geographical areas<sup>3</sup>. SEStran will promote modifications where practicable – these could include the modification of bus routes, or new links to defined public transport ‘hubs’; and

■ SEStran will engage with local employment agencies and stakeholders to identify any further geographical areas where poor public transport is perceived as a major issue for labour market participation, including areas lacking direct public transport links with Edinburgh.

Action: A thorough review of current Community Transport and DRT schemes operating in SEStran is necessary – medium priority [TYPE 3] – to establish a comprehensive baseline, including details of the type and scope of the scheme, cost, funding arrangements, customer satisfaction etc. In itself, this would provide a strong indication of current ‘best practice’ in SEStran. This could be undertaken by SEStran staff or consultants. Consultation should be undertaken with all providers of DRT and Community Transport as part of this exercise, and this will be on-going.

Action: SEStran will review rural transport/DRT provision across the area and consider the case for the development of a framework of provision, building on the above. The role of car clubs (see 6.16.8) should also be considered in providing a level of mobility without owning a car. This would move towards consistency of provision and equality of opportunity across the area. Linked to this is the promoting of electric vehicles and associated charging points. Car clubs are an excellent way to introduce drivers to the benefits of using electric vehicles. 7.5.9 The illustrative hierarchy suggested in the RTS used an eight-way classification of rural areas and suggested an appropriate ‘level of service’ for different journey purposes from these

areas. This framework will be developed further in conjunction with relevant stakeholders, with a view, in the medium term, to ensuring equality and consistency of provision across the area. A SEStran led working group will be required to take this forward through with a realistic view of SEStran's capability to implement change.

## MaaS and the Collaborative Economy

### 1. INTRODUCTION

- 1.1 On the 24<sup>th</sup> of April, the Scottish Government, Scottish Expert Advisory Panel on the Collaborative Economy opened its consultation on the Collaborative Economy. As stated within the consultation, the collaborative economy has revolutionised the ways in which goods and services are purchased, consumed and provided. This has accelerated in recent years with advances in technology.
- 1.2 SEStran submitted its response to the consultation in May 2017<sup>1</sup> highlighting SEStran's extensive work on various shared mobility projects. Since the consultation, SEStran has become a member of MaaS Scotland<sup>2</sup>, a collaborative network of organisations looking to develop MaaS projects in Scotland. As an added benefit of this membership, SEStran now has full membership of Technology Scotland and ScotlandIS, both organisations support organisations in developing and delivering digital products and services.
- 1.3 MaaS Scotland held their launch event on the 19<sup>th</sup> of September. The event was split into 5 sessions looking at best practice from across the UK and Europe. The Humza Yousaf MSP, Minister for Transport and the Islands gave the closing address. The Minister is keen to see a MaaS pilot developed in Scotland, and highlighted links to the schemes identified by the recent Programme for Government<sup>3</sup>. Notably the commitments to the charging of Ultra Low Emission Vehicles, Low Mission Zones in Scotland's four largest cities.
- 1.4 With an ever-increasing growth in popularity, the sharing economy has grown exponentially in a very relatively short period of time. SEStran is keen to utilise the benefits and opportunities that MaaS and the Collaborative Economy have to offer. However, as with the recent court ruling against Uber in London, there must also be careful considerations made to policy implications and the impact that such schemes have on society as a whole.

### 2. TERMINOLOGY

- 2.1 There are many different terms surrounding MaaS and the Collaborative Economy. To clarify, here are some of the more frequently used terms and acronyms:
- 2.2 The **Collaborative Economy** was also defined by the Scottish Expert Advisory Panel *"The collaborative economy allows access to the sharing or provision of goods and services, assets and resources without the need for*

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<sup>1</sup> <https://beta.gov.scot/publications/scottish-expert-advisory-panel-collaborative-economy-call-evidence/>

<sup>2</sup> <https://maas-scotland.com/>

<sup>3</sup> <http://www.gov.scot/Resource/0052/00524214.pdf>



*ownership. Prominent examples of this include Uber, Airbnb, Deliveroo, Hassle, Kickstarter and Task Rabbit*".

- 2.3** Whilst there are many definitions of MaaS, during the MaaS Scotland launch event, Catapult<sup>4</sup> defined **MaaS (Mobility as a Service)** as *"Using a digital interface to source and manage the provision of a transport related service(s) which meets the mobility requirements of a customer"*.
- 2.4** **'Disruptive services'** and **'The Gig Economy'** are terms that are often used to describe such online shared, Disruptive services' is also a term that is often used to describe such shared or collaborative initiatives. Scotland's largest challenge is how it enables these initiatives but, not to the detriment of public services. From a transport perspective, these schemes could be in direct competition with the more traditional modes of public transport delivery. The challenge is to enable such schemes to enhance or improve the current provision of services where there are mobility or accessibility negative outcomes currently without impacting on the core public transportation network. The Scottish Government seeks to take advantage of the opportunities that the MaaS and the Collaborative Economy has to offer, while understanding its potential economic and social challenges

### **3 OPPORTUNITIES AND CHALLENGES**

- 3.1** MaaS and the Collaborative Economy have great potential to unlock underused capacity. In Scotland, we are lucky to already have well established initiatives and innovation that supports this ideology and could be used to support the collaborative economy moving forward.
- 3.2** The transport network of the South East of Scotland can at peak times be close to capacity and a lot of this is comprised of underutilised individualised vehicles travelling on the network, imposing social, economic and environmental detriment on communities. The value of the collaborative economy is this space is to use underutilised assets, such as under-occupied cars relative to their capacity, to reduce congestion on road networks and to offset the need for further capacity expansion of network based on non-collective motorised modes of transportation. This could reduce the need for the introduction of demand restraint policies such as workplace parking charges and also reduce negative outcomes from irresponsible parking of vehicles if the overall number within an area could be managed through collaborative measures.
- 3.3** In recent years SEStran has been directly involved in a number of projects which seek to mainstream the benefits of the collaborative economy and achieve the targets set by the Scottish Government and the SEStran Regional Transport Strategy.

### **4. PROJECTS**

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<sup>4</sup> [https://ts.catapult.org.uk/wp-content/uploads/2016/07/Mobility-as-a-Service\\_Exploring-the-Opportunity-for-MaaS-in-the-UK-Web.pdf](https://ts.catapult.org.uk/wp-content/uploads/2016/07/Mobility-as-a-Service_Exploring-the-Opportunity-for-MaaS-in-the-UK-Web.pdf)

- 4.1 **Tripshare SEStran**<sup>5</sup> is South East of Scotland's Regional Car Share Portal. Set up in 2006, the scheme now hosts over 8,000 car share members. The scheme is comprised of SEStran's eight constituent Local Authorities and four Health Board areas. Partnership working and links to individual Travel Plan measures has been key to the continued success of Tripshare. Car sharing, as part of a wider Travel Plan or Transport Strategy, has the ability to significantly reduce the number of single occupancy vehicles on Scotland's road network. Within the SEStran Regional Transport Strategy (RTS), SEStran identifies Car Sharing as an 'high priority' and as an action, the RTS states that SEStran should continue to promote the scheme and engagement with European Car Sharing projects. SEStran has continued to do so, and has been successful in attracting funding for the following car share projects:
- 4.2 **Social Car**<sup>6</sup>: The 'SocialCar' project (funded through Horizon 2020) aims to integrate public transport information, car-pooling and crowd sourced data to provide a single source of information for the traveller to compare multiple options/services. SocialCar will provide a 'one-stop shop' planning, booking for multimodal and multi-service journeys, via web and a mobile app. The project responds to the challenge of matching travel requests with the integrated public-private transport supply. The design of SocialCar is based on open source software, and the user experience is complemented by a reputation-based social mechanism. The SocialCar innovation is twofold: technological (the potential of open data and Global Navigational Satellite Systems) and economic (new mobility service models, public-private partnerships in the passenger transport domain). SEStran is a site leader for the project, and will be on the three separate test phases of this research project.
- 4.3 **SHARE-North**<sup>7</sup>: The 'SHARE-North' project (funded through Interreg North Sea Region) addresses the concept of 'Shared Mobility' and looks at the development, implementation and promotion of Car Clubs, Bike Sharing and Car Sharing. The planned living labs will integrate modern technology with activities to support changes in mobility behaviour. The objectives are: resource efficiency, improving accessibility (incl. non-traditional target groups), increased efficiency in the use of transport infrastructure, reduction of space consumption for transport, improving quality of life and low carbon transport. As part of this project SEStran will be involved in the promotion of shared mobility, including car sharing, shared bike schemes and the monitoring of shared Electric Vehicles in partnership with Edinburgh College. A 'Manual for Municipalities' will also be co-authored by the project partners, providing authorities advice on shared mobility and best practice from across Europe.

## 5 SUMMARY

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<sup>5</sup> [www.TripshareSEStran.com](http://www.TripshareSEStran.com)

<sup>6</sup> <http://socialcar-project.eu/>

<sup>7</sup> <http://share-north.eu/>

- 5.1 Shared modes can enable communities to overcome gaps in provision. The collaborative economy could help to connect people to access goods and services that aren't normally available to them. This could also address the issue of ownership, which could in turn break barriers and or access to employment.
- 5.2 There is clear evidence that a lack of accessibility to transport options has a limiting effect on opportunities and that those who are least skilled, or remote from the labour market have the least location flexibility in seeking new job or training opportunities. Therefore, SEStran views transport and accessibility/affordability of transport as integral to an inclusive economy
- 5.3 SEStran would also argue that there is a clear and expanding role potentially for regional transport agencies in terms of public service collaboration. SEStran believe that in order to ensure the delivery of a functional and accessible labour market, allow all to access training opportunities, provide skilled workers for enterprises and efficiently deliver products and services to new and existing markets we need clear consideration of efficient transport network for inclusive growth and how we can collaborate to deliver positive outcomes.

## **6 RECOMMENDATIONS**

- 6.1 It is recommended that officers note the content of this report and assist SEStran in raising awareness of the projects and initiatives SEStran is taking forward.

Lisa Freeman  
**Strategy and Projects Officer**  
October 2017

## **New Forums Remit**

### **1. INTRODUCTION**

- 1.1** The Partnership Board agreed the proposals for a Review of Forums and the paper includes for comment the draft proposed remits for the new and retained forums.

### **2. FUTURE PROPOSALS**

- 3.1** The Chair and Vice-Chairs have proposed that whilst recognising the previous views expressed, the wider corporate demands placed on the limited SESTRAN staff resource pointed to the need for a change in structure to enable prioritisation of resource. The Chair and Vice-Chairs therefore proposed. And it was agreed that we would have:
- 2 regional consultative forums:
    - “Integrated Inclusive Growth” forum looking at the passenger transport aspects bus, rail, mobility as a service, airport surface access and sustainable transport issues; and
    - an “Economic Growth and Resilience” forum which will have a focus on all forms of freight, business needs in line with the Enterprise and Skills review recommendations and sustainable logistics;
  - The Equalities and Healthcare forum would continue as a primary stakeholder and officer group to deliver our Equality Outcomes and legislative requirement to consult Health Boards and those who represent those with or share a protected characteristic.
  - In terms of the Chief Officers group, it provides a clear opportunity for developing a key stakeholder lead input to the work of SEStran and was recommended and agreed to be retained, with perhaps greater integration across wider infrastructure and land-use planning considerations, consistent with the City Deal, Enterprise and Skills review and Planning Review. This would remain a lead officer group of the 8 councils meeting with the SEStran team of officers and relevant executive stakeholders. This forum would continue to be an officer only group focused on operational and implementation of strategic matters.
- 3.2** It was agreed that this new structure seeks to balance a continuous improvement approach to engagement, recognises the demands on all stakeholders’ time and would be proposed to be reviewed by the Board in Winter 2018/19 prior to the completion of NTS2. This will enable a period of identifying potential overlaps, further efficiencies and striking the right balance between operational and strategic for our liaison/consultative structures. The proposed draft remits of the two regional consultative

forums are attached for comment alongside a copy of the Equality and Healthcare forum remit.

#### **4. CONCLUSION**

- 4.1** The Chief Officers are asked to comment upon the proposed remits for the 2 forums and note that Chief Officers and Equality/Healthcare Groups will continue.

George Eckton  
**Partnership Director**  
9<sup>th</sup> November 2017

## Economic Growth and Resilience Forum

The forum exists to be a mechanism for consulting with regional stakeholders beyond those represented by members and advisors around the board table of the South-East Scotland Transport Partnership. This forum seeks to recognise the suggestion from Scottish Ministers that within each region there will be many other individuals and groups with an interest in transport and useful contributions to make to the achieve of the vision and goals of the Regional Transport Strategy.

The guidance on RTP Membership and RTS's highlight that it is good practice to keep in touch with the wider community and highlight that a consultative forum offers one means of engagement. The proposal is that the forum meets regularly (twice a year) and is an open forum for any interested parties to attend.

Key topic areas:

- Freight
- Labour Market Accessibility and key networks
- Trunk Road Network congestion.

The forum aims to ensure relevant technical and policy transport issues are brought to the attention of regional stakeholders across Scotland and aims to enable wider community input to the activities of the wider Partnership. It seeks to develop policy and technical updates for stakeholders with a specific South East of Scotland context and generally provide a platform for greater stakeholder engagement across the region. The purpose of the forum will be to inform and seek to contribute to the delivery of key outcomes outlined in the annual Business Plan for the Partnership as well as the contributing to the Board's awareness of progress with key RTS deliverables. The remit of the "Inclusive Growth" forum will vary according to regional circumstances, but generally it includes the following elements:

- to collect and maintain information relating to regional transport network;
- to review the existing "commercially focussed" infrastructure and identify priorities for maintenance, upgrades and new investments;
- to explore and promote the potential for increased use of non-road freight transport e.g. rail and water modes;
- to work through partnerships to resolve commercial transport problems and avoid new ones arising,
- to enable implementation of initiatives emerging from our EU funded research and development projects and
- to share information and methodologies with other Regional stakeholders and other South East Scotland Transport Partnership forums e.g. Passenger and Equalities/Healthcare groups.

## Integrated Inclusive Growth Forum

The forum exists to be a mechanism for consulting with regional stakeholders beyond those represented by members and advisors around the board table of the South-East Scotland Transport Partnership. This forum seeks to recognise the suggestion from Scottish Ministers that within each region there will be many other individuals and groups with an interest in transport and useful contributions to make to the achieve of the vision and goals of the Regional Transport Strategy.

The guidance on RTP Membership and RTS's highlight that it is good practice to keep in touch with the wider community and highlight that a consultative forum offers one means of engagement. The proposal is that the forum meets regularly (twice a year) and is an open forum for any interested parties to attend.

Key topic areas:

- Active and Sustainable Travel infrastructure
- Transport Network Integration of Services: Bus, Rail, Air, Active
- Marketing for Behavioral Change initiatives

The forum aims to ensure relevant technical and policy transport issues are brought to the attention of regional stakeholders across Scotland and aims to enable wider community input to the activities of the wider Partnership. It seeks to develop policy and technical updates for stakeholders with a specific South East of Scotland context and generally provide a platform for greater stakeholder engagement across the region. The purpose of the forum will be to inform and seek to contribute to the delivery of key outcomes outlined in the annual Business Plan for the Partnership as well as the contributing to the Board's awareness of progress with key RTS deliverables. The remit of the "Inclusive Growth" forum will vary according to regional circumstances, but generally it includes the following elements:

- to collect and maintain information relating to regional transport network;
- to review the existing "passenger/commuter focussed" infrastructure and identify priorities for maintenance, upgrades and new investments;
- to explore and promote the potential for increased use of non-car based transport e
- to work through partnerships to resolve passenger/commuter transport problems and avoid new ones arising,
- to enable implementation of initiatives emerging from our EU funded research and development projects; and
- to share information and methodologies with other Regional stakeholders and other South East Scotland Transport Partnership forums e.g. Passenger and Equalities/Healthcare groups.

## Equality and Healthcare Forum

The role of the forum is to encourage and advocate for a co-ordinated approach to the promotion of equality and accessibility of access to health services across the South East of Scotland. The forum will seek through its work to embed and mainstream good practice in equalities and access to healthcare within the normal business of its members. This could include:

- Engage actively with all communities
- Challenge discrimination, harassment and victimisation wherever we can
- Tackle prejudice and promote understanding and inclusion
- Promote awareness, understanding and inclusivity
- Improve accessibility to key health and transport networks across the South East of Scotland

The Forum will act as a channel of communication and consultation between the Board, Performance and Audit Committee and across to other Partnership consultative forums on equality and diversity issues.

The remit of the Equalities and Access to Healthcare Forum is to raise awareness and promote the mainstreaming of equality and diversity issues in the work of the Partnership and its partners, by:

- Providing a forum for discussion on equality and diversity issues
- Promoting the mainstreaming of equality and diversity issues across Partnership and in support of the Partnership's values and strategic commitment
- Contributing to the delivery and development of South East Scotland Transport Partnership Actions and Policy via communication and consultation through this Forum into the Board, Performance and Audit Committee and across to other Forums
- Ensuring that membership of the Forum has representation across the Support Groups as appropriate
- Providing annual reports to Performance and Audit/Board, including recommendations on equality matters, and bringing matters of concern on equality issues to its attention, as appropriate
- Actively supporting initiatives designed to promote equality of opportunity across the Partnerships and its partners.
- Developing an annual action plan for its work.

The Forum will expect to meet at least twice a year and in between meetings may conduct some business via correspondence. The Group's membership is an open forum including all NHS Health Boards in the South East of Scotland. Section 8(2) of the Transport (Scotland) Act 2005 places each Health Board under a duty to, so far as possible, perform those of its functions and activities which relate to or which affect or are affected by transport consistently with the transport strategy of the (or, as the case may be, each) Transport Partnership in relation to which it is specified. The forum also seeks to enable the Partnership and its partners to better perform the public-sector equality duty. The Scottish specific duties outlined in May 2012 and subsequent regulations outline that Scottish public authorities including the Partnership must have 'due regard' to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. The forum is a key mechanism to engage with those who have a protected characteristic and those groups which represent those who have protected characteristics.