

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 Fisker (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
1.	Welcome and Apologies for Absence	
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.	
2.	Presentation – SEStran Brand	
	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.	KF
	KF will forward the 2 presentations to the group for information.	KF
3.	Minutes	
(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>	GE/LF
(b)	<p><u>Partnership Board – 11th August 2017</u> GE provided a verbal update of the main points of the PB meeting:</p> <ul style="list-style-type: none"> - Appointment of new Chair – Cllr Gordon Edgar - Appointment of new Deputy Chairs – Cllr Lesley Macinnes & Cllr Colin Davidson - New audit committee identified - Updates on board diversity, equality outcomes proposals - Induction training for board members 	
4.	Model 3 - SEStran Progress Report	
	<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>	
5.	Financial Reports	
(a)	<p><u>Audited Annual Accounts – 2016/17</u> GE gave verbal update, the main points for noting are:</p> <ul style="list-style-type: none"> - Asset register for RTPPI scheme - Application of VAT - Governance Statement – SEStran operating from April 2016 – July 2016 under Senior Vice Chair until new Chair appointed. <p><u>Public Service Reform Scotland Act 2010 (PRSA)</u> 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>	
6.	National Transport Strategy 2/E&S/Planning Review	
	<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>	
7.	Consultations Reports	
(a)	<p><u>Parking Consultation</u> 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> 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>	
(c)	<p><u>Socio-Economic Duty</u> 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>	GE
	<p>KF will forward to the group the press release to Equalities & Health Group.</p>	KF
(d)	<p><u>Climate Change Bill</u> GE presented the paper. Comments are invited from the officers prior to the next Partnership Board meeting.</p>	
(e)	<p><u>Aviation Strategy</u> 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>	
8.	Annual Report	
	<p>SP provided a verbal update and KF highlighted that the draft will be sent to the graphic designer imminently.</p>	
9.	RTS Monitoring Analysis & Update by Partner Authority	
	<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>	
10.	Projects Update/EU Update	
	<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"> • RTPI – new ticket machines introduced to small operators. This has been funded via ERDF awards • FAST Grant has been awarded, grants approved and discussions are ongoing • SURLOGH – this is a freight hub project and commences in September 2017 in partnership with Napier TRI. 	

11.	Risk Report	
	GE provided a verbal update and highlighted that this updated report is being presented at the P&A meeting.	
12.	Freight Quality Partnership – Freight Issues	
	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.	
13	AOCB	
	None	
14.	Date of Next Meeting	
	The date of the next meeting is 10.00 on Thursday 9th November 2017 in Room 3E-95, Victoria Quay, Edinburgh, EH6 6QQ.	