

PARTNERSHIP BOARD MEETING

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

| PRESENT: | <u>Name</u> | <u>Organisational Title</u> |
|-----------------|-------------------------------------|-----------------------------|
| | 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: | <u>Name</u> | <u>Organisation Title</u> |
|-----------------------|-------------------|---|
| | Nikki Boath | SEStran |
| | Angela Chambers | SEStran |
| | Julie Cole | Falkirk Council |
| | George Eckton | SEStran (Partnership Director) |
| | Andrew Ferguson | Fife Council (Secretary/Legal) |
| | Keith Fisker | 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 |
| | Catrina Macdonald | SEStran |
| | Graeme Malcolm | West Lothian Council |
| | Kerra McKinnie | Board Observer |
| | Moiria Nelson | SEStran |
| | Iain Shaw | City of Edinburgh Council (Treasury) |

| APOLOGIES FOR ABSENCE: | <u>Name</u> | <u>Organisational Title</u> |
|-------------------------------|--------------------|-----------------------------|
| | 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 |

/APOLOGIES

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 – 11th August, 2017

Decision

The Board approved the minute.

(b) P & A Committee – 8th September, 2017

Decision

The Board approved the minute.

(c) Chief Officers Liaison Group – 24th August, 2017

Decision

The Board noted the minute.

(d) RTP Chairs – 23rd 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 31st March, 2017 recommending the accounts be approved for

signature. In response to specific points relating to actuarial assumptions revised by Councillor Smail, 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 Board noted the content of the material for publication.

A9 SESTRAN BRAND

The Board considered a report by Keith Fiskin, 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 Director 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 22nd 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 30th 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 13th October, 2017 and agreed to submit comments by 6th 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 24th November, 2017. Following this SEStran Officers would provide a paper at the next Partnership Board on 8th 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 13th 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 13th September, 2017.

Decision

The Board noted that members are to submit their comments to SEStran Officers for collation by the 24th November, following which Officers would provide a paper and proposed SEStran response at the next Partnership Board on the 8th 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 8th December, 2017 in Conference Room 1, Victoria Quay, Edinburgh, EH6 6QQ.

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