

**PARTNERSHIP BOARD MEETING**

**HELD IN CONFERENCE ROOM 1, VICTORIA QUAY, EDINBURGH EH6 6QQ  
ON FRIDAY 22<sup>nd</sup> SEPTEMBER, 2017  
1.15.P.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 Fiskin	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
Moira 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/**

**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 – 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/

The Board considered a joint report 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 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/

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 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/**

#### **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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