

CHIEF OFFICER LIAISON GROUP MEETING  
10:00AM THURSDAY 9<sup>TH</sup> NOVEMBER 2017

**Present:**

George Eckton (GE)	SEStran (Chair)
Angela Chambers (AC)	SEStran
Kevin Collins (KC)	Falkirk Council
Lesley Deans (LD)	Clacks Council
Neil Dougall (ND)	Midlothian Council
Keith Fisker (KF)	SEStran
Peter Forsyth (PF)	East Lothian Council
Ken Gourlay (KG)	Fife Council
Jim Grieve (JG)	SEStran
Graeme Johnston (GJ)	Scottish Borders Council
Catriona Macdonald (CM)	SEStran
Iain Shaw (IS)	CEC (Treasury)

**Apologies:**

Ewan Kennedy	CEC
Graeme Malcolm	West Lothian Council
Peter Jackson	SEStran

Ref.		Actions
<b>1.</b>	<b>Welcome and Apologies for Absence</b>	
1.1	GE welcomed the group to the meeting and apologies are noted as above.	
<b>2.</b>	<b>Minutes</b>	
(a)	<u>Chief Officers Liaison Group – 24<sup>th</sup> August 2017</u> Agreed as a correct record.	
(b)	<u>Partnership Board – 22<sup>nd</sup> September 2017</u> For noting.  GE reported that he had received positive feedback from Members on the brand workshop.	
<b>3.</b>	<b>Brand Identity Update</b>	
3.1	KF provided a verbal update, summarising progress to date. Design concepts will be presented to the Chair/Deputy Chairs and Chief Officers' will continue to be informed on future developments.	
<b>4.</b>	<b>Agenda for December Board</b>	
4.1	GE advised that following discussions with the Chair/Deputy Chairs', the main focus of Board meetings would be on strategic issues and less on procedural items. A discussion paper is being drafted on Active Travel, looking at funding, budget pressure, encouraging people to walk,	

<b>/4.</b>	<b>Agenda for December Board</b>	
4.2	<p>equalities aspects and priorities for SE Scotland. It is also proposed to look at options for accessing funds as a partnership, plus tapping in to CPPs and LOIPs.</p> <p>GE noted that it was anticipated there would be a new discussion topic at each Board meeting and asked the group if they supported the new approach. The consensus was supportive of this arrangement.</p>	
4.3	<p>Agenda items to include Model 3, financial planning, policy and projects update, followed by a mandatory training session on the Code of Conduct and a voluntary session on unconscious bias. Timescales for NCM appointments was also discussed.</p>	
4.4	<p>GE asked the group for any additional agenda items. The item concluded with a short discussion on agenda planning and procedures within partner authorities.</p>	
<b>5.</b>	<b>Model 3 Update/NTS2/E&amp;S/Planning Review</b>	
5.1	<p>GE provided a summary of the Model 3 consultation process to date and reported that NTS2 had overtaken earlier proposals. Whilst the Minister has given clear indications that the functions of RTPs will continue, it is likely method of delivery of functions will evolve. City Deals were discussed, along with the Planning and E &amp; S Review. GE continued that a paper is being drafted for the Board which proposes the formal closure of the process and Officers agreed that this would be a suitable conclusion.</p>	
5.2	<p>GE offered to circulate the Planning Review paper and Officers agreed that this would be helpful.</p>	<b>GE</b>
<b>6.</b>	<b>Financial Reports</b>	
(a)	<p><u>Financial Planning 2018/19</u>  IS presented the report, outlining the following key issues:</p> <ul style="list-style-type: none"> <li>• Audit suggested looking beyond usual 1 year budget, for longer term planning, however, this approach is fully dependent on SG context.</li> <li>• Planning assumptions based on fixed grant offer from SG</li> <li>• 3 planning options for council requisitions presented; 5% reduction, flat cash or budget increase to fund Intelligent Centralisation schemes</li> </ul> <p>The group discussed the various options and agreed that Intelligent Centralisation to be taken forward to develop in the next financial year. Officers to scope out possible joint working initiatives.</p>	<b>ALL</b>
(b)	<p><u>Core Revenue Budget Monitoring 2017/18</u>  IS provided a verbal update noting that the budget is currently on track.</p>	
(c)	<p><u>Mid-term Review – Treasury Management Activity</u>  IS reported a slight upside as a result of changes to base interest rate.</p>	

<b>7.</b>	<b>Projects Update/Delivery Plans</b>	
7.1	JG presented the report, which provided an update on SEStran projects and RTS delivery plans.	
<b>8.</b>	<b>RTS Monitoring Analysis</b>	
8.1	GE introduced the report which is seeking an update from Officers' on the work being progressed by their individual councils to deliver outcomes surrounding the main objectives of the RTS. It was noted that the RTS monitoring framework is no longer fit for purpose and a paper will be presented to P&A and Board.	<b>GE/KG</b>
8.2	Officers provided individual updates and discussed by the group. The role and scope of the new Freight Forum was also discussed and will continue separately between GE and KG.	
<b>9.</b>	<b>Risk Report</b>	
9.1	AC provided a verbal update to the group, highlighting that the newly formatted risk register will be presented to P&A for review.	
<b>10.</b>	<b>MaaS</b>	
10.1	For noting.	
<b>11.</b>	<b>Review of Forums</b>	
11.1	GE summarised the report, providing an update on Board outcomes and an overview of the remit of consultative forums. It is anticipated the first meetings will be launched in January and GE asked Officers' to provide any comments or feedback by 17 <sup>th</sup> November.	
<b>12.</b>	<b>Consultation Reports</b>	
(a)	<u>Local Bus Services in Scotland</u> Closes 5 <sup>th</sup> December, extension granted to feed back any comments from the Board.	
(b)	<u>Low Emission Zones</u> Closes end of November, extension granted to feed back any comments from the Board.	
(c)	<u>The Future of Smart Ticketing in Scotland</u> Comments required by end of November.	
(d)	<u>Concessionary Travel</u> Closes end of November, extension granted to feed back any comments from the Board.	
(e)	<u>Health &amp; Social Care – Healthier Future</u> Section of consultation covers transport issues. Comments welcome.	
(f)	<u>Scottish National Investment Bank</u> Comments welcome.	
<b>13.</b>	<b>AOCB</b>	
13.1	Financial Accounting Arrangements for RTPs consultation – SEStran response to be shared with Officers.	<b>GE</b>

<b>14.</b>	<b>Date of Next Meeting</b>	
	TBC	