

CHIEF OFFICER LIAISON GROUP MEETING
10:00AM THURSDAY 15TH FEBRUARY 2018

Present:

Jim Grieve (JG)	SEStran (Chair)
Angela Chambers (AC)	SEStran
Lesley Deans (LD)	Clacks Council
Keith Fiskin (KF)	SEStran
Elizabeth Forbes (EF)	SEStran
Peter Forsyth (PF)	East Lothian Council
Ken Gourlay (KG)	Fife Council
Catriona Macdonald (CM)	SEStran
Steven Murrell (SM)	CEC
Iain Shaw (IS)	CEC (Treasury)

Apologies:

Kevin Collins	Falkirk Council
Neil Dougall	Midlothian Council
Moira Nelson	SEStran

Ref.		Actions
1.	Welcome and Apologies for Absence	
1.1	JG welcomed the group to the meeting and apologies are noted as above.	
2.	Minutes	
(a)	Chief Officers Liaison Group – 09 th November 2017 Agreed as a correct record.	
(b)	Partnership Board – 19 th January 2018 Not available for the meeting.	
3.	Agenda for March Board	
3.1	JG advised that the agenda items will primarily mirror the agenda from today's meeting.	
3.2	Agenda items to include: financial reports, projects update, draft business plan 2018/2019, intelligent centralisation, funding opportunities, bus report and rail report.	
3.3	Additions to the agenda include: Non-Councillor board members and updates on SEStran's participation in its equalities outcomes.	
3.4	JG asked the group for any additional agenda items.	
4.	Benefits of SEStran	
4.1	JG gave a verbal report, which outlined the benefits SEStran has delivered within each partner authority area, over the last 3 financial years.	

4.2	KF tabled a spreadsheet analysis as an illustration of this report.	
5.	Financial Reports	
(a)	<p><u>Revenue Budget 2018/2019</u></p> <p>IS presented the report, outlining the proposed budget which the Board will be asked to consider and reach a decision on at the March meeting.</p> <p>IS explained that the report differs from previous years' reports, as it doesn't come with a clear recommendation of the 2018/2019 budget. Instead it builds on clear instruction from the last Board meeting, to also provide options for reductions of 10% or 15% in council requisitions.</p> <p>There was a lengthy discussion about budget allocations, following these the preferred option of a 5% reduction in council requisitions was agreed and is to be included in the recommendations of the report.</p> <p>IS recommended that it would be worthwhile for the Chief Officers to brief other council members about the report, and discuss the recommendation of a 5% reduction. IS explained that in the unlikely event that a decision is not reached, the report will be passed to the Minister for a decision.</p> <p>JG agreed to discuss the budget option proposal and 5% reduction with the councils that weren't represented in today's meeting.</p>	<p>ALL</p> <p>JG</p>
(b)	<p><u>Finance Officers Report</u></p> <p>IS presented the quarterly monitoring report on the current year's financial performance, which notes that the budget is currently on track.</p>	
6.	Funding Opportunities	
6.1	JG provided a summary of this report, which outlined various funding opportunities offered by SEStran, primarily to encourage the promotion of sustainable travel projects, across the region.	
6.2	In response to sub-section 6. Staff Resource: PF discussed SEStran's assistance in preparation of an active travel improvement plan and advocated future collaboration.	
7.	Projects Update	
7.1	JG provided a summary of this report, which updated the Chief Officers on the progress of SEStran's projects.	
7.2	In relation to sub-section 3.4 REGIO-MOB: JG asked the Chief Officers to circulate an invitation to their council colleagues the details of an upcoming dissemination event in March.	ALL
8.	Draft Business Plan 2018/2019	
8.1	KF provided a verbal update on SEStran's Business Plan 2018/2019. The	

	draft will be taken to the board in March for approval.	
8.2	Key updates will include: GO E-Bike scheme, Thistle Assistance Card updates and an active travel audit with Sustrans.	
8.3	The item concluded with a discussion about potential challenges regarding the E-Bike scheme – including delivery of the project and cycling legislation.	
8.4	The Chief Officers requested information about the E-Bike scheme to be circulated.	KF
9.	Intelligent Centralisation	
9.1	JG led a group discussion about centralising activities to help save council resources.	
9.2	There was a lengthy discussion about possibilities for centralisation. Key suggestions included: setting up a modelling facility/service, road safety audits, community transport support and upgrading data collection equipment/delivery.	
9.3	It was agreed that it would be beneficial to undergo a data collection audit. JG agreed to correspond with Officers' to determine what data each council holds, and request feedback on the suggestion of data collection centralisation.	JG
10.	Bus Report	
10.1	CM gave a verbal summary of the discussion paper, which is split into 7 discussion points, that pose 7 questions about ways of increasing bus patronage in Scotland.	
10.2	CM to circulate the report to Officers for comment.	CM
10.3	JG indicated that the intention for the future, is to discuss strategic items at the board, following the success of the discussion paper at the previous board.	
11.	Rail Report	
11.1	KF gave a verbal summary of the discussion paper, which highlighted current and potential future rail issues within the South East of Scotland.	
11.2	KF offered to circulate the report and Officers agreed that this would be helpful.	KF
12.	RTS Monitoring	
12.1	JG gave a brief update, which advised the Officers that some work had been undertaken regarding RTS monitoring, and once that work is	

	<p>completed we will bring RTS monitoring to future Boards for discussion.</p> <p>The Officers were asked to provide updates on actions undertaken by their partner authorities.</p>	
13.	Integrated Forums	
13.1	JG noted that SEStran will have a forum for the movement of people and a forum for the movement freight, which will be chaired by the Deputy Chairs, along with the Equalities & Access to Healthcare Forum. Dates have been set and invites and further information will be issued shortly.	
14.	Consultation Responses – For Noting	
(a)	A Connected Scotland: Tacking social isolation and loneliness and building stronger social connections.	
15.	AOCB	
15.1	SM requested a that he be kept up to date with any progress regarding RTS Monitoring.	
16.	Date of next meeting	
16.1	10:00am on Thursday 24 th May 2018, Conference Room 2, Victoria Quay, Edinburgh, EH6 6QQ.	