

Minutes



SEStran Partnership Board

10.00am, Friday, 16 March 2018

Victoria Quay, Edinburgh

Present

<u>Name</u>	<u>Organisation Title</u>
Cllr Gordon Edgar (Chair)	Scottish Borders Council
Charlie Anderson	Non-Councillor Member
Cllr Colin Davidson (Deputy Chair)	Fife Council
Cllr Dave Dempsey	Fife Council
Cllr Ian Ferguson	Fife Council
Phil Flanders	Non-Councillor Member
Cllr Russell Imrie	Midlothian Council
Cllr David Key	CEC
Cllr Darren Lee	Clackmannanshire Council
Cllr Lesley Macinnes (Deputy Chair)	CEC
John Martin	Non-Councillor Member
Cllr Laura Murtagh	Falkirk Council
Sandy Scotland	Non-Councillor Member
Cllr Brian Smaill	Midlothian Council
Dr Doreen Steele	Non-Councillor Member
Barry Turner	Non-Councillor Member

In Attendance

Craig Beattie	CEC
Angela Chambers	SEStran
Kevin Collins	Falkirk Council
Claire Gardiner	Scott-Moncrieff

Keith Fisken	SEStran
Elizabeth Forbes	SEStran
Ken Gourlay	Fife Council
Jim Grieve	SEStran
Peter Jackson	SEStran
Gavin King	CEC (Secretary)
Elizabeth MacCallum	CEC (Internal Audit)
Catriona Macdonald	SEStran
Kerra McKinnie	Board Observer
Gordon Mungall	Board Observer
Moira Nelson	SEStran
Graeme Johnstone	Scottish Borders Council
Iain Shaw	CEC (Treasury)
Jim Stewart	West Lothian Council
Rachel Wynne	Scott-Moncrieff

Apologies for Absence

Cllr Chas Booth	CEC
Cllr Fiona Collie	Falkirk Council
Cllr Karen Doran	CEC
George Eckton	SEStran
Cllr Jim Fullarton	Scottish Borders Council
Cllr Chris Horne	West Lothian Council
Cllr Cathy Muldoon	West Lothian Council
Neil Renilson	Non-Councillor Member
Cllr Brian Small	East Lothian Council

1. Standards Officer Update - Complaint

The Board, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting during consideration of this item of business for the reason that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7(A) of the Act.

Decision

To note the update.

2. Minutes

Decision

- 1) To agree the minute of the previous meeting 8 December 2017 as a correct record.
- 2) To note the minute of the Chief Officers' Liaison Group of 15 February 2018.
(Reference – minutes, submitted.)

3. External Audit Plan 2017/18

Claire Gardiner, Scott-Moncrieff gave details of the 2017/18 external audit. The audit concentrated on the 2017/18 financial statements and related matters, and a review of arrangements for governance and transparency, financial management, financial sustainability and value for money.

Decision

- 1) To note the external audit plan.
- 2) To note that External Audit would meet the members of the Performance and Audit Committee before consideration of the Accounts in September 2018.

4. Internal Audit Plan

Elizabeth MacCallum provided an update on progress with the 2017/18 SEStran Internal Audit review.

Decision

- 1) To note the scope of the 2017/18 Internal Audit Review.
- 2) To agree that members would provide feedback to Internal Audit on risks and areas of concern for inclusion into the 2018/19 Internal Audit review.
- 3) To request that the Governance Scheme – List of Officer Powers was reviewed to ensure the Board had appropriate oversight of such matters as transfers between budgets.

5. Revenue Budget 2018/19

Iain Shaw sought approval for the revenue budget for 2018/19, presenting a series of options based on a standstill Council requisition or a 5%, 10% or 15% reduction.

Motion

- 1) To approve recommendations 4.1 to 4.4 of the report by the Treasurer.
- 2) To approve a core revenue and projects budget for 2018/19 based on a standstill constituent Council requisition of £190,000.
- 3) To instruct the Treasurer to requisition the following amounts from constituent Councils:
 - Clackmannanshire £6,192
 - East Lothian £12,552
 - Edinburgh £61,160
 - Falkirk £19,220
 - Fife £44,658
 - Midlothian £10,685
 - Scottish Borders £13,811
 - West Lothian £21,722
 - Total £190,000
- 4) To note that financial planning for 2019/20 would be developed throughout 2018 for consideration by the Partnership in autumn 2018.
- 5) To note that the proposed budget was subject to a number of risks and that all income and expenditure of the Partnership would continue to be monitored closely. If it became necessary to meet unanticipated costs in 2018/19 this would be reported as part of the quarterly Financial Performance report presented to each meeting of the Partnership during 2018/19.

Moved by Councillor Edgar, seconded by Councillor Macinnes

Amendment

- 1) To approve recommendations 4.1 to 4.4 of the report by the Treasurer.
- 2) To approve a 5 % reduction in the constituent Council requisition of £180,500 for the core revenue and projects budget for 2018/19.

- 3) To instruct the Treasurer to requisition the following amounts from constituent Councils:
Clackmannanshire £5,883
East Lothian £11,925
Edinburgh £58,102
Falkirk £18,259
Fife £42,425
Midlothian £10,151
Scottish Borders £13,121
West Lothian £20,636
Total £180,500
- 4) To agree that the reduction in funding would be held in a contingency by the Partnership, during ongoing assessment of potential financial risks. A refund of constituent council requisition would be made once financial risks in the 2018/19 revenue budget were fully mitigated or discharged.
- 5) To note that financial planning for 2019/20 would be developed throughout 2018 for consideration by the Partnership in autumn 2018.
- 6) To note that the proposed budget was subject to a number of risks and that all income and expenditure of the Partnership would continue to be monitored closely. If it became necessary to meet unanticipated costs in 2018/19 this would be reported as part of the quarterly Financial Performance report presented to each meeting of the Partnership during 2018/19.

Moved by Councillor Imrie, seconded by Councillor Small

Voting

Motion – 9 votes

Amendment – 5 votes

Decision

- 1) To note the baseline revenue budget for 2018/19.
- 2) To note the savings options proposed in the report by the Treasurer.
- 3) To approve a core revenue and projects budget for 2018/19 based on a standstill constituent Council requisition of £190,000.
- 4) To instruct the Treasurer to requisition the following amounts from constituent Councils:
Clackmannanshire £6,192
East Lothian £12,552

Edinburgh £61,160

Falkirk £19,220

Fife £44,658

Midlothian £10,685

Scottish Borders £13,811

West Lothian £21,722

Total £190,000

- 5) To note that financial planning for 2019/20 would be developed throughout 2018 for consideration by the Partnership in autumn 2018.
- 6) To note that the proposed budget was subject to a number of risks and that all income and expenditure of the Partnership would continue to be monitored closely. If it became necessary to meet unanticipated costs in 2018/19 this would be reported as part of the quarterly Financial Performance report presented to each meeting of the Partnership during 2018/19.

6. Finance Officer's Report

An update was provided on the financial performance of the core revenue budget for 2017/18. Details were also included on the cash flow position of the Partnership in respect of its net lending to and borrowing from the City of Edinburgh Council.

Decision

- 1) To note that it was currently forecast that core expenditure in 2017/18 would be within the revenue budget resources of the Partnership.
- 2) To note that all income and expenditure would continue to be monitored for the remainder of 2017/18.
- 3) To note that the month end balance of indebtedness between the Partnership and the City of Edinburgh Council, and the reason for these balances as outlined in paragraph 2.7 of the Treasurer's report.

7. Annual Treasury Management Activity

Approval was sought for an Annual Treasury Strategy.

Decision

To approve the Annual Treasury Strategy and continue the current Treasury Management arrangements.

8. Accounting Policies

Approval was sought for the Partnership's Accounting Policies.

Decision

To approve the Accounting Policies in preparation of the 2017/18 Annual Accounts.

9. Regional Rail Update

Keith Fiskien provided an update on current and future rail issues within the region.

Following questions and discussion, the following was highlighted:

- Discussions had taken place with Scotrail, Network Rail and Transport Scotland on supporting the reinstatement of the Levenmouth line. Work was also taking place with an active group in Fife to ensure SEStran was getting the most value from their input.
- Transport Scotland expect to have completed the study on the Levenmouth line by the end of 2018.
- An update would be provided on the status of the proposed Alloa to Dunfermline line.
- The Logistics and Freight Forum was open to all members and would be an important group going forward to discuss and have a greater creative role in determining SEStrans' input into rail.
- A STAG feasibility report was also nearing completion for Bonnybridge railway station and SEStran could engage with this project too.

Decision

- 1) To note the report.
- 2) To provide an update on the proposed Alloa to Dunfermline line.

10. Business Plan 2018/19

Approval was sought for the business plan for 2018/19.

Decision

- 1) To approve the Business Plan for 2018/19.
- 2) To add a commitment to reducing commuting into the plan.

Declaration of Interest

Sandy Scotland declared a non-financial interest as a director of Cycling Scotland.

11 Non-Councillor Member Board Appointments

An update was provided on the appointments of non-councillor members.

Decision

To note the report.

12. Information Governance Update

An update was provided on the preparation work for the General Data Protection Regulation and the Scottish Government's Cyber Security Action Plan.

Decision

- 1) To approve the Data Protection Policy and Privacy Notice for implementation in advance of the General Data Protection Regulation coming into force on 25 May 2018.
- 2) To approve the appointment of the Business Manager as SEStran's Data Protection Officer.
- 3) To note that further progress reports on cyber security would be presented to the Board.

13 Equalities Update

An update was provided on the Equalities Outcomes for 2017-2021 which had been previously agreed by the Board in April 2017.

Decision

To note the report.

14 Bus Travel Discussion Paper

Decision

- 1) To consider this report at the next Board meeting to allow for sufficient time for consideration.
- 2) To encourage attendance from public transport stakeholders.

15 Projects and EU Update

An update was provided on key aspects of projects and initiatives progressed in the last quarter and covering the latest position on the process for the UK leaving the EU.

Decision

To note the report.

16 Funding Opportunities

Funding opportunities to encourage the promotion of sustainable transport projects across the region were highlighted.

Decision

To note the report.

17 Loneliness and Isolation Consultation

The Scottish Government had launched a consultation on a strategy to tackle loneliness and isolation.

Decision

To agree that members should provide any feedback to officers by 20 April 2018.

18 Dates of Future Meetings

Decision

To request that it is explored whether a Performance and Audit Committee could be held before the June 2018 Board meeting.

19 Non-Councillor Members

The Chair paid tribute to the contribution of those non-councillor members who had finished their term with SEStran and wished them well for the future.