



CHIEF OFFICERS LIAISON GROUP MEETING

Conference Room 11, Victoria Quay, Edinburgh, EH6 6QQ
Tuesday 6th November 2018 – 2:00p.m.

AGENDA

1. **WELCOME AND APOLOGIES FOR ABSENCE**
2. **UPDATE FROM SCOTRAIL** – Verbal update by S.Prentice/E.Tait
3. **MINUTES**
(a) Chief Officers Liaison Group of 23rd September 2018.
4. **AGENDA FOR DECEMBER BOARD** – Group Discussion
5. **FINANCIAL REPORTS**
(a) Financial Planning 2019-20 – Report by Hugh Dunn, Treasurer
(b) Finance Officer's Report – Verbal report by Iain Shaw
6. **PROJECTS UPDATE** – Report by Julie Vinders
7. **INTELLIGENT CENTRALISATION** – Group Discussion
8. **HS2 UPDATE** – Verbal update by Jim Grieve
9. **ECOMM UPDATE** – Verbal update by Keith Fiskien
10. **RTS MONITORING** – Report by Jim Grieve
11. **ACCESS TO STATION FUND** – Report by Julie Vinders
12. **AOCB**
13. **DATE OF NEXT MEETING** – Discuss Options for 2019

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30th October 2018

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Agendas and papers for all SEStran meetings can be accessed on www.sestran.gov.uk

CHIEF OFFICER LIAISON GROUP MEETING
10:00AM THURSDAY 23RD AUGUST 2018

Present:

Jim Grieve (JG)	SEStran (Chair)
Elizabeth Forbes (EF)	SEStran
Peter Jackson (PJ)	SEStran
Lisa Freeman (LF)	SEStran
Graeme Johnstone (GJ)	Scottish Borders Council
Kevin Collins (KC)	Falkirk Council
Peter Forsyth (PF)	East Lothian Council
Lesley Deans (LD)	Clacks Council
John Mitchell (JM)	Fife Council
Lindsay Haddow (LH)	Midlothian Council
Graeme Malcolm (GM)	West Lothian Council

Apologies:

Iain Shaw (IS)	City of Edinburgh Council
Ewan Kennedy (EK)	City of Edinburgh Council

Ref.		Actions
1.	Welcome and Apologies for Absence	
1.1	JG welcomed the group to the meeting and apologies were noted as above.	
2.	Minutes	
2(a)	Chief Officers Liaison Group – 24 th May 2018 Agreed as a correct record.	
3.1	Agenda for September Board	
3.1	JG put forward the DRAFT Agenda for the September Board for discussion.	
3.2	It was noted that SEStran will continue with the A and B agenda format, following positive feedback from the Board in June 2018.	
3.3	The proposed agenda will have the traditional items, along with the following additions: <ul style="list-style-type: none"> • A rail update from Scott Prentice (Scotrail) and Alistair Young (Transport Scotland). This item will include two ten-minute presentations, followed by a Q&A. Keith Fisker will also provide an update on the Local Rail Development Fund. • The usual Projects Update, with extended presentation, to allow for discussion and questions. • The Draft Annual Report 2017/18 for Board approval. • A Bus Travel Follow Up Report, which refers to a discussion paper 	

	<p>that was presented to the Board in June.</p> <ul style="list-style-type: none"> • SEStran's Transport (Scotland) Bill consultation response, presented by LF. 	
4.	Financial Reports	
(a)	<p>Audited Accounts 2017/18 JG gave verbal updates on the financial reports in IS's absence.</p> <p>It was advised that the Audited Accounts for 2017/18 will be presented to the P&A Committee and the Board.</p> <p>It is anticipated that there will be some minor presentational changes following External Audit's review, however, these changes are likely to be minor.</p>	
(b)	<p>Finance Officer's Report It is anticipated that this report will present a financial outturn forecast within budget for 2018/19. This report will be presented to the Board on 21st September.</p>	
5.	External Auditor's Report	
5.1	<p>The External Auditors report has raised issues relating to Governance matters.</p> <p>These matters will be addressed over the next couple of days.</p> <p>It was noted that the External Auditor's Report is yet to be completed.</p>	
6.	Projects Update	
6.1	JG presented the report, which informed the Officers of SEStran's project updates, focusing on the changes within SEStran's RTPI project.	
6.2	These changes relate to First Bus and Stagecoach wanting to reinstate the original SEStran RTPI system, after withdrawing from the system in May this year. This is following technical difficulties that have resulted from withdrawing from the original system.	
6.3	It was also noted that SEStran are keen to integrate the Borders Buses into the RTPI system.	
6.4	SEStran's engagement with City of Edinburgh Council, in the development of a future content management system was also highlighted.	
6.5	LD asked for SEStran's, Keith Fiskin, to provide her with an update on the possibility of inputting RTPI screens in Clackmannanshire.	KF
6.5	A discussion was then had about the future of smart ticketing in Scotland.	
6.7	Following this discussion JM invited the Chief Officers, or representatives, to attend a Freight Forum in Fife on the 28/08 and advised that he would	

	sent out details.	
7.	Draft Annual Report	
7.1	JG advised the Chief Officers that a first draft of the report was underway and would be presented to the Board for approval on the 21 st September.	
8.	Intelligent Centralisation	
8.1	JG headed the discussion which focused on generating a possible framework for intelligent centralisation. It was agreed that the focus would remain on centralising data gathering, both locally and regionally.	
8.2	It was agreed that LF would circulate a template to the Chief Officers, for inputting answers to various questions relating to traffic data collection. This document will then be used to generate a draft framework.	LF
9.	NTS2 Update	
9.1	JG gave a verbal update on the review, which indicated that various working groups are still gathering relevant data. It was also highlighted that regional governance is a topic for discussion within the strategy. Work on the strategy is progressing, with the aim for completion next year.	
10.	Rail Update	
10.1	JG advised the Chief Officers that Keith Fisker would be presenting the September Board with updates on the LRDF, alongside presentations from Scott Prentice and Alistair Young.	
11.	RTS Monitoring	
11.1	LF presented this report, which highlighted potential monitoring strategies for SEStran's RTS.	
11.2	The review proposed a new monitoring framework for discussion, which provided a clearer/more practical system.	
11.3	LF asked the Officers to provide feedback/comments on the report.	
12.	Bus Travel – Follow up report	
12.1	JG presented the report which highlights the discussion points raised following a presentation/discussion of the Bus Travel Discussion Paper to the Partnership Board in June 2018.	
12.2	The report concluded with the proposed action of SEStran holding a meeting with Bus Operators to follow up on the discussion points raised. This meeting is expected to take place in Autumn 2018.	
13.	Active Travel Update	
13.1	PJ presented the report which provided the Officers with an update on	

	active travel activities within SEStran.	
13.2	The key updates were in relation to Sustran's funded Regional Cycle Network Scheme, SEStran's GO e-Bike project and Transport Scotland's Low Carbon Travel & Transport Challenge Fund.	
13.3	PJ concluded the report by offering assistance to partnership authorities wishing to engage in active travel projects.	
14.	Transport (Scotland) Bill Consultation Response	
14.1	<p>LF presented SEStran's DRAFT response, which was broken down into 6 parts:</p> <ul style="list-style-type: none"> • Low emission zones • Bus services • Smart ticketing • Pavement parking and double parking • Road works • RTP finance and Scottish canal governance. <p>The Chief Officers were invited to comment on the proposed response.</p>	
15.	AOCB	
15.1	GJ suggested that safety auditing could also be a topic for intelligent centralisation. JG advised that in the future we could discuss this option, however, in the meantime it would be beneficial to focus on the data gathering while we formulate a framework/strategy.	
15.2	LD requested information from the Officers about perceived costings for building a pedestrian bridge over the forth, linking Stirling to Clackmannanshire.	
15.3	LD also advised that Clackmannanshire Council is currently holding £195,000.00 in grant funding from Transport Scotland to input 3 rapids, 4 fast and 5 on-street charging points for electric vehicles. LD would like the funding to be co-ordinated at a regional level due to restrictions in Clackmannanshire. JG advised that he would investigate potential avenues for the funding regionally, but was unable to assist with the existing arrangement.	JG
16.	Date of the next meeting	
16.1	The date of the next meeting is scheduled for 10:00am on Thursday 8th November 2018, Conference Room 3, Victoria Quay, EH6 6QQ.	

Financial Planning 2019/20

1 Purpose of report

- 1.1 The purpose of this report is to provide an update to Chief Officers on the financial planning being progressed for the Partnership for the 2019/20 revenue budget.

2 Main report

Scottish Government Draft Budget 2019-20

- 2.1 The provisional Local Government Finance Settlement for 2019/20 is anticipated to be announced in mid-December 2018. Funding is expected to cover one year only.

SESTRAN – Financial Planning 2019/20

- 2.2 Revenue budget planning is being progressed for 2019/20. Planning assumptions have been updated for:
- 2.2.1 estimated staff recharges to projects in 2019/20. Staff recharges to projects are forecast to reduce to £100,000 from £136,000 in 2018/19, as EU project activity decreases;
 - 2.2.2 pay award, estimated at 3% (£10,742) and pay increment provision (£8,148);
 - 2.2.3 an increase of 0.5% in the employer's Pension Fund contribution rate, following the Lothian Pension Fund triennial actuarial valuation (£3,494);
 - 2.2.4 other budget planning assumptions required for 2019/20.
- 2.3 Scottish Government grant funding has remained fixed at £782,000 since 2011/12. Council requisitions reduced by 5% in 2017/18 from £200,000 to £190,000. Appendix 3 shows all budgeted expenditure and income since 2011/12.
- 2.4 An analysis of the proposed core revenue budget for 2019/20 is shown in Appendix 1. All proposed Projects activity for 2019/20 is shown in Appendix 2.
- 2.5 For 2019/20, external income of £293,000 is anticipated to fund 23% of proposed expenditure. Financial planning is currently based on the Partnership receiving £782,000 grant from the Scottish Government and £190,000 from

constituent council requisitions. This would represent a stand-still in Council requisitions.

- 2.6 Based on these estimates, Scottish Government grant funding would meet 62% of proposed expenditure with Council contributions funding 15% of expenditure.
- 2.7 A risk assessment is included at Appendix 4.

3 Next Steps

- 3.1 Following consideration by Chief Officers Group, a report on financial planning for 2019/20 will be presented to the Performance and Audit Committee on 16th November and the Partnership Board on 7th December 2018.
- 3.2 A revenue budget for 2019/20 will be presented to the Partnership Board for approval in March 2019.

4 Recommendation

- 4.1 Chief Officers are recommended to:
 - 4.1.1 note this update on the financial planning assumptions being progressed for the Partnership for the 2019/20 revenue budget and
 - 4.1.2 advise of any comments on the proposed revenue budget for 2019/20, prior to a report on the proposed revenue budget being presented to the Performance and Audit Committee on 16th November and the Partnership Board on 7th December 2018.

Hugh Dunn
Treasurer

Appendix Appendix 1 – Indicative Core Revenue Budget 2019/20
 Appendix 2 - Projects - Proposed Activity 2019-20
 Appendix 3 - SEStran Budget 2011/12 – 2019/20 (indicative)
 Appendix 4 - Risk Assessment

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Policy Implications	There are no policy implications arising as a result of this report.
Financial Implications	At this stage, there is no financial commitment arising from this report.
Equalities Implications	There are no equalities implications arising as a result of this report.
Climate Change Implications	There are no climate change implications arising as a result of this report.

Indicative Core Revenue Budget 2019/20

	Approved Budget 2018/19	Indicative Budget 2019/20
	£000	£000
Employee Costs		
Salaries	347	363
National Insurance	37	39
Pension Fund	60	69
Recharges –EU	(136)	(100)
Training & Conferences	10	10
Interviews & Advertising	2	2
	320	383
Premises Costs	16	16
Transport	9	9
Supplies and Services		
Marketing	20	20
Communications & Computing	90	90
Printing, Stationery & General Office Supplies	10	7
Insurance	4	4
Equipment, Furniture & Materials	1	1
Miscellaneous Expenses	3	3
	128	125
Support Services		
Finance	25	25
Legal Services / HR	7	7
	32	32
Corporate & Democratic		
Clerks Fees	15	12
External Audit Fees	10	11
Members Allowances and Expenses	1	1
	26	24
Interest	0	0
Total Gross Expenditure	531	589
Funding:		
Scottish Government Grant	(341)	(399)
Council Requisitions	(190)	(190)
Total Funding	(531)	(589)

Projects - Proposed Activity 2019-20

Service	Expenditure	Income	Net	Activity
Sustainable Travel	£118,000	-	£118,000	Fund to lever-in additional investment towards sustainable travel from organisations prepared to invest in initiatives promoting sustainable travel, consistent with the RTS.
Urban Cycle Network	£200,000	£200,000	-	Development of cross boundary cycle networks funded 100% by Sustrans.
Urban Cycling Officer	£32,000	-	£32,000	Cycling officer and Cycling Scotland representation
Regio – mob	£16,000	£13,000	£3,000	85% EU funded
Share–north	£45,000	£23,000	£22,000	50% EU funded
Surflogh	£60,000	£30,000	£30,000	50% EU funded
Equalities Action Forum	£10,000	-	£10,000	Pursuing initiatives arising from the Equalities Action Forum.
RTS Development	£65,000	-	£65,000	Re-draft of Regional Transport Strategy – external expertise.
RTPI	£60,000	£27,000	£33,000	RTPI maintenance costs (£60,000). Bus Operators income (£27,000).
RTPI Development	£50,000	-	£50,000	
ECOMM contingency	£20,000	0	£20,000	
Total	£676,000	£293,000	£383,000	

SEStran Budget 2011/12 – 2019/20 (indicative)

	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Core	467	461	463	465	550	551	478	531	589
Projects	791	709	504	1,076	2,384	725	510	614	566
RTPI	110	117	222	286	230	344	339	108	110
Total Budget	1,368	1,287	1,189	1,827	3,164	1,620	1,327	1,253	1,265
External Funding									
EU Grants	313	245	146	233	131	152	95	139	66
Other income	48	60	61	266	1,051	486	260	142	227
Bus Investment Fund	0	0	0	346	1,000	0	0	0	0
Total External Funding	361	305	207	845	2,182	638	355	281	293
Scottish Government	782	782	782	782	782	782	782	782	782
Council Requisition	225	200	200	200	200	200	190	190	190
Total Funding	1,368	1,287	1,189	1,827	3,164	1,620	1,327	1,253	1,265

Risk Assessment

Risk Description	Existing Controls
<p>Pay awards The proposed budget makes provision for a pay award of up to 3% in 2019/20. An uplift of 1% in pay award equates to an increase of £3,580.</p>	<p>Alignment with Scottish Local Government pay award.</p>
<p>Staff recharges – EU Projects The proposed budget assumes that £66,000 of staff time can be recharged to 3 EU Projects – Share-north, Regio-mob and Surflogh. There is a risk this may not be achievable.</p>	<p>Any shortfall in employee cost recharges will be offset by a corresponding reduction in Projects Budget expenditure.</p>
<p>Inflation There is a risk that the proposed budget does not adequately cover price inflation and increasing demand for services.</p>	<p>Allowance made for specific price inflation. Budgets adjusted in line with current cost forecasts.</p>
<p>Delays in payment of grant by the EU - results in additional short-term borrowing costs.</p>	<p>SEStran grant claims for EU funded projects are submitted in compliance with requirements of EU processes to ensure minimal delay in payment. Ongoing monitoring of cash flow will be undertaken to manage exposure to additional short-term borrowing costs.</p>
<p>Funding Reductions Reduction in funding from Scottish Government and/or council requisitions.</p> <p>There is a risk that current levels of staffing cannot be maintained due to funding constraints and that the Partnership will incur staff release costs.</p>	<p>Continue to seek to source external funding.</p> <p>Recruitment control and additional sources of external funding for activities aligned to the Partnership's objectives to supplement resources.</p>

Projects & EU Exit Update

1. INTRODUCTION

- 1.1 The report provides Chief Officers with an update on the current status and progress of the various projects SEStran is involved in and covers the position on the EU exit process.

2. Real-Time Passenger Information (RTPI)

- 2.1 On 25th September 2018, SEStran held an RTPI Project meeting at the WYG Offices in Edinburgh. In attendance were representatives from Stagecoach East Scotland, City of Edinburgh Council, First Buses Edinburgh, Travelline Scotland, Borders Buses, Borders Council, INEO, and WYG.
- 2.2 First Bus East are in the process of integrating their buses back into the SEStran/INEO system on a temporary basis, until their new system is fully operational.
- 2.3 INEO is exploring whether a separate SIRI feed can be implemented into the Ticketer system.
- 2.4 SEStran/Borders Buses/Scottish Borders Council are working jointly to improve quality/accuracy of the information provided at the Galashiels Interchange.
- 2.5 The City of Edinburgh Council is finalising the preparation for a new content management system (CMS). The Procurement Team of the CEC have determined that a NEC Contract tender should be issued within the next couple of months. It is hoped to have the new system operating early in the new financial year. Bustracker SEStran will be integrated with the new CMS.

3. Regional Cycle Network Grant Scheme (RCNGS)

- 3.1 SEStran has made three successful bids to Community Links funding, to access further investment in feasibility studies for the Region's cycle network. A tender was posted in August with a successful bid from AECOM Ltd., who commenced work in September 2018.
- 3.2 The three routes being studied are: Winchburgh – Edinburgh Airport, Buckhaven – Kirkcaldy, and The Wisp – Sheriffhall Roundabout. All three studies qualify for 100% funding from Community Links, with AECOM bidding a total of £90,248.93.

4. Regional Active Travel Development Fund – Transport Scotland

- 4.1 SEStran put in a proposal for a feasibility and design study on the A9 route from Larbert to Plean under the Regional Active Travel Development Fund

from Transport Scotland. SEStran is currently waiting for confirmation from Transport Scotland for funding. SEStran is looking to gather pertinent information regarding the route and will begin building a tender brief once full confirmation of funding has been given.

5. GO e-Bike

- 5.1** In addition to the first four e-Bike hubs (currently operating in Fife, West Lothian and Falkirk), SEStran was awarded £300,000 in funding by the Low Carbon Travel and Transport (LCTT) Challenge Fund to expand on the GO e-Bike project. SEStran is currently in the process of selecting 6 more hubs across the region.
- 5.2** SEStran is collaborating with Social Bite Village¹ in Edinburgh and Tweeddale Youth Action in Peebles² to develop two new hub sites and are making progress in terms of requirements and commitment to the project. The Social Bite Village hub will work with homeless people and focus on helping alleviate transport poverty and facilitate better access to work. The Tweeddale Youth Action group is a community-focused youth social enterprise. The hub will provide an e-bike library for the local community, provide training in bike maintenance for young people to gain qualifications and develop a social enterprise with young people using e-cargo bikes.
- 5.3** The Social Village has specified the parameters of their hub and are now awaiting procurement of assets. Tweeddale Youth Action were invited to West Lothian Bike Library to learn from a similar scheme and answer some queries they had raised at inception. They will be refining their hub requirements before procuring assets.
- 5.4** SEStran officers attended LCTT sessions covering Evaluation and Claims during September. SEStran have created a brief for the GO e-Bike website and will be going to tender in due course.

6. EU projects - update

- 6.1** **SHARE-North**³ focuses on shared mobility modes and their potential to address sustainable transport challenges in the North Sea region. This includes developing, implementing, promoting and assessing car sharing, bike sharing, ride sharing and other forms of shared mobility in urban and rural areas and employment clusters. The planned living labs integrate modern technology with activities to support changes in mobility behaviour. The objectives include: resource efficiency, improving accessibility (including non-traditional target groups), increased efficiency in the use of transport infrastructure, reduction of space consumption for transport, and improving quality of life and low carbon transport.

¹ <http://social-bite.co.uk/the-social-bite-village/>.

² <http://tweeddaleyouth.co.uk/>.

³ <http://sestran.gov.uk/projects/share-north/>.

- 6.2** From Wednesday 10th until Friday 12th October 2018, SEStran hosted the 7th full partner meeting in Edinburgh. Each project partner provided an update of the recent activities and achievements in a short presentation.
- 6.3** The project partners prepared an application for a project extension, which was submitted on Thursday morning. The Steering Committee will review the extension application and communicate their decision mid-December 2018.
- 6.4** On Friday morning the project partners attended the Integrated Mobility Forum, organised by SEStran. The project leader and one of the project partners presented at the forum. The next project meeting will be in Bremen, Germany and is provisionally scheduled for 2-4 April 2019.
- 6.5** **REGIO-MOB**⁴ aims to promote “learning, sharing of knowledge and transferring best practices between the participating regional and local authorities to design and implement regional mobility plans (or Regional Transport Strategies) bearing in mind the stakeholders with regional relevance and contributing to the sustainable growth of Europe”.
- 6.6** As part of the monitoring of action plans, SEStran reported the delay in the first active travel audit carried out by Sustrans. The final audit report is expected by the end of this year.
- 6.7** **SURFLOGH**⁵ aims to improve the role of logistics hubs in the network of urban logistics in the North Sea Region. By introducing city labs, a transnational platform is created to promote innovation in city logistics. These platforms will bring together different actors to exchange knowledge, work on innovative pilot projects and implement results within policy strategies and the urban logistics system.
- 6.8** SEStran’s main role in the project is to work together with Edinburgh Napier University Transport Research Institute (TRI) to develop business cases for environmentally friendly transport. It is also working with local SME’s to trial deliveries of goods by cargo-bikes, in and around the city of Edinburgh. Zedify (formerly Outspoken Delivery) has been identified as pilot delivery partner to deliver the e-cargo bike pilot scheme.
- 6.9** The next partner meeting will be at the SURFLOGH Start Conference during the Let’s Gro Festival in Groningen Partner from 31st Oct until 3rd Nov 2018. SEStran will provide the project partners with an update on recent activities.

7. Proposed projects

- 7.1** **PURSUIITS:** In September 2018, the project partners submitted the second stage proposal for the Pursuits project under the EU Horizon 2020 programme. The project is aimed at developing knowledge, tools and practices for integrating new mobility and distribution forms in land-use and

⁴ <http://sestran.gov.uk/projects/regio-mob/>.

⁵ <http://sestran.gov.uk/projects/surflogh/>.

transport planning in metropolitan areas to improve quality of life, reduce the environmental impact and strengthen competitiveness and regional economic performance. SEStran is now awaiting feedback.

8. Further Initiatives

8.1 ECOMM – 29th May until 1st June 2019: The European Conference on Mobility Management will be hosted by SEStran in Edinburgh from 29th May until 1st June 2019. The overall theme of the conference will be Mobility Management: Improving Lives and Communities. SEStran has sent out a call for papers.

8.2 Hate Crime Charter: SEStran is involved in a working group, along with Transport Scotland, Police Scotland and Disability Equality Scotland, to develop a regional hate crime charter on public transport. This group was formed following the agreement by West Lothian, Clackmannanshire and Fife Councils to pilot this charter. The working group has now held two consultative events in both Kirkcaldy and Alloa, and is looking at dates in November/early December to host the final consultative event in West Lothian. We are also looking at dates in January discuss the next stages of the project, which could include a separate session with transport providers to discuss the charter in more depth.

8.3 Can do & Thistle Card App: SEStran has been working with Scottish Enterprise Can Do to develop an intermodal journey planner and Thistle Card App, which will make it easier for people to use the Card when using public transport. The tender competition for the development of the App is scheduled to go live mid-November 2018.

8.4 The first information event will be held on 26th November 2018 at COSLA offices in Edinburgh. Registration is via EVENTBRITE
<https://www.eventbrite.co.uk/e/thistle-assistance-journey-planner-innovation-challenge-tickets-51717540556>

9. SEStran Forums

9.1 Integrated Mobility Forum: On 12th October 2018, SEStran hosted the Integrated Mobility Forum. Representatives from various organisations were present, including bus and rail operators, local councillors, government agencies, private companies, NGOs, as well as the SHARE-North partners.

9.2 SEStran provided an update on the bus and rail issues currently faced in the SEStran area. This led to a meaningful Q&A session. As a result, multiple connections were made between representatives from different organisations for further cooperation.

9.3 The SHARE-North project leader provided a verbal overview of the project and introduced the topic of shared mobility. This was followed by a presentation by Thomas Geier from EMTA (European Metropolitan Transport

Authorities) on his experience of MaaS from a public authority perspective in Amsterdam, and a presentation by Angelo Meuleman from Taxistop, Belgium, on a case study regarding Mobi-hubs and their integration with mobility as a service.

9.4 The Equalities and Access to Healthcare Forum was hosted by SEStran on 2 November 2018. It brought together representatives from different organisations with a shared interest in promoting equality in transport and improve access to healthcare. Topics such as the NHS Journey Planner, Thistle Card, Can Do, Accessible Travel Funding, Access for All Stations Fund and Real Time Passenger Information were covered.

9.5 The Logistics and Freight Forum will be hosted by SEStran on 28 November 2018.

10. EU Exit update

10.1 The UK is due to leave the EU at the end of March 2019, and a transition period would finish at the end of 2020. However, as a result of the ongoing negotiations regarding the border between Northern Ireland and Ireland, a further idea to extend the implementation period has emerged, which would be for a matter of months. Nevertheless, such an extension would only be used if no agreement can be reached in time.

10.2 The latest news is that the UK and the EU are close to reaching an agreement, but that Irish border is still a hurdle that must be overcome.

11. Recommendations

11.1 It is recommended that the Chief Officers take note of the contents of the report. It is also recommended that the Board Members save the ECOMM dates in their diaries, which will take place from 31st May until 1st June 2019.

Julie Vinders
Project Officer
 25th October 2018

Policy Implications	None
Financial Implications	None
Equalities Implications	None
Climate Change Implications	None

Regional Transport Strategy Monitoring

1. Introduction

- 1.1 At the previous Chief Officers Liaison Group Meeting on the 23rd of August, SEStran Officers presented a paper on the proposed future monitoring of the Regional Transport Strategy (RTS).
- 1.2 SEStran Chief Officers agreed that the current RTS Monitoring Framework was not best value use of resource nor fit for purpose. Chief Officers had previously agreed that there should be a wholesale re-development of the RTS Monitoring Framework, and that there should be a standing verbal item included at each meeting and; written updates on key actions on the progress the four main objectives of the RTS for inclusion in future SEStran Annual Reports.
- 1.3 SEStran Officers presented a proposed updated framework that would allow monitoring activities to be more relevant and potentially achievable in the future. Proposed changes were to be more applicable to how SEStran and its Partner Authorities operate today. Within the proposal, Officers demonstrated that 'smart' targets would allow SEStran and its Partners to monitor effectively, using more readily available data.

2. Future Monitoring

- 2.2 It was agreed that future RTS monitoring would require supporting qualitative and quantitative data from each partner authority. Previously, this included a regular update item on past agendas and it was agreed that this be reintroduced with significant items at each meeting, and a submission once a year of written information on progress for the SEStran Annual Report.
- 2.3 Members agreed that collective reporting will offer a qualitative approach to monitoring to support some of the key actions in the SEStran Region and demonstrate a partnership approach to the delivery of the RTS.

3. Next Steps

- 3.1 At the last Chief Officers Meeting, it was agreed that partners were to provide feedback on the proposed new monitoring framework. Based on this, SEStran officers now submit the attached table for approval.
- 3.2 It is proposed that the RTS monitoring continues to be a regular item at each Chief Officers Liaison Group meeting.

4. Recommendations

- 4.1 Chief Officers are invited to approve the RTS monitoring framework and;
- 4.2 Chief Officers are invited to supply the appropriate data on agreed performance indicators.

Appendix 1 – RTS Monitoring Table

Lisa Freeman

Strategy and Projects Officer

30th October 2018

Policy Implications	Proposed re-development of RTS Monitoring Framework and implications for RTS delivery.
Financial Implications	Proposed savings from significantly reduced data modelling by external consultants.
Equalities Implications	None.
Climate Change Implications	None.

Appendix 1 – RTS Monitoring Table

RTS Targets for 2020 <small>Note: Targets relate to the RTS 2015-2020 Refresh.</small>	Smart Indicator	17/18 Baseline (where possible or 2016)	Current 18/19 Baseline	Key Activities undertaken in 18/19	Indicator/ Result	Additional Comments	Status ↓ ↑ ↔
Economy Objective 1.1 - to maintain and improve labour market accessibility to key business/employment locations							
Relative to 2007, achieve a 10% increase in (public transport) labour catchments (within 30 minutes and within 60 minutes) for selected locations. For communities defined as most deprived by the Scottish Index of Multiple Deprivation (SIMD), improve access (by public transport) to employment by an average of at least 10% after 15 years.	Labour market catchment population accessibility by public transport to: <ul style="list-style-type: none"> • Edinburgh City Centre • Gyle & Edinburgh Park • Edinburgh Airport • Livingston • Glenrothes • Leith • Edinburgh Royal Infirmary • SAC Bush Estate/ Science Park 				<ul style="list-style-type: none"> • SHS Data • Lowest 10-20% SIMD • NEET Data Zones 		
Economy Objective 1.2 – to maintain and improve connectivity to the rest of Scotland, the UK and beyond							
Increase number of daily coach/rail/air services to regional/national/international destinations	<ul style="list-style-type: none"> • Number & frequency of direct rail and coach/bus services per day • Number of domestic & international flight destinations 	Edinburgh Airport had 12.3 million terminal passengers in 2016. Terminal passenger traffic by destination, 2016 ¹ : <ul style="list-style-type: none"> • Other Scottish Airports: 121,740 • Other UK Airports: 5,066,027 • Europe: 5,905,754 • North America: 310,681 			<ul style="list-style-type: none"> • Edinburgh Airport monitoring data • ORR / Network Rail 		

¹ <https://www.transport.gov.scot/media/41863/scottish-transport-statistics-2017-with-correction-to-table-214.pdf>

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		<ul style="list-style-type: none"> Rest of world: 263,856 <p>There were 4,640,000 cross-border journeys starting or ending in the SEStran region in 2015-16.</p> <p>There were 40,570,000 journeys within Scotland in 2015-16.²</p>					
Economy objective 1.3 – to support other strategies, particularly land-use planning, and economic development							
Demonstrable progress in collaborative working between SEStran, planning authorities, economic development agencies and other appropriate stakeholders.	This will be revisited following the NTS2 Review.						
Economy Objective 1.4 – to reduce the negative impacts of congestion, in particular to improve journey time reliability for passengers and freight							
Reduce time lost in congestion on trunk road network after 15 years (stabilise after 5 years); Reduce car mode share for the journey to work; Reduce car users reportedly affected by congestion.	<ul style="list-style-type: none"> Car availability (car owning households) Delays to bus services Reduce proportion of car driver journeys which are reportedly affected by congestion between 0700 and 0900. Reduce routine freight journey times 	In 2016, 42.2% of all people aged 17+ drove every day, 14.3% drove at least 3 times per week, 6% drove once or twice per week. ³			<ul style="list-style-type: none"> SHS Travel Diary Scottish Transport Statistics (Transport Scotland) Bus companies/Traveline Logistics and Freight Forum 		

² <https://www.transport.gov.scot/media/41863/scottish-transport-statistics-2017-with-correction-to-table-214.pdf>

³ <https://www.transport.gov.scot/media/41863/scottish-transport-statistics-2017-with-correction-to-table-214.pdf>

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	<p>Annual change in trunk road network:</p> <ul style="list-style-type: none"> • Forth Bridge approaches • Kincardine Bridge approaches • A8/M8 – Ballieston to Hermiston Gait • M9 – from M8 junc at Claylands to M9 Spur • A1 – Macmerry to junction with A720 • A720 City Bypass 				<ul style="list-style-type: none"> • Freight companies • Liftshare data 		
Accessibility Objective 2.1 – to improve access to health facilities							
<p>Reduce the proportion of zero-car households with poor access (>60 minutes travel by public transport) during various time periods and to defined key hospitals by 50% over the period of the RTS (15% after five years).</p>	<ul style="list-style-type: none"> • Frequency of using car to visit GPs • % within 20 mins of a primary health care facility by public transport • % of non-car owning households who have no public transport access or cannot access any hospital within 60 mins public transport journey • % of non-car owning households who have no public transport access or cannot travel within 60 mins by public transport to: <ul style="list-style-type: none"> ○ BGH 				<ul style="list-style-type: none"> • Patient travel surveys • Staff travel surveys • Community transport providers • Census Data • SHS data • Equalities & Access to Healthcare Forum • Lowest 10/15/20% of SIMD health data zones 		

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	<ul style="list-style-type: none"> ○ Dunfermline Queen Margaret ○ Victoria Hospital ○ Ed. Western General ○ Royal Hospital for Sick Children ○ ERI ○ St John's Hospital ○ Forth Valley Royal Hospital ○ Dundee Ninewells ○ Perth Royal Infirmary ○ Dumfries & Galloway Infirmary 						
Accessibility Objective 2.2 – to improve access to other services, such as retailing, leisure and education							
Reduce the proportion of zero-car households with poor access (>45 minutes travel by public transport) to defined further education colleges, job centres and regional shopping centres by 20% over the period of the RTS (7% after five years).	Proportion of 16-24 year olds and total population more than one hour from a Further Education college or university by public transport.				<ul style="list-style-type: none"> • Census data • Scottish Transport Statistics • SHS 		
Accessibility Objective 2.3 – to make public transport more affordable and socially inclusive							

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<p>1. By, or before the end of the RTS, monitor the implementation of all DDA requirements regarding accessible buses and all public transport complies with the requirements of the Equalities Act 2010</p> <p>2. Identify high fare anomalies in the SEStran area by the end of the RTS period, relative to 2007</p> <p>3. Increase the distribution & awareness of the Thistle Assistance Card</p>	<ul style="list-style-type: none"> • DDA Compliant routes • Perception of bus fares at good value • Distribution of the Thistle Card 	<p>In 2017, 1,865 Thistle Assistance Cards were distributed.</p>			<ul style="list-style-type: none"> • CPT, Passenger Focus data • Bus registration data • SHS 		
<p>Environment Objective 3.1 – to contribute to the achievement of the UK’s national targets and obligations on greenhouse gas emissions</p>							
<p>Progress should be made at the SEStran level towards the Scottish Government’s aspirational national traffic reduction target of a return to 2001 traffic levels by 2021, and the Scottish Government’s emissions targets.</p>	<ul style="list-style-type: none"> • Change in traffic levels • Change in petrol and diesel consumption • % increase in ULEVs and EVs 				<ul style="list-style-type: none"> • Passenger Focus data • SHS data • Scottish Transport Statistics • DVLA 		
<p>Environment Objective 3.2 – to minimise the negative impacts of transport</p>							
<p>To minimise significant effects on areas designated for, or acknowledged for, their biodiversity interests (including protected species), landscape and/or cultural heritage importance, from interventions in the RTS.</p>	<p>Redundant – covered by other objectives.</p>						
<p>Environment Objective 3.3 – to promote more sustainable travel</p>							

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<p>Aim to increase mode share of sustainable modes</p>	<ul style="list-style-type: none"> Expand Go e-bike project and monitor use Usual method of travel from SHS Travel Diary Number of car club members Number of Tripshare journeys Rail station use Bus patronage data 	<p>Transport Focus (2017):</p> <ul style="list-style-type: none"> First Scotland East: 89% very/fairly satisfied with the bus journey / Stagecoach East Scotland 91%.⁴ 160 million bus passenger journeys 2016-17⁵ <p>In 2016, 31% of all people aged 16+ did no walking as a means of transport in the previous seven days.</p>			<ul style="list-style-type: none"> Bike Plus data Scottish Transport Statistics SHS Data Car Club stats Liftshare data Network Rail 		
<p>Environment Objective 3.4 – to reduce the need to travel</p>							
<p>To stabilise and reduce the number of trips per person per year made using motorised modes, by 5% over the period of the RTS.</p>	<ul style="list-style-type: none"> Number of adults working from home Number of trips using motorised transport 	<p>Traffic on major roads 2016 (million vehicle kilometres)⁶</p> <ul style="list-style-type: none"> Clackmannanshire: 323 East Lothian: 910 Edinburgh: 3,088 Falkirk: 1,649 Fife: 2,982 Midlothian: 687 Scottish Borders: 1,268 West Lothian: 1,840 			<ul style="list-style-type: none"> SHS data SHS Travel Diary 		
<p>Environment Objective 3.5 – to increase transport choices, reducing dependency on the private car</p>							
<p>Linked to mode share Objective 1.4 Targets for mode share (reduce the negative impacts of congestion in particular to</p>	<ul style="list-style-type: none"> Frequency of driving Proximity to public transport (bus stops and rail stations) 				<ul style="list-style-type: none"> SHS Scottish Transport Statistics 		

⁴ <https://www.transportfocus.org.uk/research-publications/publications/bus-passenger-survey/>

⁵ <https://www.transport.gov.scot/publication/scottish-transport-statistics-no-36-2017-edition/chapter-2-bus-and-coach-travel/#Table2.2b>

⁶ <https://www.transport.gov.scot/media/41863/scottish-transport-statistics-2017-with-correction-to-table-214.pdf>

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<p>improve journey times reliability for passengers and freight).</p>	<ul style="list-style-type: none"> ○ Households living within 6 mins walk time to the nearest stop ● Perceptions and use of public transport 				<ul style="list-style-type: none"> ● Passenger Focus data 		
<p>Safety and Health Objective 4.1 – to improve safety (reducing accidents) and personal security</p>							
<p>1. By 2020, to cut the number of killed by 40% and seriously injured casualties by 55% and child killed by 50% and seriously injured by 65% from a 2004-2008 base. There is also a target to reduce the slight casualty rate by 10%.</p> <p>2. Over the period of the strategy, a 20% reduction (7% after five years) in pedestrian and cyclist KSIs per trip made (using SHS data for trip making).</p> <p>3. Over the period of the strategy, a five percentage point improvement in the perception of the safety of travel by bus in SEStran (currently around 85%) using Scottish Government</p>	<ul style="list-style-type: none"> ● Number of KSI casualties, child, pedestrian and cyclist KSIs ● Perception of safety on public transport from SHS 	<p>Number of people killed in road accidents (2016)⁷:</p> <ul style="list-style-type: none"> ● Clackmannanshire: 0 ● East Lothian: 3 ● Edinburgh: 9 ● Falkirk: 1 ● Fife: 10 ● Midlothian: 8 ● Scottish Borders: 12 ● West Lothian: 7 <p>Number of people seriously injured in road accidents (2016):</p> <ul style="list-style-type: none"> ● Clackmannanshire: 14 ● East Lothian: 30 ● Edinburgh: 168 ● Falkirk: 51 ● Fife: 87 ● Midlothian: 36 ● Scottish Borders: 69 			<ul style="list-style-type: none"> ● Local Authority data ● Key reported Road Casualties Scotland – Accidents and Casualties by Police Force Division and Local Authority ● Scottish Transport Statistics 		

⁷ <https://www.transport.gov.scot/media/40042/sct09170291561.pdf>

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<p>Bus Satisfaction monitoring data (two percentage points after five years).</p>		<ul style="list-style-type: none"> • West Lothian: 42 • 370 pedestrians killed (provisional 2017 figure)⁸ • 171 pedal cyclists killed (provisional 2017 figure) • 2 children killed by transport (provisional 2017 figure) • 152 children seriously injured (provisional 2017 figure) <p>In 2016, 93% of users agreed with the statement “feel safe/secure on bus during day”, 70% of users agreed with the statement “feel safe/secure on bus during the evening”.⁹</p>					
<p>Safety and Health Objective 4.2 – to increase the proportion of trips by walk/cycle</p>							
<p>Linked to mode share Objective 1.4; in addition, over the period of the strategy, a 5% point increase in walking and cycling mode share for all trips, SEStran wide. Cycling Action Plan for Scotland has a vision of 10%</p>	<ul style="list-style-type: none"> • Number of bikes in households, trips by bike and on foot by purpose from SHS data 				<ul style="list-style-type: none"> • SHS data 		

⁸ <https://www.transport.gov.scot/media/42306/sct04185220761.pdf>

⁹ <https://www.transport.gov.scot/publication/scottish-transport-statistics-no-36-2017-edition/chapter-2-bus-and-coach-travel/#Table2.2a>

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of all journeys will be by bike by 2020.							
Safety and Health Objective 4.3 – to meet or better all statutory air quality requirements							
To contribute to meeting the national targets for air quality	<ul style="list-style-type: none"> • Review of the number of AQMAs designated in each Local Authority • Number of sites exceeding National Air Quality Standards/ number of AQMAs in region • Annual increase in traffic • Number of LEZs • Change recorded within LEZs 				<ul style="list-style-type: none"> • SEPA • Local Authority data • FoE data from annual survey 		
Safety and Health Objective 4.4 – to reduce the impacts of transport noise							
No quantitative target							

Access for All Programme (Stations Fund)

1. INTRODUCTION

- 1.1** The purpose of the report is to provide Chief Officers with an overview of the Access for All Programme.
- 1.2** This funding programme is made available by the Department for Transport and is aimed at making stations more accessible, for people to visit friends, get to the shops or to work. Accessibility benefits everyone – people with health conditions or impairments, people with children, heavy luggage or shopping and some older people.
- 1.3** Examples of accessibility improvements include lifts that are automatic and give an audible tone when the doors open and close; staircases and platform edges that have tactile warning surfaces; new ramps and footbridges with lowered handrails; open entrances and new ticket gates; accessible waiting rooms and toilets.

2. Access for All Programme

- 2.1** Through our colleagues at Fife Council, SEStran was made aware of the Access for All Programme. The Programme aims to provide an obstacle free, accessible route to and between platforms.
- 2.2** As part of the Government's Inclusive Transport Strategy, announced 25 July 2018, further funding up to £300m has been secured to continue with the Access for All Programme in Control Period 6 (CP6). Scotland's share will be based on the number of total Schemes.
- 2.3** Transport Scotland is working with ScotRail and Network Rail to develop a nomination list for stations for the next CP6 and are required to submit proposals based on the agreed set criteria.
- 2.4** These criteria relate to footfall; incidence of disability in a particular area; local circumstances such as the proximity to hospitals, a school for disabled children or a military rehabilitation centre, for example, or stations with relatively high numbers of interchange passengers; the availability of third party funding; stations that would help fill 'gaps' in accessibility on the network.
- 2.5** SEStran officers are working with local council colleagues to determine potential stations that could be put forward based on local needs and the criteria set out.
- 2.6** Transport Scotland will ultimately nominate the railway stations for Scotland and submit these to the Department of Transport. Department for Transport (DfT) will subsequently decide what proportion of the funding goes to Scottish train stations that were nominated.

2.7 The deadline for nominations by Transport Scotland is 16th November 2018.

3. Recommendations

3.1 It is recommended that the Chief Officers note the contents of this report.

Julie Vinders
Project Officer
30th October 2018

Policy Implications	None
Financial Implications	None
Equalities Implications	None
Climate Change Implications	None