SESTRAN PARTNERSHIP BOARD MEETING

PLEASE NOTE CHANGE OF VENUE
Conference Room 1, Victoria Quay, Edinburgh, EH1 1YJ
10:00am Friday 7th December 2018

09:30	TEA/COFFEE
10:00	PARTNERSHIP BOARD
12:30	LUNCH

AGENDA   **Page Nos.**

A1. ORDER OF BUSINESS
A2. APOLOGIES
A3. DECLARATIONS OF INTEREST

AGENDA C – CONFIDENTIAL

ITEMS LIKELY TO BE CONSIDERED IN PRIVATE IN TERMS OF PARAGRAPHS 1 AND 6 OF PART 1 OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973

C1. **PARTNERSHIP MANAGEMENT ARRANGEMENTS – TO FOLLOW**
Report by the Secretary and Treasurer

AGENDA A – POINTS FOR DECISION

A9.   DATE OF NEXT MEETING
10:00am on Friday 22 March 2019, Dean of Guild Room, City Chambers, Edinburgh. – Subject to approval of Item A8

Gavin King
Secretary to SESTRAN
Democracy, Governance and Resilience Senior Manager
Strategy & Communication Division
The City of Edinburgh Council
Waverley Court 2.1
Edinburgh
EH8 8BG

29th November 2018

Telephone: 0131 529 4239 or E-mail: gavin.king@edinburgh.gov.uk
Agendas and papers for all SEStran meetings can be accessed on www.sestran.gov.uk

Minutes

SEStran Partnership Board

10.00am, Friday, 21 September 2018

City Chambers, Edinburgh

Present	Name	Organisation Title
	Cllr Gordon Edgar (Chair)	Scottish Borders Council
	Laura Alexander	Non-Councillor Member
	Cllr Donald Balsillie	Clackmannanshire Council
	Cllr Chas Booth	City of Edinburgh Council
	Cllr Fiona Collie	Falkirk Council
	Cllr Colin Davidson (Deputy Chair)	Fife Council
	Cllr Jim Fullarton	Scottish Borders Council
	Vivienne Gray	Non-Councillor Member
	Callum Hay	Non-Councillor Member
	Cllr Russell Imrie	Midlothian Council
	Richard Llewellyn	Non-Councillor Member
	Cllr Laura Murtagh	Falkirk Council
	Dr Doreen Steele	Non-Councillor Member
	Barry Turner	Non-Councillor Member
	Paul White	Non-Councillor Member

In Attendance		
	Angela Chambers	SEStran
	Keith Fisken	SEStran
	Peter Forsyth	East Lothian Council
	Lisa Freeman	SEStran
	Ken Gourlay	Fife Council
	Jim Grieve	SEStran

Beth Harley-Jepson	SEStran	
John Inman	City of Edinburgh Council	
Peter Jackson	SEStran	
Stuart Johnston	City of Edinburgh Council	
Karen Jones	Scott-Moncrieff	
Gavin King	City of Edinburgh Council (Secretary)	
Graeme Malcolm	West Lothian Council	
Scott Prentice	Scotrail	
Rhona Proctor	Transport Scotland	
Iain Shaw	City of Edinburgh Council (Treasury)	
Julie Vinders	SEStran	
Alastair Young	Transport Scotland	

Apologies for Absence

Cllr Dave Dempsey	Fife Council
Cllr Karen Doran	City of Edinburgh Council
Cllr Ian Ferguson	Fife Council
Simon Hindshaw	Non-Councillor Member
Cllr David Key	City of Edinburgh Council
Cllr Lesley Macinnes	City of Edinburgh Council
Cllr Cathy Muldoon	West Lothian Council
Cllr Brian Small	East Lothian Council
Catherine Stones	Non-Councillor Member
Kevin Collins	Falkirk Council
George Eckton	SEStran
Graeme Johnstone	Scottish Borders Council
Ewan Kennedy	City of Edinburgh Council
Gordon Mungall	Board Observer

1.   Minutes

Decision

1)   To agree the minute of the previous meeting of 22 June 2018 as a correct record, subject to making it more explicit that a meeting with all stakeholders

would be organised in relation item 2 – Bus Travel, and at item 8 the name under declaration of interest be changed from Robert to Richard.

2) To agree the minute of the Performance and Audit Committee of 7 September 2018.

(Reference – minutes, submitted.)

2.   Presentation by Scotrail

Scott Prentice (Head of Business Development) of Scotrail provided a PowerPoint presentation on the revolution of rail in Scotland and how recent investments and forthcoming changes to timetables would affect rail services across the country and specifically in the South East of Scotland over the next year.

He highlighted that the last few years had seen a £2bn investment in rail infrastructure by Scotrail with central belt services receiving a significant benefit. There were 70 new Class 385 Express Trains and 26 new High Speed Trains. The majority of journeys would see more services, more seats and faster journeys by 2019. The communication of all the changes would commence on 24 September and Regional Transport Partnerships and local authorities were encouraged to feedback any issues which came to light with the phased introduction of the new services and timetables.

Following a wide-ranging discussion and a number of questions, the following key points emerged:

- All services on the Borders railway would have newer carriages which had more space and were more reliable.
- It was hoped that the revised timetables would attract more people to use trains as opposed to cars. Scotrail estimated that the reforms would attract 1.5m-2m new passengers.
- The reforms would last until the mid-2020s. In the meantime six priority corridors had been identified with a view to creating more infrastructure space.
- Equalities was a key output considered when developing the new timetable. Falkirk Grahamston had been identified as one of the stations needing work carried out to address issues such as wheelchair accessibility.
- The case for extra trains at Alloa would have to be made by the Regional Transport Partnership. The timetable designed was scalable so it could accommodate more regular services but it was unlikely to be economically viable.
- Scotrail had engaged with local bus services and provided them with forecasted timetables. It was hoped that this would allow the services to become more complimentary as opposed to competing for business.
- There was a lot of work still to be done to improve smart ticketing with only 8% of all journeys in Scotland using this approach.
- Scotrail was open to having discussions with local authorities about alleviating costs for those from socially deprived backgrounds and some current initiatives

were outlined. However, it was highlighted that annual fares were set by the Scottish Government usually in line with RPI.

Decision

1)   To thank Scott for his attendance and note the presentation provided.

2)   To agree that a copy of the slides be circulated to members of the Board and made accessible on the SEStran website.

3.   Presentation by Transport Scotland

Alastair Young of Transport Scotland provided a PowerPoint presentation on High Speed Rail. He highlighted that work on the HS2 rail line had begun. A North of HS2 to Scotland working group was set up in June 2016. They examined over 200 potential infrastructure options and identified the best performing options for further consideration. The Scottish Government had subsequently commissioned a feasibility study into two of these and Transport Scotland would go to the Scottish Government Cabinet in the summer of 2019 with proposals.

Decision

1)   To thank Alastair for his attendance and note the presentation provided.

2)   To agree that a copy of the slides be circulated to members of the Board and made accessible on the SEStran website.

4.   Rail Update

An update was provided on current and future rail issues within the SEStran region.

Decision

1)   To note the report.

2)   To agree that the Chair would write to local MPs and MSPs to bring to their attention the Levenmouth Sustainable Transport Study and explore the possibility of arranging a political meeting.

5.   Audited Annual Accounts 2017/18

Approval was sought for the audited annual accounts for the year ended 31 March 2018.

Decision

1)   To note the audited annual accounts and the Auditor's opinion in the audit certificate to the accounts.

2)   To authorise the annual accounts for signature.

6.   Finance Officer's Report

The Board considered a report which provided a first update on financial performance of the Core and Projects budgets of the Partnership for 2018/19, in accordance with the Financial Regulations of the Partnership. The report presented an analysis of financial performance to the end of August 2018, including details of 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 an under-recovery of £9,000 for employee costs from EU-funded projects was forecast to be offset by a corresponding underspend of £9,000 on the projects budget. Total revenue expenditure was forecast to be within the revenue budget resources of the Partnership.

2)   In line with the decision of the Partnership Board on 22 June 2018, to approve the 2017/18 underspend of £16,000 be utilised as funding for the Sustainable and Active Travel Grant Scheme, following confirmation of the balance after the annual external audit.

3)   To note that further updates would be presented to future meetings of the Partnership Board in 2018/19 detailing budget transfers proposed to project spending plans.

7.   Invoice Payment Procedure

Details were provided of a proposed revised Invoice Payment Procedure, following the findings of the 2017/18 Annual Audit.

Decision

To approve to approve the amended "Authorisation of Invoices for Payment - Certifying Officers and Limits of Authority" as detailed in Appendix 2 of the report.

8.   External Audit Report

Scott-Moncrieff, the external auditors completed an audit in September 2018 and their findings were outlined in the 2017/18 Annual Audit Report.

Decision

To note the report.

9.   Projects Update

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

Decision

To note the report.

10. Draft Annual Report 2017/18

Details were provided of SEStran's draft Annual Report for the year 2017/18, and approval was sought for its publication.

Decision

To approve the draft Annual Report for 2017/18 and to approve that the Head of Programmes be given authority to complete the suggested amendments made at the meeting and to then publish the report.

11. Bus Travel

The Board considered a report which highlighted the main discussion points and outlined proposed actions, following the presentation and discussion on Bus Travel at the Board meeting held on 22 June 2018.

Decision

To note the report.

Declaration of Interest

Paul White declared a financial interest as an employee of CPT Scotland.

12. Transport (Scotland) Bill

Details were provided of the Transport (Scotland) Bill that had been introduced to the Scottish Parliament on 8 June 2018. The Bill was now in the first stage of the parliamentary process in which the Rural Economy and Connectivity Committee had launched a consultation and two responses, which SEStran was in involved with, were appended to the report for comment by members.

Decision

1)   To note the proposed SEStran response to the Transport (Scotland) Bill Consultation.

2)   To agree to forward any additional comments to officers by 26 September 2018.

3)   To agree the Joint RTP Consultation response.

13. Date of Next Meeting

Decision

1)   To note that the next Partnership Board meeting would be held at 10.00am on Friday 7 December 2018 in Victoria Quay, Edinburgh.

2)   To agree that the use of video/tele conferencing be explored to enable members to have the opportunity to attend remotely.

14.   Edinburgh and South East Scotland City Region Deal

Details were provided of the Accelerating Growth: The Edinburgh and South East Scotland City Region Deal document.

Decision

To note the document.

15.   Public Service Reform (Scotland) Act (PSRA) 2017/18

Details were provided of the annual information to be published as part of the Public Services Reform (Scotland) Act.

Decision

To note the content of the material for publication under the Public Services Reform (Scotland) Act 2010 and detailed in appendix 1 of the report.

16.   Head of Programmes Report

An update was provided on activity and engagement through the RTP Chairs Forum on the Planning Bill, reviews of the National Transport Strategy and Strategic Transport Projects Review and Active Travel funding for RTPs and other matters of relevance to the Partnership.

Decision

To note the report.

17.   Midlothian Active Travel Strategy (Draft) – SEStran Consultation Response

Details were provided of SEStran's response to the consultation of Midlothian Council's Active Travel Strategy (draft).

Decision

To note the response.

18.   Minutes

Decision

1)   To note the minute of the RTP Joint Chairs of 5 September 2018.

2)   To note the minute of the Chief Officers Liaison Group meeting of 23 August 2018.

PERFORMANCE & AUDIT COMMITTEE MEETING

HELD IN MANDELA ROOM, CITY CHAMBERS, EDINBURGH, EH1 1YJ
ON FRIDAY, 16 November 2018
10.00 A.M.

PRESENT:	Name	Organisation Title
	Councillor Imrie (in the Chair)	Midlothian Council
	Councillor Balsille	Clackmannanshire Council
	Councillor Dempsey	Fife Council
	Councillor Edgar	Scottish Borders Council
	Councillor Horne	West Lothian Council
	Callum Hay	Non-Councillor Member
	Simon Hindshaw	Non-Councillor Member

IN ATTENDANCE:	Name	Organisation Title
	Angela Chambers	SEStran
	Jim Grieve	SEStran
	Gavin King	City of Edinburgh Council
	Stuart Johnston	City of Edinburgh Council
	Karen Jones	Scott Moncrieff
	Iain Shaw	City of Edinburgh Council

Action by

A1.   ORDER OF BUSINESS

It was confirmed that an additional item would be considered at the end of the public items around supporting the proposal to manufacture trains at Longannet.
.

A2.   APOLOGIES

Apologies were received from Councillors Fullarton, Key, Macinnes, Small, and Watson. Doreen Steele and Barry Turner.

A3.   DECLARATIONS OF INTERESTS

None.

A4.   MINUTES

Decision

1)   To approve the minute of 7 September 2018 as a correct record subject to further clarity around the pension deficit risks and how they would be mitigated being made more explicit.

2)   To agree that a report be taken to a future meeting of the

Performance and Audit Committee or Partnership Board about the future of SEStrans Pension Fund.

A5.   **FINANCE REPORTS**

(a) Financial Planning 2019/20

An update was provided on the financial planning being progressed for the Partnership for the 2019/20 revenue budget.

Decision

1) To note the update on the financial planning assumptions being progressed for the Partnership for the 2019/20 revenue budget.
2) To note the report would be presented to the Partnership Board on 7 December 2018.

(b) Treasury Management – Mid-Term Review

Details were provided of the investment activity undertaken on behalf of the Partnership during the first half of the 2018/19 Financial Year.

Decision

To note the investment activity undertaken.

A6.   **RISK MANAGEMENT**

A six-monthly update of the Risk Register was provided to the Committee.

Decision

1) To incorporate an additional "appetite for risk" column to highlight that R010 was still a high risk but it was tolerable.
2) To otherwise note the Risk Register.

A7.   **HR Policy Review**

An update was provided on the review of SEStran's Human Resources policies and procedures which had commenced and work would continue over the remainder of the financial year to complete the exercise. Three policies had been initially identified which required revision and had subsequently been amended to ensure that SEStran met employment legislation requirements and continued to apply best practice.

Decision

1) To approve the updated policies as outlined in section 2 of the report for immediate implementation.

2)   To agree that flexible working arrangements be incorporated in to the Adverse Weather policy.

A8   Longannet

The Chair highlighted that there was an opportunity for SEStran to support Longannet being used to manufacture trains, relative to a contract for High Speed Rail (HS2).

Decision

To agree to write, jointly with SESplan, to the Cabinet Secretary for Transport, Infrastructure and Connectivity and the Secretary of State for Transport about both the Scottish and UK Government investing and building contract trains at the former Longannet power station.

A9.   Partnership Management Remuneration

The Committee, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting during consideration of the following item of business for the reason that it involved the likely disclosure of exempt information as defined in Paragraphs 1 and 6 of Part 1 of Schedule 7(A) of the Act.

A report was tabled at the meeting in relation to the remuneration arrangements for the period of the Partnership Director's absence since 8 December 2017.

Decision

1)   To approve the recommendation outlined in the report.
2)   To note that a report would be brought to the Partnership Board meeting on 7 December 2018.

A10.   AOB

Decision

To agree that a performance report regarding SEStran projects be brought to the next meeting of the Performance and Audit Committee.

A11.   DATE OF NEXT MEETING (Provisional)

10:00am on Friday 8 March 2018 in the Mandela Room, City Chambers, Edinburgh, EH1 1YJ.

Financial Planning 2019/20

1   Purpose of report

1.1   The purpose of this report is to provide an update to the Partnership Board 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 identified movements 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.

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   Appendix 3 shows all budgeted expenditure and income since 2011/12. 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 requisitions funding 15% of expenditure.

2.7 In developing the revenue budget for 2018/19, the Partnership requested options to reduce Council requisitions by 5% (£9,500), 10% (£19,000) and 15% (£28,500). In setting the 2018/19 revenue budget, the Partnership did not approve a reduction in Council requisitions, maintaining these at a stand-still level of £190,000.

2.8 2018/19 Council requisitions are shown in the table below.

Council	Requisition
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**

2.9 Council Chief Officers reviewed and accepted the financial planning assumptions at their meeting on 6th November 2018.

2.10 The Financial Planning assumptions for 2019/20 were reviewed by the Performance and Audit Committee at its meeting on 16th November 2018.

2.11 A risk assessment is included at Appendix 4.

3   Next Steps

3.1 Following review by the Partnership Board, a revenue budget for 2019/20 will be presented to the Partnership Board for approval in March 2019.

4   Recommendation

4.1 The Partnership Board is recommended to note this update on the financial planning assumptions being progressed for the 2019/20 revenue budget.
.

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

Contact/tel/Email   Iain Shaw
Telephone 0131 469 3117
iain.shaw@edinburgh.gov.uk

Wards affected   All
Background   Nil
Papers

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	45	45
Communications – Routewise Technology (Novus FX)	45	45
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	2018/19 Net Expenditure	2019/20 Expenditure	2019/20 Income	2019/20 Net Expenditure	Activity
Sustainable Travel	£243,000	£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	-	£32,000	Cycling officer and Cycling Scotland representation
Regio – mob	£10,000	£16,000	£13,000	£3,000	85% EU funded
Share–north	£30,000	£45,000	£23,000	£22,000	50% EU funded
Surflogh	£50,000	£60,000	£30,000	£30,000	50% EU funded
Equalities Action Forum	£10,000	£10,000	-	£10,000	Pursuing initiatives arising from the Equalities Action Forum.
Regional Transport Strategy Development		£65,000	-	£65,000	Re-draft of RTS – external expertise.
RTPI	£66,000	£60,000	£27,000	£33,000	Maintenance (£60,000). Bus Operators income (£27,000).
RTPI Development		£50,000	-	£50,000	
ECOMM contingency		£20,000	0	£20,000	
Total	**£441,000**	**£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
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.	Alignment with Scottish Local Government pay award.
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.	Any shortfall in employee cost recharges will be offset by a corresponding reduction in Projects Budget expenditure.
Inflation There is a risk that the proposed budget does not adequately cover price inflation and increasing demand for services.	Allowance made for specific price inflation. Budgets adjusted in line with current cost forecasts.
Delays in payment of grant by the EU - results in additional short-term borrowing costs.	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.
Funding Reductions Reduction in funding from Scottish Government and/or council requisitions. 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.	Continue to seek to source external funding. Recruitment control and additional sources of external funding for activities aligned to the Partnership's objectives to supplement resources.

FINANCE OFFICER'S REPORT

INTRODUCTION

1.1   This report presents the third update on financial performance of the Core and Projects budgets of the Partnership for 2018/19, in accordance with the Financial Regulations of the Partnership. This report presents an analysis of financial performance to the end of October 2018.

1.2   The report includes details of the cash flow position of the Partnership in respect of its' net lending to and borrowing from the City of Edinburgh Council.

1.3   The Partnership's Core and Projects budgets for 2018/19 were approved by the Partnership Board on 16th March 2018.

CORE BUDGET 2018/19

2.1   The Core budget provides for the day-to-day running costs of the Partnership including employee costs, premises costs, supplies and services. The Board approved net expenditure of £531,000 on 16th March 2018. Details of the Partnership's Core budget is provided in **Appendix 1** to this report.

2.2   Cumulative expenditure for the seven months to 31st October 2018 was £267,000. This is within the Core budget resources available for the period.

2.3   All expenditure estimates have been updated to reflect current expenditure commitments. The forecast over spend on the Core budget of £2,000 mainly relates to unbudgeted acting up salary costs and lower than anticipated activity on EU-funded projects, resulting in reduced staff recharges. This will be offset by a corresponding under spend on the Projects budget.

PROJECTS BUDGET 2018/19

2.4   The approved Projects budget is detailed in **Appendix 2**. The Projects Update report elsewhere on this agenda provides detailed information on progress with individual projects.

2.5   Net expenditure to 31st October 2018 was £173,000. As noted in paragraph 2.3, activity on EU-funded projects is forecast to be less than anticipated. The net year-end expenditure variance for the Projects budget is a forecast underspend of £36,000. If this position is maintained to the year-end, £2,000 will be applied to offset the anticipated pressure on the Core budget, with the balance available to be allocated to Sustainable and Active Travel projects.

2.6   The profile of expenditure on Sustainable and Active Travel is now forecast to occur late in 2018/19. Grant submissions have been invited from eligible organisations and analysis of these submissions is being undertaken.

BALANCES

2.7 The Partnership holds a balance of £16,000 as a result of the underspend on the 2017/18 budget. At the Partnership Board meeting of 21st September 2018, the Partnership approved the underspend be utilised for the Sustainable and Active Travel Grant Scheme, following confirmation of the balance after conclusion of the annual external audit.

CASH FLOW

2.8 As previously noted at Partnership Board meetings, the Partnership maintains its bank account as part of the City of Edinburgh Council's group of bank accounts. Cash balances are effectively lent to the Council, but are offset by expenditure undertaken by the City of Edinburgh Council on behalf of the Partnership. Interest is given on month end net indebtedness balances between the Council and the Partnership.

An update of month-end balances is shown in the following table:

Date	Net Balance due to SEStran (+ve) /due by SEStran (-ve)
	£
30 April 2018	-£35,410.42
31 May 2018	-£46,362.76
30 June 2018	+£100,647.04
31 July 2018	+£182,922.84
31 August 2018	+£189,314.73
30 September 2018	+£250,794.84
31 October 2018	+£203,937.63

2.9 Interest is charged/paid on the month end net indebtedness balances between the Council and the Board. Interest will be calculated in March 2019.

2.10 The positive cash flow in the first seven months of 2018/19 is attributable to funding received in advance, mainly from the Scottish Government grant, Councils requisitions and EU funding in respect of the Social Car project.

RECOMMENDATIONS

It is recommended that the Partnership Board: -

3.1 Total revenue expenditure is forecast to be within the revenue budget resources of the Partnership, with a cost pressure of £2,000 on the Core budget being managed by a compensating underspend on the Projects budget;

3.2 Approve the transfer of the forecast underspend on EU-funded projects to the Sustainable and Active Travel budget for 2018/19, after offset of Core budget costs.

HUGH DUNN
Treasurer
7th December 2018

Appendix   Appendix 1 – Core Budget Statement at 31st October 2018
                Appendix 2 – Projects Budget as at 31st October 2018

Contact   Iain Shaw iain.shaw@edinburgh.gov.uk)

Policy Implications	There are no policy implications arising as a result of this report.
Financial Implications	There are no financial implications arising - the contents of this report point towards a balanced total revenue budget outturn for 2018/19.
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.

	Annual Budget £'000	Period Budget £'000	Period Actual £'000	Annual Forecast £'000	Forecast Variance £'000
Employee Costs					
Salaries	347	202	194	361	14
National Insurance	37	22	20	36	(1)
Pension Fund	60	35	40	63	3
Recharges – Projects	(136)	(79)	(85)	(120)	16
Training & Conferences	10	6	3	6	(4)
Interviews & Advertising	2	1	0	0	(2)
	320	**187**	**172**	**346**	**26**
Premises Costs					
Office Accommodation	16	8	8	16	0
	16	**8**	**8**	**16**	**0**
Transport					
Staff Travel	**9**	**5**	**4**	**8**	**(1)**
Supplies and Services					
Marketing	20	12	10	11	(9)
Communications/ Computing	45	24	17	35	(10)
Routewise software/ support	45	45	45	45	0
Printing, Stationery & General Office Supplies	7	4	3	6	(1)
Insurance	4	4	5	5	1
Equipment, Furniture & Materials	1	1	0	1	0
Miscellaneous Expenses	6	3	2	5	(1)
	128	**93**	**82**	**108**	**(20)**
Support Services					
Finance	25	0	1	25	0
Legal Services / HR	7	0	0	7	0
	32	**0**	**1**	**32**	**0**
Corporate & Democratic					
Clerks Fees	15	0	0	12	(3)
External Audit Fees	10	0	0	10	0
Members Allowances and Expenses	1	1	0	1	0
	26	**1**	**0**	**23**	**(3)**
Total Expenditure	**531**	**294**	**267**	**533**	**2**
Funding:					
Scottish Government Grant	(341)	(199)	(199)	(341)	0
Council Requisitions	(190)	(190)	(190)	(190)	0
Total Funding	**(531)**	**(389)**	**(389)**	**(531)**	**0**
Net Expenditure/ (Income)	**0**	**(95)**	**(122)**	**2**	**2**

Projects Budget 2018/19 - as at 31st October 2018   **Appendix 2**

	Budget 2018/19	EU /Other Grant	Net Expenditure Budget	Net Spend to 31 October 2018	Forecast	Forecast Variance
	£'000	£'000	£'000	£'000	£'000	£'000
EU Projects						
Social Car	4	(4)	0	(2)	(2)	(2)
Share-north	60	(30)	30	35	22	(8)
Regio-mob	65	(55)	10	19	4	(6)
Surflogh	100	(50)	50	24	20	(30)
Go E-Bike	0	0	0	4	5	5
Total	**229**	**(139)**	**90**	**80**	**49**	**(41)**
RTPI						
Maintenance	108		108	75	94	(14)
Bus Operators income		(42)	(42)	(29)	(29)	13
Total – RTPI	**108**	**(42)**	**66**	**46**	**65**	**(1)**
Sustainable and Active Travel	243		243	29	243	0
Urban Cycle Networks	132	(100)	32	11	32	0
Specialist Rail and Bus Advice	0	0	0	0	0	0
Equalities Action Forum	10	0	10	1	10	0
Legal	0	0	0	6	6	6
Total – All Projects	**722**	**(281)**	**441**	**173**	**405**	**(36)**
Sustainable and Active Travel - carry forward from 2017/18	16	0	16	0	16	0

Treasury Management – Mid-term Review

1. Introduction

1.1 The purpose of this report is to review the investment activity undertaken on behalf of the Partnership during the first half of the 2018/19 Financial Year.

2. Background

2.1 In accordance with Investment Regulations in Scotland the Partnership adopted the appropriate Codes of Practice and approved an Annual Investment Strategy at its meeting on the 2nd March 2018.

3. Mid Term Review - Annual Investment Strategy

3.1 As approved in the Partnership's Investment Strategy, the Partnership continues to maintain its bank account as part of the City of Edinburgh Council's group of bank accounts. Any cash balance is effectively lent to the Council, but is offset by expenditure undertaken by the City of Edinburgh Council on behalf of the Board. Interest is given (charged) on month end net indebtedness balances between the Council and the Board in accordance with former Local Authority (Scotland) Accounts Advisory Committee's (LASAAC) Guidance Note 2 on Interest on Revenue Balances (IoRB). The methodology will continue to be used until new guidance on the treatment of interest charges is made available. In line with recent short-term interest rates, the investment return/charge continues to be low, but the Board gains security from the counterparty exposure being to the City of Edinburgh Council. Net end of month balances for the first half of the year were:

Opening Balance	-£60,916.43
April	-£35,410.42
May	-£46,362.76
June	£100,647.04
July	£182,922.84
August	£189,314.73
September	£250,794.84

3.2 Although interest is not calculated until March, in line with the withdrawn guidance note, the interest rate averaged 0.521% during the first half of the financial year. This is also the currently projected interest rate, if the Bank of England alters the UK Bank Rate then the figure may change marginally.

4.   Recommendation

4.1   It is recommended that the Partnership Board notes the investment activity undertaken on its behalf.

<div align="right">

Hugh Dunn
Treasurer

</div>

Appendix   None

Contact/tel   Iain Shaw, Tel: 0131 469 3117
(iain.shaw@edinburgh.gov.uk)

Projects & EU Exit Update

1.   Introduction

1.1   The report provides the Members of the Board with an update on the current status and progress of the various projects SEStran is involved in and covers the latest 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 and 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   Following the approval of the Minister and Transport Scotland for a total £1 million fund across the 7 RTPs, with a respective allocation of £200,200 to

SEStan, final proposals have now been signed off. All project proposals will be completed by June 2019.

4.2 SEStran in collaboration with Tactran, Falkirk and Stirling Council officers will investigate feasibility for an active travel route along the A9 route from Larbert to Plean (SEStran-Tactran border) and onto Stirling. This study will look to make connections to Forth Valley Hospital, and wider active travel links in Larbert. Officers are looking to gather pertinent information regarding the route and meeting with Tactran, Falkirk and Stirling officers to discuss the route, timescales, and procurement options.

4.3 SEStran in collaboration with Midlothian Council will investigate feasibility for an active travel route along the A701 between Straiton and Gowkley Moss. This study will complement ongoing work associated with the South East Scotland City Deal. Officers are are looking to gather pertinent information regarding the route and discuss timescales and procurement options.

4.4 SEStran in support of East Lothian Council will investigate further design associated with previous feasibility studies in Musselburgh, Tranent, and North Berwick. Utilising Light Detection and Ranging (LiDAR) the project will create accurate 3D models to inform further stages of design and consultation. The proposed project cost is £ 150, 000, with £ 40, 000 match from East Lothian Council.

4.5 SEStran will offer a grant of £ 110, 000 to East Lothian Council for the completion of this LiDAR design work.

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 Village[1] in Edinburgh and Tweeddale Youth Action in Peebles[2] 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

---

[1] http://social-bite.co.uk/the-social-bite-village/.
[2] http://tweeddaleyouth.co.uk/.

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 has published tenders for the two first GO e-Bike hubs with anticipated award of contract in December.

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.

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 To build on the successes of the project, the project partners jointly submitted an application for a project extension. 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 Action Plan, SEStran has employed Sustrans to carry out two Active Travel Audits for the SEStran region based on the PASTA methodology of active mobility as developed by the Italian lead project partner, ANCI Lazio. The two audit reports will assess levels of active travel and measure the health benefits before and after the implementation of the e-bike sharing scheme GO e-Bike.

---

[3] http://sestran.gov.uk/projects/share-north/.
[4] http://sestran.gov.uk/projects/regio-mob/.

6.7 As part of the monitoring activities, SEStran reported the delay in the first active travel audit carried out by Sustrans. SEStran received the final version of the first audit report by Sustrans in November and has recently had a meeting with their officers to discuss the report.

6.8 **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.

6.9 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 small and medium-sized enterprises (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.

6.10 The last project partner meeting was held during the SURFLOGH Start Conference as part of the Let's Gro Festival in Groningen, from 31st Oct until 2nd Nov 2018. The conference was attended by three SEStran officers, along with two Members of the SEStran Board, Cllr Colin Davidson (Fife) and Cllr Russell Imrie (Midlothian) and two representatives from Zedify.

6.11 During the project partner meeting, SEStran provided the project partners with an update on recent activities. Together with Edinburgh Napier University TRI, SEStran presented the business case for urban freight hubs they are developing together as part of one of the workpackages, and received valuable input from the other project partners.

6.12 All project partners and their guests visited a consolidation centre outside Groningen, where one of the project partners is working on a pilot as part of the SURFLOGH project. This was followed by a visit to Groningen Airport where drones are being tested to explore the potential role of unmanned aviation in sustainable freight logistics.

6.13 As part of the SURFLOGH Start Conference[6], SEStran lead a workshop on the opportunities for electric cargo bikes in city logistics together with Jos Sluijsmans, cycling consultant for Fietsendiensten.nl in the Netherlands. The workshop was attended by multiple project partners and their guests, as well as some members of the wider public.

7. **Proposed projects**

---

[5] http://sestran.gov.uk/projects/surflogh/.
[6] https://northsearegion.eu/surflogh/news/what-a-great-start/.

7.1 **PURSUITS**: 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 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 until 31st May 2019**: The European Conference on Mobility Management will be hosted by SEStran in Edinburgh from 29th until 31st May 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 set to host a final event in West Lothian, on the 13th December.The group is 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.

8.4 On 16th November 2018, SEStran announced the launch of a new £150,000 fund that seeks to identify and understand in detail the challenges faced by disabled people when travelling. The first step is to explore the extent to which such challenges affect people's travel plans and their choice of mode of transport. The project aims to develop a door to door journey planning solution that helps alleviate these barriers and makes it easier for people to use public transport.

8.5 SEStran is looking to mobile application developers and tech companies to develop a simple, engaging and easy to understand interface that has an innovative approach to the use of visual, audio and physical (such as vibration) elements to communicate with its users.

8.6 The competition is funded by the Can Do Innovation Challenge Fund. In the first phase, up to 5 research and development contracts of up to £30,000 each will be awarded to companies to demonstrate the technical feasibility of the proposed solution.

8.7 The first information event will be held on 7th December 2018 at COSLA offices in Edinburgh. Registration is via EVENTBRITE

8.8 **Electric Vehicle Strategy**: Prompted by discussions at the last Chief Officer's meeting, SEStran intends to develop an Electric Vehicle (EV) Strategy for the region, following a similar approach to both Tactran and Hitrans. The aim of such a strategy would be to promote the use of electric vehicles and support the development of a better EV charging infrastructure in the region. SEStran officers are currently working on a draft outline, which will be taken forward for discussion at the next Chief Officers meeting on 20th February 2019.

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** was hosted by SEStran on 28th November 2018. Andrew Malcolm from Malcolm Group presented at the forum and various issues such as lorry parking and emergency actions were discussed. In addition, SEStran shared the experiences on sustainable logistics in first & last mile deliveries from the SURFLOGH start conference with the members of the forum through an engaging conversation.

10 **Local Rail Development Fund – Transport Appraisal Newburgh**

10.1 SEStran made a successful application to the Local Rail Development Fund (LRDF) to fund this transport appraisal work. This is a welcome opportunity

to make a robust case to the Scottish Government for improvements to access rail in the Newburgh area.

10.2 In order to manage the procurement of a consultant to undertake the work the project team (SEStran, Fife Council & Newburgh Rail Group) propose a direct appointment via the Scotland Excel framework, the proposed consultant would be SYSTRA.

10.3 There are three key reasons for looking at SYSTRA to undertake this work:

1. Past work: SYSTRA have undertaken past work on Newburgh, the 2015 Initial Rail Demand Feasibility Study.
2. Current similar work: SYSTRA will be working on the Bridge of Earn LRDF appraisail managed by Tactran. The two projects have been linked in past studies and it would be appropriate for links to be maintained whilst at the same time maintaining objectivity.
3. Future relevant work: SYSTRA are currently undertaken the development of the Tay Cities Transport model work. If the Newburgh proceeds to stage 3, the detailed options stage, then modelling will be required. This will be able to done under the Tay Cities model.

10.4 SEStran officers met with SYSTRA in November 2018 to discuss SYSTRA's capacity to undertake the work, synergies (cost and resource benefits) and separateration with other projects. SYSTRA presented a plan that demonstrated an approach that maximises information and resource sharing when appropriate with Bridge of Earn work but allows separation of project sensitive data

10.5 SYSTRA will be asked to undertake a multi-modal transport appraisal in line with the LRDF funding requirements. The service will be subdivided into four stages
Stage 1: Producing a case for change
Stage 2: Undertaking a preliminary options appraisal
Stage 3: Undertaking a detailed options appraisal
If Stage 3 produces option(s) which are worthwhile of further consideration, then:
Stage 4: A post appraisal plan will be prepared, encompassing proposed monitoring and evaluation plan.
It is important to note that progression from one stage to another will be dependent on:
✓ The promoters deciding to continue with the study
✓ A rail option remaining as an option to be appraised
✓ Approval from Transport Scotland

10.6 SYSTRA would begin the work in January 2019 with the final report due by March 2020 if approvals to move through all stages are secured at key decision points. If at any stage the decision is made not to proceed then SYSTRA will cease work.

11. **EU Exit update**

11.1 The UK is due to leave the EU at the end of March 2019, with a transition period lasting until the end of 2020. The latest news, at the time of writing, is that a Withdrawal Agreement has been reached between the UK government and the EU but the deal is yet to be agreed by the UK parliament. The draft document sets out the terms of the UK's departure of the EU and the details of the transition period. During the transition period, the UK and the EU hope to negotiate a permanent trade deal.

11.2 The Prime Minister is currently working with Brussels, the UK Parliament, businesses and the wider public to gain support for the Withdrawal Agreement.

12. Recommendations

12.1 The Board notes of the contents of the report.

12.2 The Board approves the grant to East Lothian Council as outlined in paragraph 4.5.

12.3 It is also recommended that the Members of the Board save the ECOMM dates in their diaries, which will take place from 29th until 31st May 2019.

12.3 That the Board approves the appointment, via the Scotland Excel framework, of SYSTRA to undertake the Newburgh Transport Appraisal.

Julie Vinders
Project Officer
23rd November 2018

Policy Implications	None
Financial Implications	As described in the report, particularly the sections highlighted in the 'Recommendations'.
Equalities Implications	None
Climate Change Implications	None

Dates of Future Meetings 2019

1. Summary

1.1 This report outlines the proposed calendar of SEStran Partnership Board meetings in 2019, with the full schedule of SEStran meetings contained in Appendix 1.

1.2 The schedule has been drafted in line with previous meeting cycles and complies with audit reporting requirements.

1.3 The proposed dates for the Partnership Board are:
- Friday 22nd March 2019 – Dean of Guild, City Chambers, Edinburgh
- Friday 21st June 2019 – Conference Room 1, Victoria Quay, Edinburgh
- Friday 27h September 2019 – European Room, City Chambers, Edinburgh
- Friday 6th December 2019 – European Room, City Chambers, Edinburgh

2. Recommendation

2.1 It is recommended that the Board approves the proposed programme of meetings for 2019.

Angela Chambers
Business Manager
29th November 2018

Appendix 1: Table of future meeting dates.

SEStran Calendar of Meetings 2019

	January	February	March	April	May	June	July	August	September	October	November	December
Partnership Board 10:00-13:00			**Fri 22nd** Dean of Guild Room, City Chambers Edinburgh			**Fri 21st** Conf. Room 1, VQ, Edinburgh			**Fri 27th** European Room, City Chambers, Edinburgh			**Fri 6th** European Room, City Chambers, Edinburgh
Performance & Audit Committee 10:00-12:00			**Fri 8th** Mandela Room, City Chambers Edinburgh			**Fri 7th** Mandela Room, City Chambers Edinburgh			**Fri 6th** Mandela Room, City Chambers Edinburgh		**Fri 22nd** Mandela Room, City Chambers Edinburgh	
Chief Officer Liaison Group 14:00-16:30		**Wed 20th** Room G.37, Waverley Court, CEC, Edinburgh			**Wed 22nd** Room 3D-34, VQ, Edinburgh			**Wed 21st** Room G.15, Waverley Court, CEC, Edinburgh			**Wed 6th** Room 3D-34, VQ, Edinburgh	
Integrated Mobility Forum 10:00-12:30				**Tue 16th** Conf. Room 1, VQ, Edinburgh						**Thurs 10th** Conf. Room 1, VQ, Edinburgh		
Logistics & Freight Forum 13:30-15:30					**Fri 31st** Edinburgh (Part of ECOMM)							

	January	February	March	April	May	June	July	August	September	October	November	December
Equalities & Access to Healthcare Forum 10:00-12:30				**Tues 2nd** Conf. Room 4+5, VQ, Edinburgh						**Wed 2nd** Conf. Room 2, VQ, Edinburgh		
ECOMM Conference 2019					**Wed 29th – Fri 31st** Edinburgh							
Bus Stakeholders Congress		**Fri 8th** Conf. Room 1, VQ, Edinburgh										

Head of Programmes' Report

1. Introduction

1.1 This report provides updates to the Board on wider RTP issues including Transport Scotland's Active Travel Fund, Review of the National Transport Strategy (NTS 2), the East Coast Main Line Association (ECMA) and other matters of relevance to the Partnership.

2. Transport Scotland's Active Travel Fund

2.1 At the end of 2017, the RTPs had put a proposal to Transport Scotland (TS) and the then Minister for Transport & the Islands for the creation of a Regional Active Travel Development Fund to support maximising the benefits across Scotland from the Scottish Government's welcome commitment to doubling of Active Travel funding to £80 million/annum from 2018/19 - 2020/21.

Subsequent meetings and discussion then took place between TS and RTP lead officers. As a result, the RTPs were invited to bid for a total of £1m and, separately, for £2m from the above fund.

Transport Scotland have now agreed to fund SEStran's proposal to carry out a feasibility study into a cross boundary route between Larbert and Plean, which is a share of the £2m fund allocated to the RTPs

3. The Transport Bill Scotland

3.1 SEStran's Head of Programmes, along with representatives from SPT, SCOTS and Highland Council, gave evidence to the Rural Economy & Connectivity Committee on 19 September on all aspects of the Transport Bill. A report of the meeting can be viewed through the following link.

http://www.scottish.parliament.uk/parliamentarybusiness/ormain.aspx

4. Review of The National Transport Strategy (NTS 2)

4.1 The Head of Programmes attended a meeting of the "Enabling Economic Growth thematic working group on 23rd October 2018, during which the final set of relevant policies was determined. This work is supported by consultants, Peter Brett Associates. These policies are now to be merged with similar output from the other working groups and rationalised at a higher level in the review hierarchy.

5.. East Coast Main Line Association (ECMA) and High Speed Rail 2, East (HS2E)

5.1 The most recent consortium meeting took place on 14 November and was held in Edinburgh City Chambers. A draft minute of the meeting is attached at **Appendix 1**.
Of particular note is that a debate, led by Catherine McKinnell, MP took place in the UK parliament on 17 October 2018 which made the case for continued and increased investment in the line to, not only sustain the line but also improve it for the future so that the full economic benefits of the line could be realised.

A record of the debate is available through the following link:

http://www.scottish.parliament.uk/parliamentarybusiness/ormain.aspx

5.2 In respect of HS2 East, the Head of Programmes attended both a Business Breakfast and Board meeting on12 October 2018, in Newcastle. Speakers included Sir Terry Morgan, the recently appointed Chair of HS2 and Sir Bob Kerslake. During these meetings the economic benefits of HS2 East being routed through cities in the north east of England, including Sheffield, Leeds and Newcastle and further north to Edinburgh and Glasgow were highlighted and a strong case for such a route was made. An approach to the Scottish Government is to be made in the near future to encourage a collaborative approach by both governments.

6. Airport Consultative Committee

6.1 The latest meeting took place on 12 November and SEStran was represented by Vice Chair, Councillor Colin Davidson. A new Chair of the committee has been appointed and he has a strong focus on consultation.

6.2 The airport is currently going through a process to increase the number of flight paths to and from the airport. A consultation process is a fundamental part of the process, all of which ultimately requires the approval of the Civil Aviation Authority.

6.3 A number of issues in respect of the current operation of the airport were raised during the meeting regarding the passenger experience at the airport; including passport control, self service machines, baggage collection, traffic congestion on leaving, signage and road markings. Increased charges for using the drop-off zone were also discussed.

7. Recommendations

7.1 That the Board notes the content of the report.

Jim Grieve
Head of Programmes
2nd November 2018

Appendix 1: Draft Minute of the ECMA meeting on 14 November 2018

Policy Implications	None
Financial Implications	Additional projects funding
Equalities Implications	None
Climate Change Implications	None

ECMA

East Coast Main Line Authorities Consortium Meeting
1.00pm to 3.30pm, Wednesday 14th November 2018,
Council Chamber, Edinburgh City Chambers,
253 High Street, Edinburgh, EH1 1YJ

Summary notes

Agenda no	Item	Actions
1	**Welcome, introductions & apologies for absence** Attendance and apologies are listed at Appendix 1. Councillor Gordon Edgar welcomed everyone present to Edinburgh	**None**
2.	**Invited speakers** Presentations/notes from the following accompany these notes with comments/actions in brackets where applicable after each item below - Beyond HS2: Jim Steer, John Jarvis, Greengauge 21 - DfT update: John Reed, DfT - ECML update: David Horne, LNER, and Rob McIntosh, Network Rail. (Rob McIntosh will ask his colleague Matt Rice to contact IC about Network Rail's work on the ECML) - East Coast Partnership: Tony Poulter, DfT - High Speed Scotland: Alastair Young, Transport Scotland - HS2East update: Ian Coe on behalf of Andrew Pritchard, East Midlands Councils. (Andrew also advised Ian of the following forthcoming HS2 event: High Speed Two Parliament - Promoting the wider benefits of the eastern leg of HS2, Wednesday 6th March 2019, 2.00pm-4.00pm, Committee Room 6, House of Commons Confirmed speakers to date are: • Lillian Greenwood MP, Chair of the Transport Committee • Sir Terry Morgan, Chair, HS2 Ltd Registration for this event will be open after Christmas; IC will check with Andrew Pritchard and advise everyone when they can register)	**RM** **IC**
3	**Previous meeting notes**	**None**

Page **1** of **4**

	The meeting agreed the notes of the officer group meeting on 5th September 2018 and Consortium meeting on 29th June 2018	
4	**Network Rail Continuous Modular Strategic Planning** This was covered by Rob McIntosh's presentation under Agenda item 1	**None**
5	**ECMA Secretariat** IC advised the meeting that a member of staff is being appointed within his team at the North East Combined Authority (NECA) on ECMA duties. The meeting agreed to the £31k recharge from ECMA funds to NECA set out in Agenda item 5c of the last Consortium meeting on 29th June. IC advised that Nottinghamshire County Council had now agreed to contribute £2k to ECMA for this financial year. AT advised that he would pursue with Peterborough and Cambridgeshire Combined Authority a possible ECMA contribution from them	**AT**
6	**JMP research refresh** IC agreed to proceed with procuring the refresh of the 2016 research.	**IC**
7	**All Party Parliamentary Group update** Noted – for further information please see details of the APPG, at https://publications.parliament.uk/pa/cm/cmallparty/180314/east-coast-main-line.htm and details of the APPG's activities and a link to details of the debate on 17th October, available at https://www.catherinemckinnellmp.co.uk/category/appg-east-coast-mainline/	**None**
8	**AOB** None	**None**
9	**Date, time and venue for future Consortium and Executive meetings** **Consortium:** - **March 2019 in York** (date and time to be decided) **Officers Group:** - **11.00am to 1.30pm, Wednesday 5th December 2018**, Boardroom, Nexus House, 33 St James Boulevard, Newcastle upon Tyne NE1 4AX (**please note the start time of 11.00am not 10.00am as wrongly stated previously**)	**None**

Page 2 of 4

Appendix 1

Present (total 23 attendees)

Cllr Ian Gillies (Chair)	City of York Council (ECMA Chair)
Cllr Gordon Edgar	Sestran (South East of Scotland Transport Partnership) (ECMA Vice Chair)
Cllr Eric Firth	West Yorkshire Combined Authority (ECMA Vice Chair)
Cllr Bill Mordue	Doncaster Metropolitan Borough Council (ECMA Vice Chair)
Cllr Joyce McCarty	Newcastle City Council/North East Combined Authority
Cllr Brian Gordon	Tactran (Tayside & Central Scotland Transport Partnership)
Cllr Ralph Raynor	Stevenage Borough Council
Ian Coe	North East Combined Authority (minutes)
John Reed	Department for Transport
Tony Poulter	Department for Transport
Rob McIntosh	Network Rail
David Horne	London North East Railway
Alastair Young	Transport Scotland
Jim Grieve	Sestran (South East of Scotland Transport Partnership)
Dave Pownall	Doncaster Metropolitan Borough Council
Jane Findlay	Fife Council
Tom Flanagan	Tactran (Tayside & Central Scotland Transport Partnership)
David Marshall	Sunderland City Council
Andy Tatt	Peterborough City Council
Adrian White	Durham County Council
Richard Crabtree	West Yorkshire Combined Authority
Graham North	North Yorkshire County Council
Neil Ferris	City of York Council

Apologies

Cllr Sharon Taylor	Hertfordshire County Council (ECMA Vice Chair)
Cllr Michael Mordey	Sunderland City Council
Cllr Amy Wilson	Sunderland City Council
Cllr Christopher Brewis	Lincolnshire County Council
Cllr Harker	Darlington Borough Council/Tees Valley Combined Authority
Cllr Graham Bull	Cambridgeshire and Peterborough Combined Authority
Cllr Carl Marshall	Durham County Council
Cllr Derrick Ashley	Hertfordshire County Council
Cllr Don Mackenzie	North Yorkshire County Council
Cllr Peter Hiller	Peterborough City Council
Andrew Pritchard	East Midlands Councils
Anthony May	Nottinghamshire County Council
Kevin Sharman	Nottinghamshire County Council
Andrew Thomas	Lincolnshire County Council
Ian Kitchen	Lincolnshire County Council

Continued from page 3.....

Trevor Mason	Hertfordshire County Council
Kersten England	Bradford Council
Steve Hartley	Bradford Council
Terry Collins	Durham County Council
Barry Mason	Durham County Council
Ian Thompson	Durham County Council
Kate Stoker	City of York Council
Tom Riordan	Leeds City Council
Niall Gardiner	Tactran (Tayside & Central Scotland Transport Partnership)
Rob Walsh	North East Lincolnshire Council
John Wood	Hertfordshire County Council
Merran McRae	Wakefield Council

ECMA

East Coast Main Line Authorities Consortium Meeting
1.00pm to 3.30pm Wedneasday 14th November 2018
The Council Chamber at Edinburgh City Chambers, Edinburgh

HS2East update (note prepared by Ian Coe from information supplied by Andrew Pritchard, East Midlands Councils)

1	**Recent developments**
1.1	- HS2 East met on the 12th October 2018 in Newcastle - Key speakers included the new Chair of HS2 Ltd Sir Terry Morgan, Cllr Nick Forbes, Cllr Judith Blake and Sir Bob Kerslake - Sir Terry used his first public speech as HS2 to re-state the importance of the Phase 2b and the eastern leg to the overall business case for HS2 - Sir Bob spoke about the UK2070 Commission http://uk2070.org.uk/ and the need for a long term national plan for the development of the UK - At the subsequent member meeting, it was agreed to develop a common narrative for both HS2 and ECML investment - initial thoughts from Andrew accompany this note
2	**Next HS2 event**

2.1	The next HS2 event of interest to ECMA is as follows:
	
	   - High Speed Two (HS2) Parliament - Promoting the wider benefits of the eastern leg of HS2 - Wednesday 6th March 2019, 2.00pm-4.00pm - Committee Room 6, House of Commons - Confirmed to date:
	  - Lillian Greenwood MP, Chair of the Transport Committee
	  - Sir Terry Morgan, Chair, HS2 Ltd
	Further updates to follow; registration is understood to be open after Christmas and Ian Coe will advise ECMA as soon as details are received

The East Coast Main Line and HS2 - A Shared Vision

(Draft 21st June 2018)

HS2 EAST

CONNECTIVITY
PRODUCTIVITY
GROWTH

ECMA

Background

- The East Coast Main Line (ECML) links London with Edinburgh and the north east of Scotland via Peterborough, Grantham, Newark, Doncaster, Leeds, York, Durham and Newcastle and is a key driver of economic growth across the eastern side of Britain.

- Although the ECML has traditionally been considered to be the UK's premier rail route, the infrastructure has not been upgraded for some time and there are significant speed and capacity constraints in a number of areas.

- Network Rail only has identified funding for renewals and for completing existing enhancements in CP6 (2019-2023). All additional enhancements will be developed through a new Rail Enhancements Pipeline (REP) process on a case by case basis.

- The current East Coast Franchise will be terminated at the end of June 2018. After an interim period of public ownership, a new public/private partnership will manage both infrastructure and train services on the ECML from 2020 onwards.

- The Eastern leg of HS2 will link London, Birmingham & Leeds via the East Midlands and South Yorkshire and is due to become operational in 2033.

- It will connect with the ECML north of Leeds and HS2 conventional-compatible services are proposed to run as far as Newcastle – although a strong economic case has been made by HS2 East for using the HS2 Eastern Leg/ECML corridor to serve Scotland by high speed rail.

- The Scottish Government is currently looking at infrastructure improvements on both the WCML and ECML corridors to enable high speed rail connectivity - including between Newcastle and Dunbar.

A Shared Vision

- The future of the ECML and delivery of the HS2 Eastern leg are inextricably linked, particularly north of Leeds.

- Whilst the function of the ECML will change once HS2 Eastern Leg, becomes operational, it will continue to have vital economic role and remain an investment priority.

- It is helpful to look at future priorities in three phases:

  Phase 1 (2019-23): Addressing existing under-performance on the ECML and securing the HS2 2b Hybrid bill
  Phase 2 (2023-33): HS2 2b construction and improving ECML between Leeds and Newcastle for HS2 conventional compatible services
  Phase 3 (2033-43): Enhanced high speed rail links to Scotland

- Developing a vision and narrative on this basis shared by ECMA & HS2 East will increase the lobbying power of both groups and increase the likelihood of securing positive outcomes.

A Three Phased Approach

Phase 1: (2019-23)	Phase 2: (2023-33)	Phase 3: (2033-43)
• Using NR renewals plan to prioritise enhancements for REP process (e.g. Newark Flat-bed Crossing). • Using new East Coast Partnership arrangements to drive further service improvements. • Ensuring that the HS2 2b hybrid Bill is passed by Parliament and enables conventional-compatible service to run on the ECML north of Leeds.	• Construction of HS2 Eastern Leg. • Speed and capacity enhancements on ECML between Leeds & Newcastle for conventional-compatible services. • Station capacity enhancements at Leeds, York and Newcastle. • Development of major improvement on ECML between Newcastle & Dunbar (Cross-border Hybrid Bill?).	• Construction of major improvements on ECML between Newcastle & Dunbar. • High speed rail services linking Scotland and London in under 3 hours via HS2 Eastern Leg and upgraded East Coast Main line.

ECMA

East Coast Main Line Authorities Consortium Meeting
1.00pm to 3.30pm Friday 29th June 2018
Hudson Room, City of York Council, West Offices, Station Rise, York YO1 6GA

Summary notes

Agenda no	Item	Actions
1	**Welcome, introductions & apologies for absence** Attendance and apologies are listed at Appendix 1.	**None**
2.	**Invited speakers** The following presentations/leaflets accompany these notes - Alistair Young, Transport Scotland (High Speed Rail in Scotland). AY to advise IC re representation from English local authorities on partnership with DfT and HS2 - John Reed, Department for Transport (working together on ECML). IC to keep JR on ECMA invitation list - Phil Dawson, LNER (transition to LNER) Andrew Pritchard, HS2East (HS2 East update) – the next HS2East meeting is Friday 12th October in Newcastle, details from Andrew.Pritchard@emcouncils.gov.uk Andrew to send IC the agenda for circulation	**AY** **IC** **AP/IC**
3	**Previous Consortium meeting notes** Noted	**None**
4	**Update from Executive (officer) group** Noted	**None**
5	**ECMA budget, governance and messages** a. Budget 2018/19. Cllr Bull will respond regarding Cambridgeshire and Peterborough Combined Authority contribution to ECMA. IC to ask City of York to confirm amount of carry over (underspend) in ECMA budget at end of financial year 2017/18 **Agreed** - Chair to write to all ECMA local authority Chief Execs b. Refresh of Terms of Reference (Consortium and officer group) **Agreed:**	**CllrGB** **IC (done)** **Chair**

Page **1** of **4**

		o proposed changes as circulated before the meeting plus those submitted to meeting by Jim Grieve on behalf of Scottish RTPs. o There to be 4 Vice Chairs not 3 – Cllr Sharon Taylor (Stevenage) for South, Cllr Mordue (Doncaster) for Middle, Cllr Firth (WYorks) for North of England and Cllr Edgar (SESTran) for Scotland o Executive to be renamed "Officer Group" o Only those Authorities who have paid a contribution to ECMA to participate in officer group meetings IC to circulate revised terms of reference (Consortium and officer group) c. Next steps **Agreed with minor amendment** IC to circulate revised version d. Key messages **Agreed**	**IC** **IC**
6	**All Party Parliamentary Group update** IC to confirm next meeting, provisionally scheduled for 17th October	**IC**	
7	**AOB** **Agreed** – officers to progress refresh of Systra's research on behalf of ECMA and relaunch of ECMA's message	**IC/RC/GN**	
8	**Date, time and venue for future Consortium and Executive meetings** **Consortium:** - **1.00pm to 3.30pm, Wednesday 14th November 2018,** Council Chamber, Edinburgh City Chambers, 253 High Street, Edinburgh, EH1 1YJ. Tea, coffee and biscuits will be served at 12.45pm. - **June 2019** (to be decided) **Officers Group: (note revised start time of 11.00am)** - **11.00am to 1.30pm, Wednesday 5th September 2018,** Boardroom, Nexus House, 33 St James Boulevard, Newcastle upon Tyne NE1 4AX - **11.00am to 1.30pm, Wednesday 5th December 2018,** Boardroom, Nexus House, 33 St James Boulevard, Newcastle upon Tyne NE1 4AX The majority view at and following the meeting appears to be that future meetings be held in York		

Appendix 1

Present	
Cllr Ian Gillies	City of York Council (Chair)
Cllr Gordon Edgar	Sestran (South East of Scotland Transport Partnership) (Vice Chair)
Cllr Joyce McCarty	Newcastle City Council/North East Combined Authority
Cllr Michael Mordey	Sunderland City Council
Cllr Brian Gordon	Tactran (Tayside & Central Scotland Transport Partnership)
Cllr Ralph Raynor	Stevenage Borough Council
Cllr Bill Mordue	Doncaster Metropolitan Borough Council
Cllr Graham Bull	Cambridgeshire and Peterborough Combined Authority
Cllr Gary Wareing	Hull City Council
Ian Coe	North East Combined Authority (minutes)
John Reed	Department for Transport
Phil Dawson	London North East Railway
Derek Gittins	Nexus
Ruth Stephenson	Hull City Council
Graham North	North Yorkshire County Council
Neil Firth	Doncaster Metropolitan Borough Council
Jim Grieve	Sestran (South East of Scotland Transport Partnership)
Lewis Banks	Peterborough City Council
Ian Thompson	Durham County Council
Richard Crabtree	West Yorkshire Combined Authority
Mark Jackson	Sunderland City Council
Apologies	
Cllr Bill Dixon	Tees Valley Combined Authority/Darlington Borough Council
Cllr Christopher Brewis	Lincolnshire County Council
Cllr Darren Hale	Hull City Council
Cllr Don Mackenzie	North Yorkshire County Council
Cllr Derrick Ashley	Hertfordshire County Council
Cllr Carl Marshall	Durham County Council
Cllr Matthew Patrick	North East Lincolnshire Council
Cllr John Holdich	Peterborough City Council
Cllr Peter Hiller	Peterborough City Council
Cllr Eric Firth	West Yorkshire Combined Authority
Cllr Kathrine Cutts	Nottinghamshire County Council
Andrew Pritchard	East Midlands Councils (participated in item 1 by phone)
Jo Miller	Doncaster Metropolitan Borough Council
Dave Pownall	Doncaster Metropolitan Borough Council
Peter Dale	Doncaster Metropolitan Borough Council
Trevor Mason	Hertfordshire County Council
Zaid Al-Jawad	Stevenage Borough Council
Tom Pyke	Stevenage Borough Council

Marshall Poulton	Newcastle City Council
Graham Grant	Newcastle City Council
Alistair Baldwin	Newcastle City Council
Neil Ferris	City of York Council
John Wood	Hertfordshire County Council
Eric Guthrie	Tactran (Tayside & Central Scotland Transport Partnership)
Julian Jackson	Bradford Council
Kersten England	Bradford Council
Steve Hartley	Bradford Council
Derick Murray	Nestrans (Transport Partnership for Aberdeen City and Shire)
Jo Miller	Doncaster Council
Terry Collins	Durham County Council
Adrian White	Durham County Council
Barrie Mason	North Yorkshire County Council
Tom Riordan	Leeds City Council
Gillian Beasley	Peterborough City Council
Andy Tatt	Peterborough City Council
Anthony May	Nottinghamshire County Council
Sandra Hullett	North East Lincolnshire Council
Rob Walsh	North East Lincolnshire Council
Keith McWilliams	Cambridgeshire and Peterborough Combined Authority
Niall Gardiner	Tactran (Tayside & Central Scotland Transport Partnership)
Alastair Young	Transport Scotland (participated in item 1 by phone)
Ranald Robertson	Hitrans (Highlands and Islands Transport Partnership)
Merran McRae	Wakefield Council
Andrew Thomas	Lincolnshire County Council

ECMA

East Coast Main Line Authorities Officer Group Meeting
11.00am to 13.30pm Wednesday 5th September 2018
Boardroom, Nexus House, 33 St James Boulevard,
Newcastle upon Tyne NE1 4AX

Meeting notes and actions

Agenda no	Item	Action
1	**Welcome, introductions, apologies for absence and election of meeting Chair** See below for attendance list In the absence of an officer from North Yorkshire County Council (the ECMA Chair's Authority), TM was elected meeting Chair unopposed. The meeting was quorate as there were representatives from all 4 ECMA regions present or participating.	

2.	**Invited speakers/updates (subject to confirmation)**
	
	Network Rail – Strategic Questions for the ECML (DG on behalf of Rob Fairy, Network Rail) – please see powerpoint accompanying these notes.
	DG to ask Rob
	    a. whether the draft report due for publication in Summer 2018 has appeared yet
	    b. for a contact name for Network Rail in Scotland for NF to follow up what pieces of work are happening in Scotland
	    c. to present to Consortium on 14th November (with a Network Rail Scotland colleague) regarding the wider picture
	    d. can the RIRG mailing list can be shared
	All to contact the named person on each slide of the presentation in case of any further queries
	All to circulate details of individual contact with Network Rail
	AP to check with Jon Bell (Network Rail) what other pieces of work Network Rail are undertaking e.g. at Newark
		DG
		
		NF
		
		All (if desired)
		All
		AP

	Alistair Young, Transport Scotland - High Speed Rail in Scotland (verbal update from IC). There will be a second TfN East Coast roundtable discussion, probably in October, which will have a significant proportion of the agenda taken up with a detailed discussion about the proposals for development of Newcastle Station. This was referred to at the last ECMA meeting; the work is now all but complete and is all looking very achievable. DG to circulate details of the roundtable (likely to be November)and of the Newcastle Station Board	**DG**
	Working together on ECML (JR, DfT). Question – what do we want the ECML for? What is the priority? The correct version of the DfT ECML leaflet has been produced (giving the correct contact number for JR) and is circulated with these notes. Stevenage turnback – was included in the £780m for ECML announced by Theresa May on 23rd July. If work is done during Christmas 2019 blockade Network Rail can deliver in 2021 but if they have another blockade pre-Christmas 2020 they can deliver in 2020. All to give their views to JR. IC to draft a paper setting out what we want from East Coast Partnership	**All (if desired) IC**
	Transition to LNER (PD, LNER). Azumas due in service end of year. Some technical issues with train/track interface, signalling problems north of Doncaster. Not sure when they will reach Edinburgh. The 9-car bi-modes will enter service first, the HSTs will remain for longer than planned. Will save 4min Kings Cross-Leeds and 6min Kings Cross-Edinburgh. But will not be immediate timetable change, instead benefits will be felt with better punctuality. London to Leeds in 2 hours and to Edinburgh in 4 hours by early 2020s. LNER have been invited to early East Coast Partnership workshops, thoughts welcome from all. Will the Middlesbrough service start in 2020? This is really challenging, infrastructure works are needed. A decision will be taken in May 2020 on whether to go for it in May 2021 timetable. How is demand holding up? LNER are now seeing the growth Virgin wanted, but operational performance not good enough – PPM currently high 70s, it should be mid-80s. PD will update next meeting.	**All (if desired)** **PD**
	HS2East update (AP). The next HS2E event is 12th October 2018 at Newcastle Civic Centre (see page 6 of these notes for details). The hybrid Bill has been pushed back. It will allow for NPR connectivity but are things slipping? Will HS2E get into issues of connection with NPR? Is there a shared narrative we can articulate including HS Scotland? IC to refresh the 5 joint principles in a paper for next officer group and advise the Consortium. Richard Crabtree (WYCA) to invite Greengauge 21 to next consortium meeting (IC to add to agenda) and WYCA officers to do a critique of their report "Beyond HS2"	**IC** **RC and other WYCA officers**

	King's Cross remodelling (Ian Coe on behalf of Jo Slack, Network Rail). IC participated in further conference call 20th September. Jo (and colleagues) to attend Consortium to provide update.		**JS**
3	**Previous meeting notes** See afternote on page 6 below for SEStran update.		
4	**ECMA budget 2018/19** Report circulated with agenda was agreed. DP will pursue a possible contribution from Sheffield City Region.		**DP**
5	**Systra research refresh** Report circulated with agenda was agreed. It was noted that NELincs have a relationship with Systra. IC to contact NELincs. Can the work be done through an Exception to Tender following the original commission by City of York Council? IC to check with City of York including finding out the original commission and what they quoted for. What should the latest work do – just a refresh or address weaknesses, update infrastructure requirements and address ECML/Northern Powerhouse interaction and take account of a more pessimistic economic model? All to advise IC. Timescale – link in with rail industry process and post-Budget spending review?		**IC** **IC** **All**
6	**Future direction of ECMA including Consortium meetings** IC to circulate draft agenda for Consortium meeting to include: - LNER presentation - Network Rail presentations – ECML update (Rob Fairy) and Kings Cross remodelling (Jo Slack) - Greengauge 21 presentation - Transport Scotland presentation - Systra work – amended brief for approval - Budget update - Work programme so Elected Members can see what is happening - Discussion on East Coast Partnership – what do Members want? - Introduction on reaching consensus on future role of ECML. Three issues (1) strategic long-term role of route (2) what future services will be provided – freight and passenger (3) what are the infrastructure requirements to deliver these services		**IC**

Page 3 of **6**

	Reports to be classified as to whether they are (1) decision (2) discussion (3) information		
7	**All Party Parliamentary Group update** IC to draft a work programme	IC	58
8	**AOB** Agreed to co-opt the following non-voting, non-paying members - DfT - Network Rail - Transport Scotland - HS2East - Transport for the North - Midlands Connect - LNER - England's Economic Heartland - Scottish City Region Deals - Other train operators by specific invitation only		
9	**Date, time and venue for future Consortium and Officers' Group meetings (note the Officers' Group on 5th December is 11.00am to 1.30pm, not as previously advised in some documents)** **Consortium (all welcome):** - **1.00pm to 3.30pm, Wednesday 14th November 2018,** Council Chamber, Edinburgh City Chambers, 253 High Street, Edinburgh, EH1 1YJ. Tea, coffee and biscuits will be served at 12.45pm. - **June 2019** (to be decided) **Officers' Group (paid-up member Authorities and co-opted organisations only):** - **11.00am to 1.30pm, Wednesday 5th December 2018,** Boardroom, Nexus House, 33 St James Boulevard, Newcastle upon Tyne NE1 4AX		

Attending (A) or dialling in (D)	
Ian Coe (IC)	North East Combined Authority (minutes) (A)
Derek Gittins (DG)	North East Combined Authority (A)
Niall Gardiner (NG)	Tactran (Tayside & Central Scotland Transport Partnership) (A)
Trevor Mason (TM)	Hertfordshire County Council (A)
Steve Payne (SP)	Tees Valley Combined Authority (A)
James Nutter (JN)	West Yorkshire Combined Authority (A)
John Reed (JR)	Department for Transport (A)
Phil Dawson (PD)	London North East Railway (A)
David Pownall (DP)	Doncaster Council (A)
Andrew Pritchard (AP)	East Midlands Councils (A)
Gavin Ball (GB)	Stevenage Borough Council (D)
Lewis Banks (LB)	Peterborough City Council (D)
Andrew Thomas (AT)	Lincolnshire County Council (D)
Apologies	
Graham North	North Yorkshire County Council
Jim Grieve	Sestran (South East of Scotland Transport Partnership)
Richard Crabtree	West Yorkshire Combined Authority
Neil Ferris	City of York Council
Ruth Stephenson	Hull City Council
Peter Dale	Doncaster Council
Jo Miller	Doncaster Council
Neil Firth	Doncaster Council
Zaid Al-Jawad	Stevenage Borough Council
Tom Pyke	Stevenage Borough Council
Mark Jackson	Sunderland City Council
Marshall Poulton	Newcastle City Council
Graham Grant	Newcastle City Council
Alistair Baldwin	Newcastle City Council
Stuart McNaughton	Northumberland County Council
John Wood	Hertfordshire County Council
Tom Flanagan	Tactran (Tayside & Central Scotland Transport Partnership).
Julian Jackson	Bradford Council
Kersten England	Bradford Council
Steve Hartley	Bradford Council
Derick Murray	Nestrans (Transport Partnership for Aberdeen City and Shire)
Ian Thompson	Durham County Council
Adrian White	Durham County Council
Tom Riordan	Leeds City Council
Gillian Beasley	Peterborough City Council
Andy Tatt	Peterborough City Council
Anthony May	Nottinghamshire County Council
Sandra Hullett	North East Lincolnshire Council
Rob Walsh	North East Lincolnshire Council
Alastair Young	Transport Scotland
Ranald Robertson	Hitrans (Highlands and Islands Transport Partnership)
Merran McRae	Wakefield Council
Ian Kitchen	Lincolnshire County Council
Jo Slack	Network Rail

Afternote - additional items	Actions
1. Next HS2East event details are as follows. All ECMA members are welcome to send officers and/or Members, but please e-mail HS2East@turntown.co.uk or Sioban.Campbell@turntown.co.uk with details of who is attending High Speed Two (HS2) East – Newcastle Business Briefing and Board Meeting: Promoting the wider benefits of the eastern leg of HS2 Friday 12th October 2018, Newcastle Civic Centre, Barras Bridge, Newcastle upon Tyne, NE1 8QH 10.00-10.30am Register and breakfast (30 mins) 10.30-12.00pm Business Briefing (90 mins) Speakers/Panel Members: • Lord Kerslake • Sir Terry Morgan, Chairman, HS2 Limited • Lillian Greenwood MP and Chair of the House of Commons Transport Select Committee • Mark Lynam, Programme Commissioning Director, Sheffield City Region (Mayor Dan Jarvis, Mayor of Sheffield City Region representative) • Cllr Nick Forbes, Leader Newcastle City Council • Cllr Ian Gillies, Leader of York and Chair of ECMA • Cllr Russell Imrie, Midlothian Council and Chair of SEStrans • James Ramsbotham, North East Chamber of Commerce • David Whysall, Managing Director, Turner & Townsend	**All (if attending)**
2. JG advises that SEStran has been invited to join the Scottish Parliament Cross Party Rail Group, to represent ECMA. The next meeting is on 26th September – JG to provide an update. The Group will also consider whether to invite ECMA to speak at a future meeting.	**JG**

Page **6** of **6**

Climate Change Report

1.   Introduction

1.1   The purpose of this report is to inform and update members about SEStran's responsibilities, as a public body, in relation to the Climate Change Act (Scotland) 2009.

2   Background

2.1   In 2015, The Reporting on Climate Change Duties (Scotland) Order 2015 came into force, which required specified Public Bodies, including RTPs, to prepare annual reports on compliance with climate change duties under the Climate Change (Scotland) Act 2009.

2.2   This legislation is managed and coordinated on behalf of the Scottish Government by the Sustainable Scotland Network (SSN) team at the environmental charity Keep Scotland Beautiful (KSB).

3.   Reporting and Responsibilities

3.1   Since SEStran's first year of reporting, our emissions have reduced from 20 tC02e in 2015 to 9.31 tC02e in 2018. This reduction is the result of numerous factors, including the introduction of various policies and initiatives, as detailed below:

- Business Travel Policy
- Home Working Policy
- Flexible Working Policy
- Corporate Procurement Policy

SEStran is committed to reducing its carbon emissions and will continue to engage in relevant projects and policy developments to ensure that this positive decline continues.

5.   Recommendations

5.1   Board Members are invited to note the content of the report.

Appendix 1 – SEStran's Carbon Emissions Reporting 2017/18

Elizabeth Forbes
Business Support Officer
28th November 2018

Policy Implications	None
Financial Implications	None
Equalities Implications	None
Climate Change Implications	As detailed in **Appendix 1** of this report.

SEStran Carbon Emissions Reporting 2017/18

	Emission Source	Units	Emission Factor	Units	kg CO2e
1	Grid Electricity (generation)	kWh	0.49426	kg CO2e/kWh	
2	Grid Electricity (transmission & distribution losses)	kWh	0.04322	kg CO2e/kWh	
5	Natural Gas	kWh	0.27212	kg CO2e/kWh	
9	Water - Supply	m3	0.3441	kg CO2e/m3	0.00
26	Refuse Commercial & Industrial Landfill	tonnes	199	kg CO2e/tonne	0.00
30	Mixed Recycling	tonnes	21	kg CO2e/tonne	0.00
41	Domestic Flight (average passenger)	passenger km	0.26744	kg CO2/passenger km	0.00
42	Short-haul flights (average passenger)	passenger km	0.15845	kg CO2/passenger km	4,121.32
44	Rail (National Rail)	passenger km	0.04678	kg CO2/passenger km	507.40
45	Car - diesel (average)	passenger km	0.17887	kg CO2/passenger km	47.79
46	Car - petrol (average)	passenger km	0.18568	kg CO2/passenger km	398.33
53	Bus (local bus, not London)	passenger km	0.12259	kg CO2/passenger km	141.62
54	Taxi (black cab)	passenger km	0.21337	kg CO2/passenger km	24.90
Other	Staff Travel to Work	km	various	kg CO2e/km	4,072.39
	Scope 1				0.00
	Scope 2				0.00
	Scope 3				9,313.74
	TOTAL				9,313.74

Risk Register

1. INTRODUCTION

1.1 The purpose of this report is to provide the Partnership with its six monthly update on the risk register, which is an integral part of SEStran's Risk Management Framework.

2. BACKGROUND

2.1 SEStran has been using a Risk Register to record, report and evaluate risks within the organisation since May 2008. All risks are reviewed regularly by the relevant staff and Appendix 1 to this report is the latest version SEStran Risk Register, highlighting the key risks.

2.2 The Risk Register was presented to Performance and Audit Committee at its meeting on 16th November for comment and these are reflected in the final Risk Register.

3. RECOMMENDATIONS

3.1 The Board are asked to note the contents of the report.

Angela Chambers
Business Manager
November 2018

Appendix 1: SEStran Risk Register

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

Risk Number	Risk Detail	Risk Category	Gross Risk Assessment			Planned Response/Mitigation	Net Risk Assessment			Risk After Mitigation/Appetite for Risk	Date and Owner
			Probability	Impact	Risk Score		Probability	Impact	Risk Score		
R001	**Policy Appraisal:** Poor Quality Lack of consultation	Strategic	1 Remote	3 Moderate	3 Low	Advised by Government of relevant policy changes and Partnership Director and Officers regularly horizon scanning for further policies and responds accordingly. New consultative forums also enable greater visibility and integration of local policies into regional strategy.	1 Remote	2 Minor	2 Low	**Low.** Partnership staff also continue to monitor their networks for relevant policy discussions. **Tolerate**	November 2018 Head of Programmes
R002	**Project Appraisal and Delivery:** Incomplete or of poor quality Late Delivery	Reputational	2 Unlikely	4 Major	8 Medium	Monthly monitoring and management intervention by the project officer and over-seen by the Head of Programmes. Key regional projects such as RTPI has regular communication with key clients and service providers, including standing quarterly stakeholder meetings.	2 Unlikely	3 Moderate	6 Low	**Low.** Regular monitoring and management/project team meetings provides all across the organisation with a clear view of progress and expenditure against budget. **Tolerate**	November 2018 Head of Programmes
R003	**Digital/IT:** Server failure Comms failure: phones Website	System and Technology	3 Possible	4 Major	12 Medium	SEStran has an up-to-date Management Plan for Business Continuity. Wesbite has a maintenence contract as does RTPI system. Both proactively managed by third parties.	3 Possible	2 Minor	6 Low	**Low.** Contracted IT consultants deliver IT services. Website contract includes security updates. Robust Information Security Policy in place with regular monitoring reports. GDPR compliant and progressing Cyber Essentials Accreditation. **Tolerate**	November 2018 Business Manager

									Controls								
R004	**Reputation:** Regard by the public and stakeholders. Negative or inaccurate media coverage leading to misrepresentation of SEStran position	Reputational	3	Possible	3	Moderate	9	Medium	Good relationships with media. Quick response to negative or inaccurate coverage. Proactive placement of copy. Agreed broad media positions. Availability of Spokesperson - Senior staff only. No unauthorised media statements.	3	Possible	2	Minor	6	Low	**Low.** Partnership staff continue to promote and advocate activities via speaking, writing or wider networking **Tolerate**	November 2018 Head of Programmes
R005	**Statutory Duties:** Failure to adhere to duties described in legislation and related documentation	Legal and Regulatory	1	Remote	4	Major	4	Low	Audit approved systems of governance in place. External and internal audits carried out.	1	Remote	2	Minor	2	Low	**Low.** Regular monitoring and programming of statutory duties is undertaken by the Partnership Director, Head of Programmes and Business Manager. Audited by third parties. **Tolerate**	November 2018 Head of Programmes
5.1	Restricted ability to undertake RTS re-write: Inadequate senior staff resourcing available due to continued absence of Partnership Director	Strategic	4	Probable	3	Moderate	12	Medium	Resolve absence as soon as possible and appoint external resources as required.	2	Unlikely	2	Minor	4	Low	**Low.** **Seek to resolve ASAP**	November 2018 Head of Programmes

Ref	Risk	Category	L	Likelihood	I	Impact	Score	Rating	Mitigation	L	Likelihood	I	Impact	Score	Rating	Status	Date / Owner
R006 6.0	**Financial:** Significant deviation from budgeted spend	Financial	2	Unlikely	3	Moderate	6	Low	The Partnership's Financial Rules do not permit the Partnership's spending (whether revenue or capital) to exceed its available budget. Budget and spend is monitored on a monthly basis by SEStran officers, using financial information provided by City of Edinburgh Council (CEC) through the Partnership's Financial Services Service Level Agreement with CEC and supported by qualified accounting staff of CEC. Action is taken by Partnership officers to develop alternative savings measures, including options for development of contingency arrangements, if required and subject to approval by the Partnership. The Partnership's Financial Rules require reporting of financial performances to the Partnership Board on a quarterly basis.	1	Remote	2	Minor	2	Low	**Low**. In October 2017, the Scottish Government commenced consultation to give consideration to RTPs being given powers to of carry forward of expenditure across financial years. Transport Bill currently going through parliament includes section on RTPs carrying reserves. **Tolerate**	November 2018 Head of Programmes
6.1	Pay awards: Provision for a pay award of up to 3% in 2019/20 based on alignment with SG pay policy. Each 1% increase equates to an increase in £3,580	Financial	4	Probable	1	Insignificant	4	Low	Alignment with Scottish Local Government pay policy	4	Probable	1	Insignificant	4	Low	**Low** **Tolerate**	November 2018 Head of Programmes
6.2	Staff recharges - EU projects: The proposed budget assumes that £66,000 of staff time can be recharged to 3 EUProjects - Share-north, Regio-mob and Surflogh. There is a risk this may not be achievable	Financial	5	Highly Probable	3	Moderate	15	High	Any shortfall in employee recharges will be managed through corresponding reductions in Projects Budget expenditure. EU projects represent a low percentage of the budget.	4	Probable	2	Minor	8	Medium	**Medium**: Other funding sources will continue to be pursued. **Tolerate**	November 2018 Head of Programmes

		Type							Controls	Type							Response	Review/Owner
6.3	Inflation: There is a risk that the proposed budget does not adequately cover price inflation and increasing demand for services.	Financial	5	Highly Probable	1	Insignificant	5	Low	When setting the revenue budget, allowance made for specific price inflation and budgets adjusted in line with current cost forecasts.		5	Highly Probable	1	Insignificant	5	Low	**Low** **Tolerate**	November 2018 Head of Programmes
6.4	Delays in payment of external grants results in additional short-term borrowing costs.	Financial	3	Possible	2	Minor	6	Low	SEStran grant claims for projects are submitted in compliance with grant funding requirements to ensure minimal delay in payment. Ongoing monitoring of cash flow is undertaken to manage exposure to additional short-term borrowing costs.		3	Possible	1	Insignificant	3	Low	**Low:** Grant submission procedures in place, along with financial planning. **Tolerate**	November 2018 Head of Programmes
6.5	Sources of additional income to the Partnership may become constrained in the current economic climate and/or due to changes in operating arrangements.	Financial	4	Probable	3	Moderate	12	Medium	Active Travel funding a high priority for Government with funds consistently available to bid for. Revenue budget for 2019/20 developed to take account of most likely level of external income in 2019/20.		4	Probable	3	Moderate	12	Medium	**Medium** **Tolerate:** Adapt expenditure accordingly	November 2018 Head of Programmes
6.6	Funding reductions: Future reductions in funding from Scottish Government and/or council requisitions.	Financial	3	Possible	4	Major	12	Medium	The Partnership will continue to source and develop external funding.		3	Possible	4	Major	12	Medium	**Medium** **Tolerate:** Manage organisation in accordance with available funding but ability of organisation to deliver RTS objectives will inevitably be dictated by available funding.	November 2018 Head of Programmes
6.7	The deficit on the staff pension fund could lead to increases in the employers pension contribution	Financial	3	Possible	3	Moderate	9	Medium	The Partnership continues to benefit from Lothian Pension Fund's contribution stability mechanism as part of the Fund's strategy to manage potential volatility in employer contribution rates. Following the Lothian Pension Fund Triennial Acturial Review of 2017, proposed Partnership contribution rates have been advised until 2020/21		2	Unlikely	3	Moderate	6	Low	**Low** **Tolerate**	November 2018 Head of Programmes

Ref	Risk Description	Category						Controls / Mitigation						Action / Rating	Owner / Date
6.8	Current staffing levels cannot be maintained due to funding constraints and the Partnership incurs staff release costs	Financial	3	Possible	3	Moderate	9	Medium	The Head of Programmes continues to seek additional sources of funding for activities aligned to the Partnership's objectives to supplement resources Recruitment control measures in place.	3	Possible	2	Minor	6	Low	**Low:** Other funding sources will continue to be pursued. **Tolerate**	November 2018 Head of Programmes
6.9	Accommodation: Occupancy Agreeement with SG due for renewal February 2019. SG may not renew and alternative premises required at market rates.	Financial	3	Possible	3	Moderate	9	Medium	A notice period of 12 months must be served by each party under the current occupancy agreement. SEStran engaging with SG estates to secure renewal.	3	Possible	3	Moderate	9	Medium	**Medium: Resolve - seek to confirm renewal ASAP**.	November2018 Business Manager
6.10	ECOMM: Agreement to commit to ECOMM on the basis of being cost neutral. Income depends on number of delegates attending conference.	Financial	3	Possible	3	Moderate	9	Medium	In association with EPOMM, marketing effort is currently underway to ensure adequate attendance is achieved. Further marketing will continue	3	Possible	2	Minor	6	Low	**Low Tolerate**	November 2018 Head of Programmes
R007	**HR:** Pension Liabilities Redundancy Contingency Inappropiate Behaviour Staffing/Incapacity	People	3	Possible	3	Moderate	9	Medium	SLA in place with Falkirk Council to provide specialist HR advice as required and is under regular review. Legal advice is provided, when required, through a framework contract, which is in place until 2019.	1	Remote	2	Minor	2	Low	**Low Tolerate**	November 2018 Head of Programmes
R008	**Corporate:** Removal of RTPs as part of the review of the National Transport Strategy**.**	Strategic	4	Probable	4	Major	16	High	RTPs jointly lobbying Transport Minister. SEStran is engaged in the NTS2 review, representing all RTPs on the NTS2 Review Board and has sought and received assurances around retention of functions and undertakings transfer from Scottish Ministers.	4	Probable	4	Major	16	High	**High: Seek to resolve**	November 2018 Head of Programmes

Ref	Risk	Category	Likelihood		Impact		Score	Rating	Mitigation	Likelihood		Impact		Score	Rating	Response	Review
R009	**EU Exit:** Impact on learning and funding	Financial	5	Highly Probable	3	Moderate	15	High	The Partnership has sought to engage in as many relvant EU projects and funds as it can whilst UK authorities are allowed to access these funds. This should mitigate the short-term impact of any EU Exit negotiated and implemented. Timescales for effective exit remain unclear	5	Highly Probable	3	Moderate	15	High	**High:** The risk remains high as there is significant uncertainty around the medium (3-5year) horizon for access to funds. Opportunity for renewed collaborative working with EU following Brexit to be explored. **Tolerate**	November 2018 Head of Programmes
R010	**Governance:** Senior Officer absence Succession Planning Business Continuity	People	3	Possible	3	Moderate	9	Medium	Governance Scheme now contains adequate provision. Staff structure in place and Head of Programmes assigned delegated powers in Directors absence. Business Continuity Plan in place. Sustained absence of Partnership Director continuing to limit staff resourcing.	3	Possible	3	Moderate	9	Medium	**Medium** **Seek to resolve ASAP**	November 2018 Head of Programmes
R011	**Third party Service Level Agreements:** Failure or inadequacy of service	People	2	Unlikely	2	Minor	4	Low	Service Level Agreements in place for Financial Services, HR, Legal and Insurance services. Reviewed annually by senior officers. Subject to independent audit scrutiny.	2	Unlikely	2	Minor	4	Low	**Low** **Tolerate**	November 2018 Head of Programmes

Likelihood / Severity / Risk Score / At Risk

Likelihood		Severity		Risk Score		At Risk
1	Remote	1	Insignificant	1	Low Risk	System and Technology
2	Unlikely	2	Minor	2		Reputational
3	Possible	3	Moderate	3		Strategic
4	Probable	4	Major	4		Financial
5	Highly Probable	5	Catastrophic	5		Governance
				6		Specific Operational
				8	Medium Risk	External
				9		Legal and Regulatory
				10		People
				12		Physical
				15	High Risk	
				16		
				20		
				25		

Impact

Descriptor	Score	Health and Safety Impact	Impact on Service and Reputation	Financial Impact
Insignificant	1	No injury or no apparent injury.	No impact on service or reputation. Complaint unlikely, litigation risk remote.	Loss/costs up to £5000.
Minor	2	Minor injury (First Aid on Site)	Slight impact on service and/or reputation. Complaint possible. Litigation possible.	Loss/costs between £5000 and £50,000.
Moderate	3	Reportable injury	Some service distruption. Potential for adverse publicity, avoidable with careful handling. Complaint expected. Litigation probable.	Loss/costs between £50,000 and £500,000
Major	4	Major injury (reportable) or permanent incapacity	Service disrupted. Adverse publicity not avoidable (local media). Complaint expected. Litigation expected.	Loss/costs between £500,000 and
Catastrophic	5	Death	Service interrupted for significant time. Adverse publicity not avoidable (national media interest.) Major litigation expected. Resignation of senior management/directors.	Theft/loss over £5,000,000

Impact (matrix)

Impact	Remote	Unlikely	Possible	Probable	Highly Probable
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5
Likelihood	Remote	Unlikely	Possible	Probable	Highly Probable

Likelihood

Descriptor	Score	Example
Remote	1	May only occur in exeptional circumstances.
Unlikely	2	Expected to occur in a few circumstances.
Possible	3	Expected to occur in some circumstances.
Probable	4	Expected to occur in many circumstances.
Highly Probable	5	Expected to occur frequently and in most circumstances.

Maintain existing measures in place.
Review control measures. Even if the risk is low, there may be things that can be done to bring the risk rating down to minimal.
Improve control measures. If the Rating Action Band is greater than 3 or 4 then a review of the exisiting safety/control measures needs to be done, where additional
Improve control measures immediately and consider stopping work activity until risk is reduced.

SEStran Consultation Responses

1. **Introduction**

1.1 The report provides the Members of the Board with an update on the consultations SEStran has responded to or is currently working on.

2. **Falkirk Local Development Plan 2 – Proposed Plan of September 2018**

2.1 In September 2018, SEStran received the Proposed Plan of the Falkirk Local Development Plan 2 (LDP2). The LDP2 sets out a broad vision and strategy for the area for the 20-year period from 2020 to 2040. The Proposed Plan was published by Falkirk Council to inform LDP2 and was open for representations from 28 September until 23 November 2018.[1]

2.2 In early November 2018, SEStran submitted a representation on behalf of the region (see Appendix 1.). SEStran concluded that, in general, the Proposed Plan is consistent with SEStran's Regional Transport Strategy objectives and policies. SEStran recommended that specific commitments to incorporating public transport and active travel into planning and new developments are included in the Proposed Plan. Moreover, such transport interventions could extend to neighbouring local authority areas, and therefore reinforce the need for a regional or cross-boundary approach.

2.3 The Proposed Plan provided a detailed, yet comprehensive overview of development planning in the Falkirk area. SEStran's comments were supportive in nature, and it is hoped that the suggestions will add to the contents of the LDP2.

3. **Scottish Law Commission – Automated Vehicle Consultation**

3.1 In November 2018, the Scottish Law Commission announced a public consultation reviewing the UK's regulatory framework for the safe deployment of automated vehicles.[2] This launches a three-month public consultation until February 2019 on key areas of safety assurance and legal liability in the context of driving automation. This is a joint project between the Scottish Law Commission and the Law Commission of England and Wales. SEStran is currently working on a consultation response and welcomes any comments from Members of the Board.

4 **Proposed December 2019 TransPennine Express timetable**

4.1 In December 2018 SEStran contributed to the stakeholder consultation document to support Transport for the North and partners in Scotland in

---

[1] http://www.falkirk.gov.uk/services/planning-building/planning-policy/local-development-plan/plan-two/.
[2] https://www.scotlawcom.gov.uk/law-reform/consultations/;
https://www.scotlawcom.gov.uk/files/8315/4166/7851/Joint_Consultation_Paper_on_Automated_Vehicles_DP_No_166.PDF.

understanding the proposed timings of trains and frequency of services planned for December 2019

4.2   In December 2019 TPE plan to extend existing services between Liverpool Lime Street and Newcastle to Edinburgh Waverley calling at Morpeth, providing a direct rail service from the east of Scotland to stations over the Pennines and Liverpool.

5.   **Recommendations**

5.1   It is recommended that the Members of the Board take note of the contents of the report. Members of the Board are asked to submit any comments on the Scottish Law Commission – Automated Vehicle Consultation to SEStran by the end of December 2018.

Julie Vinders
Project Officer
23rd November 2018

Appendix 1. - SEStran Falkirk Local Development Plan 2 Proposed Plan – Representation

Julie Vinders
Submitted to Falkirk Council on 14 November 2018

Falkirk Local Development Plan 2 – Proposed Plan of September 2018
Representation by SEStran – November 2018

SEStran welcomes the opportunity to respond to Falkirk's Proposed Plan and is grateful to see that some of SEStran's earlier recommendations to the Working Draft from February 2018 have been implemented.

Falkirk's central location plays an important role in accessibility across Scotland's central belt and the SEStran region. Strategic investment in infrastructure is key in supporting growth and addressing existing capacity issues on the region's transport network. Building on our previous response to Falkirk's Proposed Plan Working Draft, SEStran provides the following comments on the Vision, Spatial Strategy and Policy sections of the document:

Vision:

2.02: SEStran agrees with the tripartite vision for thriving communities, a growing economy in a sustainable place. However, with regard to section 2.02, for example, more could be said regarding overall access and social inclusion. For a society to thrive, it is essential to recognise that this should encompass all groups in society and benefits should be evenly distributed. The four key outcomes of Transport

---

Scotland's 'Accessible Travel Framework' should be considered and cited within the Policies section to reinforce this vision.[3] In addition, SEStran recommends that further consideration is given to the wider regional impacts of planning and development, and Falkirk's role as part of the wider economy in the Central belt of Scotland. Reference could be made to the SEStran Regional Transport Strategy (RTS) outcomes, including SEStran's four key objectives: economy, accessibility, environment, and health & safety.[4]

LDP2 Objectives: Thriving Communities: SEStran supports the vision of thriving communities and in particular the objective to provide infrastructure to meet the needs of an increasing population and further improve the area's connectivity. However, there is no mention of active travel and its positive impact on health. It should be explicitly recognised that active travel can contribute to Falkirk's vision that 'our population will be healthier'.

Spatial Strategy

3.01-3.07: It is noted that 'investment will be focused on creating good places'. SEStran recommends that any placemaking improvements made to infrastructure should be used to encourage the uptake of walking and cycling. This should also be clearly linked to the 'Green and Blue Network' and 'Transport Corridors'.

3.12-3.18: SEStran notes that no mention is made as to how sustainable transport interventions will be used to mitigate the increased volumes of traffic. New housing developments provide a unique opportunity to promote sustainable transport modes over the traditional use of the private car. New development plans should incorporate sustainable transport options (public transport, walking and cycling), in order to avoid private car use from becoming the established mode of transport. In addition, this section should acknowledge that the Council will ensure that developments will be accessible, inclusive and affordable (by public transport) to those without access to a private car.

3.19-3.22: Access to employment and tourism opportunities must be met with considerations made towards public transport and active travel. More consideration could be given to encouraging sustainable modes and reducing single occupancy car journeys. In addition, more consideration could be given to the position of Falkirk in the wider region and its role in attracting tourism and facilitating travel to work.

3.23-3.25: It is welcomed that there will be a focus on movement within town centres through the support of the 'town centre first' principle. It must be emphasised that making these town centres attractive for those walking and cycling will encourage more people to spend time in these centres, both as consumers and visitors. This reflects a similar reference made under JE07 'Towns and Local Centres' (p. 48) in the policy section with regard to improving accessibility and promoting them to a diverse range of users.

---

[3] https://www.transport.gov.scot/media/20113/j448711.pdf.
[4] http://sestran.gov.uk/wp-content/uploads/2017/01/SEStran_Regional_Transport_Strategy_Refresh_2015_as_published.pdf.

3.26-3.32: Although there are only 3 public transport and 3 active travel projects highlighted in the section compared to the 11 road improvement proposals, SEStran welcomes the proposed improvements to the network. Specifically, the priority given to public transport and improvements at Falkirk Bus station is welcomed. This section could focus more on improving access to bus and rail stations in the surrounding area.

Policies

4.57: SEStran supports the requirement of Travel Assessments for development proposals, as this is a recognition that transport and planning are linked and should not be viewed in isolation.

4.58: "It is essential that active travel options are available for new development and that development contributes to the network of routes where opportunities arise." SEStran strongly supports this statement. "New routes should be appropriately designed and specified. Proposals should accord with the detailed guidance on active travel routes within SG05 'Green Infrastructure and New Development'." In addition, new developments should be appropriately designed and specified to accommodate for and promote active travel from the development to key areas.

4.59: SEStran supports this statement. In addition to providing appropriate pedestrian routes to new or existing bus stops, it is important to promote cycling as an active travel mode alongside walking. Indeed, travel plans should focus on integrating different modes of transport, including public transport and active travel, and connecting these with new development areas, to appropriately incentivise the use of these modes of travel over car use.

4.61: SEStran welcomes the statement that new car parking should incorporate electric vehicle charging points. In addition, we propose that new car parking should accommodate for shared mobility modes, such as electric car-sharing and car clubs. Moreover, building infrastructure for more sustainable modes of travel, including public transport and active travel modes, should be prioritised over new car parking.

Summary

The Proposed Plan is generally consistent with SEStran's Regional Transport Strategy objectives and policies. SEStran would like to emphasise that the design of new road links and capacity enhancements should always include consideration of priority for public transport and improvements in walking and cycling routes. For that reason, SEStran recommends that specific commitments to incorporating public transport and active travel into planning and new developments are included in the Proposed Plan. Moreover, such transport interventions could extend to neighbouring local authority areas, and therefore reinforce the need for a regional or cross-boundary approach.

The Proposed Plan provides a detailed, yet comprehensive overview of development planning in the Falkirk area. These comments are intended to be supportive, and it is hoped that the suggestions can add to the contents of the Plan. SEStran would be happy to further discuss these suggestions.

Best regards,

Julie Vinders
Project Officer
SEStran

INTEGRATED MOBILITY FORUM

10:00AM FRIDAY 12TH OCTOBER 2018

Present:

Cllr Lesley Macinnes (Chair) (LM)	**City of Edinburgh Council**
Cllr Gordon Edgar (GE)	**Scottish Borders Council**
Cllr Laura Murtagh (LMu)	**Falkirk Council**
Allie Page (AP)	ComoUK
Angelo Meuleman (AM)	Taxistop
Bram Seeuws (BS)	Autodelen.net
Bert Victor (BV)	Taxistop
Callum Hay (CH)	SEStran NCM
Cheryl Fergie (CF)	SEStran
Cristiana Nicoletti (CN)	Energy Savings Trust
Daniel Davidson (DD)	Edinburgh Airport
Elke Kroft (EK)	Advier
Elizabeth Forbes (EF)	SEStran
Emma Crowther (EC)	Edinburgh University
Fiona Bailey (FB)	Scottish Water
Gary Bell (GB)	Paths for All
Greg McDougall (GM)	City of Edinburgh Council
Heather Quin (HQ)	Energy Savings Trust
Julie Vinders (JV)	SEStran
Jeffrey Matthijs (JM)	Autodelen.net
John Scott (JS)	First Group
Jodie Hutton (JH)	Forth Valley College
John White (JW)	Lothian Buses
Keith Stark (KS)	Enterprise Car Club
Lisa Freeman (LF)	SEStran
Lars Ove Kvalbein (LOK)	City of Bergen
Mike Harrison (MH)	MAH Projects
Marina Mageroy (MM)	Bergen Kommue
Melissa Liburd (ML)	West Yorkshire Combined Authority
Minze Walvius (MW)	SHARE-North
Michael Johansson (MJ)	Lund University
Morag Haddow (MHadd)	East Lothian Council
Markus Heimann (MHei)	NHS
Paul White (PW)	CPT
Rhona Proctor (RP)	Transport Scotland
Rebecca Karbaumer (RK)	City of Bergen
Stuart McNeil (SM)	Traveline
Simon Hindshaw (SH)	SEStran NCM
Sara Pollet (SP)	Taxistop
Stuart Hay (SHay)	Living Streets
Scott Prentice (SPren)	Scotrail
Torleif Bramryd (TB)	Lund University, Environmental Strategy SHARE-North
Thomas Geier (TG)	EMTA
Warwick Shaw (WS)	NHS Borders

Apologies:

Barry Turner	SEStran NCM
David Brown	Stirling Council
Doreen Steele	SEStran NCM
Desmond Bradley	Scotrail

Graeme Brown	Tactran	
Karl Vanters	Midlothian Council	
Katherine Brough	Cycling Scotland	
Kirsty Dunmore	Swestran	
Mark Craske	NHS Forth Valley	
Nicola Gill	West Lothian Council	
Tricia Howden	Nestrans	
William Dove	NHS Fife	

Ref.		Actions
1.	**Welcome and Introductions**	
1.1	The Chair welcomed the attendees, with special mention of the international visitors, the SHARE-North project partners from Sweden, Germany, Netherlands, Norway, Belgium and England. The apologies were noted as above.	
2.	**Feedback and Actions from previous meeting**	

2.1	LF provided a summary of feedback and actions, following the first IMF forum on Friday 27th April 2018.
	
	The key points of her summary were as follows:
	
	1. **Deliverables**
	    • Updates via digital platforms
	    • Strategy development and input into NTS2
	    • Sharing best practice
	    • Supporting the implementation of MaaS in the Region
	
	2. **Format**
	    • Via email
	    • Knowledge Hub
	
	3. **Terms of Reference**
	    • Provide a consultative role to Transport Scotland
	    • Improve integrated mobility in the Region
	    • Promote the use of active and sustainable travel
	    • Share information with stakeholders
	
	4. **Future Topics**
	    • Public transport integration
	    • Shared mobility
	    • Mobility as a service and emerging technologies
	    • Rural communities, social isolation and accessibility	

3.	**Regional Rail Update – Group discussion**	
3.1	JV started the discussions by providing an overview of SEStran's engagement with the following rail initiatives: • Cross Country Rail Franchise • High Speed 2 • Local Rail Development Fund – Newburgh • Levenmouth Sustainable Transport Study	

	• Accessibility and Station Travel Plans SPren then provided a Scotrail update, which focused on Scotrail's approach to maximising the improved infrastructure in the rail network and the £475m investment in new and enhanced trains, to provide capacity for the long term. These presentations were then followed by a lengthy discussion, with questions/points raised by several members. The key statements/questions raised during the discussion were as follows: • LM asked how we can use the IMF forum as a platform to engage with processes and stakeholders to progress change. She highlighted that there is a lack of communication between stakeholders during planning processes, which isn't the best use of resources. She summarised by asking how the forum can make the planning process more integrated, with better outcomes. • KS asked about the possibility of developing car clubs at railway stations, as a solution to improve access. SP will take his details for further discussion. • GB asked SP if there are plans to remove the ban of electric bikes on trains. SP wasn't aware of the ruling and said he would investigate the matter. • FB asked SP what information is available on the Scotrail website regarding the new timetables. SP advised that the new timetabling is available through the website or National Rail Enquires.	**SPren/KS** **SPren**
4.	**Bus Issues Update – Group discussion**	
4.1	JV started the discussions by providing an overview of SEStran's engagement with the following bus initiatives: • The Transport (Scotland) Bill • Open data in the bus industry • Smart ticketing in the SEStran Region • Tackling rising congestion There was then a lengthy discussion, with questions/points raised by several members. The key statements/questions raised during the discussion were as follows: • JW highlighted that drivers avoiding the Edinburgh bypass are taking other routes, which in turn is causing congestion in the outside authorities. He asked how we can identify this as a problem and work on a solution. • MHadd stated that we need to make public transport more efficient. She asked the question whether we should really focus on tackling rising congestion, because reducing congestion might make car travel more attractive again. She said that by focusing on improving bus lanes we could make public transport more attractive over car use. • SH advised that Living Streets Scotland will be doing some work on encouraging the public to walk to bus stops. They are	

	currently looking for project partners, so he extended an invitation to the forum for those interested in joining the project. • PW raised that increasing operator speeds will have a direct impact on raising emissions, which is something that needs to be considered. He also advised that LEZs are working in Glasgow, on improving emission standards on buses, and perhaps this is something that SEStran can learn from. • LM responded to the contributors by discussing a recent report that came through her committee, titled the Public Transport Priority Action plan, which put forward a holistic range of measures on the issue of congestion. • GB suggested that more work needs to be done regarding trial workplace parking levy's. LM advised that this is very much a live subject within Edinburgh. • FB advised that Scottish Water are working with Travelknowhow about behaviour statistics surrounding single occupancy car journeys. There is now funding in place to develop a project which will focus on regular surveys to establish why public transport is often overlooked. This generated further discussion about the benefits of travel plan monitoring. • MH raised the issue of mobility restrictions for disabled people reaching bus stops. JW responded in agreement and advised that he is interested in the work SHA is doing to improve bus stop access. MH also mentioned that the focus of these discussions should not be on the number of stops on a bus route (e.g. at least one stop every 400m) but on the distance disabled people need to bridge to get to a bus route. • SH asked if roadworks could feature in future discussions, as it features in the Transport Bill, and we should be considering the implications. • LMu asked for future planning to be considered for supplying bike racks at the back of buses, to allow for integrated travel.	
5.	**An introduction to SHARE-North – Rebecca Karbaumer, Michael Goltz Richter from the City of Bremen**	
5.1	RK provided a verbal overview of the SHARE-North project and introduced the topic of shared mobility.	
6.	**Mobility as a Service, a Public Authority Perspective – Presentation Thomas Geier of EMTA (European Metropolitan Transport Authorities)**	
6.1	TG gave a presentation on his experience of Maas from a public authority perspective in Amsterdam. The presentation was then followed by a Q&A.	
7.	**Connected transport, Mobi-hubs and Mobility as a Service – Presentation by Angelo Meuleman, Taxistop**	
7.1	AM gave a presentation on a case study regarding Mobi-hubs and their integration with mobility as a service. The presentation was then followed by a Q&A.	
8.	**ECOMM Edinburgh 29th – 31st May 2019**	

8.1	LF informed the forum of SEStran's recent success in acquiring the next ECOMM (European Conference on Mobility Management) to be held in Edinburgh in 2019. Members were asked to save the date.	
9.	**AOCB**	
9.1	Nothing to report.	
10.	**Next meeting**	
(a)	**Round-up and review of discussions**	
	Nothing to report.	
(b)	**Topics/priorities for next meeting**	
	Members were advised to contact SEStran directly if they have any topics they would like to see on the next agenda.	**All**
(c)	**Date of next meeting**	
	The date for the next meeting is yet to be scheduled but will be held in April 2019.	

EQUALITIES & ACCESS TO HEALTHCARE FORUM

FRIDAY 2 NOVEMBER 2018

CONFERENCE ROOM 2, VICTORIA QUAY

Present

Jim Grieve (JG)(Chair)	SEStran
John Ballantine(JB)	Edinburgh Access Panel
Cheryl Fergie (CF)	SEStran
Mark Craske (MC)	NHS Forth Valley
Emma Scott (ES)	Disability Equality Scotland
Angela Chambers (AC)	SEStran
Lisa Freeman (LF)	SEStran
Callum Hay (CH)	SEStran Board Member
John Moore (JM)	LCTS
Mike Harrison (MH)	Middap

Apologies

William Dove	NHS Fife
Cllr. Chris Horne	West Lothian Council
Cllr. Laura Murtagh	Falkirk Council
Simon Hindshaw	NCM
Richard Llewellyn	NCM
Simone Doyle	Scottish Borders Council
Colin Davidson	Fife Council
Cllr. Dave Dempsey	Fife Council
Cllr. Donald Balsillie	Clackmannanshire Council
David key	SNP Councillor
Gordon Mungall	West Lothian Disability Forum
Terry Barlow	SATA

Ref		Actions
1	**Welcome & Apologies**	
	JG welcomed everyone to the meeting and apologies were noted as above.	
2	**Minutes of 27th June and actions arising**	
	The minutes of last meeting were approved. Matters arising from minutes of last meeting: Item 6 Issues with buses to St John's Hospital. LF provided an update: West Lothian Council have been contacted and advised that First Bus have re-routed a number of services that directly access the hospital. Lothian Country Buses have extended their routes into that area and West Lothian Council will review impact in the new year. SEStran will provide an update to a future meeting. MC reflected that the loading figures are high on the number 38 buses and made an observation that there should be more provision for pram mums and wheelchair users. JG will raise with bus operators.	**JG**

3	**Thistle Assistance Card and App Update**	
	Report produced by Keith Fisken. LF gave a verbal update on behalf of KF. SEStran are working with Scottish Enterprise to develop the thistle assistance app, which will include journey planning and way finding etc, for those with protected characteristics, such as sight and hearing difficulties. SEStran are launching a tender for developers to start the first phase of creating the app and proof of concept within the next few weeks. Funding is available from Scottish Enterprise, where organisations can apply for up to 5 projects (30,000 per project – up to 150,000 to June 2019) SEStran to host an information event on 26th November at COSLA, Details to be circulated. KF will be forming a steering committee for members of this group. Emma Scott (Disabilities & Equalities Scotland) and Stuart McNeil (Travelline Scotland) are already members.	**KF**
4	**Can Do and Accessible Travel Funding**	
	<u>Can-do</u> LF advised Can Do is running in parallel to Thistle Assistance App and is funded by Scottish Enterprise. The focus group will feed into the development of the App and the group discussed development challenges. MC questioned if SEStran will be inviting developers behind the Thistle Card APP to the focus groups. LF confirmed this would be the case and noted that more will be known when the tenders come in. ES stated that Disabilities Equality Scotland will make sure information will be accessible.	
5	**Update Regional Hate Crime Charter Update**	
	ES reported that Disability Equality Scotland have been asked to work towards creating a hate crime charter. Events have been held in Fife in June 2018 & Clackmannanshire in September 2018 Events are about bringing together disabled people to share their experiences of hate crime on public transport. Police Scotland, British Transport police and People 1st are all involved. There are discussion groups to guide what a hate crime charter would look like, as it's a blank canvas at the moment. Feedback received so far recommends making the charter meaningful and user friendly. Challenges being faced: Should the charter be mandatory; how to enforce it; who is responsible and how to evaluate and monitor The last event is at The Ability Centre, West Lothian on the 13th December ES will circulate the details. ES stipulated that a working group will meet in January to collate the findings and draft the charter. ES commented that they need transport providers and private providers on board. ES wants to continue to work with SEStran to encourage engagement and buy in. ES will report back to a future meeting.	**ES**

2

6	**Access for All (Stations fund)**	
	JG presented the report on behalf of Julie Vinders JG advised that there is £300m of funding available from DFT for accessibility improvement works in train stations. SEStran is completing a Station Travel Plan audit with Scotrail and will pick up issues that are relevant under the Equalities Act. There have been 6 stations put forward by Fife Council. JG will discuss with Chief Officers at the next meeting.	84
7	**Bus Real-Time Passenger Information Update**	
	JG presented the report on behalf of Keith Fisken. He reported that SEStran operated a RTPI system with First Bus and Stagecoach, launched in 2014. However, technology has moved rapidly since starting. The result is that Stage Coach and First have moved on to more modern ticket machine equipment and have pulled out of using our system. First Group is considering a temporary option to continue to use the SEStran system until their new system can provide RTPI to Traveline. SEStran will operate the tv screens until the new content management system is in place, which is expected to be operational early in the next financial year. JG stated Stagecoach have their own APP and are communicating with Travelline.	
8	**ECOMM**	
	LF noted that the European Conference on Mobility Management will take place in Edinburgh during the last 3 days in May 2019. SEStran are working with TRI at Edinburgh University and will be launching call for papers in the next few weeks. Date for the diary 29-31st May 2019.	
9	**Partner Updates**	
	JG stated there is £10,000 of funding available to deliver equalities actions and asked the group for suggestions. The group discussed and put forward the following suggestions: • An improvement of co-ordination of patient transport • personalised journey plans for outpatients, including producing travel plans, linking up journeys and making people aware of bus services. • MC is very interested in how non-emergency access to healthcare is working in America and will attend the Transport & Healthcare event at Napier University on 22nd November and complete some research after reading "A handbook for examining the effect of non-emergency medical transportation brokerages on transport co-ordination". JG expressed he would appreciate feedback.	**JG to action**

3

10	AOCB	
	LF advised that it was her last day at SEStran as she was starting a new post with Lothian Buses from the 12th November. JG acknowledged Lisa's many years of service and wished her luck in her new role. Low Emissions – Glasgow going live, Edinburgh will follow. LEZ legislation is part of the transport bill More park and rides make sense, detail will be challenging. JB stated low emissions will not reduce congestion. JB Taxi drivers will be affected, and disabled people will suffer. JG - 4 Scottish cities must have LEZ's in place by 2020 JG updated that at the Next board meeting – Daisy Narayanan will update on Edinburgh City Council plans. MC – need train station at Halbeath bigger due to usage of park and ride. JM – trends in America – we will see significant changes with car ownership in the future.	85
11	Date of Next Meeting	
	10:00am on Tuesday 2nd April 2019, Conference Rooms 4&5, Victoria Quay, Edinburgh, EH6 6QQ	

4

CHIEF OFFICER LIAISON GROUP MEETING
14:00PM TUESDAY 6TH NOVEMBER 2018

Present:

Jim Grieve (JG)	SEStran (Chair)
Elizabeth Forbes (EF)	SEStran
Keith Fisken (KF)	SEStran
Julie Vinders (JV)	SEStran
Neil Dougall (ND)	Midlothian Council
Graeme Johnstone (GJ)	Scottish Borders Council
Iain Shaw (IS)	Edinburgh Council
Peter Forsyth (PF)	East Lothian Council
John Mitchell (JM)	Fife Council
Graeme Malcolm (GM)	West Lothian Council

Apologies:

Lesley Deans (LD)	Clacks Council
Douglas Proudfoot (DP)	East Lothian Council
Kevin Collins (KC)	Falkirk Council
Scott Prentice (SP)	Scotrail

Ref.		Actions
1.	**Welcome and Apologies for Absence**	
1.1	JG welcomed the group to the meeting and apologies were noted as above. JG took this opportunity to introduce the Officers to SEStran's new Project Officer, Julie Vinders.	
2.	**Update from Scotrail**	
2.1	SG informed the Officers that following the change of date for the meeting, SP has offered his apologies. JG advised that going forward it would be useful to have updates from both Scotrail and Network Rail in this forum, as a means of discussing regional rail matters.	
2.2	KF provided a verbal rail update on SP's behalf. Details of this update are attached in these minutes. KF agreed to circulate SP's report to the Officers but at SP's request, asked that it not be widely distributed.	**KF**
2.3	PF informed the Officers that East Lothian Council is re-instating its Local Rail Forum for the East Coast Main Line. PF agreed to circulate invites when a date is settled.	**PF**
2.4	JG informed the Officers that an ECMA meeting is taking place on the 14th November. EF agreed to circulate invites to the Officers.	**EF**
3	**Minutes**	
3(a)	Chief Officers Liaison Group – 23rd August 2018	

1

	Agreed as a correct record This followed with a discussion about electric vehicle charging points across the region. It was agreed that this topic should be included as an item on the next agenda, in the form of a workshop, with a view to establishing a regional strategy.	**JG**
	PF agreed to circulate a report that he is drafting for the Members Library, that relates to electric vehicle charging mechanisms, for information.	**PF**
4.	**Agenda for December Board**	
4.1	JG presented the proposed agenda for the December Board for discussion. Along with the traditional items, JG highlighted the following additional items: • Edinburgh City Centre Transformation – presentation by Daisy Narayanan (Sustrans) • SEStran Policy Review (TBC) • Head of Programmes Report • Climate Change Reporting • Risk Report	
4.1	PF asked if SEStran had been forwarded a consultation from Sustrans in relation to SCSP, on transforming Edinburgh. JG advised that he had not received the document and requested that PF circulate the document to the Officers for information.	**PF**
4.2	There was then a lengthy discussion about low emission zones, with focus on the potential challenges.	
5.	**Financial Reports**	
(a)	**Financial Planning 2019-20**	
	IS presented the report that provided the Officers with an overview of the financial planning being progressed for the partnership, for the 2019/20 revenue budget. IS advised that the local government finance announcement is due on the 17th December, which will allow more certainty around local authority funding. IS advised that public authority contributions are fully anticipated to remain as a one-year settlement, as in previous years. IS reported that the financial plan assumed no change in income from the Scottish Government and from the partner councils. IS asked the Officers to provide any feedback, ahead of the report being converted into a report to the P&A on the 16th November 2018 and the Partnership Board on the 7th December 2018. IS advised that the final budget will be presented to the SEStran Board in March 2019 for approval.	

2

87

(b)	**Finance Officer's Report**	
	IS provided a verbal update stating that this year's budget is currently on track.	
6.	**Projects Update**	
6.1	JV presented the report, which informed the Officers of SEStran's project updates.	
6.2	JM asked for more information about the 6 new hubs being developed through the Go e-Bike project. KF fed back that the ambition is to have hubs in each of the local authorities.	
6.3	KF informed the Officers that the information event at COSLA, in relation to the 'Can Do' fund will now take place on the 7th December, not the 26th November, as indicated in the report.	
7.	**Intelligent Centralisation**	
7.1	JG indicated that there are no updates on this item, however, recognised that the suggestion of an item on electric vehicle strategy (as discussed earlier) is a good example of potential collaboration. It was then suggested that intelligent centralisation should remain on the agenda for future discussion.	
8.	**HS2 Update**	
8.1	JG advised the Officers that he attended a HS2 East Board meeting in Newcastle on the 12th October.	
8.2	JG stated that the meeting was positive, with discussions about HS2 coming up through the Northern cities, allowing numerous possibilities for economic development. There was also discussion about access into to Scotland via HS2.	
8.3	Studies are underway to establish whether Newcastle station can accommodate 400m trains, which will be necessary to facilitate HS2 going North to Scotland.	
9.	**ECOMM Update**	
9.1	KF advised the Officers that the upcoming ECOMM event is set to take place at McEwan Hall from the 29th May – 31st May, with 300-350 expected attendees. KF also shared that the overall theme of the conference is "Improving Lives and Communities". The sub themes of the conference are as follows: • Mobility Management to improve wellbeing and health in communities • Mobility Management to improve micro/macro accessibility to jobs and services • Mobility Management to improve air quality and climate action	

3

	• Mobility Management with Freight and Logistics • Mobility Management with a means of increasing the use of active healthy mobility • Smart Mobility Management (new modes/business models)	
9.2	KF advised that he would be circulating the call for papers shortly and welcomed submissions for papers and presentations for the event.	**KF**
10.	**RTS Monitoring**	
10.1	JG advised that SEStran will be going ahead with the circulated monitoring framework, which will aid SEStran in gathering relevant data, allowing for monitoring of the RTS's success.	
10.2	PF asked JG what the other RTP's are doing regarding RTS development. JG provided a summary as follows: SPT and Nestrans are currently rewriting their RTS, HITRANS have recently completed a refresh and SEStran intends to start a re-write process at the end of the year with a main success report.	
11.	**Access to Station Fund**	
11.1	JV presented this report, which provided the Officers with an overview of the Access for All Programme.	
11.2	JV advised the Officers that the deadline for fund applications to Transport Scotland is the 16th November 2018.	
12.	**AOCB**	
12.1	JG raised on LD's behalf, the request that future meetings take place on Tuesday or Wednesday. The Officers were asked to consider this request, and it was agreed that going forward, meetings will take place on Wednesdays in the PM. JG also asked IS whether future meetings could take place at Waverley Court. IS indicated that he would be happy to accommodate this, but rooms would need to be booked now, due to high demand.	
13.	**Date of Next Meeting**	
13.1	EF will investigate dates in February 2019 for the next meeting. Information about further meetings will be circulated in the Partnership Board Reports under 'Dates of Future Meetings'.	**EF**

4