

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

Present:

Jim Grieve (JG)	SEStran (Chair)
Elizabeth Forbes (EF)	SEStran
Keith Fisker (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 14 th November. EF agreed to circulate invites to the Officers.	EF
3	Minutes	
3(a)	Chief Officers Liaison Group – 23 rd August 2018	

	<p>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.</p>	JG
	<p>PF agreed to circulate a report that he is drafting for the Members Library, that relates to electric vehicle charging mechanisms, for information.</p>	PF
4.	Agenda for December Board	
4.1	<p>JG presented the proposed agenda for the December Board for discussion. Along with the traditional items, JG highlighted the following additional items:</p> <ul style="list-style-type: none"> • Edinburgh City Centre Transformation – presentation by Daisy Narayanan (Sustrans) • SEStran Policy Review (TBC) • Head of Programmes Report • Climate Change Reporting • Risk Report 	
4.1	<p>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.</p>	PF
4.2	<p>There was then a lengthy discussion about low emission zones, with focus on the potential challenges.</p>	
5.	Financial Reports	
(a)	Financial Planning 2019-20	
	<p>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.</p> <p>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.</p> <p>IS reported that the financial plan assumed no change in income from the Scottish Government and from the partner councils.</p> <p>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.</p> <p>IS advised that the final budget will be presented to the SEStran Board in March 2019 for approval.</p>	

(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 7 th December, not the 26 th 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 12 th 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	<p>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:</p> <ul style="list-style-type: none"> • 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 	

	<ul style="list-style-type: none"> • 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 16 th 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