



CHIEF OFFICER LIAISON GROUP MEETING
14:00PM WEDNESDAY 20TH FEBRUARY 2019

Present:

Jim Grieve (Chair)	SEStran
Elizabeth Forbes (EF)	SEStran
Keith Fiske (KF)	SEStran
Julie Vinders (JV)	SEStran
Peter Jackson (PJ)	SEStran
Iain Shaw (IS)	CEC
Ken Gourlay (KG)	Fife Council
Lindsay Haddow (LH)	Midlothian Council
Peter Forsyth (PF)	East Lothian Council
Kevin Collins (KC)	Falkirk Council
Ewan Kennedy (EK)	CEC

Apologies:

Lesley Deans	Clackmannanshire Council
Graeme Malcolm	West Lothian Council
Nicola Gill	West Lothian Council
Graeme Johnstone	Scottish Borders Council

Ref.		Actions
1.	Welcome and Apologies for Absence	
1.1	The Chair welcomed the Officers to the meeting and apologies were noted as above.	
2.	Minutes	
2(a)	<p>Chief Officers Liaison Group (6th November 2018) Agreed as a correct record</p> <p>EF advised that there was a discrepancy in the minutes under Item 10.2, as the sentence should refer to a "Main Issues Report". EF advised that she would amend the minutes to reflect this.</p> <p>During the review of the minutes, KF advised the Officers that SEStran had withdrawn from hosting an ECOMM event following Brexit/budget discussions. The event will be replaced with a European conference based around the SURFLOGH project that SEStran is involved in. This conference will also link up with SEStran's Logistics & Freight Forum. The event is scheduled to take place on the 29th May 2019. A save the date will be issued to the Board and Chief Officers shortly.</p>	<p>EF</p> <p>KF</p>
2(b)	Partnership Board (7th December 2018)	

	Agreed as a correct record	
3	Financial Reports	
3(a)	<p>Financial Planning 2019-20</p> <p>IS advised that the March Board will be asked to approve the budget report for 2019/20.</p> <p>The Officers were advised that the proposal remains as a flat cash requisition, with the same level of requisition from Councils as in the previous financial year.</p> <p>The report also makes the assumption that Government funding will be the same as in previous years.</p> <p>It was indicated that amendments have been made to the report to reflect The Lothian Pension Fund's removal of a <i>Contribution Stability Mechanism</i>. In response to this change, the Partnership will be increasing its contributions to the fund.</p>	
3(b)	<p>Finance Officer's Report</p> <p>IS advised that the current year monitoring forecast is on budget with a small potential underspend.</p>	
4.	Draft Business Plan 2019/20	
4.1	JV advised Officers that SEStran is currently working on next year's Business Plan for (2019/20).	
4.2	JV gave a brief description of the structural changes and advised Officers that a final draft will be taken to the Performance and Audit Committee and Partnership Board in March.	
4.3	The Chair advised the Officers that a draft would be circulated shortly.	JV
5.	Internal Audit Update	
5.1	<p>The Chair gave a verbal update on the findings from SEStran's recent internal audit. The key points of his update were as follows:</p> <ul style="list-style-type: none"> • The audit focused on SEStran's GDPR compliance • SEStran now holds a Cyber Essentials certificate and are working towards a Cyber Essentials Plus certificate • 4 observations were highlighted involving process mapping and confidential email security • SEStran will be taking forward any recommendations 	

5.2	The Chair advised that an external audit is soon to be underway. This audit is expected to focus on SEStran's contracts.	
6.	Projects Update	
6.1	JV provided a breakdown of SEStran's project outputs as follows:	
6.1.1	Real-Time Passenger Information	
	In the short term, SEStran is exploring options with INEO to keep the service going until the agreement comes to an end. It is hoped that the new operating system will be in place early in the new financial year. Bustracker SEStran will be integrated with the new CMS. Timeframe: financial year 2019/20	
6.1.2	Regional Cycle Network Grant Scheme (RCNGS)	
	3 feasibility studies are being undertaken by Aecom work £90,248.93 using 100% funding from Community Links. Timeframe: spring 2019	
6.1.3	Regional Active Travel Development Fund	
	SEStran has awarded funding to Arup to carry out feasibility study for the A701 corridor. Timeframe: financial year 2019/20 EK advised that CEC are involved in a Bus Stakeholders cross border bus priority working group with East Lothian, West Lothian and Midlothian Council. EK requested that Arup communicate details with the working group. PJ advised that Arup will be in contact with CEC teams to discuss future plans.	
6.1.4	GO e-Bike	
	2 new GO e-Bike hubs will be launched early spring at Social Bite Village in Edinburgh and Tweeddale Youth Action in Innerleithen. Timeframe: ongoing until summer 2019 KF also advised that procurement will soon be underway to develop a further 4 hubs across East Lothian and Midlothian. LH indicated that she will be engaging with planners to discuss relevant planning permission for a potential hub at Jarnac Court, in Dalkeith.	LH

6.1.5	Cycle Training & Development – Cycling Scotland	
	<p>As part of trialling a new model for delivering Bikeability Scotland training in schools, several pilots are being developed within the SEStran region.</p> <p>Timeframe: ongoing until summer 2019</p>	
6.1.6	Smarter Choices Smarter Places	
	<p>SEStran was awarded £13,650 as a 50% match for a project looking at travel behaviour in and around Edinburgh. SEStran is working with Trivector Traffic AB to conduct data collection through a mobile app which tracks how people travel, how far, how fast, why and by what mode.</p> <p>Timeframe: March 2019</p>	
6.1.7	SHARE-North	
	<p>With the project extension being approved by the EU North Sea Region Programme Secretariat, SEStran will be working with project partners to promote Tripshare and replicate the carpool addict label. SEStran will also be looking at introducing ‘Mobihubs’ (mobility hubs) to the SEStran region.</p> <p>Timeframe: ongoing until December 2021</p> <p>EK indicated that he would provide JV with a CEC contact involved with a similar project for Edinburgh who might be a useful/relevant contact.</p>	EK
6.1.8	REGIO-Mob	
	<p>Sustrans provided SEStran with its first Active Travel Audit. Moving forward, SEStran will be using reports prepared by CoMoUK to report on the health benefits of the GO e-Bike project.</p> <p>Timeframe: ongoing until March 2020</p>	
6.1.9	SURFLOGH	
	<p>SEStran will be working with Zedify to deliver the e-cargo bike pilot scheme. This pilot scheme will inform the development of a business case for first/last mile delivery solutions in sustainable urban freight logistics.</p> <p>Timeframe: ongoing until December 2020</p> <p>KF invited the Officers to attend a <i>Switched-on Scotland</i> event at</p>	

	Dynamic Earth on the 13 th March.	
6.1.10	BLING	
	SEStran will be working with various project partners, including the University of Edinburgh, to develop and implement a transport focused pilot that aims to deliver Blockchain in Government. Timeframe: ongoing until December 2021	
6.1.11	Hate Crime Charter	
	SEStran is developing a Hate Crime Charter aimed at reporting and preventing hate crime incidents. After a regional trial, SEStran hopes to roll out the Charter nationally. Timeframe: financial year 2019/20	
6.1.12	Can Do & Thistle Card App	
	Can Do funding will be used to develop an intermodal journey planner and Thistle Card App, aimed at those with disabilities. Timeframe: financial year 2019/20	
6.1.13	Electric Vehicle Strategy	
	JV advised Officers that an Electric Vehicle Strategy meeting took place on the 11 th February with several Officers in attendance. JV indicated that the findings of this meeting suggested that a <i>Regional Electric Vehicle Strategy</i> would be a useful tool for local authorities. JV finalised the discussion by confirming that she is in the process of drafting the document and will be circulating a final draft to local authorities for input at a later date.	JV
7.	Emergency and Planned Lorry Parking	
7.1	KF informed the Officers that SEStran are working with the Scottish Business Resilience Centre to investigate emergency and planned lorry parking measures, in line with future severe weather planning. These communications have resulted from discussions at SEStran's Logistics & Freight Forum in 2018.	
7.2	KF advised that SEStran have previously produced both a <i>Freight Action Plan</i> and <i>Freight Parking Map</i> but are hoping to develop a <i>Regional Emergency Parking Strategy</i> to reflect appropriate measures in extreme weather circumstances.	

7.3	KF finalised discussions by suggesting that it might be useful to collate information from the regional authorities to establish what facilities might be available to support relevant measures. KF advised that he would be in contact with the Officers by email to request relevant data to assist in the formulating of an <i>Emergency Parking Strategy</i> .	KF
8.	Cycle Scheme Issues	
8.1	PJ presented the report which acknowledged the ongoing challenges local authorities are facing to find match funding for walking/cycling projects, with an emerging risk of limited resources to add new routes to existing maintenance schedules.	
8.2	<p>PJ advised that he attended an <i>Active Travel Working Group</i> hosted by SCOTS in January 2019, with Sustrans and Transport Scotland in attendance.</p> <p>The meeting produced the following outcomes:</p> <ul style="list-style-type: none"> • Transport Scotland is seeking to rationalise funding streams, having identified 21 available streams. • Transport Scotland acknowledged that there have been delays in refreshing Cycling by Design, with no date on publication. • Sustrans agreed to produce a design guide to update the previous guidance from 2014. • From April 2019 onwards, three Sustrans funds will be combined (Community Links, Community Links Plus and Safer Routes to School) which will increase competition, for funding. 	
8.3	The Officers then engaged in a discussion regarding the challenges raised in PJ's report.	
9.	Regional Working Groups	
9.1	<p>The Chair discussed the letter received by Alison Irvine at Transport Scotland regarding regional working groups. The Chair indicated that the letter suggested that Regional Transport Working Groups are formed, based on the current City Deal configurations.</p> <p>The Chair indicated that he had responded to Alison to advise that SEStran would be happy to comply with her suggestions, but also suggested that the focus of the regional transport working groups be relevant to STPR and must be aligned to the <i>Regional Transport Strategies</i> of all 7 Regional Transport Partnerships.</p>	
9.2	The Chair also highlighted that the NTS2 is accepting that a regional view of transport makes good sense, especially including economic development/planning. He also advised that these working groups may	

	merge with Regional Economic Partnerships, although, he is unsure how or when this will occur.	
9.3	The Chair also highlighted that the existing geographical configurations need to be considered for review by the working group.	
9.4	EK advised Officers that the next meeting of the City Region Deal Joint Committee is taking place on the 1 st March, with a terms of agreement paper for approval.	
9.5	The Chair finalised the discussion by raising SEStran's interest in pursuing a Model 2 or 3 RTP status. He advised that a Model 2 status, which would allow SEStran sharing powers, might be a more palatable solution. He also advised that SEStran would be looking to bring in a consultant to establish what we can be done, in more detail, at a regional level.	
10.	Consultation Responses	
10(a)	Scottish Law Commission – Automated Vehicles	
10(b)	George Street and First New Town	
10(c)	Transportation Noise Action Plan (TNAP) 2019 -2023	
10(d)	Restricted Roads (20mph Speed Limit) (Scotland) Bill	
11.	AOCB	
11.1	There was no <i>any other confirmed business</i> raised at this meeting.	
12.	Date of Next Meeting	
12.1	The date of the next meeting is scheduled for 2:00pm on Wednesday 22nd May 2019, Room 3D-34, Victoria Quay, Edinburgh, EH6 6QQ.	