

**CHIEF OFFICER LIAISON GROUP MEETING**  
**2:00PM WEDNESDAY 21 AUGUST 2019**

**Present:**

<b>Jim Grieve (Chair) (JG)</b>	SEStran
Peter Jackson (PJ)	SEStran
Keith Fisker (KF)	SEStran
Hannah Markley (HM)	SEStran
Jim Stewart (JS)	SEStran
Graeme Malcolm (GM)	West Lothian Council
Kevin Collins (KC)	Falkirk Council
Lesley Deans (LD)	Clackmannanshire Council
Iain Shaw (IS)	City of Edinburgh Council
John Mitchell (JM)	Fife Council

**Apologies:**

Angela Chambers	SEStran
Julie Vinders	SEStran
Beth Harley-Jepson	SEStran
Peter Forsyth	East Lothian Council
Graeme Johnstone	Scottish Borders Council
Nicola Gill	West Lothian Council
Ken Gourlay	Fife Council
Ewan Kennedy	City of Edinburgh Council
Alan Murray	Clackmannanshire Council
Douglas Proudfoot	East Lothian Council
Neil Dougall	Midlothian Council

<b>Ref.</b>		<b>Actions</b>
<b>1.</b>	<b>Welcome and Apologies for Absence</b>	
1.1	The Chair welcomed the Officers to the meeting and apologies were noted as above.	
<b>2.</b>	<b>Minutes</b>	
2.1	<b>Chief Officers Liaison Group (22<sup>nd</sup> May 2019)</b> Agreed as a correct record	
<b>3.</b>	<b>Financial reports</b>	

3.1	<p>IS advised that the next board paper will consist of 3 financial reports; the external auditors report, audited accounts 18/19 and the financial performance report for this current year.</p> <p>The audited accounts 18/19 report will highlight the underspend of £32,000 and will show how it can be carried forward to the next financial year.</p>	
<b>4.</b>	<b>Projects Update</b>	
4.1	<p>KF presented a brief breakdown of some of SEStran's project outputs. The project update was requested by the board to see how it is linked to the Business plan.</p> <ul style="list-style-type: none"> <li>• A promotional campaign developed for GO e-Bike launched at the TRANSCEND festival in June. Do the Ride Thing encourages responsible use of bicycles in all settings and promotes the benefits that e-bikes can bring. This also include combining cycle training to employability pool (open to new employers).</li> <li>• The comms strategy for Bikeability Scotland will be launched in September and will be included in the project report for the board.</li> <li>• LD asked if pictures of the final ReCYCLEd Signs could be shared. KF agreed to circulate.</li> <li>• Real time passenger information (RTPI) in Galashiels is stable and SEStran is going to fund the cost in Fife. KF mentioned to members if there are anymore key sites who have problems with travel line information then to let him know. However, the budget is limited. Hopefully more sites can be managed within budget. JG stated that if we deal with sites already mentioned, then most sites will get back to RTPI.</li> <li>• KF stated that the Journey Planner for The Thistle Assistant Programme is funded by Scottish enterprise and phase 1 is due to be completed in October 2019. This will then be shared at the next equality &amp; access to healthcare forum which can be discussed in more depth.</li> <li>• SEStran will be working with Scottish Enterprise to explore phase 2 funding to continue the project.</li> <li>• KF also noted that there is a piece of UK legislation highlighted in 2018 which requires all public sector websites to be enabled &amp; accessible for all this year. KF asked to pass onto colleagues and local authorities.</li> <li>• KF announced that SEStran will be employing an intern through Inclusion Scotland to work with the Thistle Assistance. Due to start in October and KF is happy to share more information about this opportunity.</li> <li>• Feedback has been received from Transport Scotland (TS) about</li> </ul>	KF

	<p>the initial case for change for the Newburgh Train Station. The report will be updated to align with TS requirements.</p> <ul style="list-style-type: none"> <li>• The community group is happy to proceed with Fife Council and SEStran support, and TS will continue to fund.</li> <li>• KF stated that SEStran are looking for partners from Local Authorities to work jointly to deliver mobi-hubs in the SEStran region. If interested partners should speak to JS or JV.</li> <li>• KF also presented to officers the new EU 'CONNECT' project. This will kick off in October and involves best practice in port areas. SEStran are leading on a work package involving communicating and marketing.</li> <li>• The final update KF mentioned is a reminder of the up and coming forum meetings. JM asked if it would be possible for the Freight and Logistics forum to be brought forward? JG stated he would be happy to discuss if we can move it to the end of October?</li> </ul>	<b>JG/KF</b>
<b>5.</b>	<b>Draft Annual Report</b>	
	KF mentioned that SEStran will be presenting a draft Annual Report at the next P&A and Partnership Board meeting and happy to circulate for any additional comments. The report will be published by the end of the year.	
<b>6.</b>	<b>ECMA</b>	
	JG presented a brief update about the recent ECMA meeting, attended by Councillor Gordon Edgar and Jim Grieve. KF will be attending the next meeting in September.	
<b>7.</b>	<b>Regional Working Groups</b>	
	JS highlighted the next Regional Transport working group in September and stated there has been no feedback from consultants about the workshop yet. JS also made the chief officers aware that JG will now be chairing the Regional Transport working group for ESES.	
<b>8.</b>	<b>Electric Vehicle Strategy</b>	
	JS mentioned that he had received HITRANS and draft TACTRAN EV documentation. Establishing a baseline is key, therefore external consultancy support is needed. The effectiveness and usefulness of their PTO approach was discussed. LD mentioned that there needs to be a regional strategy that is suitable for all and delivers guidance. JM mentioned he is happy to share Fifes version of the EV strategy.	
<b>9.</b>	<b>Edinburgh Low Emission Zone</b>	
	JS stated that the next LEZ meeting is at the end of August and would appreciate any input about any agenda items. JS will then put together a short agenda for Edinburgh.	<b>JS</b>

<b>10.</b>	<b>Consultation Responses</b>	
(a)	<i>Low Emission Zones</i> This topic was already discussed in item 9.	
(b)	<i>City Centre Transformation</i> Members had a look at the response by SEStran to the proposed strategy for consultation for the Edinburgh City Centre City Transformation.	
<b>11.</b>	<b>AOCB</b>	
	GM asked if SEStran are going to send a response to TS about NTS2? JG confirmed that a SEStran response and an RTP response will be submitted.	
<b>12.</b>	<b>Date of Next Meeting</b>	
	The date of the next meeting is 2.00pm on <b>Wednesday 6<sup>th</sup> November 2019 in Room 3D-34, Victoria Quay, Edinburgh, EH6 6QQ.</b>	