GO SEStran

South East of Scotland
Transport Partnership

SESTRAN PARTNERSHIP BOARD MEETING

**European Room, City Chambers, Edinburgh, EH1 1YJ
10:00am Friday 6th December 2019**

09:30	TEA/COFFEE
10:00	PARTNERSHIP BOARD
12:00	WORKING LUNCH
12:00-14:00	ESES STRATEGIC TRANSPORT PROJECTS REVIEW (STPR2) WORKSHOP

<u>AGENDA</u>

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Nos.

1. **ORDER OF BUSINESS**
2. **APOLOGIES**
3. **DECLARATIONS OF INTEREST**

<u>AGENDA C – CONFIDENTIAL</u>
<u>ITEMS LIKELY TO BE CONSIDERED IN PRIVATE IN TERMS OF PARAGRAGHS 1 AND 6 OF PART 1 OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973</u>

C1. **REGIONAL GOVERNANCE AND THE REGIONAL TRANSPORT STRATEGY –** Report by Jim Grieve

<u>THISTLE ASSISTANCE PRESENTATION</u>
By Keith Fisken, SEStran

<u>AGENDA A – POINTS FOR DECISION</u>

AGENDA B – POINTS FOR NOTING

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

30th November 2019

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

SEStran Partnership Board Minutes

10am, Friday 27 September 2019

European Room, City Chambers, Edinburgh, EH1 1YJ

Present	Name	Organisation Title
	Cllr Gordon Edgar (Chair)	Scottish Borders Council
	Laura Alexander	Non-Council Member
	Cllr Colin Davidson	Fife Council
	Cllr Jim Fullarton	Scottish Borders Council
	Vivienne Gray	Non-Council Member
	Callum Hay	Non-Council Member
	Simon Hindshaw	Non-Council Member
	Cllr Craig Hoy	East Lothian Council
	Richard Llewellyn	Non-Council Member
	Cllr Claire Miller	City of Edinburgh Council
	Cllr Laura Murtagh	Falkirk Council
	Cllr Peter Smaill	Midlothian Council
	Doreen Steele	Non-Council Member
	Catherine Thomson	Non-Council Member
	Barry Turner	Non-Council Member
	Paul White	Non-Council Member
In Attendance		
	Keith Fisken	SEStran
	Ken Gourlay	Fife Council
	Jim Grieve	SEStran
	Anna Herriman	SEStran
	Karen Jones	Scott Moncrieff
	Gavin King	City of Edinburgh Council (Secretary)
	Hannah Markley	SEStran
	Euan Tait	ScotRail

	Martin Scott	City of Edinburgh Council (Clerk)
	Iain Shaw	City of Edinburgh Council (Treasury)
	Jim Stewart	SEStran
	Ewan Tait	ScotRail
	Julie Vinders	SEStran

<u>Apologies for Absence</u>

	Cllr Fiona Collie	Falkirk Council
	Cllr Dave Dempsey	Fife Council
	Cllr Karen Doran	City of Edinburgh Council
	Cllr Ian Ferguson	Fife Council
	Cllr Chris Horne	West Lothian Council
	Cllr Russel Imrie	Midlothian Council
	Cllr Lesley Macinnes	City of Edinburgh Council
	Cllr Cathy Muldoon	West Lothian Council
	Cllr Laura Murtagh	Falkirk Council
	Angela Chambers	SEStran
	Peter Jackson	SEStran
	Beth Harley Jepson	SEStran
	Graeme Johnstone	Scottish Borders Council

Rail Presentation – Timetable Changes

Euan Tait of ScotRail provided a PowerPoint presentation on how recent investments and changes to timetables had been performing and how forthcoming changes to timetables would affect rail services across the country. Mr Tait highlighted that ScotRail had been trying to manage and respond to feedback of overcrowding.

He highlighted that there were more seats between Edinburgh and Tweedbank at almost every timetable change since the Borders Railway had opened and more seats would be added once all the High-Speed Trains were in service.

In North Berwick and Dunbar, only two peak trains remained with just four carriages. ScotRail were looking for opportunities to improve services on the East Coast Main Line and were working with Network Rail and Transport Scotland to identify how best to serve East Linton and Reston.

In the December 2018 timetable, ScotRail had separated Dunblane, Bridge of Allan, Stirling and Larbert to Edinburgh from Polmont and Linlithgow to Edinburgh passengers with a new local service between Edinburgh, Falkirk Grahamston and Glasgow, and increased capacity on both routes. There are now four trains an hour to Falkirk Grahamston. In May 2019, ScotRail accelerated the timetable on this corridor, improving the average journey time between Dunblane and Edinburgh from 1h 06m pre-electrification to 55 minutes today, and between Stirling and Edinburgh from 57 minutes pre-electrification to 46 minutes today.

Capacity is gradually increasing between Fife and Edinburgh as diesel multiple units have been made available following the introduction of High Speed Trains on InterCity routes, with more improvements planned.

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

- Before services are introduced, it is important to ensure that the service could be delivered reliably. All future enhancements depended on knowing they could be delivered.

- ScotRail's recruitment drive was going well and the staff base had significantly increased.

- In 2020, ScotRail planned to have delivered 6,500 more seats on Fife local services compared to May 2018, more than previously promised.

- ScotRail was open to having discussions with local authorities about connectivity.

- ScotRail outlined some current initiatives for alleviating costs for those from socially deprived backgrounds, and noted that they would be happy to participate in any wider debate around fares strategy and strategic objectives, and they see this as an area which would be very much led by Scottish Ministers.

Decision

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

2) To extend an invitation to Euan Tait for in-depth conversation about vision to implement plans for the Levenmouth rail link.

A1. Minutes

Decision

1) To agree the minute of the SEStran Partnership Board of 21 June 2019 as a correct record.

2) To agree the minute of the Performance and Audit Committee of 6 September 2019 as a correct record.

A2. Annual External Audit Report 2018/19

The Annual Audit Report summarised the findings arising from the Partnership's 2018/19 external audit.

Decision

1)   To note the Annual Audit Report.

2)   To note the Action Plan points and management responses at Appendix Two.

(Reference – report by the Treasurer, submitted)

A3. Audited Annual Accounts 2018/19

Approval was sought for the audited annual accounts for the year ended 31 March 2019.

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.

(References – SEStran Partnership Board 21 June 2019 (item A2); report by the Treasurer, submitted)

A3(b). 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 2019/20, in accordance with the Financial Regulations of the Partnership. An analysis of financial performance to the end of August 2019 was presented.

Decision

1)   To note the forecast underspend of £31,000 on the core employee budget

2)   To approve, the 2018/19 underspend of £40,000 be utilised as funding for the Sustainable and Active Travel Grant Scheme, in line with the decision of the Partnership on 22nd March 2019.

3)   To note that further updates would be presented to future meetings of the Partnership in 2019/20.

(Reference – report by the Treasurer, submitted)

A4. Review of Governance Scheme: List of Committee Powers

The external audit into SEStran had identified a risk that the Performance and Audit Committee may be perceived as not operating independently or providing effective scrutiny and challenge to officers. The audit findings recommended a review of the

Governance Scheme to consider whether the Chair of the Partnership should be entitled to substitute for any member of the Performance and Audit Committee.

Approval was sought to amend the Partnership's List of Committee Powers removing the Chair of the Partnership's entitlement to substitute for any member of the Performance and Audit Committee.

Decision

1) To repeal and approve the governance documents appended to the report to take effect from 28 September 2019.

2) To delegate approval to the Secretary to make any such amendments

    necessary to the Governance documentation to implement the decision of the Board.

3) To agree that further consideration would be given to the quorum of the Performance and Audit Committee

(Reference – report by the Secretary, submitted)

A5.　Draft Annual Report 2018/19

Details were provided of SEStran's draft Annual Report for the year 2018/19, and approval was sought for its publication.

Decision

To approve the draft Annual Report for 2018/19 and to approve that the Partnership Director be given authority to finalise the design work, with a suitable external agency, to complete the suggested amendments made at the meeting and to then publish the report.

(Reference – report by the Partnership Director, submitted)

A6.　National Transport Strategy 2 (Nts2) Consultation Response

The National Transport Strategy (NTS2) a Draft Strategy for Consultation had been by released Scottish Government on 31 July 2019. The Scottish Government had asked for views on the proposed draft NTS2 by 23 October 2019.

An update was provided on the content of the draft strategy and the proposed SEStran response.

Decision

1) To note the report.

2) To approve the draft consultation response and that officers would email members for any additional suggested comments to be incorporated in advance of the response deadline of 23 October 2019.

Declaration of interests

Paul White declared a financial interest as an employee of The Confederation of Passenger Transport Scotland.

(Reference – report by the Strategy and Projects Officer, submitted)

A7.   Projects Report

An update was provided on the status and progress of the various projects SEStran were involved in and covered the position on the EU exit process.

Decision

To note the report.

(Reference – report by the Programmes Manager, submitted)

A8.   Date of Next Meeting

Decision

To note that the next meeting would be held on Friday 6 December 2019 at 10am in the European Room, City Chambers, Edinburgh.

B1.   Public Service Reform (Scotland) Act (PSRA) 2017/18

The Regional Transport Partnerships were included in the schedule of the Public Services Reform (Scotland) Act 2010. This required annual publication of information on expenditure and certain other matters as soon as reasonably practicable after the end of each financial years. Details were provided of the information to be published.

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.

(Reference – report by the Business Support Officer, submitted)

B2.   Consultation Responses

(a)   Low Emission Zones

Details were provided of the Partnership's response to the Edinburgh Low Emission Zone Consultation.

Decision

To note the response.

(b)   City Centre Transformation

Details were provided of the Partnership's response to the Edinburgh City Centre Transformation – Proposed Strategy for Consultation.

Decision

To note the response.

(c)   Meadows to George Street

Details were provided of the Partnership's response to the Meadows to George Street Consultation.

Decision

To note the response.

(d)   Rural Economy and Connectivity Committee Pre-budget Scrutiny

Details were provided of the Partnership's response to the initial call for views from the Rural Economy and Connectivity Committee.

The response had been developed taking into account discussions held with a number of partners and stakeholders.

Decision

To note the response.

B3.   Minutes

Decision

To note the minute of the Chief Officers Liaison Group meeting of 21 August 2019.

GO SEStran
South East of Scotland Transport Partnership

SUCCESSION PLANNING COMMITTEE

HELD IN THE EXECUTIVE MEETING ROOM, CEC, EDINBURGH, EH8 8BJ
ON FRIDAY 8 NOVEMBER 2019
11AM

PRESENT:	Name	Organisation Title
	Councillor Edgar (Chair)	Scottish Borders Council
	Jim Grieve	SEStran (Partnership Director)
	Gavin King	City of Edinburgh Council (Secretary)

IN ATTENDANCE:	Name	Organisation Title
	Angela Chambers	SEStran

Action by

A1. ORDER OF BUSINESS

It was confirmed that there was no change to the order of business.

A2. APOLOGIES

Apologies were received from Councillor Doran.

A3. DECLARATION OF INTERESTS

None.

A4. MINUTES

To approve the minute of the Succession Planning Committee of 29 March 2017 as a correct record.

A5. BOARD DIVERSITY SUCCESSION PLAN

The Committee considered a report by the Business Manager outlining required changes to the Board Diversity Succession Plan to include the Gender Representation on Public Boards (Scotland) Act 2018. The Committee noted that Officers will liaise with Scottish Government to obtain information on Members' diversity, in relation to their protected characteristics and that Officers will undertake an exercise to conduct a skills audit of the current Board Members, as

required under the Public Sector Equalities Duties. The Committee discussed the appointments timetable for Non-Councillor Members as the terms were out of alignment, with one term ending in 2021 and the remaining eight ending in 2022.

Decision

The Committee agreed

(i)   To approve the changes to the Board Diversity Succession Plan, and;

(ii)   note that Officers will engage with Scottish Government to obtain information diversity information, and;

(iii)   note that Officers will undertake a skills audit of Board Members, and:

(iv)   propose to align Non-Councillor Member appointments by extending the 2021 term for a further year or if the extension is not agreed, leaving the position vacant until 2022.

(Reference – report by the Business Manager, submitted)

A6.   DATE OF NEXT MEETING

GO SEStran
South East of Scotland
Transport Partnership

PERFORMANCE & AUDIT COMMITTEE

**HELD IN THE MANDELA ROOM, CITY CHAMBERS, EDINBURGH, EH1 1YJ
ON FRIDAY 22 November 2019
10AM**

PRESENT:	Name	Organisation Title
	Councillor Imrie (Chair)	Midlothian Council
	Councillor Dempsey	Fife Council
	Councillor Fullarton	Scottish Borders Council
	Councillor Murtagh	Falkirk Council
	Simon Hindshaw	Non-Councillor Member
	Barry Turner	Non-Councillor Member
IN ATTENDANCE:	Name	Organisation Title
	Angela Chambers	SEStran
	Keith Fisken	SEStran
	Jim Grieve	SEStran
	Anna Herriman	SEStran
	Martin Scott	City of Edinburgh Council
	Iain Shaw	City of Edinburgh Council
	Karen Jones	Scott Moncrieff

Action by

A1. ORDER OF BUSINESS

It was confirmed that there was no change to the order of business.

A2. APOLOGIES

Apologies were received from Councillor Horne, Callum Hay and Doreen Steele.

A3. DECLARATION OF INTERESTS

None.

A4. MINUTES

To approve the minute of the Performance and Audit Committee of 6 September 2019 as a correct record.

A5. Finance Reports

(a) Financial Planning 2020-23

An update was provided on the financial planning being progressed for the Partnership for the 2020/21 revenue budget, together with indicative financial plans for 2021/22 and 2022/23.

Decision

1) To note the update on the financial planning assumptions being progressed for the Partnership for the 2020/21 revenue budget and indicative financial plans for 2021/22 and 2022/23.

2) To note the report would be presented to the Partnership Board on 6th December 2019.

(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 2019/20 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 note the Risk Register.

2)   To note that a final version of the Risk Register will be presented to Partnership Board for noting.

A7.   PROJECT PERFORMANCE AND EU EXIT UPDATE

Information was provided on the current status and progress of the various projects SEStran was involved in including an update on the position on the EU exit process.

Decision

1)   To note the report.

2)   To agree that a link to the Thistle Assistance Programme
       Phase 1 final report would be circulated.

A10.   DATE OF NEXT MEETING

Friday 6 March 2020 at 10.00am in the Mandela Room, City Chambers,
Edinburgh, EH1 1YJ

Financial Planning 2020/21 to 2022/23

1. Introduction

1.1 This report provides an update to the Partnership Board on the financial planning being progressed for the Partnership for the 2020/21 revenue budget, together with indicative financial plans for 2021/22 and 2022/23.

2. Main Report

Scottish Government Draft Budget 2020-21

2.1 Given the forthcoming General Election, a delay is anticipated in the announcement of the provisional Local Government Finance Settlement for 2020/21. The Scottish Government previously advised of a three-year funding announcement.

Financial Planning 2020/21

2.2 Revenue budget planning is being progressed for 2020/21. Planning assumptions have been updated for:

2.2.1 estimated staff recharges to projects in 2020/21. Staff recharges to projects are forecast to be £151,000, an increase of £19,000 from 2019/20;

2.2.2 pay award, estimated at 3% (£18,931) and pay increment provision (£5,853);

2.2.3 an increase in the employer's Pension Fund contribution rate and fixed contribution rate following removal of Lothian Pension Fund's Stability Contribution Mechanism – a total increase of £12,452;

2.2.4 other budget planning assumptions required for 2020/21, including removal of the Partnership's Marketing budget of £20,000, to reflect current activity.

2.3 Sustainable Travel funding has been reduced in 2020/21, reflecting the re-prioritisation of Projects budget to the re-write of the Regional Transport Strategy.

2.4 An analysis of the proposed core revenue budget for 2020/21 is shown in Appendix 1. All proposed Projects activity for 2020/21 is shown in Appendix 2.

2.5 Financial planning is 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. External income of £689,000 is anticipated to fund 42% of proposed expenditure.

2.6 Scottish Government grant funding has remained fixed at £782,000 since 2011/12. Council requisitions reduced by 5% in 2017/18 from £200,000 to £190,000. Appendix 3 shows all budgeted expenditure and income since 2011/12.

2.7   Based on these estimates, Scottish Government grant funding would meet 47% of proposed expenditure with Council contributions funding 11% of expenditure.

2.8   2019/20 Council requisitions are shown in the table below:

Council	Requisition
Clackmannanshire	£6,158
East Lothian	£12,548
Edinburgh	£61,425
Falkirk	£19,166
Fife	£44,453
Midlothian	£10,783
Scottish Borders	£13,767
West Lothian	£21,700
Total	**£190,000**

2.9   Council Chief Officers reviewed and accepted the financial planning assumptions at their meeting on 6th November 2019. The financial planning assumptions were subsequently considered by Performance and Audit Committee at its meeting on 22nd November 2019.

2.10 A risk assessment for 2020/21 is included at Appendix 4.

Financial Planning 2021/22 and 2022/23

2.11 In the 2018/19 Annual Audit Report to Members of the Partnership, the Partnership's external auditor recommended development of medium to longer term financial plans to assist the Partnership in highlighting risks to its sustainability and ensure funding is allocated in line with the long-term strategic aims of the Regional Transport Strategy.

2.12 This report presents a progress update on development of a medium-term financial plan.

2.13 Projections have been made for the effect of anticipated pay awards and other inflationary assumptions. At this stage, financial planning continues to be based on the Partnership receiving annual stand-still Scottish Government and Council funding of £782,000 and £190,000 respectively. Project forecasts have been updated for anticipated activity.

2.14 The principal cost increase assumptions are summarised below:

	2020/21	2021/22	2022/23
Expenditure			
Employee pay award (3% per annum)	£18,931	£17,571	£17,630
Employee increments estimates	£5,853	£4,454	£4,454
Pension Fund contributions	£12,452	0	0
Funding			
Scottish Government and Council Requisition change	£0	£0	£0

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2.15 Estimates have been updated for recharges to EU projects to reflect the forecast EU project profile. Recharges are forecast to reduce by £32,000 to £87,000 in 2021/22 and by a further £55,000 to £23,000 in 2022/23. The Partnership continues to seek development of new funding streams.

2.16 Indicative financial plans from 2021/22 to 2022/23 are shown in Appendix 5. The indicative plan presents expenditure and income balanced for each financial year.

3 Next Steps

3.1 The next meeting of Chief Officers Group and Performance and Audit Committee will be presented with a revenue budget for 2020/21 for review, prior to the Partnership Board being asked to approve a revenue budget in March 2020.

4 Recommendation

4.1 The Partnership Board is recommended to:

4.1.1 note the update on the financial planning assumptions being progressed for the Partnership for the 2020/21 revenue budget and indicative financial plans for 2021/22 and 2022/23;

4.1.2 advise of any comments on the proposed revenue budget for 2020/21 and indicative financial plans for 2021/22 to 2022/23, prior to a report on the proposed revenue budget for 2020/21 being presented to the next meeting of the Partnership Board.

Hugh Dunn
Treasurer
6th December 2019

Appendix	Appendix 1 – Indicative Core Revenue Budget 2020/21
	Appendix 2 - Projects - Proposed Activity 2020-21
	Appendix 3 - SEStran Budget 2011/12 – 2019/20 (indicative)
	Appendix 4 - Risk Assessment 2020/21
	Appendix 5 - Indicative Financial Plan 2020/21 – 2022/23

Contact   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.
Equalities Implications	There are no equality 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 2020/21   **Appendix 1**

	Approved Budget 2019/20	Indicative Budget 2020/21
	£000	£000
Employee Costs		
Salaries	367	386
National Insurance	40	42
Pension Fund	86	101
Recharges	(132)	(151)
Training & Conferences	10	10
Interviews & Advertising	2	2
	373	**390**
Premises Costs	**16**	**16**
Transport	**9**	**9**
Supplies and Services		
Marketing	20	0
Communications & Computing	37	48
Hosted ICT Services – Novus FX	53	42
Printing, Stationery & General Office Supplies	7	7
Insurance	4	4
Equipment, Furniture & Materials	1	1
Miscellaneous Expenses	3	3
	125	**105**
Support Services		
Finance	30	30
Legal Services / HR	7	7
	37	**37**
Corporate & Democratic		
Clerks Fees	12	12
External Audit Fees	11	11
Members Allowances and Expenses	1	1
	24	**24**
Interest	**0**	**0**
Total Gross Expenditure	**584**	**581**
Funding:		
Scottish Government Grant	(394)	(391)
Council Requisitions	(190)	(190)
Total Funding	**(584)**	**(581)**

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Service	2019/20	2020-21			Activity
	Net Expenditure £'000	Gross Expenditure £'000	Income £'000	Net Expenditure £'000	
Sustainable Travel	131	13	0	13	
Urban Cycle Network	0	100	(100)	0	100% funded by Sustrans.
Urban Cycling Officer	32	32	0	32	Cycling Scotland representation
Equalities Action Forum	10	0	0	0	
Active Travel Fund	0	200	(200)	0	
LCTT – Mobility Hubs	0	125	(87)	38	
RTS Development	65	130	0	130	Re-draft of Regional Transport Strategy – external expertise
GO e-BIKE	0	38	0	38	
EU – Funded Projects					
Regio – mob	3	0	0	0	Ends March 2020
Share–north	23	46	(23)	23	Ends December 2021
Surflogh	26	50	(25)	25	Ends April 2022
Bling	18	38	(19)	19	Ends December 2022
Primaas	0	60	(51)	9	Phase 1 ends January 2022 (main activities)
Connect	0	48	(24)	24	Ends March 2022
Local Rail Development Fund					
Leith Docks	0	150	(150)	0	
Real-Time Passenger Information System (RTPI)					
Maintenance	60	50	0	50	
Development	40	0	0	0	
Income – screens	(20)	0	(10)	(10)	Bus Operators income
Total	**388**	**1,080**	**689**	**391**	

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SEStran Budget 2011/12 – 2019/20 and 2020/21 (indicative)   Appendix 3

	11/12 £'000	12/13 £'000	13/14 £'000	14/15 £'000	15/16 £'000	16/17 £'000	17/18 £'000	18/19 £'000	19/20 £'000	20/21 £'000
Core	467	461	463	465	550	551	478	531	584	581
Projects	841	757	552	1,076	2,384	725	510	614	590	1,030
RTPI	110	117	222	286	230	344	339	108	100	50
Total Budget	**1,418**	**1,335**	**1,237**	**1,827**	**3,164**	**1,620**	**1,327**	**1,253**	**1,274**	**1,661**
External Funding										
EU Grants	313	245	146	233	131	152	95	139	82	142
Urban Cycle Network	50	50	50	100	100	100	100	100	200	100
Active Travel Fund										200
Low Carbon Travel and Transport Challenge Fund										87
Local Rail Development Fund										150
RTPI				141	138	173	160	42	20	10
Rail Station Development					800	200				
One Ticket		10	11	13	13	13				
SESPlan	48	48	48	12						
Bus Investment Fund	0	0	0	346	1,000	0	0	0	0	0
Total External Funding	**411**	**353**	**255**	**845**	**2,182**	**638**	**355**	**281**	**302**	**689**
Scottish Government	782	782	782	782	782	782	782	782	782	782
Council Requisition	225	200	200	200	200	200	190	190	190	190
Total Funding	**1,418**	**1,335**	**1,237**	**1,827**	**3,164**	**1,620**	**1,327**	**1,253**	**1,274**	**1,661**

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Risk Description	Existing Controls
Pay awards The proposed budget makes provision for a pay award of up to 3% in 2020/21. An uplift of 1% in pay award equates to an increase of £4,911.	Alignment with Scottish Local Government pay award.
Staff recharges – EU Projects The proposed budget assumes that £119,000 of staff time can be recharged to 5 EU Projects – Share-north, Surflogh, Bling, Primaas and Connect. 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.
Pension Fund Contributions The deficit on the staff pension fund could lead to increases in the employer's pension contribution.	Following Lothian Pension Fund's Triennial Actuarial Review in 2017, Partnership contribution rates are confirmed to 2020/21.
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.

	2020/21 £'000	2021/22 £'000	2022/23 £'000	
Core				
Employee costs	541	564	586	
Employee recharges	(151)	(119)	(55)	
Premises	16	16	16	
Transport	9	9	9	
Supplies/Services	105	105	105	
Support Services	37	37	37	
Corporate and Democratic	24	24	24	
Total Core	**581**	**636**	**722**	
Projects				
Sustainable Travel	13	7	102	Funding re-instated in 2022/23 following completion of re-draft of Regional Transport Strategy
Urban Cycle Network	100	100	100	100% funded by Sustrans
Urban Cycling Officer	32	32	32	Cycling Scotland Representation
Equalities Action Forum	0	0	10	
Active Travel Fund	200	200	200	Fully funded externally
LCTT – Mobility Hubs	125	125	0	Funding ends March 2022
RTS Development	130	113	20	
GO e-BIKE	38	30	20	
RTPI Maintenance	50	50	50	
EU – Funded Projects				
Share–north	46	0	0	Ends December 2021
Surflogh	50	50	2	Ends April 2022
Bling	38	26	26	Ends December 2022
Primaas	60	60	10	Phase 1 ends January 2022
Connect	48	48	0	Ends March 2022
Local Rail Development Fund				
Leith Docks	150	0	0	
Total Projects	**1,080**	**841**	**572**	
TOTAL EXPENDITURE	**1,661**	**1,477**	**1,294**	
Income				
Scottish Government	(782)	(782)	(782)	
Constituent Councils	(190)	(190)	(190)	
Active Travel Fund	(200)	(200)	(200)	
Local Rail Development	(150)	0	0	
Sustrans	(100)	(100)	(100)	
LCTT – Mobility Hubs	(87)	(87)	0	Funding ends March 2022
EU Grant Income	(142)	(113)	(22)	
RTPI – Screens	(10)	(5)	0	
TOTAL INCOME	**(1,661)**	**(1,477)**	**(1,294)**	
Balance	*0*	*0*	*0*	

Finance Officer's Report

1.   Introduction

1.1   This report presents the second update on financial performance of the Core and Projects budgets of the Partnership for 2019/20, in accordance with the Financial Regulations of the Partnership. This report presents an analysis of financial performance to the end of October 2019.

1.2   The Partnership's Core and Projects budgets for 2019/20 were approved by the Partnership on 22nd March 2019.

2.   Core Budget

2.1   The Core budget provides for the day-to-day running costs of the Partnership and includes employee costs, premises costs and supplies and services. The Partnership approved net expenditure of £584,000 on 22nd March 2019. Details of the Partnership's Core budget is provided in Appendix 1.

2.2   Cumulative expenditure for the seven months to 31st October 2019 was £296,000. This is within the Core budget resources available for the period.

2.3   All estimates have been updated to reflect current expenditure commitments. At the end of October 2019, it is projected that expenditure for the year will be under spent by £67,000 due to a vacancy in the employee establishment earlier in the year, together with underspends on conference and training and communications and computing budgets. Other core expenditure is anticipated to be incurred in line with budget in 2019/20.

   Projects Budget

2.4   The approved Projects budget is detailed in Appendix 2. The Partnership approved net Projects expenditure of £388,000 on 22nd March 2019. Project Update reports to each meeting of the Partnership Board throughout 2019/20 have provided progress updates on delivery of all Projects.

2.5   Net expenditure to 31st October 2019 was £148,000. Income recoveries of £140,000 are anticipated by year-end from the Low Carbon Travel and Transport Challenge Fund for the Go e-Bike project.

2.6   Net expenditure on the Projects budget is forecast to be £15,000 in excess of budget at the year-end, mainly as a result of additional expenditure forecast to be incurred on the re-write of the Regional Transport Strategy. This will be offset by the forecast underspend on the Core budget.

2.7   At its meeting on 27nd September 2019, the Partnership approved the 2018/19 budget under spend of £40,000 to be allocated to Sustainable and

Active Travel projects in 2019/20. It is anticipated these funds will be fully spent in 2019/20. This is reflected in the Projects budget forecast.

Cash Flow

2.8 As previously noted at Partnership 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 and 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	Balance due to SEStran(+ve) /due by SEStran (-ve)
	£
30 April 2019	+£89,594
31 May 2019	+£147,663
30 June 2019	-£417,601
31 July 2019	+£91,664
31 August 2019	+£101,801
30 September 2019	+£190,772
31 October 2019	+£45,162

2.9 Interest is charged/paid on the month end net indebtedness balances between the Council and the Partnership. Interest will be calculated in March 2020.

2.10 The positive cash flow is attributable to funding received from Scottish Government grant and Council requisitions.

3   Recommendations
It is recommended that the Partnership:

3.1 Notes the forecast underspend of £67,000 on the core employee budget and overspend of £15,000 on the Projects budget – a net forecast underspend of £52,000;

3.2 notes that a further update will be presented to the March 2020 meeting of the Partnership.

Hugh Dunn
Treasurer
6th December 2019

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Appendix   Appendix 1 – Core Budget Statement at 31st October 2019
Appendix 2 – Projects Budget as at 31st October 2019

Contact   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 as a result of this report.
Equalities Implications	There are no equality implications arising as a result of this report.
Climate Change Implications	There are no climate change implications arising as a result of this report.

3

Core Budget 2019/20 – as at 31st October 2019   **Appendix 1**

	Annual Budget £'000	Period Budget £'000	Period Actual £'000	Annual Forecast £'000	Forecast Variance £'000
Employee Costs					
Salaries	365	213	186	340	(25)
National Insurance	41	24	23	40	(1)
Pension Fund	87	51	42	66	(21)
Recharges – Projects	(132)	(56)	(56)	(128)	4
Training & Conferences	10	6	1	3	(7)
Interviews & Advertising	2	2	0	0	(2)
	373	**240**	**196**	**321**	**(52)**
Premises Costs					
Office Accommodation	16	12	12	16	0
	16	**12**	**12**	**16**	**0**
Transport					
Staff Travel	**9**	**5**	**4**	**8**	**(1)**
Supplies and Services					
Marketing	20	12	2	20	0
Communications & Computing	48	27	22	34	(14)
Hosted Service - Routewise	42	42	43	43	1
Printing, Stationery & General Office Supplies	6	4	2	4	(2)
Insurance	4	4	5	5	1
Equipment, Furniture & Materials	1	0	0	1	0
Miscellaneous Expenses	4	3	2	4	0
	125	**92**	**76**	**111**	**(14)**
Support Services					
Finance	30	0	0	30	0
Legal Services / HR	7	7	8	8	1
	37	**7**	**8**	**38**	**1**
Corporate & Democratic					
Clerks Fees	12	0	0	12	0
External Audit Fees	11	0	0	11	0
Members Allowances and Expenses	1	0	0	0	(1)
	24	**0**	**0**	**23**	**(1)**
Total Expenditure	**584**	**356**	**296**	**517**	**(67)**
Funding:					
Scottish Government Grant	(394)	(261)	(261)	(394)	0
Council Requisitions	(190)	(190)	(190)	(190)	0
Total Funding	**(584)**	**(451)**	**(451)**	**(584)**	**0**
Net Expenditure/ (Income)	**0**	**(95)**	**(155)**	**(67)**	**(67)**

Projects Budget 2019/20 - as at 31st October 2019   **Appendix 2**

	Budget 2019/20	EU /Other Grant	Net Expenditure Budget	Net Spend to 31 October 19	Forecast	Forecast Variance
	£'000	£'000	£'000	£'000	£'000	£'000
EU Projects						
Share-north	46	(23)	23	6	11	(12)
Regio-mob	18	(15)	3	2	12	9
Surflogh	52	(26)	26	20	29	3
Bling	36	(18)	18	9	16	(2)
Primaas	0	0	0	1	1	1
Connect	0	0	0	0	0	0
Total EU Projects	**152**	**(82)**	**70**	**38**	**69**	**(1)**
RTPI						
Maintenance	60	0	60	0	60	0
Development	40	0	40	9	6	(34)
Income-screens		(20)	(20)	0	0	20
Total – RTPI	**100**	**(20)**	**80**	**9**	**66**	**(14)**
Active Travel Fund	0	0	0	5	0	0
Regional Transport Strategy	65	0	65	1	85	20
Sustainable Travel:	131	0	131			(131)
- GO e-Bike				149	100	100
- Other				17	65	65
Urban Cycle Networks	232	(200)	32	0	22	(10)
Equalities Action Forum	10	0	10	(4)	(4)	(14)
Thistle Assistance	0	0	0	(67)	0	0
Total	**690**	**(302)**	**388**	**148**	**403**	**15**

Mid Term Review - Treasury Management Activity

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 2019/20 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 22nd March 2019.

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	-£76,919.16
April	£89,594.07
May	£147,662.65
June	-£417,601.48
July	£91,663.71
August	£101,800.78
September	£190,772.30

3.2   Although interest is not calculated until March, in line with the withdrawn guidance note, the interest rate averaged 0.565% 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.

Hugh Dunn
Treasurer

Appendix   None

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

Projects Performance & EU Exit Update

1. INTRODUCTION

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

2. Projects performance

2.1 The RAG status (red-amber-green) is used throughout the projects update to highlight the current state of progress for each active project. The projects update is included as Appendix 1 to this report.

2.2 The table below explains the meaning of the different colours used throughout the report to highlight how a project is progressing:

Status	Meaning:
	Complete
	Progressing according to plan
	Some issues encountered
	Severe issues or delayed

2.3 The strategic objectives as set out in the SEStran Regional Transport Strategy are used throughout the projects update to highlight how the projects link back to the RTS:

Economy

Accessibility

Environment

Safety & health

Corporate

3. EU Exit Update

3.1 Due to the upcoming UK election on the 12th of December it is still not clear how Brexit will happen, or whether it will happen. The Scottish and UK Governments are continuing work on two main options; a withdrawal agreement and subsequent transition period; and a no deal situation.

4.   RECOMMENDATIONS

4.1   It is recommended that the Board takes note of the contents of the report.

4.2   The Board is asked to approve the Grant awards detailed in section 1.3 of the projects update. The total value of awards is £170, 000 which comes from the total award from Transport Scotland for this fund.

4.3   The Board is asked to approve the Grant awards outlined in section 2.1 of the projects update report, of £29,260 to Peter Hogg of Jedburgh and £13,300 to Telford Coaches, for the purchase of new electronic ticket machines to facilitate integrated ticketing, contactless payments, and Real Time Passenger Information. The total value of awards is £42,560 which can be met from funds available within the annual award from Transport Scotland to SEStran.

Keith Fisken
Programmes Manager
6 December 2019

Appendix 1: Projects update

Policy Implications	
Financial Implications	
Equalities Implications	
Climate Change Implications	

1. Active Travel Projects

1.1 GO e-Bike

In April 2018, SEStran successfully launched GO e-Bike, a regional bike-sharing scheme funded by SEStran, with a contribution from the SHARE-North project. The first four GO e-Bike hubs were launched in St Andrews, Buckhaven, West Lothian and Falkirk and SEStran has secured funding from the Low Carbon Travel and Transport (LCTT) Fund to expand the GO e-Bike scheme through 6 further hubs.

Latest developments:

- **Employer Pool bike Roadshow**   *Complete*
    - After launch in 2018 the employer scheme restarted in March 2019.
    - Summary report is now being drawn up to close off the scheme.
- **GO e-Bike expansion with LCTT funding**   *In progress*
    - Tweeddale Youth Action continue to promote the Hub in the Tweeddale area with cargo bike delivery opportunities being explored with local businesses. A recycling collection service for local businesses and individuals is also being developed.
    - Sites in East Lothian and Midlothian were visited by officers and the contractor Bewegen. Work is now progressing with Scottish Power to begin installation of the stations.

1.2 Regional Cycle Network Grant Scheme

The Regional Cycle Network Grant Scheme continues the partnership between Sustrans Scotland and SEStran's commitment to delivering improvements to the cross-boundary utility routes.

Latest developments:

- **Edinburgh BioQuarter**   *In progress*
    - Consultation was conducted through October and November.
    - Consultation closed on 25th November.
    - Consultants are now progressing onto some technical aspects of design and looking at further aspects that have resulted from the consultation.
- **SEStran Strategic Cycle Network Review**   *In progress*
    - Ove Arup have been contracted for the Strategic Network.
    - The total value of the contract is £67,900.
    - The project team has met for inception with data gathering now underway.

1.3 Regional Active Travel Development Fund – Transport Scotland

SEStran received £200,200 in funding for cross-boundary active travel routes in the SEStran region. SEStran is using the funding for three feasibility and design studies in Falkirk, Midlothian and East Lothian. For the financial year 2019/20 SEStran has received £250,000 for a series of new projects that are getting underway.

Latest developments:
- ***New Project 1: Kirkcaldy to Buckhaven***   In progress
  - AECOM have completed consultations within a number of the communities along the route and have now compiled all the findings.
  - Following a progress meeting with SEStran and Fife Council, AECOM are now preparing further design work with some rescoping after the public consultations.
- ***Other Projects***   Some Issues
  - Officers have identified a number of projects that will can be delivered in the financial year to maximise this funding after delay to initial proposals.
  - The following proposals are set out for the approval of grant awards by the Board.
- ***Alloa Town Centre Street Design***
  - Developing design to enhance the centre for active mobility and better access to services and public transport.
  - ***Total award £80,000***
- ***West Lothian Active Travel Links***
  - To provide active travel provision between Ecclesmachan and Threemiletown, providing a safe link to local bus services.
  - To provide a link from Bathgate Hills quiet roads through Bangour and connect to the Livingston green network.
  - ***Total award £55,000***
- ***ELGT Wisp to Sheriffhall Greenway***
  - Design of active travel route from The Wisp to the Sheriffhall roundabout, linking through new development land and connecting with the path network at the Edinburgh Royal Infirmary.
  - Additional links to Danderhall would be investigated to provide a safe link onto the greenway and access to services.
  - ***Total Award £35,000***

1.4 Cycle Training & Development – Cycling Scotland

Support and develop the delivery of Bikeability Scotland National Standard cycle training by local authority Bikeability coordinators. Promote, encourage and develop cycle training opportunities across SEStran projects.

Latest developments:
- **Bikeability Scotland**   In progress

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- Falkirk and Scottish Borders are priority areas for support with Bikeability, as they have the lowest delivery rates in Scotland. Revised delivery plans have been signed off for both areas.
- Bikeability coordinator training was held on 31st October 2019 with East Lothian, West Lothian, Midlothian, and Clackmannanshire. The training helped coordinators develop strategies for increasing delivery rates in their local areas.
- A Bikeability comms strategy is currently being rolled out across six LAs in Scotland. Three within SEStran area: Falkirk, West Lothian and Fife.

- **Go e-Bike cycle training**   `In progress`
  - Training is being offered to all hubs as they are completed and as part of ongoing development plans.
  - Tweeddale Youth Action Bike Punks project completed Cycle Ride Leader & Led Ride Assistant course and are looking at further training opportunities.
- **Adult Cycle Training**   `In progress`
  - Potential for a complete beginner's cycle training course currently being explored with Cycling Scotland tutors. Pilot would be in Edinburgh.

1.5 Sustainable and Active Travel Grant Scheme

SEStran supports additional projects through grant funding that will help deliver against the Partnership's sustainable transport objectives.

Latest developments:
- **Queen Margaret University**   `Complete`
  - Queen Margaret University was awarded £7,150 in order to update their Travel Plan. The work is now complete and SEStran received a final report with an overview of results.
- **ReCYCLEd Signs**   `In progress`
  - The first 4 signs have been finished with two being delivered to Falkirk for instillation at Falkirk High & Grahamston rail stations and a further 2 for Midlothian Council for Dalkeith and Bonnyrigg.
  - SEStran provided a further £5,000 grant funding to Tweeddale Youth Association to produce 3 more signs in 2019/20.
  - If local authority partners are interested in obtaining a sign for a location with an existing active travel map, please contact SEStran (Keith Fisken) to discuss.

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2. Public Transport Projects

2.1 Real Time Passenger Information (RTPI)

SEStran's RTPI system began in 2010 with the aim to tackle a declining bus patronage and make bus travel more predictable and reliable. SEStran is working with the City of Edinburgh Council to move towards a new Content Management System that will improve the public facing regional screen network.

Latest developments:
- **Development of new Content Management System** `Delayed`
  - The new Content Management System tender process has been completed by City of Edinburgh, SEStran will be working with the contractor on developing the new interface. The timeline has however pushed out further with a March 2020 completion date.
  - Using Traveline data via a website set up, SEStran has been able to improve the quality and the reliability of scheduled information delivered via the screen network outside of the Lothian Bus network with a successful test at the Galashiels Interchange. SEStran will be able to implement this solution at key sites (as there is a cost) until the new CMS is operational.
- **Identifying funds to support ETM purchase, agreeing conditions of grant** `In progress`
  - Two regional bus operators, Peter Hogg of Jedburgh and Telford Coaches, require new electronic ticket machines (ETMs) to facilitate integrated ticketing, contactless payments and Real Time Passenger Information. SEStran has applied to Transport Scotland's LEZ fund, for funds to meet the total cost of grant aid of £42,560 provide grant aid to the two operators. If this application is not successful, SEStran funds are available in 2019/20 to provide grant aid, which will be offered subject to appropriate conditions of grant.

2.2 Hate Crime Charter

SEStran is involved in a working group, together with Transport Scotland, Police Scotland and Disability Equality Scotland, to develop a regional Hate Crime Charter for public transport. Hate Crime is a key work package which came out of the Accessible Travel Framework developed by Transport Scotland. SEStran is developing the charter on a regional scale for all protected characteristics under the current hate crime legislation.

Latest developments:
- **Piloting the Hate Crime Charter** `In progress`
  - The working group has been reaching out to transport operators to pilot the draft Hate Crime Charter and develop a monitoring mechanism. The last few months have involved setting up initial meetings with transport providers to talk through the process of piloting a Charter. Based on the learnings from this engagement, the working group hopes to roll out the Charter nationally.

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2.3 Thistle Assistance Programme

The South East of Scotland Transport Partnership has developed the Thistle Assistance Card and App to make using public transport easier for older people and those with disabilities, illness or mobility issues. SEStran is currently undertaking work to improve and evolve the program.

Latest developments:

- **Journey Planner - Phase One Proof of concept development**   *Complete*
    - SEStran has been working to develop an intermodal journey planner and Thistle Card App, which will make it easier for people to plan and make journeys by public transport.
    - Phase 1 concepts were evaluated on the 8th of November 2019 with presentations to Scottish Enterprise, Transport Scotland & SEStran from the 5 developers.
    - In each case the 5 developers determined that there was a viable proof of concept (POC) that could be taken forward.
    - SEStran is working with Scottish Enterprise and other funding bodies to explore potential funding for Phase 2.

- **Development of Thistle Assistance Website & Branding**   *Complete*
    - SEStran has been working with the Hillside Agency on the development of the new Thistle Assistance branding, website and campaign.
    - HITRANS asked SEStran to develop a television advert to use in their region and this has been actioned. This went onto STV in the Hitrans region at the end of November. The development costs will be covered by HITRANS.
    - The Thistle Assistance website was also launched at the end of November www.thistleassistance.com
    - Work complete with the website, new branding and campaign available to all partners to use to promote the facility.

- **Development of SEStran Website – Accessibility Regulations 2018**   *In progress*
    - In order to comply with legislation ([Public Sector Bodies (Websites and Mobile Applications)(No. 2) Accessibility Regulations 2018](#)) SEStran will be developing the Partnership website to improve accessibility across the site for all users and at the same time improve the functionality of the site.
    - The legislation states that public sector websites and mobile apps should be made accessible;
    - Any new sites from September 2018 should be accessible after September 2019. Existing sites should be made accessible from September 2020. Mobile applications after June 2021;
    - Accessible means Complies with all Level A and AA Success Criteria of the Web Content Accessibility Guidelines (WCAG) version 2.1;
    - £2,000 allocated from the Transport Scotland Fund will be used to undertake the work as part of the Thistle Assistance program development.

- **Marketing Communications Internship**   *In progress*
    - SEStran has been working in partnership with Inclusion Scotland to provide an Internship to work on the Thistle Assistance program.
    - Candidate interviews were conducted in October 2019 with one successful candidate offered the position which has been accepted.
    - The position focuses on marketing and communications and is based in Victoria Quay starting in November 2019 and running up to the end March 2020.

2.4 Local Rail Development Fund (LRDF)

The £2 million Scottish Government Local Rail Development Fund, was announced in February 2018, with the aim of providing funding to develop community led options to improve local rail connections.

Latest developments:

- **Newburgh Train Station**   `In Progress`
  - SEStran & Fife Council supported a successful bid from the Newburgh Train Station Group for the first phase of funding.
  - £82,000 (exc. VAT) was secured to undertake a multi-model transport appraisal in the Newburgh area with SYSTRA appointed to undertake the work in December 2018.
  - Phase 1 – the Initial Case for Change was completed in April 2019 with a report submitted to Transport Scotland (TS).
  - Feedback has been received from TS and the project team is currently reviewing the comments and will undertake further work over the coming months to progress the case for change.
  - £8,000 has been claimed from the budget for the work to date.
- **Forth Ports Leith**   `In Progress`
  - SEStran in partnership with Forth Ports made a successful application in June 2019 to the second round of LRDF funding and will receive up to £150,000 to conduct the study.
  - The proposal is for a multi-modal freight study in the Port of Leith and other ports on the Forth to explore key issues and opportunities whilst maximising the potential for existing infrastructure (rail heads etc.).
  - Procurement for a contractor to work on the study will be done via Public Contracts Scotland. This process is targeted for completion by the end of the year with a contractor in place to begin the work at the end of the current financial year.
  - End date for the study with a final report due is March 2021.

3. European-funded Projects

3.1 SHARE-North

Interreg North Sea Region – Jan 2016 to Dec 2021

SHARE-North 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 project has been extended for another three years during which SEStran plans to promote shared mobility through Tripshare SEStran and the introduction of Mobility Hubs in the SEStran region.

Latest developments:

- **Project outcomes**   `In progress`
  - SEStran has been exploring various avenues to introduce the Mobility Hub concept to the SEStran area. In doing so, SEStran builds on the expertise and support from the European partners.

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- A Mobility Hub scoping paper was developed to provide background information on the concept and help guide discussions on potential projects.
- SEStran submitted a proposal to develop a Mobility Hub Strategy for the area as part of the £10.3m funding made available for local authorities and RTPs by Transport Scotland for measures supporting the implementation of LEZs.
- SEStran also applied to the Low Carbon Travel and Transport (LCTT) Challenge Fund to develop Mobility Hubs in collaboration with Edinburgh College at their four campus locations across Edinburgh and Midlothian. The bid is for £250k, of which SEStran will be required to fund 30%.
- Moreover, SEStran is in the process of reviewing the current TripshareSEStran arrangements to promote car-sharing in our region.
- Finally, SEStran project officer presented at the Inspiratiedag Duurzame Mobiliteit (sustainable mobility conference) in Belgium in November, as part of the 9th SHARE-North partner meeting.

3.2 REGIO-Mob
Interreg Europe – Apr 2016 to March 2020

REGIO-Mob 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".

Latest developments:
- **REGIO MOB Final Conference**   *In progress*
    - The REGIO MOB project will come to an end in March 2020. In October 2019, the Final Conference was held in Kozani, Greece. SEStran's chair and vice chair attended the Conference along with two SEStran officers, to present the results of the project and the impact it has had in the SEStran area.
- **Monitoring of policy instrument development & project closure**   *In progress*
    - As set out in the REGIO-MOB Action Plan from April 2018, SEStran has been working with St Andrews University to conduct a survey and focus group to assess the health impacts of the GO e-Bike at their campuses based on the Physical Activity Through Sustainable Transport Approaches (PASTA) methodology.
    - It was identified that e-bikes make cycling more accessible and can function as a bridge technology to get more people into cycling and engaged in active mobility.
    - The potential of e-bikes to encourage modal shift is evidenced through this research and will be incorporated into the Regional Transport Strategy.
    - The remainder of the project will mostly focus on the final project report and administrative closure.

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3.3 SURFLOGH

Interreg North Sea Region – Jun 2017 to Oct 2020

SURFLOGH 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.

Latest developments:

- **Development of business case with Edinburgh Napier University**　　　　　*In progress*
  - SEStran is leading on a work package along with Edinburgh Napier University Transport Research Institute (TRI), developing business models for urban freight hubs.
  - The first stage of the research (literature review) and business model framework has been completed by SEStran and Edinburgh Napier University and has been presented to the project team and EU Joint Secretariat for review.
  - A further paper is being developed for publication and presentation.
- **Edinburgh Pilot – ZEDIFY**　　　　　*In progress*
  - The pilot is up and running and currently delivering up to one pallet worth of small packets in central Edinburgh from a site west of Haymarket station.

3.4 BLING

Interreg North Sea Region – Jan 2019 to Dec 2021

Blockchain is a key enabling technology that will underpin efforts to deliver innovative services under the Digital Agenda for Europe. The BLockchain IN Government (BLING) project focuses on providing one of the first dedicated platforms to bring these tools and approaches into local and regional services. SEStran will be developing a pilot with the University of Edinburgh, which will showcase innovative use of the technology in a transport environment.

Latest developments:

- **Development of Edinburgh Pilot**　　　　　*In progress*
  - The Design Informatics team at the University of Edinburgh team supported by SEStran is prototyping ways to create Location Based Smart Contracts – agreements about the location and relations of smart objects in space that allow conditions such as proximity or co-location to trigger actions like financial transfers or opening physical locks. These systems are backed with blockchains, to explore new techniques to make location data secure without being invasive.
  - SEStran attending the partnership meeting in Oldenburg Germany and presented an update on the Edinburgh pilot.
  - Further work will continue to move the pilot from 'the lab' into the real world over the with a test being run by end of December.
  - Edinburgh will host a BLING partnership group meeting and 'mini-conference' in May 2020.

3.5 PriMaaS

Interreg Europe – Aug 2019 to Jan 2023

Mobility-as-a-Service (MaaS) is a recent concept whose main objective is to change the way people travel and pay for mobility services. The main vision of PriMaaS is to promote the integration of traditional collective transport modes with personal and innovative ones by creating equitable mobility services truly focused on citizens' needs.

Latest developments:

- **Preparation of Baseline Assessment Report**
  In progress
  - As part of the first phase of the project, SEStran is tasked with producing a Baseline Assessment Report, which will assess the current levels of transport and MaaS integration in the SEStran area. It is intended to resource this work externally.
- **PriMaaS Regional Stakeholder Group**
  In progress
  - SEStran is also looking to set up a Regional Stakeholder Group which would involve various MaaS stakeholders and investigate the main challenges and opportunities for MaaS in the SEStran area. SEStran is looking to host a first stakeholder meeting in January 2020 and is currently preparing a list of contacts. The Local Authorities in the SEStran area are invited to participate in the Regional Stakeholder Groups.

3.6 CONNECT

Interreg North Sea Region – Oct 2019 to Mar 2022

CONNECTing North Sea Region's TEN-T nodes – Support intermodality growth in the North Sea Region through smart efficiency enhancements. The overall objective is to support smart intermodality growth in the NSR through efficiency enhancements. The project focuses on: implementation of new smart processes and working tools (smart intermodality) and development of strategies for smart efficiency enhancements (smart involvement). https://northsearegion.eu/north-sea-connect

Latest developments:

- **Application Approved by the Joint Secretariat**
  In progress
  - SEStran has been part of a further successful application for EU funding for the CONNECT project from the Interreg North Sea grouping.
  - 10 partners from across the region will be working on developing and promoting best practise in sustainable port operational development.
  - SEStran will be running a work package on communication and marketing.
  - The first partnership meeting will be in first quarter 2020 and the project will run for 2.5 years.

4. Strategy Developments

4.1 Electric Vehicle Strategy

SEStran is working with the Local Authorities to develop an Electric Vehicle (EV) Strategy for the region aimed at addressing the barriers to the EV uptake and the challenges faced by local authorities when implementing EV infrastructure. This will form an integral part of the new Regional Transport Strategy.

Latest developments:

- **Development of draft EV Strategy**   *In progress*

  Following discussions at the last Chief Officers it was identified that LAs are looking for a more practical guidance about on the ground delivery as opposed to a strategic guidance document. Therefore, the form and content of what will be included in the EV Strategy is to be reviewed.

4.2 Regional Transport Strategy

SEStran's original Regional Transport Strategy (RTS) was approved in March 2007 and covered the period from 2008 until 2015. The strategy was subject to a refresh in August 2015 and covers the period until 2025. A re-write is now in progress.

Latest developments:

- **Main Issues Report**   *In progress*
  - A notice was placed on 11 October on Public Contract Scotland to seek notes of interest in the proposed consultancy work to deliver the Main Issues Report.
  - The tender brief and documents are now on Public Contract Scotland and the deadline for returns is 6th December 2019.
  - Based on the REGIO-MOB learnings, active mobility will feature as a core part to encourage more sustainable transport behaviour, recognising the health benefits of active mobility, and the fact that e-bikes, in particular, make cycling more accessible and can facilitate modal shift.

5. Other Developments

5.1 Edinburgh Low Emission Zone

In line with the newly enacted Transport (Scotland) Bill 2018, the City of Edinburgh Council is developing a Low Emission Zone (LEZ) to be in place by December 2020. SEStran has been involved as stakeholder in the Edinburgh LEZ Delivery Group, which meets monthly.

Latest developments:

- **LEZ Regional Stakeholder meetings**   *In progress*
  - SEStran has taken initiative to set up an LEZ Regional Stakeholder Group, to keep officers from each local authority in the SEStran area up to date with the Edinburgh LEZ developments.
  - Transport Scotland has also been part of this group and has used this forum to communicate developments at a national level, including the national LEZ communication strategy, and funding

opportunities for local authorities and RTPs, as well as retrofit programmes for commercial vehicles.

- **Transport Scotland LEZ Support Fund**   `In progress`
  - In October 2019, Transport Scotland announced that £10.3m had been made available for LEZ related sustainable travel measures and bus priority works to be delivered by this financial year 2019/2020.
  - SEStran submitted four bids with a total value of £205,000:
    1. An update to the 2009 Regional Park and Ride Strategy;
    2. The purchase of Smart Ticket machines, which will also facilitate real time passenger information on the services operated, for two of the region's local bus companies. This is something that SEStran has provided in the past, using its own funds along with 40% ERDF grant
    3. The development of a "Mobility Hub" Strategy to help introduce this concept to the SEStran area and guide the implementation of transport alternatives as a means of minimising the negative impacts on accessibility of the City as a result of the LEZ intervention.
    4. The development of a "Demand Responsive Transport" Strategy for the SEStran region to support access to the city for those with limited public transport solutions (such as in rural areas) as an alternative to upgrading to a compliant vehicle that meets the LEZ standards.
  - SEStran is now awaiting formal confirmation of funding and expecting to hear back soon from Transport Scotland.
  - If SEStran does not receive funding from Transport Scotland to purchase Smart Ticket machines for two small bus operators in the Scottish Borders, SEStran asks the Board to allow the purchase of these machines from SEStran's core budget, as further detailed in section 2.1.

6. SEStran forums & upcoming events

6.1 SEStran Forum Meetings

SEStran hosts three different forum groups which are all held twice a year. The aim of these forums is to provide a platform for interested parties to come together and to provide a regional voice in various transport-related matters.

Upcoming meetings:
- **Logistics and Freight Forum**
  The latest meeting was held in Methil, Fife, on 31 October 2019.
- **Equalities and Access to Healthcare Forum**
  The latest meeting was held on 2 October 2019 with discussions on the National transport strategy and ongoing work with the Thistle Assistance Journey Planner, including a rebrand for Thistle assistance. The next meeting is to be confirmed in due course.
- **Integrated Mobility Forum**
  The latest meeting was held on 10 October 2019 with presentations on SEStran's NTS response, Edinburgh Low Emissions Zone, and ScotRail developments. The next meeting is to be confirmed in due course.

Appendix 1: Thistle Assistance Design

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Appointments to Performance & Audit Committee

1.   INTRODUCTION

1.1   This report seeks the Board's approval of the City of Edinburgh Council representative to Performance and Audit Committee.

2.   APPOINTMENTS

2.1   The City of Edinburgh Council made the following nomination for a representative to the Performance and Audit Committee:
- Cllr. Cameron Rose to be appointed as representative for City of Edinburgh Council;

2.2   East Lothian Council have been invited to nominate a representative to the Performance and Audit Committee, which is currently being progressed and will be subject of a future report to the Board.

2.3   The Board is asked to note the current membership of the Performance and Audit Committee:
- Cllr. Russell Imrie (Chair) – Midlothian Council
- Cllr. Laura Murtagh – Falkirk Council
- Cllr. Dave Dempsey – Fife Council
- Cllr. Jim Fullarton – Scottish Borders Council
- Cllr. Donald Balsillie – Clackmannanshire Council
- Cllr. Chris Horne – West Lothian Council
- Callum Hay – Non-Councillor Member
- Doreen Steele – Non-Councillor Member
- Barry Turner – Non-Councillor Member
- Simon Hindshaw – Non-Councillor Member

3.   RECOMMENDATIONS

The Board is asked to:

3.1   Approve the appointment of the Cllr. Rose to the Performance and Audit Committee, and;

3.2   Note East Lothian Council representation will be reported to a future Board, and;

3.3   Note the membership of the Performance and Audit Committee.

Gavin King
Secretary
28 November 2019

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

Dates of Future Meetings 2020

1.   Summary

1.1   This report outlines the proposed calendar of SEStran Partnership Board meetings in 2020, 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 20ᵗʰ March 2020 – Dean of Guild, City Chambers, Edinburgh
* Friday 19th June 2020 – Dean of Guild Room, City Chambers, Edinburgh
* Friday 25ᵗʰ September 2020 –Dean of Guild Room, City Chambers, Edinburgh
* Friday 4ᵗʰ December 2020 – European Room, City Chambers, Edinburgh

2.   Recommendation

2.1   It is recommended that the Board approves the proposed programme of meetings for 2020.

Angela Chambers
Business Manager
26ᵗʰ November 2019

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Appendix 1:   Table of future meeting dates.

	January	February	March	April	May	June	July	August	September	October	November	December
Partnership Board - 09:00 - 14:00			**Fri 20th**; Dean of Guild Room, City Chambers Edinburgh			**Fri 19th**; Dean of Guild Room, City Chambers Edinburgh			**Fri 25th**; Dean of Guild Room, City Chambers, Edinburgh			**Fri 4th**; European Room, City Chambers, Edinburgh
Performance & Audit Committee - 09:30 - 12:30			**Fri 6th**; Mandela Room, City Chambers, Edinburgh			**Fri 5th**; Mandela Room, City Chambers, Edinburgh			**Fri 11th**; Mandela Room, City Chambers, Edinburgh		**Fri 20th**; Mandela Room, City Chambers, Edinburgh	
Chief Officer Liaison Group - 14:00 - 16:30		**Wed 26th**; Room G.37, Waverley Court, Edinburgh			**Wed 27th**; Conf. Room 2, VQ, Edinburgh			**Wed 19th**; Room G.37, Waverely Court, Edinburgh			**Wed 11th**; Conf. Room 2, VQ, Edinburgh	
Integrated Mobility Forum - 10:00-12:30				**Tues 14th**; Conf. Room 3, VQ, Edinburgh					**Thurs 8th**; Conf. Room 2, VQ, Edinburgh			
Logistics & Freight Forum - 13:30-16:30					**Wed 13**; Conf. Room 3, VQ, Edinburgh-BLING					**Thurs 1st**; Conf. Room 6, VQ, Edinburgh		
Equalities & Access to Healthcare Forum - 10:00-12:30				**Wed 1st**, Conf. Room 6, VQ, Edinburgh							**Wed 4th**; Conf. Room 2, VQ, Edinburgh	
RTP Leads Meeting - 9:30-14:30					**Wed 6th**; Conf. Room 2, VQ, Edinburgh					**Wed 5th**; Conf. Room 2, VQ, Edinburgh		
RTP Board Meeting - 9:30-12:00		**Wed 4th**; Swestrans				**Wed 3rd**; Zetrans			**Wed 2nd**; Nestrans			**Wed 2nd**; SEStran

Climate Change Duties 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 Edinburgh Centre for Carbon Innovation.

3.   REPORTING RESPONSIBILITIES

3.1   SEStran has reported annual emissions figures since 2015 and implemented a range of policies to reduce the impact from the workings of the organisation.

3.2   For the reporting year 2018/19 SEStran has seen an increase to 15.05 tCO_2e. A breakdown of emissions is detailed within the appended report.

3.   RECOMMENDATIONS

3.1   The Board are invited to note the content of the report.

Peter Jackson
Active Travel Officer
November 2019

Appendix 1: SEStran Carbon Emissions Reporting

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

SEStran Carbon Emissions Reporting 2018-19

	Emission Source	Units	Emission Factor	Units	kg CO2e
41	Domestic Flight (average passenger)	passenger km	0.29832	kg CO2/passenger km	**371**
42	Short-haul flights (average passenger)	passenger km	0.16236	kg CO2/passenger km	**5,126**
44	Rail (National Rail)	passenger km	0.04424	kg CO2/passenger km	**748**
45	Car - diesel (average)	passenger km	0.17753	kg CO2/passenger km	**162**
46	Car - petrol (average)	passenger km	0.18368	kg CO2/passenger km	**657**
53	Bus (local bus, not London)	passenger km	0.12007	kg CO2/passenger km	**75.7**
54	Taxi (black cab)	passenger km	0.32129	kg CO2/passenger km	**87.4**
Other	Staff Travel to Work	km	various	kg CO2e/km	**7,825**
	Scope 1				**0.00**
	Scope 2				**0.00**
	Scope 3				**15,052**
	SEStran TOTAL			**tonnes CO2e**	**15.05**

The table above illustrates SEStran carbon emissions for 2018-19 against the relevant reportable emission categories. Since the relocation of SEStran to Victoria Quay in 2016 no report is made for categories that would otherwise be included in the Scottish Government building report, i.e. categories 1,2,5,9,26 and 30.

SEStran has set a target to reduce business travel by 5% on an annual basis. During 2018-19 transport in Scotland has seen a wealth of work, in preparation for the draft National Transport Strategy, the now Planning Bill, and the growing number of working groups associated to these strategic projects. As SEStran has secured more financial support through the likes of Local Rail Development fund, the Low Carbon Travel and Transport Fund, Smart Choices Smarter Places Open Fund, CANDO Innovation Fund, and others, officers have been engaged in more meetings and workshops across the region and nationally. This has seen an increase in business travel emissions for the reporting year, with the following comments written to aide that understanding. SEStran officers have access to skype enabled laptops and other conference call facilities that are utilised regularly across projects.

Emission Source	No of Trips	Travel Distance	Difference on 17-18
Domestic Flights	1	1224	/\ 1224 km
Short-Haul Flights	13	31572	/\ 5000 km
Rail	80	16905	/\ 6000 km
Car	**	4490	/\ 2000 km
Bus	49	631	\/ 500 km
Taxi	27	272	/\ 150 km
Cycle	12	133	/\ 118 km

** Use of personal vehicles is captured by mileage only and not by trip number.

The largest increase in domestic travel has been seen in Rail. Some of the decline in bus travel can be assumed to have been taken up by the increase in cycle usage. Other increases can be justified by the increase in project work as described earlier.

Staff Travel to Work

Staff travel to work is calculated on assumptions of normal staff travel patterns to enable working in the office. This takes account of annual leave, periods of absence, and days working from home. This results in an estimated emission total that will be higher than the actual total emission for this category.

The reporting period saw a number of staff changes with consequent changes in travel patterns. However, there was an overall reduction in staff commuting distance by over 4500km in the year with 218 fewer trips made. SEStran operates flexible working practices and promotes the sustainable travel hierarchy where appropriate but the nature of officer's work will still require the need to travel and this may not facilitate an option for a target of reduced staff travel to work.

TOTALS	Emissions kg CO2e	Distance km
Car	7,442	41,199
Passenger	0	0
Rail	35	800
Bus	348	2,897
Cycle	0	8,985
Walk	0	411
TOTALS	**7,826**	**54,292**

Risk Register

1.   INTRODUCTION

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

2.   BACKGROUND

2.1   SEStran has employed 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 22ⁿᵈ 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
December 2019

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 looking out for further policies and responding accordingly. 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. RTS re-write process underway. **Tolerate**	Nov 2019 Partnership Director
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 oversight by the Programmes Manager.	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. Regular reports presented to P&A Committee and Partnership Board, which have been revised to provide focused monitoring template. **Tolerate**	Nov 2019 Programmes Manager
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 maintained under-contract. IT 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 Cyber Essentials Accreditation achieved. **Tolerate**	Nov 2019 Business Manager

Risk	Category							Controls							Action	Owner/Date
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 Continue to work closely with regional partners **Tolerate**	Nov 2019 Partnership Director
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, Senior Partnership Manager and Business Manager. Audited by third parties. **Tolerate**	Nov 2019 Partnership Director
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**	March 2020 Partnership Director

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Ref	Risk	Category	Impact	Likelihood	Likelihood Score	Impact Label	Score	Rating	Mitigation	Impact	Likelihood	Score	Impact Label	Score	Rating	Response	Owner/Date
6.1	The approved budget for 2019/20 assumes provision for a pay award of 3%, based on alignment with the Scottish Government's public sector pay offer. A 1% increase in pay award uplift equates to an increase in cost of approximately £4,911.	Financial	4	Probable	1	Insignificant	4	Low	Alignment with Scottish Local Government pay policy	4	Probable	1	Insignificant	4	Low	**Low** **Tolerate**	March 2020 Partnership Director
6.2	Staff recharges - EU projects: The proposed budget assumes that £119,000 of staff time can be recharged to-five EU projects - Share-north, Surflogh, Bling, Primaas and Connect. 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. In 2020/21, EU projects represent 14% of the proposed budget.	4	Probable	2	Minor	8	Medium	**Medium:** Other funding sources will continue to be pursued. **Tolerate**	March 2020 Partnership Director
6.3	Inflation: There is a risk that the approved budget does not adequately cover price inflation and increasing demand for services.	Financial	3	Possible	4	Major	12	Medium	When setting the revenue budget, allowance made for specific price inflation and budgets adjusted in line with current cost forecasts.	3	Possible	4	Major	12	Medium	**Medium** **Tolerate**	March 2020 Partnership Director
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**	March 2020 Partnership Director
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 2020/21 developed to take account of most likely level of external income in 2020/21.	4	Probable	3	Moderate	12	Medium	**Medium** **Tolerate:** Adapt expenditure accordingly	March 2020 Partnership Director

Ref	Risk Description	Category	L	Likelihood	I	Impact	Score	Rating	Controls	L	Likelihood	I	Impact	Score	Rating	Action	Owner / Target Date
6.6	Funding reductions: Future reductions in core funding from Scottish Government and/or council requisitions. This could result in difficulty in delivering statutory obligations/duties.	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. Scottish Government now promoting 3 year budget process, providing more certaintity for future planning.	March-2020 Partnership Director
6.7	The deficit on the staff pension fund could lead to increases in the employers pension contribution	Financial	4	Probable	3	Moderate	12	Medium	Following the Lothian Pension Fund Triennial Actuarial Review of 2017, Partnership contribution rates have been advised until 2020/21. The risk is therefore for future years.	4	Probable	3	Moderate	12	Medium	**Medium Tolerate**	March 2020 Partnership Director
6.8	Current staffing levels cannot be maintained due to funding constraints and the Partnership incurs staff release costs	Financial	3	Possible	4	Major	12	Medium	The Partnership 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	4	Major	12	Medium	**Medium:** Other funding sources will continue to be pursued. Tolerate	March 2020 Partnership Director
6.9	Following the outcome of the EU Referendum, the Partnership is unable to access EU funding.	Financial	5	Highly Probable	3	Moderate	15	High	The Partnership continues to seek alternative funding sources to progress knowledge exchange/transfer and to seek to successfully bid for EU projects following the United Kingdom servicing notice under Article 50.	4	Probable	3	Moderate	12	Medium	**Medium Tolerate:** Adapt expenditure accordingly Currently involved in 6 EU projects, the completion of which are underwritten by the UK Treasury.	March 2020 Partnership Director
R007	**HR:** Pension Liabilities Redundancy Contingency Inappropriate 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 June 2020.	1	Remote	2	Minor	2	Low	**Low Tolerate**	Nov-2019 Partnership Director

Ref	Risk	Category	Score	Likelihood	Impact	Rating	Mitigation	Score	Likelihood	Impact	Rating	Action	Owner/Date
R008	**Corporate:** Regional governance review.	Strategic	4	Probable / 4	Major / 16	High	RTPs jointly lobbying Transport Minister. SEStran is engaged in the NT2 review, representing all RTPs on the NT2 Review Board and has sought and received assurances around retention of functions and undertakings transfer from Scottish Ministers. NT2 Roles and Responsibilities Working Group have made recommendations which are currently being considered by Transport Scotland.	4	Probable / 4	Major / 16	High	**High:** Seek to resolve	Nov-2020 Partnership Director
R009	**Other Funding Sources:** 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. The Partnership has proven track record in securing funding for relevant projects from the UK and other partners. It is anticipated that this will continue.	5	Highly Probable / 2	Minor / 10	Medium	**Medium:** The risk remains 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. SEStran continuing to be accepted as partners in EU funded projects. EU projects secured for further 3 years. Other funding applications will be made when available. Tolerate	Nov 2020 Partnership Director
R010	**Governance:** Succession Planning Business Continuity	People	3	Possible / 3	Moderate / 9	Medium	Governance Scheme contains adequate provision to deal with senior officer absence. Staff structure and Business Continuity Plan in place. Senior Partnership Manager appointed.	2	Unlikely / 2	Minor / 4	Low	Low Tolerate	Nov 2020 Partnership Director
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	Nov 2020 Partnership Director

Risk Number	Risk Detail	Risk Category	Gross Risk Assessment — Probability	Impact	Risk Score	Planned Response/Mitigation	Net Risk Assessment — Probability	Impact	Risk Score	Risk After Mitigation/Appetite for Risk	Date and Owner
R005 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	Partnership Director appointed May 2019. Funds identified for RTS re-write	June 2019 **CLOSED**
6.9	Accommodation: Occupancy Agreement 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. Occupancy Agreement renewed until February 2022.	3 Possible	3 Moderate	9 Medium		June 2019 **CLOSED**
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	SEStran withdrew offer to host ECOMM due to uncertaintity over Brexit and subsequent impact on attendance at the conference.	3 Possible	2 Minor	6 Low		June 2019 **CLOSED**

Likelihood	Severity	Risk Score	At Risk
1 Remote	1 Insignificant	1	System and Technology
2 Unlikely	2 Minor	2	Reputational
3 Possible	3 Moderate	3	Strategic
4 Probable	4 Major	4 (Low Risk)	Financial
5 Highly Probable	5 Catastrophic	5	Governance
		6	Specific Operational
		8	External
		9 (Medium Risk)	Legal and Regulatory
		10	People
		12	Physical
		15	
		16 (High Risk)	
		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 disruption. 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 £5,000,000
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

Likelihood

Descriptor	Score	Example
Remote	1	May only occur in exceptional 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.

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

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 existing safety/control measures needs to be done, where additional

Improve control measures immediately and consider stopping work activity until risk is reduced.

Board Diversity Succession Plan

1.   **INTRODUCTION**

1.1   The purpose of this report is to present to the Partnership the Board Diversity Succession Plan for noting.

1.2   The Board Diversity Succession Plan was approved by the Succession Planning Committee at its meeting on 8 November 2019 **(Item A1(b))**.

2.   **BACKGROUND**

2.1   SEStran is a listed authority under the Equality Act 2010 (Specific Duties) (Scotland) Amendment Regulations 2016[1] and as such has a range of legal obligations to support the promotion of diversity. This includes promoting the diversity of appointed members to SEStran's Partnership Board

2.1   The Board first approved the Board Diversity Succession Plan at its meeting in March 2017, supporting the organisation's commitments to take action to advance equality, tackle discrimination and promote good relations between people who share protected characteristics, which are core objectives set out in our Equalities Outcomes and mainstreaming activities.

2.2   The Gender Representation on Public Boards (Scotland) Act 2018[2] received royal assent on 9 March 2019. The purpose of the Act is to promote gender balance of members appointed to the Boards of listed public authorities. The requirements of the Act have been considered and implemented within the organisation, although the duties of the Act will not come into force until guidelines and reporting arrangements have been issued by Scottish Ministers.

3.   **BOARD DIVERSITY SUCCESSION PLAN**

3.1   The Board Diversity Succession Plan[3] has been updated to include the specifics of the Gender Representation on Public Boards (Scotland) Act 2018, to report on the actions undertaken by the organisation since the plan was last published and a general revision to the layout.

3.2   The Gender Representation on Public Boards (Scotland) Act 2018 sets a "gender representation objective" whereby listed public boards should aim to have 50% of non-executive (appointed) member who are women.

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[1] https://www.legislation.gov.uk/sdsi/2016/9780111030752
[2] https://www.gov.scot/publications/scottish-government-consultation-implementation-gender-representation-public-boards-scotland-act-2018/pages/3/
[3] https://www.sestran.gov.uk/wp-content/uploads/2017/04/Board-Diversity-Succession-Plan-2.pdf

3.3 In summary, the Act states that:

- Appointments must be made on merit but where there are two or more equally qualified candidates for an appointment, at least one of whom is a woman, the appointing person must appoint a candidate who is a woman if doing so will result in achieving or making progress towards the gender representation objective.

- In addition, public authorities and appointing persons must take such action as they consider appropriate to encourage applications from women. Where the gender representation has not been achieved, must take such additional steps as considered appropriate.

- Public authorities will be required to report progress on what actions they are taking to meet the objectives.

Only non-executive members are covered by the Act.

3.4 The Board Diversity Succession Plan has been developed in line with SG guidance, to better achieve our Public Sector Equality Duties. In doing so, the Plan has sought to balance two distinct but related concepts of Diversity:

- Member's Skills, experience, knowledge and other relevant attributes such as personal values; and

- Diversity of members in relation to their protected characteristics as defined by the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief; sex and sexual orientation

3.5 The skills audit questionnaire, appended to the Plan, was created to address the member's skills requirement and Officers will undertake an exercise to invite members to participate in a skills audit survey.

3.6 The regulations set out that the Scottish Ministers are required from time to time, to gather information about members' protected characteristics and that the Ministers will forward those to the public bodies covered by the duties for inclusion in their mainstreaming reports.

3.7 Officers will liaise with SG to ensure that data is provided to enable SEStran to fulfil its duties under the Act.

4.   RECCOMMENDATIONS

4.1   The Board is asked to:

4.2   Note the Board Diversity Succession Plan; and

4.3   Note that Officers will liaise with Scottish Government colleagues to receive information on Members diversity, in relation to their protected characteristics; and

4.4   Note that Officers will undertake an exercise to conduct a skills audit of the current Board members.

Angela Chambers
Business Manager
November 2019

Policy Implications	As outlined in the report
Financial Implications	None
Equalities Implications	As outlined in the report
Climate Change Implications	None

National Transport Strategy NTS2
Draft for Consultation

The consultation commenced on 31 July and runs until 23 October. The consultation mechanism for responding to the content of the draft NTS2 is an online consultation which asks for comment on the strategy via a number of questions. There are 14 main questions in 6 sections and the supporting text from the questionnaire along with each question and the proposed draft response to each question is given below.

Section A: The Vision and Outcomes Framework
Four Priorities each with 3 Outcomes
Vision: We will have a sustainable, inclusive and accessible transport system, helping deliver a healthier, fairer and more prosperous Scotland for communities, businesses and visitors.

Promotes equality
Will provide fair access to services we need
Will be easy to use for all
Will be affordable for all

Takes climate action
Will adapt to the effects of climate change
Will help deliver our net-zero target
Will promote greener, cleaner choices

Helps our economy prosper
Will get us where we need to get to
Will be reliable, efficient and high quality
Will use beneficial innovation

Improves our health and wellbeing
Will be safe and secure for all
Will enable us to make healthy travel choices
Will help make our communities great places to live

1. Is the Vision that is set out for the National Transport Strategy the right Vision for transport policy over the next 20 years?
Yes
~~No~~
The vision identified in Chapter 2 of the draft NTS2 is set at an appropriate strategic and national level and is mostly supported. The vision must be set within the context that the strategy should take account of:
- A need to optimise what currently exists to improve resilience and efficiency; and

- The need for the transport system to be environmentally and commercially sustainable.

2a. Are the Priorities and Outcomes that the Strategy is trying to achieve the right Priorities and Outcomes for transport policy over the next 20 years?

Yes

~~No~~

The priorities and outcomes are aspirational and set at an appropriate level for a National Transport Strategy. They reflect other key national strategy/policies and initiatives such as the Climate Change Plan 2018-2032, Climate Change Bill, Fairer Scotland Action Plan 2016, A Fairer Scotland for Disabled People: delivery plan, Active Travel Task Force Delivery Plan, Accessible Travel Framework to name a few of the key documents.

2b. Are some of these Priorities and Outcomes more important than others or are they equally important?

SEStran is of a view that the Priorities and Outcomes should be considered equally important in helping deliver the Vision of the Strategy. The difficulty, however, is in finding the right balance between these Priorities when implementing the Strategy through various strategic projects.

The whole purpose of the Strategy should be to provide a holistic and fully integrated approach for delivering transport solutions, supporting the vision in its broadest sense.

In many aspects, these Priorities can be conflicting at the stage of implementation; to date, economic growth has been paired with an increase in GHG emissions, for example. Moreover, and as the NTS draft for consultation recognises, more frequent extreme weather events as a result of climate change can disproportionately impact vulnerable communities with fewer and less resilient transport options. On the other hand, however, significant behaviour-changing interventions to reduce transport-related emissions might have unintended consequence that negatively impact on access to employment and social inclusion for another geography or group of society. There is a strong need for better holistic thinking about place, and for consideration of the impacts different measures have on the Priorities set out in the new NTS, rather than in isolation.

To further illustrate this point, the example of LEZs is given. In principle, LEZs are well-targeted measures to improve the air quality and therefore quality of life in a local area. The risk, however, is that the LEZ is implemented in a way that solely focuses on improving air quality and meeting legal standards.

In this context, buses are often targeted by LEZs because they are considered "quick gains". However, consideration should be given to the possible negative impacts of targeting buses with such an intervention, because it might either shift the air quality issue to other areas, or have wider consequences such as pushing up the fares as a result of the additional cost for bus operators to upgrade their fleet. In the first scenario, older buses that do not meet the standards of the LEZ will be used in higher concentrations in other areas outside the LEZ, potentially creating a new air quality issue. That might cause a new problem in terms of meeting the legal requirements, but even so, research indicates that there is no safe level of PM10 and NOx emissions and the decision to improve air quality in one area at the cost of another area needs to be reasonably justified. This requires coordination from a regional level and a plan to monitor and mitigate the impacts of an LEZ in the wider region.

Moreover, an LEZ targeting buses may have the unintended outcome of directly or indirectly pushing up fares for buses. Consequently, this might discourage bus use (and potentially encourage more car use when these are less affected by the LEZ). This not only causes an issue from an environmental perspective, but also from a social perspective. It is often those who cannot afford to have their own car, let alone to buy a new car that meets the standards of the LEZ, who rely the most on the bus network to access work, employment opportunities education or health facilities.

For an intervention to be fully successful and respective of all strategic objectives, it very much depends on how a particular intervention is implemented. One critical success factor is that regional consideration is given to the impacts of an intervention such as an LEZ to properly consider the wider, potentially detrimental, impacts of the intervention out-with the area where it is being implemented.

Therefore, SEStran believes it is essential that these Priorities are considered equal, and that the Strategy provides some form of framework or guarantee to ensure that these Priorities are equally protected and balanced decisions are taken when the Strategy gets implemented through strategic projects. This is also an argument for enhanced integration and stronger, place-based alignment between transport, land use planning and economic development, such as at a regional level. A more elaborate explanation on this view is given in the response to question 5a further on in this consultation.

3. Are the Challenges the Strategy highlights in Chapter 3 the key Challenges for transport, or are there others the Strategy should focus on?

The challenges identified in the strategy highlight the important role that transport can play in helping to tackle poverty and child poverty, social isolation, gender inequalities, health

inequalities, young people, a rapidly ageing population, disabled people, access to employment trade and connectivity is highlighted in detail in the consultation document.

All of these issues above will be improved by focussing on the following key challenges

- Decline in bus use
- Reliability and demand management
- Health benefits for all age groups of successful delivery of active travel
- Information and integration
- Resilience
- Air Quality
- Reliance on car (for shorter journeys)
- Behavioural change – Need for travel – commuting.

The main challenge in delivering a successful National Transport Strategy is how it enables financial sustainability of the solutions to be achieved both in terms of capital and ongoing revenue expenditure.

Deregulated bus services are still a major issue in the provision of financially sustainable bus transport and the disparate nature of rail operation adds additional complications and the cost of rail-based transport is prohibitive for many users of transport.

Whilst the challenges have been well documented they are outlined at a high level and critical to real success will be in how the policies and enablers in the Strategy can deliver practical positive improvements within the transport network.

Transport investment decisions should account for the true cost of car use to society.

Transport should be a key enabling factor for society: Any transport strategy should focus on delivering a truly integrated transport network which allows people to move through it seamlessly, boundaries both physical and virtual (provider/ticket/mode) whilst necessary should not be a hindrance to members of our society moving from one place to another.

Section B: The Policies to Deliver the NTS

Through the process to develop the National Transport Strategy, 14 policies have been identified that will deliver its Vision and Outcomes and address the Challenges. These are listed below:

- Plan our transport system to cope with the effects of climate change;
- Continue to improve the reliability, safety and resilience of our transport system;

- Embed the implications for transport in spatial planning and land-use decision making;
- Integrate policies and infrastructure investment across the transport, energy and digital system;
- Provide a transport system which enables businesses to be competitive domestically, within the UK and internationally;
- Provide a high-quality transport system that integrates Scotland and recognises our different geographic needs;
- Improve the quality and availability of information to enable better transport choices;
- Embrace transport innovation that positively impacts on our society, environment and economy;
- Improve and enable the efficient movement of people and goods on our transport system;
- Provide a transport system that is equally accessible for all;
- Improve access to healthcare, employment, education and training opportunities to generate inclusive sustainable economic growth;
- Support the transport industry in meeting current and future employment and skills needs;
- Provide a transport system which promotes and facilitates travel choices which help to improve people's health and wellbeing;
- Reduce the transport sector's emissions to support our national objectives on air quality and climate change

4a. Are these the right policies to deliver Priorities and Outcomes of the National Transport Strategy

Yes. The policies are high level and broad in their formulation. They reflect the priorities and outcomes identified. Some policies and their enablers are aspirational in nature and the detail of how the policies will be implemented and funded is the main factor that will allow measurable improvement to be seen.

Some policies are more tangible such as "*improve the quality and availability of information to enable better transport choices*" and "*Improve access to healthcare, employment, education and training opportunities to generate inclusive sustainable economic growth*". These potentially have a more direct outcome and subject to a satisfactory delivery mechanism and adequate funding can be delivered more readily.

4b. Are some of these policies more important than others or are they equally important?

Whilst the priorities and outcomes are all interconnected and equal in importance there is some risk that without setting priorities and taking an approach of 'parity of esteem' between the various policy drivers then tensions are created which are unresolved and which will act as a constraint. SEStran notes there are clear policy imperatives, which the Scottish Government has already set out, that help refine key policies:

- Inclusive Growth
- Net Zero Carbon
- Improved Health Outcomes

Policies which help tackle the pressing issues below should be the main priority areas for focus in the early years of delivering the NTS2.

- Decline in bus use
- Reliability and demand management
- Health and active travel
- Information and integration
- Lack of early transport planning in land use decisions
- Resilience
- Air Quality
- Geographic inequality of access to sustainable transport options
- Reliance on car (for shorter journeys)
- Behavioural change – Need for travel – commuting.

The policies which would seem best to tackle the above issues are:

- Continue to improve the reliability, safety and resilience of our transport system;
- Embed the implications for transport in spatial planning and land-use decision making;
- Provide a transport system which enables businesses to be competitive domestically, within the UK and internationally;
- Improve the quality and availability of information to enable better transport choices;
- Improve and enable the efficient movement of people and goods on our transport system;
- Provide a transport system that is equally accessible for all.

Section C: Transport governance – democracy, decision-making and delivery

5a. Are there specific decisions about transport in Scotland that are best taken at the national level (e.g. by Transport Scotland or the Scottish Government), at a regional (e.g. by Regional Transport Partnerships), or at a local level (e.g. by Local Authorities)?

The case for a change in the Transport Governance has been made by the work undertaken by the "Roles and Responsibilities Working group". SEStran proposes the following levels for key decision making:

National Level
The requirement for all operators to provide integrated ticketing facilities should be taken at a national level.

Provision of concessionary fares should be set at a national level.

Regional Level

Regional partnership working and responsibility is suited to the following decisions and responsibilities: -

Regional strategy coordination.

Cross boundary transport interventions: development, budget management and delivery.

Region wide interventions to support and complement individual Local Authority measures that have a regional impact: development, budget management and delivery.

Coordinate and complement STPR interventions.

Regional Active Travel Development.

RTPs are well placed to take these decisions, and deliver appropriate interventions at a regional level. RTPs respond to a recognised and established need to decide on cross boundary priorities – in fact they were established on a voluntary basis following the creation of 32 unitary authorities, to make strategic decisions on transportation priorities that cross boundaries and correspond to travel-to-work geographies. RTPs, through established statutory boards, can take decisions about transport providing both accountability and responsibility that transcends individual authority areas; involving a wide range of end users and stakeholders. Whilst cross boundary is mainly referring to initiatives between RTP local authority areas, the ongoing collaborative working between adjacent RTPs is also critical to ensuring an integrated and consistent approach across and between RTP areas. Approved RTSs must align with national strategy aims and the statutory approval

of all RTSs by Scottish Ministers will be facilitated by evidence of coordination between RTP's.

The first statutory SEStran RTS was published in 2008 along with a detailed and costed list of projects identified to provide good transport accessibility throughout the SEStran region. The RTS was refreshed in 2015 and an updated delivery plan was produced at that time. The emphasis in the infrastructure delivery plan was changed reflecting the change to capital funding being directed to local authorities. The current RTS delivery plan includes a Projects Database which contains interventions across the whole SEStran area, including schemes to be delivered by Scottish Government.

Many of the outstanding interventions relate to cross boundary projects or schemes that support measures to reduce travel demand and make cross boundary journey travel more sustainable across the travel to work area of SEStran, but they have not been delivered within the current regional transport governance framework. Such cross boundary schemes support inclusive economic growth by connecting people, connecting businesses and moving goods.

An appropriately funded and empowered Regional body with strengthened governance reflecting the region needs could support and deliver the emerging NTS2 priorities and outcomes more quickly.

The delivery of cross boundary/regional schemes enables time limited non statutory partnerships such as the City Deals, Regional Economic partnerships and soon to emerge Regional Spatial Strategies to deliver within a regional framework that has appropriately identified, appraised, prioritised and then delivered regional transport infrastructure that supports national transport objectives. Delivery at a regional level, would allow constrained local authority resources and budget to focus on the delivery of vital and important local transport services.

The Climate Emergency and the need to reduce travel demand highlight the vital role of integrated transport and land use planning. Travel pattern and travel to work areas demand regional transport solutions, within which the land use strategy is set. Sustainable economic development needs low carbon transport solutions if it is to contribute to the national transport objectives.

The structure to deliver this approach would require a Regional Transport Partnership body with relevant statutory powers (that complement existing local authority powers) with funding from Scottish Government. This would enable a Regional Delivery Body which will identify, appraise, prioritise and deliver cross boundary transport projects objectively at a
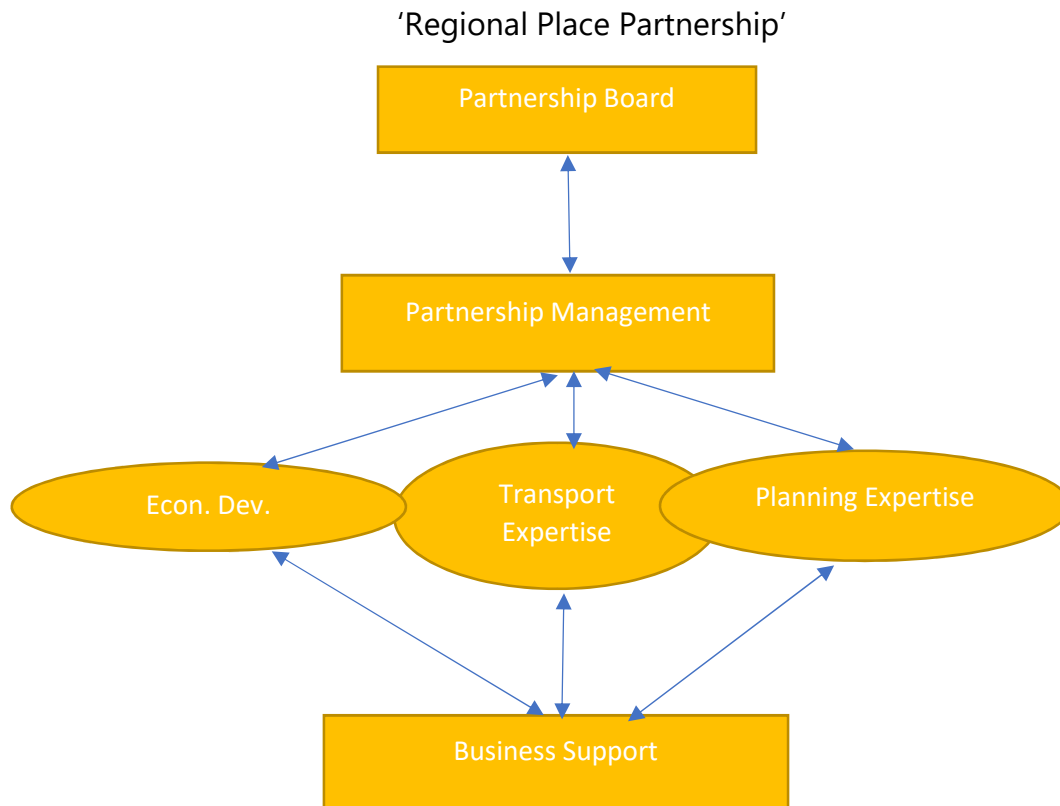
regional level. This then sets a clear transport framework within which time limited and voluntary partnerships can plan and deliver their projects and initiatives.

RTPs, with existing, dedicated staff resources, have experience and a track record of working with established relationships with local authorities, rail and bus operators, health boards Sustrans Scotland, Transport Scotland, and in aligning Regional Transport Strategy with regional economic and spatial strategies and time-bound projects. In providing a link between local and national bodies, RTPs are able to take objective decisions that address regional gaps in provision and therefore address regional outcomes. Rather than relying on voluntary local authority partnerships using already stretched resources, it is essential that regional governance is provided by dedicated staff, resourced independently of local authorities.

As transport decisions underpin the success of both spatial and economic strategies, RTPs are ideally placed to take decisions that directly benefit wider outcomes for inclusive growth. Subject to being vested with the appropriate responsibilities for decisions, and addition of requisite planning and economic expertise within their governance structure, RTP's could enhance their current role to deliver a common sense coordinated approach to cross boundary issues and tackle many of the current problems associated with the delivery of regional transport provision. This would provide the opportunity to streamline regional decision making within established, and statutory, regional bodies.

The existing RTP Boards in many cases already include appropriately enabled elected members with portfolios that encompass the wider remits envisaged within the proposed governance review. Therefore, the necessary political structure is already substantially in place and there is a logic to expanding the role of the existing statutory RTP establishments. The delivery of the priorities of the NTS need an integrated approach to transport delivery nationally, regionally and locally and given the transportation knowledge, coordination and experience that exists at a regional level, RTP's could provide a sound building block to develop a structure that will deliver the aims of the NTS at a regional level. Furthermore, greater alignment of transportation with planning and economic development by integrating these areas into the remit of the statutory RTP boards would allow a focus on sustainable regional transportation delivery. Dedicated resources available at a regional level to focus on regional transportation delivery would not be impacted upon by the staff resource implications associated with ever reducing local authorities and voluntary partnerships budgets.

The following is an illustration of a possible governance structure for RTPs, providing a holistic, place based approach:

'Regional Place Partnership'

Partnership Board

Partnership Management

Econ. Dev.	Transport Expertise	Planning Expertise

Business Support

Local Level

Local authorities already deliver a broad range of transportation services within their local areas and those services and the powers available to deliver these services should remain. However, setting a clear regional framework and delivering cross boundary regional interventions will deliver a more integrated and connected transport network.

Local authorities would deliver transport interventions that:

Support and target local community need e.g. road safety, active travel, local bus services; Improve living spaces and make better spaces in towns and villages
Deliver measures locally to support, promoting equality, taking climate action, and improving health and wellbeing.

5b. Should local communities be involved in making decisions about transport in Scotland? If so, how should they be involved, and on which specific issues should they be involved in making decisions on?

There is a role for local communities to play in all aspects of transport. The level of engagement and input will depend on whether the engagement is about the strategy or specific projects. There is always a challenge because local community views tend to focus on very local issues. However, the statutory RTP bodies provide a sensible regional locus for engagement of local communities across a regional area and are therefore able to involve and respond to the needs of wide-ranging local concerns within their regional strategies and priorities.

Decisions should also be evidence based involving operators and experts and should be objective, looking at the bigger picture. However, we do not know what a net zero carbon future might look like, nor in the shorter-term how we achieve a modal shift to active travel (the outcome framework for active travel is currently being produced). So we have no evidence as yet around these commitments, hence the NTS needs to be a balance of policy-driven and evidence-led.

Section D: The Strategy as a whole

6. Does the National Transport Strategy address the needs of transport users across Scotland, including citizens and businesses located in different parts of the country?
~~Yes~~
No

Only in part, although it is a high level strategy document with aspirations that' if fulfilled would indeed meet the needs of transport users. However, the Strategy by itself cannot address the needs of transport users. It does set the framework for assessing and developing future projects and transport aspirations, priorities and outcomes. The focus of the strategy seeks to meet the needs identified in the current and emerging challenges section. However, it is the subsequent decisions and investment that will address the needs of transport users.

Section E: Looking Ahead
7a. What aspects of the transport system work well at the moment?

Lothian Buses are a good model of how a local authority partnership can deliver high quality bus services.
Segregated cycle routes provide opportunities for greater active travel and high quality active travel schemes. Although they tend to be confined to high density centres at present.
Real Time Passenger Information is a vital component that encourages public transport use.

Park and Ride has proven to be successful and is a key element in delivering mode share change.

Bus priority has been successful in improving bus reliability in increasing levels of overall congestion.

Bike share schemes have been successfully introduced in many towns and cities.

7b. What practical actions would you like to see the National Transport Strategy take to encourage and promote these?

Expand the Lothian buses model to other areas of the country.

Support the implementation of increased bus priority in cities and towns.

8a. What aspects of the transport system do not work well at the moment?

A lack of integrated ticketing;

Commercially driven private sector bus provision;

A complicated rail management and operation structure;

Unreliable rail travel;

Rural transport provision/disparity with cities;

Too much on road freight;

The impact of congestion in cities and other key national routes e.g. Edinburgh City Bypass. There is inadequate public transport priority to offset this congestion;

The current model of funding active travel schemes through a bidding process introduces a further level of complexity to project delivery especially for cross boundary projects; and

The Borders Railway has been a success, but the ongoing growth of the region is already being compromised because it was implemented as a single track non-electrified railway.

8b. What practical actions would you like to see the National Transport Strategy take to improve these?

There is an urgency to resolve the issue of regional governance. Until that is changed the ability to deliver an improved transport system that can function at a regional level will not change.

Supporting investment in bus priority within cities and towns to tackle congestion to support local and regional public transport movements.

9. Chapter 6 of the Strategy sets out immediate actions the Scottish Government will take in three key areas: Increasing Accountability; Strengthening Evidence; and Managing Demand. Is there anything you would like to say about these actions?

The formation of a Transport Strategy Delivery Board and Transport Citizens' Panels will help to monitor the effectiveness and direction of the Strategy especially at a national level.

However, the delivery of the Sustainable Travel hierarchy will depend on the delivery of appropriate projects at a regional and a local level. The links to Economic Development and Planning and the development of spatial strategies are key to fully integrating the aims of the strategy into delivery on the ground.

Therefore, this reinforces the need to resolve issues of Regional Governance so there are clearly identified responsibilities for delivery and appropriately funded bodies who have all the powers necessary to deliver and implement measures in support of the aims of the National Transport Strategy.

The strengthening of the evidence base is important to measure and monitor progress. How that data is collected and managed is a significant and resource intensive task. The responsibility for this data collection must rest with Transport Scotland. Reliable and consistent data will be key to the successful monitoring of the effectiveness and outcomes of the Strategy.

10. Is there anything else you would like to say about the National Transport Strategy?

The measure of success of the strategy will be in the delivery of a transport system which supports the aims of the 'Place Principle'.

Section F: Strategic Environmental Assessment (SEA)
Download the SEA Environmental report. (user_uploads/environmental-report-290720191008f.pdf)

11. What are your views on the accuracy and scope of the information used to describe the SEA environmental baseline set out in the Environmental Report?

The scope and information presented in the document is extensive and identifies the key environmental issues that are relevant to the development and implementation of the NTS. In particular, the evidence supports the emphasis of the strategy on the priorities of "Takes climate action" and "Improves our health and wellbeing".

12. What are your views on the predicted environmental effects as set out in the Environmental Report?

The environmental impacts will depend on the detail of each local scheme and will vary scheme by scheme. However, it is considered on balance that the predicted environmental impacts set out in the report are a reasonable assessment of the likely impacts of implementing the strategy.

13. What are your views on the proposals for mitigation and monitoring of the environmental effects set out in the Environmental Report?

The use of EIA, HRA, and via site controls and Environmental Management Plans is an appropriate approach to manage the direct environmental impacts of the transport interventions.

14. Is there anything else you would like to say about the Environmental Report?

No

GO SEStran
South East of Scotland Transport Partnership

EQUALITIES AND ACCESS TO HEALTHCARE FORUM
2:00PM WEDNESDAY 2ND OCTOBER 2019

Present:

Jim Grieve (JG)(Chair)	**SEStran**
Hannah Markley (HM)	SEStran
Jim Stewart (JS)	SEStran
Julie Vinders (JV)	SEStran
Keith Fisken (KF)	SEStran
William Dove (WD)	NHS Fife
John Ballantine (JB)	Edinburgh Access Panel
Simon Law (SL)	NHS Lothian
Mark Craske (MC)	NHS Forth Valley
Thurston J Hodge (TJH)	Borders Community Transport Service
Ken Reid (KR)	East Lothian Access Panel

Apologies:

Margaret Simpson	SBSEC
Dean Fisher	SBSEC
Sumati Bala	SBSEC
Laura Jones	Rnib
Mike Harrison	Middapp
Lesley Crozier	Midlothian Council
Alex Bray	Cross Country Trains
Rosy Burgess	SYP
Doreen Steele	NCM
Simon Hindshaw	NCM
Katherine Soane	Transport for Edinburgh
Terry Barlow	SATA

Ref.		Actions
1.	**Welcome and Apologies for Absence**	
	JG welcomed everyone to the meeting and apologies were noted as above.	
2.	**Minutes from 2nd April 2019 and Actions Arising**	
	The minutes of the last meeting were approved.	

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3.	**Draft Annual Report 2018/19**	
	KF noted that he presented the report to the previous Partnership Board meeting and members approved the report. KF then briefly discussed the report and highlighted some key topics; • KF reported that the RTPI system is currently going through some changes and is facing challenges out with Edinburgh. KF highlighted that the City of Edinburgh Council are currently working on a new content management system to bring all RTPI together. • KR asked if there is a solution for people who cannot see RTPI. KF explained that the feed can be collected through the content management system by a voice delivery, the Thistle Assistance programme is also looking at voice delivery and will get back to the group in due course.	**KF**
4.	**National Transport Strategy**	
	JS gave some background about the National Transport Strategy (NTS). The vision is underpinned by four priorities; • Promotes equality • Takes climate action • Helps our economy prosper • Improves our health and wellbeing JS mentioned that the consultation is active and there is still an opportunity to comment. JS also made members aware that SEStran have a Regional Transport Working Group (RTWG) that consist of non-councillor and councillor members for transport and economic development. There was a question raised as to why Hate Crime isn't mentioned in the NTS. JV noted that there is an equality section in the NTS and the Hate Crime Charter came from the accessible travel framework. However, may be a good idea to include in the NTS since it's a big transport problem. A question was raised whether there will be an expansion in cycling infrastructure? KF noted that in June 2019, the Forth e-bike hub was launched at Helix Park, Falkirk Wheel and Forth Valley Royal Hospital in collaboration with Forth Environment Link, NHS Forth Valley, Transport Scotland, Clackmannanshire, Stirling and Falkirk Councils. The first four GO e-Bike hubs were launched in St Andrews, Buckhaven, West Lothian and Falkirk and SEStran has secured funding from the Low Carbon Travel and Transport (LCTT) Fund to expand the GO e-Bike scheme through 6 further hubs. JS highlighted that the Scottish Government increased the active travel	

	budget and it would be a good idea to integrate the budget into schemes that are already connected.		
5.	**Thistle Assistance Programme**		
	KF reported that SEStran are working with Scottish Enterprise to develop the thistle assistance app, which will include journey planning etc, for those with protected characteristics, such as sight and hearing difficulties.

SEStran launched a tender for developers to start the first phase of creating the app and proof of concept. Five developers have been selected through this tender process. The five developers will work up concepts for the app from which 1-2 concepts will be taken through to Phase 2. The findings will be published and circulated. Members will also be invited to The Phase 1 Presentations.

KF mentioned, 50 000 cards have been distributed around Scotland. There have also been some various focus groups to develop the branding to become more visible and to develop the new website. SEStran are also developing a television campaign with other RTPs.

KF then asked members for some feedback about the 3 different Thistle Card options. KR noted that the icons are helpful to give drivers simple and straight forward information. MC asked KF whether he could go back to the health board to ask for their input. KF will email the content to MC. | **KF**

KF | |
| **6.** | **Regional Transport Strategy** | | |
| | Latest developments:

Main Issues Report – In progress

A paper was presented and agreed by the SEStran Partnership Board in June outlining the proposed project delivery and governance structure and proposing a timeline for the initial phases of the project.

SEStran will now begin the process of preparing a "Main Issues" report, as a prelude to a complete review of the RTS. SEStran will employ external experts to prepare the Main Issues Report.

A scoping exercise is nearing completion to identify the extent of work needed to deliver the new RTS and the tender documents are being prepared. | | |
| **7.** | **General Discussion – Topics for future forum meetings** | | |
| | Suggestions for future forum meetings included;

- Safety of bus stops- RTPI, number of bus stops available
- Cuts to buses, not accessible | | |

3

	- Bus priority at St Johns – what is the best way to coordinate buses through the new surgery expansions - Status of the national entitlement card - Bus quarterly meeting in November 2019 update - Thistle Card – Phase 1 presentations update.		
8.	**AOCB**		
	KR highlighted the new accessibility legislation guidelines to members. KF noted that he is liaising with a developer to look at the options about the new design, the new content must go by the guidelines. However existing websites are covered for one year. MC asked if KF could email more information about the new accessibility legislation guidelines so he can advise his COMMS team.	**KF**	
9.	**Date of Next Meeting**		
	The date of the next meeting is (time & date tbc) 2020 in **Room** (tbc)**, Victoria Quay, Edinburgh, EH6 6QQ.**		

GO SEStran
South East of Scotland Transport Partnership

INTEGRATED MOBILITY FORUM
10:00AM THURSDAY 10TH OCTOBER 2019

Present:

Cllr Russel Imrie (RI)(Chair)	**Midlothian Council**
Jim Stewart (JS)	SEStran
Hannah Markley (HM)	SEStran
Peter Jackson (PJ)	SEStran
Julie Vinders (JV)	SEStran
Anna Herriman (AH)	SEStran
Beth Harley-Jepson (BHJ)	SEStran
Barry Turner (BT)	NCM
Keith Stark (KS)	Enterprise Car Club
Sarah Elliot (SE)	Stagecoach East Scotland
Iain Reid (IR)	East Lothian Council
Julie Smith (JS)	Edinburgh Trams
Simon Law (SL)	NHS Lothian
Simon Hindshaw (SH)	NCM
Scott Prentice (SP)	ScotRail
Matt Davis (MD)	Sustrans
Karl Vanters (KV)	Midlothian Council
Robert Burns (RB)	First Bus
Will Garrett (WG)	CEC
Andrea Mackie (AM)	CEC

Apologies:

Cllr David Key	CEC
Cllr Claire Miller	CEC
Alex Bray	Cross Country Trains
Cllr Fiona Collie	Falkirk
Cllr James Fullarton	Scottish Borders
Cllr Dave Dempsey	Fife Council
Cllr Ian Ferguson	Fife Council
Cllr Chris Horne	West Lothian Council
George Hazel	MaaS Scotland
Callum Hay	NCM
Cllr Craig Hoy	East Lothian Council
Lindsay Haddow	Midlothian Council
Kathryn Mackay	ScotRail
Cllr Mike Watson	Clackmannanshire

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Cllr Lesley MacInnes	CEC
Peter Forsyth	East Lothian Council
Cllr Cathy Muldoon	West Lothian Council
Cllr Karen Doran	CEC
Allie Page	ComoUK

Ref.		Actions
1.	**Welcome and Apologies for Absence**	
	RI welcomed everyone to the meeting and apologies were noted as above.	
2.	**Minutes of IMF 16 April 2019**	
	The minutes of the last meeting were approved.	
3.	**Feedback and Actions from previous meetings**	
a)	*St John's, Real Time Passenger Information (RTPI)*	
	The RTPI screens at St John's appear to be working.	
b)	*Content Management System*	
	The new Content Management System (CMS) is out for tender with the City of Edinburgh Council managing the tender process. Depending on the award process and new contractor, it is hoped that the new CMS will be in place by the end of the calendar year.	
c)	*Levenmouth Sustainable Transport Study*	
	A disused rail line in Fife is to be reopened. Detailed designs are to be drawn up for the Levenmouth link, which will connect Leven to the Fife Circle. It is estimated the project, which also includes improved bus services, cycle and walking facilities, will cost about £70m.	
	Local Rail Development Fund Newburgh	
d)	SEStran & Fife Council supported a successful bid from the Newburgh Train Station Group for the first phase of funding. Phase 1 – the Initial Case for Change was completed in April 2019 with a report submitted to Transport Scotland (TS). Feedback has been received from TS and the project team is currently reviewing the comments and will undertake further work over the coming months to progress the case for change.	
4.	**Regional Rail Update – Group discussions**	
	SP gave a presentation about ScotRail changes and what is planned for next year. SP happy to circulate presentation to members.	
	• ScotRail made changes to become more reliable which has seen	

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	services improve. • There has been more carriages on trains. For example; As of May 2019, ScotRail have delivered over 200 extra services and 115,000 extra seats compared to start of franchise. • North Berwick and Dunbar has had six carriages introduced which means the services have been quieter due to an increase of running trains through East of Edinburgh. • Next year ScotRail aim to introduce an hourly service to Inverness at a reduced journey time. There are now only 12 stations without an hourly service.		
5.	**Bus Issues Update – Group discussions**		
	JS announced that SEStran will be introducing a quarterly bus meeting on the 28th November 2019. KV asked if Local Authorities (LA) will be involved in this forum? JS noted that it will just be bus operators attending, however he will get back to members once confirmed. BT advised members that there are problems with bus congestion, especially buses coming in to Edinburgh from the suburbs. BT also highlighted that there needs to be bus changes to tackle congestion by looking at the bus route network. For example; in Musselburgh, it takes awhile to get into Edinburgh because the bus stops at every bus stop. BT suggested that it would be a good idea for bus operators to introduce more express services so that journey time would significantly reduce. RI mentioned that bus operators will need to discuss changes due to the City Centre Transformation (CCT) and Low Emission Zones (LEZ). JS highlighted that the Scottish Governments (SG) investment of more than £500 million to improve bus infrastructure across the country could be used to improve all public transport services around the country, to help improve congestion.	**JS**	
6.	**National Transport Strategy - presentation**		
	JS gave a presentation by providing an overview about the National Transport Strategy (NTS). The presentation was created by the National Transport Strategy Review team at TS. It provided an overview of the draft Strategy and outlines the structure to the consultation on the strategy. Transport Scotland launched the consultation on the draft Strategy on Wednesday 31 July. Everyone is encouraged to respond to the consultation, which will be live until midnight on **Wednesday 23 October 2019,** using this link www.transport.gov.scot/NTS2. Consultation responses will be analysed to finalise the Strategy post consultation to develop the Delivery Plan. • The NTS was also presented at SEStran's Partnership Board in		

	September 2019. There was a question raised about governance and the need for change. • MD mentioned the vision is more on Equality and Health which is an improvement from the old version. • RI highlighted that success is more to do with delivery of the strategy. In Midlothian 52% of working people work in Edinburgh so there needs to be a more integrated transport system that is fit for purpose. • IR stated that the NTS gives a chance to see more opportunites rather than challenges. • BT noticed that funding isn't mentioned in the current and emerging challenges which is a huge factor.	
7.	**City of Edinburgh Council Low Emission Zone and Wider Measures - presentation**	
	WG presented some background on regional commuting problems. • 42% of people travel to work in Edinburgh. The growth presents a challenge. • Car commuting journeys need to be addressed to reach carbon level goals. • In Princes St, there are 5334 buses per day • Public transport accessibility; Still areas of the city that aren't covered by public transport. • The draft moblity plan will be submitted in December which will highlight key challenges – there is still time for input. • Need to reduce car commuters by 30% for projects to work (for e.g. CCT and LEZ) WG then went on to present information about CCT. The idea of a hopper bus will decrease buses to free up space in the city centre. The strategy and delivery plan include feasibility studies and delivery of key projects, there has been a lot of consultation and analysis. The key proposals include; • Walkable city centre • Connected cycle network • Parking changes. • Improved public transport • Inclusive access AM presented some background about the LEZ in Edinburgh. The councils commitment states 'improve Edinburgh's air quality and reduce carbon emissions [and] explore the implementation of low emission zones'.	

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	- Edinburgh's LEZs are being progressed alongside the development of other key strategies – the City Mobility Plan, and Edinburgh City Centre Transformation. - The baseline model from 2019 highlighted Edinburgh's City Centre as the highest issue. - The main challenges include; not having a naturally good transport link and congestion. - The proposed two boundaries are the City Centre and City wide. - There has been 3000 consultations from May-July 2019. - Scottish Environmental Protection Agency (SEPA) have developed an Edinburgh-specific air quality model to predict NO_2 concentrations over time. Within the City Boundary; - Applied to all vehicles: buses, coaches, taxis, HGV, LGV, vans, motorbikes, and cars. - A city centre LEZ applying to all vehicles, introduced over a short period of time, would tackle the worst concentrations of air pollution in a densely populated area - Work still needs to be done around the city centre boundary. City Wide LEZ - Applied to all commercial vehicles: buses, coaches, HGVs, LGVs, vans, taxis, and private hire cars. - Able to effectively reduce emissions without affecting all cars due to other key strategies (City Mobility Plan and CCT). SH and KV noted that the hopper bus may create more barriers because, generally, the public do not like change. SH also raised the question, how many hopper buses would it take if Edinburgh want to decrease buses in the City Centre? WG noted that it's a 10 year plan so transport will take time to change in Edinburgh.	
8.	**AOCB**	
	None.	
9.	**Date of Next Meeting**	
	The date of the next meeting is tbc.	

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LOGISTICS AND FREIGHT FORUM
1:30PM THURSDAY 31ST OCTOBER 2019
FRIC, AJAX WAY, METHIL, LEVEN, KY8 3RS

Present:

Councillor Altany Craik (AC)(Chair)	**Fife Council**
Councillor Colin Davidson (CD)	**Fife Council**
Jim Grieve (JG)	**SEStran**
Keith Fisken (KF)	SEStran
Jim Stewart (JS)	SEStran
Hannah Markley (HM)	SEStran
Sarah Wixey (SW)	Whyte Young & Greene (WYG)
John Mitchell (JM)	Fife Council
David Prescott (DP)	Allan Rail
Zander Cook (ZC)	Andrew Cooks
Gordon Beurskens (GB)	ABW Consultants
Brian Robertson-Fern (BRF)	Brag Enterprise
Colin Brown (CB)	Burness Paull LLP
Martin Adam (MA)	Burntisland Fabrications Limited
Fraser McKee (FM)	Business Fife Gateway
Chic Brodie (ChicB)	Chic Brodie
Jay Christie (JC)	Diageo Scotland Limited
Michael Bruce (MB)	Diageo Scotland Limited
Helen Robertson (HR)	eCom Scotland
Derek Knox (DK)	Forth Ports Ltd
Mags Simpson (MS)	Freight Transport Association
Don Barclay (DB)	LMRC
Allen Armstrong (AA)	LMRC
Scott Thomson (ST)	MBP Ltd
William McAllister (WA)	Muir Group Plc
David Murray (DM)	Robert Purvis Plant Hire Limited
Ken Russell (KR)	Russell Logistics
Pauline Silverman (PS)	SEPA
Kieran Dougan (KD)	Silberline Limited
Jeff Lockhart (JL)	STAMC
Keith Stuart (KS)	Stuart's Bakers
Greg Grant (GG)	Sustrans
Gemma McCluskey (GM)	Sustrans
Rose Tweedale (RT)	Transport Scotland
Keavy O'Neill (KO)	Transport Scotland
Matt Farr (MF)	Transport Scotland
Mark Ruskell (MR)	MSP
Douglas Chapman (DC)	MP
Gordon Mole (GM)	Fife Council
Pamela Stevenson (PS)	Fife Council

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John McFarlane (JM)		Fife Council
Ken Gourlay (KG)		Fife Council
Charlene Simpson (CS)		Fife Council
David Paterson (DP)		Fife Council
Jane Findlay (JF)		Fife Council
Andrew Beveridge (AB)		Fife Council
Stewart Hurry (SH)		SBRC
Martin Reid (MReid)		Road Haulage Association
Douglas Norris (DN)		CILT UK

Apologies:

David Spaven	Rail Freight Group
Phillip Flanders	
Anna Herriman	SEStran
Simon Hindshaw	NCM

Ref.		Actions
1.	**Welcome and Apologies for Absence**	
	Intro from Cllr Colin Davidson, SEStran Deputy Chair and Cllr Craik.	
2.	**Feedback & Actions from Previous Meeting**	
	KF noted that the SURFLOGH conference in May 2019 involved different workshops with European partners. The feedback and actions are from the 28th November 2018 minutes. SEStran, in partnership with Forth Ports made an application in June 2019 to the second round of LRDF funding. The proposal is for a multi-modal freight study in and around the Port of Leith to explore key issues and opportunities whilst maximising the potential for existing infrastructure. Transport Scotland have approved SEStran's submission and awarded a grant of £150,000 to conduct the study up to 31st March 2021.	
3.	**Sustainable Freight Strategy presentation- Sarah Wixey (Whyte Young & Green)**	
	JG introduced Sarah Wixey, Associate Director from Whyte Young & Green, Leading on Freight and Low Emission. SW started talking about the freight strategy ambitions; support economic competitiveness, encourage and facilitate intermodal freight movement, looking at safety of freight movement, improve air quality and environment, enhance quality of life and well-being and enable communication (by forums to make changes by collaboration). SW noted that freight has not been properly addressed by government	

and would like to see the related infrastructure higher up the hierarchy. They also highlighted the following:

- Understand the current freight context: what is on the road? What percentage of HGVs and vans make up traffic overall and during the AM peak issue, rapid growth of vans, lack of drivers. Companies are shifting to smaller vehicle's, so they don't need qualified driver's.
- Freight is highly competitive and work to tight profit margins.
- The industry is innovative and is always looking to increase profit. SW also noted that it is important to ensure government interventions are in place to make an impact on businesses.
- The freight industry is on the cusp of major technological change, but this requires a coherent approach from both central and local government.
- Inter-urban freight and how it's important to ensure the number and impact of freight trips will need to meet the needs of businesses and residents.
- Urban freight is transported in smaller loads and is protected in warehouses. Loading bays need to be used at different times of the day and drivers need to be better educated.
- There are safety concerns of fatalities in urban areas.
- More cargo bikes can reduce the impact of last mile deliveries, but role is limited.
- A network of centres is not proven to be financially viable.
- It's a good idea to agree on a short list of suppliers so there is less freight delivery.
- Night time deliveries can be more viable option because there's less complaints and quieter and cleaner vehicles.
- The future of electric batteries requires toxic chemicals. The disposal of batteries also includes toxic chemicals.
- E-cargo bikes are more popular and useful in urban areas. In a Dutch study 20% of delivery vans could be replaced by cargo bikes.
- The estimated cost of fleet adjustments of complying with clean air legislation is £1bn.
- Sustainable freight is possible because fewer deliveries reduces fuel consumption and congestion. Moving deliveries to another time, higher safety and environment vehicle standards.

CD asked if SW can share presentation to all members. SW is happy to do so.

| 4. | **National Transport Strategy Presentation – Jim Stewart** | |

JS gave a presentation by providing an overview about the National Transport Strategy (NTS). The presentation was created by the National Transport Strategy Review team at TS. It provided an overview of the draft and outlines the structure to the consultation. Transport Scotland launched the consultation on the draft on Wednesday 31 July. Everyone

	was encouraged to respond to the consultation, which will be live until midnight on Wednesday 23 October 2019, using this link www.transport.gov.scot/NTS2. Consultation period is now complete. Current and emerging challenges include climate change and freight was considered when delivering the strategy. The issue of freight is within the NTS and is considered as a policy. Consultation responses will be analysed to finalise the Strategy post consultation to develop the Delivery Plan. The NTS was also presented at SEStran's Partnership Board in September 2019. There was a question raised about governance and the need for change. The next steps include; delivery plan, key areas to increase accountability, strengthening evidence, managing the demand of the strategy and identify a strategy delivery board.	
5.	**Intro to Regional Transport Development – Jim Stewart**	
	JS noted that a paper was presented and agreed by the SEStran Partnership Board in June outlining the proposed project delivery and governance structure. A proposed timeline for the initial phases of the project was mentioned. SEStran will now begin the process of preparing a "Main Issues" report, as a prelude to a complete review of the RTS. SEStran will employ external experts to prepare the Main Issues Report. A scoping exercise is nearing completion to identify the extent of work needed to deliver the new RTS and the tender documents are being prepared.	
6.	**Levenmouth Rail & Freight Opportunities – John Mitchell**	
	John Mitchel gave a brief background about the project, timescales and issues involved. The focus was to bring together key contacts and businesses so they can all work together. Announcement – deliver the rail link, investigate and develop freight opportunities. The railway will create local active travel to hubs around Leven and will see improvements to local bus services and an increase in employment. The 2 key aspects to the £10million Levenmouth reconnected blueprint are; maximise the economic and social value to Levenmouth and leadership group & working group. In the east and west coast there are huge opportunities for freight industry to connect. Timescale; network rail and Transport Scotland to consider where the	

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	station will go by considering freight opportunities. A proposed location is a freight hub in Cameron bridge. Freight opportunities & issues include; engaging with Transport Scotland and other stakeholders on how to work together to help deliver freight hub and services.	89
7.	**AOB**	
	None.	
8.	**Date of next meeting**	
	The date of the next meeting is **1:30pm on Wednesday 13th May 2020 in Conference Room 3, Victoria Quay, Edinburgh, EH6 6QQ**.	

GO SEStran
South East of Scotland
Transport Partnership

Chief Officer Liaison Group Meeting
12:30pm, Wednesday 6th November 2019, City Chambers, Edinburgh

Present:

Iain Shaw (IS)	City of Edinburgh Council
Lesley Deans (LD)	Clackmannanshire
Morag Haddow (MD)	East Lothian
Ken Gourlay (KG)	Fife
Jim Grieve (JG) (Chair)	SEStran
Hannah Markley (HM) (Minute taker)	SEStran
Jim Stewart (JS)	SEStran
Julie Vinders (JV)	SEStran
Graeme Malcolm (GM)	West Lothian

Apologies:

Peter Forsyth	East Lothian
Douglas Proudfoot	East Lothian
Kevin Collins	Falkirk
Graeme Johnstone	Scottish Borders

Ref.			Actions
1.	**Welcome and Apologies for Absence**		
	The Chair welcomed the Officers to the meeting and apologies were noted as above.		
2.	**Minutes**		
	Chief Officers Liaison Group (6th November 2019) Agreed as a correct record		
3.	**Financial Reports**		
	IS gave a brief update about SEStran's budget proposals. A budget planning report will be presented to the next Partnership board, this will include a 3-year plan. Core revenue budget – next year there is a change in employee costs.		

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	Ian will circulate round the draft to chief officers.		**IS**
4.	**Projects Update**		
	JV presented a brief breakdown of some of SEStran's project outputs. • *GO e-Bike* The first four GO e-Bike hubs were launched in St Andrews, Buckhaven, West Lothian and Falkirk. SEStran has secured funding from the Low Carbon Travel and Transport (LCTT) fund to expand the GO e-Bike scheme through 6 further hubs. • *Regional Cycle Network Grant Scheme* The partnership continues between Sustrans Scotland and SEStran to deliver improvements to the cross-boundary utility routes. SEStran Strategic Cycle Network Review is underway and is due to be completed for project commencement in November 2019. MG asked if there was an opportunity for a strategic bus network review since it would be a good opportunity through the STPR2 process. • *Regional Active Travel Development Fund – Transport Scotland* An online consultation for the Kirkcaldy to Buckhaven cross-boundary active travel route was closed on Friday 8th November 2019. • *Sustainable and Active Travel Grant Scheme* Queen Margaret University have received funding to update their Travel Plan. SEStran is expecting a final report in due course. LD also mentioned she will contact KF about the ReCYCLEd Signs. • *Real Time Passenger Information (RTPI)* The new Content Management System tender process has been completed by City of Edinburgh. SEStran will be working with the contractor with a completion date of March 2020. • *Hate Crime Charter* SEStran is involved in a working group with Transport Scotland, Police Scotland and Disability Equality Scotland, to develop a regional Hate Crime Charter for public transport. The Hate Crime Charter is currently being piloted. • *Thistle Assistance Programme* 5 App developers presented their first phase findings on Friday 8th November. These findings were evaluated to determine if any have the potential to move to a Phase 2 public pilot. SEStran has been working in partnership with Inclusion Scotland to provide an Internship to work on the Thistle Assistance programme for 20 weeks.		**LD**

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- *SHARE-North*

SEStran looking to introduce Mobility Hubs with support from the European partners. A proposal was submitted to develop a Mobility Hub Strategy as part of the £10.3m LEZ support funding made available by Transport Scotland.

- *REGIO-Mob*

This project is coming in an end in March 2020. The results of the project were presented in Kozani at the last conference in October 2019.

A final projects report will be completed about the health benefits linked with GO e-Bike and the impact on health and well-being.

- *SURFLOGH*

SEStran have been working alongside Edinburgh Napier University Transport Institute (TRI), developing business models for urban freight hubs. The first stage of research has been completed.

- *BLING*

SEStran and the Design Informatics team at the University of Edinburgh are working closely together to create a blockchain application in transport environment and helping the University for research and developing a pilot.

- *PriMaaS*

SEStran have set up a Regional Stakeholder Group in January 2020, which will involve various MaaS stakeholders looking at mobility in the SEStran region. JV noted the Chief Officer members within councils are all welcome to come along. These meetings will look to integrate into SEStran forums in the future.

- *Electric Vehicle Strategy*

Chief Officer members identified that it would be useful to look at a practical guidance rather than a strategic guidance, but this is still to be reviewed.

LD mentioned that she is speaking to Transport Scotland about this (Graeme Campbell) and it might be worth-while speaking to them. KG also noted that it would be a good idea for a Local Authority to lead on an EV Strategy and the Scottish Government need to take more of a lead. LD highlighted that the price between an electric and petrol car is huge. LD also stated that charging infrastructure for on-street parking is a problem in the Clackmannanshire area. LD and MD will look at their electric vehicle strategy and cross reference.

Lastly, JV highlighted that all forum dates have been completed this year and a report will be put to the board to agree on 2020 meeting dates.

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5.	**Low Emissions Zones**	
	JV presented an update on the Low Emission Zones (LEZ). Transport Scotland attended the previous Regional LEZ meeting which discussed exemptions on LEZ, penalty charges and the national communication strategy which will go out for consultation at end of year. GM asked if there is an intention for national charges. JV stated there will be incremental charges. LD then asked if Transport Scotland have provided funding during operation hours for public transport as part of the LEZ and how would people access work without any public transport operating when the penalty charges are present. JV mentioned that various grants and loans are available through Transport Scotland and through https://www.lowemissionzones.scot/. Over £10 million has been made available to local authorities and RTPs in 2018/2019 for additional measures to support the introduction of low emission zones. SEStran submitted four bids to the £10 million fund; for ticketing machines in the borders, mobility hub strategy, update park and ride strategy and the demand responsive transport strategy. JV will send round consultation issues before the next regional LEZ meeting in December 2019. JV also highlighted that specific elements of the consultation will be addressed during this meeting.	
6.	**Regional Working Groups**	
	JS indicated that this item was to update officers on the two RTWG that relate to the SEStran area. The Edinburgh and South East Scotland Regional Transport Working Group (RTWG) is chaired by SEStran and a workshop to discuss Key Topics/Themes Emerging and TPO's had been held that morning with officers from the RTWG authorities. Further workshops will take place in the next few weeks. A similar approach is taking place with the RTWG Forth Valley Region Transport Working Group. Although they held their workshop to discuss Strategic Transport Projects Review Options in Stirling already and discussed and reached the draft Transport Planning Objectives (TPOs)	
7.	**Tripshare**	
	JS stated the Tripshare contract is in place for next 12 months (30/09/2020). The main area that SEStran are interested in is with stats from a regional level. Liftshare will be going out to local authorities. JS keen to know local authority active travel staff so we know the benefit at a regional level. JS will send a short survey note about some feedback. The first email to Chief Officers will be about who the contact is (active travel staff/ main	**JS**

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	leads) and what they've been doing in the past 12 months. MD mentioned Enterprise have been contacting Liftshare. JS advised of the Car sharing scheme that was available through the Tripshare contract; Trip verification - verification of a trip for a car share pass for a designated car park space. JS stated that trip verification is available for other local authorities who are interested.		94
8.	**Consultation Responses**		
	JS gave some background about the National Transport Strategy (NTS). The vision is underpinned by four priorities; • Promotes equality • Takes climate action • Helps our economy prosper • Improves our health and wellbeing Consultation period is now complete. SEStran put a proposal to the board which identified 2 key issues; governance and investment hierarchy and sustainable transport hierarchy. The governance section was amended and approved by the board. JS will send this out to chief officers. The next steps include; delivery plan, key areas to increase accountability, strengthening evidence, managing = demand for the strategy and identify a strategy delivery board.	**JS**	
11.	**AOCB**		
	None		
12.	**Date of Next Meeting**		
	The date of the next meeting is tbc.		

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