

SEStran Partnership Board Minutes

10.00am, Friday, 22 March 2019

City Chambers, Edinburgh

Present

Name

Organisation Title

Cllr Gordon Edgar (Chair)	Scottish Borders Council
Laura Alexander	Non-Councillor Member
Cllr Chas Booth	City of Edinburgh Council
Cllr Colin Davidson (Deputy Chair)	Fife Council
Cllr Dave Dempsey	Fife Council
Cllr Karen Doran	City of Edinburgh Council
Vivienne Gray	Non-Councillor Member
Simon Hindshaw	Non-Councillor Member
Richard Llewellyn	Non-Councillor Member
Cllr Laura Murtagh	Falkirk Council
Cllr Peter Smail	Midlothian Council
Catherine Thomson	Non-Councillor Member
Barry Turner	Non-Councillor Member
Paul White	Non-Councillor Member

In Attendance

Keith Fisken	SEStran
Elizabeth Forbes	SEStran
Ken Gourlay	Fife Council
Jim Grieve	SEStran
Beth Harley-Jepson	SEStran
Lisa Howden	City of Edinburgh Council
Peter Jackson	SEStran
Graeme Johnstone	Scottish Borders Council
Stuart Johnston	City of Edinburgh Council

Karen Jones	Scott-Moncrieff
Gavin King	City of Edinburgh Council (Secretary)
Lesley Newdall	City of Edinburgh Council
Iain Shaw	City of Edinburgh Council (Treasury)
Jim Stewart	SEStran

Apologies for Absence

Cllr Donald Balsillie	Clackmannanshire Council
Angela Chambers	SEStran
Cllr Fiona Collie	Falkirk Council
Kevin Collins	Falkirk Council
Peter Forsyth	East Lothian Council
Cllr Jim Fullarton	Scottish Borders Council
Callum Hay	Non-Councillor Member
Cllr Chris Horne	West Lothian Council
Cllr Russell Imrie	Midlothian Council
Cllr David Key	City of Edinburgh Council
Cllr Lesley Macinnes	City of Edinburgh Council
Cllr Cathy Muldoon	West Lothian Council
Graeme Malcolm	West Lothian Council
Dr Doreen Steele	Non-Councillor Member

1. Minutes

Decision

- 1) To agree the minute of the previous meeting of 7 December 2018 as a correct record.
- 2) To agree the minute of the Performance and Audit Committee of 8 March 2019 as a correct record.

2. Partnership Director

Approval was sought to advertise the Partnership Director post on an internal secondment basis.

Decision

To approve the advertisement of the Partnership Director post on an internal secondment basis, for a period of up to 23 months.

3. External Audit Plan 2018/19

Karen Jones of Scott-Moncrieff provided details of the Annual Audit Plan for 2018/19. The audit concentrated on the 2018/19 annual accounts, a review of the Partnership's arrangements for governance and transparency, financial management, financial sustainability and value for money.

Decision

To note the External Audit Plan for 2018/19.

4. Internal Audit

An update on the outcomes of the 2018/19 SEStran Internal Audit was provided.

Decision

- 1) To note the outcomes of the 2018/19 Internal Audit review.
- 2) To confirm that Internal Audit assurance in 2019/20 should focus on the adequacy and effectiveness of the framework supporting development of the Regional Transport Strategy.
- 3) To approve the Internal Audit recommendation that the Committee and Board should place reliance on the collective outcomes of the annual Internal Audit review and assurance reviews completed by external assurance providers, with no requirement for an Internal Audit opinion.

5. Revenue Budget 2019/20

The revenue budget for 2019/20 was presented for approval.

Decision

- 1) To approve the core revenue and projects budget for 2019/20, as detailed in Appendices 1 and 2 of the report, based on a standstill constituent council requisition of £190,000.
- 2) To instruct the Treasurer to requisition the following amounts from constituent Councils:
 - 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

- 3) To note that financial planning for 2020/21 and a medium term financial plan would be developed throughout 2019 for consideration by the Partnership in autumn 2019.
- 4) To note that the proposed budget was subject to a number of risks and that all income and expenditure of the Partnership would continue to be monitored closely with updates reported to each Partnership meeting.

6. Finance Officer's Report

An update was provided on the financial performance of the core and projects budgets of the Partnership for 2018/19. Details were also included on the cash flow position of the Partnership in respect of its net lending to and borrowing from the City of Edinburgh Council.

Decision

- 1) To note that it was currently forecast that core expenditure in 2018/19 would under spend by £40,000 against the revenue budget of the Partnership.
- 2) To note that it was forecast that projects expenditure in 2018/19 would under spend by £12,000 against the revenue budget of the Partnership.
- 3) To approve, in principle, the forecast under spend on the core and projects budget be carried forward to 2019/20 to be available for allocation to Sustainable and Active Travel projects, subject to the final audited outturn.

7. Annual Treasury Strategy

Details were provided of a Treasury Strategy for 2019/20.

Decision

To approve the continuation of the current Treasury Management arrangement outlined in Appendix 1 of the report.

8. Draft Business Plan 2019/20

The SEStran Business Plan for 2019/20 was presented for approval. The Business Plan set out SEStran's strategic objectives and the various programmes SEStran would be involved in during the new financial year. In addition, the Business Plan outlined how the programmes were linked to, and worked towards, the achievement of SEStran's strategic objectives.

There was a wide-ranging discussion with comment on how the work should be progressed and a number of suggested amendments/additions put forward. The following key points emerged:

- To emphasise 'young people behavioural change' as a key focus area, in the development of the new strategy.
- To explore the possibility of including more quantifiable targets into the key performance indicators and critical success factors.

- To update the wording under ReCYCLEd Signs to reflect that it would be a facility in Dalkeith and not a station.

Decision

- 1) To authorise the Partnership Director to publish the final Business Plan for 2019/20, subject to the amendments discussed at the meeting being made.
- 2) To note that SEStran was researching an alternative corporate icon, currently used in the draft Business Plan, to be incorporated in the final Business Plan.
- 3) To request that an item be included on the agenda for the next meeting about how Board Members could engage more meaningfully on the work of SEStran and potentially put forward ideas for exploration by officers.

9. Projects Update

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

Decision

- 1) To note the report.
- 2) To note that officers would explore the format and presentation of the Projects report, including a clearer alignment to the Business Plan for future reports.

10. Equalities Progress Report

The Board considered a report which advised that SEStran fell within the public bodies covered by the Equality Act 2010 (“the 2010 Act”) and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 (“the regulations”). An update was provided on some of the key statutory obligations and responsibilities upon SEStran and the relevant timescales.

Decision

- 1) To mandate officers to collate and publish Mainstreaming Equality 2017-2019 and Equalities Outcomes 2017-2021 Progress Report.
- 2) To agree to inform officers whether 21 June 2019 or 27 September 2019 was their preferred date for Unconscious Bias training.
- 3) To note that information on members protected characteristics would be addressed once confirmation was received from Scottish Ministers.
- 4) To note that the Succession Planning Committee would meet before the summer recess and a report would be presented to a future Board meeting.
- 5) To note that equalities training would be provided to staff before the reporting deadline.
- 6) To request that information be provided on Diversity.

11. Date of Next Meeting

Decision

To note that the next meeting would be held on Friday 21 June 2019 at 10am in Victoria Quay, Edinburgh.

12. Interim Partnership Director's Report

An update was provided on progress on the review of the National Transport Strategy and the second Strategic Transport Projects review. The report also covered the business of the most recent meeting of the Regional Transport Partnership Chairs and updated the Board on Transport Scotland's desire to establish Regional Transport Working Groups.

Decision

- 1) To note the report.
- 2) To request that a copy of the minute from the RTP Joint Chairs meeting on 6 March 2019 be circulated to the Board for information.
- 3) To note that Laura Alexander (Non-Councillor Member) was keen to be involved in the Stirling-Clackmannanshire City Region Transport Working Group and that SEStran officers would raise this at the next meeting of the Group.

13. ECMA Update

An update was provided on discussions relative to the East Coast Main Line, based on an ECMA Officers' Group meeting which took place on 5 February 2019 and on a full Consortium meeting which took place on 27 February 2019.

Decision

To note the report.

14. Cyber Essentials

Details of the Cyber Resilience project were provided.

Decision

To note the report.

15. HR Policy Review

An update was provided on the review of HR policies and procedures that commenced in November 2018. The review was carried out in conjunction with SEStran's HR Adviser and was concluded for this financial year.

Decision

To note the report.

16. Consultation Responses

Details were provided on the consultations SEStran had responded to.

Decision

To note the consultation responses on the Scottish Law Commission – Automated Vehicles; George Street and First New Town Design Project; Transportation Noise Action Plan (TNAP) 2019-2023; and Restricted Roads (20 mph Speed Limit) (Scotland) Bill.

17. Minutes

Decision

- 1) To note the minute of the Bus Stakeholders Congress of 8 February 2019.
- 2) To note the minute of the Chief Officers Liaison Group meeting of 20 February 2019.