

PERFORMANCE & AUDIT COMMITTEE
Mandela Room, City Chambers, Edinburgh, EH1 1YJ
Friday 22nd November 2019 – 10:00am

AGENDA

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1. ORDER OF BUSINESS	
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5. FINANCE REPORTS- Reports by Hugh Dunn	
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8. DATE OF NEXT MEETING	
The provisional date of the next meeting has been scheduled for 10:00am on Friday 6th March 2020, Mandela Room, City Chambers, Edinburgh, EH1 1YJ	

Gavin King
Secretary to SESTRAN
Democracy, Governance and Resilience Senior Manager
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The City of Edinburgh Council
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15th November 2019

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PERFORMANCE & AUDIT COMMITTEE

**HELD IN THE MANDELA ROOM, CITY CHAMBERS, EDINBURGH, EH1 1YJ
ON FRIDAY 6 SEPTEMBER 2019
10AM**

PRESENT:	<u>Name</u>	<u>Organisation Title</u>
	Councillor Imrie (Chair)	Midlothian Council
	Councillor Dempsey	Fife Council
	Councillor Murtagh	Falkirk Council
	Callum Hay	Non-Councillor Member
	Simon Hindshaw	Non-Councillor Member
	Doreen Steele	Non-Councillor Member
	Barry Turner	Non-Councillor Member

IN ATTENDANCE:	<u>Name</u>	<u>Organisation Title</u>
	Angela Chambers	SEStran
	Keith Fiskin	SEStran
	Gavin King	City of Edinburgh Council
	Iain Shaw	City of Edinburgh Council
	Karen Jones	Scott Moncrieff
	Hannah Markley	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 Councillors Fullarton and Horne and Jim Grieve.

A3. DECLARATION OF INTERESTS

None.

A4. MINUTES

To approve the minute of the Performance and Audit Committee of 7 June 2019 as a correct record.

A5. EXTERNAL AUDIT ANNUAL REPORT 2018/19

The 2018/19 Annual Audit Report from the independent external

auditors was presented.

The external auditors found that the Annual Governance Statement was consistent with the financial statements and had been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016). Its key observation in terms of financial sustainability was that the Partnership was yet to develop medium to long terms financial plans due to the uncertainty of funding. However, following the enactment of the Transport (Scotland) Bill and the publication of three-year funding settlements from the Scottish Government, the Partnership is set to develop these medium to long term plans.

Decision

To note the report.

(Reference – report by the External Auditor, submitted)

A6. AUDITED ANNUAL ACCOUNTS

The audited accounts for the year ended 31 March 2019 were presented.

Decision

- 1) To note the audited accounts and the Auditor’s opinion in the audit certificate.
- 2) To refer the Audited Annual Accounts to the Partnership Board for its approval.

(Reference – report by the Treasurer, submitted)

A7. ANNUAL REPORT 2018/19

The Committee considered the draft annual report which detailed SEStran’s performance up to the end of the financial year 2019.

The Annual Report focussed on the project portfolio and outlined the contributions SEStran had made to the region over the previous year.

Decision

- 1) To update the text on Levenmouth Rail Link following the announcement by the Scottish Government to re-open the line.
- 2) To ask the Partnership Director to consider introducing an executive summary.
- 3) To ask the Partnership Director to consider how further detail could be outlined that would showcase the partnership working that SEStran has undertaken. This should also

highlight areas where SEStran has contributed even if it has not led the project.

- 4) To ask the Partnership Director to consider utilising development sessions so that Board Members have an opportunity to discuss major workstreams and projects.

(Reference – report by the Programmes Manager, submitted)

A8. GRIEVANCE POLICY AND PROCEDURE

Approval was sought for an updated Grievance Policy and Procedure.

Decision

To approve the revised Grievance Policy and Procedure subject to:

- i) The addition of some text cross-referencing the whistleblowing policy;
- ii) The provision of some added flexibility to timescales; and
- iii) Updating of the reference to the Data Protection Act.

(Reference – report by the Secretary, submitted)

A9. PROJECTS REPORT & EU EXIT UPDATE

An update was provided on the EU exit process and the current status and progress with SEStran's projects.

Decision

To note the report.

(Reference – report by the Programmes Manager, submitted)

A10. DATE OF NEXT MEETING

Friday 22 November 2019 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 Performance and Audit Committee 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.
- 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

- 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** Following review by Performance and Audit Committee, a report on financial planning for 2020/21 to 2022/23 will be presented to the Partnership Board on 6th December 2019 for review.
- 3.2** A revenue budget for 2020/21 will be presented to the Partnership Board for approval in March 2020.

4 Recommendation

- 4.1** Performance and Audit Committee 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 being presented to the Partnership Board on 6th December 2019.

Hugh Dunn

Treasurer

22nd November 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)

Projects - Proposed Activity 2020-21
Appendix 2

	2019/20	2020-21			
Service	Net Expenditure £'000	Gross Expenditure £'000	Income £'000	Net Expenditure £'000	Activity
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	

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

Appendix 3

	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Core	467	461	463	465	550	551	478	531	584	581
Projects	791	709	504	1,076	2,384	725	510	614	590	1,030
RTPI	110	117	222	286	230	344	339	108	100	50
Total Budget	1,368	1,287	1,189	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
Other income	48	60	61	266	1,051	486	260	142	220	547
Bus Investment Fund	0	0	0	346	1,000	0	0	0	0	0
Total External Funding	361	305	207	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	1,368	1,287	1,189	1,827	3,164	1,620	1,327	1,253	1,274	1,661

Risk Description	Existing Controls
<p>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.</p>	<p>Alignment with Scottish Local Government pay award.</p>
<p>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.</p>	<p>Any shortfall in employee cost recharges will be offset by a corresponding reduction in Projects Budget expenditure.</p>
<p>Inflation There is a risk that the proposed budget does not adequately cover price inflation and increasing demand for services.</p>	<p>Allowance made for specific price inflation. Budgets adjusted in line with current cost forecasts.</p>
<p>Delays in payment of grant by the EU - results in additional short-term borrowing costs.</p>	<p>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.</p>
<p>Pension Fund Contributions The deficit on the staff pension fund could lead to increases in the employer's pension contribution.</p>	<p>Following Lothian Pension Fund's Triennial Actuarial Review in 2017, Partnership contribution rates are confirmed to 2020/21.</p>
<p>Funding Reductions Reduction in funding from Scottish Government and/or council requisitions.</p> <p>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.</p>	<p>Continue to seek to source external funding.</p> <p>Recruitment control and additional sources of external funding for activities aligned to the Partnership's objectives to supplement resources.</p>

Indicative Financial Plan 2020/21 – 2022/23

Appendix 5

	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	

Treasury Management Activity - Mid Term Review

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 the 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 its 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 Committee notes the investment activity undertaken on its behalf.

Hugh Dunn
Treasurer

Appendix None

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Risk Framework

1. INTRODUCTION

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

2. BACKGROUND

2.1 SEStran has been using 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 Committee should note that all changes made to the register are highlighted in red.

3. RECOMMENDATIONS

3.1 The Committee are asked to comment on the contents of the report and;

3.2 Note that a final version of the Risk Register will be presented to Partnership Board for noting.

Angela Chambers
Business Manager
 November 2019

Appendix 1: SEStran Risk Register

Policy Implications	None
Financial Implications	As highlighted in the register.
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 horizon-scanning looking out for further policies and responding accordingly. New € 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	June 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- seen- by the Head of Programmes Manager. Key regional projects- such as RTPI has regular communication with key clients and service providers, including standing quarterly stakeholder meetings.	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	June 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. Website has a maintenance is maintained under contract as does RTPI system. Both 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	June Nov 2019 Business Manager
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	June 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, Head of Programmes Senior Partnership Manager and Business Manager. Audited by third parties. Tolerate	June 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 19 Partnership Director
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 € £4,700-£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 19 Partnership Director
6.2	Staff recharges - EU projects: The proposed budget assumes that € £100,000-£119,000 of staff time can be recharged to 4 five EU Projects - Share-north, Regio-mob , 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 a low percentage 14% of the proposed budget.	4 Probable	2 Minor	8 Medium	Medium: Other funding sources will continue to be pursued. Tolerate	March 2020 19 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	Low-Medium Tolerate	March 2020 19 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 19 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 2019/20-2020/21 developed to take account of most likely level of external income in 2019/20-2020/21 .	4	Probable	3	Moderate	12	Medium	Medium Tolerate: Adapt expenditure accordingly	June March 2020 19 Partnership Director
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 certainty for future planning.	June-March 2020 19 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	Low-Medium Tolerate	June March 2020 19 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	Low-Medium : Other funding sources will continue to be pursued. Tolerate	June March 2020 19 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.	June-March 2020 19 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 2019 20.	1	Remote	2	Minor	2	Low	Low Tolerate	June-Nov -2019 Partnership Director
R008	Corporate: Removal of RTPs as part of the review of the National Transport Strategy-Regional governance review.	Strategic	4	Probable	4	Major	16	High	RTPs jointly lobbying Transport Minister. SEStran is engaged in the NTS2 review, representing all RTPs on the NTS2 Review Board and has sought and received assurances around retention of functions and undertakings transfer from Scottish Ministers. NTS2 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	June-Nov 2020 19 Partnership Director
R009	EU Exit-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 relevant 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	High-Medium : The risk remains high as there is significant uncertainty around the medium (3-5-year) 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	June Nov 2020 19 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	June Nov 2020 19 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	June-Nov 2020 19 Partnership Director

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								
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 uncertainty 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	Financial
5 Highly Probable	5 Catastrophic	5	Governance
		6	Specific Operational
		8	External
		9	Legal and Regulatory
		10	People
		12	Physical
		15	
		16	
		20	
		25	

Impact			
Descriptor	Score	Health and Safety Impact	Financial Impact
Insignificant	1	No injury or no apparent injury.	No impact on service or reputation. Complaint unlikely. Litigation risk remote.
Minor	2	Minor injury (First Aid on Site)	Slight impact on service and/or reputation. Complaint possible. Litigation possible.
Moderate	3	Reportable injury	Some service disruption. Potential for adverse publicity, avoidable with careful handling. Complaint expected. Litigation probable.
Major	4	Major injury (reportable) or permanent incapacity	Service disrupted. Adverse publicity not avoidable (local media). Complaint expected. Litigation expected.
Catastrophic	5	Death	Service interrupted for significant time. Adverse publicity not avoidable (national media interest). Major litigation expected. Resignation of senior management/directors.

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

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.

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

Projects Performance & EU Exit Update





1. INTRODUCTION

- 1.1 The report provides the Committee 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 Committee takes note of the contents of the report.

Keith Fiskén
Programmes Manager
22nd November 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:

- Complete
Employer Pool bike Roadshow
 - After launch in 2018 the employer scheme restarted in March.
 - Summary report now being drawn up to close out the scheme.
- In progress
GO e-Bike expansion with LCTT funding
 - Tweeddale Youth Action continue to promote the Hub in the Tweeddale area with cargo bike delivery opportunities being explored with local businesses.
 - 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:

- Delayed
Edinburgh BioQuarter
 - Consultation conducted through October and November.
 - Consultation closed 25th November.
- In progress
SEStran Strategic Cycle Network Review
 - Ove Arup have been contracted for the Strategic Network.
 - The total value of the contract is £67, 900. 68
 - The project team have 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 undertaken further work on preliminary designs after feedback from stakeholders.
- Discussions have taken place regarding land ownership with ongoing communication over the life of the project.
- Consultations have taken place in October at different locations along the route, with an online survey available.
- Online consultation is due to close on the 8th November.

- **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 delayed to initial proposals.
- These projects will be brought to the Partnership Board for grant approval.

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

- 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 is being held in October 2019. The training will help 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 female 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 Partnerships sustainable transport objectives.

Latest developments:

- **Queen Margaret University** In progress
 - Queen Margaret University was awarded £7,150 in order to update their Travel Plan. The work should now be complete and SEStran is expecting a final report in the next couple of weeks.
- **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 Fiskien) to discuss.

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, we have been able to improve the quality and the reliability of 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.

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.

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**

In progress

- SEStran has been working to develop an intermodal journey planner and Thistle Card App, which will make it easier for people to use the Card when using public transport.
- Phase 1 concepts will be evaluated on the 8th of November to determine if any have the potential to move to a Phase 2 public pilot.
- SEStran will be working with Scottish Enterprise and other funding bodies to explore potential funding for Phase 2.

- **Development of Thistle Assistance Website**

In progress

- SEStran has been working with the Hillside Agency on the development of the new Thistle Assistance branding, website and campaign.
- HITRANS have also asked if we can develop a television advert to use in their region, this has been briefed into the agency. The development costs will be covered by HITRANS.
- Work is due to be completed in November 2019 with the website, new branding and campaign available to all partners to use to promote.

- **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 will focus on marketing and communications and be based in Victoria Quay start date in November 2019 running up to 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-modal 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 and around the Port of Leith 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 start of 2020.
 - 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.
- 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 submitted an application 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%.
- Finally, SEStran is in the process of reviewing the current TripshareSEStran arrangements to promote car-sharing in our region.

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 Project 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

- SEStran will continue to monitor the impact the project has had in the area and the experiences gained from the project which can be incorporated into the rewrite of the Regional Transport Strategy.
- The remainder of the project will mostly be focused around a final project report and the administrative closure of the project as a whole.

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 and the University of Edinburgh will be presenting to the partnership group in November 2019.
- Further work will continue to move the pilot from ‘the lab’ into the real world over the next 6 months.

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.
 - 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 November 2019 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 brief and tender documents are nearly complete, and the formal tender notice will be issued within the next 7 days.
- The timetable for delivery of the completed RTS is under review.

5. SEStran forums & upcoming events

5.1 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

