

SEStran Partnership Board Minutes

10am, Friday 6 December 2019

European Room, City Chambers, Edinburgh, EH1 1YJ

Present

Name

Organisation Title

Cllr Gordon Edgar (Chair)	Scottish Borders Council
Laura Alexander	Non-Councillor Member
Cllr Karen Doran	City of Edinburgh Council
Cllr Jim Fullarton	Scottish Borders Council
Vivienne Gray	Non-Councillor Member
Cllr Norman Hampshire	East Lothian Council
Callum Hay	Non-Councillor Member
Simon Hindshaw	Non-Councillor Member
Cllr Russel Imrie	Midlothian Council
Richard Llewellyn	Non-Councillor Member
Cllr Lesley Macinnes	City of Edinburgh Council
Cllr Laura Murtagh	Falkirk Council
Cllr Cameron Rose	City of Edinburgh Council
Cllr Peter Smaill	Midlothian Council
Catherine Thomson	Non-Councillor Member
Barry Turner	Non-Councillor Member

In Attendance

Angela Chambers	SEStran
Kevin Collins	Falkirk Council
Keith Fisker	SEStran
Rhianne Forrest	SEStran
Ken Gourlay	Fife Council
Jim Grieve	SEStran
Anna Herriman	SEStran
Gavin King	City of Edinburgh Council (Secretary)

Paul Lawrence	City of Edinburgh Council
Martin Scott	City of Edinburgh Council (Clerk)
Iain Shaw	City of Edinburgh Council (Treasury)
Jim Stewart	SEStran

**Apologies for
Absence**

Cllr David Key	City of Edinburgh Council
Cllr Donald Balsillie	Clackmannanshire Council
Cllr Craig Hoy	East Lothian Council
Cllr Colin Davidson (Deputy Chair)	Fife Council
Cllr Dave Dempsey	Fife Council
Cllr Ian Ferguson	Fife Council
Cllr Cathy Muldoon	West Lothian Council
Dr Doreen Steel	Non-Councillor Member
Paul White	Non-Councillor Member

Resolution to Consider in Private

The Committee, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting during consideration of item C1 and of the minute for the reason that it involved the likely disclosure of exempt information as defined in Paragraphs 1 and 6 of Part 1 of Schedule 7(A) of the Act.

C1. Regional Governance and the Regional Transport Strategy

The Board were advised of the potential conflicts arising from the Regional Growth Framework Proposals.

Decision

Detailed in the Confidential Schedule, signed by the Chair, with reference to this minute.

(Reference – report by the Partnership Director, submitted)

All Board - Thistle Assistance Presentation

The Board received a presentation from Keith Fiskien and Rhianne Forrest of SEStran on the Thistle Assistance relaunch. Thistle Assistance was about helping to relieve travel anxiety and encourage people to feel confident when using different forms of public transport across Scotland. There was an increased awareness about individuals who had mobility issues and support was out there but there were still barriers faced by individuals.

A newly designed Thistle Assistance card, app and website was being launched to help make travelling by public transport in Scotland more accessible for everyone. The new Thistle Assistance website was complemented by dedicated social media pages to engage with and learn from people who use the card and app. Research for the card and app highlighted individual's experiences of travel and the barriers they faced. The initial stage of the Thistle Assistance Journey Planner app was completed in 2019 and the app would be more fully developed from the beginning of 2020.

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

- The app could be tailored to suit the needs of individuals. For example, the solution for individuals with visual impairments would be more audio based and a solution for individuals with hearing impairments would be visual.
- SEStran and their partners would be working on a training toolkit that would be delivered with transport operators, for their staff in the first quarter of 2020. Edinburgh Trams had already put material in their induction pack.
- The card and app may be useful during pregnancy, or if you have temporary mobility issues, when some extra care and assistance may be required

Decision

To thank Keith Fiskien and Rhianne Forrest for their presentation.

A1. Minutes

Decision

- 1) To agree the minute of the SEStran Partnership Board of 27 September 2019 as a correct record subject to removing Cllr Murtagh from the list of members present.
- 2) To agree the minute of the Succession Planning Committee of 8 November 2019 as a correct record.
- 3) To agree the minute of the Performance and Audit Committee of 22 November 2019 as a correct record.

A2(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

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.

Declaration of Interest

Councillor Cameron Rose declared a non-financial interest as a member of the Lothian Pension Fund Committee.

(Reference – report by the Treasurer, submitted)

A2(b) Finance Officer's Report

The Board considered a report which presented 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. The report provided an analysis of financial performance to the end of October 2019.

Decision

- 1) To note 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.
- 2) To note that a further update would be presented to the March 2020 meeting of the Partnership.

(Reference – report by the Treasurer, submitted)

A2(c) 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 on its behalf.

(Reference – report by the Treasurer, submitted)

A3. Projects Performance and EU Exit Update

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

Decision

- 1) To note the report.
- 2) To approve the Grant awards detailed in section 1.3 of the projects update. The total value of awards was £170,000 which comes from the total award from Transport Scotland for this fund.
- 3) To approve the Grant awards outlined in section 2.1 of the report by the Programmes Manager, 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 was £42,560 which could be met from funds available within the annual award from Transport Scotland to SEStran.
- 4) To agree to explore the possibility of Board involvement in the quarterly bus operator meetings and explore mechanisms of reporting the outputs of the meetings to the Board.

(Reference – report by the Programmes Manager, submitted)

A4. Appointments to Performance & Audit Committee

The Board's approval of the City of Edinburgh Council representative to the Performance and Audit Committee was sought.

Decision

- 1) To approve the appointment of the Cllr. Rose to the Performance and Audit Committee.
- 2) To note East Lothian Council representation would be reported to a future Board.
- 3) To note the membership of the Performance and Audit Committee

(Reference – report by the Secretary, submitted)

A5. Dates of Future Meetings 2020

The proposed calendar of SEStran Partnership Board meetings in 2020 along with the full schedule of SEStran meetings was submitted.

Decision

To approve the proposed programme of meetings for 2020.

(Reference – report by the Business Manager, submitted)

A6. Date of Next Meeting

Decision

To note that the next meeting would be held on Friday 20 March 2020 at 10am in the Dean of Guild Room, City Chambers, Edinburgh.

B1. Climate Change Report

The Board received a report which outlined SEStran's responsibilities, as a public body, in relation to the Climate Change Act (Scotland) 2009.

Decision

To note the report.

(Reference – report by the Active Travel Officer, submitted)

B2. Risk Management Report

The biannual risk register update was provided.

Decision

To note the report and the risk register

(Reference – report by the Business Manager, submitted)

B3. Board Diversity Succession Plan

The Board Diversity Succession Plan was presented for noting.

Decision

- 1) To note the Board Diversity Succession Plan.
- 2) To note that officers would liaise with Scottish Government colleagues to receive information on Members diversity, in relation to their protected characteristics.
- 3) To note that officers would undertake an exercise to conduct a skills audit of the current Board members.

(Reference – report by the Business Manager, submitted)

B4. Consultation Responses

Details were provided of the Partnership's response to National Transport Strategy 2 (NTS2).

Decision

To note the response.

B5. Minutes

Decision

- 1) To note the minute of the Equalities and Access to Healthcare Forum of 2 October 2019.
- 2) To note the minute of the Integrated Mobility Forum of 10 October 2019.
- 3) To note the minute of the Logistics & Freight Forum – 31 October 2019.
- 4) To note the minute of the Chief Officers Liaison Group Meeting of 6 November 2019.