



**Remote Chief Officer Liaison Group Meeting  
 2:00pm Wednesday 27<sup>th</sup> May 2020  
 Microsoft Teams**

**Present:**

Iain Shaw (IS)	City of Edinburgh Council
Steven Murrell (SM)	City of Edinburgh Council
Lesley Deans (LD)	Clackmannanshire Council
Peter Forsyth (PF)	East Lothian Council
Kevin Collins (KC)	Falkirk Council
Ken Gourlay (KG)	Fife Council
John Mitchell (JM)	Fife Council
Lindsay Haddow (LH)	Midlothian Council
Iain Aikman (IA)	Scottish Borders Council
<b>Jim Grieve (JG) (Chair)</b>	<b>SEStran</b>
Anna Herriman (AH)	SEStran
Jim Stewart (JS)	SEStran
Hannah Markley (HM)	SEStran
Keith Fiskin (KF)	SEStran
Peter Jackson (PJ)	SEStran
Julie Vinders (JV)	SEStran
Graeme Malcolm (GM)	West Lothian Council

**Apologies:**

Ewan Kennedy	City of Edinburgh Council
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Ref.		Actions
<b>1.</b>	<b>Welcome and Apologies for Absence</b>	
1.1	The Chair welcomed the Officers to the meeting and apologies were noted as above.	
<b>2.</b>	<b>Minutes</b>	
2.1	<b>Chief Officers Liaison Group (26<sup>th</sup> February 2020)</b> Agreed as a correct record.	

	<p>The delivery of Bikeability Scotland National Standard cycle training by local authority Bikeability coordinators - JS will discuss with Beth Harley-Jepson (Cycling Officer) about what schools she is engaging with, and report back to the group. JS/Beth will produce a report/update to next Chief Officer meeting with identified schools and more information.</p> <p>JS will circulate the consultancy brief for the Forth Freight Strategy.</p>	<p><b>JS</b></p> <p><b>JS</b></p>
<b>3.</b>	<b>Unaudited Annual Accounts 2019/20</b>	
3.1	<p>IS advised that the next board meeting will be presented with two financial reports;</p> <ul style="list-style-type: none"> <li>• the Unaudited Accounts 2019/20</li> <li>• the Annual Treasury Management Strategy</li> </ul> <p>The partnership has powers to provide a reserve policy. The board can confirm the budget to be carried forward to the 2020/21 financial year.</p>	
<b>4.</b>	<b>RTS – Main Issues Report</b>	
4.1	<p>JS thanked everybody from each LA for their input. The final version is with SEStran with some final changes after discussions with Jacobs. The MIR should be complete week beginning 1st June.</p> <p>A report on the RTS will be taken to the Board in June for approval. JS will be engaging with each LA again to discuss the next stages going forward to formulate the policy that will be developed into the final RTS.</p> <p>GM noted that the first draft was good and covered most of the areas discussed in the stakeholder meetings.</p>	
<b>5.</b>	<b>RTP Restart-Reshape-Renew Paper</b>	
5.1	<p>JG introduced this paper on behalf of all 7 RTPs. The paper illustrates the current situation with Transport Transition phases and beyond and highlights where RTPs can add value. The paper has been shared with Transport Scotland (TS).</p> <p>The paper recognises that Transport issues need to be addressed in a coordinated way and the ‘new normal’ will require a different approach. The report sets out a way forward for RTPs – in three stages;</p> <p>Restart, Reshape and Renew.</p> <ul style="list-style-type: none"> <li>• The Restart phase involves actions that we can take now to prepare for the country emerging from lockdown. For example; gather data, reallocate space, maximise use of public transport under current circumstances, temp park &amp; ride hubs, real time</li> </ul>	

data on RTPI on buses to state capacity (got some work to do on that due to costings).

- The Reshape phase focuses on practical measures to deal with the immediate effects.
- Finally, during the renew phase, it is essential to retain focus on the agreed priorities on the NTS2 and our RTSs, while remaining flexible and fluid in how we deliver them.

JG then asked officers if they had any comments or questions;

- LD highlighted public transport issues. JG mentioned that SEStran have been working with Tactran regarding public transport and will help in the Clackmannanshire area also. JG stated there is a willingness to create bus partnerships where these can add value in the region (linked to £500million fund).
- GM noted the restart phase would be an addition to the transport transition plan. JG mentioned the paper will move towards the transition plan and was written before the plan was announced. RTPs are to be represented on the two Regional Transition Plan groupings and in the National Transition group.
- GM then gave an observation about the importance of road space for active travel. There are concerns around 'Spaces for People' money availability because each LA will be submitting their own bids. Therefore, there is a question around how we control relationships at a regional level, for example; with Sustrans and TS. Active travel links and road space is going to be key when setting up temporary park & rides/mobility hubs. AH noted we are interested in how we add value to the 'spaces for people' aspirations going forward.
- PF mentioned that East Lothian have been contacted to take part in the City Deal TAB grouping and look at the transition plan. Grace Vickers will chair that forum. All interventions will be looked at and PF is happy to share thoughts. JG noted the key thing is working together. Transport Scotland also sees the need to expand forums to bus operators. GM then highlighted that makes a lot of sense, one of the good things about city region deal is it's not just about transport. It's also important to gather data about where people are going to be travelling in the future and employment and homeworking will need to be thought of.
- KG asked what role SEStran is playing in the City Deal lead. JG plans to be very active and the travel to work area will be the main focus.
- JM stated that Fife council had a town centre meeting about opening up businesses, driving aspects etc. The planning for more remote working and active travel will need to be looked at in the long term.

	<ul style="list-style-type: none"> <li>• LD asked if any other LA are planning to produce interim (12-18 month) public transport strategies.</li> <li>• KG highlighted Fife Council are about to start their LTS review. However, council members will be drawn into more localised issues; such as footpaths, and shops opening. JG suggested LAs may be focused on their own boundaries. SEStran will try coordinate across each LA boundary to offer support and assistance.</li> <li>• PF mentioned that East Lothian don't have plans to create a new strategy, however, might need a refresh.</li> <li>• JS noted that whilst preparing the MIR, it was clear certain new issues will have to be addressed in the RTS development. The strategy will have to be flexible. It's unclear exactly how at this stage, due to changing circumstances.</li> </ul>	
<b>6.</b>	<b>Temporary Park &amp; Ride Hubs and Strategic Studies</b>	
6.1	<p>AH noted that the strategic studies are now completed and are very relevant in the context of Covid 19 and Transition plans. SEStran has been looking at how the region might deal with impacts from reduced public transport capacity. The regional road network was at capacity pre Covid-19 on key routes. We're not really sure what the demand levels are going to be but accept that there is a likelihood of increased car use (or appeal). SEStran has tried to identify possible interventions that complement what LAs are going to pursue. The idea is to give people other travel options, for example; through temporary park and ride hub sites, access to e-Bikes and bookable buses. Close working with LAs to find out where the best locations would be will be key.</p> <p>JV discussed the three strategic studies, which were recently conducted through the Transport Scotland Low Emission Zone (LEZ) Public Transport Provision Fund. The studies are now on the SEStran website.</p> <ul style="list-style-type: none"> <li>• The Park and Ride (P&amp;R) Strategic Study is an evidence-based review of current P&amp;R provision in the South East of Scotland. It helps inform future investment priorities for the enhancement of P&amp;R facilities and will feed into the emerging rewrite of the SEStran Regional Transport Strategy.</li> <li>• The Mobility Hub Strategic Study looks at potential for hubs to address transport challenges from active travel. Locations and functions are addressed.</li> <li>• The Demand Responsive Transport (DRT) Strategic Study is a strategic review of DRT services in the SEStran area. Various challenges and opportunities for the DRT sector have been identified and the study also developed options to increase the resilience of DRT services and encourage innovation and service development.</li> </ul> <p>AH noted that JS is looking at pressures on specific corridors by measuring the reduction in public transport seats available if physical</p>	

distancing measures are observed. For example; on corridor 14 (West Lothian South) and Corridor 15 (M8) the morning peak capacity on buses and trains is reduced by at least 1,300 and 3,100 respectively. The next step would be to understand this across all corridors and take this forward as a possible regional approach. AH asked if officers would want a discussion with each LA or discuss at a follow up RTWG (including Clackmannanshire and Falkirk). AH also suggested there is an opportunity to make a link with public transport operators.

GM thought the corridor approach is really useful. In terms of detail about which interventions could be used on which corridor, GM recommended starting with individual LA discussions. Once LA information is collated then we could discuss at an open forum.

JM mentioned it's a good idea to meet and coordinate to discuss high, medium and low measures. Would be better to sit round table to discuss these measures. KG mentioned it would be useful to have conversations with each LA then a group conversation to look at best practice and corridors. JG then suggested after individual LA discussions, to reconvene the Chief Officers Group.

It was agreed that SEStran will follow up with individual LAs and arrange a follow up Chief Officers meeting.

<b>7.</b>	<b>Tripshare</b>	
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7.1

JS mentioned that the Tripshare scheme may be difficult to promote due to people not wanting to share cars anymore. However, the Tripshare platform will provide another alternative to people to travel. There should be an adequate resource to make it work regionally and nationally and there will be an opportunity for employers to use the scheme.

JS also mentioned that Tripshare is a more sustainable car use which helps reduce demands of public transport capacity. Working with each LA will be key. If we want to push and continue across all potential outlets (whole authority), we can encourage employers at local level. Having an agreed strategy will be good going forward. Looking to agree on strategy between LAs.

It's a facility SEStran currently pay for (£25k annually). SEStran recommends it will be worth continuing and looking at securing more funding.

LH mentioned Midlothian have not managed it very well due to staff issues. JS been in touch with Stewart from smarter choices to discuss more funding and to agree it's the principle going forward. In the short term, it gives another alternative option in declining public transport use. JG noted now is not the time to drop the car sharing scheme, it's a potential to become quite valuable and it's a good time to promote these options.

	<p>LD mentioned that Clackmannanshire have used Tripshare successfully and are fairly committed just now. However, the Covid baseline levels may go down which may affect funding due to no one using the facility.</p> <p>JS will contact councils individually.</p>	<b>JS</b>
<b>8.</b>	<b>AOCB</b>	
8.1	<p>KF circulated a paper to officers regarding ScotRail's work. Various discussions have been made with LAs. SEStran are keen to help and coordinate where we can. KF mentioned a meeting with RTPs and Ewan Tait (ScotRail) is coming up. ScotRail have a phasing idea to move through increasing capacity as things return to 'normal'. However, there are no answers as to how ScotRail will manage capacity yet. KF highlighted, if anyone has anything they'd want to raise then to contact him individually. KF is happy to coordinate and feedback into the working group. KF also noted that there has been a big uptake on freight on network rail due to more of a capacity for freight than people.</p> <p>LD asked if there is a deadline for raising concerns. KF noted the deadline to raise any issues is Wednesday 3rd June. LD also asked when Stirling hospital can get a hold of the new RTPi systems. KF noted progress is being made. The new content management system is going well but the issue is getting the real time feeds into the new system. Once feeds are received from the operators, then we can test it. However, there isn't enough journeys happening just now to test the system. The First 100 systems are ready to go in June. KF will test the new system first before sending them out.</p> <p>JG suggested to have another meeting relatively soon. Rather than a RTWG meeting, this forum may be more useful after today's discussion. Richard Malloy (network rail) may want to give a rail update to the group. AH stated we will try get bus information back once each LA is spoken to regarding specific corridors etc.</p>	
<b>9.</b>	<b>Date of the Next Meeting</b>	
9.1	The date of the next meeting is 2.00pm on <b>Wednesday 19<sup>th</sup> August 2020 (location tbc).</b>	