

**Remote Chief Officer Liaison Group Meeting**  
**2:00pm Wednesday 19<sup>th</sup> August 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
Ken Gourlay (KG)	Fife Council
Lindsay Haddow (LH)	Midlothian Council
Andrew Ferguson (AF)	SEStran
<b>Anna Herriman (AH) (Chair)</b>	<b>SEStran</b>
Jim Stewart (JS)	SEStran
Hannah Markley (HM)	SEStran
Keith Fiskien (KF)	SEStran
Julie Vinders (JV)	SEStran
Graeme Malcolm (GM)	West Lothian Council

**Apologies:**

Ewan Kennedy	City of Edinburgh Council
Kevin Collins	Falkirk Council
Jim Grieve	SEStran

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 (27<sup>th</sup> May 2020)</b> Agreed as a correct record subject to minor change below.  <b>AOCB (item 8.1)</b> – LD highlighted ‘Stirling hospital’ should be amended to ‘Stirling Bus Station.’	<b>HM</b>

<b>3.</b>	<b>Audited Annual Accounts 2019/20</b>	
3.1	<p>IS explained the external audit is being conducted remotely and is progressing slowly. The 30<sup>th</sup> September is the normal time to report but the Government has relaxed the Regulations so that this may run to 30<sup>th</sup> November this year. IS highlighted he met with auditors recently to try get the audited accounts to the September Board Meeting but there is possibility it might run beyond that. If so, a special board meeting will have to be scheduled to have the accounts agreed by the board.</p> <p>Also agreed that a further meeting will have to be scheduled for the Performance &amp; Audit Committee to agree the accounts if they miss the current meeting.</p>	<b>IS/SEStran Secretariat</b>
<b>4.</b>	<b>Trapeze – RTPI Proposal</b>	
4.1	<p>JV gave an update on discussions with Trapeze about the Novus FX software. There have been issues with the quality of data and the Novus FX speed. The new Content Management System (CMS) has been developed and the capacity management is being explored. JV then mentioned SEStran will contact a specific colleague in each LA to discuss any additional support/training needs required and how SEStran can support this.</p> <p>Agreed to bring back to next meeting of Chief Officers. In the meantime, all Las to nominate suitable contacts</p>	<b>JV/All</b>
<b>5.</b>	<b>National Cycle Training</b>	
5.1	<p>JS gave a brief update on which schools SEStran have been engaging with in terms of cycle training. However, training opportunities have be very limited due to Covid. JS mentioned SEStran will work with partners and Cycling Scotland into the new school year.</p> <p>JS will give an update at the next Chief Officers meeting (November 2020) once pupils are further into the school year.</p>	<b>JS</b>
<b>6.</b>	<b>Tripshare</b>	
6.1	<p>JS referenced previous papers and raised a number of questions (below) which set out a start point for some discussion.</p> <ul style="list-style-type: none"> <li>• What are the aspirations of every partner and aims for lift sharing in their area?</li> <li>• How much resource is available to support achieving these aims?</li> <li>• Is there a plan to promote and encourage car sharing within their authority area?</li> <li>• Is there a plan for employee promotion and engagement in the scheme?</li> </ul>	

There was a mixture of views across the group about what the next steps could be for liftsharing. Views expressed included:

- Some partners were not comfortable with the idea of promotion at this time given the advice to work at home if possible and maintain physical distancing. Reference was made to evidence of minor outbreaks of COVID linked to car sharing.
- Concerns about potential mixed messaging. Spaces for people is creating extra space for social distancing and there is resistance in some quarters to this due to loss of parking potential access to businesses etc. Therefore, promoting/encouraging a travel option in an enclosed space even when there is government guidance on safe car sharing may be considered contradictory.
- Concerns about securing political support for funding and promoting this type of scheme at this time.
- Should we continue the scheme when it is arguable that it is less able to fully deliver because of the current situation?
- Should we continue the scheme given that duration of current situation is unknown?
- Can the multi level scheme be reduced to a single level either permanently or for a period of time to reduce costs and reflect the current constraints on this transport options?
- Can the scheme be temporarily suspended?
- Could some research work focus on user needs and who the target audience for this should be going forward?
- Main measure of success is the growth and retention of membership along with estimated carbon reduction savings that can be estimated for each of the communities under the trip share umbrella.
- A change or suspension at this time will lose current membership effectively meaning a complete new start to the scheme.

### **Decision**

The partners were of the view that liftsharing has a possible role to play and was a tool to help provide an alternative to single occupancy car use, although its effectiveness at this point in time is challenging.

	<p>Agreed to continue the scheme for 12 months based on the current membership and reviewing how it could best be delivered in the future. Continuity will be maintained whilst allowing a coordinated cross regional set of priorities and targets to be developed to fully deliver the benefits of liftsharing during the next 12 months when travel demand and transport options will continue to be impacted by the ongoing COVID-19 pandemic.</p>	<b>JS/AF/AH</b>
<b>7.</b>	<b>Freight Study Update</b>	
7.1	<p>KF gave an update on the progress to date. The Local Road Development fund of £150 000 helped to complete this study which was developed in partnership with Forth Ports.</p> <p>The GO Forth Freight Study followed a STAG approach which required extensive consultation, partnership working and the SEStran steering group was chaired by Cllr Colin Davidson.</p> <p>The progress to date included undertaking a literature review with lots of data and discussions with a number of partnerships. Road freight flows within and out with the SEStran area were also established.</p> <p>KF also noted there is a requirement for change (economic change), scope for change (potential for being SMARTER in industry within the SEStran area) and requirement for intervention.</p> <p>The next steps will involve data sifting and the review will be completed in August 2020. There is an initial consultation from August – September 2020, however physical face to face meetings have been affected. There is an overall benefit to develop an online portal.</p> <p>Stakeholder engagement will follow a tiered approach in September 2020 (online sessions). The case for change is due to be completed by mid November 2020, then a further presentation will be given at the next freight forum (November 2020).</p> <p>SM asked if there is a last mile element to this study. KF noted the overall content of sustainable freight covers all mileage elements. LH also mentioned it's likely this study can be transferred over different freight origins.</p>	
<b>8.</b>	<b>RTS Update</b>	
8.1	<p>AH mentioned the Main Issues Report was completed by Jacobs and has been developed for some months. There are emails about NPF4 concerning timescales and there are no more STPR2 interventions till the end of the year. A brief is still being developed and a further update will be given to Chief Officers at the next meeting.</p>	<b>AH/JS</b>
<b>9.</b>	<b>AOCB</b>	

9.1	GM made officers aware of the recent email regarding the bus priority rapid development fund. An offer for the sum of £1.2m from Transport Scotland in respect of the first tranche of the bid for the Bus Priority Rapid Development Fund had been made.	
<b>10.</b>	<b>Date of the Next Meeting</b>	
	The date of the next meeting is 2.00pm on <b>Wednesday 11<sup>th</sup> November 2020 (location tbc).</b>	